

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

Date: Tuesday, July 9, 2019 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 9, 2019 Agenda
- 5.** Public Comment (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 11, 2019 Board Minutes
- 7.** Communications
- 8.** Review of the May, 2019 Financial Statement
- 9.** Discuss and Approve June, 2019 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 (Respite Care, Child Care Certification, Foster Care, CCS Regional Service Array, ADRC Advertising, Recreational/Alternative Activity)
- 12.** Discussion and Possible Action on Requests from Public Hearing
- 13.** Discussion and Possible Action on bids for the Wisconsin Home Energy Assistance Program (WHEAP)
- 14.** Director's Report
- 15.** Adjourn

Next Scheduled Meetings:

Tuesday, August 13, 2019 at 8:30 a.m.
Tuesday, September 10, 2019 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.

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 11, 2019

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

Others Present: Director Kathi Cauley; Deputy Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford; Economic Support Manager Jill Johnson; Aging & Disability Resource Division Manager Sharon Olson and Office Manager Kelly Witucki

1. CALL TO ORDER

Mr. Mode called the meeting to order at 4:00 p.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Schultz absent /Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE JUNE 11, 2019 AGENDA

No changes

5. PUBLIC COMMENTS

No comments

6. APPROVAL OF THE MAY 14, 2019 BOARD MINUTES

Mr. Jones made a motion to approve the May 14, 2019 board minutes with the correction.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF APRIL 2018 FINANCIAL STATEMENT

Mr. Bellford reviewed the April 2019 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$1,099,191. This balance includes \$650,000 from our reserve carryover, but excludes any prepaid adjustments. Projections this early in the year are very volatile and subject to change.

9. REVIEW AND APPROVE MAY, 2019 VOUCHERS

Mr. Bellford reviewed the May 2019 summary sheet of vouchers totaling \$536,238.35 (attached).

Mr. Jones made a motion to approve the May 2019 vouchers totaling \$536,238.35.

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:

Mr. Ruehlow reported on the following items:

- We received a DCF Foster Parent Grant for \$36,000. This will be used for activities that our foster kids do not get to be a part of, as well as help us build a shed to store many of our items, such as backpacks, suitcases, teddy bears, blankets and more.
- We have eliminated our CLTS waitlist and currently we are serving 196 kids.
- We have filled the vacant CLTS position. We welcomed Lindy Schrader from Waukesha County.
- Two weeks ago, there was an onsite review of our CLTS program and we scored 95%.

Behavioral Health:

Ms. Cauley reported on the following items:

- Emergency contacts are up from last year.
- Suicides calls are down.
- Emergency Detentions are down with a diversion rate of 82%. We are currently at 41 emergency detentions. Last year at this time we were at 75. This has been the lowest number since 2013.
- Outpatient Clinic is going through the change process and this fall we will have Open Access.
- Through the Crisis Innovation Grant, we were able to create a new Intake/Emergency Mental Health position and we have recently filled that position.
- Peer Support Line is open.

Administration:

Mr. Bellford reported on the following items:

- WIMCR report is due the end of June.
- Our Protective Payee position was vacant and we have filled that position with an internal staff member.
- We are currently interviewing for the Medical Office Assistant position.
- DHS has increased our allocations for two block grants, which include the mental health block grant and the substance abuse block grant. Those have increased for 2019 and 2020.
- We would like to get two RFP's out still this year for two capital projects. Those projects include the Hillside mechanical room and expanding the CSP parking lot.
- Currently we are working on making more space for staff throughout the building.

Economic Support:

Ms. Johnson reported on the following items:

- Our **Key Outcome Indicators** were as follows:
 - Processing of applications, we were at 100% for the month of May processing them all timely.
- June 4 was our celebration for being in the Workforce Development Center building for 20 years.
- The state is mandating that we do an RFP for Energy Assistance Program and that was posted on May 20 and is due tomorrow.
- We are sending out save the date cards for Ready Kids for School.

ADRC:

Ms. Olson reported on the following items:

- Our **Key Outcome Indicators** were met as follows:

- Met at 100% compliance as the ADRC staff provided 28 initial home visits within the contract of 10 business days from request.
- Met at 100% for the Senior Dining Program, 13 new Home delivered meals were started, In May, there were 2,549 meals served with an average of 116 meals per day.
- Hit a record in transportation , 701 trips completed out of the 766 that were requested. 64 cancelled, 1 no show and 11 transported by contract. 58 trips were completed in the wheelchair van. VA van had 95 trips.
- Dementia Care Specialist busy with presentation and memory screening event.
- Month highlights
 - ADRC open house had 37 attendees
 - The Farmer Market Voucher program started on June 3rd.
 - We applied and been granted carryover funding for the ADRC and Dementia Care Specialist Programs together that is \$41,887 in additional funding primarily to be used for marketing services.
 - Mobility Manager had first Wednesday walk in May which had a successful attendance and the next will be at Korth Park in Lake Mills on last Wednesday of the month. Mike will also be at the Fort Farmers, marketing transportation.
 - In recognition of World Elder Abuse Awareness Day, on June 15th, we have a banner and pinwheels at the end of Annex road and staff have put posters with purple balloons and flowers in local banks, the hospital and courthouse to promote awareness of Elder Financial Abuse.

11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (CCS Regional Service Array, Respite Care, Child Alt. Care and Texting Software)

Ms. Cauley reported that we have four new service providers. (attached)

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

Ms. Crouse seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON REAPPOINT RUSSELL KUTZ, JEFFERSON, ELLEN SAWYER, JEFFERSON, AND MARCIA BARE, JEFFERSON TO ADRC ADVISORY COMMITTEE FOR A SECOND TERM. APPOINTMENT RUTH FIEGE, FORT ATKINSON, AND JANET SAYRE-HOEFT, JEFFERSON, FOR A FIRST TERM. APPOINT CAROL ELLINGSON, JEFFERSON TO THE NUTRITION PROJECT COUNCIL FOR A SECOND TERM.

Mr. McKenzie made a motion to approve the appointments as presented.

Mr. Jones seconded.

Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON FOSTER PARENT INCENTIVE GRANT

Ms. Cauley reported that the Foster Parent Incentive Grant would support four major events during the year. The overall outcome is to reduce stress on families and to ensure that children have any needed items when placed in emergencies. The grant will also cover the costs of adding on to the maintenance shed to create storage space for all of the foster care items that the agency currently has on hand.

Mr. Jones motioned to support in accepting the Foster Parent Incentive Grant for \$36,000.

Ms. Crouse seconded.
Motion passed unanimously.

14. DISCUSS POTENTIAL AGENDA ITEMS FOR JULY BOARD MEETING

- Budget/Funding Requests
- Energy Services RFPs

15. DISCUSS THE PUBLIC HEARING & REVIEW BOARD POLICIES

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

16. PUBLIC HEARING – HUMAN SERVICES DEPARTMENT 2020 BUDGET

17. ADJOURN

Mr. McKenzie made a motion to adjourn the meeting.
Mr. Kutz seconded.
Motion passed unanimously.
Meeting adjourned at 5:27 p.m.

Respectfully submitted by Kelly Witucki

NEXT BOARD MEETING

Tuesday, July 9, 2019 at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549

Public Hearing

The following people registered to speak and did so at the public hearing.

Watertown Area Cares Clinic

**Jeannetta Westenberg, Fund Development
Sheila Geib,**

2019 Donation - \$10,000

2020 Request - \$10,000

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

PAVE (Protect, Advocate, Validate and Educate)

Jessica Tiffany

2020 Request - \$12,000

Ms. Tiffany thanked the board for taking the time to listen to her. Ms. Tiffany discussed the programs and services that PAVE offers to Dodge and Jefferson County residents and is requesting a donation of \$12,000.

Community Dental Clinic

Barb Gudgeon, Director

2019 Donation - \$7,500

2020 Request - \$7,500

Ms. Gudgeon presented their annual report (attached). She 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. Their goal is to serve the same number of patients each year, if not more. They are requesting a donation of \$7,500.

New Beginnings

Heidi Lloyd, Executive Director

2020 Request - \$12,000

Ms. Lloyd reported that New Beginnings has recently opened an office in downtown Whitewater to help more Jefferson County residents. She discussed their programs and services. Ms. Lloyd reported that from October to December 2018, they have served 950 clients in their Whitewater office and 20% were from Jefferson County and that number has continued to grow. New Beginnings is requesting a donation of \$12,000.

DRAFT

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT
STATEMENT OF REVENUES & EXPENDITURES
 Projection based on May 2019 - Financial Statements

SUMMARY

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2018 Budget	Year End Variance
Federal/State Operating Revenues	2,963,013	2,993,917	5,956,931	3,290,402	6,747,979	14,761,010	16,345,150	(1,584,140)
County Funding for Operations (tax levy & transfer in)	3,738,585	0	3,738,585	3,594,617	3,881,359	9,315,262	9,315,262	0
Total Resources Available	6,701,598	2,993,917	9,695,516	6,885,019	10,629,338	24,076,272	25,660,412	(1,584,140)
Total Adjusted Expenditures	9,165,702	1,064,639	10,230,341	8,885,216	11,030,300	24,470,542	26,827,241	2,356,699
OPERATING SURPLUS (DEFICIT)	(2,464,103)	1,929,278	(534,825)	(2,000,197)	(400,962)	(394,270)	(1,166,829)	772,559
Balance Forward from 2018-Balance Sheet Operating Reserve	1,166,829		1,166,829	989,597		1,166,829	1,166,829	0
NET SURPLUS (DEFICIT)	(1,297,274)	1,929,278	632,004	(1,010,600)	(400,962)	772,559	(0)	772,559

REVENUES

STATE & FEDERAL FUNDING

MH & AODA Basic County Allocation	421,747	391,504	813,251	422,209	813,491	1,951,802	1,952,378	(576)
Children's Basic County Allocation	250,516	158,576	409,092	250,669	378,963	981,821	909,510	72,311
Family Care County Contribution	0	0	0	0	0	0	0	0
Children's L/T Support Waivers	10,621	271,633	282,254	10,756	453,962	770,758	1,089,509	(318,752)
Behavioral Health Programs	78,694	155,564	234,258	85,824	112,099	369,761	269,037	100,724
Community Options Program	6,801	84,082	90,883	10,586	90,883	218,118	218,118	0
Aging & Disability Res Center	151,850	231,007	382,857	173,571	416,145	960,751	998,748	(37,997)
Aging/Transportation Programs	234,106	75,488	309,594	231,476	289,384	719,226	694,522	24,704
Project YES!	15,450	0	15,450	108,188	61,676	57,190	148,022	(90,831)
Youth Aids	353,256	(23,089)	330,167	350,176	363,413	841,627	872,192	(30,565)
IV-E TPR	868	709	1,577	5,100	27,740	1,701	66,576	(64,875)
Family Support Program	0	0	0	0	0	0	0	0
Children & Families	42,682	(10,411)	32,270	73,721	101,283	175,370	243,080	(67,709)
ARRA Birth to Three	0	0	0	0	0	0	0	0
I.M. & W-2 Programs	238,349	725,133	963,483	471,215	674,774	1,646,464	1,619,458	27,006
Client Assistance Payments	68,263	47,020	115,283	75,451	109,385	265,830	262,524	3,306
Early Intervention	82,782	(13,797)	68,985	82,962	68,985	165,564	165,564	0
Total State & Federal Funding	1,955,986	2,093,417	4,049,404	2,351,903	3,962,182	9,125,982	9,509,237	(383,255)

COLLECTIONS & OTHER REVENUE

Provided Services	508,900	707,846	1,216,745	428,821	2,035,567	3,932,621	4,885,362	(952,740)
Child Alternate Care	60,735	0	60,735	61,438	50,000	145,764	120,000	25,764
Adult Alternate Care	66,643	0	66,643	88,720	93,613	159,942	224,670	(64,728)
Children's L/T Support	124,504	87,027	211,530	58,823	216,678	507,673	520,028	(12,355)
1915i Program	948	52,503	53,452	10,540	53,452	90,500	128,284	(37,784)
Donations	48,959	0	48,959	45,287	35,875	90,743	86,100	4,643

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2018 Budget	Year End Variance
Cost Reimbursements	62,842	(5,787)	57,055	51,822	41,753	132,933	100,207	32,726
Other Revenues	133,498	58,911	192,409	193,048	258,859	574,852	771,262	(196,410)
Total Collections & Other	1,007,027	900,500	1,907,527	938,499	2,785,797	5,635,028	6,835,913	(1,200,885)

TOTAL REVENUES

2,963,013	2,993,917	5,956,931	3,290,402	6,747,979	14,761,010	16,345,150	(1,584,140)
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EXPENDITURES

WAGES

Behavioral Health	707,930	5,000	712,930	651,458	685,399	1,791,180	1,644,958	146,222
Children's & Families	753,755	27,500	781,255	882,312	795,051	1,875,011	1,908,122	(33,110)
Community Support	392,047	0	392,047	378,656	410,226	948,913	984,542	(35,629)
Comp Comm Services	449,479	0	449,479	312,196	507,772	1,094,721	1,450,826	(356,105)
Economic Support	532,417	0	532,417	475,779	533,198	1,277,801	1,279,676	(1,875)
Aging & Disability Res Center	203,234	0	203,234	190,285	209,363	487,762	502,471	(14,709)
Aging/Transportation Programs	194,153	0	194,153	198,765	187,805	465,968	450,731	15,237
Childrens L/T Support	142,746	10,000	152,746	137,283	151,519	366,589	364,038	2,551
Early Intervention	135,502	0	135,502	133,004	137,859	325,204	330,862	(5,659)
Management/Overhead	478,355	25,000	503,355	442,641	508,886	1,210,053	1,221,327	(11,274)
Lueder Haus	121,774	0	121,774	118,991	127,834	292,257	306,801	(14,544)
Safe & Stable Families	29,229	0	29,229	43,085	40,914	68,972	98,193	(29,221)
Supported Emplymt	0	0	0	0	0	0	0	0
Total Wages	4,140,621	67,500	4,208,121	3,964,456	4,295,825	10,204,432	10,542,547	(338,115)

FRINGE BENEFITS

Social Security	307,024	0	307,024	292,347	334,443	740,702	802,663	(61,960)
Retirement	264,017	0	264,017	257,395	282,585	636,947	678,205	(41,258)
Health Insurance	905,954	48,000	953,954	1,135,753	1,042,122	2,303,707	2,501,094	(197,387)
Other Fringe Benefits	294,715	0	294,715	38,808	115,507	314,553	335,782	(21,229)
Total Fringe Benefits	1,771,710	48,000	1,819,710	1,724,303	1,774,658	3,995,910	4,317,743	(321,834)

OPERATING COSTS

Staff Training	55,972	0	55,972	22,652	24,937	102,555	84,850	17,705
Space Costs	111,530	0	111,530	77,924	97,376	267,671	233,702	33,969
Supplies & Services	537,283	59,802	597,085	435,578	522,173	1,411,890	1,253,715	158,176
Program Expenses	65,155	0	65,155	50,143	60,299	157,918	144,717	13,201
Employee Travel	54,285	0	54,285	54,028	60,308	130,284	167,807	(37,523)
Staff Psychiatrists & Nurse	174,873	0	174,873	172,866	174,127	419,694	417,904	1,790
Birth to 3 Program Costs	103,877	15,000	118,877	79,706	96,667	285,306	232,000	53,306
Busy Bees Preschool	2,424	0	2,424	803	667	5,818	1,600	4,218
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	16,791	24,926	41,717	8,501	28,150	57,889	67,560	(9,671)
Year End Allocations	(22,889)	25,907	3,018	(18,105)	(18,252)	18,585	(28,983)	47,568
Capital Outlay	125,286	102,399	227,685	127,866	315,943	631,991	758,262	(126,271)
Total Operating Costs	1,224,586	228,034	1,452,621	1,011,962	1,362,394	3,489,601	3,333,133	156,468

BOARD MEMBERS

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2018 Budget	Year End Variance
Per Diems	1,760	0	1,760	1,870	2,083	4,224	5,000	(776)
Travel	574	0	574	574	333	1,378	800	578
Training	0	0	0	0	0	0	0	0
Aging Committee	0	0	0	0	0	0	0	0
Total Board Members	2,334	0	2,334	2,444	2,417	5,602	5,800	(198)
<u>CLIENT ASSISTANCE</u>								
W-2 Benefit Payments	0	0	0	0	0	0	0	0
Donation Expenses	9,836	0	9,836	0	7,892	23,606	18,941	4,665
Medical Asst. Transportation	0	0	0	0	0	0	0	0
Energy Assistance	50,565	0	50,565	44,497	50,454	121,356	121,090	266
Kinship & Other Client Assistance	43,337	0	43,337	33,675	38,218	104,008	91,724	12,284
Total Client Assistance	103,738	0	103,738	78,172	96,565	248,971	231,756	17,215
<u>MEDICAL ASSISTANCE WAIVERS</u>								
Childrens LTS	68,938	245,023	313,961	55,287	448,924	844,730	1,077,418	(232,688)
Total Medical Assistance Waivers	68,938	245,023	313,961	55,287	448,924	844,730	1,077,418	(232,688)
<u>COMMUNITY CARE</u>								
Supportive Home Care	12,135	0	12,135	12,717	17,448	29,125	41,874	(12,749)
Guardianship Services	23,394	579	23,973	21,544	29,583	57,536	71,000	(13,464)
People Ag. Domestic Abuse	0	0	0	5,000	0	0	0	0
Family Support	0	0	0	0	0	0	0	0
Transportation Services	17,150	0	17,150	15,533	17,167	41,160	41,200	(40)
Opp. Inc. Delinquency Programs	0	0	0	0	0	0	0	0
Opp. Inc. Independent Living	0	0	0	0	0	0	0	0
Other Community Care	212,780	80,195	292,975	188,502	276,065	662,645	662,557	89
Elderly Nutrition - Congregate	25,072	0	25,072	26,514	30,179	60,173	72,429	(12,256)
Elderly Nutrition - Home Delivered	50,596	0	50,596	56,690	49,408	121,431	118,580	2,851
Elderly Nutrition - Other Costs	2,544	0	2,544	2,176	3,916	6,106	9,399	(3,293)
Total Community Care	343,673	80,774	424,446	328,675	423,766	978,176	1,017,039	(38,862)
<u>CHILD ALTERNATE CARE</u>								
Foster Care & Treatment Foster	309,272	0	309,272	357,428	399,305	765,728	958,333	(192,605)
Intensive Comm Prog	0	0	0	0	0	0	0	0
Group Home & Placing Agency	150,506	0	150,506	139,104	191,000	361,215	458,400	(97,185)
L.S.S. Child Welfare	0	0	0	0	0	0	0	0
Child Caring Institutions	124,361	0	124,361	328,607	302,083	416,166	725,000	(308,834)
Detention Centers	50,908	0	50,908	20,855	41,667	122,179	100,000	22,179
Correctional Facilities	0	0	0	0	0	0	0	0
Shelter & Other Care	47,365	5,270	52,635	38,798	54,861	126,324	131,667	(5,343)
Total Child Alternate Care	682,412	5,270	687,682	884,792	988,917	1,791,612	2,373,400	(581,788)
<u>HOSPITALS</u>								

Detoxification Services
Mental Health Institutes
Other Inpatient Care
Total Hospitals

Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2018 Budget	Year End Variance
8,086	3,528	11,614	20,063	28,802	27,874	69,124	(41,250)
400,683	114,025	514,708	402,207	500,041	1,235,298	1,200,098	35,200
0	0	0	0	0	0	0	0
408,769	117,553	526,322	422,270	528,842	1,263,172	1,269,222	(6,050)

HS RESERVE FUND

Operating Reserve

0	0	0	0	270,833	0	650,000	(650,000)
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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

87,467	0	87,467	64,211	74,514	186,817	178,833	7,984
0	260,457	260,457	0	260,457	625,097	625,097	0
0	0	0	0	0	0	0	0
138,427	0	138,427	157,220	175,482	345,936	421,156	(75,220)
4,150	0	4,150	20,698	72,917	9,959	175,000	(165,041)
1,050	0	1,050	329	625	1,050	1,500	(450)
0	0	0	0	0	0	0	0
84,819	0	84,819	86,028	96,261	203,565	231,025	(27,460)
90,858	12,028	102,886	84,369	146,847	246,750	352,433	(105,683)
82	0	82	0	0	196	0	196
12,070	0	12,070	0	10,058	28,967	24,139	4,828
418,922	272,485	691,407	412,855	837,160	1,648,337	2,009,184	(360,847)

Total Other Contracted

TOTAL EXPENDITURES

9,165,702	1,064,639	10,230,341	8,885,216	11,030,300	24,470,542	26,827,241	(2,356,699)
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Financial Statement Summary

May, 2019

We are projecting a positive year-end fund balance of \$772,559. This is down from \$1,099,191 last month. This balance includes \$650,000 from our reserve carryover, but excludes any prepaid adjustments. Projections this early in the year are very volatile and subject to change, as evidenced by the change from April to May. The major reasons for the change are increased expenditures projections related to adult family homes, the State’s MHI (e.g. Winnebago), children’s placements, and the CLTS MOE.

Summary of Variances:

Revenue: Overall, revenues are projected to be unfavorable by \$1,584,140.

- CLTS revenue is projected to be under budget by \$331,107. In 2018, CLTS revenues were under budget by \$335,482. Conversely, CLTS expenditures are projected to be under budget by \$232,688 this year. These variances are lower than they were last month, as services expand in the program throughout the year.
- MA Collections for Winnebago/Mendota hospitalizations are projected to be under budget by \$55,500. This is based on our actual collections through May, which increased quite a bit from March, when we were projecting to be under budget by \$285,116.
- Other MA programs – specifically, EMH and CSP – are also under budget in terms of revenue. We billed 440 Lueder Haus days from January to April 2019, compared to 646 during that time period last year. CSP also has had numerous staff vacancies affect billing early in the year.
- CCS and Family Centered Therapy (FCT) revenues are projected to be under budget by \$877,550. The projected revenue is based on January-March billings, which are lower than budget, because of various CCS and FCT vacancies. CCS and FCT expenses are projected to be under budget by \$608,226.

Expenditures: Overall, expenses are projected to be favorable by \$2,356,699. The favorable projection in 2019, along with comparative 2018 balances, is due to the following:

Program	2019 Projected Balance	2018 Balance
Salary and Fringe	Favorable \$659,949	Favorable \$144,846
Child Alternate Care	Favorable \$581,788	Favorable \$518,084
Hospitals & Detox	Favorable \$6,050	Favorable \$156,491
IV-E TPR	Favorable \$165,041	Favorable \$116,393
CLTS	Favorable \$232,688	Favorable \$281,288
Operating Reserve	Favorable \$650,000	N/A

Major Classifications Impacting the Balance

- **Salary expenses are projected to be under budget by \$338,115:** This is because of numerous vacant or unfilled positions, most of which are in CCS and FCT and are now filled.
- **Fringes and benefit expenses are projected to be under budget by \$321,834:** Most of this is due to health insurance, which can still be very volatile because of unfilled positions and changes in coverage. In 2018, we had \$2,745,864 in health insurance expenses. Our 2018 budget is for \$2,501,094. We are projecting \$2,303,707, in health insurance expenses right now for 2019.
- **Children Alternate Care expenses are projected to be under budget by \$581,788:** There was a slight increase in expenditures in May.

	2019	2018
May	\$145,704	\$177,289
Monthly Average	\$139,269	\$180,633
YTD Total (through May)	\$696,344	\$903,165

- **Hospital/Detox is projected to be over budget (i.e. unfavorable) by \$49,450 (Net basis):**

	Budget	Actual	Projection
Revenue	\$434,696	\$157,998	\$379,196
Expenditures	\$1,269,222	\$526,322	\$1,263,172
Net	\$(834,526)	\$(368,324)	\$(883,976)

We ended 2018 with a net balance of \$(594,383).

- **IV-E TPR Expenses are projected to be under budget by \$165,041:** These costs have been reduced, as Human Services does not contract for a majority of the services anymore.
- **CLTS expenses are projected to be under budget by \$232,688:** This is consistent with CLTS revenues, and they are expected to rise throughout the year. We do anticipate having to pay some of our maintenance of effort.
- **Operating Reserve:** We are projecting a year-end balance of \$650,000 in the operating reserve this year.

BEHAVIOR HEALTH DIVISION: Projected unfavorable balance of \$575,296, because of CCS/FCT, Lueder Haus, and EMH revenue and hospitalization and adult placement expenses.

In May of 2019, we received a Winnebago charge of \$55,114. In April of 2019, we received a Winnebago charge of \$53,083.

CHILDREN & FAMILY DIVISION: Projected favorable balance of \$553,927, because of alternate care costs.

ECONOMIC SUPPORT DIVISION: Projected favorable balance of \$85,730, because of an additional \$195,583 RMS payment.

AGING & ADRC DIVISION: Projected favorable balance of \$27,634. We did receive additional ADRC and DCS carryover funds.

ADMINISTRATIVE DIVISION: Projected favorable balance of \$30,564.

OPERATING RESERVE: Projected favorable balance of \$650,000.

Statements are unaudited.

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Projection based on May 2019 Revenue & Expenditures Financial Statement

Summary Sheet

() Unfavorable

	Program	Annual Projection			Budget			
		Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	Variance
Behavior Health								
65000	BASIC ALLOCATION	3,485,360	4,413,970	928,610	3,510,054	4,230,829	720,775	(207,835)
65003	LUEDER HAUS	95,835	560,550	464,715	152,000	571,249	419,249	(45,467)
65007	EMERGENCY MENTAL HEALTH	55,115	943,253	888,138	105,466	930,475	825,009	(63,128)
65008	CRISIS INNOVATION	85,150	85,150	0	85,150	85,150	0	0
65011	MENTAL HEALTH BLOCK	41,376	29,641	(11,735)	26,128	30,672	4,544	16,280
65025	COMMUNITY SUPPORT PROGRAM	579,767	1,669,589	1,089,822	710,800	1,758,893	1,048,093	(41,729)
65027	COMP COMM SERVICE	2,010,336	1,971,259	(39,077)	2,506,364	2,246,351	(260,013)	(220,936)
63027	FAMILY CENTERED THERAPY	0	48,388	48,388	381,522	381,522	0	(48,388)
65031	AODA BLOCK GRANT	109,299	147,847	38,548	109,299	198,775	89,476	50,928
65032	OPIOID GRANT	112,935	284,959	172,024	33,501	162,721	129,221	(42,804)
65033	JAIL AODA COUNSELING	495	557	62	0	0	0	(62)
65043	COMMUNITY MENTAL HEALTH	97,609	0	(97,609)	97,609	0	(97,609)	0
65044	CCISY CRISIS GRANT	8,046	1,511	(6,535)	2,500	2,500	0	6,535
65063	1915I PROGRAM (CRS)	90,500	345,936	255,436	128,284	421,156	292,872	37,436
65090	YOUTH EMPOWERMENT SOLUTIONS	57,190	76,254	19,063	148,022	148,022	0	(19,063)
63102	DRUG FREE COALITION	3,949	2,163	(1,786)	0	0	0	1,786
66000	DONATIONS	786	2,631	1,844	0	2,995	2,995	1,151
Total	Behavior Health	6,833,749	10,583,658	3,749,908	7,996,698	11,171,310	3,174,612	(575,296)
Children & Families								
65001	CHILDREN'S BASIC ALLOCATION	1,185,022	2,562,283	1,377,261	1,109,510	2,761,891	1,652,381	275,120
65002	KINSHIP CARE	84,474	95,323	10,849	81,434	81,434	0	(10,849)
65005	YOUTH AIDS	663,692	1,555,015	891,323	648,542	1,899,029	1,250,487	359,164
63109	YOUTH JUSTICE INNOVATION	118,530	118,530	0	125,000	125,000	0	0
60683	CITIZEN'S REVIEW PANEL	10,000	11,882	1,882	10,000	10,000	0	(1,882)
63612	IN HOME SAFETY SERVICES	44,827	58,506	13,679	101,100	111,098	9,998	(3,681)
63100	POST REUNIFICATION PROGRAM	2,602	0	(2,602)	20,000	18,000	(2,000)	602
65009	YA EARLY & INTENSIVE INT	41,807	178,547	136,740	63,500	169,130	105,630	(31,110)
63110	PARENT VOICE STAKEHOLDER	0	350	350	0	0	0	(350)
65121	CHILDREN'S COP	218,118	226,497	8,379	218,118	218,118	0	(8,379)
65020	DOMESTIC ABUSE	0	0	0	0	0	0	0
65021	SAFE & STABLE FAMILIES	70,198	123,623	53,426	92,586	191,255	98,669	45,243
65036	SACWIS	0	9,676	9,676	0	0	0	(9,676)
65040	CHILDRENS LTS WAIV-DD	977,198	1,257,758	280,560	1,285,301	1,432,961	147,660	(132,900)
65067	COMMUNITY RESPONSE GRANT	136,500	184,217	47,717	136,500	191,883	55,383	7,666
65068	FOSTER PARENT TRAINING	5,260	12,830	7,570	4,394	10,984	6,591	(979)
65070	IV-E TPR	1,701	9,959	8,259	66,576	175,200	108,624	100,365
65080	YOUTH DELINQUENCY INTAKE	0	919,384	919,384	0	936,984	936,984	17,601
65082	AUTISM	301,233	309,561	8,328	324,237	313,098	(11,139)	(19,466)
65175	EARLY INTERVENTION (BIRTH TO 3)	204,990	828,535	623,545	203,564	764,278	560,714	(62,831)
65105	KINSHIP ASSESSMENTS	4,412	4,150	(262)	4,743	4,743	0	262
65120	COORDINATED SERVICE TEAM	60,000	85,046	25,046	60,000	95,577	35,577	10,532
65188	BUSY BEES PRESCHOOL	1,740	39,832	38,092	3,000	52,791	49,791	11,699
65189	INCREDIBLE YEARS	2,125	64,050	61,925	0	60,000	60,000	(1,925)
66000	DONATIONS	14,732	20,976	6,244	0	15,946	15,946	9,703
Total	Children & Families	4,149,160	8,676,531	4,527,370	4,558,104	9,639,401	5,081,297	553,927

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Projection based on May 2019 Revenue & Expenditures Financial Statement

Summary Sheet

() Unfavorable

Program	Annual Projection			Budget			Variance
	Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	
Economic Support Division							
65051 INCOME MAINTENANCE	1,523,406	2,096,407	573,000	1,575,681	2,164,814	589,133	16,133
65053 CHILD DAY CARE ADMIN	130,607	0	(130,607)	75,000	0	(75,000)	55,607
65057 ENERGY PROGRAM	121,356	121,356	0	121,090	121,090	0	0
65071 CHILDREN FIRST	4,800	0	(4,800)	4,000	0	(4,000)	800
65073 FSET	11,290	0	(11,290)	10,000	0	(10,000)	1,290
65100 CLIENT ASSISTANCE	11,900	0	(11,900)	0	0	0	11,900
Total	1,803,359	2,217,763	414,403	1,785,771	2,285,904	500,133	85,730
Aging Division & ADRC							
65012 ALZHEIMERS FAM SUPP	25,854	25,854	0	33,000	33,000	0	0
65046 ADRC - DBS	0	175,990	175,990	0	0	0	(175,990)
65047 ADRC - DCS	0	93,358	93,358	0	0	0	(93,358)
65048 AGING/DISABIL RESOURCE	960,751	588,733	(372,018)	998,748	892,656	(106,092)	265,926
65075 GUARDIANSHIP PROGRAM	1,000	22,258	21,258	0	30,000	30,000	8,742
65076 STATE BENEFIT SERVICES	54,553	91,902	37,349	46,678	95,071	48,393	11,044
65077 ADULT PROTECTIVE SERVICES	56,827	90,109	33,282	56,827	92,067	35,240	1,957
65078 NSIP	17,186	22,258	5,072	15,809	15,809	0	(5,072)
65151 TRANSPORTATION	225,495	283,932	58,437	255,663	259,262	3,599	(54,838)
65152 IN-HOME SERVICE III-D	0	15,029	15,029	4,245	4,717	472	(14,557)
65154 SITE MEALS	162,574	147,053	(15,521)	170,584	177,493	6,909	22,430
65155 DELIVERED MEALS	131,358	202,596	71,238	111,244	195,095	83,851	12,612
65157 SENIOR COMMUNITY SERVICES	0	0	0	7,986	8,874	888	888
65158 ELDER ABUSE	25,025	131,736	106,711	25,025	124,505	99,480	(7,232)
65159 III-B SUPPORTIVE SERVICE	76,434	77,179	745	66,643	74,094	7,451	6,706
65163 TITLE III-E (FAMILY CAREGIVER SUPPORT)	36,302	44,126	7,824	29,918	41,000	11,082	3,258
65159 VEHICLE ESCROW ACCOUNT	642	0	(642)	0	38,560	38,560	39,202
63010 MOBILITY MANAGER	80,748	80,748	0	97,000	102,914	5,914	5,914
66000 DONATION	0	0	0	0	0	0	0
Total	1,854,749	2,092,861	238,112	1,919,370	2,185,116	265,746	27,634

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Projection based on May 2019 Revenue & Expenditures Financial Statement

Summary Sheet

() Unfavorable

	Program	Annual Projection			Budget			Variance	
		Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy		
Administrative Services Division									
	65187	UNFUNDED SERVICES	14,702	50,708	36,007	0	55,555	55,555	19,549
	63101	DODGE STREET HOUSE	0	3,924	3,924	0	0	0	(3,924)
	65190	MANAGEMENT	0	46,996	46,996	0	0	0	(46,996)
	65200	OVERHEAD AND TAX LEVY	9,420,552	136,961	(9,283,590)	9,400,469	81,693	(9,318,776)	(35,186)
	65210	CAPITAL OUTLAY	0	631,991	631,991	0	758,262	758,262	126,271
		Balance Sheet Non Lapsing Funds	1,166,829	0	(1,166,829)	1,166,829	0	(1,166,829)	0
Total		Administrative Services Division	10,602,083	899,730	(9,702,352)	10,567,298	895,510	(9,671,788)	30,564
Human Services Reserve Fund									
	63001	Operating Reserve	0	0	0	0	650,000	650,000	650,000
		Reserve Fund	0	0	0	0	650,000	650,000	650,000
GRAND Total			25,243,101	24,470,542	(772,559)	26,827,241	26,827,241	0	772,559

Note: Variance includes Non-Lapsing from Balance Sheet

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
60683 Citizen Review Panel							
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421001 State Aid	-10,000	0	-10,000	-2,292.76	.00	-7,707.24	22.9%
511110 Salary-Permanent Regular	0	0	0	689.19	.00	-689.19	.0%
512141 Social Security	0	0	0	49.81	.00	-49.81	.0%
512142 Retirement (Employer)	0	0	0	45.14	.00	-45.14	.0%
512144 Health Insurance	0	0	0	136.82	.00	-136.82	.0%
512145 Life Insurance	0	0	0	.01	.00	-.01	.0%
531349 Other Operating Expenses	10,000	0	10,000	1,883.41	.00	8,116.59	18.8%
532325 Registration	0	0	0	2,100.48	.00	-2,100.48	.0%
543954 Overhead Allocation	0	0	0	45.81	.00	-45.81	.0%
TOTAL Citizen Review Panel	0	0	0	2,657.91	.00	-2,657.91	.0%
TOTAL REVENUES	-10,000	0	-10,000	-2,292.76	.00	-7,707.24	
TOTAL EXPENSES	10,000	0	10,000	4,950.67	.00	5,049.33	
<hr/>							
63000 Crisis Dementia Care Training							
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421001 State Aid	0	0	0	.00	.00	.00	.0%
532325 Registration	0	0	0	.00	.00	.00	.0%
TOTAL Crisis Dementia Care Training	0	0	0	.00	.00	.00	.0%
<hr/>							
63001 Human Services Reserve							
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594950 Operating Reserve	0	650,000	650,000	.00	.00	650,000.00	.0%
TOTAL Human Services Reserve	0	650,000	650,000	.00	.00	650,000.00	.0%
TOTAL EXPENSES	0	650,000	650,000	.00	.00	650,000.00	
<hr/>							
63010 Mobility Manager							
<hr/>							
421001 State Aid	0	-80,000	-80,000	.00	.00	-80,000.00	.0%
485204 Donations - Human Service	0	-17,000	-17,000	-17,000.00	.00	.00	100.0%

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
511210 Wages-Regular	0	0	0	14,169.66	.00	-14,169.66	.0%
512141 Social Security	0	0	0	1,070.89	.00	-1,070.89	.0%
512142 Retirement (Employer)	0	0	0	928.10	.00	-928.10	.0%
512144 Health Insurance	0	0	0	3,381.31	.00	-3,381.31	.0%
512173 Dental Insurance	0	0	0	128.57	.00	-128.57	.0%
529299 Purchase Care & Services	0	86,000	86,000	.00	.00	86,000.00	.0%
531303 Computer Equipmt & Software	0	200	200	.00	.00	200.00	.0%
531312 Office Supplies	0	0	0	144.95	.00	-144.95	.0%
531326 Advertising	0	500	500	716.86	.00	-216.86	143.4%
532325 Registration	0	0	0	175.00	.00	-175.00	.0%
532332 Mileage	0	0	0	18.00	.00	-18.00	.0%
532336 Lodging	0	0	0	164.00	.00	-164.00	.0%
543954 Overhead Allocation	0	16,214	16,214	3,327.10	.00	12,886.90	20.5%
TOTAL Mobility Manager	0	5,914	5,914	7,224.44	.00	-1,310.44	122.2%
TOTAL REVENUES	0	-97,000	-97,000	-17,000.00	.00	-80,000.00	
TOTAL EXPENSES	0	102,914	102,914	24,224.44	.00	78,689.56	
63027 Family Centered Therapy							
455403 Counseling - Medical Assist	-381,522	0	-381,522	.00	.00	-381,522.00	.0%
511110 Salary-Permanent Regular	68,103	0	68,103	891.96	.00	67,210.74	1.3%
511210 Wages-Regular	164,071	0	164,071	1,221.27	.00	162,849.97	.7%
512141 Social Security	17,761	0	17,761	155.52	.00	17,605.79	.9%
512142 Retirement (Employer)	15,207	0	15,207	138.42	.00	15,068.97	.9%
512144 Health Insurance	61,585	0	61,585	425.23	.00	61,160.21	.7%
512145 Life Insurance	0	0	0	.30	.00	-.30	.0%
512150 FSA Contribution	6,800	0	6,800	.00	.00	6,800.00	.0%
512173 Dental Insurance	4,320	0	4,320	26.27	.00	4,293.73	.6%
529160 Interpreter Fee	2,000	0	2,000	.00	.00	2,000.00	.0%
529299 Purchase Care & Services	0	0	0	4,600.00	.00	-4,600.00	.0%
531303 Computer Equipmt & Software	5,000	0	5,000	3,992.08	.00	1,007.92	79.8%
531312 Office Supplies	10,000	0	10,000	1,042.68	.00	8,957.32	10.4%
531313 Printing & Duplicating	1,000	0	1,000	.00	.00	1,000.00	.0%
531326 Advertising	1,000	0	1,000	1,259.88	.00	-259.88	126.0%
531349 Other Operating Expenses	1,000	0	1,000	.00	.00	1,000.00	.0%
531355 Client Costs	1,000	0	1,000	.00	.00	1,000.00	.0%
532325 Registration	1,000	0	1,000	199.00	.00	801.00	19.9%
532332 Mileage	22,667	0	22,667	.00	.00	22,667.00	.0%
532336 Lodging	400	0	400	.00	.00	400.00	.0%

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
543951 Year End Allocation	-45,000	0	-45,000	.00	.00	-45,000.00	.0%
543954 Overhead Allocation	43,607	0	43,607	564.00	.00	43,042.92	1.3%
TOTAL Family Centered Therapy	0	0	0	14,516.61	.00	-14,516.61	.0%
TOTAL REVENUES	-381,522	0	-381,522	.00	.00	-381,522.00	
TOTAL EXPENSES	381,522	0	381,522	14,516.61	.00	367,005.39	
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63100 Post Reunification							
421001 State Aid	-20,000	0	-20,000	-2,602.00	.00	-17,398.00	13.0%
555408 Community Awareness	18,000	0	18,000	.00	.00	18,000.00	.0%
TOTAL Post Reunification	-2,000	0	-2,000	-2,602.00	.00	602.00	130.1%
TOTAL REVENUES	-20,000	0	-20,000	-2,602.00	.00	-17,398.00	
TOTAL EXPENSES	18,000	0	18,000	.00	.00	18,000.00	
<hr/>							
63101 Dodge Street House							
557220 Utilities	0	0	0	1,635.01	.00	-1,635.01	.0%
TOTAL Dodge Street House	0	0	0	1,635.01	.00	-1,635.01	.0%
TOTAL EXPENSES	0	0	0	1,635.01	.00	-1,635.01	
<hr/>							
63102 Jefferson County Drug Free Coalitio							
421001 State Aid	0	0	0	-1,343.50	.00	1,343.50	.0%
485200 Donations Restricted	0	0	0	-750.00	.00	750.00	.0%
529160 Interpreter Fee	0	0	0	126.68	.00	-126.68	.0%
531313 Printing & Duplicating	0	0	0	41.00	.00	-41.00	.0%
531326 Advertising	0	0	0	773.96	.00	-773.96	.0%
531349 Other Operating Expenses	0	0	0	977.50	.00	-977.50	.0%
531355 Client Costs	0	0	0	100.00	.00	-100.00	.0%
555107 Specialized Transportation	0	0	0	60.00	.00	-60.00	.0%
TOTAL Jefferson County Drug Free Coa	0	0	0	-14.36	.00	14.36	.0%
TOTAL REVENUES	0	0	0	-2,093.50	.00	2,093.50	
TOTAL EXPENSES	0	0	0	2,079.14	.00	-2,079.14	

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>63109 Youth Justice Innovation</u>							
421001 State Aid	-125,000	0	-125,000	-22,038.97	.00	-102,961.03	17.6%
511210 Wages-Regular	20,800	0	20,800	1,077.46	.00	19,722.54	5.2%
512141 Social Security	0	0	0	80.75	.00	-80.75	.0%
512142 Retirement (Employer)	0	0	0	70.57	.00	-70.57	.0%
512144 Health Insurance	0	0	0	342.30	.00	-342.30	.0%
512173 Dental Insurance	0	0	0	17.96	.00	-17.96	.0%
531312 Office Supplies	0	0	0	123.44	.00	-123.44	.0%
531313 Printing & Duplicating	0	0	0	196.98	.00	-196.98	.0%
531319 Other Operating Supplies	0	0	0	304.98	.00	-304.98	.0%
531326 Advertising	700	0	700	.00	.00	700.00	.0%
531355 Client Costs	13,000	0	13,000	2,000.00	.00	11,000.00	15.4%
532325 Registration	6,500	0	6,500	17,794.08	.00	-11,294.08	273.8%
532336 Lodging	0	0	0	586.00	.00	-586.00	.0%
533225 Telephone & Fax	0	0	0	1,683.26	.00	-1,683.26	.0%
533236 Wireless Internet	3,000	0	3,000	.00	.00	3,000.00	.0%
535247 Building Repair & Maint	0	0	0	5,808.20	.00	-5,808.20	.0%
543951 Year End Allocation	45,000	0	45,000	.00	.00	45,000.00	.0%
543954 Overhead Allocation	0	0	0	194.26	.00	-194.26	.0%
555507 Counseling/Therapeutic Rescs	12,000	0	12,000	9,551.25	.00	2,448.75	79.6%
594811 Capital Automobiles	24,000	0	24,000	22,934.00	.00	1,066.00	95.6%
TOTAL Youth Justice Innovation	0	0	0	40,726.52	.00	-40,726.52	.0%
TOTAL REVENUES	-125,000	0	-125,000	-22,038.97	.00	-102,961.03	
TOTAL EXPENSES	125,000	0	125,000	62,765.49	.00	62,234.51	
<u>63110 Parent Voice Stakeholder</u>							
531355 Client Costs	0	0	0	350.00	.00	-350.00	.0%
TOTAL Parent Voice Stakeholder	0	0	0	350.00	.00	-350.00	.0%
TOTAL EXPENSES	0	0	0	350.00	.00	-350.00	
<u>63612 In Home Safety Services</u>							

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
421001 State Aid	-101,100	0	-101,100	-6,742.17	.00	-94,357.83	6.7%
521003 Match Requirement	0	0	0	5,457.23	.00	-5,457.23	.0%
529299 Purchase Care & Services	111,098	0	111,098	7,441.80	.00	103,656.20	6.7%
531355 Client Costs	0	0	0	6,375.05	.00	-6,375.05	.0%
543951 Year End Allocation	0	0	0	3,451.00	.00	-3,451.00	.0%
543954 Overhead Allocation	0	0	0	242.44	.00	-242.44	.0%
555101 Child Day Care	0	0	0	1,409.95	.00	-1,409.95	.0%
TOTAL In Home Safety Services	9,998	0	9,998	17,635.30	.00	-7,637.30	176.4%
TOTAL REVENUES	-101,100	0	-101,100	-6,742.17	.00	-94,357.83	
TOTAL EXPENSES	111,098	0	111,098	24,377.47	.00	86,720.53	
65000 Basic County Allocation							
421022 Basic County Allocation	-1,952,378	0	-1,952,378	-421,747.00	.00	-1,530,631.00	21.6%
421058 State Aid - Prior Year	0	0	0	.00	.00	.00	.0%
453100 Prior Year Public Charges	0	0	0	.00	.00	.00	.0%
455011 Client Reimbursements-PY	-100	0	-100	-4,254.43	.00	4,154.43	%
455017 Care Wisc Protective Payee	-4,044	0	-4,044	-1,099.00	.00	-2,945.44	27.2%
455019 Care Wisc Purch Services Rev	-9,662	0	-9,662	.00	.00	-9,661.64	.0%
455108 Protect Payee User Fee	-10,578	0	-10,578	-3,626.00	.00	-6,952.00	34.3%
455209 Room And Board Collections	-104,670	0	-104,670	-31,303.00	.00	-73,367.18	29.9%
455300 Mendota/Winnebago	-434,696	0	-434,696	-99,087.47	.00	-335,608.63	22.8%
455401 Insurance	-142,000	0	-142,000	-75,701.01	.00	-66,298.99	53.3%
455402 Counseling - Medicare	-67,663	0	-67,663	-8,451.66	.00	-59,211.14	12.5%
455403 Counseling - Medical Assist	-72,000	0	-72,000	-7,378.57	.00	-64,621.43	10.2%
455404 Counseling - Private Pay	-23,162	0	-23,162	-7,695.54	.00	-15,466.32	33.2%
455405 Delinquent Accts Counseling	-5,000	0	-5,000	-27,472.08	.00	22,472.08	549.4%
455410 MA Case Management	-18,214	0	-18,214	682.25	.00	-18,896.27	-3.7%
455412 WIMCR	-450,000	0	-450,000	.00	.00	-450,000.00	.0%
455425 MA Prior Year Revenue	0	0	0	-93.77	.00	93.77	.0%
455502 OWI Surcharge	-95,000	0	-95,000	-32,945.35	.00	-62,054.65	34.7%
455503 IDP Assessments	-113,687	0	-113,687	-52,485.00	.00	-61,202.00	46.2%
455508 AODA Detox	-4,500	0	-4,500	-469.00	.00	-4,031.00	10.4%
455509 Impact Assessments	-800	0	-800	.00	.00	-800.00	.0%
455510 Client Co-Pays	-900	0	-900	-17.00	.00	-883.00	1.9%
455511 Inpatient Services	-1,000	0	-1,000	-2,906.77	.00	1,906.77	290.7%
486004 Miscellaneous Revenue	0	0	0	-580.41	.00	580.41	.0%
511110 Salary-Permanent Regular	58,336	0	58,336	36,416.77	.00	21,919.26	62.4%
511210 Wages-Regular	796,355	0	796,355	336,533.72	.00	459,821.75	42.3%

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511220 Wages-Overtime	1,999	0	1,999	452.81	.00	1,545.95	22.7%
511280 Wages-Premium Pay	20,000	0	20,000	.00	.00	20,000.00	.0%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	1,496	0	1,496	.00	.00	1,496.25	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
512141 Social Security	65,651	0	65,651	27,556.25	.00	38,095.02	42.0%
512142 Retirement (Employer)	56,211	0	56,211	24,457.87	.00	31,753.35	43.5%
512144 Health Insurance	149,034	0	149,034	75,873.24	.00	73,160.44	50.9%
512145 Life Insurance	159	0	159	73.57	.00	85.84	46.2%
512150 FSA Contribution	40,566	0	40,566	.00	.00	40,566.00	.0%
512151 HSA Contribution	0	0	0	26,087.48	.00	-26,087.48	.0%
512173 Dental Insurance	12,816	0	12,816	5,532.61	.00	7,283.39	43.2%
521001 MCO Contribution	625,097	0	625,097	.00	.00	625,097.00	.0%
521002 Clearview Commission	24,139	0	24,139	12,069.50	.00	12,069.50	50.0%
521217 Psychiatric	369,589	0	369,589	155,110.50	.00	214,478.38	42.0%
529160 Interpreter Fee	3,000	0	3,000	5,142.22	.00	-2,142.22	171.4%
529299 Purchase Care & Services	23,268	50,000	73,268	13,077.00	.00	60,191.00	17.8%
531303 Computer Equipmt & Software	12,000	0	12,000	10,000.00	.00	2,000.00	83.3%
531312 Office Supplies	0	0	0	70.93	.00	-70.93	.0%
531313 Printing & Duplicating	500	0	500	148.00	.00	352.00	29.6%
531319 Other Operating Supplies	0	0	0	6.32	.00	-6.32	.0%
531326 Advertising	0	0	0	560.88	.00	-560.88	.0%
531349 Other Operating Expenses	250	0	250	12.00	.00	238.00	4.8%
531355 Client Costs	250	0	250	5,529.49	.00	-5,279.49	%
532325 Registration	15,300	0	15,300	7,042.59	.00	8,257.41	46.0%
532332 Mileage	3,000	0	3,000	920.28	.00	2,079.72	30.7%
532336 Lodging	2,000	0	2,000	1,216.00	.00	784.00	60.8%
543951 Year End Allocation	-33,374	0	-33,374	.00	.00	-33,374.14	.0%
543954 Overhead Allocation	244,693	0	244,693	118,473.49	.00	126,219.51	48.4%
553104 Supervised Apartment	32,508	0	32,508	10,873.00	.00	21,635.00	33.4%
553202 Adult Family Home 202	36,490	0	36,490	41,895.65	.00	-5,406.05	114.8%
553561 CBRF 506.61 - 5-8 Beds	0	0	0	.00	.00	.00	.0%
553564 CBRF 506.64 - 9-16 Beds	25,000	0	25,000	.00	.00	25,000.00	.0%
553999 Room & Board Payments	84,836	0	84,836	34,698.46	.00	50,137.34	40.9%
554503 Inpatient 503	200,000	0	200,000	85,682.52	.00	114,317.48	42.8%
554504 Institute	1,000,098	0	1,000,098	315,000.00	.00	685,098.09	31.5%
554703 Detoxification Hosp 703	69,124	0	69,124	8,086.18	.00	61,037.45	11.7%
554925 Institute Mental Disease 925	0	0	0	.00	.00	.00	.0%
555013 Care Wisc Purchased Services	10,000	0	10,000	.00	.00	10,000.00	.0%

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555103 Respite Care 103	35,213	0	35,213	2,700.00	.00	32,512.86	7.7%
555107 Specialized Transportation	0	0	0	26,619.66	.00	-26,619.66	.0%
555507 Counseling/Therapeutic Rescs	200	0	200	.00	.00	200.00	.0%
555602 Impact Assessmnts	4,000	0	4,000	.00	.00	4,000.00	.0%
555911 Drug Screens	0	0	0	78.00	.00	-78.00	.0%
555912 Medical Outpatient	48,688	0	48,688	1,373.01	.00	47,315.06	2.8%
555913 Prescriptions	35,001	0	35,001	12,537.46	.00	22,463.21	35.8%
555914 Psych Evaluations	107,337	0	107,337	58,179.21	.00	49,157.35	54.2%
593391 Prior Year Expenditures	0	0	0	5,238.82	.00	-5,238.82	.0%
TOTAL Basic County Allocation	670,775	50,000	720,775	688,694.68	.00	32,080.39	95.5%
TOTAL REVENUES	-3,510,054	0	-3,510,054	-776,630.81	.00	-2,733,423.23	
TOTAL EXPENSES	4,180,829	50,000	4,230,829	1,465,325.49	.00	2,765,503.62	
65001 Children's Basic Co Alloc							
421022 Basic County Allocation	-909,510	0	-909,510	-250,516.30	.00	-658,993.70	27.5%
421058 State Aid - Prior Year	0	0	0	.00	.00	.00	.0%
453100 Prior Year Public Charges	0	0	0	.00	.00	.00	.0%
455004 Provider Audit Refunds	0	0	0	.00	.00	.00	.0%
455200 Foster Home	-80,000	0	-80,000	-49,327.37	.00	-30,672.63	61.7%
455209 Room And Board Collections	-120,000	0	-120,000	-35,339.70	.00	-84,660.30	29.4%
511110 Salary-Permanent Regular	101,401	0	101,401	70,188.88	.00	31,211.79	69.2%
511210 Wages-Regular	693,459	0	693,459	252,460.99	.00	440,997.97	36.4%
511220 Wages-Overtime	1,428	0	1,428	.00	.00	1,428.40	.0%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	780	0	780	.00	.00	780.00	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
512141 Social Security	60,976	0	60,976	24,064.29	.00	36,911.41	39.5%
512142 Retirement (Employer)	52,208	0	52,208	21,050.85	.00	31,157.11	40.3%
512144 Health Insurance	121,606	0	121,606	54,058.20	.00	67,548.24	44.5%
512145 Life Insurance	127	0	127	53.76	.00	73.30	42.3%
512150 FSA Contribution	29,819	0	29,819	.00	.00	29,819.00	.0%
512151 HSA Contribution	0	0	0	19,434.38	.00	-19,434.38	.0%
512173 Dental Insurance	11,736	0	11,736	4,360.38	.00	7,375.62	37.2%
529160 Interpreter Fee	3,000	0	3,000	1,477.50	.00	1,522.50	49.3%
529299 Purchase Care & Services	60,000	21,500	81,500	24,721.25	.00	56,778.75	30.3%

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531312 Office Supplies	0	0	0	292.64	.00	-292.64	.0%
531313 Printing & Duplicating	0	0	0	96.12	.00	-96.12	.0%
531319 Other Operating Supplies	200	0	200	32.16	.00	167.84	16.1%
531326 Advertising	350	0	350	1,381.80	.00	-1,031.80	394.8%
531349 Other Operating Expenses	5,000	0	5,000	59.02	.00	4,940.98	1.2%
531355 Client Costs	15,000	0	15,000	3,857.24	.00	11,142.76	25.7%
532325 Registration	2,500	0	2,500	1,155.64	.00	1,344.36	46.2%
532332 Mileage	18,884	0	18,884	6,873.47	.00	12,010.69	36.4%
532336 Lodging	250	0	250	.00	.00	250.00	.0%
543951 Year End Allocation	-30,000	0	-30,000	-3,683.00	.00	-26,317.00	12.3%
543954 Overhead Allocation	212,067	0	212,067	88,978.34	.00	123,088.66	42.0%
552203 Foster Home 203	675,000	0	675,000	195,623.78	.00	479,376.22	29.0%
552204 Group Home 204	283,400	0	283,400	142,196.80	.00	141,203.20	50.2%
552210 Respite	0	0	0	.00	.00	.00	.0%
552212 FC Lvl 1	0	0	0	1,220.00	.00	-1,220.00	.0%
552213 Sub Guard	55,000	0	55,000	25,745.00	.00	29,255.00	46.8%
552504 Child Care Institutions	225,000	0	225,000	50,434.00	.00	174,566.00	22.4%
553999 Room & Board Payments	50,000	0	50,000	24,475.08	.00	25,524.92	49.0%
555101 Child Day Care	0	0	0	1,996.50	.00	-1,996.50	.0%
555103 Respite Care 103	0	0	0	.00	.00	.00	.0%
555107 Specialized Transportation	1,200	0	1,200	.00	.00	1,200.00	.0%
555507 Counseling/Therapeutic Rescs	50,000	0	50,000	13,138.75	.00	36,861.25	26.3%
555911 Drug Screens	15,000	0	15,000	5,296.00	.00	9,704.00	35.3%
555912 Medical Outpatient	0	0	0	.00	.00	.00	.0%
555914 Psych Evaluations	25,000	0	25,000	5,602.89	.00	19,397.11	22.4%
557321 Food House/Supplies	0	0	0	545.14	.00	-545.14	.0%
593391 Prior Year Expenditures	0	0	0	6,482.23	.00	-6,482.23	.0%
594950 Operating Reserve	0	0	0	.00	.00	.00	.0%
TOTAL Children's Basic Co Alloc	1,630,881	21,500	1,652,381	708,486.71	.00	943,894.64	42.9%
TOTAL REVENUES	-1,109,510	0	-1,109,510	-335,183.37	.00	-774,326.63	
TOTAL EXPENSES	2,740,391	21,500	2,761,891	1,043,670.08	.00	1,718,221.27	
65002 Kinship Care Benefits							
421001 State Aid	-81,434	0	-81,434	-22,511.94	.00	-58,922.06	27.6%
552203 Foster Home 203	81,434	0	81,434	39,717.99	.00	41,716.01	48.8%
TOTAL Kinship Care Benefits	0	0	0	17,206.05	.00	-17,206.05	.0%
TOTAL REVENUES	-81,434	0	-81,434	-22,511.94	.00	-58,922.06	
TOTAL EXPENSES	81,434	0	81,434	39,717.99	.00	41,716.01	

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65003 Lueder Haus							
455424 MA Emergency Mh	-150,000	0	-150,000	-17,561.48	.00	-132,438.52	11.7%
455425 MA Prior Year Revenue	0	0	0	.00	.00	.00	.0%
455511 Inpatient Services	-2,000	0	-2,000	-30.00	.00	-1,970.00	1.5%
511110 Salary-Permanent Regular	69,192	0	69,192	28,703.07	.00	40,489.17	41.5%
511210 Wages-Regular	230,996	0	230,996	90,551.36	.00	140,444.47	39.2%
511220 Wages-Overtime	6,003	0	6,003	2,519.40	.00	3,483.27	42.0%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	610	0	610	.00	.00	610.00	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
512141 Social Security	23,470	0	23,470	9,076.43	.00	14,393.83	38.7%
512142 Retirement (Employer)	19,345	0	19,345	7,471.51	.00	11,873.66	38.6%
512144 Health Insurance	73,902	0	73,902	23,161.61	.00	50,740.87	31.3%
512145 Life Insurance	109	0	109	45.03	.00	64.03	41.3%
512150 FSA Contribution	8,500	0	8,500	.00	.00	8,500.00	.0%
512151 HSA Contribution	0	0	0	8,009.38	.00	-8,009.38	.0%
512173 Dental Insurance	5,328	0	5,328	1,694.10	.00	3,633.90	31.8%
531313 Printing & Duplicating	250	0	250	114.05	.00	135.95	45.6%
531319 Other Operating Supplies	0	0	0	40.92	.00	-40.92	.0%
531326 Advertising	900	0	900	952.43	.00	-52.43	105.8%
532325 Registration	0	0	0	610.64	.00	-610.64	.0%
532332 Mileage	1,500	0	1,500	.00	.00	1,500.00	.0%
532336 Lodging	500	0	500	.00	.00	500.00	.0%
543954 Overhead Allocation	102,583	0	102,583	43,485.93	.00	59,097.07	42.4%
557220 Utilities	7,500	0	7,500	3,164.09	.00	4,335.91	42.2%
557225 Telephone	60	0	60	4.20	.00	55.80	7.0%
557242 Repairs & Maintenance	2,000	0	2,000	6,285.00	.00	-4,285.00	314.3%
557320 Furnishings	500	0	500	965.11	.00	-465.11	193.0%
557321 Food House/Supplies	18,000	0	18,000	11,380.52	.00	6,619.48	63.2%
TOTAL Lueder Haus	419,249	0	419,249	220,643.30	.00	198,605.41	52.6%
TOTAL REVENUES	-152,000	0	-152,000	-17,591.48	.00	-134,408.52	
TOTAL EXPENSES	571,249	0	571,249	238,234.78	.00	333,013.93	

65005 Youth Aids

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421001 State Aid	-578,542	0	-578,542	-286,808.00	.00	-291,734.00	49.6%
455200 Foster Home	-40,000	0	-40,000	-11,407.49	.00	-28,592.51	28.5%
455410 MA Case Management	-30,000	0	-30,000	-3,840.39	.00	-26,159.61	12.8%
455425 MA Prior Year Revenue	0	0	0	.00	.00	.00	.0%
511110 Salary-Permanent Regular	72,594	0	72,594	30,147.78	.00	42,446.15	41.5%
511210 Wages-Regular	349,305	0	349,305	140,421.62	.00	208,883.35	40.2%
511220 Wages-Overtime	0	0	0	.00	.00	.00	.0%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	948	0	948	.00	.00	947.75	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
512141 Social Security	32,348	0	32,348	12,672.97	.00	19,674.80	39.2%
512142 Retirement (Employer)	27,696	0	27,696	11,172.16	.00	16,524.30	40.3%
512144 Health Insurance	98,537	0	98,537	38,888.10	.00	59,648.58	39.5%
512145 Life Insurance	124	0	124	51.45	.00	72.08	41.6%
512150 FSA Contribution	11,050	0	11,050	.00	.00	11,050.00	.0%
512151 HSA Contribution	0	0	0	11,231.25	.00	-11,231.25	.0%
512173 Dental Insurance	6,984	0	6,984	2,764.63	.00	4,219.37	39.6%
529160 Interpreter Fee	2,000	0	2,000	1,745.50	.00	254.50	87.3%
529299 Purchase Care & Services	0	0	0	1,820.50	.00	-1,820.50	.0%
531313 Printing & Duplicating	0	0	0	.22	.00	-.22	.0%
531319 Other Operating Supplies	100	0	100	357.71	.00	-257.71	357.7%
531349 Other Operating Expenses	1,500	0	1,500	15.54	.00	1,484.46	1.0%
531355 Client Costs	10,000	0	10,000	7,130.97	.00	2,869.03	71.3%
532325 Registration	1,000	0	1,000	499.00	.00	501.00	49.9%
532332 Mileage	12,000	0	12,000	4,242.98	.00	7,757.02	35.4%
532336 Lodging	500	0	500	.00	.00	500.00	.0%
543951 Year End Allocation	0	0	0	.00	.00	.00	.0%
543954 Overhead Allocation	114,190	0	114,190	48,824.13	.00	65,365.87	42.8%
552203 Foster Home 203	233,333	0	233,333	89,173.23	.00	144,159.77	38.2%
552204 Group Home 204	175,000	0	175,000	8,309.40	.00	166,690.60	4.7%
552205 Shelter Care 205	75,000	0	75,000	20,400.00	.00	54,600.00	27.2%
552210 Respite	0	0	0	.00	.00	.00	.0%
552306 Juvenile Correctional Instit	100,000	0	100,000	50,908.09	.00	49,091.91	50.9%
552504 Child Care Institutions	500,000	0	500,000	73,926.79	.00	426,073.21	14.8%
555147 Supportive Home Care Hours	0	0	0	4,935.48	.00	-4,935.48	.0%
555305 Restitution	40,000	0	40,000	16,586.21	.00	23,413.79	41.5%
555507 Counseling/Therapeutic Rescs	32,321	0	32,321	25,460.86	.00	6,860.08	78.8%
555911 Drug Screens	2,500	0	2,500	828.55	.00	1,671.45	33.1%
555912 Medical Outpatient	0	0	0	.00	.00	.00	.0%
594950 Operating Reserve	0	0	0	.00	.00	.00	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Youth Aids	1,250,487	0	1,250,487	300,459.24	.00	950,027.79	24.0%
TOTAL REVENUES	-648,542	0	-648,542	-302,055.88	.00	-346,486.12	
TOTAL EXPENSES	1,899,029	0	1,899,029	602,515.12	.00	1,296,513.91	
65007 EMH							
455401 Insurance	-10,000	0	-10,000	-3,932.30	.00	-6,067.70	39.3%
455424 MA Emergency Mh	-95,466	0	-95,466	-10,741.01	.00	-84,724.99	11.3%
455425 MA Prior Year Revenue	0	0	0	-1,926.53	.00	1,926.53	.0%
511110 Salary-Permanent Regular	87,805	0	87,805	37,030.94	.00	50,773.66	42.2%
511210 Wages-Regular	439,819	0	439,819	188,567.90	.00	251,251.25	42.9%
511220 Wages-Overtime	44,190	0	44,190	15,595.98	.00	28,593.68	35.3%
511280 Wages-Premium Pay	4,000	0	4,000	.00	.00	4,000.00	.0%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	1,568	0	1,568	.00	.00	1,567.50	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
512141 Social Security	43,864	0	43,864	17,956.31	.00	25,907.33	40.9%
512142 Retirement (Employer)	37,556	0	37,556	15,798.28	.00	21,758.17	42.1%
512144 Health Insurance	113,933	0	113,933	39,560.82	.00	74,372.22	34.7%
512145 Life Insurance	190	0	190	78.19	.00	111.39	41.2%
512150 FSA Contribution	12,750	0	12,750	.00	.00	12,750.00	.0%
512151 HSA Contribution	0	0	0	13,779.41	.00	-13,779.41	.0%
512173 Dental Insurance	8,064	0	8,064	3,116.46	.00	4,947.54	38.6%
529160 Interpreter Fee	0	0	0	.00	.00	.00	.0%
531303 Computer Equipmt & Software	0	0	0	317.24	.00	-317.24	.0%
531312 Office Supplies	1,000	0	1,000	-192.80	.00	1,192.80	-19.3%
531313 Printing & Duplicating	500	0	500	112.70	.00	387.30	22.5%
531319 Other Operating Supplies	100	0	100	.00	.00	100.00	.0%
531326 Advertising	500	0	500	742.12	.00	-242.12	148.4%
531349 Other Operating Expenses	100	0	100	127.44	.00	-27.44	127.4%
531355 Client Costs	100	0	100	28.53	.00	71.47	28.5%
532325 Registration	1,600	0	1,600	120.00	.00	1,480.00	7.5%
532332 Mileage	2,600	0	2,600	534.26	.00	2,065.74	20.5%
532336 Lodging	1,000	0	1,000	164.00	.00	836.00	16.4%
533236 Wireless Internet	100	0	100	.00	.00	100.00	.0%
543951 Year End Allocation	-1,365	0	-1,365	-461.40	.00	-903.92	33.8%
543954 Overhead Allocation	130,503	0	130,503	62,683.97	.00	67,819.03	48.0%
TOTAL EMH	825,009	0	825,009	379,060.51	.00	445,948.79	45.9%
TOTAL REVENUES	-105,466	0	-105,466	-16,599.84	.00	-88,866.16	
TOTAL EXPENSES	930,475	0	930,475	395,660.35	.00	534,814.95	

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65008 Crisis Innovation							
511110 Salary-Permanent Regular	0	0	0	128.75	.00	-128.75	.0%
512141 Social Security	0	0	0	9.70	.00	-9.70	.0%
512142 Retirement (Employer)	0	0	0	8.43	.00	-8.43	.0%
512144 Health Insurance	0	0	0	16.69	.00	-16.69	.0%
512173 Dental Insurance	0	0	0	2.41	.00	-2.41	.0%
TOTAL Crisis Innovation	0	0	0	165.98	.00	-165.98	.0%
TOTAL EXPENSES	0	0	0	165.98	.00	-165.98	
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65009 YA Comm/Early Intervention							
421001 State Aid	-63,500	0	-63,500	-41,807.00	.00	-21,693.00	65.8%
455005 Monitoring Fee	0	0	0	.00	.00	.00	.0%
511210 Wages-Regular	82,948	0	82,948	41,759.03	.00	41,188.97	50.3%
511220 Wages-Overtime	113	0	113	.00	.00	113.38	.0%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
512141 Social Security	7,945	0	7,945	3,130.35	.00	4,815.07	39.4%
512142 Retirement (Employer)	6,803	0	6,803	2,735.23	.00	4,067.71	40.2%
512144 Health Insurance	21,555	0	21,555	8,175.37	.00	13,379.51	37.9%
512145 Life Insurance	6	0	6	2.50	.00	3.12	44.5%
512150 FSA Contribution	2,550	0	2,550	.00	.00	2,550.00	.0%
512151 HSA Contribution	0	0	0	3,000.00	.00	-3,000.00	.0%
512173 Dental Insurance	1,584	0	1,584	612.89	.00	971.11	38.7%
531319 Other Operating Supplies	500	0	500	.00	.00	500.00	.0%
531355 Client Costs	500	0	500	.00	.00	500.00	.0%
532325 Registration	0	0	0	.00	.00	.00	.0%
532332 Mileage	1,000	0	1,000	.00	.00	1,000.00	.0%
543954 Overhead Allocation	32,626	0	32,626	13,770.11	.00	18,855.89	42.2%
555303 Juvenile Prbbtn & Supervision	11,000	0	11,000	2,959.30	.00	8,040.70	26.9%
TOTAL YA Comm/Early Intervention	105,630	0	105,630	34,337.78	.00	71,292.46	32.5%
TOTAL REVENUES	-63,500	0	-63,500	-41,807.00	.00	-21,693.00	
TOTAL EXPENSES	169,130	0	169,130	76,144.78	.00	92,985.46	

65011 Mental Health Block Grant

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421001 State Aid	-26,128	0	-26,128	-4,801.00	.00	-21,327.00	18.4%
511110 Salary-Permanent Regular	0	0	0	531.45	.00	-531.45	.0%
511210 Wages-Regular	0	0	0	7,513.31	.00	-7,513.31	.0%
512141 Social Security	0	0	0	612.27	.00	-612.27	.0%
512142 Retirement (Employer)	0	0	0	526.91	.00	-526.91	.0%
512144 Health Insurance	0	0	0	692.57	.00	-692.57	.0%
512145 Life Insurance	0	0	0	.49	.00	-.49	.0%
512151 HSA Contribution	0	0	0	156.25	.00	-156.25	.0%
512173 Dental Insurance	0	0	0	52.25	.00	-52.25	.0%
532332 Mileage	0	0	0	261.58	.00	-261.58	.0%
543951 Year End Allocation	30,672	0	30,672	.00	.00	30,672.40	.0%
543954 Overhead Allocation	0	0	0	2,094.38	.00	-2,094.38	.0%
TOTAL Mental Health Block Grant	4,544	0	4,544	7,640.46	.00	-3,096.06	168.1%
TOTAL REVENUES	-26,128	0	-26,128	-4,801.00	.00	-21,327.00	
TOTAL EXPENSES	30,672	0	30,672	12,441.46	.00	18,230.94	
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65012 Alzheimers Family Support							
421001 State Aid	-33,000	0	-33,000	-3,788.00	.00	-29,212.00	11.5%
532325 Registration	0	0	0	.00	.00	.00	.0%
543951 Year End Allocation	0	0	0	.00	.00	.00	.0%
551901 Other Financial Assistance	33,000	0	33,000	10,772.48	.00	22,227.52	32.6%
TOTAL Alzheimers Family Support	0	0	0	6,984.48	.00	-6,984.48	.0%
TOTAL REVENUES	-33,000	0	-33,000	-3,788.00	.00	-29,212.00	
TOTAL EXPENSES	33,000	0	33,000	10,772.48	.00	22,227.52	
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65020 Domestic Abuse							
555501 Crisis Intervention	0	0	0	.00	.00	.00	.0%
TOTAL Domestic Abuse	0	0	0	.00	.00	.00	.0%
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65021 Safe and Stable Families							

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
421001 State Aid	-47,586	0	-47,586	-30,238.85	.00	-17,347.15	63.5%
455410 MA Case Management	-45,000	0	-45,000	-372.58	.00	-44,627.42	.8%
455425 MA Prior Year Revenue	0	0	0	.00	.00	.00	.0%
511110 Salary-Permanent Regular	0	0	0	2,387.85	.00	-2,387.85	.0%
511210 Wages-Regular	97,948	0	97,948	26,841.22	.00	71,106.70	27.4%
511220 Wages-Overtime	0	0	0	.00	.00	.00	.0%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	245	0	245	.00	.00	245.00	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
512141 Social Security	7,512	0	7,512	2,208.34	.00	5,303.42	29.4%
512142 Retirement (Employer)	6,432	0	6,432	1,914.51	.00	4,517.13	29.8%
512144 Health Insurance	30,793	0	30,793	6,021.42	.00	24,771.30	19.6%
512145 Life Insurance	6	0	6	1.67	.00	4.55	26.8%
512150 FSA Contribution	3,400	0	3,400	.00	.00	3,400.00	.0%
512151 HSA Contribution	0	0	0	3,671.86	.00	-3,671.86	.0%
512173 Dental Insurance	2,160	0	2,160	530.45	.00	1,629.55	24.6%
531312 Office Supplies	0	0	0	.00	.00	.00	.0%
531313 Printing & Duplicating	0	0	0	33.64	.00	-33.64	.0%
531319 Other Operating Supplies	0	0	0	.00	.00	.00	.0%
531355 Client Costs	500	0	500	86.45	.00	413.55	17.3%
532325 Registration	733	0	733	430.64	.00	302.69	58.7%
532332 Mileage	6,400	0	6,400	451.70	.00	5,948.30	7.1%
543951 Year End Allocation	0	0	0	.00	.00	.00	.0%
543954 Overhead Allocation	32,626	0	32,626	8,673.66	.00	23,952.34	26.6%
555408 Community Awareness	2,500	0	2,500	889.00	.00	1,611.00	35.6%
594950 Operating Reserve	0	0	0	.00	.00	.00	.0%
TOTAL Safe and Stable Families	98,669	0	98,669	23,530.98	.00	75,137.61	23.8%
TOTAL REVENUES	-92,586	0	-92,586	-30,611.43	.00	-61,974.57	
TOTAL EXPENSES	191,255	0	191,255	54,142.41	.00	137,112.18	
65025 CSP							
455016 Care Wisc Case Management	-160,000	0	-160,000	-40,335.32	.00	-119,664.68	25.2%
455411 MA Community Support	-550,800	0	-550,800	-66,537.00	.00	-484,263.00	12.1%
455425 MA Prior Year Revenue	0	0	0	-74.32	.00	74.32	.0%
511110 Salary-Permanent Regular	85,715	0	85,715	35,626.10	.00	50,089.14	41.6%
511210 Wages-Regular	871,493	16,433	887,926	356,102.41	.00	531,823.55	40.1%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
511220 Wages-Overtime	1,664	0	1,664	318.49	.00	1,345.98	19.1%
511280 Wages-Premium Pay	8,000	0	8,000	.00	.00	8,000.00	.0%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	1,236	0	1,236	.00	.00	1,236.00	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
512141 Social Security	73,448	0	73,448	29,157.06	.00	44,291.25	39.7%
512142 Retirement (Employer)	62,887	0	62,887	25,562.44	.00	37,324.68	40.6%
512144 Health Insurance	227,866	0	227,866	66,285.93	.00	161,580.15	29.1%
512145 Life Insurance	261	0	261	112.44	.00	148.46	43.1%
512150 FSA Contribution	25,500	0	25,500	.00	.00	25,500.00	.0%
512151 HSA Contribution	0	0	0	23,971.52	.00	-23,971.52	.0%
512173 Dental Insurance	15,552	0	15,552	5,659.08	.00	9,892.92	36.4%
521217 Psychiatric	48,315	0	48,315	19,762.00	.00	28,553.34	40.9%
529160 Interpreter Fee	0	0	0	334.21	.00	-334.21	.0%
531250 Consumer Per Diems	200	0	200	380.00	.00	-180.00	190.0%
531303 Computer Equipmt & Software	0	0	0	112.80	.00	-112.80	.0%
531312 Office Supplies	0	0	0	228.36	.00	-228.36	.0%
531313 Printing & Duplicating	0	0	0	169.60	.00	-169.60	.0%
531319 Other Operating Supplies	0	0	0	.00	.00	.00	.0%
531326 Advertising	500	0	500	27.18	.00	472.82	5.4%
531349 Other Operating Expenses	2,000	0	2,000	604.43	.00	1,395.57	30.2%
531355 Client Costs	400	0	400	172.12	.00	227.88	43.0%
532325 Registration	2,500	0	2,500	2,861.92	.00	-361.92	114.5%
532332 Mileage	25,515	0	25,515	9,562.52	.00	15,952.80	37.5%
532336 Lodging	0	0	0	520.00	.00	-520.00	.0%
535360 Repair & Maintenance	0	0	0	.00	.00	.00	.0%
543951 Year End Allocation	10,000	0	10,000	.00	.00	10,000.00	.0%
543954 Overhead Allocation	261,006	0	261,006	113,001.77	.00	148,004.23	43.3%
555103 Respite Care 103	400	0	400	.00	.00	400.00	.0%
555507 Counseling/Therapeutic Rescs	3,000	0	3,000	5,692.51	.00	-2,692.51	189.8%
555509 Community Support	15,000	0	15,000	5,806.40	.00	9,193.60	38.7%
558242 Repairs and Maintenance	0	0	0	168.00	.00	-168.00	.0%
TOTAL CSP	1,031,660	16,433	1,048,093	595,252.65	.00	452,840.09	56.8%
TOTAL REVENUES	-710,800	0	-710,800	-106,946.64	.00	-603,853.36	
TOTAL EXPENSES	1,742,460	16,433	1,758,893	702,199.29	.00	1,056,693.45	

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453100 Prior Year Public Charges	-150,000	0	-150,000	.00	.00	-150,000.00	.0%
455403 Counseling - Medical Assist	-2,356,364	0	-2,356,364	-132,270.43	.00	-2,224,093.57	5.6%
455425 MA Prior Year Revenue	0	0	0	.00	.00	.00	.0%
511110 Salary-Permanent Regular	183,863	0	183,863	76,086.27	.00	107,777.06	41.4%
511210 Wages-Regular	1,005,487	0	1,005,487	370,962.71	.00	634,524.06	36.9%
511220 Wages-Overtime	14,048	0	14,048	316.38	.00	13,731.51	2.3%
511280 Wages-Premium Pay	14,000	0	14,000	.00	.00	14,000.00	.0%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	1,254	0	1,254	.00	.00	1,253.75	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
512141 Social Security	94,758	0	94,758	33,152.91	.00	61,604.79	35.0%
512142 Retirement (Employer)	81,132	0	81,132	29,101.88	.00	52,030.53	35.9%
512144 Health Insurance	293,301	0	293,301	95,237.95	.00	198,062.61	32.5%
512145 Life Insurance	318	0	318	111.52	.00	206.09	35.1%
512150 FSA Contribution	33,065	0	33,065	.00	.00	33,065.00	.0%
512151 HSA Contribution	0	0	0	32,025.35	.00	-32,025.35	.0%
512173 Dental Insurance	21,755	0	21,755	6,822.66	.00	14,932.14	31.4%
521217 Psychiatric	13,440	0	13,440	6,232.00	.00	7,208.00	46.4%
529160 Interpreter Fee	2,000	0	2,000	.00	.00	2,000.00	.0%
531250 Consumer Per Diems	0	0	0	140.00	.00	-140.00	.0%
531303 Computer Equipmt & Software	3,000	0	3,000	-204.44	.00	3,204.44	-6.8%
531312 Office Supplies	1,000	0	1,000	790.47	.00	209.53	79.0%
531313 Printing & Duplicating	500	0	500	203.71	.00	296.29	40.7%
531319 Other Operating Supplies	100	0	100	43.72	.00	56.28	43.7%
531326 Advertising	900	0	900	2,647.98	.00	-1,747.98	294.2%
531355 Client Costs	500	0	500	1,707.99	.00	-1,207.99	341.6%
532325 Registration	2,500	0	2,500	3,422.60	.00	-922.60	136.9%
532332 Mileage	15,000	0	15,000	5,448.95	.00	9,551.05	36.3%
532336 Lodging	0	0	0	1,080.00	.00	-1,080.00	.0%
543951 Year End Allocation	15,000	0	15,000	187.13	.00	14,812.87	1.2%
543954 Overhead Allocation	364,214	0	364,214	127,299.50	.00	236,914.58	35.0%
555103 Respite Care 103	1,000	0	1,000	.00	.00	1,000.00	.0%
555507 Counseling/Therapeutic Rescs	84,217	0	84,217	31,388.86	.00	52,828.28	37.3%
TOTAL CCS	-260,013	0	-260,013	691,935.67	.00	-951,948.63	-266.1%
TOTAL REVENUES	-2,506,364	0	-2,506,364	-132,270.43	.00	-2,374,093.57	
TOTAL EXPENSES	2,246,351	0	2,246,351	824,206.10	.00	1,422,144.94	

65031 AODA Block Grant

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
421001 State Aid	0	0	0	.00	.00	.00	.0%
421023 AODA Block Grant	-109,299	0	-109,299	-16,225.00	.00	-93,074.00	14.8%
455004 Provider Audit Refunds	0	0	0	.00	.00	.00	.0%
485100 Donations - Unrestricted	0	0	0	.00	.00	.00	.0%
511210 Wages-Regular	0	0	0	1,189.35	.00	-1,189.35	.0%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
512141 Social Security	0	0	0	86.67	.00	-86.67	.0%
512142 Retirement (Employer)	0	0	0	77.90	.00	-77.90	.0%
512144 Health Insurance	0	0	0	195.37	.00	-195.37	.0%
512145 Life Insurance	0	0	0	.04	.00	-.04	.0%
512151 HSA Contribution	0	0	0	156.25	.00	-156.25	.0%
512173 Dental Insurance	0	0	0	16.97	.00	-16.97	.0%
529299 Purchase Care & Services	10,000	16,050	26,050	3,600.00	.00	22,450.00	13.8%
531319 Other Operating Supplies	0	0	0	18.70	.00	-18.70	.0%
532325 Registration	0	0	0	430.64	.00	-430.64	.0%
532332 Mileage	0	0	0	22.00	.00	-22.00	.0%
543951 Year End Allocation	2,725	0	2,725	.00	.00	2,724.74	.0%
543954 Overhead Allocation	0	0	0	299.71	.00	-299.71	.0%
553561 CBRF 506.61 - 5-8 Beds	150,000	0	150,000	26,000.00	.00	124,000.00	17.3%
554560 AODA Womens Treatment	0	0	0	10,602.00	.00	-10,602.00	.0%
555305 Restitution	20,000	0	20,000	6,450.19	.00	13,549.81	32.3%
TOTAL AODA Block Grant	73,426	16,050	89,476	32,920.79	.00	56,554.95	36.8%
TOTAL REVENUES	-109,299	0	-109,299	-16,225.00	.00	-93,074.00	
TOTAL EXPENSES	182,725	16,050	198,775	49,145.79	.00	149,628.95	
65032 Opioid Grant							
421001 State Aid	-33,501	0	-33,501	-32,859.00	.00	-641.67	98.1%
511110 Salary-Permanent Regular	0	0	0	97.75	.00	-97.75	.0%
511210 Wages-Regular	63,794	0	63,794	27,629.64	.00	36,163.97	43.3%
511220 Wages-Overtime	113	0	113	.00	.00	112.53	.0%
511330 Wages-Longevity Pay	220	0	220	.00	.00	220.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
512141 Social Security	4,906	0	4,906	2,118.43	.00	2,787.22	43.2%
512142 Retirement (Employer)	4,200	0	4,200	1,816.14	.00	2,384.12	43.2%
512144 Health Insurance	15,396	0	15,396	6,319.08	.00	9,077.28	41.0%
512145 Life Insurance	0	0	0	.11	.00	-.11	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
512150 FSA Contribution	1,700	0	1,700	.00	.00	1,700.00	.0%
512151 HSA Contribution	0	0	0	2,000.00	.00	-2,000.00	.0%
512173 Dental Insurance	1,080	0	1,080	446.27	.00	633.73	41.3%
529299 Purchase Care & Services	0	0	0	25,938.78	.00	-25,938.78	.0%
532325 Registration	0	0	0	75.00	.00	-75.00	.0%
532336 Lodging	0	0	0	188.10	.00	-188.10	.0%
543954 Overhead Allocation	16,313	0	16,313	7,140.24	.00	9,172.76	43.8%
553561 CBRF 506.61 - 5-8 Beds	55,000	0	55,000	44,378.00	.00	10,622.00	80.7%
555913 Prescriptions	0	0	0	1,752.24	.00	-1,752.24	.0%
TOTAL Opioid Grant	129,221	0	129,221	87,040.78	.00	42,179.96	67.4%
TOTAL REVENUES	-33,501	0	-33,501	-32,859.00	.00	-641.67	
TOTAL EXPENSES	162,721	0	162,721	119,899.78	.00	42,821.63	
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65033 Jail AODA Counseling Grant							
486004 Miscellaneous Revenue	0	0	0	-495.00	.00	495.00	.0%
511210 Wages-Regular	0	0	0	189.39	.00	-189.39	.0%
512141 Social Security	0	0	0	14.35	.00	-14.35	.0%
512142 Retirement (Employer)	0	0	0	12.40	.00	-12.40	.0%
512144 Health Insurance	0	0	0	20.25	.00	-20.25	.0%
512145 Life Insurance	0	0	0	.03	.00	-.03	.0%
512151 HSA Contribution	0	0	0	75.00	.00	-75.00	.0%
512173 Dental Insurance	0	0	0	1.83	.00	-1.83	.0%
543954 Overhead Allocation	0	0	0	56.62	.00	-56.62	.0%
TOTAL Jail AODA Counseling Grant	0	0	0	-125.13	.00	125.13	.0%
TOTAL REVENUES	0	0	0	-495.00	.00	495.00	
TOTAL EXPENSES	0	0	0	369.87	.00	-369.87	
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65036 Sacwis							
531303 Computer Equipmt & Software	0	0	0	.00	.00	.00	.0%
TOTAL Sacwis	0	0	0	.00	.00	.00	.0%
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65040 CLTS							

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
421001 State Aid	-171,980	0	-171,980	-7,425.00	.00	-164,555.20	4.3%
421100 TPA Payments	-652,733	0	-652,733	.00	.00	-652,733.10	.0%
455013 Parental Fee Collections	0	0	0	-2,916.80	.00	2,916.80	.0%
455792 WPS Payments	-460,588	0	-460,588	-119,307.55	.00	-341,280.10	25.9%
511110 Salary-Permanent Regular	72,066	0	72,066	29,990.25	.00	42,075.89	41.6%
511210 Wages-Regular	291,015	0	291,015	106,891.11	.00	184,123.46	36.7%
511220 Wages-Overtime	394	0	394	.00	.00	393.82	.0%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	564	0	564	.00	.00	563.75	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
512141 Social Security	27,849	0	27,849	10,105.35	.00	17,743.58	36.3%
512142 Retirement (Employer)	23,845	0	23,845	8,612.69	.00	15,231.82	36.1%
512144 Health Insurance	107,775	0	107,775	35,573.24	.00	72,201.28	33.0%
512145 Life Insurance	125	0	125	47.59	.00	77.55	38.0%
512150 FSA Contribution	11,900	0	11,900	.00	.00	11,900.00	.0%
512151 HSA Contribution	0	0	0	13,150.00	.00	-13,150.00	.0%
512173 Dental Insurance	6,984	0	6,984	2,649.74	.00	4,334.26	37.9%
521003 Match Requirement	14,101	0	14,101	.00	.00	14,101.00	.0%
529160 Interpreter Fee	0	0	0	1,166.62	.00	-1,166.62	.0%
531303 Computer Equipmt & Software	1,500	0	1,500	563.96	.00	936.04	37.6%
531313 Printing & Duplicating	0	0	0	958.63	.00	-958.63	.0%
531319 Other Operating Supplies	500	0	500	2,881.43	.00	-2,381.43	576.3%
531326 Advertising	3,100	0	3,100	.00	.00	3,100.00	.0%
531355 Client Costs	0	0	0	.00	.00	.00	.0%
532325 Registration	2,200	0	2,200	.00	.00	2,200.00	.0%
532332 Mileage	4,636	0	4,636	2,234.16	.00	2,401.42	48.2%
543951 Year End Allocation	-68,514	0	-68,514	-187.13	.00	-68,326.87	.3%
543954 Overhead Allocation	114,190	0	114,190	45,168.76	.00	69,021.24	39.6%
552203 Foster Home 203	150,000	0	150,000	56,857.07	.00	93,142.93	37.9%
555103 Respite Care 103	0	0	0	600.00	.00	-600.00	.0%
555107 Specialized Transportation	6,000	0	6,000	1,059.45	.00	4,940.55	17.7%
555113 Consumer Education-DD	0	0	0	1,827.00	.00	-1,827.00	.0%
555124 Personal Response	0	0	0	1,494.00	.00	-1,494.00	.0%
555125 Adaptive Aids - Vehicles	0	0	0	23.99	.00	-23.99	.0%
555128 Spec Med Supp 112.55	0	0	0	2,302.55	.00	-2,302.55	.0%
555129 Adaptive Aids - Other	10,000	0	10,000	4,174.17	.00	5,825.83	41.7%
555507 Counseling/Therapeutic Rescs	0	0	0	.00	.00	.00	.0%
555508 TPA Provider Payments	652,733	0	652,733	.00	.00	652,733.10	.0%
TOTAL CLTS	147,660	0	147,660	198,495.28	.00	-50,835.17	134.4%
TOTAL REVENUES	-1,285,301	0	-1,285,301	-129,649.35	.00	-1,155,651.60	
TOTAL EXPENSES	1,432,961	0	1,432,961	328,144.63	.00	1,104,816.43	

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65043 Community Mental Health							
421001 State Aid	-97,609	0	-97,609	-16,268.00	.00	-81,341.00	16.7%
TOTAL Community Mental Health	-97,609	0	-97,609	-16,268.00	.00	-81,341.00	16.7%
TOTAL REVENUES	-97,609	0	-97,609	-16,268.00	.00	-81,341.00	
65044 CCISY Crisis Grant							
421001 State Aid	-2,500	0	-2,500	-8,046.40	.00	5,546.40	321.9%
532325 Registration	1,500	0	1,500	1,050.00	.00	450.00	70.0%
543951 Year End Allocation	1,000	0	1,000	461.40	.00	538.60	46.1%
TOTAL CCISY Crisis Grant	0	0	0	-6,535.00	.00	6,535.00	.0%
TOTAL REVENUES	-2,500	0	-2,500	-8,046.40	.00	5,546.40	
TOTAL EXPENSES	2,500	0	2,500	1,511.40	.00	988.60	
65046 ADRC - DBS							
511210 Wages-Regular	0	0	0	38,944.89	.00	-38,944.89	.0%
512141 Social Security	0	0	0	2,858.67	.00	-2,858.67	.0%
512142 Retirement (Employer)	0	0	0	2,550.96	.00	-2,550.96	.0%
512144 Health Insurance	0	0	0	12,190.30	.00	-12,190.30	.0%
512145 Life Insurance	0	0	0	6.97	.00	-6.97	.0%
512151 HSA Contribution	0	0	0	4,000.00	.00	-4,000.00	.0%
512173 Dental Insurance	0	0	0	861.40	.00	-861.40	.0%
531303 Computer Equipmt & Software	0	0	0	.00	.00	.00	.0%
531312 Office Supplies	0	0	0	29.99	.00	-29.99	.0%
532325 Registration	0	0	0	270.00	.00	-270.00	.0%
532332 Mileage	0	0	0	40.99	.00	-40.99	.0%
532336 Lodging	0	0	0	89.00	.00	-89.00	.0%
543954 Overhead Allocation	0	0	0	13,819.43	.00	-13,819.43	.0%
TOTAL ADRC - DBS	0	0	0	75,662.60	.00	-75,662.60	.0%
TOTAL EXPENSES	0	0	0	75,662.60	.00	-75,662.60	
65047 ADRC - DCS							

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511210 Wages-Regular	0	0	0	20,579.42	.00	-20,579.42	.0%
512141 Social Security	0	0	0	1,541.29	.00	-1,541.29	.0%
512142 Retirement (Employer)	0	0	0	1,347.93	.00	-1,347.93	.0%
512144 Health Insurance	0	0	0	6,095.15	.00	-6,095.15	.0%
512151 HSA Contribution	0	0	0	2,000.00	.00	-2,000.00	.0%
512173 Dental Insurance	0	0	0	430.70	.00	-430.70	.0%
531312 Office Supplies	0	0	0	266.36	.00	-266.36	.0%
531319 Other Operating Supplies	0	0	0	147.91	.00	-147.91	.0%
531349 Other Operating Expenses	0	0	0	198.15	.00	-198.15	.0%
532325 Registration	0	0	0	260.00	.00	-260.00	.0%
532332 Mileage	0	0	0	125.28	.00	-125.28	.0%
532336 Lodging	0	0	0	164.00	.00	-164.00	.0%
543954 Overhead Allocation	0	0	0	6,909.71	.00	-6,909.71	.0%
TOTAL ADRC - DCS	0	0	0	40,065.90	.00	-40,065.90	.0%
TOTAL EXPENSES	0	0	0	40,065.90	.00	-40,065.90	
65048 ADRC							
421001 State Aid	-998,748	0	-998,748	-151,850.00	.00	-846,898.00	15.2%
511110 Salary-Permanent Regular	89,083	0	89,083	37,084.62	.00	51,998.69	41.6%
511210 Wages-Regular	412,075	0	412,075	106,625.39	.00	305,450.05	25.9%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	1,313	0	1,313	.00	.00	1,312.57	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
512141 Social Security	38,439	0	38,439	10,490.22	.00	27,948.84	27.3%
512142 Retirement (Employer)	32,912	0	32,912	9,413.05	.00	23,498.82	28.6%
512144 Health Insurance	104,093	0	104,093	32,118.57	.00	71,973.93	30.9%
512145 Life Insurance	248	0	248	66.28	.00	181.78	26.7%
512150 FSA Contribution	17,708	0	17,708	.00	.00	17,708.33	.0%
512151 HSA Contribution	0	0	0	10,539.75	.00	-10,539.75	.0%
512173 Dental Insurance	8,932	0	8,932	2,269.58	.00	6,662.23	25.4%
529160 Interpreter Fee	50	0	50	340.84	.00	-290.84	681.7%
531303 Computer Equipmt & Software	5,000	0	5,000	.00	.00	5,000.00	.0%
531312 Office Supplies	6,000	0	6,000	550.10	.00	5,449.90	9.2%
531313 Printing & Duplicating	500	0	500	632.54	.00	-132.54	126.5%
531319 Other Operating Supplies	80	0	80	617.32	.00	-537.32	771.7%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
531326 Advertising	10,000	0	10,000	2,058.79	.00	7,941.21	20.6%
531349 Other Operating Expenses	4,000	0	4,000	.00	.00	4,000.00	.0%
531351 Gas/Diesel	1,000	0	1,000	467.39	.00	532.61	46.7%
531355 Client Costs	1,000	0	1,000	.00	.00	1,000.00	.0%
532325 Registration	2,000	0	2,000	1,412.00	.00	588.00	70.6%
532332 Mileage	5,000	0	5,000	302.67	.00	4,697.33	6.1%
532336 Lodging	1,000	0	1,000	164.00	.00	836.00	16.4%
533236 Wireless Internet	0	0	0	.00	.00	.00	.0%
535352 Vehicle Parts & Repairs	1,000	0	1,000	30.00	.00	970.00	3.0%
543951 Year End Allocation	0	0	0	-7,048.62	.00	7,048.62	.0%
543954 Overhead Allocation	151,223	0	151,223	43,318.97	.00	107,904.03	28.6%
TOTAL ADRC	-106,092	0	-106,092	99,603.46	.00	-205,695.51	-93.9%
TOTAL REVENUES	-998,748	0	-998,748	-151,850.00	.00	-846,898.00	
TOTAL EXPENSES	892,656	0	892,656	251,453.46	.00	641,202.49	
65051 Income Maintenance							
421058 State Aid - Prior Year	0	0	0	-195,583.00	.00	195,583.00	.0%
471010 Workforce Dev Ctr State Use	-49,966	0	-49,966	-11,688.04	.00	-38,277.80	23.4%
472010 Consortium Revenue	-1,525,715	0	-1,525,715	.00	.00	-1,525,715.00	.0%
511110 Salary-Permanent Regular	170,022	0	170,022	70,448.61	.00	99,573.62	41.4%
511210 Wages-Regular	1,010,374	0	1,010,374	417,324.19	.00	593,050.08	41.3%
511220 Wages-Overtime	0	0	0	384.30	.00	-384.30	.0%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	3,056	0	3,056	.00	.00	3,056.25	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
512141 Social Security	90,534	0	90,534	35,860.18	.00	54,673.96	39.6%
512142 Retirement (Employer)	77,516	0	77,516	31,961.51	.00	45,554.64	41.2%
512144 Health Insurance	344,710	0	344,710	141,581.60	.00	203,128.68	41.1%
512145 Life Insurance	829	0	829	256.11	.00	572.75	30.9%
512150 FSA Contribution	45,516	0	45,516	.00	.00	45,516.00	.0%
512151 HSA Contribution	0	0	0	44,387.50	.00	-44,387.50	.0%
512173 Dental Insurance	24,720	0	24,720	9,805.71	.00	14,914.29	39.7%
531311 Postage & Box Rent	1,500	0	1,500	.00	.00	1,500.00	.0%
531312 Office Supplies	2,000	0	2,000	623.32	.00	1,376.68	31.2%
531313 Printing & Duplicating	0	0	0	95.80	.00	-95.80	.0%
531314 Small Items Of Equipment	1,000	0	1,000	.00	.00	1,000.00	.0%

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531326 Advertising	500	0	500	541.69	.00	-41.69	108.3%
531349 Other Operating Expenses	2,000	0	2,000	.00	.00	2,000.00	.0%
531351 Gas/Diesel	0	0	0	.00	.00	.00	.0%
532325 Registration	540	0	540	225.00	.00	315.00	41.7%
532332 Mileage	250	0	250	91.80	.00	158.20	36.7%
532336 Lodging	400	0	400	.00	.00	400.00	.0%
533221 Water	2,900	0	2,900	.00	.00	2,900.00	.0%
533222 Electric	2,000	0	2,000	.00	.00	2,000.00	.0%
533223 Sewer	2,000	0	2,000	.00	.00	2,000.00	.0%
533224 Natural Gas	3,000	0	3,000	.00	.00	3,000.00	.0%
533235 Storm Water Utility	750	0	750	.00	.00	750.00	.0%
535360 Repair & Maintenance	3,000	0	3,000	.00	.00	3,000.00	.0%
543951 Year End Allocation	0	0	0	-12,145.98	.00	12,145.98	.0%
543954 Overhead Allocation	375,196	0	375,196	157,807.15	.00	217,388.85	42.1%
555911 Drug Screens	500	0	500	147.00	.00	353.00	29.4%
TOTAL Income Maintenance	589,133	0	589,133	692,124.45	.00	-102,991.11	117.5%
TOTAL REVENUES	-1,575,681	0	-1,575,681	-207,271.04	.00	-1,368,409.80	
TOTAL EXPENSES	2,164,814	0	2,164,814	899,395.49	.00	1,265,418.69	
<u>65053 Child Day Care Admin & Operations</u>							
421001 State Aid	-75,000	0	-75,000	-34,085.84	.00	-40,914.16	45.4%
TOTAL Child Day Care Admin & Operati	-75,000	0	-75,000	-34,085.84	.00	-40,914.16	45.4%
TOTAL REVENUES	-75,000	0	-75,000	-34,085.84	.00	-40,914.16	
<u>65054 CC Certification</u>							
421029 EAP Administration	0	0	0	.00	.00	.00	.0%
551901 Other Financial Assistance	0	0	0	.00	.00	.00	.0%
TOTAL CC Certification	0	0	0	.00	.00	.00	.0%
<u>65057 Low Income Energy Asst</u>							

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421029 EAP Administration	-121,090	0	-121,090	-30,570.21	.00	-90,519.92	25.2%
551901 Other Financial Assistance	121,090	0	121,090	50,564.98	.00	70,525.15	41.8%
TOTAL Low Income Energy Asst	0	0	0	19,994.77	.00	-19,994.77	.0%
TOTAL REVENUES	-121,090	0	-121,090	-30,570.21	.00	-90,519.92	
TOTAL EXPENSES	121,090	0	121,090	50,564.98	.00	70,525.15	
65063 CRS							
455403 Counseling - Medical Assist	-128,284	0	-128,284	-948.14	.00	-127,335.61	.7%
455425 MA Prior Year Revenue	0	0	0	-.01	.00	.01	.0%
511210 Wages-Regular	0	0	0	.00	.00	.00	.0%
512141 Social Security	0	0	0	.00	.00	.00	.0%
512142 Retirement (Employer)	0	0	0	.00	.00	.00	.0%
512144 Health Insurance	0	0	0	.00	.00	.00	.0%
512145 Life Insurance	0	0	0	.00	.00	.00	.0%
512173 Dental Insurance	0	0	0	.00	.00	.00	.0%
553104 Supervised Apartment	101,088	0	101,088	41,711.00	.00	59,377.00	41.3%
553202 Adult Family Home 202	248,256	0	248,256	70,737.63	.00	177,518.37	28.5%
553561 CBRF 506.61 - 5-8 Beds	61,812	0	61,812	25,978.55	.00	35,833.45	42.0%
555146 Supportive Home Care Days	10,000	0	10,000	.00	.00	10,000.00	.0%
555147 Supportive Home Care Hours	0	0	0	.00	.00	.00	.0%
TOTAL CRS	292,872	0	292,872	137,479.03	.00	155,393.22	46.9%
TOTAL REVENUES	-128,284	0	-128,284	-948.15	.00	-127,335.60	
TOTAL EXPENSES	421,156	0	421,156	138,427.18	.00	282,728.82	
65067 Community Response Grant							
485200 Donations Restricted	-136,500	0	-136,500	.00	.00	-136,500.00	.0%
511210 Wages-Regular	96,224	0	96,224	43,262.68	.00	52,960.86	45.0%
512141 Social Security	7,361	0	7,361	3,247.69	.00	4,113.41	44.1%
512142 Retirement (Employer)	6,303	0	6,303	2,833.72	.00	3,468.92	45.0%
512144 Health Insurance	30,793	0	30,793	8,533.24	.00	22,259.48	27.7%
512145 Life Insurance	17	0	17	.93	.00	15.99	5.5%
512150 FSA Contribution	3,400	0	3,400	.00	.00	3,400.00	.0%
512151 HSA Contribution	0	0	0	3,000.00	.00	-3,000.00	.0%
512173 Dental Insurance	2,160	0	2,160	658.70	.00	1,501.30	30.5%

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531319 Other Operating Supplies	5,000	0	5,000	61.69	.00	4,938.31	1.2%
531355 Client Costs	0	0	0	1,425.59	.00	-1,425.59	.0%
532325 Registration	1,000	0	1,000	280.00	.00	720.00	28.0%
532332 Mileage	5,000	0	5,000	1,109.46	.00	3,890.54	22.2%
532336 Lodging	2,000	0	2,000	.00	.00	2,000.00	.0%
543954 Overhead Allocation	32,626	0	32,626	14,093.24	.00	18,532.76	43.2%
TOTAL Community Response Grant	55,383	0	55,383	78,506.94	.00	-23,124.02	141.8%
TOTAL REVENUES	-136,500	0	-136,500	.00	.00	-136,500.00	
TOTAL EXPENSES	191,883	0	191,883	78,506.94	.00	113,375.98	
<hr/>							
65068 Foster Parent Training							
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421001 State Aid	-4,394	0	-4,394	-1,314.39	.00	-3,079.28	29.9%
511210 Wages-Regular	0	0	0	2,771.76	.00	-2,771.76	.0%
512141 Social Security	0	0	0	199.90	.00	-199.90	.0%
512142 Retirement (Employer)	0	0	0	181.54	.00	-181.54	.0%
512144 Health Insurance	0	0	0	626.46	.00	-626.46	.0%
512145 Life Insurance	0	0	0	.45	.00	-.45	.0%
512151 HSA Contribution	0	0	0	125.00	.00	-125.00	.0%
512173 Dental Insurance	0	0	0	48.05	.00	-48.05	.0%
531312 Office Supplies	0	0	0	2.45	.00	-2.45	.0%
531313 Printing & Duplicating	0	0	0	37.84	.00	-37.84	.0%
531319 Other Operating Supplies	0	0	0	30.00	.00	-30.00	.0%
532325 Registration	0	0	0	210.00	.00	-210.00	.0%
532332 Mileage	1,000	0	1,000	312.62	.00	687.38	31.3%
543951 Year End Allocation	8,317	0	8,317	.00	.00	8,317.18	.0%
543954 Overhead Allocation	0	0	0	799.91	.00	-799.91	.0%
552203 Foster Home 203	1,667	0	1,667	.00	.00	1,667.00	.0%
TOTAL Foster Parent Training	6,591	0	6,591	4,031.59	.00	2,558.92	61.2%
TOTAL REVENUES	-4,394	0	-4,394	-1,314.39	.00	-3,079.28	
TOTAL EXPENSES	10,984	0	10,984	5,345.98	.00	5,638.20	
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65070 Title IV-E Adoption Legal							
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421001 State Aid	-66,576	0	-66,576	-868.33	.00	-65,707.67	1.3%
521212 Legal	175,000	0	175,000	2,285.08	.00	172,714.92	1.3%

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529160 Interpreter Fee	0	0	0	1,864.62	.00	-1,864.62	.0%
531319 Other Operating Supplies	100	0	100	.00	.00	100.00	.0%
531355 Client Costs	0	0	0	.00	.00	.00	.0%
532332 Mileage	100	0	100	.00	.00	100.00	.0%
TOTAL Title IV-E Adoption Legal	108,624	0	108,624	3,281.37	.00	105,342.63	3.0%
TOTAL REVENUES	-66,576	0	-66,576	-868.33	.00	-65,707.67	
TOTAL EXPENSES	175,200	0	175,200	4,149.70	.00	171,050.30	
<hr/> 65071 Children First							
421077 Children First	-4,000	0	-4,000	-2,508.56	.00	-1,491.44	62.7%
TOTAL Children First	-4,000	0	-4,000	-2,508.56	.00	-1,491.44	62.7%
TOTAL REVENUES	-4,000	0	-4,000	-2,508.56	.00	-1,491.44	
<hr/> 65073 Food Stamp Incentive							
455620 Food Stamp Collection	-10,000	0	-10,000	-4,704.12	.00	-5,295.88	47.0%
TOTAL Food Stamp Incentive	-10,000	0	-10,000	-4,704.12	.00	-5,295.88	47.0%
TOTAL REVENUES	-10,000	0	-10,000	-4,704.12	.00	-5,295.88	
<hr/> 65075 Guardianship Program							
455015 Guardianship Fee Collections	0	0	0	-1,000.00	.00	1,000.00	.0%
555406 Protective Place/Guardianshp	30,000	0	30,000	8,695.00	.00	21,305.00	29.0%
TOTAL Guardianship Program	30,000	0	30,000	7,695.00	.00	22,305.00	25.7%
TOTAL REVENUES	0	0	0	-1,000.00	.00	1,000.00	
TOTAL EXPENSES	30,000	0	30,000	8,695.00	.00	21,305.00	
<hr/> 65076 Elder Benefit Services							

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
421001 State Aid	-46,678	0	-46,678	.00	.00	-46,678.00	.0%
511210 Wages-Regular	49,900	0	49,900	20,571.58	.00	29,328.68	41.2%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	0	0	0	.00	.00	.00	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
512141 Social Security	3,817	0	3,817	1,386.81	.00	2,430.56	36.3%
512142 Retirement (Employer)	3,268	0	3,268	1,347.44	.00	1,921.03	41.2%
512144 Health Insurance	15,396	0	15,396	6,095.15	.00	9,301.21	39.6%
512145 Life Insurance	6	0	6	2.32	.00	3.27	41.5%
512150 FSA Contribution	1,700	0	1,700	.00	.00	1,700.00	.0%
512151 HSA Contribution	0	0	0	2,000.00	.00	-2,000.00	.0%
512173 Dental Insurance	1,080	0	1,080	430.70	.00	649.30	39.9%
529160 Interpreter Fee	0	0	0	250.00	.00	-250.00	.0%
531312 Office Supplies	100	0	100	351.38	.00	-251.38	351.4%
531313 Printing & Duplicating	120	0	120	.00	.00	120.00	.0%
531319 Other Operating Supplies	0	0	0	.00	.00	.00	.0%
531326 Advertising	250	0	250	.00	.00	250.00	.0%
531349 Other Operating Expenses	120	0	120	.00	.00	120.00	.0%
532325 Registration	1,000	0	1,000	135.00	.00	865.00	13.5%
532332 Mileage	1,000	0	1,000	72.04	.00	927.96	7.2%
532336 Lodging	1,000	0	1,000	.00	.00	1,000.00	.0%
543954 Overhead Allocation	16,313	0	16,313	6,895.44	.00	9,417.56	42.3%
TOTAL Elder Benefit Services	48,393	0	48,393	39,537.86	.00	8,855.19	81.7%
TOTAL REVENUES	-46,678	0	-46,678	.00	.00	-46,678.00	
TOTAL EXPENSES	95,071	0	95,071	39,537.86	.00	55,533.19	
65077 APS - Adult Prot Services							
421083 St Aid APD-Adult Protect Serv	-56,827	0	-56,827	-14,933.00	.00	-41,894.00	26.3%
511110 Salary-Permanent Regular	7,222	0	7,222	3,049.69	.00	4,171.86	42.2%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	34	0	34	.00	.00	33.71	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
512141 Social Security	555	0	555	213.21	.00	341.82	38.4%
512142 Retirement (Employer)	475	0	475	199.75	.00	275.47	42.0%

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512144 Health Insurance	1,384	0	1,384	549.37	.00	834.82	39.7%
512145 Life Insurance	4	0	4	1.53	.00	2.08	42.4%
512150 FSA Contribution	153	0	153	.00	.00	152.84	.0%
512151 HSA Contribution	0	0	0	180.00	.00	-180.00	.0%
512173 Dental Insurance	97	0	97	38.81	.00	58.29	40.0%
529160 Interpreter Fee	0	0	0	270.00	.00	-270.00	.0%
531312 Office Supplies	0	0	0	.00	.00	.00	.0%
531319 Other Operating Supplies	0	0	0	.00	.00	.00	.0%
532325 Registration	0	0	0	370.00	.00	-370.00	.0%
532332 Mileage	0	0	0	2,343.20	.00	-2,343.20	.0%
532336 Lodging	0	0	0	.00	.00	.00	.0%
543951 Year End Allocation	64,364	0	64,364	25,303.70	.00	39,060.32	39.3%
543954 Overhead Allocation	17,780	0	17,780	5,131.33	.00	12,648.17	28.9%
TOTAL APS - Adult Prot Services	35,240	0	35,240	22,717.59	.00	12,522.18	64.5%
TOTAL REVENUES	-56,827	0	-56,827	-14,933.00	.00	-41,894.00	
TOTAL EXPENSES	92,067	0	92,067	37,650.59	.00	54,416.18	
65078 NSIP							
421034 Delivered Meals III-C2	-15,809	0	-15,809	.00	.00	-15,809.00	.0%
555401 Congregate Meals	7,229	0	7,229	3,544.00	.00	3,685.00	49.0%
555402 Home Delivered Meals	8,580	0	8,580	5,730.00	.00	2,850.00	66.8%
TOTAL NSIP	0	0	0	9,274.00	.00	-9,274.00	.0%
TOTAL REVENUES	-15,809	0	-15,809	.00	.00	-15,809.00	
TOTAL EXPENSES	15,809	0	15,809	9,274.00	.00	6,535.00	
65080 Youth Delinquency Intake							
511110 Salary-Permanent Regular	81,313	0	81,313	33,120.18	.00	48,192.48	40.7%
511210 Wages-Regular	481,516	0	481,516	195,517.41	.00	285,998.91	40.6%
511220 Wages-Overtime	367	0	367	.00	.00	366.64	.0%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	643	0	643	.00	.00	642.50	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%

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511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
512141 Social Security	43,134	0	43,134	16,586.94	.00	26,546.68	38.5%
512142 Retirement (Employer)	36,931	0	36,931	14,975.81	.00	21,955.59	40.6%
512144 Health Insurance	120,092	0	120,092	41,501.34	.00	78,590.22	34.6%
512145 Life Insurance	72	0	72	29.44	.00	42.44	41.0%
512150 FSA Contribution	13,600	0	13,600	.00	.00	13,600.00	.0%
512151 HSA Contribution	0	0	0	14,008.03	.00	-14,008.03	.0%
512173 Dental Insurance	8,064	0	8,064	3,223.92	.00	4,840.08	40.0%
531303 Computer Equipmt & Software	0	0	0	.00	.00	.00	.0%
531319 Other Operating Supplies	0	0	0	49.94	.00	-49.94	.0%
531355 Client Costs	0	0	0	799.94	.00	-799.94	.0%
532325 Registration	1,000	0	1,000	930.64	.00	69.36	93.1%
532332 Mileage	6,000	0	6,000	1,857.76	.00	4,142.24	31.0%
532336 Lodging	2,000	0	2,000	.00	.00	2,000.00	.0%
543951 Year End Allocation	-4,562	0	-4,562	.00	.00	-4,562.10	.0%
543954 Overhead Allocation	146,816	0	146,816	63,646.49	.00	83,169.51	43.4%
TOTAL Youth Delinquency Intake	936,984	0	936,984	386,247.84	.00	550,736.64	41.2%
TOTAL EXPENSES	936,984	0	936,984	386,247.84	.00	550,736.64	
65082 AUTISM - CLTS							
421001 State Aid	-21,212	0	-21,212	-3,196.00	.00	-18,016.00	15.1%
421100 TPA Payments	-243,584	0	-243,584	.00	.00	-243,584.00	.0%
455013 Parental Fee Collections	0	0	0	-1,449.45	.00	1,449.45	.0%
455792 WPS Payments	-59,441	0	-59,441	-829.86	.00	-58,610.73	1.4%
511210 Wages-Regular	0	0	0	5,864.15	.00	-5,864.15	.0%
512141 Social Security	0	0	0	432.08	.00	-432.08	.0%
512142 Retirement (Employer)	0	0	0	384.11	.00	-384.11	.0%
512144 Health Insurance	0	0	0	2,538.10	.00	-2,538.10	.0%
512145 Life Insurance	0	0	0	1.45	.00	-1.45	.0%
512151 HSA Contribution	0	0	0	575.00	.00	-575.00	.0%
512173 Dental Insurance	0	0	0	171.07	.00	-171.07	.0%
532332 Mileage	0	0	0	270.28	.00	-270.28	.0%
543951 Year End Allocation	68,514	0	68,514	.00	.00	68,514.00	.0%
543954 Overhead Allocation	0	0	0	2,799.45	.00	-2,799.45	.0%
555126 Home Modifications 112.56	0	0	0	233.95	.00	-233.95	.0%
555129 Adaptive Aids - Other	1,000	0	1,000	365.48	.00	634.52	36.5%
555508 TPA Provider Payments	243,584	0	243,584	.00	.00	243,584.00	.0%
TOTAL AUTISM - CLTS	-11,139	0	-11,139	8,159.81	.00	-19,298.40	-73.3%
TOTAL REVENUES	-324,237	0	-324,237	-5,475.31	.00	-318,761.28	
TOTAL EXPENSES	313,098	0	313,098	13,635.12	.00	299,462.88	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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65090 Project YES							
421001 State Aid	-148,022	0	-148,022	-15,450.00	.00	-132,571.50	10.4%
511110 Salary-Permanent Regular	23,185	0	23,185	7,042.96	.00	16,141.57	30.4%
511210 Wages-Regular	49,244	0	49,244	2,487.84	.00	46,756.25	5.1%
511280 Wages-Premium Pay	0	0	0	.00	.00	.00	.0%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
512141 Social Security	2,939	0	2,939	700.70	.00	2,238.25	23.8%
512142 Retirement (Employer)	2,516	0	2,516	624.30	.00	1,892.06	24.8%
512144 Health Insurance	8,468	0	8,468	2,509.03	.00	5,958.97	29.6%
512145 Life Insurance	19	0	19	1.30	.00	17.29	7.0%
512150 FSA Contribution	935	0	935	.00	.00	935.00	.0%
512151 HSA Contribution	0	0	0	1,343.75	.00	-1,343.75	.0%
512173 Dental Insurance	277	0	277	190.59	.00	86.61	68.8%
529299 Purchase Care & Services	9,750	0	9,750	.00	.00	9,750.00	.0%
531303 Computer Equipmt & Software	0	0	0	112.80	.00	-112.80	.0%
531312 Office Supplies	2,400	0	2,400	939.49	.00	1,460.51	39.1%
531313 Printing & Duplicating	0	0	0	85.82	.00	-85.82	.0%
531319 Other Operating Supplies	0	0	0	3.19	.00	-3.19	.0%
531326 Advertising	9,000	0	9,000	.00	.00	9,000.00	.0%
531349 Other Operating Expenses	0	0	0	258.97	.00	-258.97	.0%
531355 Client Costs	2,400	0	2,400	1,697.01	.00	702.99	70.7%
532325 Registration	10,371	0	10,371	2,660.48	.00	7,710.80	25.7%
532332 Mileage	6,068	0	6,068	488.32	.00	5,579.18	8.0%
532334 Commercial Travel	4,137	0	4,137	.00	.00	4,137.00	.0%
532336 Lodging	0	0	0	4,941.00	.00	-4,941.00	.0%
533236 Wireless Internet	0	0	0	.00	.00	.00	.0%
543951 Year End Allocation	0	0	0	.00	.00	.00	.0%
543954 Overhead Allocation	16,313	0	16,313	3,292.63	.00	13,020.37	20.2%
555107 Specialized Transportation	0	0	0	3,176.00	.00	-3,176.00	.0%
TOTAL Project YES	0	0	0	17,106.18	.00	-17,106.18	.0%
TOTAL REVENUES	-148,022	0	-148,022	-15,450.00	.00	-132,571.50	
TOTAL EXPENSES	148,022	0	148,022	32,556.18	.00	115,465.32	

65100 Client Assistance

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455606 MA Deductibles	0	0	0	-11,900.00	.00	11,900.00	.0%
TOTAL Client Assistance	0	0	0	-11,900.00	.00	11,900.00	.0%
TOTAL REVENUES	0	0	0	-11,900.00	.00	11,900.00	
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65105 Kinship Care Assessments							
421001 State Aid	-4,743	0	-4,743	-1,467.75	.00	-3,275.09	30.9%
511210 Wages-Regular	0	0	0	997.49	.00	-997.49	.0%
512141 Social Security	0	0	0	75.74	.00	-75.74	.0%
512142 Retirement (Employer)	0	0	0	65.32	.00	-65.32	.0%
512144 Health Insurance	0	0	0	110.29	.00	-110.29	.0%
512145 Life Insurance	0	0	0	.09	.00	-.09	.0%
512151 HSA Contribution	0	0	0	53.12	.00	-53.12	.0%
512173 Dental Insurance	0	0	0	24.64	.00	-24.64	.0%
532332 Mileage	0	0	0	67.28	.00	-67.28	.0%
543951 Year End Allocation	4,743	0	4,743	.00	.00	4,742.84	.0%
543954 Overhead Allocation	0	0	0	335.19	.00	-335.19	.0%
TOTAL Kinship Care Assessments	0	0	0	261.41	.00	-261.41	.0%
TOTAL REVENUES	-4,743	0	-4,743	-1,467.75	.00	-3,275.09	
TOTAL EXPENSES	4,743	0	4,743	1,729.16	.00	3,013.68	
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65120 CST							
421001 State Aid	-60,000	0	-60,000	-15,181.00	.00	-44,819.00	25.3%
511110 Salary-Permanent Regular	0	0	0	.00	.00	.00	.0%
511210 Wages-Regular	51,940	0	51,940	18,906.10	.00	33,034.09	36.4%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
512141 Social Security	3,973	0	3,973	1,446.35	.00	2,527.07	36.4%
512142 Retirement (Employer)	3,402	0	3,402	1,232.78	.00	2,169.30	36.2%
512144 Health Insurance	15,396	0	15,396	5,490.46	.00	9,905.90	35.7%
512145 Life Insurance	6	0	6	2.08	.00	3.44	37.7%
512150 FSA Contribution	1,700	0	1,700	.00	.00	1,700.00	.0%
512151 HSA Contribution	0	0	0	1,825.00	.00	-1,825.00	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
512173 Dental Insurance	1,080	0	1,080	393.68	.00	686.32	36.5%
531319 Other Operating Supplies	0	0	0	54.72	.00	-54.72	.0%
531355 Client Costs	0	0	0	68.08	.00	-68.08	.0%
532325 Registration	367	0	367	430.64	.00	-63.97	117.4%
532332 Mileage	1,400	0	1,400	497.20	.00	902.80	35.5%
543954 Overhead Allocation	16,313	0	16,313	6,153.20	.00	10,159.80	37.7%
TOTAL CST	35,577	0	35,577	21,319.29	.00	14,257.95	59.9%
TOTAL REVENUES	-60,000	0	-60,000	-15,181.00	.00	-44,819.00	
TOTAL EXPENSES	95,577	0	95,577	36,500.29	.00	59,076.95	
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65121 Children's COP							
421001 State Aid	-218,118	0	-218,118	-6,801.00	.00	-211,317.00	3.1%
521003 Match Requirement	177,118	0	177,118	.00	.00	177,118.00	.0%
555101 Child Day Care	0	0	0	69.00	.00	-69.00	.0%
555103 Respite Care 103	2,500	0	2,500	.00	.00	2,500.00	.0%
555107 Specialized Transportation	0	0	0	1,052.30	.00	-1,052.30	.0%
555113 Consumer Education-DD	0	0	0	689.60	.00	-689.60	.0%
555128 Spec Med Supp 112.55	1,500	0	1,500	.00	.00	1,500.00	.0%
555129 Adaptive Aids - Other	10,000	0	10,000	.00	.00	10,000.00	.0%
555403 Recreation Activities	25,000	0	25,000	12,888.43	.00	12,111.57	51.6%
555507 Counseling/Therapeutic Rescs	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL Children's COP	0	0	0	7,898.33	.00	-7,898.33	.0%
TOTAL REVENUES	-218,118	0	-218,118	-6,801.00	.00	-211,317.00	
TOTAL EXPENSES	218,118	0	218,118	14,699.33	.00	203,418.67	
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65150 Care Talks							
421001 State Aid	0	0	0	.00	.00	.00	.0%
529299 Purchase Care & Services	0	0	0	.00	.00	.00	.0%
TOTAL Care Talks	0	0	0	.00	.00	.00	.0%
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65151 Elderly/Handicapped Transportation							

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
421001 State Aid	-192,663	0	-192,663	-198,385.00	.00	5,722.00	103.0%
455016 Care Wisc Case Management	-58,000	0	-58,000	-10,568.86	.00	-47,431.14	18.2%
485101 Volunteer Transport Donation	-5,000	0	-5,000	-3,685.65	.00	-1,314.35	73.7%
511110 Salary-Permanent Regular	20,854	0	20,854	9,473.90	.00	11,379.78	45.4%
511210 Wages-Regular	97,487	0	97,487	46,406.03	.00	51,080.98	47.6%
511220 Wages-Overtime	47	0	47	.00	.00	46.70	.0%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	97	0	97	.00	.00	97.36	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
512141 Social Security	9,064	0	9,064	4,154.28	.00	4,909.80	45.8%
512142 Retirement (Employer)	4,268	0	4,268	1,797.65	.00	2,470.79	42.1%
512144 Health Insurance	19,393	0	19,393	7,834.87	.00	11,558.62	40.4%
512145 Life Insurance	57	0	57	24.47	.00	32.99	42.6%
512150 FSA Contribution	2,141	0	2,141	.00	.00	2,141.35	.0%
512151 HSA Contribution	0	0	0	2,520.25	.00	-2,520.25	.0%
512173 Dental Insurance	1,360	0	1,360	542.72	.00	817.66	39.9%
531303 Computer Equipmt & Software	450	0	450	270.83	.00	179.17	60.2%
531304 Noncapital Auto	5,000	0	5,000	.00	.00	5,000.00	.0%
531313 Printing & Duplicating	0	0	0	35.99	.00	-35.99	.0%
531319 Other Operating Supplies	0	0	0	375.82	.00	-375.82	.0%
531326 Advertising	500	0	500	504.50	.00	-4.50	100.9%
531351 Gas/Diesel	5,000	0	5,000	2,565.75	.00	2,434.25	51.3%
532325 Registration	0	0	0	225.00	.00	-225.00	.0%
532332 Mileage	1,000	0	1,000	117.74	.00	882.26	11.8%
535352 Vehicle Parts & Repairs	0	0	0	1,074.07	.00	-1,074.07	.0%
543951 Year End Allocation	0	0	0	.00	.00	.00	.0%
543954 Overhead Allocation	51,542	0	51,542	24,701.25	.00	26,840.75	47.9%
555104 Special	0	0	0	1,208.45	.00	-1,208.45	.0%
555106 Taxi-Fort	0	0	0	.00	.00	.00	.0%
555107 Specialized Transportation	40,000	0	40,000	15,941.54	.00	24,058.46	39.9%
555109 Taxi-Wtrlo	0	0	0	.00	.00	.00	.0%
555110 Daily Living Skills 110	0	0	0	.00	.00	.00	.0%
555117 Inter-County Taxi Project	500	0	500	.00	.00	500.00	.0%
555408 Community Awareness	500	0	500	.00	.00	500.00	.0%
TOTAL Elderly/Handicapped Transporta	3,599	0	3,599	-92,864.40	.00	96,463.35	%
TOTAL REVENUES	-255,663	0	-255,663	-212,639.51	.00	-43,023.49	
TOTAL EXPENSES	259,262	0	259,262	119,775.11	.00	139,486.84	

65152 Title III-D

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421001 State Aid	-4,245	0	-4,245	.00	.00	-4,245.00	.0%
529299 Purchase Care & Services	4,717	0	4,717	20.28	.00	4,696.72	.4%
543951 Year End Allocation	0	0	0	6,242.00	.00	-6,242.00	.0%
TOTAL Title III-D	472	0	472	6,262.28	.00	-5,790.28	%
TOTAL REVENUES	-4,245	0	-4,245	.00	.00	-4,245.00	
TOTAL EXPENSES	4,717	0	4,717	6,262.28	.00	-1,545.28	
65154 Site Meals III-C1							
421032 Site Meals III-C1	-147,584	0	-147,584	.00	.00	-147,584.00	.0%
485100 Donations - Unrestricted	-23,000	0	-23,000	-2,571.38	.00	-20,428.62	11.2%
511210 Wages-Regular	66,703	0	66,703	24,943.56	.00	41,759.73	37.4%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	95	0	95	.00	.00	95.00	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
512141 Social Security	5,110	0	5,110	1,879.10	.00	3,230.97	36.8%
512142 Retirement (Employer)	2,592	0	2,592	933.10	.00	1,658.96	36.0%
512144 Health Insurance	3,079	0	3,079	1,423.25	.00	1,656.01	46.2%
512145 Life Insurance	18	0	18	5.22	.00	13.19	28.4%
512150 FSA Contribution	425	0	425	.00	.00	425.00	.0%
512173 Dental Insurance	540	0	540	215.38	.00	324.62	39.9%
529299 Purchase Care & Services	999	0	999	.00	.00	999.00	.0%
531313 Printing & Duplicating	400	0	400	40.10	.00	359.90	10.0%
531326 Advertising	500	0	500	.00	.00	500.00	.0%
531349 Other Operating Expenses	8,000	0	8,000	2,503.97	.00	5,496.03	31.3%
532325 Registration	200	0	200	123.50	.00	76.50	61.8%
532332 Mileage	1,400	0	1,400	120.06	.00	1,279.94	8.6%
543951 Year End Allocation	-7,336	0	-7,336	-3,943.78	.00	-3,392.22	53.8%
543954 Overhead Allocation	29,567	0	29,567	11,500.46	.00	18,066.54	38.9%
555408 Community Awareness	2,000	0	2,000	1,830.00	.00	170.00	91.5%
555421 FeilFort	26,000	0	26,000	7,948.98	.00	18,051.02	30.6%
555422 FeilJeff	11,000	0	11,000	2,687.58	.00	8,312.42	24.4%
555423 FeilLM	5,000	0	5,000	1,270.32	.00	3,729.68	25.4%
555424 FeilPalm	5,000	0	5,000	820.02	.00	4,179.98	16.4%
555425 FeilWttn	15,000	0	15,000	6,342.12	.00	8,657.88	42.3%
555426 FeilJC	1,200	0	1,200	516.66	.00	683.34	43.1%
555427 RentJeff	0	0	0	37.50	.00	-37.50	.0%

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555428 RentLM	0	0	0	75.00	.00	-75.00	.0%
TOTAL Site Meals III-C1	6,909	0	6,909	58,700.72	.00	-51,791.63	849.6%
TOTAL REVENUES	-170,584	0	-170,584	-2,571.38	.00	-168,012.62	
TOTAL EXPENSES	177,493	0	177,493	61,272.10	.00	116,220.99	
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65155 Home Delivered Meals III-C2							
421034 Delivered Meals III-C2	-51,244	0	-51,244	.00	.00	-51,244.00	.0%
455002 CW Rome	-5,000	0	-5,000	-5,773.94	.00	773.94	115.5%
455012 CW Jeff	0	0	0	.00	.00	.00	.0%
485100 Donations - Unrestricted	-55,000	0	-55,000	-25,125.96	.00	-29,874.04	45.7%
511210 Wages-Regular	59,617	0	59,617	28,270.86	.00	31,346.36	47.4%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
512141 Social Security	4,561	0	4,561	2,133.94	.00	2,426.78	46.8%
512142 Retirement (Employer)	1,749	0	1,749	932.40	.00	816.67	53.3%
512144 Health Insurance	3,079	0	3,079	1,422.60	.00	1,656.66	46.2%
512145 Life Insurance	3	0	3	5.19	.00	-2.02	163.7%
512150 FSA Contribution	425	0	425	.00	.00	425.00	.0%
512173 Dental Insurance	540	0	540	215.33	.00	324.67	39.9%
531313 Printing & Duplicating	0	0	0	43.95	.00	-43.95	.0%
531349 Other Operating Expenses	10,000	0	10,000	3,900.32	.00	6,099.68	39.0%
532325 Registration	250	0	250	123.50	.00	126.50	49.4%
532332 Mileage	1,000	0	1,000	490.68	.00	509.32	49.1%
543951 Year End Allocation	-9,988	0	-9,988	-6,129.78	.00	-3,858.00	61.4%
543954 Overhead Allocation	23,858	0	23,858	12,084.07	.00	11,773.93	50.6%
555402 Home Delivered Meals	100,000	0	100,000	40,921.96	.00	59,078.04	40.9%
TOTAL Home Delivered Meals III-C2	83,851	0	83,851	53,515.12	.00	30,335.54	63.8%
TOTAL REVENUES	-111,244	0	-111,244	-30,899.90	.00	-80,344.10	
TOTAL EXPENSES	195,095	0	195,095	84,415.02	.00	110,679.64	
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65157 Senior Community Services							
421001 State Aid	-7,986	0	-7,986	.00	.00	-7,986.00	.0%

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555147 Supportive Home Care Hours	8,874	0	8,874	.00	.00	8,874.00	.0%
TOTAL Senior Community Services	888	0	888	.00	.00	888.00	.0%
TOTAL REVENUES	-7,986	0	-7,986	.00	.00	-7,986.00	
TOTAL EXPENSES	8,874	0	8,874	.00	.00	8,874.00	
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65158 Elder Abuse							
421001 State Aid	-25,025	0	-25,025	.00	.00	-25,025.00	.0%
511110 Salary-Permanent Regular	7,222	0	7,222	3,049.69	.00	4,171.86	42.2%
511210 Wages-Regular	117,507	0	117,507	48,570.21	.00	68,936.96	41.3%
511220 Wages-Overtime	104	0	104	.00	.00	103.93	.0%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	409	0	409	.00	.00	408.71	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
512141 Social Security	9,581	0	9,581	3,858.68	.00	5,722.28	40.3%
512142 Retirement (Employer)	8,203	0	8,203	3,381.09	.00	4,822.22	41.2%
512144 Health Insurance	22,939	0	22,939	9,082.09	.00	13,856.98	39.6%
512145 Life Insurance	85	0	85	35.56	.00	49.19	42.0%
512150 FSA Contribution	2,703	0	2,703	.00	.00	2,702.84	.0%
512151 HSA Contribution	0	0	0	3,180.00	.00	-3,180.00	.0%
512173 Dental Insurance	1,681	0	1,681	670.28	.00	1,010.82	39.9%
532325 Registration	500	0	500	.00	.00	500.00	.0%
532332 Mileage	1,000	0	1,000	252.88	.00	747.12	25.3%
543951 Year End Allocation	-65,208	0	-65,208	-25,303.70	.00	-39,904.53	38.8%
543954 Overhead Allocation	17,780	0	17,780	9,968.29	.00	7,811.21	56.1%
TOTAL Elder Abuse	99,480	0	99,480	56,745.07	.00	42,734.59	57.0%
TOTAL REVENUES	-25,025	0	-25,025	.00	.00	-25,025.00	
TOTAL EXPENSES	124,505	0	124,505	56,745.07	.00	67,759.59	
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65159 III - B							
421036 Advocacy III-B	-66,543	0	-66,543	.00	.00	-66,543.00	.0%
485100 Donations - Unrestricted	-100	0	-100	.00	.00	-100.00	.0%
511110 Salary-Permanent Regular	23,325	0	23,325	9,817.96	.00	13,507.26	42.1%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	109	0	109	.00	.00	108.89	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
512141 Social Security	1,793	0	1,793	686.41	.00	1,106.30	38.3%
512142 Retirement (Employer)	1,535	0	1,535	643.09	.00	891.84	41.9%
512144 Health Insurance	4,471	0	4,471	1,768.32	.00	2,702.55	39.6%
512145 Life Insurance	12	0	12	4.91	.00	6.74	42.1%
512150 FSA Contribution	494	0	494	.00	.00	493.65	.0%
512151 HSA Contribution	0	0	0	580.00	.00	-580.00	.0%
512173 Dental Insurance	314	0	314	124.97	.00	188.65	39.8%
531349 Other Operating Expenses	0	0	0	14.61	.00	-14.61	.0%
532332 Mileage	300	0	300	60.32	.00	239.68	20.1%
543951 Year End Allocation	0	0	0	1,606.18	.00	-1,606.18	.0%
543954 Overhead Allocation	4,737	0	4,737	2,020.87	.00	2,716.13	42.7%
555146 Supportive Home Care Days	5,000	0	5,000	3,453.25	.00	1,546.75	69.1%
555147 Supportive Home Care Hours	32,005	0	32,005	11,709.50	.00	20,295.50	36.6%
593391 Prior Year Expenditures	0	0	0	5.75	.00	-5.75	.0%
TOTAL III - B	7,451	0	7,451	32,496.14	.00	-25,045.60	436.2%
TOTAL REVENUES	-66,643	0	-66,643	.00	.00	-66,643.00	
TOTAL EXPENSES	74,094	0	74,094	32,496.14	.00	41,597.40	
65163 National Caregiver Support III- E							
421001 State Aid	-29,918	0	-29,918	.00	.00	-29,918.00	.0%
555103 Respite Care 103	38,000	0	38,000	16,365.88	.00	21,634.12	43.1%
555146 Supportive Home Care Days	0	0	0	1,025.00	.00	-1,025.00	.0%
555147 Supportive Home Care Hours	0	0	0	338.00	.00	-338.00	.0%
555408 Community Awareness	3,000	0	3,000	657.00	.00	2,343.00	21.9%
TOTAL National Caregiver Support III	11,082	0	11,082	18,385.88	.00	-7,303.88	165.9%
TOTAL REVENUES	-29,918	0	-29,918	.00	.00	-29,918.00	
TOTAL EXPENSES	41,000	0	41,000	18,385.88	.00	22,614.12	
65175 Birth to Three							

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
421001 State Aid	-165,564	0	-165,564	-82,782.00	.00	-82,782.00	50.0%
455407 0-3 Therapy	-10,000	0	-10,000	-5,327.44	.00	-4,672.56	53.3%
455409 0-3 Case Management	-28,000	0	-28,000	-1,144.55	.00	-26,855.45	4.1%
455425 MA Prior Year Revenue	0	0	0	.00	.00	.00	.0%
485100 Donations - Unrestricted	0	0	0	.00	.00	.00	.0%
511110 Salary-Permanent Regular	68,103	0	68,103	27,110.10	.00	40,992.60	39.8%
511210 Wages-Regular	261,513	0	261,513	100,390.49	.00	161,122.48	38.4%
511220 Wages-Overtime	487	0	487	.00	.00	487.05	.0%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	760	0	760	48.41	.00	711.34	6.4%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
512141 Social Security	25,311	0	25,311	9,276.86	.00	16,034.12	36.7%
512142 Retirement (Employer)	21,671	0	21,671	8,278.25	.00	13,393.24	38.2%
512144 Health Insurance	76,982	0	76,982	26,188.86	.00	50,792.94	34.0%
512145 Life Insurance	35	0	35	11.89	.00	23.32	33.8%
512150 FSA Contribution	8,500	0	8,500	.00	.00	8,500.00	.0%
512151 HSA Contribution	0	0	0	9,343.74	.00	-9,343.74	.0%
512173 Dental Insurance	6,480	0	6,480	2,369.55	.00	4,110.45	36.6%
529160 Interpreter Fee	5,000	0	5,000	1,527.50	.00	3,472.50	30.6%
531303 Computer Equipmt & Software	0	0	0	112.80	.00	-112.80	.0%
531312 Office Supplies	0	0	0	192.61	.00	-192.61	.0%
531313 Printing & Duplicating	2,000	0	2,000	720.60	.00	1,279.40	36.0%
531319 Other Operating Supplies	300	0	300	.00	.00	300.00	.0%
531326 Advertising	0	0	0	446.64	.00	-446.64	.0%
531348 Educational Supplies	700	0	700	.00	.00	700.00	.0%
531355 Client Costs	0	0	0	630.00	.00	-630.00	.0%
532325 Registration	2,000	0	2,000	.00	.00	2,000.00	.0%
532332 Mileage	10,750	0	10,750	5,748.58	.00	5,001.42	53.5%
532336 Lodging	1,000	0	1,000	.00	.00	1,000.00	.0%
543951 Year End Allocation	-40,000	0	-40,000	.00	.00	-40,000.00	.0%
543954 Overhead Allocation	86,686	0	86,686	39,003.42	.00	47,682.58	45.0%
555506 Non-Therapy Services	40,000	0	40,000	32,323.40	.00	7,676.60	80.8%
555507 Counseling/Therapeutic Rescs	185,000	0	185,000	68,945.41	.00	116,054.59	37.3%
593399 Miscellaneous Expenditures	1,000	0	1,000	4.48	.00	995.52	.4%
TOTAL Birth to Three	560,714	0	560,714	243,419.60	.00	317,294.35	43.4%
TOTAL REVENUES	-203,564	0	-203,564	-89,253.99	.00	-114,310.01	
TOTAL EXPENSES	764,278	0	764,278	332,673.59	.00	431,604.36	

65187 Unfunded Services

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
421001 State Aid	0	0	0	-500.00	.00	500.00	.0%
421082 Medicaid Agency Incentive	0	0	0	-5,625.79	.00	5,625.79	.0%
455212 Misc Client Reimbursement	0	0	0	.00	.00	.00	.0%
485100 Donations - Unrestricted	0	0	0	.00	.00	.00	.0%
533239 Other Utilities	9,082	0	9,082	.00	.00	9,082.00	.0%
535246 Building Service & Maint	36,183	0	36,183	.00	.00	36,183.00	.0%
551901 Other Financial Assistance	6,783	0	6,783	.00	.00	6,783.44	.0%
551902 Extending care	0	0	0	600.00	.00	-600.00	.0%
551904 Food Pantry	1,007	0	1,007	999.86	.00	6.88	99.3%
557321 Food House/Supplies	2,500	0	2,500	383.90	.00	2,116.10	15.4%
593256 Bank Charges	0	0	0	202.60	.00	-202.60	.0%
593391 Prior Year Expenditures	0	0	0	81.73	.00	-81.73	.0%
TOTAL Unfunded Services	55,555	0	55,555	-3,857.70	.00	59,412.88	-6.9%
TOTAL REVENUES	0	0	0	-6,125.79	.00	6,125.79	
TOTAL EXPENSES	55,555	0	55,555	2,268.09	.00	53,287.09	
65188 Busy Bee Preschool							
421001 State Aid	0	0	0	.00	.00	.00	.0%
455431 Preschool Service Fees	-3,000	0	-3,000	-725.00	.00	-2,275.00	24.2%
511110 Salary-Permanent Regular	0	0	0	1,006.28	.00	-1,006.28	.0%
511210 Wages-Regular	0	0	0	6,946.24	.00	-6,946.24	.0%
512141 Social Security	0	0	0	600.35	.00	-600.35	.0%
512142 Retirement (Employer)	0	0	0	520.87	.00	-520.87	.0%
512144 Health Insurance	0	0	0	1,754.27	.00	-1,754.27	.0%
512145 Life Insurance	0	0	0	1.15	.00	-1.15	.0%
512151 HSA Contribution	0	0	0	575.00	.00	-575.00	.0%
512173 Dental Insurance	0	0	0	136.19	.00	-136.19	.0%
531312 Office Supplies	0	0	0	.00	.00	.00	.0%
531319 Other Operating Supplies	0	0	0	.00	.00	.00	.0%
531348 Educational Supplies	600	0	600	.00	.00	600.00	.0%
531355 Client Costs	0	0	0	.00	.00	.00	.0%
532325 Registration	0	0	0	420.76	.00	-420.76	.0%
532332 Mileage	0	0	0	13.34	.00	-13.34	.0%
543951 Year End Allocation	40,000	0	40,000	.00	.00	40,000.00	.0%
543954 Overhead Allocation	11,191	0	11,191	2,631.99	.00	8,559.01	23.5%
593399 Miscellaneous Expenditures	1,000	0	1,000	1,990.06	.00	-990.06	199.0%
TOTAL Busy Bee Preschool	49,791	0	49,791	15,871.50	.00	33,919.50	31.9%
TOTAL REVENUES	-3,000	0	-3,000	-725.00	.00	-2,275.00	
TOTAL EXPENSES	52,791	0	52,791	16,596.50	.00	36,194.50	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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65189 Incredible Years							
485100 Donations - Unrestricted	0	0	0	-2,125.00	.00	2,125.00	.0%
486004 Miscellaneous Revenue	0	0	0	.00	.00	.00	.0%
511210 Wages-Regular	0	0	0	12,080.23	.00	-12,080.23	.0%
512141 Social Security	0	0	0	909.44	.00	-909.44	.0%
512142 Retirement (Employer)	0	0	0	791.25	.00	-791.25	.0%
512144 Health Insurance	0	0	0	3,140.51	.00	-3,140.51	.0%
512145 Life Insurance	0	0	0	.87	.00	-.87	.0%
512151 HSA Contribution	0	0	0	537.51	.00	-537.51	.0%
512173 Dental Insurance	0	0	0	231.75	.00	-231.75	.0%
529299 Purchase Care & Services	10,000	0	10,000	.00	.00	10,000.00	.0%
531312 Office Supplies	0	0	0	.00	.00	.00	.0%
531313 Printing & Duplicating	1,000	0	1,000	129.88	.00	870.12	13.0%
531348 Educational Supplies	5,000	0	5,000	1,738.00	.00	3,262.00	34.8%
531355 Client Costs	0	0	0	99.20	.00	-99.20	.0%
532325 Registration	0	0	0	2,264.00	.00	-2,264.00	.0%
543951 Year End Allocation	35,500	0	35,500	.00	.00	35,500.00	.0%
543954 Overhead Allocation	6,000	0	6,000	3,652.55	.00	2,347.45	60.9%
557321 Food House/Supplies	1,500	0	1,500	876.92	.00	623.08	58.5%
593399 Miscellaneous Expenditures	1,000	0	1,000	235.50	.00	764.50	23.6%
TOTAL Incredible Years	60,000	0	60,000	24,562.61	.00	35,437.39	40.9%
TOTAL REVENUES	0	0	0	-2,125.00	.00	2,125.00	
TOTAL EXPENSES	60,000	0	60,000	26,687.61	.00	33,312.39	
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65190 Management							
511110 Salary-Permanent Regular	349,067	0	349,067	150,988.84	.00	198,078.61	43.3%
511210 Wages-Regular	603,703	0	603,703	209,812.71	.00	393,890.29	34.8%
511220 Wages-Overtime	2,502	0	2,502	316.36	.00	2,185.53	12.6%
511280 Wages-Premium Pay	2,000	0	2,000	.00	.00	2,000.00	.0%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	2,763	0	2,763	145.00	.00	2,618.00	5.2%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
512141 Social Security	73,290	0	73,290	27,220.20	.00	46,069.80	37.1%
512142 Retirement (Employer)	62,751	0	62,751	21,790.75	.00	40,960.25	34.7%
512144 Health Insurance	187,836	0	187,836	60,300.26	.00	127,535.26	32.1%
512145 Life Insurance	394	0	394	148.89	.00	244.73	37.8%
512150 FSA Contribution	21,250	0	21,250	.00	.00	21,250.00	.0%
512151 HSA Contribution	0	0	0	21,003.14	.00	-21,003.14	.0%
512173 Dental Insurance	13,968	0	13,968	4,424.87	.00	9,543.13	31.7%
514151 Per Diem	5,000	0	5,000	1,760.00	.00	3,240.00	35.2%
531319 Other Operating Supplies	1,000	0	1,000	.00	.00	1,000.00	.0%
531326 Advertising	500	0	500	.00	.00	500.00	.0%
532325 Registration	1,005	0	1,005	740.00	.00	265.00	73.6%
532332 Mileage	700	0	700	783.77	.00	-83.77	112.0%
532336 Lodging	800	0	800	574.00	.00	226.00	71.8%
543951 Year End Allocation	0	0	0	.00	.00	.00	.0%
543954 Overhead Allocation	-1,328,528	0	-1,328,528	-500,006.06	.00	-828,522.42	37.6%
593258 Cash Short/Over	0	0	0	-2.73	.00	2.73	.0%
TOTAL Management	0	0	0	.00	.00	.00	.0%
65195 Vehicle Escrow							
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481001 Interest & Dividends	0	0	0	-267.66	.00	267.66	.0%
531304 Noncapital Auto	0	38,560	38,560	.00	.00	38,560.02	.0%
594950 Operating Reserve	0	0	0	.00	.00	.00	.0%
TOTAL Vehicle Escrow	0	38,560	38,560	-267.66	.00	38,827.68	-.7%
TOTAL REVENUES	0	0	0	-267.66	.00	267.66	
TOTAL EXPENSES	0	38,560	38,560	.00	.00	38,560.02	
65200 Overhead							
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411100 General Property Taxes	-8,972,604	0	-8,972,604	-3,738,585.00	.00	-5,234,019.00	41.7%
451002 Private Party Photocopy	-4,405	0	-4,405	-1,570.00	.00	-2,834.97	35.6%
455433 Head Start Public Charges	-6,452	0	-6,452	-3,226.00	.00	-3,226.00	50.0%
471010 Workforce Dev Ctr State Use	0	0	0	-8,071.58	.00	8,071.58	.0%
474140 Health Dept Billed	-72,942	0	-72,942	-36,986.00	.00	-35,956.00	50.7%
483002 Misc Sale/Material & Supply	0	0	0	-287.00	.00	287.00	.0%
486001 Vending Commission	-1,408	0	-1,408	-600.34	.00	-807.74	42.6%

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511110 Salary-Permanent Regular	74,231	0	74,231	30,839.73	.00	43,390.77	41.5%
511210 Wages-Regular	185,781	0	185,781	74,172.44	.00	111,608.16	39.9%
511220 Wages-Overtime	470	0	470	.00	.00	470.46	.0%
511230 Wages-Regular Overtime	0	0	0	.00	.00	.00	.0%
511290 Wages-Other Wages	0	0	0	.00	.00	.00	.0%
511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
511330 Wages-Longevity Pay	810	0	810	.00	.00	810.00	.0%
511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
512141 Social Security	19,989	0	19,989	8,000.44	.00	11,988.36	40.0%
512142 Retirement (Employer)	16,255	0	16,255	6,340.87	.00	9,913.77	39.0%
512144 Health Insurance	43,110	0	43,110	15,375.84	.00	27,733.92	35.7%
512145 Life Insurance	205	0	205	65.91	.00	138.81	32.2%
512146 Workers Compensation	12,000	0	12,000	9,410.22	.00	2,589.78	78.4%
512148 Unemployment Compensation	5,000	0	5,000	.00	.00	5,000.00	.0%
512150 FSA Contribution	5,100	0	5,100	.00	.00	5,100.00	.0%
512151 HSA Contribution	0	0	0	5,475.08	.00	-5,475.08	.0%
512173 Dental Insurance	4,248	0	4,248	1,595.09	.00	2,652.91	37.5%
521212 Legal	6,000	0	6,000	2,133.80	.00	3,866.20	35.6%
521213 Accounting & Auditing	20,000	0	20,000	10,000.00	.00	10,000.00	50.0%
521296 Computer Support	24,000	0	24,000	3,344.00	.00	20,656.00	13.9%
529002 Clearing House Services	4,000	0	4,000	1,576.52	.00	2,423.48	39.4%
529170 Grounds Keeping Charges	16,972	0	16,972	13,589.86	.00	3,382.14	80.1%
529299 Purchase Care & Services	0	0	0	.00	.00	.00	.0%
531303 Computer Equipmt & Software	65,148	2,400	67,548	45,005.02	19,516.00	3,026.98	95.5%
531304 Noncapital Auto	500	0	500	227.50	.00	272.50	45.5%
531311 Postage & Box Rent	35,000	0	35,000	21,180.95	.00	13,819.05	60.5%
531312 Office Supplies	46,000	0	46,000	16,072.53	.00	29,927.47	34.9%
531313 Printing & Duplicating	30,000	0	30,000	15,035.93	.00	14,964.07	50.1%
531314 Small Items Of Equipment	25,000	0	25,000	29,970.96	15,454.66	-20,425.62	181.7%
531315 Instructional Material	100	0	100	.00	.00	100.00	.0%
531319 Other Operating Supplies	300	0	300	1,565.50	.00	-1,265.50	521.8%
531320 Safety Supplies	300	0	300	418.68	.00	-118.68	139.6%
531324 Membership Dues	5,000	0	5,000	4,723.00	.00	277.00	94.5%
531326 Advertising	4,000	0	4,000	3,570.13	.00	429.87	89.3%
531348 Educational Supplies	2,000	0	2,000	325.27	.00	1,674.73	16.3%
531351 Gas/Diesel	30,000	0	30,000	11,262.12	.00	18,737.88	37.5%
532325 Registration	2,500	0	2,500	30.00	.00	2,470.00	1.2%
532332 Mileage	800	0	800	.00	.00	800.00	.0%
532336 Lodging	1,000	0	1,000	.00	.00	1,000.00	.0%

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FLEXIBLE PERIOD REPORT

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
533221 Water	3,000	0	3,000	2,815.80	.00	184.20	93.9%
533222 Electric	35,000	0	35,000	17,897.57	.00	17,102.43	51.1%
533223 Sewer	3,600	0	3,600	2,530.12	.00	1,069.88	70.3%
533224 Natural Gas	16,000	0	16,000	11,522.88	.00	4,477.12	72.0%
533225 Telephone & Fax	39,000	0	39,000	19,396.65	.00	19,603.35	49.7%
533235 Storm Water Utility	1,500	0	1,500	949.58	.00	550.42	63.3%
533236 Wireless Internet	26,000	0	26,000	9,521.52	.00	16,478.48	36.6%
535242 Maintain Machinery & Equip	30,000	0	30,000	11,681.09	.00	18,318.91	38.9%
535245 Grounds Improvements	0	0	0	1,940.43	.00	-1,940.43	.0%
535247 Building Repair & Maint	2,000	0	2,000	.00	3,430.00	-1,430.00	171.5%
535297 Refuse Collection	4,000	0	4,000	1,281.72	.00	2,718.28	32.0%
535344 Household & Janitorial Supp	21,000	0	21,000	6,073.48	.00	14,926.52	28.9%
535352 Vehicle Parts & Repairs	19,000	0	19,000	6,777.70	.00	12,222.30	35.7%
535360 Repair & Maintenance	34,000	0	34,000	18,763.21	710.00	14,526.79	57.3%
543951 Year End Allocation	0	0	0	12,145.98	.00	-12,145.98	.0%
543954 Overhead Allocation	-1,338,029	-5,914	-1,343,943	-614,883.20	.00	-729,060.24	45.8%
571004 IP Telephony Allocation	23,710	0	23,710	9,879.60	.00	13,830.40	41.7%
571005 Duplicating Allocation	6,758	0	6,758	2,815.70	.00	3,942.30	41.7%
571009 MIS PC Group Allocation	264,156	0	264,156	110,064.80	.00	154,091.20	41.7%
571010 MIS Systems Grp Alloc(ISIS)	131,719	0	131,719	54,882.80	.00	76,836.20	41.7%
591519 Other Insurance	76,976	0	76,976	32,073.30	.00	44,902.70	41.7%
591520 Liability Claims	0	0	0	.00	.00	.00	.0%
593391 Prior Year Expenditures	0	0	0	300.00	.00	-300.00	.0%
611105 Transfer From Contingency Acct	0	0	0	.00	.00	.00	.0%
TOTAL Overhead	-8,972,604	-3,514	-8,976,118	-3,739,587.80	39,110.66	-5,275,640.87	41.2%
TOTAL REVENUES	-9,057,811	0	-9,057,811	-3,789,325.92	.00	-5,268,485.13	
TOTAL EXPENSES	85,207	-3,514	81,693	49,738.12	39,110.66	-7,155.74	
65210 Capital Outlay							
594801 Capital Programming Charges	125,317	0	125,317	52,215.30	.00	73,101.70	41.7%
594810 Capital Equipment	0	32,000	32,000	.00	.00	32,000.00	.0%
594811 Capital Automobiles	40,000	0	40,000	35,864.00	.00	4,136.00	89.7%
594813 Capital Office Equip	0	13,000	13,000	.00	.00	13,000.00	.0%
594820 Capital Other	0	112,395	112,395	.00	.00	112,395.00	.0%
594822 Capital Improvement Building	240,000	195,550	435,550	37,207.03	61,850.00	336,492.97	22.7%
611103 Operating Transfer In	-342,658	0	-342,658	.00	.00	-342,658.00	.0%
TOTAL Capital Outlay	62,659	352,945	415,604	125,286.33	61,850.00	228,467.67	45.0%
TOTAL REVENUES	-342,658	0	-342,658	.00	.00	-342,658.00	
TOTAL EXPENSES	405,317	352,945	758,262	125,286.33	61,850.00	571,125.67	

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
66001 Donations MH Recovery							
485100 Donations - Unrestricted	0	0	0	-56.88	.00	56.88	.0%
531344 Donation	0	976	976	.00	.00	975.86	.0%
TOTAL Donations MH Recovery	0	976	976	-56.88	.00	1,032.74	-5.8%
TOTAL REVENUES	0	0	0	-56.88	.00	56.88	
TOTAL EXPENSES	0	976	976	.00	.00	975.86	
66002 Donations MH Zero Suicide							
485204 Donations - Human Service	0	0	0	-42.66	.00	42.66	.0%
531344 Donation	0	484	484	430.43	.00	53.11	89.0%
TOTAL Donations MH Zero Suicide	0	484	484	387.77	.00	95.77	80.2%
TOTAL REVENUES	0	0	0	-42.66	.00	42.66	
TOTAL EXPENSES	0	484	484	430.43	.00	53.11	
66009 Donations Child/Family Basket Sale							
531344 Donation	0	504	504	.00	.00	504.00	.0%
TOTAL Donations Child/Family Basket	0	504	504	.00	.00	504.00	.0%
TOTAL EXPENSES	0	504	504	.00	.00	504.00	
66010 Donations POP Fund							
485100 Donations - Unrestricted	0	0	0	.00	.00	.00	.0%
531344 Donation	0	161	161	236.00	.00	-75.00	146.6%
TOTAL Donations POP Fund	0	161	161	236.00	.00	-75.00	146.6%
TOTAL EXPENSES	0	161	161	236.00	.00	-75.00	
66011 Donations Child Abuse							

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
485204 Donations - Human Service	0	0	0	-12,954.59	.00	12,954.59	.0%
531344 Donation	0	4,984	4,984	6,954.81	.00	-1,970.49	139.5%
TOTAL Donations Child Abuse	0	4,984	4,984	-5,999.78	.00	10,984.10	-120.4%
TOTAL REVENUES	0	0	0	-12,954.59	.00	12,954.59	
TOTAL EXPENSES	0	4,984	4,984	6,954.81	.00	-1,970.49	
<hr/>							
66012 Donations Child & Family							
485204 Donations - Human Service	0	0	0	.00	.00	.00	.0%
531344 Donation	0	2,161	2,161	141.39	.00	2,019.61	6.5%
TOTAL Donations Child & Family	0	2,161	2,161	141.39	.00	2,019.61	6.5%
TOTAL EXPENSES	0	2,161	2,161	141.39	.00	2,019.61	
<hr/>							
66013 Donations United Way							
485204 Donations - Human Service	0	0	0	.00	.00	.00	.0%
TOTAL Donations United Way	0	0	0	.00	.00	.00	.0%
<hr/>							
66015 Donations Homeless Families							
531344 Donation	0	500	500	.00	.00	500.00	.0%
TOTAL Donations Homeless Families	0	500	500	.00	.00	500.00	.0%
TOTAL EXPENSES	0	500	500	.00	.00	500.00	
<hr/>							
66016 Donations Foster Parents							
485204 Donations - Human Service	0	0	0	.00	.00	.00	.0%
531344 Donation	0	609	609	93.22	.00	515.39	15.3%
TOTAL Donations Foster Parents	0	609	609	93.22	.00	515.39	15.3%
TOTAL EXPENSES	0	609	609	93.22	.00	515.39	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>66017 Donations FP Recruit/Retent</u>							
485204 Donations - Human Service	0	0	0	.00	.00	.00	.0%
531344 Donation	0	38	38	71.78	.00	-33.93	189.6%
TOTAL Donations FP Recruit/Retent	0	38	38	71.78	.00	-33.93	189.6%
TOTAL EXPENSES	0	38	38	71.78	.00	-33.93	
<u>66018 Donations Juvenile Justice</u>							
485204 Donations - Human Service	0	0	0	.00	.00	.00	.0%
531344 Donation	0	1,580	1,580	.00	.00	1,579.67	.0%
TOTAL Donations Juvenile Justice	0	1,580	1,580	.00	.00	1,579.67	.0%
TOTAL EXPENSES	0	1,580	1,580	.00	.00	1,579.67	
<u>66019 Donations Wrap-Around</u>							
485100 Donations - Unrestricted	0	0	0	-300.00	.00	300.00	.0%
531344 Donation	0	3,516	3,516	.00	.00	3,515.98	.0%
TOTAL Donations Wrap-Around	0	3,516	3,516	-300.00	.00	3,815.98	-8.5%
TOTAL REVENUES	0	0	0	-300.00	.00	300.00	
TOTAL EXPENSES	0	3,516	3,516	.00	.00	3,515.98	
<u>66020 Donations Elder Abuse</u>							
485204 Donations - Human Service	0	0	0	.00	.00	.00	.0%
TOTAL Donations Elder Abuse	0	0	0	.00	.00	.00	.0%
<u>66021 Donations Sports Scholarship</u>							

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
531344 Donation	0	500	500	.00	.00	500.00	.0%
TOTAL Donations Sports Scholarship	0	500	500	.00	.00	500.00	.0%
TOTAL EXPENSES	0	500	500	.00	.00	500.00	
<hr/>							
66022 Donations Brunch for Babies							
485204 Donations - Human Service	0	0	0	-250.00	.00	250.00	.0%
531344 Donation	0	1,500	1,500	1,478.77	.00	21.23	98.6%
TOTAL Donations Brunch for Babies	0	1,500	1,500	1,228.77	.00	271.23	81.9%
TOTAL REVENUES	0	0	0	-250.00	.00	250.00	
TOTAL EXPENSES	0	1,500	1,500	1,478.77	.00	21.23	
<hr/>							
66025 Donation CSP Consumer Coun							
485100 Donations - Unrestricted	0	0	0	.00	.00	.00	.0%
531344 Donation	0	297	297	50.00	.00	246.88	16.8%
TOTAL Donation CSP Consumer Coun	0	297	297	50.00	.00	246.88	16.8%
TOTAL EXPENSES	0	297	297	50.00	.00	246.88	
<hr/>							
66026 Donations Project YES							
485100 Donations - Unrestricted	0	0	0	-444.15	.00	444.15	.0%
531344 Donation	0	530	530	272.73	.00	257.50	51.4%
TOTAL Donations Project YES	0	530	530	-171.42	.00	701.65	-32.3%
TOTAL REVENUES	0	0	0	-444.15	.00	444.15	
TOTAL EXPENSES	0	530	530	272.73	.00	257.50	
<hr/>							
66027 CCS Donations							
485100 Donations - Unrestricted	0	0	0	-177.25	.00	177.25	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
531344 Donation	0	548	548	106.90	.00	440.61	19.5%
TOTAL CCS Donations	0	548	548	-70.35	.00	617.86	-12.8%
TOTAL REVENUES	0	0	0	-177.25	.00	177.25	
TOTAL EXPENSES	0	548	548	106.90	.00	440.61	
<hr/>							
66102 Donations JCDFC							
531344 Donation	0	55	55	.00	.00	54.85	.0%
TOTAL Donations JCDFC	0	55	55	.00	.00	54.85	.0%
TOTAL EXPENSES	0	55	55	.00	.00	54.85	
GRAND TOTAL	0	1,166,829	1,166,829	2,464,103.73	100,960.66	-1,398,235.07	219.8%

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	12	Y	N
Sequence 2	11	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:

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Includes accounts exceeding 0% of budget.
 Print Full or Short description: F
 Print full GL account: N
 Sort by full GL account: N
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N

From Yr/Per: 2019/ 1
 To Yr/Per: 2019/ 5
 Budget Year: 2019
 Print totals only: Y
 Format type: 1
 Double space: N
 Suppress zero bal accts: Y
 Amounts/totals exceed 999 million dollars: N
 Roll projects to object: N
 Print journal detail: N
 From Yr/Per: 2017/12
 To Yr/Per: 2017/12
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Multiyear view: D

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

Detox Facility	Clients *	Comments	Billed YTD **	Days **
Tellurian Community	22	May 2019	\$11,592	23
Matt Talbot Recovery	1	May 2019	\$319	1
Lutheran Social Services	0	May 2019	\$0	0
Hope Haven	5	May 2019	\$60,840	234
Friends of Women	1	May 2019	\$15,390	92
Meta House, Inc	1	May 2019	\$4,750	19
All - May 2019	30	2019 total through May	\$92,891	369
All - May 2018	53	2018 total through May	\$109,872	606

* Count is based on Unduplicated Clients.

** Count is based on bills paid to-date with a service date in Comments column.

Costs by Month

Month	Detox	AODA
January	\$2,520	\$23,133
February	\$1,327	\$24,028
March	\$1,512	\$16,481
April	\$3,024	\$12,588
May	\$3,528	\$4,750
June - esimated	\$2,382	\$10,290
July		
August		
September		
October		
November		
December		

Total Estimated Costs for 2019 (Thru June) \$105,563

Total Costs for 2018 (Thru June) \$131,292

Children - Alternate Care Costs

Type of Placement	# of Children	# of Days	Cost	Cost per Day	Cost Per Child
January-19					
Foster Care	49	1,401	\$70,391	\$50	\$1,437
Group Home	4	119	\$30,401	\$255	\$7,600
Kinship Care	35	1,018	\$8,235	\$8	\$235
Subsidized Guardianship	15	465	\$5,149	\$11	\$343
RCC's	4	112	\$42,467	\$379	\$10,617
RCC's - Out of State	0	0	\$0	\$0	\$0
Total January 2019	107	3115	\$ 156,643	\$50	\$1,464
	2019 YTD Avg. per Month		\$156,643		
	2018 YTD Avg. per Month (thru January 2018)		\$181,622		
February-19					
Foster Care	46	1,194	\$65,497	\$55	\$1,424
Group Home	3	84	\$22,809	\$272	\$7,603
Kinship Care	32	863	\$7,520	\$9	\$235
Subsidized Guardianship	15	420	\$5,149	\$12	\$343
RCC's	3	71	\$26,869	\$378	\$8,956
RCC's - Out of State	0	0	\$0	\$0	\$0
Total February 2019	99	2632	\$127,844	\$49	\$1,291
	2019 YTD Avg. per Month		\$142,243		
	2018 YTD Avg. per Month (thru February 2018)		\$175,814		
March-19					
Foster Care	42	1,248	\$66,500	\$53	\$1,583
Group Home	4	119	\$30,988	\$260	\$7,747
Kinship Care	30	930	\$7,320	\$8	\$244
Subsidized Guardianship	15	465	\$5,149	\$11	\$343
RCC's	3	83	\$31,443	\$379	\$10,481
RCC's - Out of State	0	0	\$0	\$0	\$0
Total March 2019	94	2845	\$141,401	\$50	\$1,504
	2019 YTD Avg. per Month		\$141,962		
	2018 YTD Avg. per Month (thru March 2018)		\$180,992		

Children - Alternate Care Costs

Type of Placement	# of Children	# of Days	Cost	Cost per Day	Cost Per Child
April-19					
Foster Care	51	1,271	\$68,778	\$54	\$1,349
Group Home	4	120	\$31,056	\$259	\$7,764
Kinship Care	34	1,052	\$8,542	\$8	\$251
Subsidized Guardianship	15	450	\$5,149	\$11	\$343
RCC's	2	34	\$11,228	\$330	\$5,614
RCC's - Out of State	0	0	\$0	\$0	\$0
Total April 2019	106	2927	\$124,753	\$43	\$1,177
	2019 YTD Avg. per Month		\$137,660		
	2018 YTD Avg. per Month (thru April 2018)		\$181,469		
May-19					
Foster Care	58	1,506	\$84,284	\$56	\$1,453
Group Home	5	139	\$35,253	\$254	\$7,051
Kinship Care	33	1,097	\$8,664	\$8	\$263
Subsidized Guardianship	15	465	\$5,149	\$11	\$343
RCC's	1	31	\$10,354	\$334	\$10,354
RCC's - Out of State	1	4	\$2,000	\$500	\$2,000
Total May 2019	113	3242	\$145,704	\$45	\$1,289
	2019 YTD Avg. per Month		\$139,269		
	2018 YTD Avg. per Month (thru May 2018)		\$180,633		
		Projected 2019 Cost	\$1,703,549		
		2019 Budget	\$2,373,400		

RESOLUTION NO. 2019-___

Accepting the bid from Energy Services, Inc. to manage the Wisconsin Home Energy Assistance Program

Executive Summary

The Jefferson County Human Services Department manages the Wisconsin Home Energy Assistance Program and contracts with Energy Services, Inc. to administer this program. On May 20, 2019, the Jefferson County Human Services Department published a Request for Proposals seeking bids to manage the Wisconsin Home Energy Assistance Program after the existing contract with Energy Services, Inc. ends on September 30, 2019. The current contractor, Energy Services, Inc., was the only vendor to submit a bid in response to the Request for Proposals. This resolution accepts the bid from Energy Services, Inc. to manage the Wisconsin Home Energy Assistance Program and authorizes the Human Services Department to enter into a contract with Energy Services, Inc. in the amount of \$118,748 commencing on October 1, 2019, and ending on September 30, 2020, with the option for annual renewals for up to three years. The Human Services Board considered this resolution at its meeting on July 9, 2019, and recommended forwarding to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Energy Services, Inc. has managed the Wisconsin Home Energy Assistance Program for Jefferson County since 1999, and

WHEREAS, Energy Services, Inc. has managed the Wisconsin Home Energy Assistance Program for at least twenty-two other counties, and

WHEREAS, Energy Services, Inc. has the staff and qualifications to continue to manage the Wisconsin Home Energy Assistance Program for Jefferson County, and

WHEREAS, Energy Services, Inc. provided a cost proposal to manage the Wisconsin Home Energy Assistance Program for an estimated \$118,748 starting October 1, 2019, and ending September 30, 2020.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby accepts the bid from Energy Services, Inc. to manage the Wisconsin Home Energy Assistance Program and authorizes the Human Services Department to enter into a contract with Energy Services, Inc. in the amount of \$118,748 commencing on October 1, 2019 and ending on September 30, 2020, with the option for annual renewals for up to three years.

Fiscal Note: This resolution has no fiscal impact. All costs incurred by Energy Services, Inc. in managing Wisconsin Home Energy Assistance Program will be reimbursed to Jefferson County by Department of Administration. The costs and revenue have already been accounted for in the Human Services budget.

Ayes:_____ Noes:_____ Abstain:_____ Absent:_____ Vacant:_____

Referred By:
Human Services Board

08-13-19

REVIEWED: County Administrator:_____; Corporation Counsel:_____; Finance Director:_____



ORIGINAL

Energy Services, Inc.

Request for Proposal

**Wisconsin Home Energy
Assistance Program
(WHEAP)**

JEFFERSON COUNTY, WI

MAY 2019

RFP # FOR WHEAP

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Transmittal Letter

1. Energy Services Inc

Executive Director Timothy V Bruer

1225 S Park St

Madison, WI 53715

Phone 608-444-7007

Fax 608-267-8605

tbruer@esiwi.com

- 2. On May 20th 2019, Energy Services Inc was in receipt of the RFP. Energy Services Inc is not aware of any addenda as it relates to this RFP.**
- 3. Energy Services Inc agrees that this Proposal conforms to all requirements of the Agency including procurement rules and procedures as set forth in the RFP.**
- 4. Energy Services Inc understands and agrees that it has an affirmative duty to inquire about and seek clarification of any question or other item in the RFP that Energy Services Inc does not fully understand or believes is susceptible to more than one interpretation.**
- 5. Energy Services Inc confirms and acknowledges that it has arrived at the prices and discounts without consultation, communication or agreement with any other respondent or with any competitor for the purpose of restricting competition.**
- 6. Energy Services Inc confirms that it has not paid, and shall not pay, any bonuses, commission, fee or gratuity to any employee or official of the Agency for the purpose of obtaining any contract or award issued by the Agency. Furthermore, Energy Services warrants that no officer or employee of the Agency has any direct or indirect financial or personally beneficial interest in the subject matter of the awarded Contract, and no obligation or contract for future award of compensation has been proposed as an inducement or consideration for making the awarded Contract.**

7. There has not been at any time an attempt by Energy Services Inc or any agent of Energy Services Inc to induce any other person or firm to submit or not submit a Proposal for the purpose of restricting competition.
8. As Executive Director of Energy Services Inc, Timothy Bruer is authorized to make decisions as to the prices quoted and he has not and will not participate in any actions contrary to this RFP.
9. Energy Services Inc hereby represents and warrants it has analyzed the Agency's RFP, understanding the Agency's requirements and agrees to be bound by the terms and conditions of the Proposal for 180 days after the submission deadline, or longer if the Proposal is included in a Contract with the Agency.
10. Energy Services Inc, as our history and longstanding reputation in the state of Wisconsin shows, is an expert in all services regarding the functions and tasks proposed in the RFP and understand the Agency shall rely on this expertise.
11. Energy Services Inc shall make a number of representations outside of its formal Proposal document in discussions, presentations, negotiations, demonstrations, sales or reference material and other information-providing interactions. Energy Services Inc hereby warrants that the Agency can rely on these as inducements into any subsequent Contract and be made a part thereof.

ENERGY SERVICES, INC.
REQUEST FOR PROPOSAL
WISCONSIN HOME ENERGY ASSISTANCE
PROGRAM (WHEAP)
JEFFERSON COUNTY, WI
MAY 2019
RFP # FOR WHEAP

4_RFP Mandatory Contract Performance Requirements

4.1 Services Performed within the U.S. In accordance with s. 16.705(1r), Wis. Stats., Energy Services Inc certifies that it has the ability to perform all services within the United States.

4.2 Debarment Energy Services Inc acknowledges and certifies that its agency is not suspended or debarred from doing business with the federal government as listed in the Excluded Parties List System (EPLS).

4.3 Proposer References

Cindi Flynn
Economic Support Manager
Adams County Health & Human Services Department
108 E North Street
Friendship, WI 53934-9443
Phone: 608-339-4364
cynthia.flynn@co.adams.wi.us

Project dates: 2014 to Current

Project description: total administration of LIHEAP

Outcome of project: For over the past 3 decades Energy Services Inc has had a demonstrated proven track record that exceeds all the provisions included in the DEHCR/LIHEAP components. In addition to being a single purposed energy assistance agency Energy Services Inc employs a large group of former economic support workers or those with experience and expertise with exceeding program services and LIHEAP compliance requirements. Our agency enhanced overall administration and delivery of the LIHEAP operations from the previous contract provider. Significantly has expanded upon outreach and active community networking activities resulting in increases in LIHEAP participation. Our agency has also broadened prevention initiatives that reduced the number of energy related emergencies or disconnections throughout the county. In collaboration with long established relationships with utilities, fuel vendors and other basic service providers, targeted the County's most at risk populations for early eligibility of LIHEAP benefits. Over 80% of the County's fixed income households received early LIHEAP benefits prior to the bitter winter cold. Energy Services has effectively increased the number of proactive cases participating in LIHEAP with high energy costs, weatherization, or conservation education. As part of our organizations fund raising activity and continued improvement in efficiencies we have continually met our contractual LIHEAP obligations within budget as well have mobilized a significant amount of utility and charitable

funds. These additional resources to the County have made it possible to meet the increased unmet need and established much more affordable client payment plans.

Jody Jensen
Director
Forest County Social Services
200 E Madison St, Crandon, WI 54520
Phone: (715) 478-3351
dssdirector@co.forest.wi.us

Project Dates: 2017 to Current

Project Description: Total administration of LIHEAP

Outcome of Project: Our Forest County service center has experienced a similar level of activities and performance outcomes outlined above for Adams County. Similar to other County's early development, Forest County has experienced for the past 2 program years of our administration of LIHEAP, some of the greatest numbers of households participating by percentage of the Counties and Tribes statewide. Nationally and statewide LIHEAP participation in the past 2 program years has been on the decline, changing demographics, lower unemployment, DEHCR policy changes, pride issues to name a few, has created this trend. Our collaborative relationships and a number of bold outreach and networking initiatives have resulted in double digit increases in a number of the LIHEAP component participation. This includes an Energy Services initiated target early application/outreach campaign that experienced an 86% early participation rate of the previous year's fixed income LIHEAP recipients. Recognizing that Forest County has some of the highest unmet need and greatest limitation of resources we were successfully able to match LIHEAP Crisis Allocations that increased the number of low income households that are able to be assisted and had a dramatic impact, creating much more affordable payment plans. Further, the Forest County LIHEAP Program was able to exceed within the state LIHEAP funding allocations program responsibilities and level of services.

Cheri Brickl
Economic Support Supervisor
Sauk County Dept. Of Human Services
Phone: (608)355-4270
cheri.brickl@saukcountywi.gov

Project Dates: 1992 to Current

Project Description: Total administration of LIHEAP

Outcome of Project: Having administered on behalf of Sauk County for over 27 years, Energy Services is widely recognized as a center point in the County for those facing the potential of energy related emergency or those in need of supplemental LIHEAP benefits. Through the duration of our administration of LIHEAP we have increased the number of outreach sites to better serve our clients living in rural areas. Pioneered as a statewide pilot Sauk County for the early application/outreach initiative and the unregulated oil/LP keep fill and similar to all other Energy Services County administered LIHEAP programs, we have a County LIHEAP proactive program that seamlessly interfaces directly with the utility low income customer assistance programs. Together with a cross section of other organizations, utilities and vendors we identify well in advance each year prior to the heating season those households with the greatest risk, those services and targeted financial assistance. This along with our effective prevention efforts during the summer months has drastically reduced the number of reoccurring disconnections. The agency, like in other counties, also places a special emphasis where possible on increasing low income weatherization participation and complementing County Economic Support Programs as opportunities arise. Sauk County has also experienced exemplary DEHCR Desktop Monitoring and Quality Assurance On-Site Reviews. During our tenure we have repeatedly not only met but exceeded service related demands and also leveraged significant amounts of charitable funds that have had a major impact on affordability and growing demands.

4.4 Contract Termination History Energy Services Inc certifies that it has had no termination for default in the last 5 years.

4.5 Subcontractors For purposes of this RFP, Energy Services Inc is the sole subcontractor for any services provided under this contract.

5_RFP Mandatory Proposer Qualification and Administrative Documentation Requirements

5.1 Organizational Capabilities

1. **Provide your organization or agency structure.**
Please see attached organization structure chart on attachment 5.1.1.
2. **Provide the name and contact information of principal officers/managers, years of experience of each WHEAP Service business, agency, organization, and/or company and the number of years with current establishment.**

Timothy V Bruer- Executive Director has 41 years of service with Energy Services Inc and the WHEAP program and previous experience with economic support and Community Services Administration Programs. Contact info: Cell Phone 608-444-7007, email tbruer@esiwi.com.

Beverly Shook- Ops/HR Manager has 10 years of service with Energy Services Inc and the WHEAP program and 30 years of HR experience. Contact info: Office Phone 608-283-7663, email bshook@esiwi.com.

Nancy Schmidt- Fiscal Manager has 1 year of service with Energy Services Inc and the WHEAP program and over 30 years of fiscal management. Contact info: Office Phone 608-906-7038, email nschmidt@esiwi.com.

3. **Describe your agency's qualifications as they relate to delivering WHEAP services.**

Energy Services Inc (ESI) is highly regarded statewide and nationally recognized for its unique, cost-effective service delivery of the Wisconsin Home Energy Assistance Program (WHEAP). Currently, Energy Services Inc operates in twenty two Wisconsin counties. Over the past 37 years, Energy Services Inc has aggressively developed a strong history of providing a "comprehensive services model." This nationally recognized model reaches out to the most vulnerable

populations (elderly and disabled persons, the rural and isolated, veterans and other high-risk households) in need of energy assistance; and it not only addresses the multiple needs of the diverse low-income population, but it also identifies gaps in resources and avoids costly duplication of services, notably important with pending uncertainties or cuts in federal WHEAP funding.

Energy Services Inc was founded in 1979 as a delegate of the Federal Community Services Administration, Energy Crisis Intervention Program (ECIP) and the successor of the Dane County Community Action Commission (CAC). Energy Services Inc became an independent nonprofit organization in 1982 and received its own 501(c)(3) designation in 1984. Energy Services Inc was launched through the efforts of the Dane County Board and the Human Services Department with the support of a cross-section of community leaders concerned with the escalating numbers of elderly and low-income households going without heat and facing recurring life threatening energy emergencies. Faced with increasing state mandates and ballooning county caseloads, Energy Services Inc, with its established expertise with the counties' Economic Support Programs along with the county Human Service Departments, was chosen to pioneer the first state contracted county based Wisconsin Home Energy Assistance Program (WHEAP) with a nonprofit agency for Dane County.

Energy Services Inc was established to administer and implement federal/non-government energy, conservation, and economic support programs related to meeting the short and long-term basic needs of low income households. In addition, the agency provides the assistance necessary to maximize client WHEAP participation and interface with other economic support programs and services that promote long-term self-sufficiency. Energy Services Inc secondary mission is to leverage other resources from private, utility and other public sources to offset the gap between growing unmet energy related needs and declining federal dollars, thus reducing a need for county tax levy dollars. Energy Services Inc is also the parent organization that created the Keep Wisconsin Warm/Cool Fund (KWW/CF).

The KWW/CF is the charitable energy fund that has provided over \$32 million to more than 89,000 low-income households statewide in recent years. Jefferson County continues to be a major recipient annually of these charitable KWW/CF, Heat and Housing for Heroes and other significant utility low income assistance programs administered by Energy Services Inc. Funds raised from private and corporate donors are currently matched on a two-to-one basis by the state of Wisconsin (with donations from utilities and fuel oil vendors matched dollar for dollar). Our organization has contractual relationships also with all the primary Class A Utilities throughout Wisconsin. Annually our utility collaborative partnerships generate over 4 million dollars toward supplemental energy assistance benefits for Jefferson Counties most vulnerable. This unique partnership has proven to avert disconnections or emergency situations from

occurring and has resulted in long term economic stability of those served throughout Jefferson County.

In 2013 Energy Services, Inc. and the Keep Wisconsin Warm/Cool Fund established the Heat and Housing for Heroes charitable initiative in response to the growing energy plight faced by thousands of Wisconsin Veterans, particularly those with service related disabilities. Heat and Housing for Heroes, with support of the Wisconsin Home Energy Plus/Low Income Home Energy Assistance Program, helps to alleviate life-threatening energy related emergencies through the use of energy assistance grants and provides a critical safety survival net for at-risk Veterans. The Heat and Housing for Heroes Campaign has teamed up with several State, Federal and Veteran related services/stakeholders to serve as a primary emergency resource for Veterans in crisis. This unique partnership allows Veterans to work with dedicated Heat and Housing for Heroes case managers to access several life saving, home stabilizing resources in their area. A special emphasis is placed on Veterans who may be facing resources that are delayed, inadequate or unavailable. Collaborative efforts also include County Veteran Service Offices, housing/rental assistance, food share and clothing/household supplies.

4. Describe your agency's experience in providing WHEAP services.

Energy Services Inc has been providing WHEAP services for the past 37 years. Based on the successful implementation of the state/county contracted WHEAP model starting in Dane County, Energy Services Inc expanded its relationships with other county Departments of Human Services, to date totaling 22 Counties. Dodge joined in 1987, Columbia in 1990, Rock in 1991, Marathon, Portage, Sauk, Waupaca, and Waukesha in 1992, followed by Jefferson in 1998, Fond du Lac in 2001, Winnebago and Outagamie in 2002, Calumet and Racine, 2011, Ozaukee 2012, Kewaunee 2013, Adams 2014, Walworth and Waushara in 2015, Forest in 2017, and Green in 2018. Energy Services Inc has been at the forefront of outreach activities and various WHEAP related pilots that has now been included within the DEHCR services mandates. Most of these service required provisions within DEHCR for emergency assistance including furnaces, proactive services, early application targeting of fixed income households, and other outreach initiatives were in fact pioneered or piloted for statewide service delivery by our agency. This also includes utility and non-regulated oil/LP companies proactive and case management plans encouraged or mandated by DEHCR. Energy Services Inc will continue to implement its comprehensive outreach plans, which include targeting all potentially WHEAP eligible households within the areas it serves. Nationally and throughout Wisconsin, there has been a decline in low income and elderly households applying for the LIHEAP program. Improvements in the economy, increased welfare stereotyping, additional DEHCR eligibility requirements, pride and awareness issues are contributing to this trend. Energy Services Inc once again, is leading efforts to reach out to Jefferson Counties most isolated and rural households, is campaigning with local school districts to identify those participating in the free lunch program, increase

awareness with Jefferson County Economic Support and ADRC staff and others focusing on those with basic unmet needs to enhance participation throughout the LIHEAP contracted year and beyond.

5. Provide any data available demonstrating your ability to achieve the Agency's desired outcomes.

Energy Services Inc prides itself on a recognized record of excellence with regard to program and application integrity. Within the current scope of the 22 counties in which it currently administers WHEAP, and throughout 37 years of program experience, Energy Services Inc has consistently processed applications with accuracy, timeliness, and in accordance with all program requirements and guidelines as set forth by Wisconsin DOA-DEHCR outlined in the WHEAP operations manual. DEHCR has regularly recognized Energy Services Inc for its exceptional administration of the WHEAP program and application integrity (including compliance and adherence to all applicable program guidelines) during administrative reviews and desktop monitoring.

Energy Services Inc regularly conducts multiple levels of internal quality assurance and monitoring. Including file audit reviews of standard WHEAP applications, Crisis applications, and Emergency Furnace files. This is conducted on an ongoing basis by our Lead and Energy Assistance Coordinators to ensure accuracy and identify any special training needs in cooperation with DEHCR we established during 2018 a best practices/quality assurance team. This team has incorporated DEHCR's best practices/QA model approach and case targeting. This targeting is based on those areas in which DEHCR have been focusing statewide their efforts on compliance. Including Jefferson County a review of those targeted areas are and have continued to be reviewed with any corrective action being required completed. In the past 6 months DEHCR, the County and our agency has already experienced a significant reduction in areas of concern or the need for compliance actions to be taken.

Further, our organization monitors on a weekly and monthly basis expected performance outcomes and continues to initiate the necessary action to meet program expectations.

5.2 Staff Qualifications

1. Describe your staffing pattern including the number of Full Time Equivalent positions necessary to provide the service. Proposal shall provide an organizational chart that indicates positions proposed to implement this project and copies of position descriptions. Proposal shall provide resumes, qualification and any completed certification of Management Staff, Supervisory Staff, and Site Representative to be assigned to this contract.

A complete organizational structure chart of Energy Services Inc is attached and labeled 5.1.1.

The on-site staffing structure is:

- Energy Assistance Specialist – Lead Staff- Coordinator (1 FTE position)
- Intake Eligibility Worker – (1 FTE Positions)
- Receptionist (1 FTE Position)

Please see Section 6.1 #15

*Positions may vary depending upon the State LIHEAP funding levels or additional non-LIHEAP funds becoming available to augment LIHEAP related activities within the County.

Resume's of Key Personnel:

TIMOTHY V. BRUER, EXECUTIVE DIRECTOR

Along with 40 years experience at Energy Services, Inc. past experience and responsibilities include:

- Energy-Housing Projects Director for Community Action Council of Dane County.
- Community Services and Rural Services Coordinator for Community Action Council of Dane County.
- Executive Director for Wisconsin Information Services and the predecessor information referral agency to the United Way's First Call for Help.
- Serving on a number of state and national energy, economic support and human services boards and associations.
- Currently serving on the DOA Energy Advisory Committee and the Wisconsin Energy Public Benefits Council.
- Recipient of the WHEAP Lifetime Achievement Award for Outstanding Service
- Has served from 1984-2013 on the City of Madison Common Council, including serving as Common Council President and acting Mayor

BEV SHOOK, OPS/HR MANAGER

Over 30 years experience in Business Operations and Human Resources, 10 years of service with Energy Services

- Responsible for all aspect of human resources, oversees areas of staffing, recruitment, hiring and training, responsible for record compliance and retention
- Overall supervision of the day to day program operations and compliance
- Liaison with County and State Departments

NANCY SCHMIDT, FISCAL MANAGER

Over 30 years experience in Financial Management with 5 years specific to non-profit accounting

- Responsible for all aspects of financial reporting, audit prep

LUCAS MARTI, IT MANAGER

Over 16 years experience in systems management, 3+ years of service with Energy Services.

- Management and administration of all systems including telecommunications
- Support internal infrastructure by installing, configuring, upgrading and monitoring systems
- Provides support and troubleshooting agency wide.

BOBBI DAVIS, ENERGY ASSISTANCE COORDINATOR

Over 10 years experience in WHEAP program operations with Energy Services

- Assists in the day to day responsibilities of site operations for WHEAP
- Emergency Assistance, Proactive and Emergency Furnace individual case reviews
- Eligibility testing
- Fuel vendor and utility County copayment monitoring
- Targeting of County WHEAP and charitable-utility funds towards those most at-risk
- On-site monitoring and worker training to ensure County performance outcomes are achieved

GARRETT DENMAN, ENERGY ASSISTANCE COORDINATOR- LEAD STAFF

Over 5 years experience in WHEAP program operations with Energy Services

- Assists in the day to day responsibilities of site operations for WHEAP
- Assists in the day to day responsibilities of site operations for WHEAP
- Emergency Assistance, Proactive and Emergency Furnace individual case reviews
- Eligibility testing
- Fuel vendor and utility County copayment monitoring
- Targeting of County WHEAP and charitable-utility funds towards those most at-risk
- On-site monitoring and worker training to ensure County performance outcomes are achieved

MATT HANKINS, BEST PRACTICES SPECIALIST

- Over 10+ years experience in Quality Assurance Performance Outcomes, Best Practices Achievement including other related Federal, State compliance reviews.

STEPHANIE BALIS, ENERGY ASSISTANCE WORKER

5 years experience in WHEAP program operations with Energy Services

- Assists in the day to day responsibilities of site operations for WHEAP
- Process WHEAP applications
- Outreach in the community

As a single-focus energy services and economic support related agency, Energy Services Inc is structured organizationally to maximize client service delivery and to minimize administrative costs. We are particularly proud that our Executive Director and two other members of our ESI team were nominated and received the State of Wisconsin DOA Energy Services Lifetime Achievement Award. The Executive Director also founded the organization over 30 years ago, serves as the primary liaison with each county in which Energy Services Inc maintains contracts. The Executive Director establishes and negotiates contract specifications, and is directly responsible for the overall administration and execution of the contract.

Energy Services Inc seven-person, voluntary Board of Directors employs and empowers the Executive Director to enter into contracts and he reports directly to the Board and its committees. Energy Services Inc has trained, fostered, and retained a loyal staff whose long history with the organization provides for unique staffing supervision and guidance on a daily basis. The majority of Energy Services Inc staff has been with the agency since its county's inception. One of the unique, programmatic features Energy Services Inc has to offer is, at any given time, there are qualified program support staff in both fiscal and programmatic, quality assurance, and program-oversight positions who are available to make decisions and offer direction to staff when their immediate supervisor or the Executive Director are unavailable. The organization is also structured so that all staff is cross-trained in each program aspect to eliminate "down time" and provide consistent client services. In each county, Energy Services Inc designates an "Energy Assistance Specialist/Lead worker" who reports directly to the Executive Director. The "Energy Assistance Specialist/Lead worker" also reports daily to the Regional Program Support Coordinator. All staff, however, has access to the Executive Director, if and when needed. Progress reports and staff compliance with established monthly work plans and report findings are submitted to the Executive

Director for review and monitored weekly for program performance outcomes by the Regional Program Support Coordinator. The Executive Director conducts periodic on-site county visits to assure contract compliance and to maintain programmatic contact with each county's staff. WHEAP employees are required to undergo a minimum of 80 hours of specialized training in both WHEAP as well as in Energy Services Inc specific programming, philosophy, and methodology. An existing experienced Energy Assistance Specialist is always paired with program staff to ensure Energy Services Inc high standard of program delivery is maintained. All Energy Services Inc WHEAP staff are required to participate in the State Department of Administration Division of Energy, Housing and Community Resources annual training, as well as other human service trainings and instructional seminars.

2. Include a functional description of the responsibilities of all relevant positions that are involved in this project.

Executive Director: responsible for overseeing the administration, programs and fulfillment of the mission and purpose of the organization.

HR/Ops Manager: responsible for recruitment, staffing, day to day operations, liaison between Energy Services, Jefferson County and DEHCR.

Fiscal Manager: responsible for all aspects of financial reporting including monthly invoicing according to WHEAP policy, and overall fiscal integrity of the organization.

IT Manager: responsible for ensuring all computer and telecommunications systems are meeting the needs of the organization. Responsible for installing, upgrading, monitoring all systems and ensuring all system meet the appropriate requirements.

Best Practices Specialist: ensures quality assurance and compliance in program administration, responsible for assisting in on-going training of program policy and guidelines.

Energy Assistance Coordinator: assists in the day to day operations by supporting the intake specialists and worker, coordination of training, compliance, payment plans, crisis determinations, and fair hearings.

Intake eligibility specialist: assists in the overall delivery of existing, recurring, planning & implementation of the Low Income Emergency and Energy Outreach, Leveraging Project and the Emergency Energy Assistance Program (EAP). Work involves a variety of tasks including: intake and certification of eligibility, offsetting potential life-threatening energy related emergencies, and advocating with private fuel and new

emergency energy assistance programs. Duties involve a variety of tasks including; intake and certification of eligible clients, offsetting potential life-threatening energy related emergencies, and advocating with private fuel/utility companies on behalf of the client.

Energy Assistance Worker: with supervision assists in the overall delivery of existing, recurring, planning & implementation of the Low Income Emergency and Energy Outreach, Leveraging Project and the Emergency Energy Assistance Program (EAP). Work involves a variety of tasks including; intake and certification of eligibility, offsetting potential life-threatening energy related emergencies, and advocating with private fuel and new emergency energy assistance programs. Duties involve a variety of tasks including; intake and certification of eligible clients, offsetting potential life-threatening energy related emergencies, and advocating with private fuel/utility companies on behalf of the client.

Receptionist: assists in the overall delivery of service and processing of office records, data, and material. Answering telephones; scheduling appointments; responding to general questions, providing eligibility requirements and providing support as needed to the overall site operation.

Please see attachment immediately following this section for a more in-depth list of functional job descriptions.

3. Describe the qualifications of all personnel who are to be assigned or are proposed for this project. Information about education, training, experience and certifications should be included.

Since its inception, Energy Services Inc has benefited from employees with an extensive amount of education, training, and specialized expertise in the areas of economic support related programs, including LIHEAP. Most of the leadership positions have at least 10 years or more experience directly with a wide-range of federal and state financial assistance programs, as well as Keep Wisconsin Warm/Cool Fund, and Veteran's assistance programs. In addition, those positions listed currently have employees who have a tremendous amount of knowledge and demonstrated ability in delivering the highest level of services included within the Jefferson County WHEAP program, utilities customer assistance programs, charitable and other basic services available. WHEAP employees are required to undergo a minimum of 80 hours of specialized training in both WHEAP as well as in Energy Services Inc specific programming, philosophy, and methodology.

4. Describe how you intend to meet the needs of a culturally diverse population.

Since its inception, Energy Services Inc has taken great pride in its ability to meet the needs of a culturally diverse population. Energy Services Inc has designed its outreach initiatives, staffing structure and employee training specifically around the need to understand, respect and acknowledge different ethnicities, cultures, genders, races and age demographics. Energy Services Inc employs bilingual staff (Spanish, Hmong), and has continually expanded upon these efforts for the last three decades including, but not limited to, other languages and accommodations for the hearing and visually impaired.

In order to maintain our culturally competent philosophy, Energy Services Inc continually monitors and adapts to the changes in society, community, staff and client demographics. Annually, we research and analyze the demographics specific to each program site's community through the US Census Bureau and other sources, updating our staffing structure, training and outreach initiatives accordingly. Our core management staff and lead workers have extensive backgrounds and training in client services, cultural sensitivity, ethnic studies and aging and disability resources. We also continue to place a special emphasis on recruiting minority and other protected classes. This has resulted in a workforce that closely reflects the demographics and characteristics of the geographical areas and households we serve. This has resulted in removing artificial barriers often experienced throughout the energy assistance application process by many minority and special needs clients. Special focus is also centered upon developing satellite outreach sites that are located in minority or special needs dominated census track. These conveniently located sites have proven effective in providing security and comfort to our clients throughout the energy assistance application process.

5. Indicate the amount of startup time necessary to fully implement these services.

N/A. Energy Services Inc currently administers the WHEAP Program in Jefferson County and has already fully implemented these services including pre-planning for the upcoming heating season.

Energy Services, Inc
Job Description

Position: EXECUTIVE DIRECTOR
Supervisor: BOARD OF DIRECTORS
Status: Exempt

The Executive Director is the key management leader of Energy Services, Inc.. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

Board Governance: Works with board in order to fulfill the organization mission.

- Responsible for leading Energy Services, Inc. in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of Energy Services Inc., to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support the mission.

Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of programs that carry out the organization's mission.
- Responsible for strategic planning to ensure the organization can successfully fulfill its Mission into the future.
- Responsible for the enhancement of the organization's by being active and visible in the community and by working closely with other professional, civic and private organizations.

Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of all operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Actual Job Responsibilities:

Planning and operation of annual budget.

Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.

Serving as the organization's primary spokesperson to the organization's constituents, the media and the general public.

Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance the organization's Mission.

Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the State.

Supervise, collaborate with organization staff.

Strategic planning and implementation.

Oversee organization Board and committee meetings.

Oversee marketing and other communications efforts.

Review and approve contracts for services.

Other duties as assigned by the Board of Directors.

Professional Qualifications:

- Transparent and high integrity leadership
- Five or more years senior nonprofit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of the organization's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

Energy Services, Inc
Job Description

Position: Program Support Manager/HR Manager
Supervisor: Executive Director
Status: Exempt

Summary:

Reporting to the executive director, this position is responsible for enhancing the internal organization processes and infrastructure that will allow ESI to continue to grow and fulfill its mission.

Essential Duties:

- Provide overall organizational, administrative and development support throughout the Agency
- Oversee reporting and monitoring of Fiscal/HR activities
- Ensure financial reports are presented to ED on a monthly and as needed basis
- Provide leadership and guidance throughout the organization to fulfill the purpose and mission of the Agency as established by the ED
- Operational oversight to include procurement, monitoring and management of business insurance, risk management and legal activities.
- Oversight of contracts and other legal documents and agreements
- Oversee administrative functions ensuring smooth daily operations of physical locations and equipment
- Responsible for all functions related to Human Resources:
Recruitment, hiring, compensation, benefits administration, professional training and development, retention strategies, regulatory oversight and legal compliance
- Other duties as assigned

Required education and knowledge:

Education beyond high school or equivalent experience
Strong operational and human resources experience
Willingness and ability to maintain a high degree of confidentiality.
Demonstrated ability to handle multiple priorities
Excellent oral and written communication skills
Knowledge of Microsoft office

ENERGY SERVICES, INC JOB DESCRIPTION

POSITION: Fiscal Manager
SUPERVISOR: Executive Director
STATUS: Exempt

SUMMARY:

The primary function of the Fiscal Manager is to monitor and maintain double-entry accounting system for the Agency. These duties include supervision of the agency's finance function, insuring that sound accounting practices are maintained, performing accounting functions necessary to complete monthly and yearly accounting cycles, and insuring timely and accurate reporting to all funding sources. Position will also assist in yearly agency budgeting process and cost allocation planning.

DUTIES:

1. Demonstrated knowledge and experience in double entry/non-profit accounting systems, including three years experience in computerized ledger system.
2. Demonstrated ability to lead, supervise and train accounting clerical staff and to work well with peers.
3. Experience with spreadsheet and database software for Windows applications.
4. Thorough knowledge of governmental/non-profit accounting practices and procedures.
5. Knowledge of non-profit regulations and OMB Circulars A-110, a:133, A-122.
6. High degree of accuracy and ability to work with changing grant requirements while maintaining timely reports.
7. Ability to research, analyze and interpret complex regulations.
8. Valid Driver's License and access to an insured vehicle.
9. Assure payroll, accounts payable and accounts receivable ledgers accurately reflect agency activity.
10. Verify general ledger accounts on a monthly basis including the allocation of agency shared cost.
11. Prepare the general ledger closing each month and process general ledger accounts.
12. Provide accounting functions including:
 - a. Preparing monthly, quarterly, and annual payroll reports.
 - b. Preparing and maintaining wage allocation breakout for shared cost allocation.
 - c. Maintaining vacation wage/fringe and sick leave records.
 - d. Preparing and/or approving all journal entries.
 - e. Preparing monthly bank reconciliations and comparing same to general ledger.
13. Prepare and submit accurate and timely financial reports to the agency funding sources, which correspond to agency records.
14. Coordinate financial internal reporting to staff and Board.

15. Provide staff support, including the preparation and dissemination of informational material to Finance Committee and Board Meetings.
16. Assist agency managers in grant preparation as it relates to financial matters.
17. Monitor, analyze and initiate recommendations/modifications to the agency budget.
18. Prepare and maintain appropriate 1099 statements at the year end.
19. Facilitate yearly agency audit by preparing required summaries and detail, including files on 990's and State 308 requirements.
20. Ensure maintenance of inventory control and record retention systems in compliance with funding source requirements and/or OMB Circulars.
21. Annually review the Fiscal Procedure Manual and Cost Allocation Plan. Prepare recommendations for approval to the Executive Director and Board of Directors.
22. Assist in the development and proposed revisions of agency procedures by providing fiscal-related technical assistance to agency managers.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to analyze budgets and plans, prepare financial statements, and make accurate and concise reports.
2. Bookkeeping or fiscal-related experience in a multi-funded community service-type agency.
3. Two year accounting degree, or equivalent.
4. Willingness and ability to maintain a high degree of confidentiality.
5. Ability to multi-task.
6. Strong oral and written communication skills.
7. Knowledge of Microsoft Office and Great Plains.
8. Supervisory experience preferred.

**ENERGY SERVICES, INC.
JOB DESCRIPTION**

POSITION: ENERGY ASSISTANCE COORDINATOR
SUPERVISOR: EXECUTIVE DIRECTOR
STATUS: NON-EXEMPT

Summary:

Employee assists in the overall delivery of existing, recurring, planning & implementation of the Low Income Emergency and Energy Outreach, Leveraging Project and the Emergency Energy Assistance Program (EAP). Duties involve a variety of tasks including; overseeing of intake specialists and certification of eligible clients, offsetting potential life-threatening energy related emergencies, and advocating with private fuel/utility companies on behalf of the client.

Essential Duties:

Overall office supervision, in addition to assisting in office, outreach site and home visit applications as needed in completing the Energy Assistance Program application form.

Answer client, vendor and intake specialist questions of program eligibility, benefit levels and form of payment.

Verify or assist intake specialist in assembling verification documents as required by the application.

Review completed forms to see that all necessary information has been entered for data entry.

Conduct follow up reporting and discussion with intake specialist on incomplete forms pending submission of additional materials by applicant.

Respond to correspondence, reports.

Contacts with utility vendors.

Oversee staff that provide intake services and assist clients in application/certification process for other agency contracted energy programs.

Oversee the staff that determines client eligibility and authorize payments on behalf of fuel assistance clients in emergencies to ensure deliveries and restoration of services.

Responsible for training and compliance.

Collaborates with best practices team to ensure overall quality assurance.

Monitors for contractual compliance of the program.

Perform other related duties and special projects as required.

Targeting LIEAHP Outreach Activities Include:

Required education and knowledge:

Experience in establishing and maintaining good working relationships with team members, clients and private and public business representatives.

Knowledgeable about the use of computers (windows)

Knowledge of the needs of low-income individuals and resources available.

Successful oral and written communication.

Willingness to work occasional long or irregular hours

High School graduate or equivalent.

Desired knowledge:

Knowledge of federal, state and local regulations relating to assigned programs

**ENERGY SERVICES, INC.
JOB DESCRIPTION**

POSITION: ENERGY ASSISTANCE BEST PRACTICES SPECIALIST
SUPERVISOR: EXECUTIVE DIRECTOR
STATUS: NON-EXEMPT

Summary:

Conducts internal file audit and monitoring reviews to ensure compliance with established internal/external policies by examining electronic and paper files, operating practices and required documentation.

Essential Duties:

Based on an established written audit and monitoring program requirements, completes audit and monitoring documentation and reporting in a timely manner and in accordance with internal/external policies and guidelines of the Wisconsin Home Energy Assistance Program.

Initiates, populates and reviews required reports.

Drafts findings and recommendations consistent with internal/external policies and guidelines of the program.

Develops compliance and training guidelines and delivers compliance training.

Perform other related duties as required by supervisor.

Required education and knowledge:

Minimum two years of experience in compliance audit procedures and reporting.

Knowledgeable about the use of computers (windows)

Knowledge of the Wisconsin Home Energy Assistance Program.

Oral and written communication.

Willingness to work occasional long or irregular hours

High School graduate or equivalent

Desired knowledge:

Knowledge of federal, state and local regulations relating to assigned programs

**ENERGY SERVICES, INC.
JOB DESCRIPTION**

POSITION: ENERGY ASSISTANCE SPECIALIST
SUPERVISOR: EXECUTIVE DIRECTOR
STATUS: EXEMPT

Summary:

Employee assists in the overall delivery of existing, recurring, planning & implementation of the Low Income Emergency and Energy Outreach, Leveraging Project and the Emergency Energy Assistance Program (EAP). Work involves a variety of tasks including: intake and certification of eligibility, offsetting potential life-threatening energy related emergencies, and advocating with private fuel and new emergency energy assistance programs. Duties involve a variety of tasks including; intake and certification of eligible clients, offsetting potential life-threatening energy related emergencies, and advocating with private fuel/utility companies on behalf of the client.

Essential Duties:

Assist in office, outreach site and home visit applications in completing the Energy Assistance Program application form.

Answer client and vendor questions of program eligibility, benefit levels and form of payment.

Verify or assist applicant in assembling verification documents as required by the application.

Review completed forms to see that all necessary information has been entered for data entry.

Follow up on incomplete forms pending submission of additional materials by applicant.

File application

Respond to correspondence, reports.

Contacts with utility vendors.

Provide intake services and assist clients in application/certification process for other agency contracted energy programs.

Determine client eligibility and authorize payments on behalf of fuel assistance clients in emergencies to ensure deliveries and restoration of services.

Provide leadership and supervision of daily ops and employees.

Perform other related duties as required by supervisor.

Required education and knowledge:

Experience in establishing and maintaining good working relationships with clients and private and public business representatives.

Knowledgeable about the use of computers (windows)

Knowledge of the needs of low-income individuals and resources available.

Knowledge of utility and vendor business and collection practices

Oral and written communication important.

Willingness to work occasional long or irregular hours

High School graduate or equivalent

Desired knowledge:

Knowledge of federal, state and local regulations relating to assigned programs

**ENERGY SERVICES, INC.
JOB DESCRIPTION**

POSITION: ENERGY ASSISTANCE WORKER
SUPERVISOR: LEAD WORKER
STATUS: NON-EXEMPT

Summary:

Employee assists in the overall delivery of existing, recurring and new emergency energy assistance programs. Duties involve a variety of tasks including; intake and certification of eligible clients, offsetting potential life-threatening energy related emergencies, and advocating with private fuel/utility companies on behalf of the client.

Essential Duties:

Assist in office, outreach site and home visit applications in completing the Energy Assistance Program application form.

Answer client and vendor questions of program eligibility, benefit levels and form of payment.

Verify or assist applicant in assembling verification documents as required by the application.

Review completed forms to see that all necessary information has been entered for data entry.

Follow up on incomplete forms pending submission of additional materials by applicant.

File application

Respond to correspondence, reports.

Contacts with utility vendors.

Provide intake services and assist clients in application/certification process for other agency contracted energy programs.

Determine client eligibility and authorize payments on behalf of fuel assistance clients in emergencies to ensure deliveries and restoration of services.

Perform other related duties as required by supervisor.

Required education and knowledge:

Experience in establishing and maintaining good working relationships with clients and private and public business representatives.

Knowledgeable about the use of computers (windows)

Knowledge of the needs of low-income individuals and resources available.

Knowledge of utility and vendor business and collection practices

Oral and written communication important.

Willingness to work occasional long or irregular hours

High School graduate or equivalent

Desired knowledge:

Knowledge of federal, state and local regulations relating to assigned programs

**ENERGY SERVICES, INC.
JOB DESCRIPTION**

POSITION: Receptionist/Clerical Support
SUPERVISOR: Executive Director and/or designee
STATUS: Non-exempt

SUMMARY:

Employee assists in the overall delivery of service and processing of office records, data, and material.

DUTIES:

1. Answering telephones; scheduling appointments; responding to general questions, providing eligibility requirements.
2. Respond to written correspondence and requests for information as directed by supervisor.
3. Filing and sorting client files and incoming mail.
4. Completing computer queries for eligibility.
5. Assist clients with application preparation.
6. Other duties as required by supervisor, not to exceed 10% of total working time.

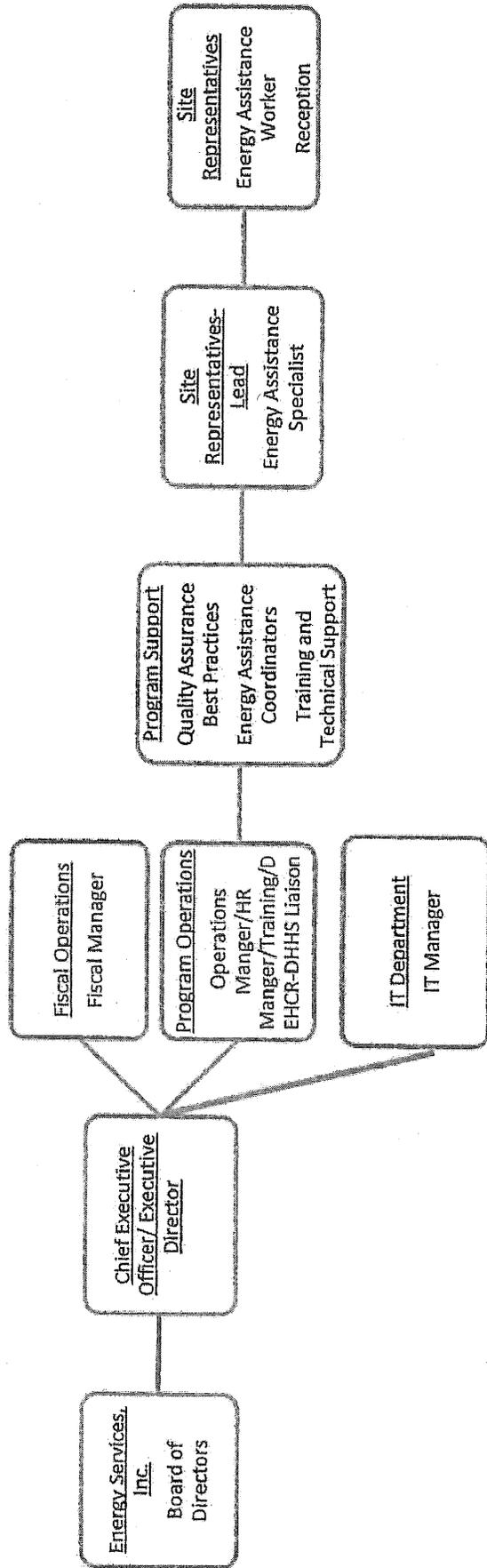
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Valid driver's license and access to private vehicle.
2. Willingness and ability to maintain a high degree of confidentiality.
3. Experience in keeping records, making oral and written reports.
4. Ability to perform routine clerical work.
5. Ability to index and alphabetize accurately.
6. Ability to follow oral and written directions.

TRAINING AND EXPERIENCE:

1. Graduation from an approved high school or equivalent.
2. Previous experience as a receptionist in an office environment helpful
3. Bi-Lingual (Spanish)

Energy Services, Inc. - Organizational Structure



6_RFP TECHNICAL REQUIREMENTS

6.1 Service Plan Requirements

1. Location

Energy Service Inc shall operate a facility that is open to the public at 402 Madison Ave Fort Atkinson, WI 53538. This property meets all of the requirements for ADA, Zoning, and occupancy. Adequate parking is available in a parking lot.

2. Hours of Operation

Energy Services hours of operation during non-peak times are 8:30AM-5:00PM Monday-Friday. During peak times Energy Services Inc extends its hours of operation on Tuesday's and Thursday's until 6:00PM. Based on demand Saturday hours may also be added to better serve those in need. Hours of operation are clearly posted at the agency along with our highly publicized emergency telephone number.

3. Days of Operation

Energy Services Inc holds regular business hours Monday-Friday at the times listed above under "hours of operation". Weekend hours are determined as need requires.

4. Severe Weather Closure Policy

Energy Services Inc is open for business during regularly-scheduled hours to serve our clients. If severe inclement weather conditions occur, our concern is for the safety and well being of our staff and clients. If there is a weather emergency, the Executive Director or designee, may decide to close the office based on the individual counties Declaration of Emergency by State, County Sheriff or County Human Services Practices.

5. Emergency Services

Energy Services Inc provides experienced on call staff 7 days a week 24 hours a day for Emergency Service situations. In addition, Energy Services Inc complies with DOA/DEHCR emergency response time policies as outlined in the WHEAP manual. \

6. Phone System

Energy Services Inc has in place the most up to date technologically advanced telecommunications system. The system also allows for the retrieval of specific call data, customer service time studies and a number of other areas beneficial for assessing customer call traffic characteristics. Energy Services Inc operates a multi-line phone system with additional support provided by our Customer Care Center. Our phone system has the ability to receive calls 24 hours a day 7 days a week with the ability for clients to leave messages at all times. Energy Services Inc phone systems comply completely with the WHEAP operations manual.

7. Access

Our organization places a special emphasis on removing any real or perceived barriers that discourages households in need from receiving information or applications and other forms of assistance. Interpreters are available within our agency and accommodations are made on a case by case basis to address and alleviate any obstruction or burden placed on the client.

8. Application Intake

- Walk-in Applicants- walk-in applications are accepted during business hours or may be expanded based on individual customer needs.
- Phone Applications- phone applications are offered to clients who have previously applied for WHEAP. Phone application appointments are scheduled immediately at the time of contact with the client.
- Home Visits- home visits are offered to clients who are unable to come to the local office or outreach locations. Home visit appointments are scheduled immediately at the time of contact with the client.
- Outreach Sites- outreach sites are offered throughout the county to accommodate clients and lessen the travel burden. Outreach sites are outlined in the POCs plan prior to the start of each season. These sites are also expanded during the heating season depending on the need throughout the community.
- Early Application- early applications are accepted and encouraged through proactive outreach and targeting of elderly, disabled, and fixed income households as soon as DEHCR provides the necessary approvals or updated documents required.
- Crisis- crisis services are available year-round. Proactive and emergency crisis benefits are administered along with payment plans and copayment agreements. The crisis plan is written in

collaboration with Jefferson County and must be submitted to DEHCR by Jefferson County.

9. File Retention

Energy Services Inc complies with WHEAP manual policies on file retention. Current and prior year files are stored in locked filing cabinets on-site and all other prior year files are stored in secure storage facilities off-site.

10. Quality Assurance and Monitoring

Energy Services Inc complies with WHEAP manual policies in regard to internal auditing, DEHCR administered AR administrative reviews, and DEHCR administered quality assurance desktop monitoring reviews (DTM). In addition to state required quality assurance monitoring, Energy Services Inc has established its best practices team. This team places a special emphasis on those same DEHCR areas of concern to the maximum extent possible. It applies the same criteria and strategies for identifying those areas and cases that are a concern by DEHCR in other Counties and Tribes throughout Wisconsin. The best practices team is also responsible for identifying those areas or individuals in need of technical assistance or training. Their case file audits for Jefferson County will far exceed those included within the WHEAP operations manual.

11. Fair Hearings

In conjunction with on-site staff further review is conducted by the Ops/HR Manager and Energy Assistance Coordinators. A copy of the review and action taken by the fair hearing judge is also provided to the Executive Director.

12. Customer Complaints

Per DEHCR policy all complaints are maintained on a log that is shared with the County. Upon receipt of a complaint our agency will log, make the necessary contacts with all appropriate parties, investigate, seek a remedy and take appropriate action. It is our agencies practice to have all concerns or complaints directed to the Ops/HR Manager. The Ops/HR Manager serves as the principal liaison with designated Jefferson County Human Services staff for the follow-up and resolution of any concerns that

may arise. This ensures an independent review and study of any and all concerns. An internal summary report is also completed to ensure the highest level and quality of service possible.

13. Training

One on one training is provided to all new intake and reception staff in addition to the required WHEAP 1.0 also known as "new worker" basic intake training. All representatives for Energy Services Inc have a specific chain of leadership to address training questions that may arise. These include but are not limited to on-site lead workers to provide guidance to new workers and/or program support staff that are available at all hours for any questions/training/technical support. Ongoing training is available through the online DEHCR training and technical assistance website. In addition to our agency's minimum training requirements, monitoring and program support provided by our Energy Assistance Coordinators, the agency also conducts a number of ongoing specialized training workshops. To the maximum extent possible these trainings are provided in collaboration with DEHCR, Public Service Commission, County Economic Support Staff, IRS and others to expand on the eligibility skill set of our staff team.

14. Committee Participation

Energy Services Inc willfully participates in all county and state reviews. Energy Services Inc is willing to participate in any core workgroups, state meetings, state trainings, vendor trainings, and other committees and meetings as needed. Additionally, our agency participates in events and coordinated activities with community partners and stakeholders to ensure a collaborative effort and to maximize program exposure. The Executive Director is a longstanding member of DEHCR's statewide Low-Income Energy Advisory Committee.

15. Site Representative

Energy Services Inc has designated an experienced Lead Intake Eligibility Specialist as the coordinator for this proposal along with 5+ years of leadership experience with the WHEAP program. This designee will be responsible for all inquiries and site information as well as the management of staffing and day to day operations. This designee will be the active participant in all core workgroups, committees and training activities with additional support provided by the HR/Ops Manager and

Energy Assistance Coordinators as required. The site coordinator will work in collaboration with best practices, HR/Ops and the executive director on program improvement, achieving program outcomes, developing state plans, and implementing best practice procedures. The Best Practices Lead, along with his staff, are designated as the best practice and quality assurance representatives for this site. While the best practices staff team conducts their targeted reviews off-site, periodically the best practices team may conduct targeted reviews or trainings at the Jefferson County services center location.

16. Human Resources

Human Resources and Operations Manager is the designated person to maintain personnel files and ensuring employees meet the requirements of state and federal regulations concerning personnel. Background checks are conducted for each employee and the Wisconsin Caregiver Law and Jefferson County regulations are followed. All records are maintained with the appropriate documentation.

17. Staffing/Personnel

Energy Services Inc for Jefferson County will have the following staff on-site as necessary:

- Energy Assistance Specialist – Lead Staff – Coordinator (1 FTE Position)
- Intake Eligibility Specialist – (1 FTE Position)
- Program Support/ Receptionist/ Seasonal Aides (1 FTE Position)

18. Fiscal Operations and Invoicing

Energy Services Inc complies with all policies and requirements outlined in the WHEAP policy manual included but not limited to:

- A 2 tier method for invoicing
- Provides accurate monthly billing based on services provided and by funding area.
- Ensures that timely reporting and invoicing occurs every month by the 15th business day of the month.

- Only reports actual expenses even if the expenses exceed the contract amount.
- Reports out crisis activities, outreach and customers served on a monthly basis.

19. Marketing Materials

Energy Services Inc has various marketing materials available that are co-branded in accordance with WHEAP policy. They include but are not limited to posters and brochures that are distributed throughout a cross section of Jefferson County i.e. County agencies, basic service providers, utilities, fuel vendors, employment and training, law enforcement agencies, Laundromats, mobile home parks, grocery stores, senior centers, veteran's groups, and school districts. In addition periodic press releases are provided to local newspapers, cable companies and radio stations. These efforts are coordinated with multiple targeted mailings of brochures and program information to previous targeted groups and previous LIHEAP recipients. Our agency will also participate in other community opportunities to raise public awareness and participation in WHEAP as they arise throughout the program year.

20. Website

Energy Services Inc has a fully operational website that is administrated and monitored by our Information Technology department. There is a link on our home page that outlines all centers and services in which we hold WHEAP contracts. Our website includes application sites, hours of operation, emergency/after hour's information, testimonials and the ability to "contact us". Throughout the summer of 2019 a number of enhancements are being planned that include Jefferson County LIHEAP utility partnerships and other charitable activities. Also being planned for the upcoming 2019-2020 program year is online appointment scheduling opportunities for those that have internet access.

7_RFP COST PROPOSAL

The Cost Proposal is being submitted under separate cover.

8_RFP SPECIAL TERMS AND CONDITIONS

There are no special terms and conditions being submitted with this RFP.

9_RFP LIST OF REQUIRED FORMS AND DOCUMENTS

This section is also being provided under separate cover with the Cost Proposal.



Original

Energy Services, Inc.

Cost Proposal

For

JEFFERSON COUNTY, WI

MAY 2019

RFP # FOR WHEAP

7_RFP COST PROPOSAL

The Cost Proposal amounts are based on the assumption of funding at the FFY 2019 LIHEAP level.

Jefferson County WHEAP
Attachment A
Cost Formula- 2019 BUDGET
COST PROPOSAL

Original copy

PROPOSER'S NAME: Energy Services, Inc.

1. Indicate your Estimated Annual Expense to fulfill all requirements of administering the Wisconsin Home Energy Assistance Program as stated in the RFP. The Estimated Annual Expense must be inclusive of all costs included but not limited to; staff salary and benefits, printing, mailing, duplicating, answering applicant questions, providing reports to Agency and overhead costs.
2. Proposers must use the table in Attachment to indicate the costs per category that support that estimated annual expenses proposed in Cost Proposal.

Estimated Annual Expenses: \$_1 1 8=74 9 -----



Executive Director

Jefferson County WHEAP
COST PROPOSAL BREAKDOWN

Instructions:

1. Review the list of cost categories provided below.
2. Using the table provided below, indicate the Direct Service and/or Administrative costs for each category to support the estimated annual expenses proposed in Cost Proposal.
3. Add the COST of each category to determine the TOTAL ANNUAL COST. The TOTAL ANNUAL COST must equal the ESTIMATED ANNUAL EXPENSES in Cost Proposal.

Category	COST
Wages	62,937.00
Fringe Benefits	17,812.00
Travel	4,156.00
Training	356.00
Telephone	7,125.00
Occupancy	11,875.00
Utilities	1,069.00
Equipment	119.00
Maintenance	
Liability Insurance	237.00
Other Expenses (include explanation)	13,062.00
TOTAL ANNUAL COST	118,748.00

Explanation to Other Expenses:

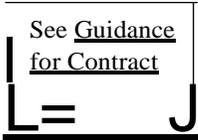
These amounts are based on the allocation provided by DEHCR to Jefferson County for fiscal year 2019. Other Expenses include: office supplies, computer supplies, printing, other supplies, advertising, postage, recruitment fees, and records management.

8 RFP_SPECIAL TERMS AND CONDITIONS

There are no special terms and conditions being submitted with this RFP.

PURCHASE OF SERVICES CONTRACT

Purchaser and Provider Information



Purchaser

Organization Name: Jefferson County Human Services Department
Address: 1541 Annex Rd.
Jefferson, WI 53549
Name of contact person: Brian Belford
Telephone: 920-674-8147
Fax: 920-674-6113
E-mail: Brianb@jeffersoncountywi.gov

Provider

Organization Name: _____
Address: _____

Name of contact person: _____
Telephone: _____
Fax: _____
E-mail: _____
Provider's fiscal year end: October 1, 2019 to September 30, 2020____
Provider's Employer Identification Number: _____

Contract information

Contract Number: _____

Services to be provided: _____

(Detail is in "Services to be provided" section)

Contract period: October 1, 2019 to September 30, 2020

The Performance Period under this Contract will be automatically extended by twelve (12) additional calendar months on October 1, 2018 and every October 1st thereafter for a total period of three (3) years, unless, either party gives notification of cancellation **at least** 60 days before the end of the initial or renewal term.

Maximum payment under this contract: _____

Source of funding: State /Federal Funds (93.568)

Summary of Contract Provisions

<u>Provision</u>	<u>Comments</u>
Article 1 Audit	<i>Audit requirement</i> <input checked="" type="checkbox"/> Agency-wide <input type="checkbox"/> Program <input type="checkbox"/> Agreed-upon procedures <input type="checkbox"/> Audit is waived
Article 2 Caregiver Background Checks	<i>Applicable?</i> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Article 3 Civil Rights Compliance Plan	<i>Provider has more than 25 employees And more than \$25,000?</i> <input type="checkbox"/> No (Provider attach Letter of Assurance to the contract) <input checked="" type="checkbox"/> Yes (Provider attach Civil Rights Compliance Plan to the contract)
Article 4 Client Funds	<i>Client funds</i> <input type="checkbox"/> Provider prohibited from handling client funds <input type="checkbox"/> Provider allowed to handle client funds (Purchaser attach requirements for handling client funds to contract) <input checked="" type="checkbox"/> Not relevant
Article 5 Client Rights and Grievances	
Article 6 Conditions of the Parties Obligations	
Article 7 Confidentiality	
Article 8 Conflict of Interest	
Article 9 Debarment and Suspension	

Article 10 Eligibility

Determining eligibility

- Purchaser determines eligibility
- Provider determines eligibility
(Purchaser attach eligibility requirements to contract)
- No eligibility requirement

Article 11 Health Insurance Portability And Accountability Act of 1996 "HIPAA" Applicability

Business Associate

- No
- Yes {Purchaser attach "Business Associate Agreement" to contract and Provider sign)

PHI

- No
- Yes (Purchaser attach "Agreement on Provider Use of PHI" to contract and Provider sign)

Electronic Billing

- No
- Yes (Purchaser attach "Trading Partner Agreement and Companion Guides" to contract and Provider sign)

Article 12 Indemnity and Insurance

Provider attach Certificate of Insurance to Contract

Article 13 Independent Contractor

Article 14 license, Certification, and Staffing

License or certification required?

- No
- Yes (Provider attach copy of license/Certification and most recent inspection report)

Article 15 Liquidated Damages

Liquidated damages provision applies?

- No
- Yes, damage amount is agreed-upon

**Article 16 Matching,
Level of Effort, and Earmarking**

Matching level of effort and earmarking requirements:

- No matching, level of effort, or earmarking requirements
- Matching requirements (Purchaser attach matching requirements to contract)
- Level of effort requirements (Purchaser attach level of effort requirements to contract)
- Earmarking requirement (Purchaser attach earmarking requirements to contract)

Article 17 Payment and Allowable Costs

Basis of payment

- Reimbursement of allowable costs
- Unit-times-unit-price with limited profit or reserves
- Unit-times-unit-price (pure fee for service)

Advances allowed?

- No
- Yes

Surety Bond required?

- No
- Yes (Provider attach Bond to contract)

Article 18 Records

Article 19 Reporting

See Article 19 for a summary of the reporting requirements under this contract

Article 20 Resolution of Disputes

Article 21 Revision or Termination of this Contract

Article 22 Services to be Provided

Article 23 Special Provisions for

High risk contract?

High Risk Contract

X No

_____ Yes {Provider attach bookkeeper info and copy of audit engagement letter)

Signatures

This contract becomes null and void if the time between the Purchaser's authorized representative signature and the Provider's authorized representative signature on this contract exceeds sixty days.

For Purchaser

Typed Name _____

Title _____

Signature _____

Date _____

For Provider

Typed Name _____

Title _____

Signature _____

Date _____

Article 1 Audit

Section 1.1 Type of audit

The Provider shall submit an annual agency-wide audit to the Purchaser if the total amount of annual funding provided by the Purchaser through this and other contracts is \$25,000 or more.

Section 1.2 Audit Standards

The audit shall be in accordance with the requirements of OMB Circular A-133 "Audits of States, local Governments, and Non-Profit Organizations" (online at www.whitehouse.gov/omb/circulars) if the Provider meets the criteria of that Circular for needing an audit in accordance with that Circular, The audit shall also be in accordance with the following department standard:

- a. The *State Single Audit Guidelines* (online at www.ssag.state.wi.us) if the Provider is a local government that meets the criteria of OMB Circular A-133 for needing an audit in accordance with that Circular or
- b. The *Provider Agency Audit Guide* (online at www.dhfs.state.wi.us/grants) for all other Providers.

Section 1.3 Audit Schedules

In addition to the schedules required under the *State Single Audit Guidelines* or the *Provider Agency Audit Guide*, the reporting package sent to the Purchaser shall include a supplemental schedule showing revenue and expenses for this contract.

For-profit Providers shall include a schedule in their audit reports showing the total allowable costs and the calculation of the allowable profit by contract or by service category.

Non-profit Providers shall include a Reserve Supplemental Schedule (Section 7.1.6 of the *Provider Agency Audit Guide*) in their audit reports, and this schedule shall also be by contract or service category.

Section 1.4 Submitting the Reporting Package

The Provider shall send the required reporting package to the Purchaser at the address listed in this contract. The reporting package is due to the Purchaser within 180 days of the end of the Providers' fiscal year.

Section 1.5 Access to auditor's workpapers

When contracting with an audit firm, the Provider shall authorize its auditor to provide access to work papers, reports, and other materials generated during the audit to the appropriate representatives of the Purchaser. Such access shall include the right to obtain copies of the workpapers and computer disks, or other electronic media, which document the audit work.

Section 1.6 Failure to comply with the requirements of this section

If the Provider fails to have an appropriate audit performed or fails to provide a complete audit reporting package to the Purchaser within the specified time frame, the Purchaser may:

- a. Conduct an audit or arrange for an independent audit of the Provider and charge the cost of completing the audit to the Provider;
- b. Charge the Provider for all loss of federal or state aid or for penalties assessed to the Purchaser because the Provider did not submit a complete audit report within the required time frame;
- c. Disallow the cost of the audit that did not meet the applicable standards; and/or
- d. Withhold payment, cancel the contract, or take other actions deemed by the Purchaser to be necessary to protect the Purchaser's interests.

Article 2 Caregiver Background Checks

The Purchaser and the Provider agree that the protection of the clients served under this contract is paramount to the intent of this contract. In order to protect the clients served, the Provider shall comply with the provisions of HFS 12, Wis. Admin. Code (online at <http://www.legis.state.wi.us/rsb/code/index.html>).

Section 2.1 Background checks

The Provider shall conduct caregiver background checks at its own expense of all employees assigned to do work for the Purchaser under this contract if such employee has actual, direct contact with the clients of the Purchaser. The Provider shall retain in its Personnel Files all pertinent information, to include a Background Information Disclosure Form and/or search results from the Department of Justice, the Department of Health and Family Services, and the Department of Regulation and Licensing, as well as out of state records, tribal court proceedings and military records, if applicable.

After the initial background check, the Provider must conduct a new caregiver background search every four years, or at any time within that period when the Provider has reason to believe a new check should be obtained.

Section 2.2 Records

The Provider shall maintain the results of background checks on its own premises for at least the duration of the contract. The Purchaser may audit the Provider's personnel files to assure compliance with the State of Wisconsin Caregiver Background Check Manual (online at <http://www.dhfs.state.wi.us/caregiver/publications/CgvrProgMan.htm>).

Section 2.3 Assignment of staff

The Provider shall not assign any individual to conduct work under this contract who does not meet the requirement of this law.

Section 2.4 Notification of Purchaser

The Provider shall notify the Purchaser in writing via certified mail within one business day if an employee has been charged with or convicted of any crime specified in HFS 12.07(2) (online at <http://www.legis.state.wi.us/rsb/code/index.html>).

Article 3 Civil Rights Compliance Plan

Provider shall comply with the requirements of the current Civil Rights Compliance (CRC) Plan, which is online at <http://www.dhfs.state.wi.us/civilrights/index.htm>. Providers that have more than twenty five (25) employees and receive more than twenty five thousand dollars (\$25,000) must develop and attach a Civil Rights Compliance Plan to this contract. Providers that have less than twenty five (25) employees or receive less than a total of twenty five thousand (\$25,000) dollars must develop and attach a Letter of Assurance to this contract.

Article 4 Client Funds

All client funds shall be handled by the Purchaser. The Provider shall not handle client funds.

Article 5 Client Rights and Grievances

The Provider shall have a formal written grievance procedure that is approved by the licensing or certification authority, if applicable, and by the Purchaser. The Provider shall, prior to or at the time of admission to the Program, provide oral and written notification to each client of his or her rights and the grievance procedure. The Provider shall post the client rights and the grievance procedure in an area readily available to clients and staff of the program.

The Provider shall give the Purchaser a written report for each grievance that is filed in writing against the Provider by any clients or their guardians. The Provider shall deliver these reports to the Purchaser in person or via registered mail within five (5) business days of the Provider's receipt of the grievance. The Provider shall also inform the Purchaser in writing of the resolution of each grievance.

At least once a year, or more frequently when requested by the Purchaser, the Provider shall give the Purchaser a written summary report of all grievances that have been filed with the Program by clients or their guardians since the period covered by the previous summary report and of the resolution of each grievance. The Provider shall deliver the annual summary report to the Purchaser in person or via registered mail within 30 days of the end of the contract period. Additional summary reports requested by the Purchaser shall be due within 10 days of the Purchaser's request for

the reports. All reports shall be delivered to the Purchaser in person or via registered mail.

Article 6 Conditions of the Parties' Obligations

Section 6.1 Contingency

This contract is contingent upon authorization of Wisconsin and United States laws and any material amendment or repeal of the same affecting relevant funding or shall serve to terminate this Agreement, except as further agreed to by the parties hereto.

Section 6.2 Powers and Duties

Nothing contained in this contract shall be construed to supersede the lawful powers or duties of either party.

Section 6.3 Items Comprising the Contract

It is understood and agreed that the entire contract between the parties is contained herein, except for those matters incorporated herein by reference, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter thereof,

Article 7 Confidentiality

Section 7.1 Client confidentiality

The provider shall not use or disclose any information concerning eligible clients who receive services from Provider for any purpose not connected with the administration of Provider's or Purchaser's responsibilities under this contract, except with the informed, written consent of the eligible client or the client's legal guardian.

Section 7.2 Contract not confidential

Except for documents identifying specific clients, the contract and all related documents are not confidential.

Article 8 Conflict of Interest

The Provider shall ensure the establishment of safeguards to prevent employees, consultants, or members of the board from using their positions for purposes that are, or give the appearance of being motivated by a desire for private gain for themselves or others, such as those with whom they have family, business, or other ties.

Article 9 Debarment and Suspension

The Provider certifies through signing this contract that neither the Provider nor any of its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in federal assistance programs by any federal department or agency. In addition, the Provider shall notify the Purchaser within five

(5) business days in writing and sent by registered mail if the Provider or its principals receive a designation from the federal government that they are debarred, suspended, proposed for debarment, or declared ineligible by a federal agency. The Purchaser may consider suspension or debarment to be cause for implementing high risk contract provisions under Article 23 "Special conditions for high risk contract" or for revising or terminating the contract under Article 21 "Revision or termination of the contract."

Article 10 Eligibility

The Provider shall provide services only to individuals who are eligible for services. Provider and Purchaser agree that the eligibility of individuals to receive the services to be purchased under this Agreement from the Provider will be determined by the Purchaser.

An individual has a right to an administrative hearing concerning eligibility and the Purchaser shall inform individuals of this right. The Provider shall provide clients with information concerning their eligibility and how to appeal actions affecting their rights.

Article 11 Health Insurance Portability and Accountability Act of 1996 "HIPAA" Applicability

The Provider agrees to comply with the federal regulations implementing the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to the extent those regulations apply to the services the Provider provides or purchases with funds provided under this contract.

Article 12 Indemnity and Insurance

Section 12.1 Indemnity

The Provider agrees that it will at all times during the existence of this contract indemnify the Purchaser against any and all loss, damages, and costs or expenses which the Purchaser may sustain, incur, or be required to pay including those arising from death, personal injury, or property loss resulting from participating in or receiving the care and services furnished by the Provider under this Agreement. However, the provision of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by the Purchaser.

Section 12.2 Insurance

The Provider agrees that, in order to protect itself as well as the Purchaser under the indemnity provision set forth in the above paragraph, the Provider will at all times during the terms of this contract keep in force a liability insurance policy issued by a company authorized to do business in the State of Wisconsin and licensed by the Office of the Commissioner of Insurance. The types of insurance coverage and minimum amounts shall be as follows:

- Comprehensive General liability: minimum amount \$1,000,000
- Auto liability {if applicable}: minimum amount of \$1,000,000
- Professional liability {if applicable}: minimum amount of \$1,000,000 per occurrence and \$3,000,000 for all occurrences in one (1) year.
- Umbrella Liability (as necessary): minimum amount \$1,000,000

Provider acknowledges that its indemnification liability to Purchaser is not limited by the limits of this insurance coverage.

Upon signing this contract, Provider will furnish Purchaser with a "Certificate of Insurance" verifying the existence of such insurance. In the event of any action, suit, or proceedings against Purchaser upon any matter indemnified against, Provider shall notify the Purchaser by certified mail within five (5) business days.

Article 13 Independent Contractor

Nothing in this contract shall create a partnership or joint venture between the Purchaser and the Provider. The Provider is at all times acting as an independent contractor and is in no sense an employee, agent or volunteer of the Purchaser.

Article 14 License, Certification, and Staffing

Section 14.1 License and Certification

The Provider shall meet state and federal service standards and applicable state licensure and certification requirements as expressed by state and federal rules and regulations applicable to the services covered by this contract. The Provider shall attach copies of its license or certification document and the most recent licensing or certification report concerning the Provider to this contract when returning the signed contract to the Purchaser. During the contract period, the Provider shall also send the Purchaser copies of any licensing inspection reports within five (5) business days of receipt of such reports.

Section 14.2 Staffing

The Provider shall ensure that staff providing services are properly supervised and trained and that they meet all of the applicable licensing and certification requirements.

Article 15 Liquidated Damages

Section 15.1 Noncompliance Resulting in Liquidated Damages

The parties agree that any delays or failures by the Provider to perform under this contract, as specified below, may result in damage to the Purchaser. The parties further agree that the amount of damage would be difficult to calculate and thus will be the amount set forth below as liquidated damages. The Provider shall not be charged with liquidated damages when the delay or failure arises out of causes beyond the control and without the fault or negligence of the Provider.

If the Purchaser determines that the Provider has failed to provide to clients the care required in this contract, to the extent the client needs to be transferred, the Provider will be subject to liquidated damages for each day client is waiting in Provider's facility for transfer to a replacement Provider. The Purchaser will provide the Provider with a written notice of assessment and the Provider shall pay \$200.00 per day per client, but not to exceed 30 days.

Section 15.2 Payment of Liquidated Damages

Amounts due to the Purchaser as liquidated damages may be deducted by the Purchaser from any money payable to Provider under this contract, or the Purchaser may bill the Provider as a separate item and the Provider shall immediately make payments on such bills.

If the delay or failure causes the Purchaser to terminate this contract in whole or in part, the Provider remains liable for liquidated damages until the time the Purchaser may reasonably obtain performance of similar services.

Article 16 Matching, Level of Effort and Earmarking

No matching, level of effort, or earmarking requirement.

Article 17 Payment and Allowable Costs

Section 17.1 Amount paid under contract

The maximum payment under this contract is \$112,034. Actual total payment will be based upon the amount of service authorized by the Purchaser and the amount of service performed by Provider. It is understood and agreed by all parties that the Purchaser assumes no obligation to purchase from the Provider any minimum amount of services as defined in the terms of this contract.

Section 17.2 Basis for payments

Payments for services covered by this contract shall be based on allowable costs with limited profit or reserve. Monthly payments will be made a unit-times-unit-price basis and in accordance with the "order of payment" requirements for the funding program, less client fees and other collections made by the Provider for services covered by this contract. Final settlement of the contract will be based on audit.

Section 17.2.1 Units and prices-The units and prices for each service purchased from the Provider are included in the table at the end of the contract.

The Purchaser shall determine the type of services provided and the number of units of services provided for each client. The Purchaser will not reimburse the Provider for any unit of service not previously authorized by the Purchaser.

(See Article 22 "Services to be Provided" for description of the services purchased under this contract..)

(See Article 21 "Revision or Termination of the Contract" for revision of units or prices.)

Section 17.2.2 Profit or reserves - The Purchaser allows the Provider to have profit (For-profit Providers only) or reserve (Non-profit Providers only). The profit and reserve are limited by expenditures on allowable costs that the Provider incurs in performing the services purchased under this contract. Allowable costs, profit, and reserve are defined in the *Allowable Cost Policy Manual* (online at <http://www.dhs.wisconsin.gov/grants/Administration/AllowableCost/ACPM.htm>).

Section 17.2.3 Client fees and third party collections -

The Purchaser is responsible for all billing and collection for amounts due from clients and third parties. The Provider shall not collect any funds from clients or from third parties.

Section 17.2.4 Audit - The amount earned under this contract shall be confirmed through an annual audit (see Section 1 "Audit"). For-profit Providers shall include a schedule in their audit reports showing the total allowable costs and the calculation of the allowable profit by contract or by service category. Non-profit Providers shall include a Reserve Supplemental Schedule (Section 7.1.6 of the *Provider Agency Audit Guide*) in their audit reports, and this schedule shall also be by contract or service category.

Section 17.3 Advance and Surety Bond

Section 17.3.1 Payment of the advance - As soon as possible after the contract is signed by both parties, the Purchaser shall make an advance to the Provider in the amount of 1/12th of the maximum dollar amount to be paid under this contract.

Section 17.3.2 Surety Bond - The Provider shall supply a Surety Bond. The Surety Bond must be for an amount at least equal to the amount of the advance payment and must accompany the signed contract that is returned to the Purchaser. The insurer issuing the Surety Bond must be licensed to conduct Surety business in Wisconsin. The insurer shall use a bond form acceptable to the Purchaser.

Section 17.3.3 Recouping of the advance - The advance will be recouped during the last three months of the contract period, or when payments made under the contract equal or exceed seventy-five percent of the contract amount. A final cash adjustment will be done after reconciliation of the Contract amounts to actual final reported expenses.

Section 17.4 Reporting for payment

Each month, the Provider shall report the units of service provided during the month on the forms provided by the Purchaser. The report is due to the Purchaser on the 15th day following the end of the report month. If the Provider's report is complete

and timely, the expected payment date is the 30th day following the end of the report month. (See Article 19 "Reporting")

Section 17.5 Payment in excess of earned amount

The Provider shall return to Purchaser any funds paid in excess of the amount earned under this contract within 90 days of the end of the contract period. If the Provider fails to return funds paid in excess of the amount earned, the Purchaser may recover the excess payment from subsequent payments made to the Provider or through other collection means.

Article 18 Records

Section 18.1 Maintenance of records

The Provider shall maintain and retain such records and financial statements as required by state and federal laws, rules, and regulations.

Section 18.2 Access to records

The Provider shall permit appropriate representatives of the Purchaser to have timely access to the Provider's records and financial statements as necessary to review the Provider's compliance with contract requirements for the use of the funding.

Article 19 Reporting

The Provider shall comply with the reporting requirements of Purchaser. All reports shall be in writing and, when applicable, in the format specified by the Purchaser. All reports shall be supported by the Provider's records (See Article 18 "Records"). All reports shall be hand delivered to the Purchaser or sent to the Purchaser via registered mail at the address listed in this contract.

The following reports are required:

Monthly

- Report for payment (Article 17)

Annually

- Audit report (Article 1)
- Summary of all client grievances (Article 5)

As needed

- Report on employee charged with or convicted of crime (Article 2)
- Reports on client grievances as they occur and summary report on all client grievances upon request of Purchaser (Article 5)
- Report on determination of debarment or suspension status (Article 9)
- Copies of licensing and inspection reports (Article 14)
- Individual Service Plan (Article 22)
- If applicable, additional reports for high risk contract situation (Article 23)

Article 20 Resolution of Disputes

The Provider may appeal decisions of the Purchaser in accordance with the terms and conditions of the contract and Chapter 68, Wis. Stats.

Article 21 Revision or Termination of this Contract

Section 21.1 Cause for revision or termination of this contract

Failure to comply with any part of this contract may be considered cause for revision or termination of this contract.

Section 21.2 Revision of this contract

Either party may initiate revision of this contract. Revision of this contract must be agreed to by both parties by an addendum signed by their authorized representatives.

Section 21.3 Termination of this contract

Either party may terminate this contract by a 30-day written notice to the other party.

Upon termination, the Purchaser's liability shall be limited to the costs incurred by the Provider up to the date of termination. If the Purchaser terminates the contract for reasons other than non-performance by the Provider, the Purchaser may compensate the Provider for its actual allowable costs in an amount determined by mutual agreement of both parties. If the Purchaser terminates the contract for the Provider's breach, the Provider may be liable for any additional costs the Purchaser incurs for replacement services.

Article 22 Services to be Provided

Section 22.1 Description of Services

For each eligible client referred by the Purchaser, the Provider agrees to provide residential care services for persons with advanced Icky Awful Syndrome that will enable them to maintain their daily living needs, address needs for social contact, ensure their well-being and reduce the likelihood of their needing a more restrictive placement.

Section 22.2 Developing Individual Service Plans

The Provider shall develop an Individual Service Plan for each client within 30 days following the date the Purchaser referred the client to the Provider. The Provider shall:

- a) Ensure that the individual Service Plan complies with applicable standards; and
- b) Promptly submit the plan upon completion to the Purchaser for review and approval.

The Provider agrees to work with the Purchaser as necessary when the Provider is developing an Individual Service Plan.

The Provider agrees to work with the Purchaser when the Purchaser is developing the Purchaser's Individual Service Plan.

Section 22.3 Implementing Individual Service Plans

The Provider shall provide the services specified in this Article and in the Provider's Individual Service Plan for each client, as authorized by the Purchaser. In providing services, the Provider shall:

- a) Transfer a client from one category of care or service to another only with the approval of the Purchaser (s.46.036(4)(d) Wis. Stats.).
- b) Coordinate with other service Providers as necessary to achieve the client's goals as identified in the Purchaser's and Provider's Individual Service Plans;
- c) Obtain services from another party only with prior written approval from the Purchaser. If the Provider obtains services for any part of this Agreement from another party, the Provider is responsible for fulfillment of the terms of the contract.

Section 22.4 Other Program Requirements

In providing required services under this contract, the Provider shall also comply with the following program requirements:

- a) Beyond the basic provision of room, board, and laundry, the Provider shall also meet the basic needs of a client, including (generally) a room of his/her own, with his/her own choice of decorations (within reason), three meals daily, clean clothes, access to TV, radio, books, and other available recreational facilities, a reasonable degree of fellowship with family members, transportation to church, doctor, etc., and such assistance with medications, bathing, dressing, etc., as the individual may require within a normal home and daily living. Provider shall see to it that the client has appropriate clothing, although this expense is the client's responsibility.
- b) The Provider shall provide for physical and emotional privacy for the client. Under this paragraph, "physical and emotional privacy" means reasonable privacy in toileting and bathing; keeping and using personal clothing and possessions; having reasonable privacy in one's room, or in other personally assigned areas; and being free from searches of personal belongings without the client's permission or permission of the client's guardian, unless the Provider has reasonable cause to suspect that the client possesses items which are illegal or prohibited by the Provider and the client is present during the room search.

Section 22.5 Inability to provide quality or quantity of services

The Provider shall notify the Purchaser in writing and delivered in person or by registered mail whenever it is unable to provide the required quality or quantity of services. Upon such notification, the Purchaser and Provider shall determine whether such inability will require a revision or termination of this contract. (See Article 21 "Revision or termination of the contract.")

Section 22.6 Documentation of quality and quantity of services

The Provider shall retain all documentation necessary to adequately demonstrate the time, duration, location, scope, quality, and effectiveness of services rendered under the contract. The Purchaser reserves the right to not pay for units of services reported by the Provider that are not supported by documentation required under this contract.

Section 22.7 Standards for performance in delivery of services

The Purchaser will monitor the Provider's performance and will use the results of this monitoring to evaluate the Provider's ability to provide adequate services to clients. If the Provider fails to meet contract goals and expected results, the Purchaser may reduce or terminate the contract. When providing these services, the Provider agrees to meet the following standards of performance, as measured through an annual client satisfaction survey conducted by the Provider and through observation and interviews conducted by the Purchaser's representative:

- a) Clients receive care and services in a timely manner.
- b) Clients receive care and services that meet their needs and preferences.
- c) Clients receive courteous and respectful services.

Section 22.8 Assessing performance in delivery of services

The Purchaser retains sole authority to determine whether the Provider's performance under the contract is adequate. The provider agrees to the following:

- a) The Provider shall allow the Purchaser's care manager and contracting staff to visit the Provider's facility or work site at any time for the purposes of ensuring that services are being provided as specified in the Plan of Care and the contract.
- b) Upon request by the Purchaser or its designee, the Provider shall make available to the Purchaser all documentation necessary to adequately assess Provider performance.
- c) The Provider will cooperate with the Purchaser in its efforts to implement the Purchaser's quality improvement and quality assurance program.

- d) The Provider shall develop and implement a process for assessing client satisfaction with services provided. The Provider shall report in a timely manner the results of its client satisfaction assessment effort to the Purchaser. The Purchaser reserves the right to review and approve the Provider's client satisfaction assessment process, and to require the Provider to submit a corrective action plan to address concerns identified in the review.
- e) The Provider shall cooperate with the Purchaser in implementing the Purchaser's program for assessing client satisfaction with services. The Purchaser reserves the right to require the Provider to submit a corrective action plan to address concerns identified in the review.

Article 23 Special Provision for High Risk Contract

The Purchaser has determined that this is a high risk contract. The Provider recently began operations. To mitigate the risks for a new Provider, the Provider shall:

- a) Hire a bookkeeper to keep financial records and to start at the beginning of the contract period and attach the bookkeeper's name, address, and telephone number to this contract.
- b) Hire an auditor to perform the annual audit and attach a copy of the signed engagement letter to this contract.

The Purchaser may unilaterally implement other changes depending on experience with the contract:

- a) Modifying the payment method to a cost reimbursement basis;
- b) Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given funding period;
- c) Requiring additional, more detailed financial reports;
- d) Performing additional project monitoring;
- e) Requiring the Provider to obtain technical or management assistance;
- f) Establishing additional prior approvals; or
- g) Other conditions that the Purchaser considers appropriate considering the circumstances.

The Provider may appeal these changes under Article 20 "Resolution of disputes." or it may request renegotiation of the contract or give notice of termination of the contract under Article 21 "Revision or termination of the contract."

Article 24 Record Keeping:

The provider shall establish a record keeping system which conforms to the rules and regulations required by the Program funding source and to standards established by the State to assure that the Contract is in compliance with all applicable regulations. Records shall be maintained after the final audit of the provider for a period of not less than five (5) years unless the program requirements are longer. The minimum acceptable records for administrative purposes of the Contract consists of:

1. Documentation of employee time;
2. Documentation of all materials, supplies, and travel expenses;
3. Inventory records and supporting documents for allowable equipment purchased to carry out the scope of work of the project;
4. Documentation and justification of the methodology used for any in-kind contributions;
5. Justification supporting allocations of space charges or other indirect cost allocation methods; and
6. Any other records which support charges incurred.

The provider shall maintain sufficient segregation of accounting records of this Contract separate from other contracts, projects, and programs.

Except when required by the State or Purchaser, the provider is prohibited from disclosing any information concerning beneficiaries who receive services from the Provider. The Provider shall be responsible for obtaining all necessary, informed, written consent of the beneficiaries or the beneficiaries' legal guardians when the beneficiaries apply to the Provider such that this Contract can be properly administered by the Provider and Audited.

Article 25 Examination of Records

Documents related to this Contract shall be made available for review by the Purchaser during normal business hours.

The Purchaser shall have access at any time during normal business hours, and the right to examine, audit, excerpt, transcribe and copy on the Provider's premises any directly pertinent records, in whatever form, relating to this Contract. If the material is on electronic media, the Provider shall provide copies in such form as may be requested by the Provider. Such material shall be retained after final audit of the Contract for a period of not less than five (5) years unless the program requirements are longer. This provision shall also apply in the event of termination of this Contract.

Fee Schedule for Section 17.2.1 "Units and Prices"

Purchaser: Jefferson County Human Services Department

Provider: _____

Contract Number: _____

Period: October 1, 2019 to September 30, 2020

The Performance Period under this Contract will be automatically extended by twelve (12) additional calendar months on October 1, 2020 and every October 1st thereafter, unless, either party gives notification of cancellation at least 60 days before the end of the initial or renewal term. The Contract is eligible for 3 possible 1 year extensions, in addition to the original term

Effective Date: October 1, 2019_____

Contract Amount: _____

BUDGET:

LIHEAP Crisis Client Services	\$
LIHEAP General Operations	\$
WX Operations Allocation	\$
Public Benefits Operations	\$
Public Benefits Outreach	

Contract Payment system Subtotal .S.

Payment Process: The provider/vendor will submit timely billings to the purchaser. Payments to the provider will processed on a monthly basis. Billings not received within one month from the end of the contract period will not be honored for payment. Expenses submitted by contractor shall be actual expenses. Contractor and/or subcontractor shall keep client files in accordance with Article 23,24

(Payment to a vendor for the client)	
LIHEAP Crisis Benefits	\$
Public Benefits Crisis Benefits	

Crisis Benefits Subtotal .S.

Total Contract

Expenditures may not exceed the amount of the funds authorized for this Contract. If federal funds are not sufficient, a reduction in the level of operations, outreach, and/or crisis funding could occur.

The LIHEAP and Public Benefits Crisis Benefit allocations are entered by the Department into the computerized WHEAP System. The Department pays LIHEAP and Public Benefits Crisis Benefits directly to the Vendor after entry of a complete WHEAP Crisis Case application into the system by the Contractor. The amount shown is reserved by the Department for the Contractor for payment to a vendor for a client. LIHEAP and Public Benefit Crisis Benefits are not directly awarded to the Contractor and no additional reporting of LIHEAP or Public Benefits Crisis Benefits is required.

Attachment A

OBJECTIVES/SCOPE OF WORK AND TIMETABLE

The Contractor shall provide the following minimal levels of services under this Contract:

1. Publicize a telephone number where persons can call for WHEAP information year-round and provide information on transportation to application site(s).
2. The publicized telephone shall have voice mail or an answering machine where persons can leave a message when the phone is not answered during non-office hours and/or the line is busy with another call.
3. Provide outreach services to targeted population groups, high-risk households, the elderly, disabled persons, households with children under six, and/or persons working at low-wage jobs (working poor). This is to include assistance with the preparation and submittal of applications by persons who are homebound.
4. Establish a central location for the distribution and receipt of applications.
5. Assure that all application sites are accessible to all potential applicants. This includes access for those with physical disabilities. It also includes reasonable access relative to where clients live and when clients work.
6. Contractors and/or their Subcontractors shall contact the local emergency government office and other nonprofit agencies informing them of their procedure in case of a disaster. Contractors and/or their Subcontractors shall contact the local emergency government office to determine the emergency government office's procedures in the event of a disaster, and to coordinate efforts.

7. Complete an "Outreach Plan" on an annual basis which shall be due by October 1st each year.
8. The Contractor shall participate in local coordination planning processes that will lead to the development of a "Local Coordination Plan" for their service territory. "Local Coordination Plan" shall be revised and updated by October 1 each year.
9. Contractors and/or their subcontractors are required to send at least one employee to all state WHEAP meetings, training sessions, and conferences.
10. Contractor will complete a "Crisis Plan" on an annual basis. The 'Crisis Plan' shall follow the format of the template provided by the Division. The 'Crisis Plan' shall be submitted to the Division by October 1.
11. Develop a Memorandum of Understanding (MOU) with the weatherization agency serving the area to coordinate the necessary arrangements to allow the weatherization agency to arrange for and deliver furnace repairs and/or replacements needed by client approved and deemed eligible by the Contractor (WHEAP Agency).
12. Respond to requests for emergency assistance within 48 hours of receiving the request. If the situation is life threatening, respond within 18 hours. Provide emergency and furnace services during the heating season and provide proactive crisis services year-round.
13. Contractors and/or their subcontractors shall be expected to have in place a backup system for communicating with, or reaching, fuel suppliers in an emergency if the phone system is inoperative.
14. Verify application information and supporting documents and certify that the application is correct. Enter all application(s) into the WHEAP System within 30 days of the application date.
15. Assure that any material published or distributed using any funds from this Contract prominently identify the program as the State of Wisconsin's Home Energy Assistance Program and that it is funded by the Division of Energy Services in the Department of Administration.
16. Provide equipment, including computer equipment, required for the operation of the WHEAP Program. This includes the maintenance, repair, and replacement of equipment.
17. Provide an Internet connection for the WHEAP program, including a dedicated line and local internet service provider.
18. Also see Chapter 8-ADMINISTRATION AND OUTREACH of the WHEAP Program and Operations Manual.

19. Participate in such pilot projects as the Department proposes and directs.

The Department shall provide the following:

1. Reimbursement of allowable Contractor expenditures up to the maximum allowed under the Contract for the services listed above.
2. Computerized WHEAP System for determining client eligibility, making payments, and maintaining client records.
3. Maintenance of the Computerized WHEAP System.
4. Processing and mailing of benefit checks to the applicants and/or their energy vendor(s) or crisis vendor(s) and the mailing of notification letters to the applicants for benefits and crisis assistance.
5. WHEAP Application Forms, brochures and manuals.
6. Updates and training on changes in the WHEAP program.

ATTACHMENT B

REPORTING SCHEDULE

The Contractor shall claim reimbursement for UHEAP Crisis Client Services, Public Benefits Outreach, UHEAP Operations and Public Benefits Operations expenditures on the WHEAP Contract Payment System. In order for the Contractor to be reimbursed for allowable expenses, WHEAP expenditures shall be claimed in a timely manner as detailed in ATTACHMENT C.

Also see Chapter 8-ADMINISTRATION AND OUTREACH of the WHEAP Program and Operations Manual.

The Local Agency shall claim reimbursement for expenditures on the WHEAP Contract Payment System, see Chapter 9 - Contract Payment System of the Program and Operations Manual. WHEAP expenditures shall be claimed in a timely manner. It is very important that claims for the operation of WHEAP be made at least on a quarterly basis. Expenditures may be claimed as frequently as monthly. For those agencies that subcontract the WHEAP program, the Subcontractor needs to be made aware of these time frames. Expenses submitted by each Contractor shall be actual expenses. Expenses cannot be claimed for 1/ 12th of the contract each month.

Contractors and/or their Subcontractors shall keep client files in accordance with Article 25, Article 28.

The Department has no prescribed reporting tool for the Contractor to keep record for the reporting of expenses. It is recommended that a 100% time study be used for the most accurate method to track activities of employees,

ADDITIONAL REPORTS AND INFORMATION

The Department reserves the right to amend and require additional information or reports as needed.

ATTACHMENT C BUDGET, PAYMENT, AND PENALTIES

Payment shall be made in conformance with the following:

1. The Department shall not provide reimbursement if the maximum amount of the Contract has been paid to the Contractor.
2. The Department shall defer reimbursement if unspent funds from previous WHEAP Contracts have not been returned.
3. The Department reserves the right to reduce the LIHEAP Crisis Client Benefits award and the Public Benefits -Crisis Client Benefits award, if Contractors and/or their subcontractors have not spent nor allocated for expenditure by:

April 1, at least fifty percent (50%) of the amount(s) awarded;
June 1, at least sixty percent (60%) of the amount(s) awarded;
August 1, at least eighty percent (80%) of the amount(s) awarded;

Payments which exceed allowable costs incurred and paid by the Contractor pursuant to the terms of this Contract, if outstanding at the expiration of this Contract, shall be repaid to the Department within sixty (60) days of the expiration date of this Contract. The Department in accordance with State procedures shall reconcile payments, and reported expenses. Payments shall be used only for current Contract year expenses.

PENALTIES

The Department may impose an administrative penalty in the amount of 0.27 percent of the administrative budget per day if the Contractor has engaged in persistent violation of the Department's policies and procedures as they are referred to in ARTICLE 21 of this Contract. This penalty shall be based on the accrued number of days the Contractor remains out of compliance, once notified. The penalty applies only to the administration portion of the budget.

Prior to the imposition of such a penalty, a notice of potential administrative penalty shall be sent to the Contractor's WHEAP Director. The penalty shall take effect twenty (20) days from the date of the notice unless the Contractor has provided written information documenting compliance to the Division of Energy Services.

A Contractor may appeal in writing to the Administrator of the Division within ten (10) working days of the imposition of the penalty. Penalties shall continue to accrue during the appeal period, but shall not be taken until the completion of the appeal process. The Administrator or designee shall review the grounds for the penalty, as well as the Contractor's good faith efforts and plans for correction. A penalty may be dismissed, sustained or temporarily suspended pending successful completion of a corrective action. The Administrator's decision shall be final.

PAYMENT SCHEDULE

The Department shall make payments twice monthly. The payment schedule is posted on the Home Energy plus site at <http://jhomeenergyplus.wi.gov> under Grantee Information, WHEAP Grantee Information. These extractions generally occur on the 12th and 26th of each month.

Wisconsin Home Energy Assistance Program (WHEAP) Subcontractor Addendum

Section 8.3.2 of the WHEAP Operations Manual requires that agencies ensure eligible households living in their county/tribe have WHEAP benefits available to them. Agencies may subcontract all or part of WHEAP. If agencies are selecting to subcontract all or part of WHEAP, the following addendum shall be attached to the WHEAP subcontract and all contents within the addendum shall be abided by.

The areas highlighted in yellow require county/tribe and agency specific information to be completed.

Subcontractor Budget

WHEAP Contract Account Line	Subcontract Amount Awarded
LIHEAP General Operations	\$
Public Benefits - Operations	\$
Public Benefits - Outreach	\$
WX Operations	\$
Total	\$
Total	\$

1. This subcontract for all or a portion of WHEAP between Jefferson County Human Services and Vendor shall exist for the performance period of 10/01/2019 through 09/30/2020.
2. This subcontract, for WHEAP operations, details that Jefferson County Human Services is subcontracting the following duties and responsibilities to Vendor,
 - a. Receive, accurately process and determine eligibility for WHEAP benefits.
 - b. Provide outreach services for Jefferson County residents.
 - c. Administer Furnace program.
 - d. Provide accurate and timely Crisis benefit issuance.
 - e. Work cooperatively with other Agencies and Utility programs.
3. Vendor shall administer the program in accordance with the WHEAP Operations Manual and Home Energy Plus (HE+) Furnace Manual.
4. Vendor shall invoice and report expenses to Jefferson County Human Services as follows:
 - a. The provider/vendor will submit timely billings to the purchaser. Payments to the provider will be processed on a monthly basis. Billings not received within one month from the end of the contract period will not be honored for payment.
5. Jefferson County Human Services shall forward all applicable documents, messages, and correspondence (including electronic messages) pertaining to WHEAP to Vendor.
 - a. Jefferson County Human Services shall distribute all forms, pamphlets and other applicable materials to Vendor.
6. Jefferson County Human Services shall provide Vendor a means to obtain the following information from Jefferson County Human Services, including but not limited to:
 - a. Procedures for verifying TANF/W2 income and other Income Maintenance program documentation;

Wisconsin Home Energy Assistance Program (WHEAP) Subcontractor Addendum

7. In the event of a natural disaster or other event that limits the services of WHEAP, Jefferson County Human Services and VENDOR have agreed upon the following contingency plan:
 - a, Jefferson County will provide space at the Workforce Development Center for VENDOR.
Depending upon the scope of the event, Jefferson County Human Services will follow the lead of the Jefferson County Business Continuation Plan.
8. Jefferson County Human Services and VENDOR agree to not use Confidential, Proprietary, or Personally Identifiable Information (PII) for any purpose other than the limited purposes set forth in the WHEAP Contract, and all related and necessary actions taken in fulfillment of the obligations there under.
9. Jefferson County Human Services and VENDOR agree to meet all necessary requirements of the performance measurements as outlined in Section 8.3.8 of the WHEAP Operations Manual and as listed below:
 - a. VENDOR shall strive to maintain or increase the current WHEAP paid Heat/Public Benefit (PB) caseload.
 - b. Complete accurate and timely eligible determinations.
10. Jefferson County Human Services shall monitor VENDOR general performance in relation to the WHEAP Subcontractor Addendum and specifically the performance measures stated in item number ten of this Addendum.
11. VENDOR audit results shall be provided to the Jefferson County Human Services and/or the Division upon request.
12. Within three (3) business days of the Division communication, Jefferson County Human Services shall communicate in writing to the VENDOR the amount of a financial amendment(s) awarded.

Brian Bellford,
Administrative Division Manager

Date: _____

Date: _____

AMENDMENT #1

Section 1.9 RFP_CALENDAR OF EVENTS was modified to indicate the County Board would review and accept proposals on August 13, 2019 at 7:00 PM. The revised schedule is as follows:

DATE	EVENT
May 20, 2019	Request for Proposal Issued
May 31, 2019	Deadline for submitting Proposer written questions
June 7, 2019	Tentative date for Responses to Proposer questions
June 14, 2019 at 4:00 PM	Proposal due date and time for Proposer responses
July 9, 2019 at 8:30 AM	Reviewed and accepted by Human Services Board
July 13, 2019 at 7:00 PM	Reviewed and accepted by County Board