

Human Services Board Agenda - Jefferson County
Jefferson County UW Extension, 864 Collins Road, Room 12
Jefferson, WI 53549

Date: Tuesday, April 11, 2023, 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 April 11, 2023 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 March 14, 2023 Board Minutes
7. Communications
8. Review of the February 2023 Financial Statement
9. Discuss and Approve March 2023 Vouchers
10. Discussion and Possible Action on new 2023 Professional Service Contracts (*Respite Care, Training Program, Fiscal Agent and Medical Rides*)
11. Presentation on Child Abuse Prevention Month
12. Discussion and Possible Action on Fleet Car Usage and Personal Mileage Reimbursement Policy
13. Director's Report
14. Adjourn

Next Scheduled Meetings:

Tuesday, May 9, 2023, at 8:30 a.m.

Tuesday, June 13, 2023, at 4:00 p.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
March 14, 2023

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

Board Members Present via Zoom: Richard Jones

Others Present: Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford, 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**
Nsibirwa Absent/Quorum was established.
- 3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**
Mr. Wehmeier certified that we were in compliance.
- 4. REVIEW OF THE MARCH 14, 2023 AGENDA**
- 5. PUBLIC COMMENTS**
No Comments
- 6. APPROVAL OF THE FEBRUARY 14, 2023 BOARD MINUTES**
Mr. Wineke made a motion to approve the February 14, 2023 board minutes.
Mr. Lund seconded.
Motion passed unanimously.
- 7. COMMUNICATIONS**
- 8. REVIEW OF THE FINAL 2022 FINANCIAL STATEMENT**
Mr. Bellford reviewed the final 2022 financial statement (attached) and reported that we ended the year with a positive year-end fund balance of \$2,138,422. This includes \$306,541 of prepaid adjustments and \$1,000,000 in our reserve, leaving a spendable balance of \$831,881.
- 9. DISCUSS AND APPROVE FEBRUARY 2023 VOUCHERS**
Mr. Bellford reviewed the summary sheet of vouchers totaling \$643,370.36 (attached).
Mr. Lund made a motion to approve the February 2023 vouchers totaling \$643,370.36.
Mr. Kutz seconded.
Motion passed unanimously.
- 10. DISCUSSION AND POSSIBLE ACTION ON THE NEW 2023 PROFESSIONAL SERVICE CONTRACTS (SUPPORT SERVICES, COUNSELING & THERAPEUTIC SERVICES, FOSTER CARE AND JANITORIAL CLEANING SERVICES)**
Mr. Ruehlow reported that we have four new service providers. (attached)
Mr. Racanelli made the motion to approve the contracts as listed.
Ms. Mirk seconded.
Motion passed unanimously.
- 11. DISCUSSION AND POSSIBLE ACTION ON FINAL 2022 CARRY OVER REQUESTS**
Mr. Bellford reviewed the final 2022 carryover requests that will be sent to the Finance Committee for approval. (attached)

12. DIRECTOR'S REPORT

Mr. Ruehlow reported on the following items:

- There have been six OAK (Overdoes Aid Kits) boxes to be placed around the Jefferson County Human Services locations. These boxes contain the following items: Narcan, breathing barrier devices, awareness cards, flyers and help cards.
- Lobby Day is April 12th.
- At the County Board meeting tonight, they will be voting to determine if Jefferson County Human Services will be the fiscal agent for the Youth Crisis Stabilization Facility in Watertown.
- Mr. Ruehlow presented the draft version of the Fleet Car Usage and Personal Mileage Reimbursement Policy and stated that this will be an action item on the April agenda.

13. ADJOURN

Mr. Racanelli made a motion to adjourn the meeting.

Mr. Lund seconded.

Motion passed unanimously.

Meeting adjourned at 9:28 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, April 11, 2023, at 8:30 a.m.
Jefferson County Workforce Development Center
864 Collins Road, Room 12
Jefferson, WI 53549

Financial Statement Summary

February, 2023

We are projecting a positive year-end fund balance of \$828,776. This balance includes our carryover from 2022, including \$650,000 from our reserve carryover. This early in the year, most projected are still weighted toward the budget, and very volatile. Because most everything is weighted towards the budget, we are, at this point, only \$178,776, over the budget when the reserve is excluded.

Summary of Variances:

- CCS continues to be understaffed compared to the budget. **We are projecting \$3,910,707 in total CCS expenses, compared to budgeted costs of \$4,849,727.** This includes \$2,790,800 in staffing (wages, salary, and fringe) compared to a budget of \$3,807,348. **As such, our revenue is projected to be \$3,877,486, compared to a budget of \$4,820,930.** Through March, we had the following CCS positions unfilled: LPN, 4 FCT psychotherapists, 2 Rehab Workers, and 4 services facilitators.
- Hospitalizations and detox, especially at the Dane County Care Center, are driving a large unfavorable balance for mental health. **Hospital/Detox is projected to be over budget (unfavorable) by \$597,869 (Net basis):**

	Budget	Actual	Projection
Revenue	\$330,000	\$6,386	\$188,317
Expenditures	\$1,170,000	\$271,031	\$1,626,186
Net	\$(840,000)	\$(264,645)	\$(1,437,869)

This would be our largest hospital expense amount in five years. The January 2023 State Institute bill was \$95,451. The February bill was \$114,505.

- **The Nutrition Programs – Home Delivered Meals, Site Meals, and NSIP – are projected to have a combined \$49,865 net unfavorable balance.** We are presenting these programs with a combined, net balance, because GWAAR has allowed us to flex the costs and funding among them in recent years.

At this point, we don't have our 2023 GWAAR contracts, so we are projecting revenue to be consistent with the prior year contracts. However, we did use all of our ARPA funding in 2022, as these programs have had a significant demand for services. So, we are projecting \$0 in ARPA revenue in 2023, which is why we have the unfavorable projection. This has been offset, in part, by increased participant donations and increased MCO funding for HDM.

- **CLTS revenue is projected to be under budget by \$167,512. CLTS expenses are projected to be under budget by \$107,740.** This is one area that is extremely hard to project at this point, and it will be very volatile for the next few months. Most projected are weighted toward the budget and 2022 results. We will continue to add staff and kids to this program. We currently have two unfilled CLTS positions.

- **Salary expenses are projected to be under budget by \$1,431,603:** This is because of numerous vacant or unfilled positions. Most of this is because of CCS and EMH positions. Additionally, the CPS and Intake teams in the Children and Families Division have seen numerous vacancies throughout the year, as well. Finally, we have had numerous administrative positions vacant for extended periods, including custodians, Medical Records, and in the Outpatient Clinic. Both CSP and the Outpatient Clinic have been to close to full for most of the year so far. As such, both billing revenue and staffing costs are close to budgeted levels.
- **Fringes and benefit expenses are projected to be under budget by \$804,858.** This would be due to several reasons. One, it would correspond to salaries and vacant positions. Two, we are seeing a large variance in health insurance costs, as many more staff opted out of the health insurance program that we projected when doing the budget.
- **Children Alternate Care expenses are projected to be under budget by \$716,820.** This projection includes Shelter and Detention costs. We did decrease our alternate care budget in 2023. As shown on the Alternate Care summary, we have very few group homes and RCC placements, which are typically much higher in cost.
- **CRS and adult alternate care costs are projected to be \$6,583 and \$15,290 over budget.** These projections are in-line with the budget and the placements we saw when the budget was created. Additional, high-cost placements could skew that variance.
- The Transportation program continues to see an increased demand for services. **As such, we are projecting revenue to exceed the budget by \$74,342, while expenses are projected to exceed the budget by \$119,552 for a net unfavorable balance of \$45,210.** The expenses should slow when we get our new vans.
- **Costs related to the HOPE (housing) program are projected to be over budget by \$57,267.**
- **Income Maintenance Consortium revenue and costs are projected to be in-line with the budget.** Specifically, we are projecting that program to have a net favorable balance of \$2,238. While we have some decreased costs because of vacant positions, this is offset by some increased ARPA costs and increased staff OT projecting to assist with the unwinding. In both cases, we do have additional revenue to cover those costs.
- **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 \$436,531. This is because of hospitalization expenses.

CHILDREN & FAMILY DIVISION: Projected favorable balance of \$649,830, because of reduced alternate care costs and staffing/positions.

ECONOMIC SUPPORT DIVISION: Projected unfavorable balance of \$12,335. These programs are right in-line with the budget currently.

AGING & ADRC DIVISION: Projected unfavorable balance of \$103,763, because of the nutrition program ARPA revenue and transportation costs.

ADMINISTRATIVE DIVISION: Projected favorable balance of \$81,575, because of unfilled positions.

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

Statements are unaudited.

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT
STATEMENT OF REVENUES & EXPENDITURES
 Projection based on February 2023 - 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	(486,228)	4,150,117	3,663,888	22,300,051	4,217,271	23,840,825	25,326,443	(1,485,618)
County Funding for Operations (tax levy & transfer in)	1,601,978	0	1,601,978	7,687,620	1,638,636	9,831,815	9,831,815	0
Total Resources Available	1,115,750	4,150,117	5,265,867	29,987,671	5,855,907	33,672,640	35,158,259	(1,485,618)
Total Adjusted Expenditures	4,821,001	646,276	5,467,276	30,783,697	6,031,863	34,230,646	36,545,041	2,314,394
OPERATING SURPLUS (DEFICIT)	(3,705,251)	3,503,841	(201,410)	(796,027)	(175,956)	(558,006)	(1,386,782)	828,776
Balance Forward from 2021-Balance Sheet Operating Reserve	1,386,782		1,386,782	1,166,829		1,386,782	1,386,782	0
NET SURPLUS (DEFICIT)	(2,318,469)	3,503,841	1,185,372	370,802	(175,956)	828,776	0	828,776

REVENUES

STATE & FEDERAL FUNDING

MH & AODA Basic County Allocation	0	325,669	325,669	1,967,487	325,669	1,954,014	1,954,014	0
Children's Basic County Allocation	0	228,490	228,490	1,368,673	240,612	1,370,942	1,443,673	(72,731)
Children's L/T Support Waivers	0	259,535	259,535	3,409,333	596,141	3,409,333	3,576,845	(167,512)
Behavioral Health Programs	0	90,804	90,804	481,329	110,167	1,806,448	661,004	1,145,444
Community Options Program	0	36,353	36,353	218,118	36,353	218,118	218,118	0
Aging & Disability Res Center	0	185,621	185,621	1,133,916	198,473	1,113,723	1,190,835	(77,112)
Aging/Transportation Programs	163,291	9,923	173,214	1,020,021	164,326	808,405	985,956	(177,552)
Project YES!	0	0	0	0	0	0	0	0
Youth Aids	0	113,414	113,414	709,161	153,104	680,484	918,626	(238,142)
IV-E Legal and Legal Rep	0	16,614	16,614	81,648	13,469	83,546	80,812	2,734
Children & Families	0	59,899	59,899	643,630	120,401	424,484	745,222	(320,738)
I.M. & W-2 Programs	(316,430)	838,105	521,675	1,760,947	277,018	1,727,318	1,662,107	65,211
Client Assistance Payments	0	37,600	37,600	211,625	34,000	225,600	204,000	21,600
Early Intervention	0	31,070	31,070	186,402	31,070	186,418	186,418	0
Total State & Federal Funding	(153,139)	2,233,097	2,079,957	13,192,290	2,300,803	14,008,833	13,827,630	181,203

COLLECTIONS & OTHER REVENUE

Provided Services	(402,207)	1,617,736	1,215,529	6,615,850	1,400,715	7,235,889	8,404,289	(1,168,400)
Child Alternate Care	11,216	5,000	16,216	129,221	22,830	97,293	136,979	(39,686)
Adult Alternate Care	12,628	10,000	22,628	119,542	30,833	135,766	185,000	(49,234)
Children's L/T Support	855	163,323	164,177	1,191,921	316,261	1,560,399	1,897,567	(337,168)
1915i Program	287	10,000	10,287	248,186	30,000	237,340	180,000	57,340
Donations	20,815	0	20,815	160,652	16,860	154,852	101,162	53,690
Cost Reimbursements	20,957	(2,038)	18,919	194,259	20,850	116,100	125,098	(8,998)
Other Revenues	2,361	113,000	115,361	448,130	78,120	294,354	468,718	(174,365)
Total Collections & Other	(333,089)	1,917,020	1,583,931	9,107,761	1,916,469	9,831,992	11,498,813	(1,666,821)

TOTAL REVENUES

(486,228)	4,150,117	3,663,888	22,300,051	4,217,271	23,840,825	25,326,443	(1,485,618)
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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	429,512	15,000	444,512	2,415,744	506,313	2,657,656	3,115,031	(457,374)
Children's & Families	362,001	10,000	372,001	2,128,895	358,996	2,232,006	2,381,660	(149,654)
Community Support	199,454	0	199,454	1,061,426	213,032	1,196,727	1,278,193	(81,466)
Comp Comm Services	352,291	0	352,291	1,968,708	456,976	2,113,748	2,808,121	(694,373)
Economic Support	222,357	0	222,357	1,276,709	226,108	1,334,144	1,356,648	(22,504)
Aging & Disability Res Center	89,137	0	89,137	555,228	110,863	538,484	665,176	(126,692)
Aging/Transportation Programs	101,731	0	101,731	660,454	86,095	610,389	516,571	93,818
Childrens L/T Support	153,555	20,000	173,555	790,764	186,133	1,041,332	1,116,798	(75,466)
Early Intervention	60,677	0	60,677	352,355	61,288	364,061	367,728	(3,668)
Management/Overhead	237,625	15,000	252,625	1,165,349	226,406	1,515,751	1,358,433	157,318
Lueder Haus	51,609	0	51,609	292,306	63,422	309,651	380,533	(70,882)
Safe & Stable Families	15,353	0	15,353	88,500	15,463	92,118	92,780	(661)
Supported Emplmt	0	0	0	0	0	0	0	0
Total Wages	2,275,303	60,000	2,335,303	12,756,437	2,511,094	14,006,067	15,437,670	(1,431,603)
<u>FRINGE BENEFITS</u>								
Social Security	163,677	0	163,677	934,615	183,201	981,704	1,099,206	(117,503)
Retirement	142,413	0	142,413	798,740	168,594	854,084	1,011,563	(157,479)
Health Insurance	588,214	0	588,214	2,723,514	670,910	3,526,092	4,025,459	(499,367)
Other Fringe Benefits	2,403	0	2,403	161,327	7,422	14,420	44,530	(30,110)
Total Fringe Benefits	896,706	0	896,706	4,618,196	1,030,126	5,376,299	6,180,758	(804,458)
<u>OPERATING COSTS</u>								
Staff Training	27,164	0	27,164	163,678	23,329	161,183	146,290	14,893
Space Costs	80,862	0	80,862	383,642	66,284	1,060,169	397,704	662,465
Supplies & Services	327,817	206,598	534,415	1,774,687	341,716	1,725,860	2,051,995	(326,135)
Program Expenses	85,054	9,676	94,730	939,882	89,816	519,998	538,895	(18,897)
Employee Travel	17,047	0	17,047	105,277	16,414	102,280	105,483	(3,203)
Staff Psychiatrists & Nurse	66,003	0	66,003	387,040	65,805	396,015	394,830	1,185
Birth to 3 Program Costs	39,300	0	39,300	202,539	38,303	235,799	229,818	5,982
Busy Bees Preschool	105	0	105	1,039	183	627	1,100	(473)
Other Operating Costs	1,913	0	1,913	20,526	10,001	11,476	60,008	(48,532)
Year End Allocations	(18,883)	(6,598)	(25,480)	(110,935)	(36,709)	95,552	(252,510)	348,062
Capital Outlay	102,358	19,141	121,499	82,541	29,982	286,076	179,892	106,184
Total Operating Costs	728,739	228,817	957,556	3,949,915	645,125	4,595,037	3,853,505	741,533
<u>BOARD MEMBERS</u>								
Per Diems	1,105	0	1,105	4,485	228	6,630	1,365	5,265
Travel	0	0	0	255	75	0	450	(450)
Training	0	0	0	0	0	0	0	0
Total Board Members	1,105	0	1,105	4,740	303	6,630	1,815	4,815

	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	1,057	0	1,057	11,307	0	6,341	0	6,341
Medical Asst. Transportation	0	0	0	0	0	0	0	0
Energy Assistance	0	0	0	0	0	0	0	0
Kinship & Other Client Assistance	31,141	0	31,141	196,963	32,700	219,296	196,200	23,096
Total Client Assistance	32,197	0	32,197	208,269	32,700	225,637	196,200	29,437
<u>MEDICAL ASSISTANCE WAIVERS</u>								
Childrens LTS	88,182	219,371	307,553	3,336,524	612,400	3,566,661	3,674,401	(107,740)
Total Medical Assistance Waivers	88,182	219,371	307,553	3,336,524	612,400	3,566,661	3,674,401	(107,740)
<u>COMMUNITY CARE</u>								
Supportive Home Care	2,136	0	2,136	51,185	5,338	12,813	32,028	(19,215)
Guardianship Services	5,115	4,000	9,115	63,139	22,315	54,687	133,890	(79,203)
People Ag. Domestic Abuse	4,166	0	4,166	20,000	4,167	25,000	25,000	0
Family Support	0	0	0	0	0	0	0	0
Transportation Services	12,085	0	12,085	83,282	10,933	72,512	65,600	6,912
Other Community Care	102,590	2,500	105,090	638,039	138,600	671,886	831,603	(159,717)
Elderly Nutrition - Congregate	16,930	0	16,930	21,823	5,385	101,578	32,308	69,270
Elderly Nutrition - Home Delivered	33,534	0	33,534	263,752	44,634	201,203	267,806	(66,604)
Elderly Nutrition - Other Costs	335	0	335	3,097	367	2,008	2,200	(192)
Total Community Care	176,889	6,500	183,389	1,144,319	231,739	1,141,687	1,390,435	(248,748)
<u>CHILD ALTERNATE CARE</u>								
Foster Care & Treatment Foster	37,123	0	37,123	306,635	92,500	222,737	555,000	(332,263)
Intensive Comm Prog	0	0	0	0	0	0	0	0
Group Home & Placing Agency	0	0	0	32,082	39,167	0	235,000	(235,000)
Child Caring Institutions	68,223	0	68,223	559,695	88,333	409,340	530,000	(120,660)
Detention Centers	6,925	0	6,925	22,375	8,333	41,550	50,000	(8,450)
Correctional Facilities	0	0	0	0	0	0	0	0
Shelter & Other Care	13,198	10,540	23,738	141,261	27,146	142,428	162,875	(20,447)
Total Child Alternate Care	125,469	10,540	136,009	1,062,047	255,479	816,056	1,532,875	(716,820)
<u>HOSPITALS</u>								
Detoxification Services	27,785	0	27,785	104,167	9,167	166,710	55,000	111,710
Mental Health Institutes	243,246	0	243,246	1,185,061	185,833	1,459,476	1,115,000	344,476
Other Inpatient Care	0	0	0	0	0	0	0	0
Total Hospitals	271,031	0	271,031	1,289,228	195,000	1,626,186	1,170,000	456,186
<u>HS RESERVE FUND</u>								
Operating Reserve	0	0	0	0	150,000	0	900,000	(900,000)

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			
42,765	0	42,765	268,759	45,313	256,590	271,880	(15,290)			
0	104,183	104,183	625,097	104,183	625,099	625,097	2			
33,635	16,864	50,499	366,882	53,172	312,449	319,032	(6,583)			
50,270	0	50,270	298,385	44,796	301,621	268,776	32,845			
0	0	0	80,232	0	0	0	0			
0	0	0	0	0	0	0	0			
38,108	0	38,108	213,716	48,076	228,649	288,454	(59,805)			
60,601	0	60,601	542,919	72,159	1,145,979	432,956	713,023			
0	0	0	16,788	0	0	0	0			
0	0	0	1,246	198	0	1,188	(1,188)			
225,379	121,047	346,426	2,414,023	367,897	2,870,387	2,207,382	663,005			
TOTAL EXPENDITURES			4,821,001	646,276	5,467,276	30,783,697	6,031,863	34,230,646	36,545,041	(2,314,394)

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Projection based on FEBRUARY 2023 Revenue & Expenditures Financial Statement

Summary Sheet

() Unfavorable

	Program	Annual Projection			Budget			
		Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	Variance
Behavior Health								
65000	BASIC ALLOCATION	3,901,501	5,890,447	1,988,946	4,321,120	5,599,484	1,278,363	(710,582)
65003	LUEDER HAUS	157,800	639,481	481,681	158,500	692,546	534,046	52,365
65004	UWW QTT	0	2,017	2,017	0	0	0	(2,017)
65007	EMERGENCY MENTAL HEALTH	239,100	1,322,014	1,082,914	269,437	1,366,151	1,096,713	13,800
65008	CRISIS INNOVATION	0	0	0	119,865	119,865	(0)	(0)
63007	YCSF - CAA	800,000	800,000	0	0	0	0	0
63008	YCSF - PR	575,000	575,000	0	0	250,000	250,000	250,000
65010	HOPE (MHBG SUPPL)	14,977	306,620	291,644	15,757	250,134	234,377	(57,267)
65011	MENTAL HEALTH BLOCK	0	2,835	2,835	27,325	27,325	0	(2,835)
65025	COMMUNITY SUPPORT PROGRAM	921,326	2,159,625	1,238,299	978,000	2,128,592	1,150,592	(87,707)
65027	COMP COMM SERVICE	4,112,486	3,910,707	(201,779)	5,045,930	4,849,727	(196,203)	5,576
63027	FAMILY CENTERED THERAPY	0	19,178	19,178	0	52,018	52,018	32,840
65030	ROOM AND BOARD FOR OUD	0	0	0	0	0	0	0
65031	AODA BLOCK GRANT	109,299	109,299	(0)	109,299	109,299	0	0
65035	AODA BLOCK GRANT SUPPLEMENTAL	70,323	70,323	0	39,348	39,348	(0)	(0)
65032	OPIOID GRANT	59,282	90,866	31,585	172,105	167,554	(4,551)	(36,135)
65038	OPIOID SETTLEMENT	49,317	49,317	0	111,176	111,176	0	0
65043	COMMUNITY MENTAL HEALTH	97,609	0	(97,609)	97,609	0	(97,609)	0
65044	CCISY CRISIS GRANT	0	0	0	0	0	0	0
65063	1915i PROGRAM (CRS)	237,340	316,045	78,705	180,000	319,032	139,032	60,327
65034	WATERTOWN FOUNDATION TIC	0	0	0	0	0	0	0
66000	DONATIONS	-	900.00	900	(46,005)	0	46,005	45,105
Total	Behavior Health	11,345,359	16,264,674	4,919,315	11,599,467	16,082,250	4,482,783	(436,531)

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Projection based on FEBRUARY 2023 Revenue & Expenditures Financial Statement

Summary Sheet

() Unfavorable

Program	Annual Projection			Tax Levy	Budget			Variance
	Revenue	Expenditure			Revenue	Expenditure	Tax Levy	
Children & Families								
65001 CHILDREN'S BASIC ALLOCATION	1,612,709	2,036,322	423,613	1,724,652	2,677,524	952,872	529,259	
65002 KINSHIP CARE	165,600	165,600	0	144,000	144,000	0	0	
65005 YOUTH AIDS	667,203	1,302,926	635,722	684,367	1,534,778	850,411	214,689	
65006 YOUTH AIDS - STATE CHARGES	0	0	0	0	0	0	0	
63105 DOJ: DIVERSIONARY PROGRAMMING	0	0	0	0	0	0	0	
63109 YOUTH JUSTICE INNOVATION	0	0	0	150,000	150,000	0	0	
60683 CITIZEN'S REVIEW PANEL	442	442	0	10,000	10,000	0	0	
63612 IN HOME SAFETY SERVICES	63,222	63,222	0	209,939	229,160	19,221	19,221	
63112 PARENTS SUPPORTING PARENTS	214,117	201,849	(12,267)	324,779	354,019	29,240	41,507	
65009 YA EARLY & INTENSIVE INT	64,314	238,457	174,143	51,814	220,688	168,874	(5,269)	
63110 CHILDREN COURT IMPROVEMENT PROGRAM	0	0	0	0	0	0	0	
65121 CHILDREN'S COP	218,118	223,856	5,738	218,118	298,059	79,941	74,203	
65020 DOMESTIC ABUSE	0	25,000	25,000	0	25,000	25,000	0	
65021 SAFE & STABLE FAMILIES	69,786	170,603	100,817	69,786	168,920	99,134	(1,683)	
65036 SACWIS	0	9,676	9,676	0	9,676	9,676	0	
65040 CHILDRENS LTS WAIV-DD	4,969,732	5,371,798	402,066	5,474,411	5,662,036	187,625	(214,442)	
65067 COMMUNITY RESPONSE GRANT	5,032	196,681	191,649	5,032	213,411	208,379	16,730	
63111 FOSTER PARENT RETENTION	3,629	3,629	0	19,000	19,000	0	0	
65068 FOSTER PARENT TRAINING	4,000	15,514	11,514	3,918	10,047	6,129	(5,385)	
65060 IV-E CHIPS LEGAL	24,540	90,890	66,350	33,219	123,032	89,814	23,464	
65070 IV-E TPR	40,000	140,337	100,337	28,500	75,000	46,500	(53,837)	
65069 LEGAL REP: TPR	0	0	0	2,000	5,000	3,000	3,000	
65079 LEGAL REP: CHIPS	19,006	70,394	51,387	17,093	65,744	48,650	(2,737)	
65080 YOUTH DELINQUENCY INTAKE	0	897,437	897,437	0	1,021,552	1,021,552	124,115	
63301 WILEARN	0	50,295	50,295	0	0	0	(50,295)	
65082 AUTISM	0	7,132	7,132	0	0	0	(7,132)	
65175 EARLY INTERVENTION (BIRTH TO 3)	210,781	866,366	655,585	213,002	820,194	607,192	(48,393)	
63176 B3: PARENTS AS TEACHERS	0	0	0	0	0	0	0	
63175 B3: SED INNOVATION	0	0	0	0	0	0	0	
63188 CHILD CARE COUNTS	12,300	39,229	26,929	36,000	48,000	12,000	(14,929)	
65174 B3: PANDEMIC RECOVERY	30,642	30,642	0	76,567	76,567	0	0	
65105 KINSHIP ASSESSMENTS	13,742	13,742	0	11,917	11,917	0	0	
65120 COORDINATED SERVICE TEAM	60,000	85,171	25,171	60,000	113,698	53,698	28,527	
63120 CST SUPPLEMENT	0	0	0	0	0	0	0	
65188 BUSY BEES PRESCHOOL	4,950	48,173	43,223	3,000	45,689	42,689	(535)	
65189 INCREDIBLE YEARS	625	71,746	71,121	0	49,564	49,564	(21,557)	
66000 DONATIONS	6,750	5,440.98	(1,309)	0	0	0	1,309	
Total	8,481,239	12,442,570	3,961,331	9,571,115	14,182,276	4,611,161	649,830	

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Projection based on FEBRUARY 2023 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	1,565,459	2,285,626	720,167	1,479,970	2,202,374	722,405	2,238	
65053 CHILD DAY CARE ADMIN	137,547	6,480	(131,066)	155,468	7,511	(147,957)	(16,891)	
65057 ENERGY PROGRAM	0	0	0	0	0	0	0	
65071 CHILDREN FIRST	2,979	0	(2,979)	2,798	0	(2,798)	181	
65073 FSET	7,591	0	(7,591)	11,953	0	(11,953)	(4,362)	
65100 CLIENT ASSISTANCE	16,500	0	(16,500)	10,000	0	(10,000)	6,500	
Total	1,730,076	2,292,107	562,031	1,660,189	2,209,885	549,696	(12,335)	
Aging Division & ADRC								
65012 ALZHEIMERS FAM SUPP	5,822	5,822	0	22,028	22,028	0	0	
65046 ADRC - DBS	0	146,063	146,063	0	197,340	197,340	51,277	
65047 ADRC - DCS	0	0	0	0	0	0	0	
65048 AGING/DISABIL RESOURCE	1,113,723	907,777	(205,946)	1,190,835	970,966	(219,869)	(13,923)	
65075 GUARDIANSHIP PROGRAM	0	22,050	22,050	0	27,050	27,050	5,000	
65076 STATE BENEFIT SERVICES	43,154	105,093	61,939	46,284	109,648	63,364	1,425	
65077 ADULT PROTECTIVE SERVICES	56,827	14,395	(42,432)	52,202	54,384	2,182	44,614	
65078 NSIP	20,108	40,518	20,410	20,108	20,108	0	(20,410)	
65151 TRANSPORTATION	347,461	524,316	176,854	273,119	404,763	131,644	(45,210)	
65152 IN-HOME SERVICE III-D	3,173	3,525	353	1,500	1,667	167	(186)	
65154 SITE MEALS	185,969	182,004	(3,965)	66,725	71,177	4,452	8,417	
65155 DELIVERED MEALS	183,863	301,281	117,418	360,916	440,461	79,545	(37,873)	
65157 SENIOR COMMUNITY SERVICES	7,986	0	(7,986)	7,986	7,986	0	7,986	
65158 ELDER ABUSE	25,025	159,196	134,171	30,025	65,805	35,780	(98,391)	
65159 III-B SUPPORTIVE SERVICE	84,345	101,001	16,656	132,849	146,015	13,166	(3,490)	
65162 APS SUPPLEMENT COVID-19	0	0	0	0	0	0	0	
65163 TITLE III-E (FAMLY CAREGIVER SUPPORT)	19,113	23,891	4,778	64,180	73,000	8,820	4,042	
65195 VEHICLE ESCROW ACCOUNT	0	48,508	48,508	0	48,508	48,508	0	
63010 MOBILITY MANAGER	85,005	129,334	44,329	90,000	127,288	37,288	(7,041)	
65176 ADRC COVID VACCINATION	0	0	0	0	0	0	0	
66000 DONATION	-	-	0	0	0	0	0	
Total	2,181,574	2,714,773	533,200	2,358,757	2,788,194	429,437	(103,763)	

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Projection based on FEBRUARY 2023 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	0	46,711	46,711	13,200	40,559	27,359	(19,352)
	63101 COUNTY OWNED HOUSING	8,700	48,367	39,667	10,000	48,500	38,500	(1,167)
	65190 MANAGEMENT	0	90,000	90,000	0	0	0	(90,000)
	65200 OVERHEAD AND TAX LEVY	9,925,692	93,876	(9,831,815)	9,935,530	353,484	(9,582,046)	249,769
	65200 Overhead Cleared	0	0	0	0	0	0	0
	65210 CAPITAL OUTLAY	0	237,568	237,568	0	179,892	179,892	(57,676)
	22101 COVID-19	0	0	0	0	0	0	0
	Balance Sheet Non Lapsing Funds	1,386,782	0	(1,386,782)	1,386,782		(1,386,782)	0
Total	Administrative Services Division	11,321,174	516,522	(10,804,652)	11,345,512	622,435	(10,723,077)	81,575
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		35,059,422	34,230,646	(828,776)	36,535,041	36,535,041	(0)	828,776

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-23					
Foster Care	33	998	\$46,577	\$47	\$1,411
Group Home	0	0	\$0	\$0	\$0
Kinship Care	46	1,426	\$13,800	\$10	\$300
Subsidized Guardianship	16	496	\$6,599	\$13	\$412
RCC's	2	62	\$38,673	\$624	\$19,337
RCC's - Out of State	0	0	\$0	\$0	\$0
Total January 2023	97	2982	\$ 105,649	\$35	\$1,089
	2023 YTD Avg. per Month		\$105,649		
	2022 YTD Avg. per Month (thru January 2022)		\$138,394		
February-23					
Foster Care	32	896	\$46,559	\$52	\$1,455
Group Home	0	74	\$0	\$0	\$0
Kinship Care	46	1,288	\$13,800	\$11	\$300
Subsidized Guardianship	16	448	\$6,599	\$15	\$412
RCC's	2	48	\$29,550	\$616	\$14,775
RCC's - Out of State	0	0	\$0	\$0	\$0
Total February 2023	96	2754	\$96,508	\$35	\$1,005
	2023 YTD Avg. per Month		\$101,078		
	2022 YTD Avg. per Month (thru February 2022)		\$131,478		
		Projected 2023 Cost	\$1,212,941		
		2023 Budget	\$1,532,875		
		(includes kinship not detention/shelter)			

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

Detox Facility	Clients *	Comments	Billed YTD **	Days **
Tellurian Community	5	February 2023	\$4,092	6
Dane County Care Center	3	February 2023	\$25,000	40
Matt Talbot Recovery	0	February 2023	\$0	0
Exodus Recovery House	0	February 2023	\$0	0
Nova Counseling	0	February 2023	\$0	0
Lutheran Social Services	0	February 2023	\$0	0
Catholic Charities	0	February 2023	\$0	0
Friends of Women	0	February 2023	\$0	0
Arbor Place	0	February 2023	\$0	0
Mooring House	4	February 2023	\$13,720	173
WisHope	0	February 2023	\$0	0
Blandine House	0	February 2023	\$0	0
All - February 2023	12	2023 total through February	\$42,812	219

All - February 2022	13	2022 total through February	\$14,178	298
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* 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	\$27,785	\$7,440
February	\$1,307	\$6,280
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

2023 Provider Contracts (4/04/2023)

2023 Provider Contracts (4/04/2023)												
Contract Number	Provider	Service	Target	2022			2023					
23- 438	M Cares Respite, LLC	Respite Care	Child	0.00	per	minute/ session	7.35-9.45 /425.25- 551.25	per	minute/ session	#DIV/0!		92,232
23- 439	Board of Regents of UW System dba UW-Green Bay	Training Program	Staff	0.00	per	fee	12,500	per	fee	#DIV/0!		12,500
23- 440	KCC Fiscal Agent Services - Jefferson	Fiscal Agent	Child	0.00	per	month	944	per	month	#DIV/0!		11,332
23- 441	LifeCare Transport LLC- Replaces C&W Med Rides	Medical Rides	Adults & Elderly	0.00	per	round trip	100.00	per	round trip	#DIV/0!		4,000

JEFFERSON COUNTY HUMAN SERVICES (2/24/2023)

Fleet Car Usage and Personal Mileage Reimbursement

PURPOSE

To ensure the use of fleet vehicles consistently across all teams and divisions prior to the use of personal vehicles that incur mileage outside the fleet allocation.

POLICY

Any staff member performing duties as part of their job description shall first attempt to utilize a fleet car following the team and/or agency calendar reservation system. If teams' assigned fleet car(s) are not available during the time frame needed, all staff members shall seek out the additional "agency wide" cars that are available for the needed time frame BEFORE utilizing their own vehicle.

DEFINITIONS

PROCEDURE

1. Staff shall utilize their teams' fleet vehicle(s) reservation system to reserve a vehicle ahead of all scheduled appointments/meetings.
2. If the assigned team fleet vehicle(s) is reserved, staff shall seek out the agency wide fleet cars available and inquire on-line for their availability as a next step.
3. All staff shall have access to their team's specific fleet vehicle reservation system.
4. Staff traveling long distance from the office (such as 60 miles or more one way) shall have priority for the team fleet vehicle due to the cost advantages of such travel over local travel. All disputes or final determinations are left to the supervisor for final triage and decision. (or manager/other supervisor if the supervisor is not available).
5. After completing steps 1 and 2 without locating an available vehicle, staff should send their supervisor an email, text or phone call indicating that a vehicle was unavailable during the needed time and list the day and time frame that they are referring to. At that point staff should proceed with utilizing their own vehicle for mileage reimbursement.
6. All supervisors should review the monthly mileage expenses as submitted to verify appropriate use of staff personal vehicles. Staff going over \$200 in reimbursement in each month should meet with their supervisor in supervision to problem solve solutions and/or agency barriers. This information will be helpful for policy revisions and quality assurance in the process.
7. Fiscal will run mileage reports on all fleet vehicle assignments measuring usage to report to the teams, divisions, finance committee and Human Services board.

8. All team assigned fleet vehicles are subject to re-assignment based on maximizing high volume teams over fleet cars that are underutilized. Additionally, this reporting will be used to determine future vehicle purchases and yearly team assignment.
9. If staff members are consistently utilizing personal vehicles outside the parameters of this policy, they may be subject to forfeiture of personal mileage reimbursement.
10. Situations may arise where it is more effective to use personal vehicles instead of County fleet cars. Examples include conferences or trips to a client or other destination where it is more time and cost effective for staff to begin or end their travel at their residence and in their own vehicles rather than coming into the County offices and getting a fleet vehicle. These situations need to be discussed with and approved by the supervisor. Moreover, as required in the County Ordinance, staff will deduct the commute to the office when claiming reimbursement on these trips.