

**Human Services Board Agenda - Jefferson County
Jefferson County Courthouse County Board Room 205
311 S. Center St
Jefferson, WI 53549**

Date: Tuesday, June 9, 2020 Time: 4:00 p.m.

Topic: Human Services Board Meeting - Public Hearing

Join Zoom Meeting

<https://zoom.us/j/96221189983?pwd=U2pSY0dtVFBqMkdmYUNpQXZCL1R5QT09>

Meeting ID: 962 2118 9983

Password: 742500

1 312 626 6799 US (Chicago)

Date: Tuesday, June 9, 2020 Time: 4:00 p.m.

Committee Members:

Jones, Dick (Chair)
Kutz, Russell (Vice Chair)
Tietz, Augie
Wineke, Michael

Crouse, Cynthia (Secretary)
Schultz, Jim
Golden, Leslie

PUBLIC HEARING begins at 5:00 p.m. on June 9, 2020, in Room 205, Jefferson County Courthouse

1. Call to Order
2. Roll Call (Establish a Quorum)
3. Certification of Compliance with the Open Meetings Law
4. Approval of the June 9, 2020 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 May 12, 2020, Board Minutes
7. Communications
8. Review of the April 2020 Financial Statement
9. Discuss and Approve May 2020 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 *(AODA Residential and Daycare)*
12. Discussion and Possible Action on Innovation in Social Emotional Development Grant
13. Discuss potential agenda items for the July board meeting.
14. Discuss the Public Hearing & Review Board Policies
15. Public Hearing – Human Services Department 2021 Budget
16. Adjourn

Next Scheduled Meeting

Tuesday, July 14, 2020, at 8:30 a.m.
Tuesday, August 11, 2020, at 8:30 a.m.

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

Special Needs Request - Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours before the meeting at 920-674-7101 so appropriate arrangements can be made.

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
May 12, 2020

Board Members Present via Zoom: Richard Jones, Russell Kutz, Jim Schultz, Augie Tietz, Cynthia Crouse, Leslie Golden, Michael Wineke

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; Office Manager Kelly Witucki, County Administrator Ben Wehmeier, and Board Supervisor Anita Martin.

1. CALL TO ORDER

Ms. Crouse called the meeting to order at 8:30 a.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

All present/Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

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

Ms. Crouse asked for nominations for Chair.

Mr. Tietz nominated Richard Jones.

Mr. Schultz seconded the nomination.

No other nominations were made.

Mr. Tietz made a motion to close the ballot and elect Richard Jones as Chair.

Mr. Kutz seconded the motion.

Motion passed unanimously.

Mr. Jones asked for nominations for Vice Chair.

Mr. Schultz nominated Russell Kutz.

Ms. Crouse seconded the nomination.

No other nominations were made.

Motion passed unanimously.

5. REVIEW OF THE MAY 12, 2020 AGENDA

No Changes

6. PUBLIC COMMENTS

No Comments

7. APPROVAL OF THE APRIL 14, 2020 BOARD MINUTES

Mr. Schultz made a motion to approve the April 14, 2020 board minutes.

Mr. Tietz seconded.

Motion passed unanimously.

8. COMMUNICATIONS

9. REVIEW OF THE MARCH 2020 FINANCIAL STATEMENT

10. DISCUSS AND APPROVE APRIL 2020 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$444,657.45. (attached). Mr. Bellford mention that DCF increased our kinship care contract, so we are able to provide more kinship funding to families. That is why our kinship payments have increased. They are offset with increased DCF funding.

Mr. Kutz made a motion to approve the April 2020 vouchers totaling \$444,657.45.

Mr. Tietz seconded.

Motion passed unanimously.

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

Behavioral Health:

Ms. Cauley reported on the following items:

- Through April there were 5114 emergency mental health contacts compared to 4417 for last year at this time. In 2009 there were 3582 and in 2008 there were 995.
- We currently have had 164 emergency detentions. Our diversion rate is 71%. In April we had 13, and in April of 2019, we had 3.
- In April of 2019, we had 47 requests for new services. In April of 2020 we had 62 requests.
- In our Outpatient Clinic therapists are providing services through Telehealth. The therapists have stated it is more convenient and they have seen a decrease in no shows due to fewer barriers for the consumers. Our Psychiatrist is also reporting that it is very effective and that the consumers appreciate having this option to continue treatment.
- Our Adult Out-of-Home Placement costs are down as we were able to move two consumers into their own homes.
- Youth Crisis Grant received \$5,000 to purchase supplies for youth. We will be able to purchase new licenses for Coping Cat which is an evidence based therapy for youth with anxiety.
- As previously discussed we received the Crisis Innovation Grant. The grant allowed us to hire an Emergency Mental Health Outreach Worker. This position works with the 142 licensed facilities in Jefferson County to help educate, provide resources, and create crisis plans. With the day services being closed this has put more stress on the facilities. With the support offered by the Greater Watertown Health Foundation we were able to work with the facilities and offer Bingo through Zoom twice a week.
- Our Outpatient Clinic has eleven therapists and one substance abuse counselor who provides outpatient therapy for people who are experiencing family violence. We work closely with both PAVE and New Beginnings who also assist with support and advocacy. We also offer Evidence-Based Practices through our Family-Centered Therapy program.

Administration:

Mr. Bellford reported on the following items:

- The County's financial auditors are currently on-site.
- Billing through February/March for most of our programs has been completed.
- Updates on Capital Projects
 - We are performing additional cleaning duties daily, such as wiping down all door handles, bubblers, and common work areas for staff.
 - Carpets are being shampooed along with walls and ceilings being wiped down.

- We have obtained 36 more duress buttons, along with new radios and a remote receiver for the Workforce Development building. We previously did not have buttons or a receiver at Workforce.

Economic Support:

Ms. Johnson reported on the following items:

- Our Key Outcome Indicators are being met and are as follows:
 - *We have 30 days to get 100% of all applications processed.* We processed 99.73% of them timely.
 - *The Consortium Call Center must answer calls timely within 95% of the time.* The Call Center was at 98.38%.
- Application numbers are going up, but the call center is going down. We received 1,655 fewer calls in April than we had received in March due to the changes that the Department of Children and Family has made.
- Anyone who receives free or reduced lunches at school will receive additional funds on their Food Share card. If they don't receive Food Share than the school district will be reaching out to those families.
- Currently 19 staff are working from home and 4 staff are physically at the Workforce Development Center.
- Staff is currently working on overpayments that they haven't been able to in the past.

ADRC:

Ms. Olson reported on the following items:

APS

- Mark Nevins retired on May 1 and our new staff, Kassie Kluge will be starting on June 1st.

ADRC

- Recognizing the vulnerability of many of our Home Delivered Meal Recipients (who may experience social isolation, food shortages or have other concerns) seven ADRC staff including the supervisor, have provided welfare checks phone calls every Tuesdays and Thursdays (days meals are not delivered) since 3-26-20. In March, ADRC staff completed a total of 218 welfare check calls. In April, HDM welfare checks were provided on 9 dates = approx. 717 calls.
- Volume of regular contacts (minus welfare check calls) has decreased since COVID-19. In March, per SAMS Profiler Report, there was 578 other calls/contacts, which is only slightly less than the number of total contacts for Jan (617) and Feb. (601). In April, there is 1, 126 total contacts – 717 HDM Welfare Check calls = 409 calls/contact.

Senior Dining

- KOI met. 23 new home delivered meals started in April. Average 99 meals per day. Meals for april 2,079.

Transportation

- KOI met. 347 1- way trips completed out of 516 requested for the Driver Escort Program in April . 21 wheelchair van/ 16 was transported through C&W or LaVigne. 206 were cancelled.
- For the VA van, 40 requested 1-way trips and 38 cancelled – Leaving 2 trips given of the VA

Dementia Care Specialist

- Offering Monday Morning Caregiver Coffee Hour, well received with 8 – 12 participants. Brain Health presentations will be offered May 19th and May 29th.

Child & Family Resources:

Mr. Ruehlow reported on the following items:

- All **Key Outcome Indicators** are all being met.
- Lynette Holman who was our Birth to Three Service Coordinator retired on May 8th after 23 years of service. We are currently looking at making some changes to that position before officially posting it.
- Our Access Worker, Carly King who was previously on maternity leave, has decided to stay home with her twins.
- We hired two of our past student interns, Adrianna Zickert and Autumn Risch to fill the two positions that we had vacant.
- Department of Children and Family has seen a 20% decrease in calls, but Jefferson County has not only seen an increase in calls, but also an increase in the intensity of the calls that continue to come in.
- Youth Justice referrals from Law Enforcement are down about 50%.
- As previously discussed we were awarded the Parents Supporting Parents Grant. The grant allowed us to hire a Coordinator, which was offered and accepted by Andrea Szwec. Andrea has worked many years for Human Services in several different positions and we are excited to have her move into this position.
- We applied and are awaiting for reimbursement for a client who is eligible for Sex trafficking State funding. We are expecting a reimbursement of \$23k.

12. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (Supportive Home Care)

Ms. Cauley reported that we have one new service provider. (attached)

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

Mr. Schultz seconded.

Motion passed unanimously.

13. DISCUSS AND POSSIBLE ACTION ON REAPPOINTMENTS FOR ADRC ADVISORY COMMITTEE MEMBERS – JEANNE TYLER REAPPOINTMENT FOR THREE YEAR, SECOND TERM ENDING JULY 1, 2023.

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

Mr. Kutz seconded.

Motion passed unanimously.

14. DISCUSS AND POSSIBLE ACTION ON REAPPOINTMENTS FOR NUTRITION PROJECT COUNCIL MEMBERS – CAROL O'NEIL REAPPOINTMENT FOR THREE YEAR, SECOND TERM ENDING JULY 1, 2023.

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

Mr. Kutz seconded.

Motion passed unanimously.

15. REVIEW THE HUMAN SERVICES 2019 ANNUAL REPORT

Ms. Cauley presented our 2019 annual report. Each Manager spoke about his/her Division.

16. DISCUSS POTENTIAL AGENDA ITEMS FOR JUNE BOARD MEETING AND PUBLIC HEARING.

- The location has not yet been decided, but more information will be released closer to the date.

17. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- We are currently facing a lot of transitions on how services will be delivered. We continue to make changes to maintain the safety of employees and consumers while receiving services.
- Mike Hansen, our Mobility Manager has created resources for how to order food online along with a resource with a list of pharmacies who offer delivery and curbside pick-up. Mike has also worked with the Food Pantries and Taxi services to get food delivered.
- We are looking at ways to reach out to our agriculture community.
- Referrals are down with children and we are looking into why that is. Is it because there are fewer eyes and ears for children?

18. ADJOURN

Ms. Crouse made a motion to adjourn the meeting.

Mr. Schultz seconded.

Motion passed unanimously.

Meeting adjourned at 10:18 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, June 9, 2020, at 4:00 p.m.

Courthouse, Room 112

311 South Center Ave, Jefferson, WI 53549

Financial Statement Summary

April, 2020

We are projecting a positive year-end fund balance of \$943,360. 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.

Summary of Variances:

Revenue: Overall, revenues are projected to be unfavorable by \$1,407,624. The revenue being under budget is related to billing of services at this point, not tax levy.

- CCS revenues are projected to be under budget by \$740,819. We added several new CCS and FCT positions in 2020 that were anticipated to bill MA. We have had several vacant positions, so we did not have any of the revenue or expenses associated with them. The projected revenue is based on January-March billings, which are consistent with 2019 billings. While CCS revenue is projected to be under budget by \$740,819, CCS and FCT expenses are projected to be under budget by \$714,686.
- CSP revenues are projected to be under budget by \$226,007 for the same reason as CCS revenue. CSP expenses are projected to be under budget by \$233,599.
- MA Collections for Winnebago/Mendota hospitalizations are projected to be over budget by \$158,948. This is based on our actual collections through April. While we have collected quite a bit of revenue, our hospitalization expenses are also significantly over budget.
- Income Maintenance and W2 program revenue is projected to be under budget by \$191,369. This is because we have not received any enhanced funding yet in 2020. That typically comes later in the year. Additionally, our RMS payment was \$41,516 this year, compared to \$195,583 last year. We budgeted for combined enhanced funding and RMS funding amount of \$100,000 for 2020. Finally, we do not have our 2020 allocations from the Consortium, yet, so we are using last year's numbers.

Expenditures: Overall, expenses are projected to be favorable by \$2,350,985. We carried over money for several projects, positions, and trainings that we do not anticipate using this year. The favorable projection in 2020, along with comparative 2019 balances, is due to the following:

Program	2019 Projected Balance	2019 Balance
Salary and Fringe	Favorable \$1,111,049	Favorable \$448,570
Child Alternate Care	Favorable \$635,757	Favorable \$631,469
Hospitals & Detox	Unfavorable \$25,617	Favorable \$332
Operating Reserve	Favorable \$650,000	Favorable \$650,000

Major Classifications Impacting the Balance

- **Salary expenses are projected to be under budget by \$653,610:** This is because of numerous vacant or unfilled positions, most of which are in CCS, FCT, and CSP.
- **Fringes and benefit expenses are projected to be under budget by \$455,055:** Most of this is due to health insurance, which can still be very volatile because of unfilled positions and changes in coverage. In 2019, we had \$2,292,257 in health insurance expenses. Our 2020 budget is for \$2,654,018. We are projecting \$2,398,780 in health insurance expenses right now for 2020.
- **Children Alternate Care expenses are projected to be under budget by \$635,757.**

	2020	2019
April	\$142,421	\$124,753
Monthly Average	\$152,523	\$137,660
YTD Total (through March)	\$610,094	\$550,640

- **Hospital/Detox is projected to be favorable \$133,331 (Net basis):**

	Budget	Actual	Projection
Revenue	\$356,635	\$171,861	\$515,583
Expenditures	\$1,271,224	\$432,280	\$1,296,841
Net	\$(914,589)	\$(260,419)	\$(781,258)

We ended 2019 with a net balance of \$(912,372).

- **Operating Reserve:** We are projecting a year-end balance of \$650,000 in the operating reserve.

BEHAVIOR HEALTH DIVISION: Projected favorable balance of \$54,074.

In March of 2020, we received a Winnebago/Mendota charge of \$69,045. In April of 2020, we received a Winnebago/Mendota credit of \$2,427.

CHILDREN & FAMILY DIVISION: Projected favorable balance of \$484,611, because of reduced alternate care costs.

ECONOMIC SUPPORT DIVISION: Projected unfavorable balance of \$92,433, because of uncertainty related to IM payments.

AGING & ADRC DIVISION: Projected favorable balance of \$117,592. We have received additional CARES Act and FFCRA funding for several programs, including the ADRC, the nutrition programs, III-B (Supportive Services), and III-E (Family Caregiver). We have also received carryover funding for the ADRC.

ADMINISTRATIVE DIVISION: Projected unfavorable balance of \$270,483. This is because of approximately \$102,000 of unallocated overhead that needs to be accounted for.

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

Statements are unaudited.

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT
STATEMENT OF REVENUES & EXPENDITURES
 Projection based on APRIL 2020 - Financial Statements

SUMMARY

Federal/State Operating Revenues	2,562,771	3,030,353	5,593,124	16,644,533	5,777,171	15,923,888	17,331,513	(1,407,624)
County Funding for Operations (tax levy & transfer in)	3,077,504	0	3,077,504	9,291,262	3,122,074	9,366,221	9,366,221	(0)
Total Resources Available	5,640,276	3,030,353	8,670,629	25,935,795	8,899,245	25,290,109	26,697,734	(1,407,624)
Total Adjusted Expenditures	7,753,689	910,871	8,664,560	25,234,116	9,151,915	25,357,299	27,708,284	2,350,985
OPERATING SURPLUS (DEFICIT)	(2,113,413)	2,119,482	6,069	701,679	(252,670)	(67,189)	(1,010,550)	943,360
Balance Forward from 2019-Balance Sheet Operating Reserve	1,010,550		1,010,550	1,166,829		1,010,550	1,010,550	0
NET SURPLUS (DEFICIT)	(1,102,863)	2,119,482	1,016,619	1,868,508	(252,670)	943,361	0	943,360

REVENUES

STATE & FEDERAL FUNDING

MH & AODA Basic County Allocation	384,960	267,223	652,183	1,956,549	650,882	1,956,549	1,952,647	3,902
Children's Basic County Allocation	331,850	85,197	417,047	988,673	450,679	1,251,141	1,352,038	(100,897)
Family Care County Contribution	0	0	0	0	0	0	0	0
Children's L/T Support Waivers	0	500,769	500,769	1,363,700	356,196	1,502,306	1,068,587	433,718
Behavioral Health Programs	75,788	85,666	161,454	389,963	137,224	381,629	411,673	(30,044)
Community Options Program	6,328	65,249	71,577	214,748	72,706	214,730	218,118	(3,388)
Aging & Disability Res Center	76,016	247,929	323,945	1,008,024	337,258	971,834	1,011,773	(39,939)
Aging/Transportation Programs	316,525	(67,253)	249,273	739,184	238,445	784,946	715,335	69,611
Project YES!	0	0	0	82,289	0	0	0	0
Youth Aids	282,443	37,048	319,490	813,439	254,292	762,358	762,877	(519)
IV-E Legal and Legal Rep	9,722	7,050	16,772	33,160	15,358	50,317	46,074	4,243
Family Support Program	0	0	0	0	0	0	0	0
Children & Families	42,863	(2,113)	40,750	225,794	70,163	207,157	210,488	(3,331)
ARRA Birth to Three	0	0	0	0	0	0	0	0
I.M. & W-2 Programs	68,583	636,282	704,864	1,799,615	538,307	1,423,551	1,614,920	(191,369)
Client Assistance Payments	76,812	52,458	129,270	273,823	100,778	286,331	302,333	(16,002)
Early Intervention	65,573	(10,385)	55,188	165,564	55,188	165,564	165,564	0
Total State & Federal Funding	1,737,462	1,905,119	3,642,582	10,054,527	3,277,476	9,958,411	9,832,427	125,985

COLLECTIONS & OTHER REVENUE

Provided Services	510,279	971,629	1,481,908	4,703,208	1,881,953	4,625,798	5,645,860	(1,020,062)
Child Alternate Care	21,807	0	21,807	135,506	46,667	65,420	140,000	(74,580)
Adult Alternate Care	57,358	0	57,358	163,540	66,667	172,074	200,000	(27,926)
Children's L/T Support	60,556	4,458	65,014	492,308	221,837	195,041	665,512	(470,470)
1915i Program	(1,123)	12,608	11,486	148,971	43,478	85,120	130,433	(45,313)
Donations	22,440	0	22,440	136,239	36,790	64,934	110,371	(45,437)

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2020 Budget	Year End Variance
Cost Reimbursements	41,103	5,215	46,318	171,757	50,751	134,264	152,254	(17,991)
Other Revenues	112,889	131,324	244,212	638,477	151,552	622,826	454,656	168,170
Total Collections & Other	825,309	1,125,234	1,950,543	6,590,006	2,499,695	5,965,477	7,499,086	(1,533,609)
TOTAL REVENUES	2,562,771	3,030,353	5,593,124	16,644,533	5,777,171	15,923,888	17,331,513	(1,407,624)
<u>EXPENDITURES</u>								
<u>WAGES</u>								
Behavioral Health	629,760	5,000	634,760	1,828,260	648,719	1,939,638	2,005,753	(66,115)
Children's & Families	628,983	40,000	668,983	1,837,513	639,145	2,006,948	1,920,416	86,532
Community Support	319,496	0	319,496	944,827	347,266	958,489	1,041,798	(83,309)
Comp Comm Services	508,301	0	508,301	1,294,020	609,657	1,524,904	1,921,713	(396,809)
Economic Support	433,575	0	433,575	1,291,718	442,883	1,300,726	1,328,650	(27,924)
Aging & Disability Res Center	167,188	0	167,188	514,079	179,981	501,563	539,943	(38,381)
Aging/Transportation Programs	167,727	0	167,727	489,419	170,243	503,182	510,730	(7,548)
Childrens L/T Support	148,112	0	148,112	346,397	156,330	444,336	468,989	(24,654)
Early Intervention	108,891	0	108,891	321,186	109,407	326,674	328,222	(1,548)
Management/Overhead	351,929	20,000	371,929	1,117,554	413,427	1,115,787	1,240,280	(124,493)
Lueder Haus	101,073	0	101,073	296,515	103,718	303,220	311,153	(7,932)
Safe & Stable Families	27,142	0	27,142	80,971	30,334	81,425	91,003	(9,578)
Supported Emplmt	0	0	0	0	0	0	0	0
Total Wages	3,592,178	65,000	3,657,178	10,362,459	3,851,110	11,006,892	11,708,650	(701,758)
<u>FRINGE BENEFITS</u>								
Social Security	263,728	0	263,728	766,875	288,381	791,183	865,144	(73,961)
Retirement	235,345	0	235,345	661,258	255,715	706,034	767,144	(61,110)
Health Insurance	772,093	27,500	799,593	2,292,980	884,673	2,398,780	2,654,018	(255,238)
Other Fringe Benefits	306,367	0	306,367	332,633	90,022	329,332	348,315	(18,983)
Total Fringe Benefits	1,577,533	27,500	1,605,033	4,053,746	1,518,790	4,225,330	4,634,621	(409,291)
<u>OPERATING COSTS</u>								
Staff Training	19,429	0	19,429	94,847	21,418	58,018	70,458	(12,440)
Space Costs	89,382	0	89,382	287,293	88,326	268,147	264,977	3,169
Supplies & Services	407,245	2,782	410,028	1,247,888	403,059	1,180,392	1,210,178	(29,786)
Program Expenses	78,507	0	78,507	219,521	58,047	245,196	174,141	71,055
Employee Travel	32,217	0	32,217	157,283	48,607	96,651	146,944	(50,294)
Staff Psychiatrists & Nurse	130,134	0	130,134	398,405	139,323	390,402	417,969	(27,567)
Birth to 3 Program Costs	68,440	15,000	83,440	231,964	80,667	250,321	242,000	8,321
Busy Bees Preschool	472	0	472	4,360	867	1,417	2,600	(1,183)
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	68,977	0	68,977	48,038	12,857	74,021	38,571	35,450
Year End Allocations	(15,134)	(80,244)	(95,378)	(72,558)	(2,258)	(288,134)	3,870	(292,004)
Capital Outlay	69,936	11,700	81,636	423,205	102,580	260,440	307,740	(47,300)
Total Operating Costs	949,606	(50,761)	898,845	3,040,245	953,493	2,536,871	2,879,449	(342,578)

<u>BOARD MEMBERS</u>	
Per Diems	
Travel	
Training	
Aging Committee	
Total Board Members	
<u>CLIENT ASSISTANCE</u>	
W-2 Benefit Payments	
Donation Expenses	
Medical Asst. Transportation	
Energy Assistance	
Kinship & Other Client Assistance	
Total Client Assistance	
<u>MEDICAL ASSISTANCE WAIVERS</u>	
Childrens LTS	
Total Medical Assistance Waivers	

<u>COMMUNITY CARE</u>	
Supportive Home Care	
Guardianship Services	
People Ag. Domestic Abuse	
Family Support	
Transportation Services	
Opp. Inc. Delinquency Programs	
Opp. Inc. Independent Living	
Other Community Care	
Elderly Nutrition - Congregate	
Elderly Nutrition - Home Delivered	
Elderly Nutrition - Other Costs	
Total Community Care	
<u>CHILD ALTERNATE CARE</u>	
Foster Care & Treatment Foster	
Intensive Comm Prog	
Group Home & Placing Agency	
L.S.S. Child Welfare	
Child Caring Institutions	
Detention Centers	
Correctional Facilities	
Shelter & Other Care	
Total Child Alternate Care	

Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2020 Budget	Year End Variance
1,265	0	1,265	4,125	1,540	3,795	4,620	(825)
96	0	96	574	246	288	738	(450)
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
1,361	0	1,361	4,699	1,786	4,083	5,358	(1,275)
0	0	0	0	0	0	0	0
2,508	0	2,508	16,607	10,103	7,524	30,309	(22,785)
0	0	0	0	0	0	0	0
29,106	0	29,106	123,925	51,850	87,319	155,550	(68,231)
47,200	0	47,200	103,979	29,761	141,601	89,283	52,317
78,814	0	78,814	244,511	91,714	236,443	275,142	(38,699)
66,507	463,840	530,347	1,563,713	384,747	1,589,785	1,154,242	435,543
66,507	463,840	530,347	1,563,713	384,747	1,589,785	1,154,242	435,543
7,259	0	7,259	44,602	11,000	21,778	33,000	(11,222)
16,730	0	16,730	53,294	24,141	50,189	72,422	(22,232)
0	0	0	0	5,000	0	15,000	(15,000)
0	0	0	0	0	0	0	0
18,177	0	18,177	50,583	15,000	54,532	45,000	9,532
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
194,933	29,000	223,933	803,425	265,734	769,938	797,201	(27,262)
11,049	0	11,049	56,393	20,857	38,498	62,570	(24,073)
37,560	0	37,560	129,762	42,290	123,899	126,871	(2,972)
1,944	0	1,944	6,833	2,067	5,831	6,200	(369)
287,651	29,000	316,651	1,144,892	386,088	1,064,665	1,158,263	(93,599)
259,303	0	259,303	781,551	308,333	745,728	925,000	(179,272)
0	0	0	0	0	0	0	0
37,215	0	37,215	285,718	136,667	111,199	410,000	(298,801)
0	0	0	0	0	0	0	0
186,899	0	186,899	419,885	216,667	557,561	650,000	(92,439)
10,500	0	10,500	101,668	41,667	31,500	125,000	(93,500)
0	0	0	0	0	0	0	0
46,592	5,270	51,862	153,108	42,443	155,585	127,330	28,255
540,509	5,270	545,779	1,741,931	745,777	1,601,573	2,237,330	(635,757)

HOSPITALS

Detoxification Services
Mental Health Institutes
Other Inpatient Care
Total Hospitals

Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2020 Budget	Year End Variance
15,080	0	15,080	30,335	18,333	45,240	55,000	(9,760)
275,626	141,574	417,200	1,238,554	405,408	1,251,601	1,216,224	35,377
0	0	0	0	0	0	0	0
290,706	141,574	432,280	1,268,890	423,741	1,296,841	1,271,224	25,617

HS RESERVE FUND

Operating Reserve

0	0	0	0	216,667	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

73,560	0	73,560	251,878	71,106	220,681	213,317	7,364
0	208,366	208,366	625,097	208,366	625,097	625,097	0
0	0	0	0	0	0	0	0
112,833	10,904	123,737	332,848	130,604	371,210	391,812	(20,602)
67,102	0	67,102	90,381	41,586	201,306	124,758	76,548
0	0	0	8,894	667	0	2,000	(2,000)
0	0	0	0	0	0	0	0
67,155	0	67,155	228,725	69,640	201,466	208,919	(7,453)
48,173	10,179	58,352	246,987	54,486	175,056	163,459	11,597
0	0	0	82	0	0	0	0
0	0	0	24,139	1,548	0	4,643	(4,643)
368,823	229,449	598,272	1,809,030	578,002	1,794,816	1,734,005	60,812

Total Other Contracted

TOTAL EXPENDITURES

7,753,689	910,871	8,664,560	25,234,116	9,151,915	25,357,299	27,708,284	(2,350,985)
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JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Projection based on April 2020 Revenue & Expenditures Financial Statement

Summary Sheet

() Unfavorable

		Annual Projection			Budget			
Program		Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	Variance
Behavior Health								
65000	BASIC ALLOCATION	3,713,604	4,673,247	959,643	3,606,272	4,584,297	978,025	18,382
65003	LUEDER HAUS	189,608	558,210	368,602	127,000	573,244	446,244	77,642
65007	EMERGENCY MENTAL HEALTH	65,563	891,586	826,023	85,000	887,738	802,738	(23,285)
65008	CRISIS INNOVATION	98,057	96,104	(1,952)	136,576	135,830	(746)	1,206
65010	MENTAL HEALTH BLOCK SUPPLEMENT	12,475	12,975	500	0	0	0	(500)
65011	MENTAL HEALTH BLOCK	23,355	24,989	1,634	51,078	52,656	1,578	(56)
65025	COMMUNITY SUPPORT PROGRAM	489,729	1,542,675	1,052,946	715,737	1,776,274	1,060,537	7,591
65027	COMP COMM SERVICE	2,640,000	2,524,812	(115,188)	3,380,819	3,093,666	(287,153)	(171,965)
63027	FAMILY CENTERED THERAPY	0	82,694	82,694	0	228,526	228,526	145,831
65031	AODA BLOCK GRANT	21,658	21,658	0	158,484	178,018	19,534	19,534
65035	AODA BLOCK GRANT SUPPLEMENTAL	49,185	86,740	37,555	0	0	0	(37,555)
65032	OPIOID GRANT	177,347	234,075	56,728	100,502	199,166	98,664	41,936
65033	JAIL AODA COUNSELING	0	0	0	0	0	0	0
65043	COMMUNITY MENTAL HEALTH	97,609	0	(97,609)	97,609	0	(97,609)	0
65044	CCISY CRISIS GRANT	0	0	0	4,000	4,000	0	0
65063	1915I PROGRAM (CRS)	85,120	371,460	286,340	130,433	391,812	261,379	(24,961)
65090	YOUTH EMPOWERMENT SOLUTIONS	0	0	0	0	0	0	0
65034	WATERTOWN FOUNDATION TIC	11,592	11,592	0	0	0	0	0
66000	DONATIONS	272	0	(272)	0	0	0	272
Total	Behavior Health	7,675,174	11,132,817	3,457,643	8,593,510	12,105,227	3,511,717	54,074

Children & Families								
65001	CHILDREN'S BASIC ALLOCATION	1,397,556	2,585,961	1,188,404	1,552,038	2,896,203	1,344,165	155,761
65002	KINSHIP CARE	127,420	127,012	(408)	86,783	86,783	0	408
65005	YOUTH AIDS	650,591	1,440,644	790,053	664,202	1,955,537	1,291,335	501,282
65013	CHILD WELFARE COVID-19	17,882	17,882	0	0	0	0	(0)
63109	YOUTH JUSTICE INNOVATION	0	16,492	16,492	0	0	0	(16,492)
60683	CITIZEN'S REVIEW PANEL	156	156	0	10,000	10,545	545	545
63612	IN HOME SAFETY SERVICES	57,355	63,727	6,373	60,435	67,068	6,633	260
65009	YA EARLY & INTENSIVE INT	46,501	85,799	39,298	46,501	189,322	142,821	103,524
63110	PARENT VOICE STAKEHOLDER	0	0	0	0	0	0	0
65121	CHILDREN'S COP	214,730	218,118	3,388	218,118	218,118	0	(3,388)
65020	DOMESTIC ABUSE	0	0	0	0	15,000	15,000	15,000
65021	SAFE & STABLE FAMILIES	65,586	130,292	64,706	71,586	150,656	79,070	14,363
65036	SACWIS	0	9,676	9,676	0	0	0	(9,676)
65040	CHILDRENS LTS WAIV-DD	1,459,277	2,039,783	580,507	1,330,074	1,710,631	380,557	(199,950)
65067	COMMUNITY RESPONSE GRANT	82,556	155,836	73,280	93,932	191,951	98,019	24,739
63111	FOSTER PARENT RETENTION	16,102	16,102	0	11,400	11,400	0	0
65068	FOSTER PARENT TRAINING	3,001	10,842	7,842	1,067	2,667	1,600	(6,241)
65060	IV-E CHIPS LEGAL	14,649	107,321	92,672	0	0	0	(92,672)
65070	IV-E TPR	35,056	92,252	57,196	30,752	109,436	78,684	21,488
65069	LEGAL REP: TPR	0	0	0	15,322	15,322	0	0
65079	LEGAL REP: CHIPS	613	1,734	1,121	0	0	0	(1,121)
65080	YOUTH DELINQUENCY INTAKE	0	867,077	867,077	0	934,912	934,912	67,835
65082	AUTISM	238,070	300,076	62,006	404,025	293,917	(110,108)	(172,114)
65175	EARLY INTERVENTION (BIRTH TO 3)	193,652	763,579	569,927	193,564	789,050	595,486	25,559
65105	KINSHIP ASSESSMENTS	4,743	3,814	(929)	4,643	4,643	0	929
65120	COORDINATED SERVICE TEAM	60,000	71,302	11,302	60,000	97,472	37,472	26,170
65188	BUSY BEES PRESCHOOL	2,363	33,629	31,266	3,000	36,011	33,011	1,745
65189	INCREDIBLE YEARS	375	59,890	59,515	0	62,725	62,725	3,210
66000	DONATIONS	664	7,524	6,860	0	30,309	30,309	23,449
Total	Children & Families	4,688,896	9,226,521	4,537,625	4,857,442	9,879,679	5,022,236	484,611

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Projection based on April 2020 Revenue & Expenditures Financial Statement

Summary Sheet

() Unfavorable

Program	Annual Projection		Tax Levy	Budget			Variance	
	Revenue	Expenditure		Revenue	Expenditure	Tax Levy		
Economic Support Division								
65051 INCOME MAINTENANCE	1,286,411	2,074,825	788,414	1,493,597	2,167,351	673,754	(114,659)	
65053 CHILD DAY CARE ADMIN	124,659	6,190	(118,469)	100,000	0	(100,000)	18,469	
65057 ENERGY PROGRAM	87,319	87,319	0	155,550	155,550	0	0	
65071 CHILDREN FIRST	2,228	0	(2,228)	4,800	0	(4,800)	(2,572)	
65073 FSET	5,510	0	(5,510)	11,880	0	(11,880)	(6,370)	
65100 CLIENT ASSISTANCE	12,700	0	(12,700)	0	0	0	12,700	
Total	Economic Support Division	1,518,827	2,168,334	649,507	1,765,827	2,322,901	557,074	(92,433)
Aging Division & ADRC								
65012 ALZHEIMERS FAM SUPP	35,750	21,634	(14,116)	33,000	33,000	0	14,116	
65046 ADRC - DBS	0	129,464	129,464	0	181,683	181,683	52,219	
65047 ADRC - DCS	0	89,632	89,632	0	94,860	94,860	5,228	
65048 AGING/DISABIL RESOURCE	971,834	607,128	(364,706)	1,011,773	672,202	(339,571)	25,136	
65075 GUARDIANSHIP PROGRAM	1,225	16,965	15,740	0	27,422	27,422	11,682	
65076 STATE BENEFIT SERVICES	53,281	87,514	34,233	54,553	95,603	41,050	6,817	
65077 ADULT PROTECTIVE SERVICES	56,827	50,408	(6,419)	56,827	86,914	30,087	36,506	
65078 NSIP	21,782	24,858	3,076	17,186	17,186	0	(3,076)	
65151 TRANSPORTATION	227,450	297,797	70,348	286,595	317,739	31,144	(39,204)	
65152 IN-HOME SERVICE III-D	9,028	0	(9,028)	4,245	5,000	755	9,783	
65154 SITE MEALS	119,158	98,617	(20,540)	146,084	153,261	7,177	27,717	
65155 DELIVERED MEALS	143,624	192,040	48,416	172,744	217,235	44,491	(3,925)	
65156 HDM COVID-19	24,623	24,623	0	0	0	0	0	
65157 SENIOR COMMUNITY SERVICES	17,967	0	(17,967)	7,986	0	(7,986)	9,981	
65158 ELDER ABUSE	25,025	187,075	162,050	25,025	136,075	111,050	(51,000)	
65159 III-B SUPPORTIVE SERVICE	76,434	93,463	17,029	66,543	75,760	9,217	(7,812)	
65163 TITLE III-E (FAMLY CAREGIVER SUPPORT)	36,302	46,930	10,628	29,918	41,000	11,082	454	
65195 VEHICLE ESCROW ACCOUNT	232	18,176	17,944	0	39,427	39,427	21,483	
63010 MOBILITY MANAGER	82,958	103,698	20,740	80,000	102,227	22,227	1,487	
66000 DONATION	0	0	0	0	0	0	0	
Total	Aging & ADRC Center	1,903,500	2,090,021	186,521	1,992,479	2,296,592	304,113	117,592

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Projection based on April 2020 Revenue & Expenditures Financial Statement

Summary Sheet

() Unfavorable

		Annual Projection			Budget			
Program		Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	Variance
Administrative Services Division								
65187	UNFUNDED SERVICES	16,799	18,689	1,890	0	48,317	48,317	46,427
63101	DODGE STREET HOUSE	0	9,628	9,628	0	0	0	(9,628)
65190	MANAGEMENT	0	47,260	47,260	0	6,500	6,500	(40,760)
65200	OVERHEAD AND TAX LEVY	9,486,915	368,382	(9,118,533)	9,488,475	130,754	(9,357,721)	(239,188)
65200	Overhead Cleared	0	0	0	0	0	0	0
65210	CAPITAL OUTLAY	0	242,264	242,264	0	268,313	268,313	26,049
22101	COVID-19	0	53,382	53,382	0	0	0	(53,382)
	Balance Sheet Non Lapsing Funds	1,010,550	0	(1,010,550)	1,010,550	0	(1,010,550)	0
Total	Administrative Services Division	10,514,264	739,606	(9,774,657)	10,499,025	453,885	(10,045,141)	(270,483)
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								
		26,300,659	25,357,299	(943,361)	27,708,284	27,708,284	(0)	943,360

Note: Variance includes Non-Lapsing from Balance Sheet

Children - Alternate Care Costs

Type of Placement	# of Children	# of Days	Cost	Cost per Day	Cost Per Child
January-20					
Foster Care	58	1,660	\$77,177	\$46	\$1,331
Group Home	3	74	\$16,574	\$224	\$5,525
Kinship Care	36	1,116	\$9,144	\$8	\$254
Subsidized Guardianship	17	527	\$6,869	\$13	\$404
RCC's	2	62	\$25,607	\$413	\$12,803
RCC's - Out of State	2	62	\$33,325	\$538	\$16,663
Total January 2020	118	3501	\$ 168,696	\$48	\$1,430
	2020 YTD Avg. per Month		\$168,696		
	2019 YTD Avg. per Month (thru January 2019)		\$156,643		
February-20					
Foster Care	55	1,534	\$69,688	\$45	\$1,267
Group Home	3	74	\$16,549	\$224	\$5,516
Kinship Care	43	1,259	\$10,988	\$9	\$256
Subsidized Guardianship	17	493	\$6,869	\$14	\$404
RCC's	2	58	\$23,954	\$413	\$11,977
RCC's - Out of State	2	58	\$31,175	\$538	\$15,588
Total February 2020	122	3476	\$159,224	\$46	\$1,305
	2020 YTD Avg. per Month		\$163,960		
	2019 YTD Avg. per Month (thru February 2019)		\$142,249		
March-20					
Foster Care	54	1,525	\$68,765	\$45	\$1,273
Group Home	2	17	\$3,868	\$228	\$1,934
Kinship Care	46	1,331	\$10,906	\$8	\$237
Subsidized Guardianship	18	558	\$7,553	\$14	\$420
Supervised Independ Living	1	26	\$5,200	\$200	\$5,200
RCC's	2	62	\$25,607	\$413	\$12,803
RCC's - Out of State	2	36	\$17,855	\$496	\$8,928
Total March 2020	125	3555	\$139,754	\$39	\$1,118
	2020 YTD Avg. per Month		\$155,891		
	2019 YTD Avg. per Month (thru March 2019)		\$141,269		

Children - Alternate Care Costs

Type of Placement	# of Children	# of Days	Cost	Cost per Day	Cost Per Child
April-19					
Foster Care	56	1,640	\$90,536	\$55	\$1,617
Group Home	0	0	\$0	\$0	\$0
Kinship Care	46	1,336	\$11,299	\$8	\$246
Subsidized Guardianship	18	540	\$7,553	\$14	\$420
Supervised Independ Living	1	24	\$3,432	\$143	\$3,432
RCC's	2	19	\$15,200	\$800	\$7,600
RCC's - Out of State	1	30	\$14,400	\$480	\$14,400
Total April 2020 **	124	3589	\$142,421	\$40	\$1,149
	2020 YTD Avg. per Month		\$152,523		
	2019 YTD Avg. per Month (thru April 2019)		\$137,660		
**\$17,882 of these costs are additional COVID-19 costs that are offset with State funding					
		Projected 2020 Cost	\$1,830,281		
		2020 Budget	\$2,046,788		

[illegible]

RESOLUTION NO. 2020-_____

Accepting the Birth to Three Program: Innovation in Social-Emotional Development grant funding through the State of Wisconsin Department of Health Services at the Human Services Department

Executive Summary

Jefferson County Human Services was recently awarded a grant from the State of Wisconsin Department of Health Services (DHS) to fund projects that support the implementation of evidence-based practices and system changes to improve social-emotional outcomes for enrolled children.

The County will receive a grant in the amount of \$54,005.50 to fund the implementation of the Brazelton Touchpoints training. This training will be provided to Jefferson County, Dodge County, and contracted staff. A Jefferson County staff member will also become a certified trainer and provide training to community partners.

On **June 9, 2020**, the Finance Committee reviewed the request from the Human Services Director and recommended forwarding this resolution to the County Board to accept the grant funding of \$54,005.50 and create a budget amendment.

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

WHEREAS, grant funding is available from the Birth to Three Program: Innovation in Social-Emotional Development grant to expand the services the Human Services Department provides to children enrolled in the Birth to Three program, and

NOW, THEREFORE, BE IT RESOLVED that the 2020 County Budget be amended to accept the grant funding from the Birth to Three Program: Innovation in Social-Emotional Development grant for the amount of \$54,005.50.

Fiscal Note: The Birth to Three Program: Innovation in Social-Emotional Development grant is runs until December 31, 2021. Jefferson County will receive reimbursement for costs incurred in 2020 and 2021. Please see the attached Budget Adjustment or Amendment Request form for the proposed adjustment to the 2020 budget. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board). Grant funds not expended during 2020 will be incorporated into the Human Services' 2021 budget.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Finance Committee

DATE

Brian Bellford: 05-14-20

REVIEWED: Administrator _____; Corp. Counsel _____; Finance Director _____

**JEFFERSON COUNTY
BUDGET ADJUSTMENT OR AMENDMENT REQUEST**

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Level 1	Adjustments of operating appropriations up to \$4,999 from one account to another <u>within</u> the department's budget	Department Head
<input type="checkbox"/> Level 2	<input type="checkbox"/> a. Adjustments of operating appropriations over \$5,000 and up from one account to another <u>within</u> the department's budget.	Administrator
	<input type="checkbox"/> b. Substitution of capital items or adjustment of operating to capital appropriations up to \$24,999 from one account to another <u>within</u> the department's budget.	Administrator
	<input type="checkbox"/> c. Transfers between departments within a budgetary function of up to \$24,999.	Administrator
<input type="checkbox"/> Level 3	Amendments of operating or capital appropriations needing additional funding from contingency funds from that are under 10% of the funds originally appropriated for an individual department.	Finance Committee
<input type="checkbox"/> Level 4	<input type="checkbox"/> a. Amendments of operating or capital appropriations needing additional funding from contingency funds from that are over 10% of the funds originally appropriated for an individual department.	County Board
	<input checked="" type="checkbox"/> b. New programs in a department that were not originally budgeted through increase in expenses with offsetting increase in revenue for that program. (i.e. grant funding or donations)	County Board
	<input type="checkbox"/> c. Substitution of capital items or adjustment of operating to capital appropriations over \$25,000 from one account to another <u>within</u> the department's budget.	County Board
	<input type="checkbox"/> d. Amendments of operating or capital appropriations needing funding from general fund balance.	County Board

Increase	Decrease	Org	Object	Project	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65013000	532325	63175	Registration	16,600.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65013000	529299	63175	Purchased Care/Services	23,415.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65013000	532332	63175	Mileage & Meals	2,020.50
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65013000	532336	63175	Lodging	2,500.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65013000	531319	63175	Other Suppl	4,650.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65013000	531349	63175	Other Exp	500.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65013000	557321	63175	Food/Supplies	4,320.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	65013000	421001	63175	State Aid	(54,005.50)
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					

Description of Adjustment:

Department Head Signature _____ Date _____

County Administrator Signature _____ Date _____

- 1) Salaries and Fringes are not included as operating above, any changes to salaries and fringes must be discussed with the County Administrator.
- 2) The County Administrator shall make the determination if the budget adjustment needs to go to the County Board.
- 3) Any items \$5,000 and above must be capitalized.