

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

Date: Tuesday, March 9, 2021 **Time:** 8:30 a.m.

Topic: Human Services Board Meeting

Join Zoom Meeting

<https://zoom.us/j/94280034464?pwd=dkZGanZ1TFNTV1M0QlhpVGpzS2JnZz09>

Meeting ID: 942 8003 4464

Passcode: 750434

One tap mobile

+13126266799,,94280034464# US (Chicago)

Committee Members:

Jones, Dick (Chair)
Kutz, Russell (Vice Chair)
Nsibirwa, Sira

Schultz, Jim (Secretary)
Vacant
Wineke, Michael

1. Call to Order
2. Roll Call (Establish a Quorum)
3. Certification of Compliance with the Open Meetings Law
4. Approval of the March 9, 2021 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 February 9, 2021, Board Minutes
7. Communications
8. Review of the Final 2020 Financial Statement
9. Discuss and Approve February 2021 Vouchers
10. Division Updates:, Child and Family, Behavioral Health, Administration, and Economic Support, and Aging & Disability Resource Center
11. Discussion and Possible Action on New 2021 Professional Service Contracts (*CCS Regional Service Array*)
12. Discussion and Possible Action on Final 2020 Carry Over Requests
13. Discussion and Possilbe Action on creating School Mental Health positions
14. Discussion and Possible Action on update ADRC Advisory Committee bylaws
15. Director's Report
16. Adjourn

Next Scheduled Meetings:

Tuesday, April 13, 2021, at 8:30 a.m.

Tuesday, May 11, 2021, 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
February 9, 2021

Board Members Present in Person: Michael Wineke

Board Members Present via Zoom: Richard Jones, Russell Kutz, Jim Schultz, Michael Wineke, and Sira Nsibirwa

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 ReBecca Schmidt, and Office Manager Kelly Witucki

1. CALL TO ORDER

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

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Tietz Absent/Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE FEBRUARY 9, 2021 AGENDA

No Changes

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE JANUARY 12, 2021 BOARD MINUTES

Mr. Wineke made a motion to approve the January 12, 2021 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

Ms. Cauley reported that there was an article in the Daily Union regarding the increase in suicide calls during the pandemic and the services that Human Services offers regarding mental health and substance abuse.

8. REVIEW OF DECEMBER 2020 FINANCIAL STATEMENT

Mr. Bellford reviewed the December 2019 financial statement (attached) and reported that there is a projected year-end fund balance of \$3,105,668. We know several adjustments and payments are still pending, so the 2020 numbers are not finalized. This figure is an estimate of our spendable balance, and it includes several prepaid adjustments. Pending adjustments are not expected to materially impact our balance. A draft of our requested carryover has been included.

9. REVIEW AND APPROVE JANUARY, 2021 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$540,332.00 (attached).

Mr. Wineke made a motion to approve the January 2021 vouchers totaling \$540,332.00.

Mr. Schultz seconded.

Motion passed unanimously.

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

ADRC:

Ms. Schmidt reported on the following items:

ADRC

- There was a change to the ADRC's 2021 Scopes of Services stating that within 5-business days of the ADRC's awareness of confirmed functional and financial eligibility for publicly-funded long-term care (PFLTC), ADRC staff shall provide enrollment counseling. In previous years, the Contract did not have a specific required time frame to provide enrollment counseling.
- To ensure that we are meeting this new requirement we set this as one of our Key Outcome Indicators for the ADRC. In January the KOI was met. The ADRC received 388 calls in January.

Nutrition

- The Nutrition Program continued to be busy through January with 2563 meals being delivered and 422 carry-out meals being provided. Congregate sites are still not open due to COVID.

Transportation

- The transportation program is doing well, our ADRC Driver / Escort Program provided 546 one-way trips in January with 10 new riders utilized our services already this year.
- Jean Thiede, our transportation Coordinator, will be retiring at the end of March this year. Mike Hanson, our mobility manager, and I have just completed a round of interviews to replace Jean in her position and actively working to achieve filling this position.

Caregiver Support

- Our Caregiver Support program is up to 140 participants in January, that's impressive growth for this important program.

3-year Aging Plan

- We are beginning the process of creating a new 3-year Aging plan to be effective 2022 – 2024. Our first task will be to develop an effective and meaningful way to gather input from our community on our current programs and potential new programs we can create to best meet their needs.

Child & Family Resources:

Mr. Ruehlow reported on the following items:

- **Key Outcome Indicators** are all being met
 - We have seen a slight increase in our use of non-relative homes due to more serious crimes
- For our new Parents Supporting Parents Program, we have hired 3 Family Well-Being Specialists who will all be starting February 22.
- We are currently interviewing for our vacant CPS Ongoing position.
- In 2012 we had 110 kids in protective placement compared to 78 in 2020 and 49 for 2021.
- Hope Program update:
 - Since the program has started we have worked with 35 consumers.
 - 10 consumers have moved into housing on their own.
 - 18 consumers are currently enrolled in services.
 - 2 consumers have moved out of the county.

- 3 consumers have been enrolled into Family Care or SSI.
- 6 consumers have moved on to other employment.
- 3 consumers are working with Opportunities.

Behavioral Health:

Ms. Cauley reported on the following items for January:

- Key Outcome Indicators are all being met
 - In January 2020 we had 1,245 EMH services, compared to January 2021 we had 1,501.
 - We had 43 assessments, with a diversion rate of 80%.
- The Crisis Innovation Grant funded a position that is currently working with the licensed facilities in Jefferson County. In 2018 there were 347 law enforcement contacts made with the licensed facilities. In 2020 there were 62 law enforcement contacts made with the licensed facilities. Currently Monday thru Friday this worker will be responding with law enforcement to these calls.
- DHS announced that effective February 1 Wisconsin expands Medicaid coverage of residential substance use disorder treatment for members. Counties will be responsible for room and board.
- There has been an increase in the request for services for mental health and substance abuse. Previously it has been 3 or 4 requests per day, but last week we had 13-14 per day.
- On February 16 at 1:00 p.m. we will be giving out the CIT awards to the recipients.

Administration:

Mr. Bellford reported on the following items:

- We are working on finalizing the year-end reports for DCF, DHS, GWAAR, and Income Maintenance. DOT reports for 85.21 Transportation and Mobility Manager have been finalized.
- We still have several adjustments and accruals to finalize the 2020 ledger
- We will soon be completing the billing for 2020. We need MIS to complete work on the new clearinghouse.
- Interviews are starting this week for the vacant CCS Billing Specialist position.
- The Accounting Specialist II position that handles our payroll has been posted and we are currently reviewing applicants.

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 99.76% of them timely. We received 409 applications in January and did 408 timely.
 - The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was 99.64%.
- Marketplace will be reopening from February 15 thru May 15 for enrollment in 2021.
- For February participants received extra food benefits.
- Tuesdays and Thursdays from 9:00 a.m. to 12:00 p.m. the Job Center Resource room will be opening by appointment for anyone who is receiving unemployment benefits and needs to search for employment.
- Ms. Johnson read a complimentary letter that she received from a gentleman recognizing Dana Dietschweiler for her hard work.

- 11. DISCUSSION AND POSSIBLE ACTION APPOINTMENTS TO THE ADRC ADVISORY COMMITTEE – SIRA NSIBIRWA AND MICHAEL WINEKE**
Mr. Jones made a motion to approve the appointments as presented.
Mr. Kutz seconded.
Motion passed unanimously.
- 12. DISCUSSION AND POSSIBLE ACTION ON NEW 2021 PROFESSIONAL SERVICE CONTRACTS (WDC RENT, AODA RESIDENTIAL SERVICE, AND INTERVENTION)**
Ms. Cauley reported that we have four new service providers. (attached)
Mr. Wineke made a motion to approve the contracts as listed.
Mr. Jones seconded.
Motion passed unanimously.
- 13. DISCUSSION AND POSSIBLE ACTION ON BUDGET CARRYOVER REQUESTS**
Ms. Cauley reviewed the “Final Non-Lapsing and Carryover of Fund Balances Request for the year ending December 31, 2020.” (attached)
Mr. Schultz made a motion to approve the carryover requests as presented and to send them to the Finance Committee for approval.
Mr. Kutz seconded.
Motion passed unanimously.
- 14. DISCUSSION AND POSSIBLE ACTION ON PROCLAMATION RECOGNIZING APRIL AS CHILD ABUSE PREVENTION MONTH**
Mr. Jones made a motion to approve the proclamation recognizing April as Child Abuse Prevention Month.
Mr. Schultz seconded.
Motion passed unanimously.
- 15. DISCUSSION AND POSSIBLE ACTION ON 2021 BILLING RATES**
Mr. Bellford reviewed the 2021 service rates. (attached)
Mr. Kutz made a motion to approve the rates as listed.
Mr. Wineke seconded.
Motion passed unanimously.
- 16. DIRECTOR’S REPORT**
Ms. Cauley reported on the following items:
- It is a state budget year and one of the items that will be on it will be the ADRC like concept for children. This goal is to have one go-to place for all resources for children with disabilities.
 - Ms. Cauley has been working with Wisconsin County Association to make recommendations about the Emergency Detention process; this included more access to community treatment for suicide ideation and increasing Medicaid rates.
 - Human Services Lobby Day at the Capitol will be held virtually on April 13.
 - We have many key retirements coming up.
 - February 17 we will be holding an Implicit Bias training that will be given by Dr. Cox.
 - The CIT award will be given out to the recipients on February 16 at the courthouse.
 - Next week we will be launching a year-long training for Human Services Managers and Supervisors and then another cohort for aspiring leaders.

- In October staff was able to join our Healthy Minds at Work Initiative. For the participants that completed the 30-day challenge, their stress went down 13%.

17. ADJOURN

Mr. Kutz made a motion to adjourn the meeting.

Mr. Schultz seconded.

Motion passed unanimously.

Meeting adjourned at 9:33 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, March 9, 2021, at 8:30 a.m.

Jefferson County Courthouse County Board Room 205

311 S Center Ave, Jefferson, WI 53549

Financial Statement Summary

December, 2020 - FINAL

We ended 2019 with a positive year-end fund balance of \$4,177,286. This figure includes \$324,888 of non-spendable prepaid items, and \$3,852,398 in other fund balance (some of which we will lapse to the general fund).

This compares to a projected balance of \$3,105,668 at last month's meeting. We ended the year with more CCS revenue than we were projecting last month. Additionally, ADRC revenue increased, while Admin expenses, specifically fleet management, decreased.

Overall, our surplus can be attributed to these key factors in 2021.

- Carryover reserve - \$650,000
- Children's Alternate Care –\$923,343 under budget. \$645,302 of that is attributable to Group Homes and RCC's.
- Fleet Management program – Did not spend in 2020. Recommended lapse of \$310,000.
- Salary and Fringe expenses - \$1,078,314 under budget. Many unfilled positions.
- Hospitalizations – Favorable on a net basis by appx. \$339,432.
- Outpatient Clinic and EMH billing – \$200,524 more than budgeted.
- Economic Support – Enhanced and RMS revenue of \$126,003 more than budget in 2020.
- WIMCR – Revenue of \$121,116 more than budgeted.

Summary of Variances:

Revenue: Overall, revenues were favorable by \$988,619. We ended 2019 with favorable revenue of \$275,378.

- CCS revenues were \$3,262,053. They increased significantly toward the end of the year because of increased hours/staff, more billable hours per staff, and a higher billing rate. We collected an average of \$135,793 per month in CCS revenue in the first four months 2019. We collected an average of \$234,810 per month during the first four months of 2020. We collected an average of \$303,465 during the last three months of 2020.
- Outpatient mental health billing has increased significantly over the past few years, because of many factors, such as: increased demand for services, new positions, Open Access, Billing Mgmt, additional billing oversight, telehealth rules, and insurance initiatives.

Description	2021 Budget	2020	2019	2018	2017	2016
Insurance	305,548	288,923	210,799	172,703	108,496	81,199
Medicare	72,008	76,459	55,252	48,957	67,662	80,558
Medicaid	87,956	73,610	39,664	51,808	44,861	37,157
Prior Year	-	7,161	3,137	1,149	9,752	8,753
Total	465,514	466,153	308,853	274,618	230,774	207,667

- We obtained \$226,003 in enhanced Income Maintenance and RMS funding in 2020, which is \$126,003 more than budgeted. We will get \$39,150 in RMS funding in 2021. We do not know if we will get Enhanced Funding at this time.

Type	2020	2019	2018	2017
RMS	41,516	195,583	-	-
Enhanced	184,487	186,653	186,172	162,832
Total	226,003	382,236	186,172	162,832

- CLTS revenue is over budget by \$375,856. In 2018, CLTS revenues were under budget by \$335,482. We have begun serving more kids and providing additional services. We added two new positions in 2020 and another one in 2021.
- Our WIMCR cost settlement was \$121,116 more than budgeted, as shown below. We do anticipate this will decrease in future years, because of additional billing.

Description	2020 Budget	2020 Actual	2019 Actual	2018 Actual	2021 Budget
OPMHSA, EMH, TCM	500,000	637,815	603,901	509,095	500,000
CCS	400,000	278,965	269,128	400,958	165,000
CRS	80,000	184,335	122,978	-	80,000
Total	980,000	1,101,116	996,008	910,053	745,000

Expenditures: Overall, expenses were favorable by \$3,578,805. We ended 2019 with a favorable balance of \$1,593,494.

Category	2019 Expend	2020 Expend	2020 Budget
Salary and Fringe	\$14,411,721	\$15,326,249	\$16,404,563
Child Alternate Care	\$1,741,931	\$1,313,987	\$2,237,330
Hospitals & Detox	\$1,268,890	\$963,089	\$1,271,224
CLTS	\$1,563,713	\$1,530,089	\$1,154,242
Operating Costs	\$3,040,379	\$2,946,331	\$2,901,705
Operating Reserve	\$0	\$0	\$650,000

- **Salary expenses are under budget by \$580,442:** Salaries were under budget by \$189,603 last year. This year, the variance was mostly in CCS and Mgmt/OH.
- **Fringes and benefit expenses are under budget by \$497,872:** Most of this is due to health insurance, which was under budget by \$368,781.
- **Children Alternate Care expenses are under budget by \$923,343.** We had far fewer Group Home and RCC costs in 2020, and limited out-of-State costs. More children were placed in lower cost of care, such as foster homes or kinship care. We also had very few detention costs.

- **Hospital/Detox was under budget (i.e. favorable) by \$339,432 (Net basis):**

	2019 Actual	2020 Actual	2020 Budget
Revenue	\$356,518	\$387,932	\$356,635
Expenditures	\$1,268,890	\$963,089	\$1,271,224
Net	\$(912,372)	\$(575,157)	\$(914,589)

- **CLTS expenses were over budget by \$375,856:** Expenses have increased, along with revenue, as we've added more staff and children to service.
- **Operating Costs were over budget by \$44,626:** This includes Employee Travel, which is under budget by \$74,045, Employee Training, which is under budget by \$43,611, and Capital Outlay, which is under budget by \$83,808. This is offset by Other Operating and Space Costs, which includes: insurance settlements, liability claims, and COVID costs. We had approximately \$210,610 in total COVID related costs.
- **Operating Reserve:** We did not use any of our operating reserve in 2020.

BEHAVIOR HEALTH DIVISION: Favorable balance of \$1,122,225, because of Clinic, EMH, and CCS revenue; reduced hospitalization costs; and WIMCR revenue.

In December of 2020, we received a Winnebago/Mendota charge of \$50,162. In January of 2021, we received a Winnebago/Mendota charge of \$11,271.

CHILDREN & FAMILY DIVISION: Favorable balance of \$1,766,237 because of reduced alternate care costs and increased CLTS revenue.

ECONOMIC SUPPORT DIVISION: Favorable balance of \$147,212 because of enhanced funding payments.

AGING & ADRC DIVISION: Favorable balance of \$95,777. We ended up underspending our ADRC contract slightly, and maximizing our Federal drawdown. We also used more CARES funding than anticipated.

ADMINISTRATIVE DIVISION: Favorable balance of \$395,834, because we did not spend much on capital projects, fleet management, and salary costs.

OPERATING RESERVE: Favorable balance of \$650,000.

Statements are unaudited.

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT
STATEMENT OF REVENUES & EXPENDITURES
DECEMBER 2020 - Financial Statements (Final)

SUMMARY

Federal/State Operating Revenues
 County Funding for Operations (tax levy & transfer in)
 Total Resources Available
 Total Adjusted Expenditures
 OPERATING SURPLUS (DEFICIT)
 Balance Forward from 2019-Balance Sheet Operating Reserve
NET SURPLUS (DEFICIT)

Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2020 Budget	Year End Variance
18,550,585	(0)	18,550,584	16,644,633	17,409,313	18,550,585	17,418,258	1,132,327
9,232,513	0	9,232,513	9,291,262	9,366,221	9,232,513	9,366,221	(133,708)
27,783,097	(0)	27,783,097	25,935,895	26,775,534	27,783,098	26,784,479	998,619
25,214,842	0	25,214,843	25,234,116	27,501,834	25,214,843	27,795,029	2,580,186
2,568,255	(0)	2,568,255	701,779	(726,300)	2,568,255	(1,010,550)	3,578,805
1,609,031		1,609,031	1,166,829		1,609,031	1,010,550	598,481
4,177,286	(0)	4,177,286	1,868,608	(726,300)	4,177,286	0	4,177,286

REVENUES

STATE & FEDERAL FUNDING

MH & AODA Basic County Allocation	1,952,838	0	1,952,838	1,956,549	1,952,647	1,952,838	1,952,647	191
Children's Basic County Allocation	1,352,038	0	1,352,038	988,673	1,352,038	1,352,038	1,352,038	0
Family Care County Contribution	0	0	0	0	0	0	0	0
Children's L/T Support Waivers	1,587,253	0	1,587,253	1,363,700	1,068,587	1,587,253	1,068,587	518,666
Behavioral Health Programs	525,663	0	525,664	389,963	411,673	525,664	411,673	113,991
Community Options Program	218,118	0	218,118	214,748	218,118	218,118	218,118	0
Aging & Disability Res Center	975,990	0	975,990	1,008,024	1,011,773	975,990	1,011,773	(35,783)
Aging/Transportation Programs	904,135	(0)	904,135	739,184	715,335	904,135	715,335	188,800
Project YES!	0	0	0	82,289	0	0	0	0
Youth Aids	727,749	0	727,749	813,439	762,877	727,749	762,877	(35,128)
IV-E Legal and Legal Rep	52,398	0	52,399	33,160	46,074	52,399	46,074	6,325
Family Support Program	0	0	0	0	0	0	0	0
Children & Families	347,823	0	347,823	225,794	288,288	347,823	288,288	59,536
ARRA Birth to Three	0	0	0	0	0	0	0	0
I.M. & W-2 Programs	1,665,257	(0)	1,665,257	1,799,615	1,614,920	1,665,257	1,614,920	50,337
Client Assistance Payments	313,139	(0)	313,138	273,823	302,333	313,138	302,333	10,805
Early Intervention	194,888	0	194,888	165,564	165,564	194,888	174,509	20,379
Total State & Federal Funding	10,817,290	(0)	10,817,290	10,054,527	9,910,227	10,817,291	9,919,172	877,740

COLLECTIONS & OTHER REVENUE

Provided Services	5,710,725	0	5,710,725	4,703,208	5,645,860	5,710,725	5,645,860	64,865
Child Alternate Care	172,386	0	172,386	135,506	140,000	172,386	140,000	32,386
Adult Alternate Care	203,653	0	203,653	163,540	200,000	203,653	200,000	3,653
Children's L/T Support	609,486	0	609,486	492,308	665,512	609,486	665,512	(56,026)
1915i Program	244,922	0	244,922	148,971	130,433	244,922	130,433	114,489
Donations	115,377	0	115,377	136,339	110,371	115,377	110,371	5,005

	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	147,730	0	147,730	171,757	152,254	147,730	152,254	(4,525)
Other Revenues	529,015	0	529,015	638,477	454,656	529,015	454,656	74,360
Total Collections & Other	7,733,294	0	7,733,294	6,590,106	7,499,086	7,733,294	7,499,086	234,208
TOTAL REVENUES	18,550,585	(0)	18,550,584	16,644,633	17,409,313	18,550,585	17,418,258	1,111,948
<u>EXPENDITURES</u>								
<u>WAGES</u>								
Behavioral Health	2,001,017	0	2,001,017	1,828,260	1,927,759	2,001,017	1,987,355	13,661
Children's & Families	1,919,414	0	1,919,414	1,837,513	1,917,435	1,919,414	1,961,072	(41,658)
Community Support	1,031,577	0	1,031,577	944,827	1,041,798	1,031,577	1,041,798	(10,220)
Comp Comm Services	1,678,080	0	1,678,080	1,294,020	1,828,971	1,678,080	1,921,713	(243,633)
Economic Support	1,318,891	0	1,318,891	1,291,718	1,328,650	1,318,891	1,328,650	(9,759)
Aging & Disability Res Center	516,084	0	516,084	514,079	539,943	516,084	539,943	(23,860)
Aging/Transportation Programs	497,258	0	497,258	489,419	510,730	497,258	510,730	(13,471)
Childrens L/T Support	450,666	0	450,666	346,397	468,989	450,666	468,989	(18,323)
Early Intervention	304,666	0	304,666	321,186	328,222	304,666	328,222	(23,555)
Management/Overhead	1,044,986	0	1,044,986	1,117,554	1,240,280	1,044,986	1,240,280	(195,294)
Lueder Haus	316,116	0	316,116	296,515	311,153	316,116	311,153	4,963
Safe & Stable Families	71,711	0	71,711	80,971	91,003	71,711	91,003	(19,293)
Supported Emplmt	0	0	0	0	0	0	0	0
Total Wages	11,150,466	0	11,150,466	10,362,459	11,534,933	11,150,466	11,730,908	(580,442)
<u>FRINGE BENEFITS</u>								
Social Security	817,021	0	817,021	766,875	871,691	817,021	871,691	(54,670)
Retirement	731,795	0	731,795	661,258	772,515	731,795	772,515	(40,720)
Health Insurance	2,309,510	0	2,309,510	2,274,605	2,678,292	2,309,510	2,678,292	(368,781)
Other Fringe Benefits	317,457	0	317,457	332,633	272,906	317,457	351,156	(33,700)
Total Fringe Benefits	4,175,783	0	4,175,783	4,035,371	4,595,405	4,175,783	4,673,655	(497,872)
<u>OPERATING COSTS</u>								
Staff Training	35,792	0	35,792	94,847	73,199	35,792	79,403	(43,611)
Space Costs	427,163	0	427,163	287,293	264,977	427,163	264,977	162,185
Supplies & Services	1,169,103	0	1,169,103	1,247,888	1,219,980	1,169,103	1,220,980	(51,877)
Program Expenses	330,533	0	330,533	219,521	174,141	330,533	174,141	156,392
Employee Travel	57,769	0	57,769	157,283	130,691	57,769	131,813	(74,045)
Staff Psychiatrists & Nurse	416,068	0	416,068	398,405	417,969	416,068	417,969	(1,901)
Birth to 3 Program Costs	175,301	0	175,301	231,964	242,000	175,301	242,000	(66,699)
Busy Bees Preschool	863	0	863	4,360	2,600	863	2,600	(1,737)
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	242,878	0	242,878	48,038	77,998	242,878	77,998	164,881
Year End Allocations	(111,284)	0	(111,284)	(72,558)	(6,774)	(111,284)	3,870	(115,154)
Capital Outlay	202,145	0	202,145	423,205	285,953	202,145	285,953	(83,808)
Total Operating Costs	2,946,331	0	2,946,331	3,040,245	2,882,735	2,946,331	2,901,705	44,626

<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
3,960	0	3,960	4,125	4,620	3,960	4,620	(660)
96	0	96	574	738	96	738	(642)
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
4,056	0	4,056	4,699	5,358	4,056	5,358	(1,302)
0	0	0	0	0	0	0	0
11,217	0	11,217	16,607	30,310	11,217	30,310	(19,094)
0	0	0	0	0	0	0	0
124,654	0	124,654	123,925	155,550	124,654	155,550	(30,896)
125,903	0	125,903	103,979	89,283	125,903	89,283	36,620
261,774	0	261,774	244,511	275,143	261,774	275,143	(13,370)
1,530,098	0	1,530,098	1,563,713	1,154,242	1,530,098	1,154,242	375,856
1,530,098	0	1,530,098	1,563,713	1,154,242	1,530,098	1,154,242	375,856
42,659	0	42,659	44,602	33,000	42,659	33,000	9,659
50,854	0	50,854	53,294	72,422	50,854	72,422	(21,567)
0	0	0	0	15,000	0	15,000	(15,000)
0	0	0	0	0	0	0	0
52,625	0	52,625	50,583	45,000	52,625	45,000	7,625
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
803,049	0	803,049	803,425	799,146	803,049	799,146	3,903
11,161	0	11,161	56,393	62,570	11,161	62,570	(51,409)
188,251	0	188,251	129,762	126,871	188,251	126,871	61,380
3,373	0	3,373	6,833	6,200	3,373	6,200	(2,827)
1,151,972	0	1,151,972	1,144,892	1,160,209	1,151,972	1,160,209	(8,236)
709,036	0	709,036	781,551	925,000	709,036	925,000	(215,964)
0	0	0	0	0	0	0	0
193,060	0	193,060	285,718	410,000	193,060	410,000	(216,940)
0	0	0	0	0	0	0	0
221,639	0	221,639	419,885	650,000	221,639	650,000	(428,361)
18,050	0	18,050	101,668	125,000	18,050	125,000	(106,950)
0	0	0	0	0	0	0	0
172,202	0	172,202	153,108	127,330	172,202	127,330	44,872
1,313,987	0	1,313,987	1,741,931	2,237,330	1,313,987	2,237,330	(923,343)

	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
<u>HOSPITALS</u>								
Detoxification Services	35,287	0	35,287	30,335	55,000	35,287	55,000	(19,713)
Mental Health Institutes	927,802	0	927,802	1,238,554	1,216,224	927,802	1,216,224	(288,422)
Other Inpatient Care	0	0	0	0	0	0	0	0
Total Hospitals	963,089	0	963,089	1,268,890	1,271,224	963,089	1,271,224	(308,135)
<u>HS RESERVE FUND</u>								
Operating Reserve	0	0	0	0	650,000	0	650,000	(650,000)
<u>OTHER CONTRACTED</u>								
Adult Alternate Care (Non-MAW)	176,664	0	176,664	251,878	213,317	176,664	213,317	(36,653)
Family Care County Contribution	625,097	0	625,097	625,097	625,097	625,097	625,097	0
AODA Halfway Houses	0	0	0	0	0	0	0	0
1915i Program	345,559	0	345,559	332,848	391,812	345,559	391,812	(46,253)
IV-E TPR	173,727	0	173,727	90,381	124,758	173,727	124,758	48,969
Emergency Mental Health	2,590	0	2,590	8,894	2,000	2,590	2,000	590
Work/Day Programs	0	0	0	0	0	0	0	0
Ancillary Medical Costs	230,301	0	230,301	247,100	208,919	230,301	208,919	21,383
Miscellaneous Services	161,306	0	161,306	246,987	164,709	161,306	164,709	(3,403)
Prior Year Costs	400	0	400	82	0	400	0	400
Clearview Commission	1,643	0	1,643	24,139	4,643	1,643	4,643	(3,000)
Total Other Contracted	1,717,287	0	1,717,287	1,827,405	1,735,255	1,717,287	1,735,255	(17,968)
TOTAL EXPENDITURES	25,214,842	0	25,214,843	25,234,116	27,501,834	25,214,843	27,795,029	(2,580,186)

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program DECEMBER 2020 Revenue & Expenditures Financial Statement

Summary Sheet

() Unfavorable

Program		Annual Projection			Budget			Variance
		Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	
Behavior Health								
65000	BASIC ALLOCATION	3,781,389	4,260,010	478,621	3,606,272	4,584,296	978,024	499,402
65003	LUEDER HAUS	138,354	578,589	440,235	127,000	573,244	446,244	6,009
65007	EMERGENCY MENTAL HEALTH	239,030	994,718	755,688	85,000	887,738	802,738	47,050
65008	CRISIS INNOVATION	102,200	96,346	(5,854)	136,576	135,830	(746)	5,108
65010	MENTAL HEALTH BLOCK SUPPLEMENT	53,748	64,573	10,825	0	0	0	(10,825)
65011	MENTAL HEALTH BLOCK	23,023	22,014	(1,009)	51,078	52,656	1,578	2,588
65025	COMMUNITY SUPPORT PROGRAM	679,018	1,673,439	994,421	715,737	1,776,274	1,060,537	66,116
65027	COMP COMM SERVICE	3,262,053	2,847,622	(414,431)	3,380,819	3,093,666	(287,153)	127,278
63027	FAMILY CENTERED THERAPY	0	107,300	107,300	0	228,526	228,526	121,225
65031	AODA BLOCK GRANT	109,299	123,220	13,921	158,484	160,378	1,894	(12,027)
65035	AODA BLOCK GRANT SUPPLEMENTAL	49,185	49,185	0	0	0	0	0
65032	OPIOID GRANT	182,070	176,160	(5,910)	100,502	199,166	98,664	104,574
65043	COMMUNITY MENTAL HEALTH	97,608	0	(97,608)	97,609	0	(97,609)	(1)
65044	CCISY CRISIS GRANT	3,425	2,807	(618)	4,000	4,000	0	618
65063	1915i PROGRAM (CRS)	244,922	345,642	100,720	130,433	391,812	261,379	160,659
65034	WATERTOWN FOUNDATION TIC	10,670	10,266	(404)	0	0	0	404
66000	DONATIONS	4,191	3,997	(194)	0	3,852	3,852	4,046
Total	Behavior Health	8,980,186	11,355,889	2,375,703	8,593,510	12,091,438	3,497,928	1,122,225

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program DECEMBER 2020 Revenue & Expenditures Financial Statement

Summary Sheet

() Unfavorable

Program		Annual Projection			Budget			Variance
		Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	
Children & Families								
65001	CHILDREN'S BASIC ALLOCATION	1,633,254	2,368,697	735,443	1,552,038	2,896,203	1,344,165	608,722
65002	KINSHIP CARE	117,815	117,815	0	86,783	86,783	0	0
65005	YOUTH AIDS	632,377	1,242,845	610,468	664,202	1,955,537	1,291,335	680,867
65013	CHILD WELFARE COVID-19	41,080	41,080	0	0	0	0	0
63109	YOUTH JUSTICE INNOVATION	0	7,348	7,348	0	0	0	(7,348)
60683	CITIZEN'S REVIEW PANEL	7,979	7,869	(110)	10,000	10,545	545	655
63612	IN HOME SAFETY SERVICES	79,342	112,260	32,918	60,435	67,068	6,633	(26,285)
63112	PARENTS SUPPORTING PARENTS	48,088	45,464	(2,624)	77,800	77,800	0	2,624
65009	YA EARLY & INTENSIVE INT	46,501	154,017	107,516	46,501	189,322	142,821	35,305
65121	CHILDREN'S COP	218,118	215,023	(3,095)	218,118	218,118	0	3,095
65020	DOMESTIC ABUSE	0	0	0	0	15,000	15,000	15,000
65021	SAFE & STABLE FAMILIES	58,793	117,635	58,843	71,586	150,656	79,070	20,227
65036	SACWIS	0	9,676	9,676	0	0	0	(9,676)
65040	CHILDRENS LTS WAIV-DD	1,901,639	1,945,906	44,267	1,330,074	1,710,631	380,557	336,291
65067	COMMUNITY RESPONSE GRANT	85,487	165,920	80,433	93,932	191,951	98,019	17,586
63111	FOSTER PARENT RETENTION	40,130	40,130	0	11,400	11,400	0	0
65068	FOSTER PARENT TRAINING	2,841	7,103	4,262	1,067	2,667	1,600	(2,662)
65060	IV-E CHIPS LEGAL	30,348	112,648	82,300	0	0	0	(82,300)
65070	IV-E TPR	21,286	56,015	34,729	30,752	109,436	78,684	43,955
65069	LEGAL REP: TPR	0	0	0	15,322	15,322	0	0
65079	LEGAL REP: CHIPS	765	5,064	4,299	0	0	0	(4,299)
65080	YOUTH DELINQUENCY INTAKE	0	854,272	854,272	0	934,912	934,912	80,639
65082	AUTISM	295,100	354,551	59,451	404,025	293,917	(110,108)	(169,560)
65175	EARLY INTERVENTION (BIRTH TO 3)	215,591	669,204	453,612	193,564	789,050	595,486	141,874
63176	B3: PARENTS AS TEACHERS	1,745	1,745	0	8,945	8,945	0	0
63175	B3: SED INNOVATION	905	905	0	0	0	0	0
65105	KINSHIP ASSESSMENTS	6,212	5,856	(356)	4,643	4,643	0	356
65120	COORDINATED SERVICE TEAM	60,000	72,004	12,004	60,000	97,472	37,472	25,468
63120	CST SUPPLEMENT	7,694	7,692	(2)	0	0	0	2
65188	BUSY BEES PRESCHOOL	1,633	19,729	18,097	3,000	36,011	33,011	14,915
65189	INCREDIBLE YEARS	2,375	50,732	48,357	0	62,725	62,725	14,368
66000	DONATIONS	7,279	7,220	(60)	0	26,358	26,358	26,418
Total	Children & Families	5,564,377	8,816,425	3,252,049	4,944,187	9,962,473	5,018,286	1,766,237
Economic Support Division								
65051	INCOME MAINTENANCE	1,513,879	2,096,672	582,793	1,493,597	2,167,351	673,754	90,961
65053	CHILD DAY CARE ADMIN	134,286	7,736	(126,551)	100,000	0	(100,000)	26,551
65057	ENERGY PROGRAM	124,654	124,654	0	155,550	155,550	0	0
65071	CHILDREN FIRST	2,491	0	(2,491)	4,800	0	(4,800)	(2,309)
65073	FSET	8,389	0	(8,389)	11,880	0	(11,880)	(3,491)
65100	CLIENT ASSISTANCE	35,500	0	(35,500)	0	0	0	35,500
Total	Economic Support Division	1,819,199	2,229,061	409,862	1,765,827	2,322,901	557,074	147,212

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program DECEMBER 2020 Revenue & Expenditures Financial Statement

Summary Sheet

() Unfavorable

Program		Annual Projection			Budget			Variance
		Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	
Aging Division & ADRC								
65012	ALZHEIMERS FAM SUPP	35,750	35,750	0	33,000	33,000	0	(0)
65046	ADRC - DBS	0	161,206	161,206	0	181,683	181,683	20,477
65047	ADRC - DCS	0	103,780	103,780	0	94,860	94,860	(8,920)
65048	AGING/DISABIL RESOURCE	975,990	606,975	(369,015)	1,011,773	672,202	(339,571)	29,444
65075	GUARDIANSHIP PROGRAM	1,943	27,050	25,107	0	27,422	27,422	2,315
65076	STATE BENEFIT SERVICES	46,264	91,992	45,728	54,553	95,603	41,050	(4,678)
65077	ADULT PROTECTIVE SERVICES	55,537	54,931	(606)	56,827	86,914	30,087	30,693
65078	NSIP	20,271	20,271	0	17,186	17,186	0	0
65151	TRANSPORTATION	247,548	306,054	58,505	286,595	317,739	31,144	(27,362)
65152	IN-HOME SERVICE III-D	90	100	10	4,245	5,000	755	745
65154	SITE MEALS	33,916	47,601	13,686	146,084	153,261	7,177	(6,509)
65155	DELIVERED MEALS	342,284	321,974	(20,309)	172,744	217,235	44,491	64,800
65156	HDM COVID-19	0	9,085	9,085	0	0	0	(9,085)
65157	SENIOR COMMUNITY SERVICES	13,924	8,874	(5,050)	7,986	0	(7,986)	(2,936)
65158	ELDER ABUSE	22,695	154,845	132,150	25,025	136,075	111,050	(21,100)
65159	III-B SUPPORTIVE SERVICE	114,258	118,713	4,455	66,543	75,760	9,217	4,762
65163	TITLE III-E (FAMLY CAREGIVER SUPPORT)	53,314	63,524	10,210	29,918	41,000	11,082	872
65195	VEHICLE ESCROW ACCOUNT	106	18,176	18,070	0	39,427	39,427	21,357
63010	MOBILITY MANAGER	80,000	101,425	21,425	80,000	102,227	22,227	801
66000	DONATION	0	0	0	0	100	100	100
Total	Aging & ADRC Center	2,043,891	2,252,326	208,435	1,992,479	2,296,692	304,213	95,777
Administrative Services Division								
65187	UNFUNDED SERVICES	15,939	33,873	17,934	0	48,317	48,317	30,383
63101	DODGE STREET HOUSE	0	5,687	5,687	0	0	0	(5,687)
65190	MANAGEMENT	0	0	0	0	6,500	6,500	6,500
65200	OVERHEAD AND TAX LEVY	9,359,506	126,993	(9,232,513)	9,488,475	130,754	(9,357,721)	(125,208)
65200	Overhead Cleared	0	0	0	0	0	0	0
65210	CAPITAL OUTLAY	0	183,969	183,969	0	285,953	285,953	101,984
22101	COVID-19	0	210,619	210,619	0	0	0	(210,619)
	Balance Sheet Non Lapsing Funds	1,609,031	0	(1,609,031)	1,010,550	0	(1,010,550)	598,481
Total	Administrative Services Division	10,984,477	561,141	(10,423,335)	10,499,025	471,525	(10,027,501)	395,834
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		29,392,129	25,214,843	(4,177,286)	27,795,029	27,795,029	(0)	4,177,286

Note: Variance includes Non-Lapsing from Balance Sheet

[illegible]

Jefferson County
Final Non-Lapsing and Carryover of Fund Balances Request
For the year ending December 31, 2020

Department Name

Human Services

Org	Object	Project	\$ Amount	Reason
63020911	531344	66001	\$ 620.64	Donation Account - Mental Health Recovery
63020911	531344	66002	\$ 1,515.53	Donation Account - Zero Suicide
65060900	531344	66009	\$ 429.00	Donation Account - C&F Basket Sale
65060900	531344	66011	\$ 9,749.74	Donation Account - Child Abuse
65060900	531344	66012	\$ 1,889.60	Donation Account - Child/Family
65060900	531344	66015	\$ 500.00	Donation Account - Homeless Families
65060900	531344	66016	\$ 966.39	Donation Account - Foster Parents
65060900	531344	66017	\$ 2,511.07	Donation Account - FP Recruit
65050900	531344	66018	\$ 1,771.30	Donation Account- Juvenile Justice
65070900	531344	66019	\$ 3,995.74	Donation Account - Safe & Stable Families
65050900	531344	66021	\$ 348.00	Donation Account - Sports Scholarship
65070900	531344	66022	\$ 271.23	Donation Account - Books for Babies
63020911	531344	66027	\$ 1,552.77	Donation Account - CCS Donations
65070900	531344	66030	\$ 2,836.00	Donation Account - United Way Truancy Project
65070900	531344	66031	\$ 1,150.00	Donation Account - Talk Read Play
62690948	531344	66048	\$ 100.00	Donation Account - ADRC
62081700	594811	65195	\$ 21,357.12	Vehicle escrow - use some for van match in 2021
61690987	594950	63001	\$ 650,000.00	Human Services Reserve Fund
61169900	531314	65200	\$ 25,000.00	Office furniture - CSP, Clinic, Conf room, WFD, new staff
61169900	535352	65200	\$ 18,752.00	Doors - estimate of 5
61169900	594822	65210	\$ 19,884.00	Preschool flooring
65053000	532325	65005	\$ 9,000.00	YJ training
61169900	535352	65200	\$ 3,875.00	Workforce bollards
61169900	533225	65200	\$ 18,000.00	Additional phones and data
63022011	511210	65000	\$ 73,970.83	2 MH School positions - Wages
63022011	512141	65000	\$ 5,163.39	2 MH School positions - FICA
63022011	512144	65000	\$ 17,811.63	2 MH School positions - Health
63022011	517173	65000	\$ 1,288.00	2 MH School positions - Dental
63022011	512151	65000	\$ 1,750.00	2 MH School positions - Health Savings
63022011	512142	65000	\$ 4,660.16	2 MH School positions - WRS
63022011	512142	65000	\$ 12.32	2 MH School positions - Life
63023011	455401	65000	\$ (4,656.32)	2 MH School positions - Insurance Revenue
63023011	485200	65000	\$ (100,000.00)	2 MH School positions - Greater Watertown Foundation
63025011	532325	65027	\$ 8,355.00	MH DBT trainings
65053000	532325	65005	\$ 3,200.00	FFCM for new JJ staff

Org	Object	Project	\$ Amount	Reason
65053000	532325	65005	\$ 7,000.00	Continuation of FFCM consultation
62082048	531326	65047	\$ 3,505.00	ADRC/DCS Advertising
62082048	532325	65048	\$ 1,500.00	Other staff trainings - ADRC
65013000	532325	65040	\$ 1,500.00	Other staff trainings - CLTS
65069900	532325	65001	\$ 9,000.00	Other staff trainings - CPS
65690986	532325	65188	\$ 1,750.00	Other staff trainings - B3
65690986	532325	65189	\$ 4,000.00	Other staff trainings - IY
63020011	532325	65025	\$ 5,000.00	Other staff trainings - CSP
65054000	532325	65080	\$ 2,000.00	Other staff trainings - Intake
63025011	532325	65027	\$ 7,500.00	Other staff trainings - CCS
63028011	532325	65007	\$ 1,250.00	Other staff trainings - EMH
63022011	532325	65000	\$ 7,500.00	Other staff trainings - MH Clinic
65053000	532325	65005	\$ 2,500.00	Other staff trainings - JJ
61169900	532325	65190	\$ 2,500.00	Other staff trainings - Mgmt & OH
66699951	532325	65051	\$ 500.00	Other staff trainings - IM
63022011	531355	65010	\$ 50,000.00	Homeliness costs for HOPE
61169900	594821	65210	\$ 100,000.00	Water line
61169900	531303	65200	\$ 19,200.00	Zoom
61169900	531303	65200	\$ 64,000.00	Docusign
63029011	593391	65000	\$ 5,540.00	Waukesha Co. outstanding hospital bills
61169900	529002	65200	\$ 7,000.00	Eligibility search in new clearinghouse
61169900	594810	65210	\$ 16,000.00	Water fillers
62082048	531303	65048	\$ 360.00	Teams (Closed Captioning) for the ADRC
66693051	511110	65051	\$ 14,853.10	Retirement overlap - Econ Supp Mgr & Supv - Salary
66693051	512141	65051	\$ 1,106.38	Retirement overlap - Econ Supp Mgr & Supv - FICA
66693051	512144	65051	\$ 2,544.52	Retirement overlap - Econ Supp Mgr & Supv - Health
66693051	517173	65051	\$ 184.00	Retirement overlap - Econ Supp Mgr & Supv - Dental
66693051	512151	65051	\$ 250.00	Retirement overlap - Econ Supp Mgr & Supv - HSA
66693051	512142	65051	\$ 1,002.59	Retirement overlap - Econ Supp Mgr & Supv - WRS
66693051	512142	65051	\$ 16.86	Retirement overlap - Econ Supp Mgr & Supv - Life
				Retirement overlap - Econ Supp Mgr & Supv - Consortium
66690951	472010	65051	\$ (9,978.72)	Revenue
65013000	511110	65040	\$ 6,461.87	Retirement overlap - CLTS Supv - Salary
65013000	512141	65040	\$ 483.11	Retirement overlap - CLTS Supv - FICA
65013000	512144	65040	\$ 1,272.26	Retirement overlap - CLTS Supv - Health
65013000	517173	65040	\$ 92.00	Retirement overlap - CLTS Supv - Dental
65013000	512151	65040	\$ 108.33	Retirement overlap - CLTS Supv - HSA
65013000	512142	65040	\$ 438.11	Retirement overlap - CLTS Supv - WRS
65013000	512142	65040	\$ 5.18	Retirement overlap - CLTS Supv - Life
62081700	511210	65151	\$ 3,688.24	Retirement overlap - Transp Coord - Wages
62081700	512141	65151	\$ 264.60	Retirement overlap - Transp Coord - FICA
62081700	512144	65151	\$ 1,272.26	Retirement overlap - Transp Coord - Health
62081700	517173	65151	\$ 92.00	Retirement overlap - Transp Coord - Dental

Org	Object	Project	\$ Amount	Reason
62081700	512151	65151	\$ 125.00	Retirement overlap - Transp Coord- HSA
62081700	512142	65151	\$ 248.96	Retirement overlap - Transp Coord - WRS
62081700	512142	65151	\$ 4.21	Retirement overlap - Transp Coord - Life
61169900	511110	65190	\$ 7,218.01	Retirement overlap - Compliance - Salary
61169900	512141	65190	\$ 533.80	Retirement overlap - Compliance - FICA
61169900	512144	65190	\$ 1,272.26	Retirement overlap - Compliance- Health
61169900	517173	65190	\$ 92.00	Retirement overlap - Compliance - Dental
61169900	512151	65190	\$ 125.00	Retirement overlap - Compliance - HSA
61169900	512142	65190	\$ 487.22	Retirement overlap - Compliance - WRS
61169900	512142	65190	\$ 3.61	Retirement overlap - Compliance - Life
65013000	529299	65175	\$ 18,200.00	Birth to 3: MH consultation program
65013000	531355	65175	\$ 500.00	B3: Books for families & ITSEA assessment
65054000	532325	65080	\$ 3,500.00	National Conference - DEC in Nashville
63022011	531349	65000	\$ 10,000.00	Zero Suicide
			\$ 1,193,201.87	
			\$ 324,887.88	Prepaid, non-spendable
			\$ 1,518,089.75	Total for HS
			\$ 310,000.00	Expand Human Services fleet - lapse to Fleet Mgmt
			2,349,196.23	Lapse to General Fund
			\$ 4,177,285.98	

Department Signature

Date

Request for GWCHF assistance with School Mental Health Social Worker position

Organization(s): Jefferson County Human Services

Lead Contact(s): Kathi Cauley

Project Start Date: 6/1/21

Project End Date: 2 to 3 years of funding and then ongoing

Population Served: Youth of all ages

Project Description:

Jefferson County Human Services (JCHSD) is concerned about an increase in the need for mental health and substance use treatment for our youth. Given the pandemic, it is possible that all youth are suffering more adverse childhood experiences. All of us have certainly experienced more stress and anxiety during the last year. Our school districts are concerned about youth missing school as well quality learning time. Monica Oss, CEO of Open Minds, a mental health industry resource, has said: "And the future view is that we can expect a "tsunami" of children's mental health needs in the years ahead, driven by the trauma of the pandemic."

JCHSD would like to further support our youth and school districts as well as offer more on site and preventive services. By employing social workers and therapists who work directly in the schools, we believe we could offer universal resiliency skills, screens and assessment, and mental health treatment.

Which of GWHCF's strategic goals will this project impact?

- Strengthen families to reduce rates of abuse and neglect
- Increase % of children with the skills needed to succeed in Kindergarten
- Increase % of third grader reading proficiently
- Create environments that promote healthy activity and nutrition choices
- Increase resiliency and social/emotional health

Action Plan and Milestones:

Jefferson County Human Services would create and recruit for two mental health school social worker positions. People in both positions would ideally be licensed to provide mental health therapy.

These positions would several key responsibilities.

1. They would assist the school districts in implementing DBT Steps A in Schools. DBT Steps A is a social emotional learning curriculum that would be offered to all students. DBT Steps A skills focus on distress tolerance, emotional regulation, interpersonal effectiveness, and mindfulness. The curriculum has evidence to show it reduces attendance issues, and ameliorates stress, depression and anxiety.

2. The workers would consult with school personnel to identify and problem solve mental health needs and connect youth and families with needed resources.
3. The workers would engage families and provide psychoeducation for parents.
4. The workers would provide assessment and evidence based mental health treatment.

Who is Responsible?

- Kathi Cauley, JCHSD Director, for recruitment, hiring, and training
- Lisa Dunham, Comprehensive Community Services, for training and supervision
- Holly Pagel, Outpatient Clinic Manager, for training and supervision

Measurable Outcomes:

The overall outcome is for more youth to successfully complete high school and prevent long standing mental health and substance use issues.

We would collect data and ideally match this data set with school collected data.

Data to be collected:

- Number of youths seen
- Number of parents seen
- Depression and anxiety measures pre and post DBT Steps A
- Difficulties in Emotion Regulation Scale (DERS) pre and post DBT Steps A
- Number of referrals for mental health services
- Pre and post scores of specific evidence based mental health treatment(s) provided
- Adverse Childhood Experiences scores
- Out of home placements

Potential school data:

- School attendance
- School graduation rate
- Truancy referrals
- Truancy tickets
- Day programming costs and specific accommodations
- YBRS data
- Law enforcement involvement

Budget:

The Greater Watertown Community Health Foundation and Jefferson County Human Services Department would jointly fund the positions for two years at \$100,000 per position for each year; with each stakeholder funding \$50,000 per position per year for a total of \$100,000 per year. After two year, JCHSD would sustain each position by having built the necessary revenue streams through Medicaid and insurance billing.

References:

Mazza, J. J., Dexter-Mazza, E. T., Miller, A. L., Rathus, J. H., Murphy, H. E., & Linehan, M. M. (2016). *The Guilford practical intervention in the schools series. DBT® skills in schools: Skills training for emotional problem solving for adolescents (DBT STEPS-A)*. Guilford Press.

Oss, M.E., (2021). The Coming Child Mental Health Tsunami. Open Minds.

Sander, L. M., (2020) Is COVID-19 an adverse childhood experience (ACE):
Implications for screening for primary

**Jefferson County Aging & Disability Resource Center
Advisory Committee**

BYLAWS

ARTICLE I – Name, Purpose & Objectives

- Section I. Name – The name of the organization shall be the Aging & Disability Resource Center (ADRC) of Jefferson County.
- Section II. Purpose - The ADRC Advisory Committee is organized under Section 3.06(1)(f) of the Jefferson County Board Rules and is responsible for advising the Human Services Board about programs, policies and identifying community needs for services that affect the health and wellbeing of the elderly, persons with disabilities, persons with mental health and/or substance abuse issues and their caregivers.
- Section III. Objectives – The objectives of the ADRC Advisory Committee are to:
- Develop the mission statement for the ADRC.
 - Make recommendations to the Human Services Board about the appropriate structure, policies and procedures applicable to the ADRC and Older American’s Act Programs (OAA), and assure that customers, service providers, Managed Care Organizations and local constituents have had an opportunity to provide input.
 - Oversee the ongoing operations of the ADRC and OAA programs.
 - Make recommendations regarding federal, state, county or private funds received that are designated to be used for County Aging Unit and/or ADRC operations; this includes grants or payments received by the county for the purposes for which the allocation was made.
 - Work to ensure that customers of ADRC and OAA programs have:
 1. A voice in the direction the ADRC takes in responding to their needs by actively incorporating and promoting the participation of potential ADRC customers in planning efforts.
 2. Access to information, assistance, resources and opportunities available through the ADRC, regardless of income.

3. The opportunity to contribute to the cost of OAA services, and that those services and resources are designed to reach those in greatest social and economic need.

- Ensure that the ADRC is visible and an accessible point of contact for individuals to obtain accurate and comprehensive information about public and private resources available in the community which can meet the needs of the elderly and other adults with long term care needs including those with physical or developmental disabilities, mental health and/or substance abuse issues.
- Ensure that ADRC customers have information about advocacy services, including those provided by elderly and disability benefit specialists.
- Recommend strategies for building local capacity to serve the ADRC target populations to local elected officials, the regional advisory committee and the Department as appropriate.
- Work towards securing a countywide transportation system that makes community programs and opportunities accessible to, and meets the basic needs of, the county's elderly and disabled.
- Work to ensure that programs and services for ADRC customers are available to homebound, disabled and non-English speaking persons, and to racial, ethnic and religious minorities.
- Identify and publicize gaps in services needed by older individuals and provide leadership in developing services and programs, including recruitment and training of volunteers that address those needs.
- Identify potential new sources of community resources and funding to serve the target populations.
- Work cooperatively with other organizations to ensure their services function effectively for ADRC customers.
- Provide information to the public about the aging experience and about resources for and within the aging population.
- Participate in program planning and oversight of the following programs:
 1. Alzheimer's disease family and caregiver support program;
 2. Vulnerable adult/elder-abuse reporting system; and

3. S85.21 Specialized transportation assistance program.

ARTICLE II – Membership

Section I. Membership – Members of the organization shall be appointed by the Human Services Board and confirmed by the county board. Members must be residents of the county. The size of the committee shall be up to 11 members but not less than 5 members.

Composition - The composition of the committee shall represent the client groups served by the resource center, including: 5 members 60+ representing aging, and 2 members who represent the interests of individuals with physical disabilities, developmental disabilities, youth transitioning into the adult system of care and persons with mental health/and or substance use disorders; and 2 interested others.

Terms - Members are appointed for staggered terms of 1, 2 or 3 years for continuity. No member shall serve more than 2 consecutive 3-year terms. The term of office shall begin July 1 on an annual basis.

Section II. Officers – The officers of the organization shall consist of a chairperson, vice-chair and secretary. Their duties are as follows:

The chair shall convene regularly scheduled meetings, preside at or arrange for other officers to preside at each meeting in the following order: vice-chair, secretary. The chair shall also state and to put to vote all questions which are regularly moved or necessarily arise in the course of the proceedings, and to announce the result of the vote.

The vice-chair shall assume all duties of the chair in his or her absence.

The secretary shall be responsible for keeping records of board actions, and for reviewing the official minutes when transcribed. The secretary shall chair committee meetings in the chair and vice-chair's absence.

Section III. Resignations/Vacancies – When a vacancy on the board exists mid-term, the ADRC Division Manager will work with the county administrator's office to post the vacancy on the Jefferson County Website and send out a recruitment notice to local newspapers. Committee members will be given an opportunity to review the nominee's letter of interest before making recommendations to the Human Services Board as to who is the preferred candidate to fill the vacancy.

Section IV. All members shall receive a per diem payment for each meeting attended as well mileage.

ARTICLE III – Meetings

Section I. Regular meetings – Regular meetings of the Jefferson County Aging & Disability Resource Center Advisory Committee shall be held on the 1st Tuesday of the month or called at the discretion of the chair. Any member who misses' three meetings without just cause shall resign from the Committee or be requested to resign by the chairperson.

Section II. Special meetings – Special meetings of the members may be called by the chair, or a simple majority of the committee.

Section III. Notice of meetings – Meetings notices will be posted in accordance with the Wisconsin Open Meetings Law.

Section IV. Quorum – A majority of members must be present before business can be transacted or motions passed.

Section V. Voting – All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

ARTICLES IV – Delegates

Section I. Pending

ARTICLE VIII – Amendments

Section I. Amendments to the Constitution and By Laws shall be approved by a majority vote of the ADRC Advisory Committee. A draft copy shall be forwarded to the Area Agency on Aging for review before final approval is requested.

Section II. THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY ON 12/8/20
ORDAINED AS FOLLOWS: authorize per diem payments in addition to mileage reimbursement to public members of the above-named committee.

Appointed Governments officials had previously received a per diem payment and mileage.

Jefferson County Nutrition Project Council

By-Laws

Article 1: Roles & Responsibilities of the Council

It shall be the responsibility of the council to advise the Nutrition Program Supervisor on all matters relating to the delivery of nutrition and nutrition supportive services within the program area. Project Council Members shall also:

- Make recommendations to the Nutrition Program Supervisor regarding the food preference of participants;
- Make recommendations to the Nutrition Program Supervisor and the aging unit regarding days and hours of meal site operations and site locations;
- Make recommendations to the Nutrition Program Supervisor regarding setting the annual “suggested donation.”
- Make recommendations to the Nutrition Program Supervisor regarding meal site furnishings with regard to disabled or handicapped individuals;
- Conduct a yearly on-site review of each meal site in the program utilizing the site assessment guide;
- Advise and make recommendations to the Nutrition Program Supervisor and aging unit regarding supportive social services to be conducted at meal sites;
- As an organized group, give support and assistance to the ongoing development of the nutrition program;
- Represent and speak on behalf of nutrition participants and program; and
- As a liaison group, act as a communications clearinghouse between the nutrition program and the general public.
- Attend joint meetings with Nutrition Site Managers.
- Provide participants with information from meetings.

Article 2: Membership

- Members shall be appointed by the Human Services Board and confirmed by the County Board.
- More than one-half of the council membership must consist of nutrition program participants elected as meal site representatives, and must include representation from home-delivered meal recipients, with no more than two representatives per site.
- The remaining council membership should provide for a broad representation from public and private agencies that are knowledgeable and interested in the Jefferson County Nutrition Programs.

- All members (appointed or elected) shall have the same rights and responsibilities.
- Council members, as well as the Nutrition Program Supervisor, may recommend prospective members to the council for screening.

Article 3: Solicitation of New Members

- New members shall be solicited on an annual basis throughout the month of March by the Nutrition Program Supervisor, Nutrition Project Council Members and Site Managers.
- Information about becoming a Nutrition Project Council member shall be posted at each site along with a copy of the bylaws.
- New members shall be confirmed annually by the County Board of Supervisors.

Article 4: Meeting Dates and Times

- Council meetings shall be held no less than once per quarter at a time and place that is convenient to council members and site managers.
- Upon request by a Project Council Member or the Nutrition Program Supervisor, time shall be set aside for Council members to meet privately when there are sensitive issues concerning site operations and/or site manager performance.

Article 5: Grievances

- **Step One:** The grievance shall be brought to the Nutrition Site Manager's attention for resolution.
- **Step Two:** The grievance shall be brought to the Nutrition Program Supervisor's attention for resolution.
- **Step Three:** The grievance shall be brought before a joint meeting of the Nutrition Project council and Advisory Committee on Aging for resolution.

Article 6: By-Law Amendments

- By-laws shall be reviewed by Project council members annually and in conjunction with the appointment of new members.
- Proposed amendments to the by-laws shall be approved by the Advisory Committee on Aging.