

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

**Date:** Tuesday, March 12, 2024, Time: 8:30 a.m.

**Topic:** Human Services Board Meeting

**Join Zoom Meeting**

<https://zoom.us/j/94280034464?pwd=dkZGanZ1TFNTV1M0QlhpbVGPzS2JnZz09>

**Meeting ID:** 942 8003 4464

**Passcode:** 750434

+13126266799 US (Chicago)

**Committee Members:**

**Jones, Dick (Chair)**

**Kutz, Russell (Vice-Chair)**

**Racanelli, Gino**

**Wineke, Michael**

**Lund, Kirk**

**Nsibirwa, Sira**

- 1.** Call to Order
- 2.** Roll Call (Establish a Quorum)
- 3.** Certification of Compliance with the Open Meetings Law
- 4.** Review of the March 12, 2024 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 13, 2024 Board Minutes
- 7.** Communications
- 8.** Review of the Final 2023 Financial Statement
- 9.** Discuss and Approve February 2024 Vouchers
- 10.** Discussion and Possible Action on new 2024 Professional Service Contracts (*Adaptive Aids-Vehicle, AODA Residential, CCS Regional Service Array, and Mentoring CHIPS and Juvenile*)
- 11.** Presentation on Motivational Interviewing
- 12.** Director's Report
- 13.** Adjourn

**Next Scheduled Meetings:**

Tuesday, April 9, 2024, at 8:30 a.m.

Tuesday, May 14, 2024, 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 13, 2024**

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

**Present via Zoom:** Richard Jones

**Others Present:** Director Brent Ruehlow; Administrative Services Division Manager Brian Bellford; County Administrator Ben Wehmeier, Office Manager Kelly Witucki, and Steve Ganser

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. Ruehlow certified that we are in compliance.
4. **REVIEW OF THE FEBRUARY 13, 2024, AGENDA**
5. **PUBLIC COMMENTS**  
No Comments
6. **APPROVAL OF THE DECEMBER 12, 2023, BOARD MINUTES**  
Mr. Wineke made a motion to approve the December 12, 2023, board minutes.  
Mr. Racanelli seconded.  
Motion passed unanimously.
7. **COMMUNICATIONS**  
No communications
8. **REVIEW OF THE DECEMBER 2023 FINANCIAL STATEMENT**  
Mr. Bellford reviewed the December financial statement (attached) and reported that we are projecting a positive year-end fund balance of \$1,307,537. This balance does include our carryover from 2022, including \$650,000 from our reserve carryover. With this projection, we have, at this point, a surplus of \$657,537, when the reserve is excluded.
9. **DISCUSS AND APPROVE DECEMBER 2023 VOUCHERS**  
Mr. Bellford reviewed the summary sheet of vouchers totaling \$763,278.29 (attached).  
Mr. Racanelli made a motion to approve the December 2023 vouchers totaling \$763,278.29.  
Mr. Lund seconded.  
Motion passed unanimously.
10. **DISCUSS AND APPROVE JANUARY 2024 VOUCHERS**  
Mr. Bellford reviewed the summary sheet of vouchers totaling \$1,486,411.61 (attached).  
Mr. Wineke made a motion to approve the January 2024 vouchers totaling \$1,486,411.61.  
Mr. Kutz seconded.  
Motion passed unanimously.

- 11. DISCUSSION AND POSSIBLE ACTION ON NEW 2024 PROFESSIONAL SERVICE CONTRACTS (SHC, PC, RESPITE, CCS REGIONAL SERVICE ARRAY, AODA RESIDENTIAL SOBER LIVING, AND FOSTER CARE)**  
Mr. Ruehlow reported that we have seven new service providers. (attached)  
Mr. Jones made the motion to approve the contracts as listed.  
Mr. Racanelli seconded.  
Motion passed unanimously.
- 12. DISCUSSION AND POSSIBLE ACTION ON THE APPOINTMENT OF JOHN DONOHUE AND TODD WEIDENHOFF TO THE ADRC ADVISORY COMMITTEE**  
Mr. Wineke made a motion to approve the appointments as presented.  
Mr. Kutz seconded.  
Motion passed unanimously.
- 13. DISCUSSION AND POSSIBLE ACTION ON THE 2024 BILLING RATES**  
Mr. Bellford reviewed the 2024 services rates. (attached)  
Mr. Racanelli made the motion to approve the rates as listed.  
Mr. Wineke seconded.  
Motion passed unanimously.
- 14. DISCUSSION AND POSSIBLE ACTION ON BUDGET CARRY OVER REQUESTS**  
Mr. Bellford reviewed the "Final Non-Lapsing and Carryover of Fund Balances Request for the year ending December 31, 2023." The carryover requests as presented will be sent to the Finance Committee and County Board for approval. (attached)  
Mr. Jones made a motion to approve the carryover requests as presented and be sent to the Finance Committee and County Board for approval.  
Mr. Lund seconded.  
Motion passed unanimously.
- 15. DISCUSSION AND POSSIBLE ACTION ON PROCLAMATION RECOGNIZING APRIL AS CHILD ABUSE PREVENTION MONTH**  
Mr. Wineke made the motion to approve proclamation recognizing April as Child Abuse Prevention Month.  
Mr. Lund seconded.  
Motion passed unanimously.
- 16. DIRECTOR'S REPORT**  
Mr. Ruehlow reported on the following items:
- We continue to run into issues with Feil's catering for home delivered meals. We have a clause in the contract that we will discount our monthly payments based on recouping our costs due to having to purchase items that were missing or replacing items that did not meet the temperature guidelines.
  - We are added a new congregate meal site in Lake Mills at City Hall.
  - Matz Center opened in January. Since opening we have had 3 admissions and 7 signed contracts.
  - Mr. Ruehlow held a Listening Session on February 8th. This allowed staff the opportunity to share how they felt things were going, what changes they would like to see, etc. We got a lot of good feedback.

- Due to the growth of the CLTS program, we added another CLTS supervisor. We are excited to announce that Darci Wubben has accepted that position. Darci is currently one of our CLTS Support and Services Coordinators.

**17. ADJOURN**

Mr. Lund made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 9:30 a.m.

Minutes prepared by:

Kelly Witucki

Office Manager

Human Services

**NEXT BOARD MEETING**

Tuesday, March 12, 2024, at 8:30 a.m.

Jefferson County Workforce Development Center

874 Collins Road, Room 103

## Financial Statement Summary

### December, 2023 - FINAL

We are projecting a positive year-end fund balance of \$1,671,405. This balance includes our prepaid adjustments (purchases made in 2023 that we have to expense in 2024 of \$332,070), leaving \$1,339,335 of unreserved fund balance. Our carryover request was \$1,293,256, leaving approximately \$46,079 to lapse.

#### Summary of Variances:

- **WIMCR revenue is shown below.**

Program	2023	2022	2021
OPMHSA, TCM, CSP, Crisis	867,546	791,691	761,417
CCS	1,314,461	706,619	(286,409)
CRS	216,030	188,613	212,285
<b>Total</b>	<b>2,398,037</b>	<b>1,686,923</b>	<b>687,293</b>

Our 2024 budget calls for a WIMCR settlement of \$1.9 million.

- **We ended the year with \$5,411,114 in total CCS expenses, compared to budgeted costs of \$4,849,727. Our revenue, excluding WIMCR noted above, was \$4,181,682, compared to a budget of \$4,820,930.** This is because of contractor costs being over the MA rate and leading to a CCS budget deficiency. We have accounted for increased CCS contractor costs and increased CCS WIMCR revenue as part of our 2024 budget.
- Hospitalizations and detox created an unfavorable balance for mental health. **They were over budget (unfavorable) by \$39,914 (Net basis):**

	Budget	Actual
<b>Revenue</b>	\$330,000	\$551,193
<b>Expenditures</b>	\$1,170,000	\$1,431,107
<b>Net</b>	\$(840,000)	\$(879,914)

We have seen a decrease in State Institute charges recently; although, those have been offset by alternate care placements. The net hospitalization has improved from prior months. The December 2023 State Institute bill was a net credit of (\$16,694). The January bill was \$70,389. As that increased in January, the alternate care costs will decrease.

- **The Nutrition Programs – Home Delivered Meals, Site Meals, and NSIP – were overbudget by \$71,373.** We are presenting these programs with a combined, net balance, because GWAAR has allowed us to flex the costs and funding among them. The variance in 2023 was because of ARPA revenue, which we budgeted for in 2023 but used up in 2022. We did see an increase in participant contributions and MCO payments. Our 2024 GWAAR budget is similar to that in

2023; however, we will be able to flex from the Title 3B program into the Nutrition programs. Additionally, Title 3B will have ARPA funding available until September 2024, so should not have to worry about a deficit in that program.

- **CLTS revenue was over budget by \$639,547, while CLTS expenses were over budget by \$647,128.** We continue to see a significant increase in both CLTS children and staff in the program.
- **Salary expenses were under budget by \$1,155,037:** This is because of numerous vacant or unfilled positions. On the BH side, 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. The ADRC and Economic Support have also been understaffed for most of the year.
- **Fringes and benefit expenses were under budget by \$872,931.** 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 \$742,234.** This projection includes Shelter and Detention costs. Our 2023 budget was for over \$1.5 million, and we spent \$790,632. Our 2024 budget is for \$1,048,075.
- **CRS and adult alternate care costs were \$227,766 and \$157,549 over budget, respectively.** These costs have increased dramatically recently. CRS will have some MA billing and WIMCR recovery to help offset the costs. This is due to one large placement that has been fluctuating between CRS and hospitalizations.
- The Transportation program continues to see an increased demand for services. **As such, revenue exceeded the budget by \$65,889 while expenses exceeded the budget by \$136,004 for a net unfavorable balance of \$70,114.**
- **The ADRC had net favorable balance of \$25,922.** This is because some vacancies throughout the year have led to lower staffing costs. Also, the staff have been able to bill the Fed MA rate, which reimburses at 100%, at a higher frequency than in prior years.
- **Operating Reserve:** We did not use the reserve balance of \$650,000 during the year, and we requested to carry it over in 2024 again.

**BEHAVIOR HEALTH DIVISION:** Unfavorable balance of \$765,550. This is because of hospitalization, alternate care, and CRS expenses. We are also under budget with CCS and EMH revenue.

**CHILDREN & FAMILY DIVISION:** Favorable balance of \$1,138,648 because of reduced costs for alternate care and staffing/positions.

**ECONOMIC SUPPORT DIVISION:** Favorable balance of \$101,081. We continued to use APRA and Unwinding funding during the year to offset any additional costs.

**AGING & ADRC DIVISION:** Unfavorable balance of \$112,377. While the Transportation and Nutrition programs are unfavorable, they are somewhat offset by the ADRC, which is favorable.

**ADMINISTRATIVE DIVISION:** Favorable balance of \$659,603. This is because of the prepaid adjustments in 2023. Additionally, our 2023 beginning balance included the 2022 lapse, as that was made in 2023. So, the beginning balance and County lapse accounts are both higher by an offsetting amount of \$455,080 (our lapse from last year). When these adjustments are accounted for, the Administrative balance was unfavorable by \$91,676.

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

Statements are unaudited.

**JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT**  
**STATEMENT OF REVENUES & EXPENDITURES**  
December 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	27,403,867	(0)	27,403,867	22,300,051	27,048,558	27,403,867	27,071,373	332,494
County Funding for Operations (tax levy & transfer in)	9,386,735	0	9,386,735	7,687,620	9,831,815	9,386,735	9,831,815	(445,080)
Total Resources Available	36,790,602	(0)	36,790,602	29,987,671	36,880,374	36,790,602	36,903,188	(112,586)
Total Adjusted Expenditures	37,257,258	(0)	37,257,258	30,708,293	37,876,734	37,257,258	38,289,970	1,032,712
OPERATING SURPLUS (DEFICIT)	(466,656)	(0)	(466,656)	(720,623)	(996,361)	(466,656)	(1,386,782)	920,126
Balance Forward from 2022-Balance Sheet Operating Reserve	2,138,061		2,138,061	1,166,829		2,138,061	2,138,061	0
<b>NET SURPLUS (DEFICIT)</b>	<b>1,671,405</b>	<b>(0)</b>	<b>1,671,405</b>	<b>446,206</b>	<b>(996,361)</b>	<b>1,671,405</b>	<b>751,279</b>	<b>920,126</b>

**REVENUES**

**STATE & FEDERAL FUNDING**

MH & AODA Basic County Allocation	1,969,384	0	1,969,384	1,967,487	1,954,014	1,969,384	1,954,014	15,370
Children's Basic County Allocation	1,370,942	0	1,370,942	1,368,673	1,443,673	1,370,942	1,443,673	(72,731)
Children's L/T Support Waivers	4,606,943	0	4,606,943	3,409,333	3,576,845	4,606,943	3,576,845	1,030,099
Behavioral Health Programs	1,501,328	0	1,501,328	481,329	2,288,741	1,501,328	2,288,741	(787,413)
Community Options Program	218,118	0	218,118	218,118	218,118	218,118	218,118	0
Aging & Disability Res Center	1,163,274	0	1,163,274	1,133,916	1,190,835	1,163,274	1,190,835	(27,561)
Aging/Transportation Programs	1,016,019	(0)	1,016,019	1,020,021	985,956	1,016,019	985,956	30,063
Project YES!	0	0	0	0	0	0	0	0
Youth Aids	768,918	0	768,918	709,161	918,626	768,918	918,626	(149,708)
IV-E Legal and Legal Rep	103,189	0	103,189	81,648	80,812	103,189	80,812	22,377
Children & Families	959,073	0	959,073	643,630	722,408	959,073	745,222	213,851
I.M. & W-2 Programs	1,741,679	0	1,741,679	1,760,947	1,700,775	1,741,679	1,700,775	40,904
Client Assistance Payments	223,082	0	223,082	211,625	204,000	223,082	204,000	19,082
Early Intervention	189,748	0	189,748	186,402	186,418	189,748	186,418	3,330
<b>Total State &amp; Federal Funding</b>	<b>15,831,697</b>	<b>(0)</b>	<b>15,831,697</b>	<b>13,192,290</b>	<b>15,471,220</b>	<b>15,831,697</b>	<b>15,494,035</b>	<b>334,332</b>

**COLLECTIONS & OTHER REVENUE**

Provided Services	8,544,517	0	8,544,517	6,615,850	8,436,809	8,544,517	8,436,809	107,708
Child Alternate Care	111,250	0	111,250	129,221	136,979	111,250	136,979	(25,730)
Adult Alternate Care	128,844	0	128,844	119,542	185,000	128,844	185,000	(56,156)
Children's L/T Support	1,507,015	0	1,507,015	1,191,921	1,897,567	1,507,015	1,897,567	(390,552)
1915i Program	282,251	0	282,251	248,186	180,000	282,251	180,000	102,251
Donations	153,265	0	153,265	160,652	147,166	153,265	147,166	6,098
Cost Reimbursements	173,472	0	173,472	194,259	125,098	173,472	125,098	48,374
Other Revenues	671,556	0	671,556	448,130	468,718	671,556	468,718	202,837
<b>Total Collections &amp; Other</b>	<b>11,572,169</b>	<b>0</b>	<b>11,572,169</b>	<b>9,107,761</b>	<b>11,577,338</b>	<b>11,572,169</b>	<b>11,577,338</b>	<b>(5,168)</b>

**TOTAL REVENUES**

<b>27,403,867</b>	<b>(0)</b>	<b>27,403,867</b>	<b>22,300,051</b>	<b>27,048,558</b>	<b>27,403,867</b>	<b>27,071,373</b>	<b>329,164</b>
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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
<b><u>WAGES</u></b>								
Behavioral Health	2,914,803	0	2,914,803	2,415,744	3,037,880	2,914,803	3,174,405	(259,602)
Children's & Families	2,240,527	0	2,240,527	2,128,895	2,153,974	2,240,527	2,381,660	(141,133)
Community Support	1,175,591	0	1,175,591	1,061,426	1,278,193	1,175,591	1,278,193	(102,601)
Comp Comm Services	2,243,406	0	2,243,406	1,968,708	2,741,853	2,243,406	2,808,121	(564,715)
Economic Support	1,340,419	0	1,340,419	1,276,709	1,356,648	1,340,419	1,356,648	(16,229)
Aging & Disability Res Center	615,009	0	615,009	555,228	665,176	615,009	665,176	(50,166)
Aging/Transportation Programs	663,769	0	663,769	660,454	516,571	663,769	516,571	147,198
Childrens L/T Support	1,081,858	0	1,081,858	790,764	1,116,798	1,081,858	1,116,798	(34,939)
Early Intervention	380,055	0	380,055	352,355	367,728	380,055	367,728	12,327
Management/Overhead	1,262,552	0	1,262,552	1,165,349	1,358,433	1,262,552	1,358,433	(95,881)
Lueder Haus	340,272	0	340,272	292,306	380,533	340,272	380,533	(40,261)
Safe & Stable Families	83,745	0	83,745	88,500	92,780	83,745	92,780	(9,034)
Supported Emplmt	0	0	0	0	0	0	0	0
<b>Total Wages</b>	<b>14,342,007</b>	<b>0</b>	<b>14,342,007</b>	<b>12,756,437</b>	<b>15,066,566</b>	<b>14,342,007</b>	<b>15,497,044</b>	<b>(1,155,037)</b>
<b><u>FRINGE BENEFITS</u></b>								
Social Security	1,035,944	0	1,035,944	934,615	1,103,884	1,035,944	1,103,884	(67,940)
Retirement	929,732	0	929,732	798,740	1,015,633	929,732	1,015,633	(85,901)
Health Insurance	3,304,340	0	3,304,340	2,723,514	4,037,425	3,304,340	4,037,425	(733,085)
Other Fringe Benefits	60,145	0	60,145	89,998	46,150	60,145	46,150	13,995
<b>Total Fringe Benefits</b>	<b>5,330,161</b>	<b>0</b>	<b>5,330,161</b>	<b>4,546,867</b>	<b>6,203,092</b>	<b>5,330,161</b>	<b>6,203,092</b>	<b>(872,931)</b>
<b><u>OPERATING COSTS</u></b>								
Staff Training	152,817	0	152,817	163,678	174,475	152,817	180,790	(27,973)
Space Costs	1,172,286	0	1,172,286	383,642	948,704	1,172,286	948,704	223,583
Supplies & Services	2,130,300	0	2,130,300	1,774,687	2,266,542	2,130,300	2,268,242	(137,942)
Program Expenses	2,027,085	0	2,027,085	939,882	691,851	2,027,085	691,851	1,335,234
Employee Travel	101,777	0	101,777	105,277	98,483	101,777	105,483	(3,706)
Staff Psychiatrists & Nurse	380,163	0	380,163	387,040	394,830	380,163	394,830	(14,668)
Birth to 3 Program Costs	306,672	0	306,672	202,539	229,818	306,672	229,818	76,854
Busy Bees Preschool	1,120	0	1,120	1,039	1,100	1,120	1,100	20
Other Operating Costs	31,323	0	31,323	20,526	11,500	31,323	11,500	19,823
Year End Allocations	(306,438)	0	(306,438)	(110,935)	(205,702)	(306,438)	(237,959)	(68,479)
Capital Outlay	197,210	0	197,210	82,541	228,400	197,210	228,400	(31,190)
<b>Total Operating Costs</b>	<b>6,194,315</b>	<b>0</b>	<b>6,194,315</b>	<b>3,949,915</b>	<b>4,840,001</b>	<b>6,194,315</b>	<b>4,822,759</b>	<b>1,371,556</b>
<b><u>BOARD MEMBERS</u></b>								
Per Diems	4,810	0	4,810	4,485	1,365	4,810	1,365	3,445
Travel	736	0	736	255	450	736	450	286
Training	0	0	0	0	0	0	0	0
<b>Total Board Members</b>	<b>5,546</b>	<b>0</b>	<b>5,546</b>	<b>4,740</b>	<b>1,815</b>	<b>5,546</b>	<b>1,815</b>	<b>3,731</b>

	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
<b><u>CLIENT ASSISTANCE</u></b>								
Donation Expenses	12,133	0	12,133	11,307	46,005	12,133	46,005	(33,872)
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	189,643	0	189,643	196,963	196,200	189,643	196,200	(6,557)
<b>Total Client Assistance</b>	<b>201,776</b>	<b>0</b>	<b>201,776</b>	<b>208,269</b>	<b>242,205</b>	<b>201,776</b>	<b>242,205</b>	<b>(40,429)</b>
<b><u>MEDICAL ASSISTANCE WAIVERS</u></b>								
Childrens LTS	4,321,529	0	4,321,529	3,336,524	3,674,401	4,321,529	3,674,401	647,128
<b>Total Medical Assistance Waivers</b>	<b>4,321,529</b>	<b>0</b>	<b>4,321,529</b>	<b>3,336,524</b>	<b>3,674,401</b>	<b>4,321,529</b>	<b>3,674,401</b>	<b>647,128</b>
<b><u>COMMUNITY CARE</u></b>								
Supportive Home Care	48,239	0	48,239	47,111	32,028	48,239	32,028	16,211
Guardianship Services	70,320	0	70,320	63,139	133,890	70,320	133,890	(63,570)
People Ag. Domestic Abuse	25,000	0	25,000	20,000	25,000	25,000	25,000	0
Family Support	0	0	0	0	0	0	0	0
Transportation Services	87,965	0	87,965	83,282	65,600	87,965	65,600	22,365
Other Community Care	836,322	(0)	836,322	638,039	831,603	836,322	831,603	4,719
Elderly Nutrition - Congregate	33,335	0	33,335	21,823	32,308	33,335	32,308	1,027
Elderly Nutrition - Home Delivered	268,146	0	268,146	263,752	267,806	268,146	267,806	339
Elderly Nutrition - Other Costs	3,364	0	3,364	3,097	2,200	3,364	2,200	1,164
<b>Total Community Care</b>	<b>1,372,691</b>	<b>(0)</b>	<b>1,372,691</b>	<b>1,140,244</b>	<b>1,390,435</b>	<b>1,372,691</b>	<b>1,390,435</b>	<b>(17,745)</b>
<b><u>CHILD ALTERNATE CARE</u></b>								
Foster Care & Treatment Foster	370,251	0	370,251	306,635	555,000	370,251	555,000	(184,749)
Intensive Comm Prog	0	0	0	0	0	0	0	0
Group Home & Placing Agency	59,400	0	59,400	32,082	235,000	59,400	235,000	(175,600)
Child Caring Institutions	175,685	0	175,685	559,695	530,000	175,685	530,000	(354,315)
Detention Centers	24,250	0	24,250	22,375	50,000	24,250	50,000	(25,750)
Correctional Facilities	0	0	0	0	0	0	0	0
Shelter & Other Care	161,045	0	161,045	141,261	162,875	161,045	162,875	(1,830)
<b>Total Child Alternate Care</b>	<b>790,632</b>	<b>0</b>	<b>790,632</b>	<b>1,062,047</b>	<b>1,532,875</b>	<b>790,632</b>	<b>1,532,875</b>	<b>(742,243)</b>
<b><u>HOSPITALS</u></b>								
Detoxification Services	62,599	0	62,599	104,167	55,000	62,599	55,000	7,599
Mental Health Institutes	1,368,508	0	1,368,508	1,185,061	1,115,000	1,368,508	1,115,000	253,508
Other Inpatient Care	0	0	0	0	0	0	0	0
<b>Total Hospitals</b>	<b>1,431,107</b>	<b>0</b>	<b>1,431,107</b>	<b>1,289,228</b>	<b>1,170,000</b>	<b>1,431,107</b>	<b>1,170,000</b>	<b>261,107</b>
<b><u>HS RESERVE FUND</u></b>								
Operating Reserve	0	0	0	0	650,000	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
429,429	0	429,429	268,759	271,880	429,429	271,880	157,549
625,097	(0)	625,097	625,097	625,097	625,097	625,097	0
546,798	0	546,798	366,882	319,032	546,798	319,032	227,766
417,061	0	417,061	298,385	268,776	417,061	268,776	148,285
675	0	675	80,232	0	675	0	675
0	0	0	0	0	0	0	0
265,231	0	265,231	213,716	288,454	265,231	288,454	(23,222)
982,131	0	982,131	542,919	1,330,919	982,131	1,330,919	(348,788)
480	0	480	16,788	0	480	0	480
594	0	594	1,246	1,188	594	1,188	(594)
<b>3,267,496</b>	<b>(0)</b>	<b>3,267,496</b>	<b>2,414,023</b>	<b>3,105,345</b>	<b>3,267,496</b>	<b>3,105,345</b>	<b>162,151</b>
<b>TOTAL EXPENDITURES</b>							
<b>37,257,258</b>	<b>(0)</b>	<b>37,257,258</b>	<b>30,708,293</b>	<b>37,876,734</b>	<b>37,257,258</b>	<b>38,289,970</b>	<b>(1,032,712)</b>

# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program FINAL DECEMBER 2023 Revenue & Expenditures Financial Statement

Summary Sheet

( ) Unfavorable

Program		Annual Projection			Budget			Variance
		Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	
<b>Behavior Health</b>								
65000	BASIC ALLOCATION	4,622,118	6,111,286	1,489,168	4,321,120	5,599,484	1,278,363	(210,805)
65003	LUEDER HAUS	128,325	649,173	520,847	158,500	692,546	534,046	13,199
65004	UWW QTT	20,000	18,779	(1,221)	0	0	0	1,221
65007	EMERGENCY MENTAL HEALTH	102,707	1,276,738	1,174,032	269,437	1,366,151	1,096,713	(77,318)
65008	CRISIS INNOVATION	35,398	30,277	(5,121)	119,865	119,865	(0)	5,121
63007	YCSF - CAA	379,983	379,983	0	800,000	1,050,000	250,000	250,000
63008	YCSF - PR	617,982	617,981	(1)	860,257	860,257	0	1
65010	HOPE (MHBG SUPPL)	27,107	366,486	339,379	15,757	250,134	234,377	(105,003)
65011	MENTAL HEALTH BLOCK	26,128	26,128	0	27,325	27,325	0	0
65025	COMMUNITY SUPPORT PROGRAM	693,702	2,069,946	1,376,243	978,000	2,128,592	1,150,592	(225,652)
65027	COMP COMM SERVICE	5,440,432	5,411,114	(29,318)	5,045,930	4,849,727	(196,203)	(166,885)
63027	FAMILY CENTERED THERAPY	0	74,829	74,829	0	52,018	52,018	(22,810)
65030	ROOM AND BOARD FOR OUD	17,045	17,443	398	0	0	0	(398)
65031	AODA BLOCK GRANT	109,299	109,299	0	109,299	109,299	0	0
65035	AODA BLOCK GRANT SUPPLEMENTAL	59,686	71,889	12,203	39,348	39,348	(0)	(12,203)
65032	OPIOID GRANT	107,321	92,465	(14,856)	172,105	167,554	(4,551)	10,305
65033	TELEHEALTH GRANT	1,513	1,513	0	0	0	0	0
65038	OPIOID SETTLEMENT	85,477	80,090	(5,387)	111,176	111,176	0	5,387
65043	COMMUNITY MENTAL HEALTH	97,608	0	(97,608)	97,609	0	(97,609)	(1)
65044	CCISY CRISIS GRANT	675	675	0	0	0	0	0
65063	1915i PROGRAM (CRS)	282,251	557,851	275,600	180,000	319,032	139,032	(136,568)
65158	ELDER ABUSE	26,314	167,344	141,030	30,025	65,805	35,780	(105,250)
65077	ADULT PROTECTIVE SERVICES	60,177	60,177	(0)	52,202	54,384	2,182	2,182
65162	APS SUPPLEMENT COVID-19	14,205	14,205	0	0	0	0	0
65034	WATERTOWN FOUNDATION TIC	3,184	3,184	0	0	0	0	0
66000	DONATIONS	5,208	2,080	(3,128)	0	6,798	6,798	9,926
<b>Total</b>	<b>Behavior Health</b>	<b>12,963,845</b>	<b>18,210,934</b>	<b>5,247,089</b>	<b>13,387,956</b>	<b>17,869,494</b>	<b>4,481,539</b>	<b>(765,550)</b>

# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

## FINAL DECEMBER 2023 Revenue & Expenditures Financial Statement

### Summary Sheet

() Unfavorable

Program		Annual Projection		Tax Levy	Budget		Tax Levy	Variance
		Revenue	Expenditure		Revenue	Expenditure		
<b>Children &amp; Families</b>								
65001	CHILDREN'S BASIC ALLOCATION	1,815,841	2,112,779	296,938	1,724,652	2,677,524	952,872	655,934
65002	KINSHIP CARE	159,898	147,477	(12,422)	144,000	144,000	0	12,422
65005	YOUTH AIDS	681,837	1,066,871	385,034	684,367	1,534,778	850,411	465,377
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	53,095	53,095	(0)	150,000	150,000	0	0
60683	CITIZEN'S REVIEW PANEL	7,758	7,758	0	10,000	10,000	0	(0)
63612	IN HOME SAFETY SERVICES	217,414	270,310	52,897	209,939	229,160	19,221	(33,676)
63112	PARENTS SUPPORTING PARENTS	316,780	296,578	(20,201)	324,779	354,019	29,240	49,441
65009	YA EARLY & INTENSIVE INT	64,314	237,713	173,399	51,814	220,688	168,874	(4,525)
63110	CHILDREN COURT IMPROVEMENT PROGRAM	0	0	0	0	0	0	0
65121	CHILDREN'S COP	218,118	235,094	16,976	218,118	298,059	79,941	62,965
65020	DOMESTIC ABUSE	0	25,000	25,000	0	25,000	25,000	0
65021	SAFE & STABLE FAMILIES	71,499	152,652	81,152	69,786	168,920	99,134	17,982
65036	SACWIS	0	9,695	9,695	0	9,676	9,676	(19)
65040	CHILDRENS LTS WAIV-DD	6,113,959	6,171,826	57,868	5,474,411	5,662,036	187,625	129,757
65067	COMMUNITY RESPONSE GRANT	244	155,527	155,283	5,032	213,411	208,379	53,097
63111	FOSTER PARENT RETENTION	23,331	23,331	0	19,000	19,000	0	(0)
65068	FOSTER PARENT TRAINING	3,252	8,131	4,878	3,918	10,047	6,129	1,250
65060	IV-E CHIPS LEGAL	25,765	95,427	69,662	33,219	123,032	89,814	20,152
65070	IV-E TPR	40,000	163,842	123,842	28,500	75,000	46,500	(77,342)
65069	LEGAL REP: TPR	2,000	11,688	9,688	2,000	5,000	3,000	(6,688)
65079	LEGAL REP: CHIPS	35,424	146,104	110,681	17,093	65,744	48,650	(62,031)
65080	YOUTH DELINQUENCY INTAKE	0	838,447	838,447	0	1,021,552	1,021,552	183,105
63301	WILEARN	0	223,002	223,002	0	0	0	(223,002)
65082	AUTISM	0	1,185	1,185	0	0	0	(1,185)
65175	EARLY INTERVENTION (BIRTH TO 3)	218,655	942,678	724,024	213,002	820,194	607,192	(116,832)
63176	B3: PARENTS AS TEACHERS	3,330	3,330	0	0	0	0	0
63175	B3: SED INNOVATION	0	0	0	0	0	0	0
63188	CHILD CARE COUNTS	52,518	87,074	34,557	36,000	48,000	12,000	(22,557)
65174	B3: PANDEMIC RECOVERY	46,741	46,741	(0)	76,567	76,567	0	0
65105	KINSHIP ASSESSMENTS	7,682	7,682	0	11,917	11,917	0	0
65120	COORDINATED SERVICE TEAM	60,000	98,009	38,009	60,000	113,698	53,698	15,689
63120	CST SUPPLEMENT	0	0	0	0	0	0	0
65188	BUSY BEES PRESCHOOL	2,575	35,692	33,117	3,000	45,689	42,689	9,572
65189	INCREDIBLE YEARS	830	85,357	84,527	0	49,564	49,564	(34,963)
66000	DONATIONS	16,998	8,897	(8,101)	0	36,623	36,623	44,724
<b>Total</b>	<b>Children &amp; Families</b>	<b>10,259,857</b>	<b>13,768,992</b>	<b>3,509,136</b>	<b>9,571,115</b>	<b>14,218,899</b>	<b>4,647,784</b>	<b>1,138,648</b>

# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program FINAL DECEMBER 2023 Revenue & Expenditures Financial Statement

## Summary Sheet

() Unfavorable

Program	Annual Projection		Tax Levy	Budget			Variance	
	Revenue	Expenditure		Revenue	Expenditure	Tax Levy		
Economic Support Division								
65051 INCOME MAINTENANCE	1,598,624	2,182,424	583,800	1,518,638	2,241,042	722,405	138,604	
65053 CHILD DAY CARE ADMIN	128,154	5,738	(122,417)	155,468	7,511	(147,957)	(25,541)	
65057 ENERGY PROGRAM	0	0	0	0	0	0	0	
65071 CHILDREN FIRST	736	0	(736)	2,798	0	(2,798)	(2,062)	
65073 FSET	6,483	0	(6,483)	11,953	0	(11,953)	(5,470)	
65100 CLIENT ASSISTANCE	5,550	0	(5,550)	10,000	0	(10,000)	(4,450)	
Total	Economic Support Division	1,739,547	2,188,162	448,615	1,698,857	2,248,553	549,696	101,081
Aging Division & ADRC								
65012 ALZHEIMERS FAM SUPP	25,617	25,617	0	22,028	22,028	0	(0)	
65046 ADRC - DBS	0	209,029	209,029	0	197,340	197,340	(11,689)	
65047 ADRC - DCS	0	0	0	0	0	0	0	
65048 AGING/DISABIL RESOURCE	1,163,274	917,482	(245,791)	1,190,835	970,966	(219,869)	25,922	
65075 GUARDIANSHIP PROGRAM	0	26,445	26,445	0	27,050	27,050	605	
65076 STATE BENEFIT SERVICES	47,331	106,318	58,987	46,284	109,648	63,364	4,378	
65078 NSIP	26,009	26,011	2	20,108	20,108	0	(2)	
65151 TRANSPORTATION	339,008	540,767	201,759	273,119	404,763	131,644	(70,114)	
65152 IN-HOME SERVICE III-D	3,865	4,295	430	1,500	1,667	167	(263)	
65154 SITE MEALS	186,778	132,541	(54,237)	66,725	71,177	4,452	58,690	
65155 DELIVERED MEALS	184,046	393,653	209,606	360,916	440,461	79,545	(130,061)	
65157 SENIOR COMMUNITY SERVICES	7,986	7,986	0	7,986	7,986	0	0	
65159 III-B SUPPORTIVE SERVICE	117,361	127,075	9,714	132,849	146,015	13,166	3,451	
65163 TITLE III-E (FAMLY CAREGIVER SUPPORT)	49,894	46,177	(3,717)	64,180	73,000	8,820	12,537	
65195 VEHICLE ESCROW ACCOUNT	76,800	125,308	48,508	0	48,508	48,508	0	
63010 MOBILITY MANAGER	85,005	131,108	46,103	90,000	127,288	37,288	(8,815)	
65176 ADRC COVID VACCINATION	0	0	0	0	0	0	0	
66000 DONATIONS	1,558	1,156	(402)	0	2,583	2,583	2,985	
Total	Aging & ADRC Center	2,314,533	2,820,968	506,435	2,276,530	2,670,589	394,058	(112,377)

# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program FINAL DECEMBER 2023 Revenue & Expenditures Financial Statement

## Summary Sheet

() Unfavorable

Program		Annual Projection		Tax Levy	Budget			Variance
		Revenue	Expenditure		Revenue	Expenditure	Tax Levy	
Administrative Services Division								
65187	UNFUNDED SERVICES	9,022	51,968	42,946	13,200	40,559	27,359	(15,586)
63101	COUNTY OWNED HOUSING	10,468	37,787	27,319	10,000	48,500	38,500	11,181
65190	MANAGEMENT	0	0	0	0	0	0	(0)
65200	OVERHEAD AND TAX LEVY	9,493,330	106,546	(9,386,784)	9,935,530	353,484	(9,582,046)	(195,262)
65200	Overhead Cleared	0	0	0	0	0	0	0
65210	CAPITAL OUTLAY	0	71,902	71,902	0	179,892	179,892	107,990
22101	COVID-19	0	0	0	0	0	0	0
	Balance Sheet Non Lapsing Funds	2,138,061	0	(2,138,061)	2,138,061	751,279	(1,386,782)	751,279
Total	Administrative Services Division	11,650,882	268,202	(11,382,679)	12,096,791	1,373,714	(10,723,077)	659,603
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		38,928,663	37,257,258	(1,671,405)	39,031,249	39,031,249	0	1,671,405

Note: Variance includes Non-Lapsing from Balance Sheet

[illegible]





# **Motivational Interviewing (MI): A Conversation About Change**

Michelle Rushton, MSW, LCSW

School-Based Psychotherapist  
Jefferson County Motivational Interviewing Trainer

\*content adapted from MI training materials created for  
Jefferson County by Johnstone Consulting, LLC

# Agenda

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- Basics of MI
  - Culture of MI at Jefferson County
  - When do we use it? With which consumers/programs?
  - How do we use it?
- MI Hill
- Example of MI – role play



# MI Is Part of Our Culture:

- MI coaches/trainers
- Trainings for all new staff
- Submit taped sessions for coding
- Annual reviews
- Team transfer of learning



# **Who would you rather work with?**

## **Someone who is...**

**Open**  
**Cooperative**  
**Listens**  
**Engaged**  
**Active**  
**Empowered**  
**Hopeful**  
**Likes you**

**OR**

**Defensive**  
**Oppositional**  
**Argues**  
**Disengaged**  
**Passive**  
**Powerless**  
**Unable to change**  
**Dislikes you**



# Communication Styles

---

Directing

Following

Guiding

# Directing

A natural communication style that involves telling, leading, providing advice, information, or instruction.

Manage, prescribe, lead, tell, show the way, take charge of, have authority, exert authority, reign, take the reins, take command, conduct, determine, steer one's course, pull the lead oar.

"I know how you can solve this problem."

"This is what you should do."

"I have the answers for you."

# A Human Dilemma: The Righting Reflex otherwise known as Fixin'



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Because they want to help, the practitioner's approach is often:

- fix it
- diagnose it
- control it

However, the consumer needs:

- to be listened to
- to be understood
- to be the source of the solution

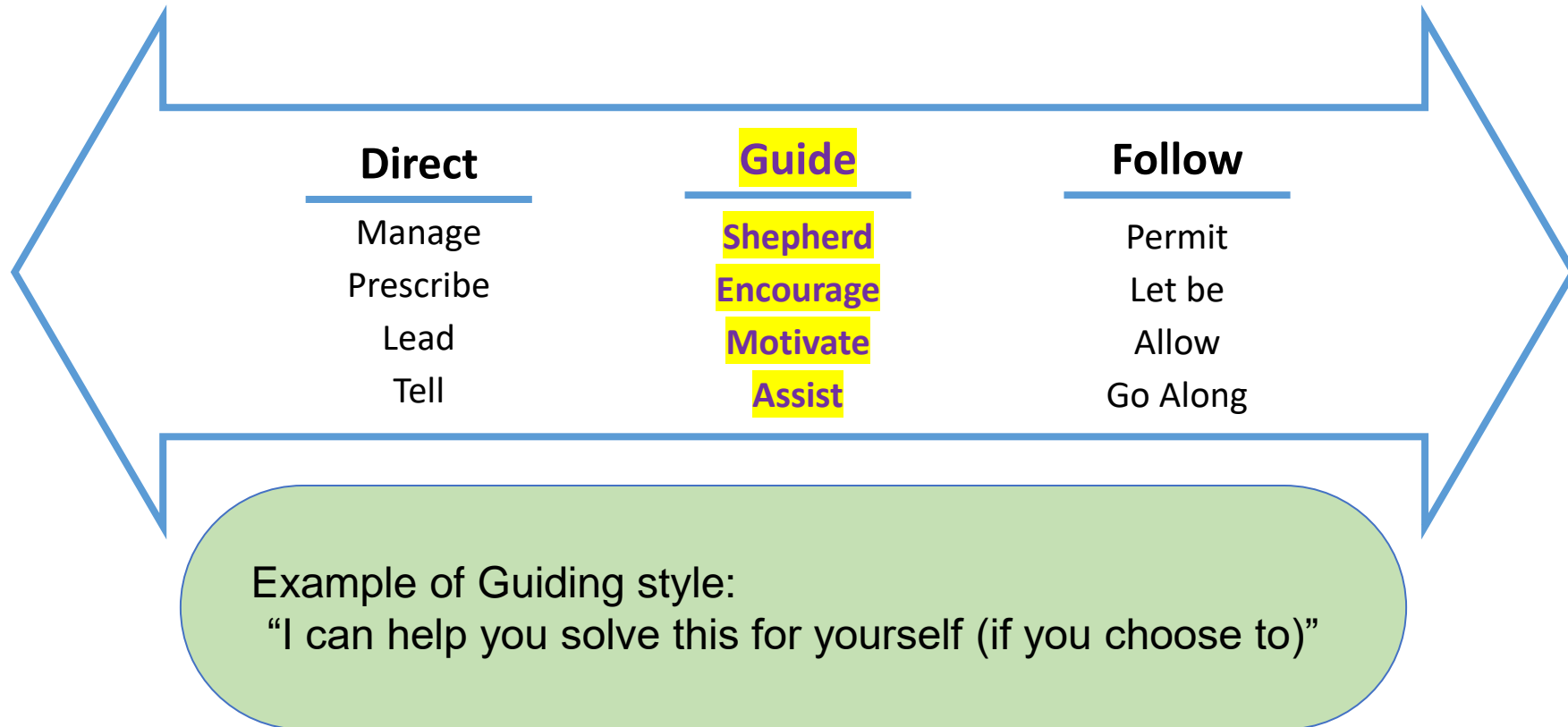
# Following

Be responsive, take in, shadow, understand, observe.

“I’ll listen to what you say and take it all in. I will seek only to understand.”



# Guiding





# What leads to change?

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- Importance
- Confidence
- Readiness

Change talk  
can take many  
forms and often  
alludes to:

- 
- Problem recognition
  - Concern about the problem
  - Awareness of the problem
  - Potential benefits of change
  - Costs of not changing



# Change Talk – What does it sound like?

---

It's important to me

I need to..., I want to..., I wish I could..., If I don't...

If I do.... I have to...

I have the ability or some confidence

I could try... I might be able to...

I'm the kind of person who...

I am willing and ready

I will... I have.... I am going to... I am willing to...



# Basic Principles and Tools



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## OARS

- Open-Ended Questions
- Affirmations
- Reflections
- Summaries

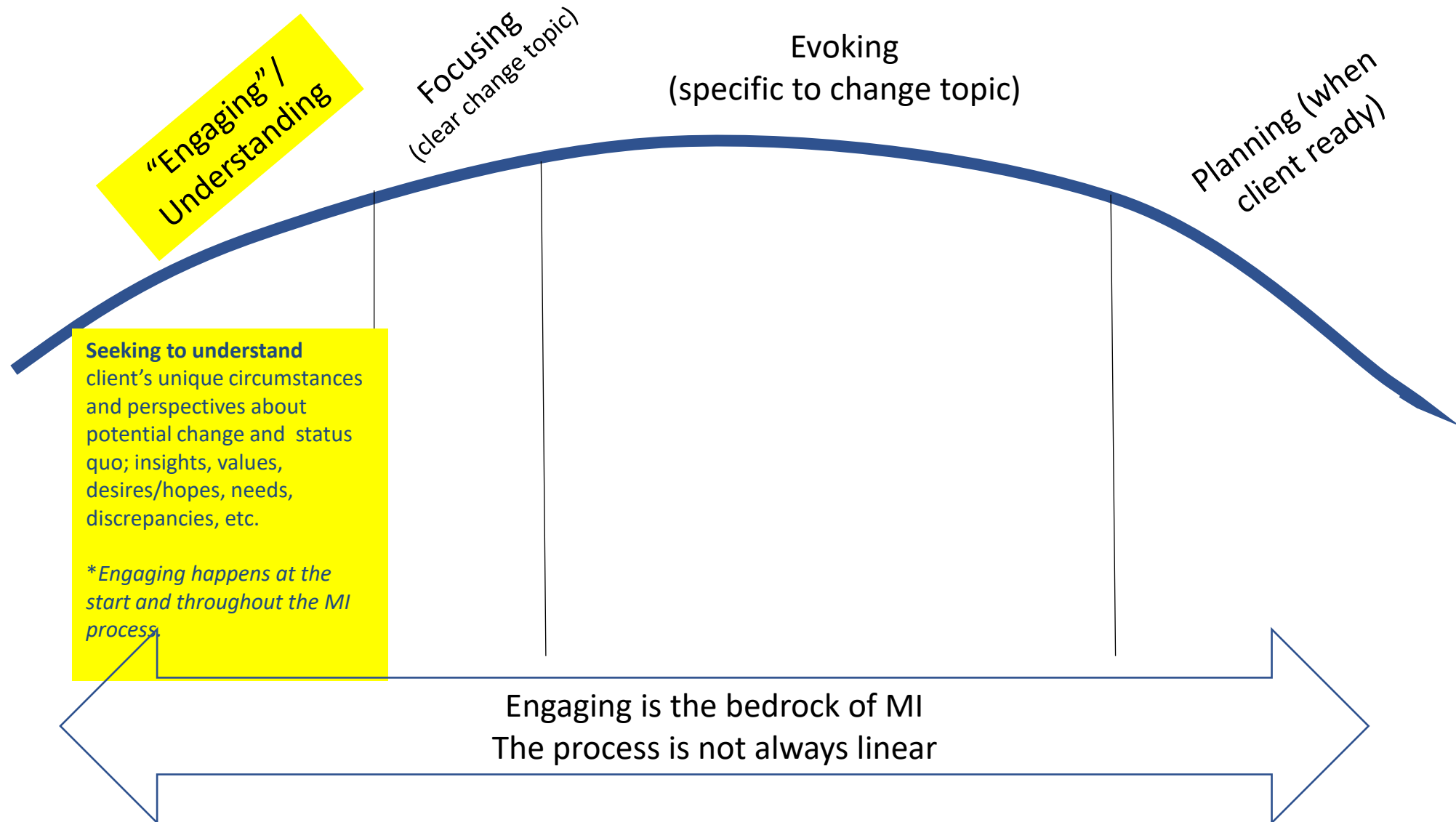
## MI Spirit

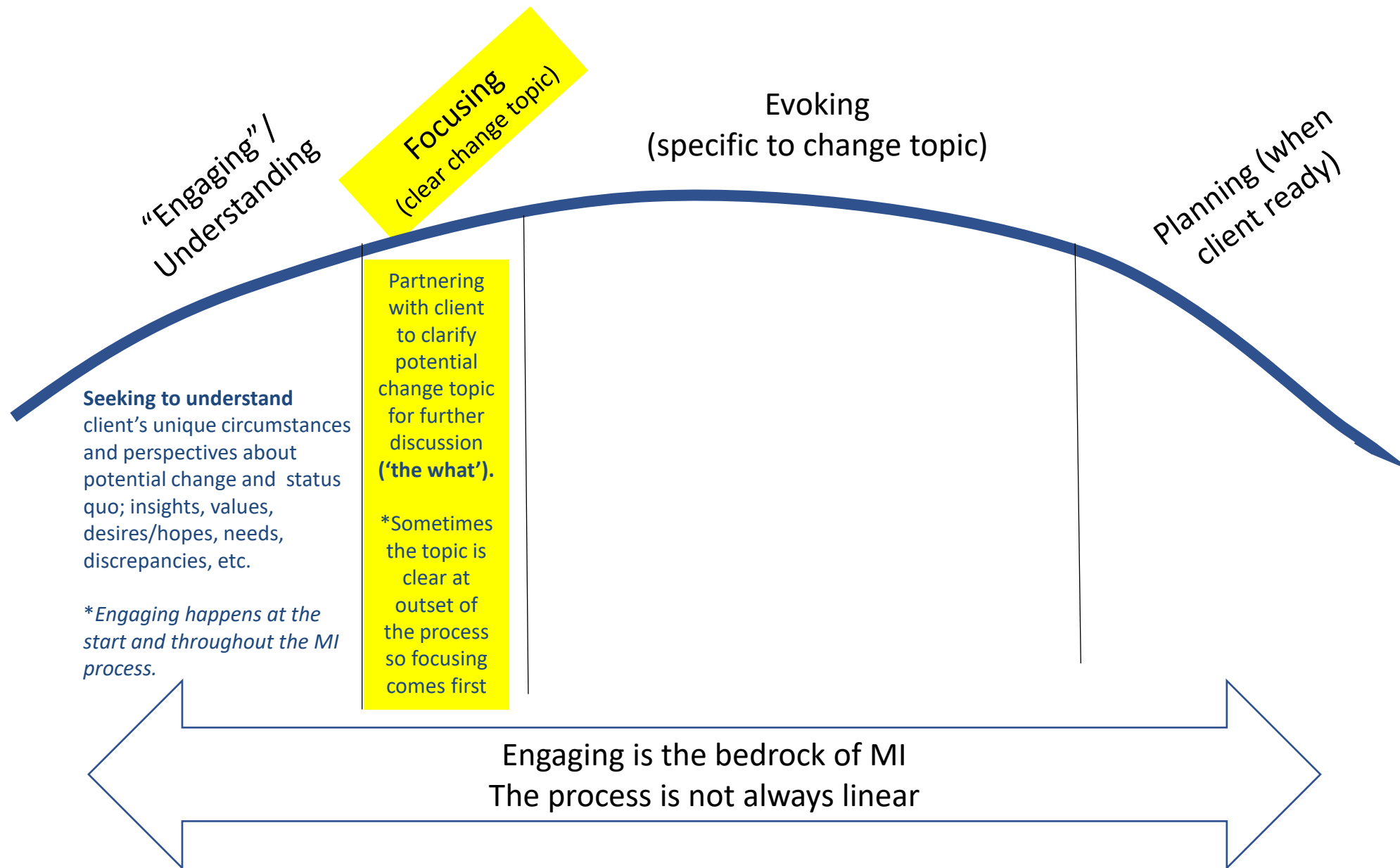
- Compassion
- Partnership
- Evocation
- Acceptance

# The MI “Hill” – a roadmap for MI

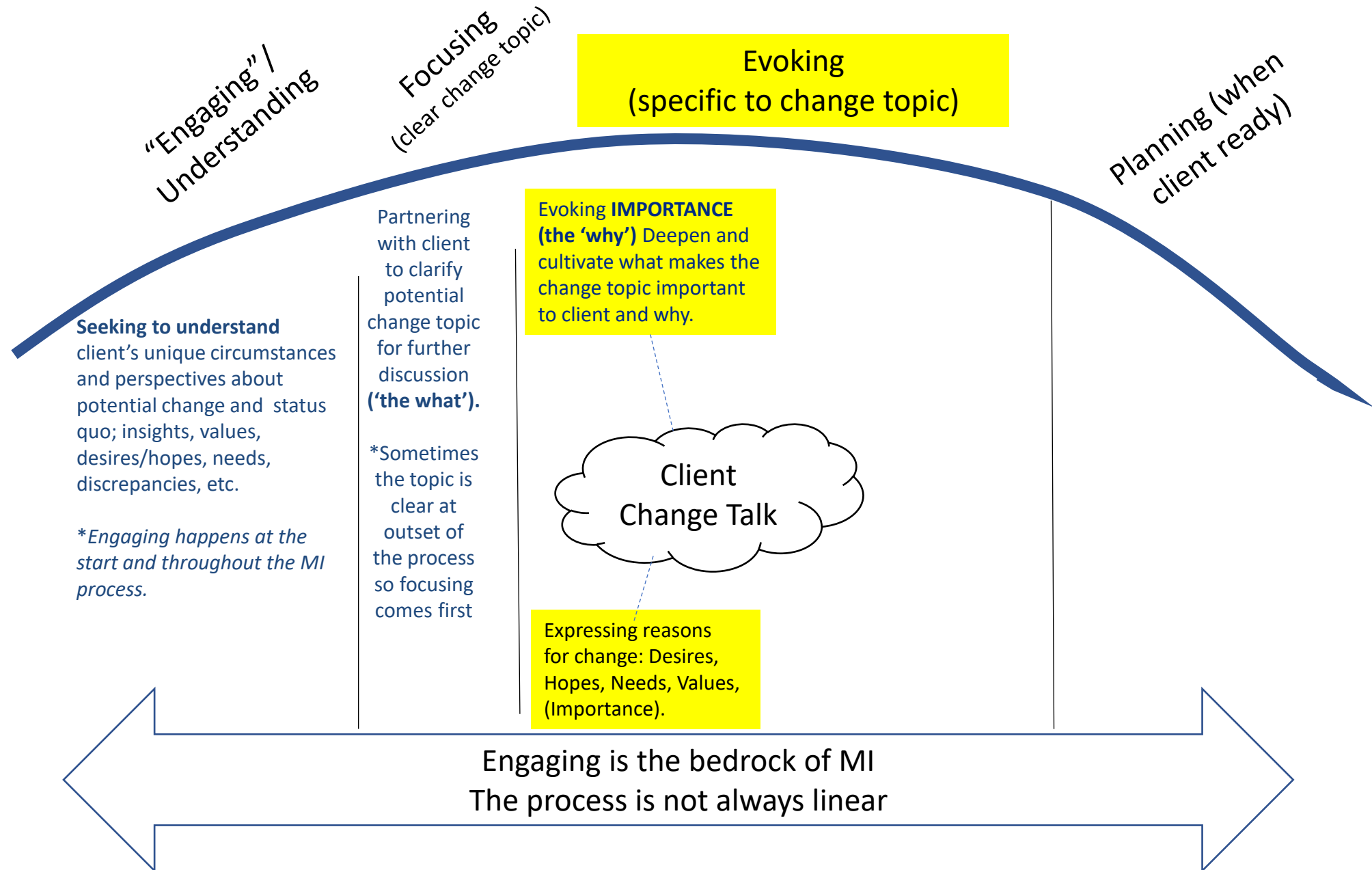
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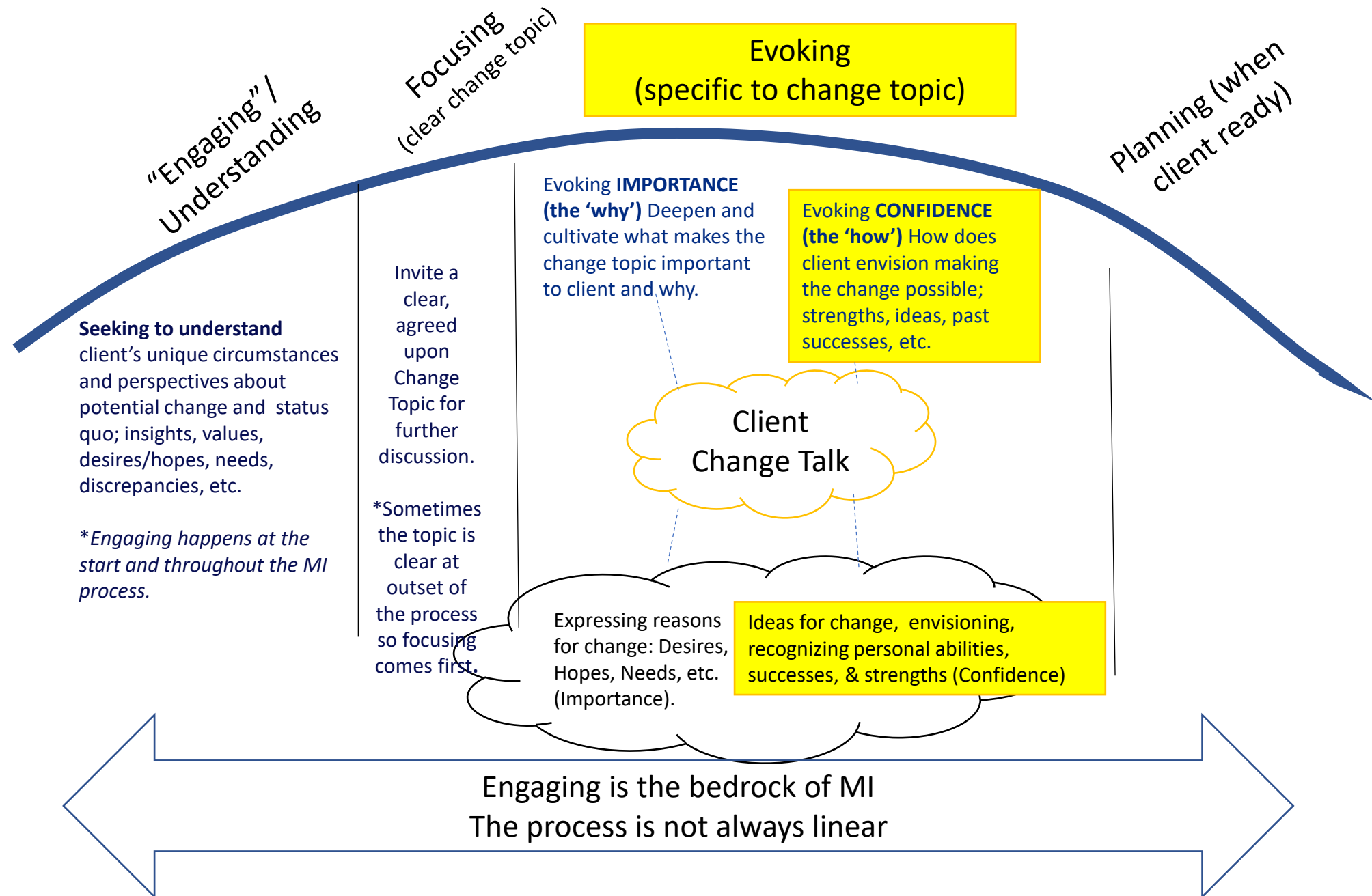
- Not always linear
- Engaging MUST happen first for any progress to be made!
- Helps establish ONE clear change topic
- Reminds staff that jumping straight to planning can actually set the consumer back

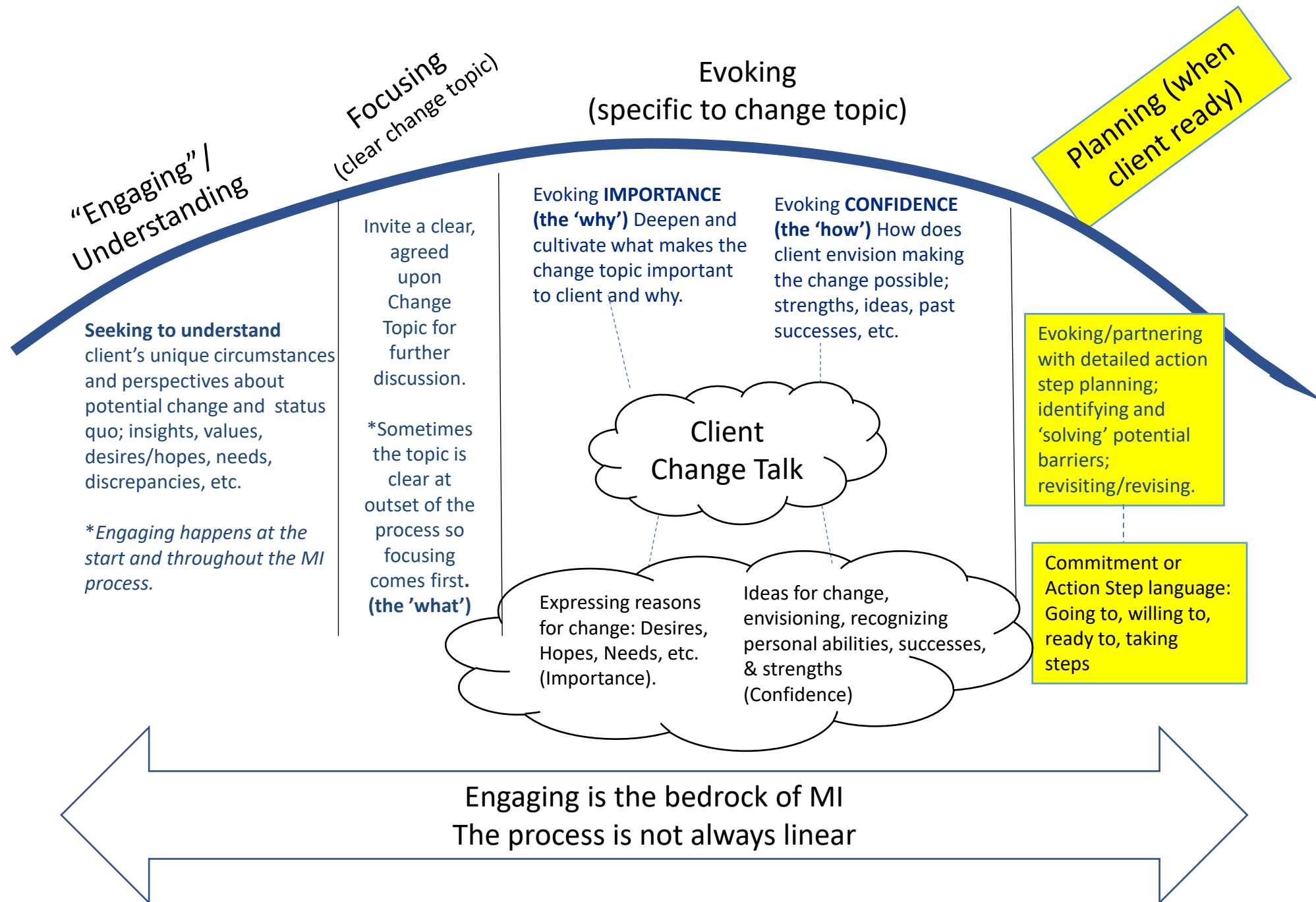














## FUN FACTS about the processes:

- The first three processes must be present for it to 'be MI'. However, planning is not always necessary, and sometimes ill-advised, when readiness is still low.
- Sometimes we just do part of the processes to 'plant seeds for thought' and resume the MI at a next meeting.
- The full MI conversation typically occurs over 1-3 meetings for any given change topic. Then, either the person has moved on to working a change plan or decided not to make the change.

# Questions?

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Contact info:

***Michelle Rushton, MSW, LCSW***  
Psychotherapist

Jefferson County Human Services  
1541 Annex Road  
Jefferson WI 53549  
Office: 920-674-8118  
24hr: (920)674-3105  
Fax: (920)674-6113

[MichelleR@jeffersoncountywi.gov](mailto:MichelleR@jeffersoncountywi.gov)

