

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

Date: Tuesday, December 13, 2022, Time: 8:30 a.m.

Topic: Human Services Board Meeting

Join Zoom Meeting

<https://zoom.us/j/94280034464?pwd=dkZGanZ1TFNTV1M0QlhpbVVGpzS2JnZz09>

Meeting ID: 942 8003 4464

Passcode: 750434

+13126266799 US (Chicago)

Committee Members:

Jones, Dick (Chair)

Kutz, Russell (Vice-Chair)

Racanelli, Gino

Nsibirwa, Sira

Wineke, Michael

Lund, Kirk

Mirk, Alice

1. Call to Order
2. Roll Call (Establish a Quorum)
3. Certification of Compliance with the Open Meetings Law
4. Review of the December 13, 2022 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 November 8, 2022 Board Minutes
7. Communications
8. Review of the October 2022 Financial Statement
9. Discuss and Approve November 2022 Vouchers
10. Discussion and Possible Action on 2023 Billing Rates
11. Discussion and Possible Action on new 2023 Professional Service Contracts (*Specialized Child Care*)
12. Discussion and Possible Action on Youth Crisis Stabilization Facility in Watertown Wisconsin
13. Presentation on the Diversity Committee's Strategic Plan and Activities
14. Discuss Nominations and Possible Action for the Crisis Intervention Training (CIT) Officer of the Year Award
15. Director's Report
16. Adjourn

Next Scheduled Meetings:

Tuesday, January 10, 2023, at 8:30 a.m.

Tuesday, February 14, 2023, 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.

County Board Supervisors attending meetings remotely shall have the same rights and privileges as they would have when appearing in person. The official meeting will be convened at the location on the meeting agenda. If appearing remotely, it is the responsibility of the member to maintain audio and video connectivity with the official meeting site. If connectivity is lost, but the physical location of the meeting maintains a quorum, the meeting may continue in the discretion of the chair. Members attending remotely must be able to be heard, and when video is available to the member attending remotely, seen by Committee members and public who are present at the physical location of the meeting. Loss of connectivity will result in the member being considered absent from that portion of the meeting after connectivity is lost.

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
November 8, 2022

Board Members Present in Person: Richard Jones, Russell Kutz, Michael Wineke, Gino Racanelli, Kirk Lund, and Alice Mirk

Board Members Present via Zoom: Sira Nsibirwa

Others Present: Director Kathi Cauley; Deputy Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford, Behavioral Health Division Manager Holly Pagel, County Administrator Ben Wehmeier, 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

All present/Quorum was established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we were in compliance.

4. REVIEW OF THE NOVEMBER 8, 2022, AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE OCTOBER 11, 2022, BOARD MINUTES

Mr. Wineke made a motion to approve the October 11, 2022, board minutes.

Ms. Mirk seconded.

Motion passed unanimously.

7. COMMUNICATIONS

8. REVIEW OF THE SEPTEMBER 2022 FINANCIAL STATEMENT

Mr. Bellford reviewed the September financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$1,012,305. This balance includes \$650,000 from our reserve carryover, leaving approximately in \$362,305 in unreserved fund balance. We are using this balance because of carryover adjustments discussed with the Finance Department as part of the 2023 budget process. The balance excludes any prepaid or other carryover adjustments.

9. DISCUSS AND APPROVE OCTOBER 2022 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$789,661.33 (attached).

Mr. Jones made a motion to approve the October 2022 vouchers totaling \$789,661.33.

Mr. Lund seconded.

Motion passed unanimously.

10. DISCUSS AND APPROVE BEHAVIORAL HEALTH DIVISION GOALS AND INTRODUCE DIVISION MANAGER

Ms. Cauley introduced our new Behavioral Health Division Manager, Holly Pagel to the board members. Ms. Pagel has been with Jefferson County for a total of 17 years. She originally started with our CCS team in 2006 and then in 2012 she became the Clinic Supervisor. She was a foster

care provider for 7 years, as well as taught at UW Madison in Social Work for 10 years. Ms. Pagel brings a lot of experience to Human Services.

11. DIRECTOR'S REPORT

- All the KOI's for the teams are being met.
- Ms. Cauley will continue working with Sue Madecki regarding the sober living home for men. This will be the first sober living home for men in Jefferson County.
- We have been doing research and discovery on recruiting and retaining staff.
- We are reviewing the numbers for the Youth Crisis Stabilization facility as there are a lot of costs to consider.
- Ms. Cauley and Mr. Ruehlow have been meeting and making plans for a smooth transition for Mr. Ruehlow to take over as Director in January when Ms. Cauley retires.

12. ADJOURN

Mr. Racanelli made a motion to adjourn the meeting.

Mr. Lund seconded.

Motion passed unanimously.

Meeting adjourned at 9:20 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, December 13, 2022, at 8:30 a.m.
Jefferson County Workforce Development Center
874 Collins Road, Room 103
Jefferson, WI 53549

Financial Statement Summary

October 2022

We are projecting a positive year-end fund balance of \$1,119,287. This balance includes \$650,000 from our reserve carryover, leaving approximately in \$469,287 in unreserved fund balance.

Summary of Variances:

Revenue: Overall, revenues are projected to be favorable by \$285,939

- CLTS revenue is projected to be over budget by \$1,445,893. This is consistent with expenses and the trend we have seen of rising costs and revenue. Our 2022 CLTS revenue budget was for \$2,856,394. Our 2023 proposed budget is for \$5,488,360.
- CCS revenues are projected to be under budget by \$728,628. This revenue has increased from last month because of increased billing due to contractor costs.
- CSP revenue is also projected to be under budget by \$126,512, because of vacant positions, and limited billing so far this year. This has been pretty consistent throughout the year.
- Lueder House revenue is projected to be under budget by \$59,296. We had to close the Lueder House for several weeks. We have seen the days and billing pick up in the last several weeks and anticipate increased billing going forward. June-September billing averaged \$9,843 per month; compared to \$1,318 per month from March-May. January-February averaged \$9,728 per month.
- We have seen an increase in our Congregate Site meal revenue. Our current projection shows Site Meal revenue under budget by \$48,200. This has been steadily increasing, along with expenditures, each of the past few months. Home Delivered Meal revenue is projected to be over budget by \$34,484.

Expenditures: Overall, expenses are projected to be favorable by \$833,348.

- **Salary expenses are projected to be under budget by \$1,246,422:** This is because of numerous vacant or unfilled positions.
- **Fringes and benefit expenses are projected to be under budget by \$584,263.**
- **Children Alternate Care expenses are projected to be under budget by \$783,479.** This projection includes Shelter and Detention costs. It also includes placements at the Central Wisconsin Center, which we budgeted through carryover, and have ended. Group Home and RCC costs should be limited for the rest of the year.

- **Hospital/Detox is projected to be over budget (unfavorable) by \$223,049 (Net basis):**

	Budget	Actual	Projection
Revenue	\$400,000	\$223,826	\$268,591
Expenditures	\$1,230,000	\$1,101,367	\$1,321,640
Net	\$(830,000)	\$(877,541)	\$(1,053,049)

The September 2022 State Institute bill was \$77,834. The October bill was \$88,724.

We ended 2021 with a net hospital balance of (\$936,420) and 2020 with a net hospital balance of (\$575,157).

- **CLTS expenses are projected to be over budget by \$1,460,102** This is consistent with the trend of increased services.
- **HDM Nutrition Expenses are projected to be over budget by \$160,751.** This is offset, in part, by Congregate Meals, which are projected to under budget and by increased HDM revenue.
- **Costs related to the HOPE (housing) program are projected to be over budget by \$96,856,** as the need for housing services has expanded exponentially.
- **Adult alternate costs are projected to be over budget by \$121,838,** because of additional placements in the past few months; although some recent revenue collections will help offset this. We increased our 2023 budget by \$141,602
- **Operating Reserve:** We are projecting a year-end balance of \$650,000 in the operating reserve this year.

BEHAVIOR HEALTH DIVISION: Projected unfavorable balance of \$743,749. While revenue is down across most programs, so are expenses. The biggest variances are HOPE expenses and CCS revenue.

CHILDREN & FAMILY DIVISION: Projected favorable balance of \$1,048,081, because of reduced alternate care costs and staffing/positions. Additionally, TSSF funding increased substantially throughout this year. CLTS expenses are overbudget at this point, and that is offset by increased revenue projections. Additionally, numerous grants in the Birth to 3 and Youth Justice teams have been used for staff development.

ECONOMIC SUPPORT DIVISION: Projected favorable balance of \$121,153. This projection includes \$41,069 in ARPA funding from the consortium. It also includes enhanced IM funding, which we anticipate coming later in the year.

AGING & ADRC DIVISION: Projected unfavorable balance of \$630. Transportation and HDM meal costs have increased. Additionally, we have opened several Congregate Sites. The ADRC has seen reduced staffing costs and higher revenue because of MA, leading to less State contract use. We anticipate ADRC carryover for next year.

ADMINISTRATIVE DIVISION: Projected favorable balance of \$44,433.

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

Statements are unaudited.

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT
STATEMENT OF REVENUES & EXPENDITURES
 Projection based on October 2022 - Financial Statements

SUMMARY

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2022 Budget	Year End Variance
Federal/State Operating Revenues	13,605,386	3,202,089	16,807,475	19,824,292	17,370,358	21,130,369	20,844,430	285,939
County Funding for Operations (tax levy & transfer in)	7,430,054	0	7,430,054	8,929,321	7,393,849	8,872,619	8,872,619	0
Total Resources Available	21,035,440	3,202,089	24,237,529	28,753,613	24,764,207	30,002,988	29,717,049	285,939
Total Adjusted Expenditures	24,137,687	1,439,167	25,576,854	27,195,942	25,775,131	30,496,795	31,330,143	833,348
OPERATING SURPLUS (DEFICIT)	(3,102,247)	1,762,922	(1,339,325)	1,557,670	(1,010,924)	(493,807)	(1,613,094)	1,119,287
Balance Forward from 2021-Balance Sheet Operating Reserve	1,613,094		1,613,094	1,166,829		1,613,094	1,613,094	0
NET SURPLUS (DEFICIT)	(1,489,153)	1,762,922	273,769	2,724,499	(1,010,924)	1,119,287	(0)	1,119,287

REVENUES

STATE & FEDERAL FUNDING

MH & AODA Basic County Allocation	1,954,014	(314,442)	1,639,573	1,953,768	1,626,064	1,967,487	1,951,277	16,210
Children's Basic County Allocation	1,368,673	(228,112)	1,140,561	1,373,800	1,144,833	1,368,673	1,373,800	(5,127)
Children's L/T Support Waivers	1,332,407	1,368,907	2,701,314	2,378,567	1,479,284	3,174,814	1,775,141	1,399,673
Behavioral Health Programs	397,172	1,532	398,704	444,645	607,502	453,375	729,002	(275,627)
Community Options Program	147,034	34,731	181,765	218,118	181,765	218,118	218,118	0
Aging & Disability Res Center	592,645	296,228	888,873	1,022,970	890,689	1,066,648	1,068,827	(2,179)
Aging/Transportation Programs	674,260	17,933	692,194	968,221	840,898	917,257	1,009,077	(91,820)
Project YES!	0	0	0	0	0	0	0	0
Youth Aids	677,004	(89,501)	587,503	719,116	552,761	702,581	663,313	39,268
IV-E Legal and Legal Rep	59,778	4,755	64,533	66,980	57,280	73,797	68,735	5,062
Children & Families	497,787	93,112	590,898	402,480	344,646	675,884	413,575	262,310
I.M. & W-2 Programs	897,134	429,927	1,327,061	1,737,041	1,351,408	1,651,754	1,621,690	30,064
Client Assistance Payments	159,210	16,562	175,772	254,108	170,000	210,927	204,000	6,927
Early Intervention	194,258	(31,070)	163,188	185,373	137,970	195,826	165,564	30,262
Total State & Federal Funding	8,951,375	1,600,562	10,551,938	11,725,188	9,385,099	12,677,141	11,262,119	1,384,760

COLLECTIONS & OTHER REVENUE

Provided Services	3,029,304	1,424,379	4,453,683	5,883,617	5,853,431	6,143,454	7,024,118	(880,664)
Child Alternate Care	97,227	0	97,227	165,980	145,833	116,672	175,000	(58,328)
Adult Alternate Care	106,234	0	106,234	173,099	166,667	127,481	200,000	(72,519)
Children's L/T Support	686,664	252,897	939,561	795,028	901,044	1,127,473	1,081,253	46,220
1915i Program	29,324	24,005	53,329	279,059	150,000	237,195	180,000	57,195
Donations	128,240	0	128,240	141,069	158,845	150,648	190,614	(39,966)
Cost Reimbursements	131,961	(11,755)	120,206	154,422	120,526	143,638	144,631	(993)
Other Revenues	445,057	(88,000)	357,057	506,831	488,913	406,669	586,696	(180,027)
Total Collections & Other	4,654,011	1,601,527	6,255,538	8,099,104	7,985,259	8,453,228	9,582,311	(1,129,083)

TOTAL REVENUES

13,605,386	3,202,089	16,807,475	19,824,292	17,370,358	21,130,369	20,844,430	255,677
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EXPENDITURES

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2022 Budget	Year End Variance
<u>WAGES</u>								
Behavioral Health	1,942,753	40,000	1,982,753	2,107,259	2,156,745	2,378,622	2,659,537	(280,916)
Children's & Families	1,770,026	0	1,770,026	2,027,113	1,726,718	2,124,031	2,205,720	(81,689)
Community Support	864,288	10,000	874,288	993,781	993,745	1,049,145	1,192,495	(143,349)
Comp Comm Services	1,619,789	30,000	1,649,789	1,740,852	1,831,922	1,979,747	2,303,035	(323,289)
Economic Support	1,067,245	0	1,067,245	1,403,292	1,144,865	1,280,694	1,373,838	(93,144)
Aging & Disability Res Center	454,064	0	454,064	545,552	501,697	544,379	602,036	(57,658)
Aging/Transportation Programs	547,342	0	547,342	546,219	526,612	656,810	631,934	24,875
Childrens L/T Support	647,909	0	647,909	573,115	658,921	777,491	791,935	(14,444)
Early Intervention	292,643	0	292,643	325,427	292,079	351,172	350,495	677
Management/Overhead	964,136	0	964,136	1,119,073	1,139,510	1,156,947	1,367,412	(210,465)
Lueder Haus	238,405	0	238,405	297,660	302,680	286,086	363,216	(77,131)
Safe & Stable Families	72,696	0	72,696	73,571	64,272	87,235	77,126	10,109
Supported Emplmt	0	0	0	0	0	0	0	0
Total Wages	10,481,295	80,000	10,561,295	11,752,913	11,339,765	12,672,357	13,918,779	(1,246,422)
<u>FRINGE BENEFITS</u>								
Social Security	769,363	0	769,363	864,671	856,947	923,148	1,028,337	(105,189)
Retirement	654,901	0	654,901	757,754	732,816	785,833	879,380	(93,547)
Health Insurance	2,254,873	0	2,254,873	2,456,139	2,594,263	2,705,609	3,113,115	(407,506)
Other Fringe Benefits	160,717	0	160,717	211,504	107,653	182,350	160,371	21,978
Total Fringe Benefits	3,839,855	0	3,839,855	4,290,068	4,291,679	4,596,939	5,181,203	(584,263)
<u>OPERATING COSTS</u>								
Staff Training	145,808	0	145,808	162,640	135,501	173,794	174,986	(1,192)
Space Costs	312,991	0	312,991	353,402	258,892	375,589	310,670	64,919
Supplies & Services	1,229,529	99,914	1,329,443	1,611,614	1,227,066	1,584,715	1,474,629	110,086
Program Expenses	602,097	1,003	603,100	458,867	321,234	721,785	385,480	336,304
Employee Travel	87,136	0	87,136	53,117	78,013	104,563	97,016	7,547
Staff Psychiatrists & Nurse	327,836	0	327,836	402,701	368,104	393,403	441,724	(48,321)
Birth to 3 Program Costs	178,085	0	178,085	200,619	188,083	213,702	225,700	(11,998)
Busy Bees Preschool	996	0	996	570	917	1,196	1,100	96
Other Operating Costs	20,526	0	20,526	98,257	17,250	24,631	20,700	3,931
Year End Allocations	(54,131)	(31,811)	(85,942)	(212,190)	(122,791)	(180,321)	(107,547)	(72,773)
Capital Outlay	184,857	22,980	207,837	51,061	242,659	289,851	291,191	(1,340)
Total Operating Costs	3,035,729	92,086	3,127,815	3,180,658	2,714,927	3,702,907	3,315,649	387,258
<u>BOARD MEMBERS</u>								
Per Diems	3,640	0	3,640	3,960	3,638	4,368	4,365	3
Travel	0	0	0	425	205	0	246	(246)
Training	0	0	0	0	0	0	0	0
Total Board Members	3,640	0	3,640	4,385	3,843	4,368	4,611	(243)

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2022 Budget	Year End Variance
<u>CLIENT ASSISTANCE</u>								
Donation Expenses	9,063	0	9,063	5,006	0	10,875	0	10,875
Medical Asst. Transportation	0	0	0	0	0	0	0	0
Energy Assistance	0	0	0	70,947	0	0	0	0
Kinship & Other Client Assistance	159,748	0	159,748	161,356	148,233	191,698	177,880	13,818
Total Client Assistance	168,811	0	168,811	237,309	148,233	202,573	177,880	24,693
<u>MEDICAL ASSISTANCE WAIVERS</u>								
Childrens LTS	1,334,401	1,332,419	2,666,820	2,327,089	1,450,068	3,200,184	1,740,082	1,460,102
Total Medical Assistance Waivers	1,334,401	1,332,419	2,666,820	2,327,089	1,450,068	3,200,184	1,740,082	1,460,102
<u>COMMUNITY CARE</u>								
Supportive Home Care	35,593	1,106	36,699	30,629	39,988	44,039	47,986	(3,948)
Guardianship Services	58,324	0	58,324	72,783	71,472	69,988	85,766	(15,778)
People Ag. Domestic Abuse	16,700	0	16,700	19,992	16,667	20,000	20,000	0
Family Support	0	0	0	0	0	0	0	0
Transportation Services	68,258	0	68,258	48,556	59,167	81,909	71,000	10,909
Other Community Care	567,054	1,666	568,720	641,103	600,391	634,280	720,470	(86,190)
Elderly Nutrition - Congregate	15,877	0	15,877	7,735	25,594	18,430	30,713	(12,282)
Elderly Nutrition - Home Delivered	226,236	0	226,236	250,531	173,955	275,659	208,746	66,913
Elderly Nutrition - Other Costs	2,769	0	2,769	24	6,000	3,322	7,200	(3,878)
Total Community Care	990,809	2,772	993,581	1,071,353	993,234	1,147,627	1,191,880	(44,253)
<u>CHILD ALTERNATE CARE</u>								
Foster Care & Treatment Foster	251,835	0	251,835	502,830	633,333	302,203	760,000	(457,797)
Intensive Comm Prog	0	0	0	0	0	0	0	0
Group Home & Placing Agency	32,082	0	32,082	208,166	229,167	32,082	275,000	(242,918)
Child Caring Institutions	484,992	0	484,992	323,900	469,167	517,392	563,000	(45,608)
Detention Centers	15,000	0	15,000	22,650	50,000	18,000	60,000	(42,000)
Correctional Facilities	156,320	0	156,320	0	95,654	156,320	114,785	41,535
Shelter & Other Care	107,323	10,370	117,693	159,752	148,269	141,232	177,923	(36,691)
Total Child Alternate Care	1,047,553	10,370	1,057,923	1,217,299	1,625,590	1,167,229	1,950,708	(783,479)
<u>HOSPITALS</u>								
Detoxification Services	88,241	1,492	89,733	41,034	25,000	107,679	30,000	77,679
Mental Health Institutes	1,011,634	0	1,011,634	1,213,756	1,000,000	1,213,961	1,200,000	13,961
Other Inpatient Care	0	0	0	0	0	0	0	0
Total Hospitals	1,099,875	1,492	1,101,367	1,254,790	1,025,000	1,321,640	1,230,000	91,640
<u>HS RESERVE FUND</u>								
Operating Reserve	0	0	0	0	541,667	0	650,000	(650,000)

OTHER CONTRACTED
 Adult Alternate Care (Non-MAW)
 Family Care County Contribution
 1915i Program
 IV-E TPR
 Emergency Mental Health
 Work/Day Programs
 Ancillary Medical Costs
 Miscellaneous Services
 Prior Year Costs
 Clearview Commission
Total Other Contracted

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2022 Budget	Year End Variance
Adult Alternate Care (Non-MAW)	249,701	0	249,701	139,358	146,500	297,639	175,800	121,838
Family Care County Contribution	625,097	(104,182)	520,915	625,097	520,914	625,097	625,097	0
1915i Program	300,275	19,661	319,936	290,966	265,860	379,326	319,032	60,294
IV-E TPR	241,496	0	241,496	224,373	183,288	289,795	219,946	69,849
Emergency Mental Health	80,232	0	80,232	7,649	75,714	80,232	90,857	(10,625)
Work/Day Programs	0	0	0	0	0	0	0	0
Ancillary Medical Costs	186,908	0	186,908	295,560	220,567	261,008	264,680	(3,672)
Miscellaneous Services	435,223	4,550	439,773	275,829	227,292	527,728	272,750	254,977
Prior Year Costs	16,788	0	16,788	0	0	20,145	0	20,145
Clearview Commission	0	0	0	1,246	990	0	1,188	(1,188)
Total Other Contracted	2,135,719	(79,971)	2,055,748	1,860,079	1,641,126	2,480,970	1,969,351	511,619
TOTAL EXPENDITURES	24,137,687	1,439,167	25,576,854	27,195,942	25,775,131	30,496,795	31,330,143	(833,348)

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Projection based on October 2022 Revenue & Expenditures Financial Statement

Summary Sheet

() Unfavorable

Program	Annual Projection			Budget			Variance
	Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	
65000 BASIC ALLOCATION	3,926,950	5,162,104	1,235,154	4,095,157	5,148,131	1,052,973	(182,181)
65003 LUEDER HAUS	91,704	532,668	440,964	151,000	660,016	509,016	68,052
65004 UWW QTT	20,000	20,221	221	0	0	0	(221)
65007 EMERGENCY MENTAL HEALTH	159,784	1,240,027	1,080,243	258,753	1,089,533	830,780	(249,463)
65008 CRISIS INNOVATION	0	0	0	10,000	104,534	94,534	94,534
65010 HOPE (MHBG SUPPL)	6,792	181,423	174,631	41,582	77,775	36,193	(138,438)
65011 MENTAL HEALTH BLOCK	26,128	26,128	0	25,797	63,375	37,578	37,578
65025 COMMUNITY SUPPORT PROGRAM	768,488	1,797,604	1,029,115	895,000	1,951,688	1,056,688	27,572
65027 COMP COMM SERVICE	3,503,318	3,568,481	65,163	4,231,945	3,871,428	(360,518)	(425,681)
63027 FAMILY CENTERED THERAPY	0	84,204	84,204	0	176,234	176,234	92,029
65030 ROOM AND BOARD FOR OUD	12,275	12,903	628	0	0	0	(628)
65031 AODA BLOCK GRANT	109,299	109,299	0	109,299	109,860	561	561
65035 AODA BLOCK GRANT SUPPLEMENTAL	22,251	22,251	0	78,695	78,695	0	0
65032 OPIOID GRANT	102,672	139,600	36,928	187,042	207,209	20,167	(16,761)
65038 OPIOID SETTLEMENT	0	0	0	56,298	56,298	0	0
65043 COMMUNITY MENTAL HEALTH	97,609	0	(97,609)	97,609	0	(97,609)	0
65044 CCISY CRISIS GRANT	35,148	80,232	45,084	108,680	108,240	(440)	(45,524)
65063 1915i PROGRAM (CRS)	237,195	382,016	144,822	180,000	319,032	139,032	(5,790)
65034 WATERTOWN FOUNDATION TIC	3,327	3,327	0	0	0	0	0
66000 DONATIONS	971	360	(611)	0	0	0	611
Total Behavior Health	9,123,910	13,362,847	4,238,937	10,526,858	14,022,046	3,495,188	(743,749)

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Projection based on October 2022 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	1,590,803	2,077,607	486,804	1,678,324	2,789,058	1,110,734	623,930
65002 KINSHIP CARE	147,600	158,853	11,253	144,000	144,000	0	(11,253)
65005 YOUTH AIDS	698,429	1,355,191	656,762	678,532	1,617,188	938,656	281,894
65006 YOUTH AIDS - STATE CHARGES	0	156,320	156,320	0	114,785	114,785	(41,535)
63105 DOJ: DIVERSIONARY PROGRAMMING	12,111	12,111	0	0	0	0	0
63109 YOUTH JUSTICE INNOVATION	9,344	9,344	0	0	0	0	0
60683 CITIZEN'S REVIEW PANEL	3,839	7,780	3,941	10,000	10,000	0	(3,941)
63612 IN HOME SAFETY SERVICES	271,672	213,188	(58,485)	102,600	152,097	49,497	107,982
63112 PARENTS SUPPORTING PARENTS	182,961	172,632	(10,329)	183,831	198,543	14,712	25,041
65009 YA EARLY & INTENSIVE INT	64,314	216,113	151,799	46,501	201,593	155,092	3,294
63110 CHILDREN COURT IMPROVEMENT PROGRAM	1,646	1,646	0	0	0	0	0
65121 CHILDREN'S COP	218,118	237,387	19,269	218,118	249,935	31,817	12,548
65020 DOMESTIC ABUSE	0	20,000	20,000	0	20,000	20,000	0
65021 SAFE & STABLE FAMILIES	86,174	151,312	65,138	62,586	139,595	77,009	11,871
65036 SACWIS	0	9,676	9,676	0	9,676	9,676	0
65040 CHILDRENS LTS WAIV-DD	4,302,287	4,523,542	221,254	2,856,394	3,104,599	248,205	26,950
65067 COMMUNITY RESPONSE GRANT	2,370	183,691	181,321	6,030	197,909	191,879	10,559
63111 FOSTER PARENT RETENTION	15,794	16,971	1,177	12,000	12,000	0	(1,177)
65068 FOSTER PARENT TRAINING	2,648	8,566	5,918	3,034	7,585	4,551	(1,367)
65060 IV-E CHIPS LEGAL	30,796	126,633	95,837	30,765	113,946	83,181	(12,656)
65070 IV-E TPR	33,901	84,754	50,852	32,300	85,000	52,700	1,848
65069 LEGAL REP: TPR	0	0	0	0	0	0	0
65079 LEGAL REP: CHIPS	9,100	78,409	69,309	5,670	21,000	15,330	(53,979)
65080 YOUTH DELINQUENCY INTAKE	0	983,793	983,793	0	976,168	976,168	(7,626)
65082 AUTISM	0	565	565	0	7,933	7,933	7,368
65175 EARLY INTERVENTION (BIRTH TO 3)	218,302	766,798	548,496	190,847	801,024	610,177	61,680
63176 B3: PARENTS AS TEACHERS	9,408	360	(9,048)	0	0	0	9,048
63175 B3: SED INNOVATION	0	0	0	0	0	0	0
63188 CHILD CARE COUNTS	23,052	23,864	812	0	0	0	(812)
63174 B3: PANDEMIC RECOVERY	24,641	24,641	0	0	0	0	0
65105 KINSHIP ASSESSMENTS	10,530	10,530	0	9,114	9,114	0	0
65120 COORDINATED SERVICE TEAM	60,000	87,800	27,800	60,000	104,478	44,478	16,679
63120 CST SUPPLEMENT	0	0	0	0	0	0	0
65188 BUSY BEES PRESCHOOL	3,000	43,175	40,175	3,000	21,825	18,825	(21,350)
65189 INCREDIBLE YEARS	2,500	53,725	51,225	0	42,499	42,499	(8,726)
66000 DONATIONS	21,847	10,035	(11,811)	0	0	0	11,811
Total Children & Families	8,057,187	11,827,011	3,769,824	6,333,645	11,151,551	4,817,905	1,048,081

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Projection based on October 2022 Revenue & Expenditures Financial Statement

Summary Sheet

() Unfavorable

Program	Annual Projection			Budget			Variance
	Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	
Economic Support Division							
65051 INCOME MAINTENANCE	1,457,295	2,081,723	624,428	1,467,409	2,164,436	697,027	72,599
65053 CHILD DAY CARE ADMIN	172,520	6,182	(166,339)	134,286	5,773	(128,513)	37,825
65057 ENERGY PROGRAM	0	0	0	0	0	0	0
65071 CHILDREN FIRST	3,232	0	(3,232)	2,491	0	(2,491)	741
65073 FSET	8,176	0	(8,176)	8,389	0	(8,389)	(213)
65100 CLIENT ASSISTANCE	10,200	0	(10,200)	0	0	0	10,200
Total	1,651,424	2,087,905	436,481	1,612,576	2,170,209	557,633	121,153
Aging Division & ADRC							
65012 ALZHEIMERS FAM SUPP	25,425	25,425	0	40,000	40,000	0	0
65046 ADRC - DBS	0	176,519	176,519	0	192,081	192,081	15,562
65047 ADRC - DCS	0	2,790	2,790	0	108,998	108,998	106,208
65048 AGING/DISABIL RESOURCE	1,066,648	789,939	(276,709)	1,068,827	710,174	(358,653)	(81,944)
65075 GUARDIANSHIP PROGRAM	0	23,820	23,820	0	27,050	27,050	3,230
65076 STATE BENEFIT SERVICES	46,469	101,447	54,978	54,024	100,955	46,931	(8,046)
65077 ADULT PROTECTIVE SERVICES	62,742	61,511	(1,231)	55,537	64,014	8,477	9,708
65078 NSIP	20,108	20,109	1	20,108	20,108	0	(1)
65151 TRANSPORTATION	286,395	462,098	175,703	257,837	427,873	170,036	(5,667)
65152 IN-HOME SERVICE III-D	567	630	63	7,560	8,130	570	507
65154 SITE MEALS	83,800	55,426	(28,374)	132,000	136,608	4,608	32,982
65155 DELIVERED MEALS	336,484	475,397	138,913	302,000	314,646	12,646	(126,267)
65157 SENIOR COMMUNITY SERVICES	7,986	7,986	0	7,986	7,986	0	0
65158 ELDER ABUSE	25,025	177,497	152,472	25,025	167,623	142,598	(9,874)
65159 III-B SUPPORTIVE SERVICE	86,518	93,340	6,822	125,000	135,601	10,601	3,779
65162 APS SUPPLEMENT COVID-19	5,462	5,462	0	0	0	0	0
65163 TITLE III-E (FAMLY CAREGIVER SUPPORT)	18,036	22,545	4,509	67,000	88,100	21,100	16,591
65195 VEHICLE ESCROW ACCOUNT	178	0	(178)	0	21,357	21,357	21,535
63010 MOBILITY MANAGER	89,521	111,902	22,380	72,000	115,675	43,675	21,294
65176 ADRC COVID VACCINATION	0	0	0	0	0	0	0
66000 DONATION	253	480	227	0	0	0	(227)
Total	2,161,618	2,614,321	452,704	2,234,904	2,686,978	452,074	(630)

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Projection based on October 2022 Revenue & Expenditures Financial Statement

Summary Sheet

() Unfavorable

Program	Annual Projection			Budget			Variance
	Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	
Administrative Services Division							
65187 UNFUNDED SERVICES	10,420	65,648	55,229	13,200	35,446	22,246	(32,983)
63101 COUNTY OWNED HOUSING	8,892	29,078	20,186	0	30,180	30,180	9,994
65190 MANAGEMENT	0	6,740	6,740	0	21,793	21,793	15,053
65200 OVERHEAD AND TAX LEVY	8,989,538	213,265	(8,776,273)	8,995,866	283,907	(8,711,959)	64,314
65200 Overhead Cleared	0	0	0	0	0	0	0
65210 CAPITAL OUTLAY	0	289,851	289,851	0	278,034	278,034	(11,817)
22101 COVID-19	0	127	127	0	0	0	(127)
Balance Sheet Non Lapsing Funds	1,613,094	0	(1,613,094)	1,613,094	0	(1,613,094)	0
Total Administrative Services Division	10,621,944	604,711	(10,017,233)	10,622,160	649,359	(9,972,801)	44,433
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	31,616,082	30,496,795	(1,119,287)	31,330,143	31,330,143	(0)	1,119,287

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-22					
Foster Care	39	1,121	\$54,333	\$48	\$1,393
Group Home	0	0	\$0	\$0	\$0
Kinship Care	44	1,328	\$12,852	\$10	\$292
Subsidized Guardianship	14	434	\$5,851	\$13	\$418
RCC's	4	124	\$65,359	\$527	\$16,340
RCC's - Out of State	0	0	\$0	\$0	\$0
Total January 2022	101	3007	\$ 138,394	\$46	\$1,370
	2022 YTD Avg. per Month		\$138,394		
	2021 YTD Avg. per Month (thru January 2021)		\$108,557		
February-22					
Foster Care	36	976	\$46,603	\$48	\$1,295
Group Home	0	74	\$0	\$0	\$0
Kinship Care	43	1,183	\$12,675	\$11	\$295
Subsidized Guardianship	14	392	\$5,851	\$15	\$418
RCC's	4	112	\$59,434	\$531	\$14,858
RCC's - Out of State	0	0	\$0	\$0	\$0
Total February 2022	97	2737	\$124,562	\$46	\$1,284
	2022 YTD Avg. per Month		\$131,478		
	2021 YTD Avg. per Month (thru February 2021)		\$106,308		
March-22					
Foster Care	32	910	\$39,772	\$44	\$1,243
Group Home	1	18	\$4,512	\$251	\$4,512
Kinship Care	41	1,271	\$12,300	\$10	\$300
Subsidized Guardianship	16	476	\$6,436	\$14	\$402
RCC's	4	124	\$65,759	\$530	\$16,440
RCC's - Out of State	0	0	\$0	\$0	\$0
Total March 2022	94	2799	\$128,778	\$46	\$1,370
	2022 YTD Avg. per Month		\$130,578		
	2021 YTD Avg. per Month (thru March 2021)		\$105,675		

Children - Alternate Care Costs

Type of Placement	# of Children	# of Days	Cost	Cost per Day	Cost Per Child
April-22					
Foster Care	32	890	\$40,349	\$45	\$1,261
Group Home	1	30	\$7,519	\$251	\$7,519
Kinship Care	41	1,230	\$12,300	\$10	\$300
Subsidized Guardianship	17	486	\$6,830	\$14	\$402
RCC's	3	90	\$47,320	\$526	\$15,773
RCC's - Out of State	0	0	\$0	\$0	\$0
Total April 2022	94	2726	\$114,317	\$42	\$1,216
	2022 YTD Avg. per Month		\$126,513		
	2021 YTD Avg. per Month (thru April 2021)		\$102,442		
May-22					
Foster Care	30	936	\$43,790	\$47	\$1,460
Group Home	1	31	\$7,770	\$251	\$7,770
Kinship Care	45	1,362	\$13,685	\$10	\$304
Subsidized Guardianship	17	503	\$6,883	\$14	\$405
RCC's	3	93	\$48,897	\$526	\$16,299
RCC's - Out of State	0	0	\$0	\$0	\$0
Total May 2022	96	2925	\$121,025	\$41	\$1,261
	2022 YTD Avg. per Month		\$125,415		
	2021 YTD Avg. per Month (thru May 2021)		\$104,218		
June-22					
Foster Care	32	900	\$43,980	\$49	\$1,374
Group Home	1	30	\$7,519	\$251	\$7,519
Kinship Care	46	1,375	\$13,750	\$10	\$299
Subsidized Guardianship	15	450	\$6,236	\$14	\$416
RCC's	3	61	\$31,920	\$523	\$10,640
RCC's - Out of State	0	0	\$0	\$0	\$0
Total June 2022	97	2816	\$103,405	\$37	\$1,066
	2022 YTD Avg. per Month		\$121,747		
	2021 YTD Avg. per Month (thru June 2021)		\$104,351		

Children - Alternate Care Costs

Type of Placement	# of Children	# of Days	Cost	Cost per Day	Cost Per Child
July-22					
Foster Care	31	940	\$42,358	\$45	\$1,366
Group Home	1	19	\$4,762	\$251	\$4,762
Kinship Care	44	1,360	\$13,519	\$10	\$307
Subsidized Guardianship	14	434	\$5,236	\$12	\$374
RCC's	3	74	\$38,939	\$526	\$12,980
RCC's - Out of State	0	0	\$0	\$0	\$0
Total July 2022	93	2827	\$104,815	\$37	\$1,127
		2022 YTD Avg. per Month	\$119,328		
		2021 YTD Avg. per Month (thru July 2021)	\$104,771		
August-22					
Foster Care	31	867	\$37,746	\$44	\$1,218
Group Home	0	0	\$0	\$0	\$0
Kinship Care	44	1,448	\$14,023	\$10	\$319
Subsidized Guardianship	14	434	\$5,236	\$12	\$374
RCC's	3	93	\$49,236	\$529	\$16,412
RCC's - Out of State	0	0	\$0	\$0	\$0
Total August 2022	92	2842	\$106,241	\$37	\$1,155
		2022 YTD Avg. per Month	\$117,692		
		2021 YTD Avg. per Month (thru August 2021)	\$107,375		
September-22					
Foster Care	31	794	\$32,263	\$41	\$1,041
Group Home	0	0	\$0	\$0	\$0
Kinship Care	44	1,320	\$13,200	\$10	\$300
Subsidized Guardianship	15	452	\$6,131	\$14	\$409
RCC's	3	73	\$40,304	\$552	\$13,435
RCC's - Out of State	0	0	\$0	\$0	\$0
Total September 2022	93	2639	\$91,898	\$35	\$988
		2022 YTD Avg. per Month	\$114,826		
		2021 YTD Avg. per Month (thru Sept 2021)	\$108,747		

Children - Alternate Care Costs

Type of Placement	# of Children	# of Days	Cost	Cost per Day	Cost Per Child
October-22					
Foster Care	28	804	\$33,948	\$42	\$1,212
Group Home	0	0	\$0	\$0	\$0
Kinship Care	46	1,481	\$14,348	\$10	\$312
Subsidized Guardianship	16	484	\$6,397	\$13	\$400
RCC's	2	62	\$38,358	\$619	\$19,179
RCC's - Out of State	0	0	\$0	\$0	\$0
Total October 2022	92	2831	\$93,051	\$33	\$1,011
		2022 YTD Avg. per Month	\$112,649		
		2021 YTD Avg. per Month (thru Oct 2021)	\$110,122		
		Projected 2022 Cost	\$1,351,783		
		2022 Budget	\$1,739,000		
		(includes kinship not detention/shelter)			

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

Detox Facility	Clients *	Comments	Billed YTD **	Days **
Tellurian Community	51	October 2022	\$95,303	144
Matt Talbot Recovery	0	October 2022	\$0	0
Exodus Recovery House	2	October 2022	\$1,752	48
Nova Counseling	0	October 2022	\$0	0
Lutheran Social Services	1	October 2022	\$1,798	32
Catholic Charities	3	October 2022	\$6,143	84
Friends of Women	2	October 2022	\$6,128	111
Arbor Place	1	October 2022	\$3,636	36
Mooring House	2	October 2022	\$6,850	137
WisHope	4	October 2022	\$4,446	126
Blandine House	5	October 2022	\$6,094	277
All - October 2022	71	2022 total through October	\$132,150	995
All - October 2021	58	2021 total through October	\$66,607	649

* Count is based on Unduplicated Clients.

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

Costs by Month

Month	Detox	AODA
January	\$4,092	\$6,699
February	\$10,627	\$6,819
March	\$17,331	\$6,248
April	\$4,092	\$4,424
May	\$19,094	\$5,887
June	\$13,298	\$3,483
July	\$6,936	\$939
August	\$7,217	\$0
September	\$8,524	\$800
October	\$4,092	\$1,550
November - estimated	\$9,530	\$2,700
December		

Total Estimated Costs for 2022 (Thru Nov) \$144,382

Total Costs for 2021 (Thru Nov) \$86,360

2023 Billing/Charge Rates

Jefferson County Human Services Dept.

SERVICE/TYPE	2023 PROPOSED		Unit	2022	2021	2020	2019
	Individual	Group					
Psychiatric - Eval* (90792)	\$265	\$88	unit	\$255	\$250	\$238	\$224
Psychiatric - Less than 10 minutes (99211)	\$35.00	n/a	unit	\$32.50	\$31.88	\$30.00	\$28
Psychiatric - 10-19 minutes (99212)	\$76.50	n/a	unit	\$76.50	\$75.00	\$52.00	\$49
Psychiatric - 20-29 minutes (99213)	\$110.00	n/a	unit	\$95.00	\$93.50	\$80.00	\$75
Psychiatric - 30-39 minutes (99214)	\$155.00	n/a	unit	\$150.00	\$145.00	n/a	n/a
Psychiatric - 40-54 minutes (99215)	\$210.00	n/a	unit	\$215.00	\$208.50	n/a	n/a
APNP w/ Psychiatric specialty - 15 minutes (99212)	\$38.75	n/a	unit	\$38.75	n/a	n/a	n/a
APNP w/ Psychiatric specialty - 30 minutes (99214)	\$77.50	n/a	unit	\$77.50	n/a	n/a	n/a
APNP w/ Psychiatric specialty - 45 minutes (99215)	\$116.25	n/a	unit	\$116.25	n/a	n/a	n/a
APNP w/ Psychiatric specialty - one hour	\$155	\$52	hour	\$155	\$155	\$155	\$127
APNP w/ Psychiatric specialty - Eval* (90792)	\$210	\$70	unit	\$201	n/a	n/a	n/a
Psychotherapy - Masters****	\$140	\$47	hour	\$130	\$135	\$125	\$110
Initial Eval - Masters (90791)	\$200	n/a	unit	\$190	n/a	n/a	n/a
Psychotherapy - Bachelor****	\$130	\$43	hour	\$122	\$113	\$101	\$101
Initial Eval - Bachelor (90791)	\$190	n/a	unit	\$183	n/a	n/a	n/a
Targeted Case Management (incl: JJ, APS, Adults)*	\$98	\$28	hour	\$114	\$108	\$102	\$116
CCS - MD*	\$265	\$88	hour	\$255	\$250	\$238	\$224
CCS - Masters*	\$128	\$37	hour	\$128	\$132	\$126	\$131.50
CCS - Bachelor*	\$110	\$31	hour	\$110	\$116	\$122	\$118.35
CCS - PHD*	\$185	\$40	hour	\$185	\$145	\$145	\$144.65
CCS - RN*	\$110	\$31	hour	\$125	\$127	\$119	\$105.00
CCS - Technician/Rehab/Peer*	\$106	\$35	hour	\$106	\$106	\$118	\$111.78
CSP - Psychiatric*	\$265	\$88	hour	\$255	\$250	\$245	\$228
CSP - RN*	\$142	\$47	hour	\$125	\$127	\$119	\$113
CSP - Masters*	\$147	\$49	hour	\$129	\$132	\$124	\$118
CSP - Bachelors*	\$142	\$47	hour	\$125	\$127	\$119	\$113
CSP - Technician*	\$124	n/a	hour	\$123	\$116	\$114	\$106
CRS - Periodic^	\$221.00	n/a	hour	\$217.50	\$162.84	\$119.48	\$102.03
EMH - Masters w/3000*	\$138	\$39	hour	\$131	\$136	\$129	\$117
EMH - Bachelor*	\$135	\$35	hour	\$119	\$121	\$125	\$115
EMH - Technician*	\$127	n/a	hour	\$109	\$107	\$106	\$106
CLTS Waiver - Case Management~	\$89.26	n/a	Hour	\$81.04	\$80.84	\$78.40	\$73
OWI Assessment - Standard	\$300	n/a	task	\$295	\$295	\$295	\$295
OWI - Missed Appointment	\$145	n/a	task	\$145	\$145	\$145	\$145
OWI - Reinstatement	\$110	n/a	task	\$110	\$110	\$110	\$110
OWI - Amendment	\$95	n/a	task	\$95	\$95	\$95	\$95
OWI - Extension of Driver Safety Plan	\$93	n/a	task	\$93	\$93	\$93	\$93

SERVICE/TYPE	2023 PROPOSED		Unit	2022	2021	2020	2019
	Individual	Group					
OWI - Paperwork Transfer	\$140	n/a	task	\$140	\$140	\$140	\$140
OWI - Out-of-State Add-on	\$250	n/a	task	\$250	\$250	\$250	\$250
Lueder House*	\$307	n/a	day	\$295	\$291	\$295	\$291
Protective Payee**	\$52	n/a	month	\$48	\$45	\$44	\$43
Protective Payee - MCO***	\$52.50	n/a	month	\$52.50	\$50	\$43.96	\$43.96
Home Delivered Meals - MCO ***	\$14.34	n/a	meal	\$14.34	\$13.66	\$13.66	\$13.66
Daily Living Skills - MCO ***	\$32.83	n/a	hour	\$32.83	\$30.00	\$30.00	\$30.00
Transportation Co-Pays: Out-of-County	\$12.00	n/a	trip	\$7.50	\$7.50	\$7.50	\$7.50
Transportation Co-Pays: In-County	\$2.00	n/a	trip	\$1.50	\$1.50	\$1.50	\$1.50

Break out of Lueder House: Room and Board is \$65.57 per day. Charge client \$25.00 per day.

Inpatient Hospitalization: Full balance is due from client (no bill if client has SSI or MA). Monthly Payment from client is determined based on clients ability to

Detox & AODA Residential Services: Cost of service (no bill if client has SSI or MA). Monthly Payment from client is determined based on clients ability to

Room & Board: Cost of Room & Board, with deductions for medical and other living expenses.

Uniform Fee System is used to assess ability to pay.

^CRS Daily Rate was discontinued in July 2018. 2023 rate based on review of 2021 and 2022 YTD.

~CLTS Waiver Case Management is approved by State DHS

* Used 2021 WIMCR with 9.2% composite COLA Adjustment (4.0% in 2023 + 5.0% in 2022) for direct services, as appropriate

** Set by Social Security Administration. Clients are charged based on ability to pay.

*** Set through contract with MCO

**** Codes include 90846, 90487, 90832, 90834, 90837, 90839, 90840, H0022, H0046, 90853

Jefferson County

Diversity and Inclusion Committee

Strategic Plan

January 1, 2023

OVERVIEW & PURPOSE

The Jefferson County Diversity Committee (JCDC) values diversity as a core component of the Jefferson County Human Services Department (JCHSD) workplace and practices. The purpose of the Strategic Plan is to align JCHSD and JCDC vision and values with department practices and outcomes. The Strategic Plan will be reviewed annually and updated as needs in the organization and community change.

SUBCOMMITTEES

JCDC members will actively participate in one or more subcommittees in order to meet the needs of JCHSD. Subcommittees will aim to meet monthly. Subcommittees will be updated as needs in the organization and community change.

1. Community Outreach
 - a. Members will ensure communication with key community stakeholders on:
 - Needs in the community
 - Goals of the JCDC and how these reflect community needs
 - Strategic Plan and how stakeholders can participate in attainment of goals that reflect community needs
 - b. Members will communicate diversity, equity, and inclusion efforts through Facebook
 - c. Members will advocate for community needs through communication with higher level Division leaders
 - d. Members will partner in Human Resources' diversity efforts by providing locations/organizations where job postings can reach an array of applicants

2. Event Planning
 - a. Members will inform and/or involve the department in honoring diversity and intersectionality by bringing awareness to holidays, traditions, and celebrations of diverse populations
 - b. Members will organize a book club for Department staff
3. Training Implementation
 - a. Members will coordinate one department-wide training per calendar year that promotes diversity and inclusion within the organization and community
 - b. JCHSD will require mandatory discussion about inclusively relevant issues at staff meetings
 - mandatory discussions at one team meeting per month
4. Prevalence Data Collection and Analyzation
 - a. Members will ensure Department wide data collection and analyzation
 - Data must include race and/or ethnicity, gender, ability/disability, and limited English proficiency
 - Teams will be responsible for collecting and analyzing their data
 - Teams will evaluate data and create goals to address service gaps
5. Strategic Plan Implementation
 - a. Members will update and disseminate the plan on a quarterly basis
 - b. Members will identify a third party to review the plan
6. LGBTQ Safe Space Committee
 - a. Members will develop and implement an LGBTQ safe space in Jefferson County
 - b. Members will ensure the safe space is representing the JCDC core values to best serve LGBTQ community members in Jefferson County.

EMPLOYMENT

JCHSD aims to promote diversity in hiring.

1. JCDC will partner in Human Resources' diversity efforts by providing locations/organizations where job postings can reach an array of applicants.

TRAINING

JCHSD supports diversity and intersectionality as a key component of quality service provision.

1. JCDC will support or plan at least one department-wide training that promotes diversity as a core component of our workplace and practices.
 - a. JCDC will promote the department-wide training at Department meetings
 - b. JCDC will communicate training opportunities with crucial community stakeholders

when applicable

- c. JCDC will offer an array of trainings on diversity and intersectionality from year to year

COMMUNICATION

JCHSD supports difficult conversations to improve the cultural climate in the department and to enhance worker's ability to effectively communicate with diverse clientele.

1. JCDC will create a platform for ideas that support diversity and intersectionality to be shared across the department.
 - a. A resource library will be comprised of articles, videos, books, etc. that will be accessible to JCHSD staff to promote conversations and growth in cultural humility and inclusion

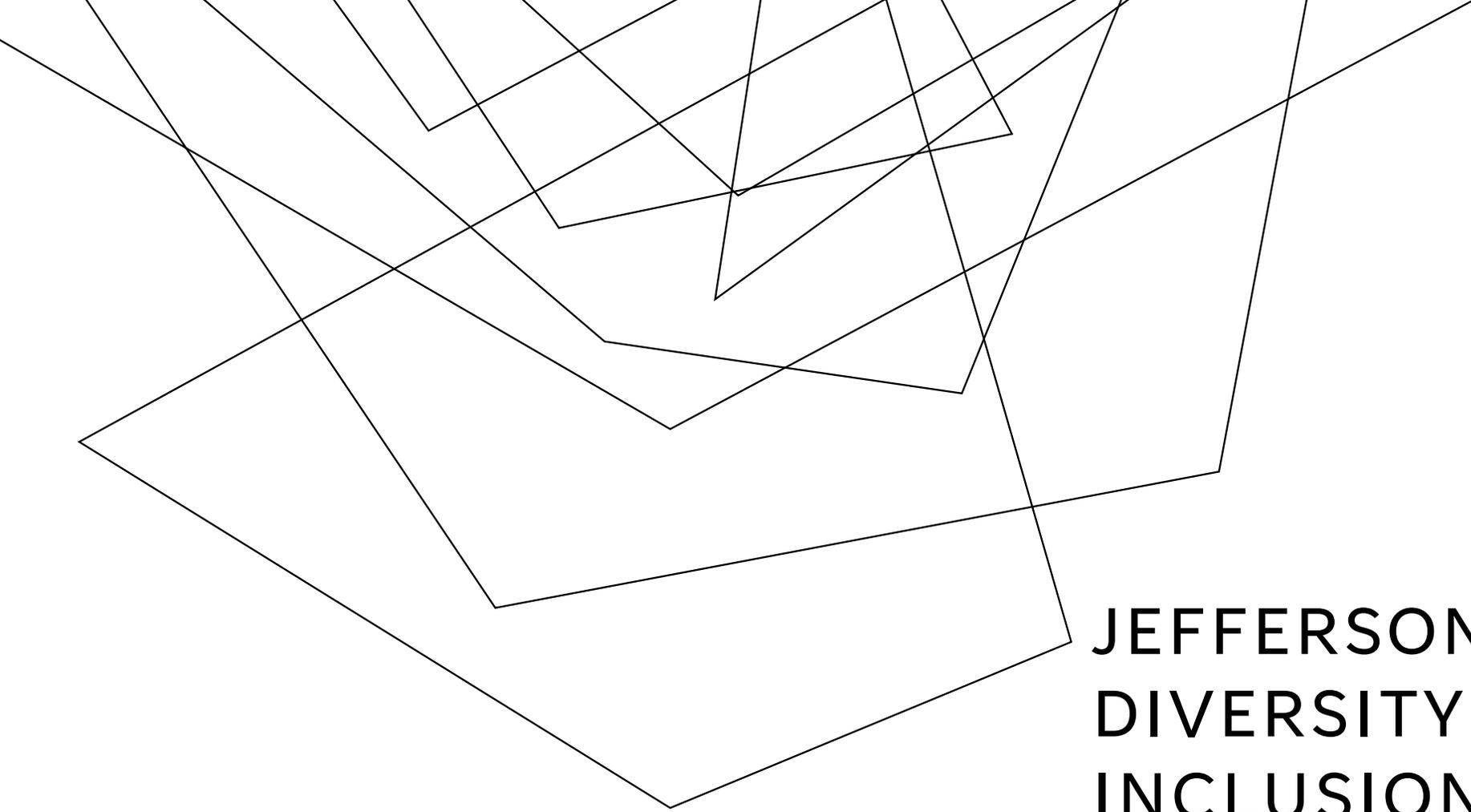
TEAM ACCOUNTABILITY

JCHSD is comprised of various teams that serve diverse clientele throughout the community.

1. JCDC members will communicate updates with their team members on at least a monthly basis.
 - a. Teams will be asked to provide input on the JCDC Strategic Plan
 - b. JCDC members will provide monthly updates to teams that are not represented on the JCDC
2. Teams will be responsible for collecting and reporting data on provision of services. This collection will focus on current representation across all intersectionalities. Each team will develop a plan to address the disparities.
 - a. JCDC will identify key players in computing data
3. Teams will engage in conversations and/or activities from the resource library that is comprised of articles, videos, books, etc. that are accessible to JCHSD staff to promote conversations and growth in cultural humility and inclusion. These conversations surrounding cultural humility shall occur at least once a month.

POLICY AND PROCEDURE REVIEW

Recognized expert will review Jefferson County's policy and procedures for perpetuation of systemic oppression.

An abstract graphic consisting of several thin, black, overlapping lines that form various geometric shapes and polygons, primarily located in the upper left and center of the page.

JEFFERSON COUNTY DIVERSITY AND INCLUSION COMMITTEE

Courtney Regnier

WHAT IS THE DIVERSITY COMMITTEE?

The diversity and inclusion committee consists of JCHSD workers from all teams who come together to address a common goal: ensuring the department is practicing diversity and inclusion in everything we do.

WHAT IS OUR 'MISSION?'

Jefferson County's Diversity and Inclusion Committee values diversity as a core component of the Department's workplace and practices. Our mission is to ensure all consumers and staff are treated equitably, regardless of their many identities.

HOW DOES THE COMMITTEE “WORK?”

The committee consists of five subcommittees who meet monthly to work on different projects. The full committee meets once a month to discuss subcommittee and department updates. The committee works together to keep the department informed on any projects and updates. We aim to have at least one member from each team involved in the diversity committee to ensure all teams are engaged in diversity and inclusion efforts.

OUR SUBCOMMITTEES AND WHAT THEY DO

Community Outreach

- Advocate for community needs

LGBTQ+ Safe Space
- Develop and implement an LGBTQ safe space group in Jefferson County

Training Implementation

- Coordinate department-wide diversity training activities

Event Planning

- Inform and involve the department in honoring diversity

Prevalence Data

- Collect and analyze consumer demographic data

OUR ACCOMPLISHMENTS

- Aided in creating a linguistic plan
- Participated in the Fort Fall Fiesta and Latino Academy Career Fair
- Create and share monthly TOL activities for team discussions
- Created and sold diversity merch for staff



- Hosted multiple department- wide civil rights trainings
- Provide LGBTQ Ally stickers for staff
- Developed a monthly rotation between teams for diversity related board décor in the HS lobby

OUR UPCOMING PROJECTS AND EVENTS

- LGBTQ Safe Space group
- Relaunch of diversity merch
- 2023 civil rights training
- Monthly TOL activities
- Bulletin board décor
- HR Outreach/ job postings
- Participate in more community events



THANK YOU!

Any questions?

Courtney Regnier

cregnier@jeffersoncountywi.gov

Office of the Sheriff - Jefferson County



411 S. Center Avenue
Jefferson, Wisconsin 53549-1703

Paul S. Milbrath, Sheriff

Jeffrey Parker, Chief Deputy

Donald Hunter ★ Travis Maze ★ Margareta Gray
Administrative Captain Patrol Captain Jail Captain

To: Crisis Intervention Team Award Committee
From: Sheriff Paul Milbrath, Jefferson County Sheriff's Office
Re: Nomination of Deputy Heather Novotny, CIT Award

December 5, 2022

Please consider this well-deserved nomination of Jefferson County Sheriff's Office (JESO) Deputy Heather A. Novotny for the 2022 Crisis Intervention Team Award to recognize her for going above and beyond in a Crisis Intervention.

On October 15, 2022, Deputy Novotny involved herself in a life-threatening situation where her CIT training, which she completed in 2018, was put to the test. On the above date, at approximately 6:10 P.M., JESO received a call regarding a suicidal 14-year-old, who was currently hanging off the bridge over the Rock River, near Rock River Park. Further information was that this 14-year-old was upset about discipline which included them not being able to attend a school event. JESO further advised that Deputy Novotny was on scene.

Deputy Novotny was off-duty and was traveling westbound on Cty Tk B, west of Johnson Creek. As she came upon the bridge over the Rock River, she observed a subject in dark clothing on the south side of the bridge. The person had climbed over the railing, Deputy Novotny observed their shoes on the ground on the inside of the railing and the person was hanging off, as if they were getting ready to let go and jump into the river below. Deputy Novotny placed a call to JESO Dispatch and advised them of her location and what she was observing. She was advised that squads were being dispatched to the area, but they were still quite a ways away. Based on this information and Deputy Novotny's belief that the subject was imminently going to jump, she advised dispatch that she would be attempting to contact the person.

Deputy Novotny exited her vehicle and began approaching the person on the bridge on foot. As she got closer, she could see that the person appeared to be very upset and was crying. She continued to very slowly approach as to not scare them. Deputy Novotny explained that her name is Heather and that she was wondering if there was anything she could do to help. Deputy Novotny told them that if anyone was trying to harm them, that she would do anything she could to keep them safe. Deputy Novotny noted that their arms were wrapped around the railings of the bridge but they were continuing to lean forward and Deputy Novotny was afraid that they may lose their hold on the railing and slip into the river below.

Deputy Novotny spent several minutes speaking with them, trying to get them to explain to her what had gone so wrong that had brought them to the bridge today and their desire to jump.

The person explained to me that they had been released from Rogers Mental Health facility, in-part, because they were attempting to attend a school event. They told deputy Novotny that they were very upset about an altercation that had happened at school, which was preventing them from attending the school event. Deputy Novotny felt that she had gained a rapport with person because they seemed to become more comfortable sharing many personal details about the issues going on in their life. Deputy Novotny explained that she wasn't dressed for the weather and that she was getting cold but that she was really interested in continuing to speak with them.

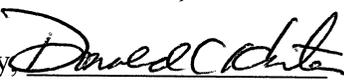
Deputy Novotny also told them that she was concerned that they weren't dressed for the weather either, as it was quite windy and rainy. I asked them if they would be willing to come back over the railing and come with her to her car. Deputy Novotny told them that in just a matter of minutes, she believed that police would be on scene, but that if they were willing to come and speak with her, she would talk to the Officers on their behalf; the person stated that they would be willing to come and speak with her.

This situation was resolved with the person agreeing to be checked out medically and also agreed to a voluntary admission to an inpatient facility. From his letter of recommendation to Deputy Heather Novotny, Sheriff Paul Milbrath added:

"...It's obvious to see that you were well prepared for such an incident...Knowing you the way I do, I can only imagine the kindness in your tone and the empathy you showed towards this young lady. You continued your care and concern for her, even after Deputy Olszewski arrived on the scene, knowing that more needed to be done to calm this situation down. Your actions most certainly prevented the senseless and tragic death of a young girl...Your actions make me so proud to be the Sheriff of this County and have dedicated staff like yourself, who put their heart and soul into everything they do working here....I believe your actions and your compassion will give her the opportunity to hopefully make some changes and seek the help it appears she so desperately needs."

I believe that Deputy Heather Novotny's decision to involve herself in this situation certainly helped to prevent a tragedy. Deputy Novotny was able to put her CIT training along with her years of experience into action to positively resolve this situation. I appreciate your consideration of Deputy Novotny for the 2022 CIT Award.

Respectfully Submitted,
Paul S. Milbrath, Sheriff

By 
Donald C. Hunter
Chief Deputy