

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

**Date: Tuesday, May 10, 2016 Time: 8:30 a.m.**

**Committee Members:**

**Mode, Jim (Chair)**  
**Jones, Dick (Vice Chair)**  
**Kutz, Russell**  
**Tietz, Augie**

**McKenzie, John (Secretary)**  
**Crouse, Cynthia**  
**Schultz, Jim**

1. Call to Order
2. Roll Call (Establish a Quorum)
3. Certification of Compliance with the Open Meetings Law
4. Election of Officers: Chair, Vice Chair, Secretary
5. Approval of the May 10, 2016 Agenda
6. Citizen Comments (Members of the Public who wish to address the Board on specific agenda items must register their request at this time.)
7. Approval of April 12, 2016 Board Minutes
8. Communications
9. Review of March, 2016 Financial Statement
10. Discuss and Approve April, 2016 Vouchers
11. Review 2015 Annual Report
12. Update on capital projects and 5 year capital plan
13. Division Updates: Child and Family Division, Behavioral Health, Administration, Economic Support, and Aging & Disability Resource Center
14. Discussion and possible action on New Professional Service Contracts – Foster Home and Supervised Visits
15. Discuss and approve new positions: Behavioral Health Specialist/Psychotherapist; CCS Service Facilitator and full time Group Home worker
16. Update on ECHO, the Electronic Health Records System
17. Update on Heroin Initiatives
18. Consider : Proclamation for May as National Foster Care Month
19. Director's Report
20. Discuss updates from Wisconsin County Human Services Association.
21. Discuss potential agenda items for June board meeting.
22. Adjourn

Next Scheduled Meetings:      Tuesday, June 14, 2016 at 4:00 p.m.  
   Tuesday, July 12, 2016 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 prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**April 12, 2016**

**Board Members Present:** Jim Mode, Richard Jones, Russell Kutz, Augie Tietz, Cynthia Crouse, Jim Schultz and John McKenzie

**Others Present:** Director Kathi Cauley; Deputy Director Brent Ruehlow; Administrative Services Manager Joan Daniel; Aging & Disability Resource Division Manager Sue Torum; Economic Support Manager Jill Johnson; Office Manager Donna Hollinger; and County Administrator Ben Wehmeier.

1. **CALL TO ORDER**  
Mr. Mode called the meeting to order at 8:30 a.m.
2. **ROLL CALL/ESTABLISHMENT OF QUORUM**  
All present/Quorum established.
3. **CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**  
Ms. Cauley certified that we are in compliance.
4. **REVIEW OF THE MARCH 8, 2016 AGENDA**  
Move item #16 to follow item #10
5. **CITIZEN COMMENTS**  
No comments
6. **APPROVAL OF THE MARCH 8, 2016 BOARD MINUTES**  
Mr. Tietz made a motion to approve the March 8, 2016 board minutes.  
Mr. Schultz seconded.  
Motion passed unanimously.
7. **COMMUNICATIONS**  
No Communications
8. **REVIEW OF FEBRUARY, 2016 FINANCIAL STATEMENT**  
Ms. Daniel reviewed the February 2016 financial statement (attached) and reported that there is a projected positive fund balance of \$5,119 excluding any prepaid reserves that may be adjusted for year-end. She presented the summary and financial statements (attached) that detail revenue, expenses, tax levy and variance by program within each Division and discussed the areas that are having the most impact on the budget. She also presented reports showing Commitment/Inpatient, Detox and Alternate Care statistics (attached).

9. **REVIEW AND APPROVE MARCH, 2016 VOUCHERS**

Ms. Daniel reviewed the summary sheet of vouchers totaling \$593,284.98 (attached).

Mr. McKenzie made a motion to approve the March 2016 vouchers totaling \$593,284.98.

Mr. Jones seconded.

Motion passed unanimously.

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

**Child & Family Resources:**

Mr. Ruehlow reported on the following items:

- Discussed the community awareness and fundraising activities for Child Abuse Prevention Month
- Alternate Care budget numbers are down and have been decreasing every month. Overall, six more children returned home in March. At this point, we only have 11 children in care on the JJ side.
- Youngstar came to review the Busy Bee Preschool, who checks on quality of curriculum, room setup, etc. We are hopeful that we will get 5 stars again.
- We purchased three new cars and a van.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- Our 2016 **Key Outcome Indicators** for March were as follows:
  - **EMH:** We are having a record setting year for emergency mental health calls totaling 2408 for the year. Projecting this out will be 9,600 calls. Last year we had 8,677 calls.
  - We had 11 emergency detentions last month for a total of 28, which is down from last year, but we had more suicide calls.
  - **CCS:** *Our goal is that 72% of treatment plan goals will be met* and we are 94%
  - **CSP:** *Our goal is that 72% of treatment plan goals will be met* and we are 74%.
  - **Outpatient Clinic:** *The goal is to decrease the Patient Health Questionnaire for depression by 2% and they are declining.*
- I met with Barb LeDuc from Opportunities Inc to see if they could help individuals find employment who are addicted to opioids and heroin. I have also been exploring housing options with "Friends of Recovery" for those same individuals. We will meet with the state opioid authority in May.
- We have been using the services of Impact to do AODA assessments.
- Therapists and Dr Haggart are still booked six weeks out. This is very concerning, so we are looking at other options.
- I attended the WCHSA executive board meeting, and the state Long-Term Care Division Administrator said that the state will help pay for some of the inpatient benefits for family care participants this year.
- We began the NIATx project with Washington County and Winnebago Mental Health Institute and completed the first walk-through.

**Administration:**

Ms. Daniel reported on the following items:

- We are meeting our **Key Outcome Indicator** of submitting our reports timely into the state.
- We are working on the CCS provider contracts
- We sent the CST, AODA block grant, CLTS reconciliation, and the MH block grant reports into the state. I'm working on several other reports.
- We are still working on the implementation of ECHO.

**Economic Support:**

Ms. Johnson reported on the following items:

- Our 2016 **Key Outcome Indicators** for March were as follows:
  - *We have 30 days to get 100% of all applications processed. We had 489 applications and processed 98.50% of them timely. The Consortium Call Center must answer calls timely within 95% of the time. The Center was at 92.64%.*
- Beginning May 1 on the first Wednesdays of the month, we will have a "navigator" from Covering Wisconsin here to help people apply through the marketplace.
- We are still working towards the new Food Share on Demand initiative that begins in July. An individual calling in with changes or requesting benefits will be handled immediately. We are reorganizing staff in order to accommodate this new process.
- The state is still working on the Income Maintenance Quality Analysis, reviewing the Income Maintenance process. They have identified a problem with staff retention and are looking at options to reduce turnover.
- We just finished interviewing for a position and hope to hire next week.
- The state has added the exempt criteria of "chronically homeless" to the Food Stamp Employment in Training program, which has been a positive change.
- The state informed us that they proclaimed this week as Economic Support Case Managers Specialist week, which acknowledges the excellent work that they do.

**ADRC:**

Ms. Torum reported on the following items:

- The new Adult protective Services Worker started 4/11. Recruiting is underway for the ADRC Supervisor position and interviewing will start 4/12. The Senior Dining Site Manager in Lake Mills has also submitted her resignation, so the ADRC is recruiting for that position too.
- The Abuse/Neglect Interdisciplinary Team met on 4/11. The team's work in 2016 will be on hoarding. The group is expanding and includes the public health sanitation officer, a building inspector and supervisors from the agency's mental health teams. There is a lot of interest in this topic.
- The Department of Health Services report to the Joint Finance Committee on the feasibility of integrating income maintenance consortia and Aging & Disability Resource Centers has been submitted. DHS does not recommend a structural merger citing it would result in a huge disruption of services and result in few cost savings. DHS does support operational integration to improve efficiencies and collaboration between IM and ADRC's.

After reviewing each organization's roles in regard to the most common job function (assisting elderly and persons with disabilities in accessing Medicaid), the report concludes that less than 10% of ADRC Activities and less than 6 % of IM consortia caseload fall into this category. DHS recommends operational integration which focuses on improving communication through technology, standardized forms and information materials.

- The **Key Outcome Indicator** to training board members and employees on becoming Dementia Friendly by 6/30/16 has been met! Over 100 people attended the Dementia Friendly Training in March. The surveys came back with very positive remarks. The training has been uploaded to the employee webpage so that those who could not attend in person can watch when it is convenient.
- The **Key Outcome Indicator** to meet 95% of qualifying home delivered meal requests was not met. There were 7 new meal requests; one was not met because they were out of the delivery area and another was not met because she did not qualify. We were at 88%.
- The **Key Outcome Indicator** to provide rides to 100% of the individuals who qualify was met. Four rides were denied because they did not meet qualifying criteria, e.g. not elderly/disabled or needed to go through MTM. Individuals using the transportation are being surveyed in April. The results should be available by the next meeting.

**11. DISCUSSION AND ACTION ON NEW PROFESSIONAL CONTRACTS – MUSIC THERAPY SERVICES**

Ms. Cauley reported on the new contract listed on the 2016 Provider Contract sheet. (attached)

Mr. Jones approved the contract as listed.

Mr. Schultz seconded.

Motion passed unanimously.

**12. DISCUSSION AND POSSIBLE ACTION APPROVING POLICY REQUIRING CRIMINAL BACKGROUND CHECKS ON PRIVATE PROVIDERS UNDER THE ALZHEIMER'S FAMILY CAREGIVER AND NATIONAL FAMILY CAREGIVER SUPPORT PROGRAMS**

Ms. Cauley reported that after the discussion about this last month, the policy was written and approved by Corporation Counsel requiring that criminal background checks be completed on private providers, including family members, who want to provide a service in the home.

Mr. Jones made a motion to approve the policy requiring criminal background checks on private providers under the Alzheimer's Family Caregiver and National Family Caregiver Support programs.

Mr. Tietz seconded.

Motion passed unanimously

**13. UPDATE ON ECHO, THE ELECTRONIC HEALTH RECORDS SYSTEM**

Ms. Cauley reported that she and John Rageth, our project manager, met with ECHO's Vice President and Account Representative on April 8 to discuss the concerns we have with the system. The ECHO team felt there had been some unusual circumstances during implementation and that they can make everything right. We should also receive a significant refund. We will continue to monitor this closely.

**14. UPDATE ON FAMILY CARE 2.0**

Ms. Cauley distributed and discussed two articles from the Wisconsin Department of Health Service's; one called "Family Care/IRIS 2.0 Frequently Asked Questions" and one called "Care/IRIS 2.0 Concept Paper." (attached) The state explains the changes that are being made to Family Care as follows; "...this will transition to an outcome-based model that coordinates all of an individual's care needs...and will preserve this essential safety net program for Wisconsin's frail elders and adults with disabilities by maintaining essential health care services while slowing expenditure growth. It is essential that changes are made now to ensure Wisconsin's long-term care programs will continue to be cost-effective, sustainable, and available for years to come."

**15. DISCUSSION AND POSSIBLE ACTION ON APPROVING BILLS FROM 2015 FOR MIA WILLIAMS, OWNER OF WHITNEY LODGE**

Ms. Cauley reported that we used Whitney Lodge as a provider and received the bills for these stays totaling \$17,280.77 on March 8. Our contract states that we must receive all bills by January 31, so we denied them. We discussed this with Corporation Counsel and they recommended that we pay them.

After much discussion, Mr. McKenzie made a motion to pay the bill from Whitney Lodge and to inform Mia Williams that we will not allow another late bill, and if it happens again we will not use her services again.

Mr. Tietz seconded.

Motion passed unanimously.

**16. DISCUSSION ON CHANGES TO CHILDREN'S WAIVER SERVICES FOR AUTISM IN 2017**

Mr. Ruehlow reported that on January 1, 2017, the state is requiring us to assume responsibility for waiver services for children with autism. Lutheran Social Services (LSS) has been providing these services. Mr. Ruehlow distributed information regarding this change, as well as cost comparisons (attached) if we contract with LSS or if we add staff to handle the extra caseloads. We need to express our intent to the state by Friday and will then develop a detailed plan. Our recommendation is to bring it in house.

Mr. McKenzie made a motion to bring the Children's Waiver Services for Autism in house per Administration's recommendation versus contracting with LSS.

Mr. Jones seconded.

Motion passed unanimously

**17. DIRECTOR'S REPORT**

Ms. Cauley reported on the following items:

- We are having our employee luncheon tomorrow and hope you will attend.
- I attended the Harvard Kennedy School for leadership classes and want to extend my deep gratitude for you allowing me to go. It was a tremendous opportunity and a fascinating experience. The class was called Driving Government Performance: Leadership Strategies that Produce Results, which was led by Robert Behn, and we followed the "Basic Principles and Key Concept of Performance Leadership." (attached)

**18. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION**

Ms. Cauley reported on the following item:

- The WCHSA Spring Conference will be from May 10 - 12, which begins on the same day as our board meeting.

**19. DISCUSS POTENTIAL AGENDA ITEMS FOR APRIL BOARD MEETING**

- Update on ECHO
- Update on the Children's Waiver Services for Autism
- Update on Heroin Initiatives

**20. ADJOURN**

Mr. Jones made a motion to adjourn the meeting.

Mr. Tietz seconded.

Motion passed unanimously.

Meeting adjourned at 10:25 a.m.

Respectfully submitted by Donna Hollinger

**NEXT BOARD MEETING**

Tuesday, May 10, 2016 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549

# Financial Statement Summary

## March, 2016

We have a positive fund balance of \$305,100 excluding any prepaid reserves adjustment done at year-end. This is early in the year and I am sure things will change.

### Summary of variances:

**Revenue:** Overall Revenues are unfavorable by \$340,870 from budget.

**Expenditures:** Favorable by \$634,915, primarily due to underspent of waiver of \$291,919, salary & fringes of \$435,826, and hospitals of \$179,513.

### Major Classifications impacting the Balance

- **Salary under budget by \$123,747:** Some of the expenses show up later in the year based on anniversary dates of employees such as step increases. In addition, the budget is allocated based on 1/12 each month, where salary is based on pay periods. So when you have three pay periods in a month, this will absorb some of this variance.
- **Fringes under budget by \$312,079:** When there is a three week pay period in the month, there is no health insurance payment for the third pay period.
- **Children Alternate Care over budget by \$76,832:** This budget includes Alternate Care, Child Caring Institutions, Detentions, and Correctional Facilities as well as Shelter Care. For the month of March we spent \$150,704.48
- The Non-lapsing funds are reflected in the 2016 alternate care budget.
- **Children's Waiver under budget by \$47,721:** For 2016 we anticipate earning all of the contracts since we are projecting the current CLTS children waiver to receive services for the full year. I don't believe providers have submitted all of their claims to WPS at this time yet for January-March Service so projection has been adjusted based on estimated costs.
- **Hospital/Detox projection is under budget by \$167,940 (Net basis):**

	<u>Budget</u>	<u>Actual</u>	<u>Projection</u>
Revenue	545,333	68,359	520,333
Expenditures	1,491,186	179,718	1,210,763
Net	945,853	111,359	690.430

Month of March net from Winnebago/Mendota is a charge of 32,953.18.

- **Operating Costs are projected to be under budget by \$159,277.** Supplies and Services under budget by \$122,117.

- **Other Contracted over budget by \$195,654.** CCR Residential costs by \$150,012 and Adult Alternate Care is overrunning budget by 177,623. Offsetting these costs is Ancillary Medical Costs by \$60,584 and TPR legal expense of \$51,914.
- **Community Care under budget \$119,225.**

**BEHAVIOR HEALTH DIVISION:** This is favorable by \$488,238. The projected balance for hospitalizations for January - December amounts \$579,071 on a net basis.

- In March, we received a charge for Winnebago/Mendota bill of \$32,953.18.

**CHILDREN & FAMILY DIVISION:** The actual balance for Children & Family Division is to be over budget by \$126,271.

Placements for March amounted to \$150,704.48

**ECONOMIC SUPPORT DIVISION:** The Economic Support is projected to be favorable by \$174,595. This projection includes the federal dollars projection for 2014 & 2015.

**AGING & ADRC DIVISION:** The projected balance for Aging & ADRC Division is favorable by \$1,071.

**ADMINISTRATIVE DIVISION:** The administrative division is projected favorable by \$241,447

Books are unaudited at this time. This is early in the year so best guess at this time.

# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT STATEMENT OF REVENUES & EXPENDITURES

Projection based on March- 2016 Financial Statement

	Y-T-D @ Ledgers	Adjust- -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2015 Budget	Year End Variance
Federal/State Operating Revenues	1,997,966	1,364,481	3,362,448	5,177,214	3,519,602	13,790,146	14,131,016	(340,870)
County Funding for Operations (tax levy & transfer in)	2,377,881	0	2,377,881	3,459,220	2,156,565	8,626,261	8,626,261	0
less: Prepaid Expense Transfer	0	0	0	0	0	0	0	0
Total Resources Available	4,375,848	1,364,481	5,740,329	8,636,434	5,676,167	22,416,407	22,757,277	(340,870)
Total Adjusted Expenditures	5,034,379	285,298	5,319,677	8,767,730	5,776,370	22,856,079	23,490,994	634,915
<b>OPERATING SURPLUS (DEFICIT)</b>	(658,531)	1,079,183	420,652	(131,296)	(100,203)	(439,672)	(733,717)	294,045
Balance Forward from 2013-Balance Sheet Operating Reserve	744,772		744,772	484,187		744,772	744,772	0
<b>NET SURPLUS (DEFICIT)</b>	<b>86,241</b>	<b>1,079,183</b>	<b>1,165,424</b>	<b>352,891</b>	<b>(100,203)</b>	<b>305,100</b>	<b>11,055</b>	<b>(294,045)</b>

## SUMMARY

Federal/State Operating Revenues  
 County Funding for Operations (tax levy & transfer in)  
 less: Prepaid Expense Transfer  
 Total Resources Available  
 Total Adjusted Expenditures  
**OPERATING SURPLUS (DEFICIT)**  
 Balance Forward from 2013-Balance Sheet Operating Reserve  
**NET SURPLUS (DEFICIT)**

## REVENUES

### STATE & FEDERAL FUNDING

MH & AODA Basic County Allocation	422,529	66,433	488,962	823,215	488,962	1,955,848	1,955,848	0
Children's Basic County Allocation	231,012	(7,212)	223,800	361,872	218,245	895,200	872,979	22,221
Family Care County Contribution	0	0	0	0	0	0	0	0
Children's LT Support Waivers	101,841	15,324	117,165	232,498	240,000	912,203	960,000	(47,797)
Behavioral Health Programs	85,420	124,868	210,288	98,764	63,609	179,196	254,435	(75,239)
Community Options Program	54,530	(1)	54,530	63,381	38,029	152,115	152,115	0
Aging & Disability Res Center	149,978	59,135	209,113	332,355	249,059	936,730	996,236	(59,506)
Aging/Transportation Programs	132,520	27,043	159,563	279,388	162,860	655,921	651,441	4,480
Project YES!	73,935	25,350	99,285	0	82,079	289,016	328,314	(39,298)
Youth Aids	181,069	(21,474)	159,595	256,504	185,425	638,379	741,698	(103,320)
IV-E TPR	2,380	7,183	9,563	15,982	15,041	38,254	60,163	(21,909)
Family Support Program	0	0	0	27,643	16,586	0	66,343	(66,343)
Children & Families	37,471	(19,569)	17,901	28,952	21,416	79,104	85,665	(6,561)
ARRA Birth to Three	0	0	0	0	0	0	0	0
I.M. & W-2 Programs	7,173	338,716	345,888	568,024	376,113	1,494,883	1,504,450	(9,567)
Client Assistance Payments	51,527	39,172	90,700	96,593	72,129	362,799	288,514	74,285
Early Intervention	82,782	(41,391)	41,391	68,985	41,391	165,564	165,564	0
<b>Total State &amp; Federal Funding</b>	<b>1,614,166</b>	<b>613,577</b>	<b>2,227,743</b>	<b>3,254,156</b>	<b>2,270,941</b>	<b>8,755,211</b>	<b>9,083,765</b>	<b>(328,554)</b>

### COLLECTIONS & OTHER REVENUE

Provided Services	196,432	613,414	809,846	763,981	788,141	3,239,383	3,155,600	83,783
Child Alternate Care	17,432	0	17,432	49,287	34,954	69,726	139,814	(70,088)
Adult Alternate Care	65,982	0	65,982	75,552	58,566	263,929	234,262	29,667
Children's LT Support	15,169	86,823	101,992	413,222	152,593	599,967	610,371	(10,404)
1915i Program	0	25,172	25,172	20,587	25,172	100,688	100,688	0
Donations	6,914	0	6,914	27,601	19,636	76,511	78,544	(2,033)

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2015 Budget	Year End Variance
Cost Reimbursements	27,312	0	27,312	47,916	28,747	108,621	164,559	(55,938)
Other Revenues	54,560	25,496	80,056	524,912	140,853	576,111	563,413	12,698
<b>Total Collections &amp; Other</b>	<b>383,800</b>	<b>750,904</b>	<b>1,134,704</b>	<b>1,923,058</b>	<b>1,248,661</b>	<b>5,034,935</b>	<b>5,047,251</b>	<b>(12,316)</b>

**TOTAL REVENUES**  
**EXPENDITURES**

	<b>1,997,966</b>	<b>1,364,481</b>	<b>3,362,448</b>	<b>5,177,214</b>	<b>3,519,602</b>	<b>13,790,146</b>	<b>14,131,016</b>	<b>(340,870)</b>
<b>WAGES</b>								
Behavioral Health	352,040	0	352,040	586,534	307,162	1,408,160	1,228,647	179,513
Children's & Families	453,111	0	453,111	790,338	446,594	1,812,446	1,781,838	30,608
Community Support	188,736	0	188,736	360,517	203,181	754,254	812,725	(58,471)
Comp Comm Services	137,428	0	137,428	189,995	154,633	549,713	619,339	(69,626)
Economic Support	269,543	0	269,543	508,718	272,977	1,078,171	1,091,907	(13,736)
Aging & Disability Res Center	114,390	0	114,390	206,140	124,283	457,561	497,131	(39,570)
Aging/Transportation Programs	113,607	0	113,607	202,603	113,678	454,427	454,710	(283)
Childrens L/T Support	40,597	0	40,597	55,972	40,324	162,296	161,297	999
Early Intervention	76,126	0	76,126	139,620	76,142	304,504	304,568	(64)
Management/Overhead	221,335	60,000	281,335	382,389	311,270	1,126,404	1,245,079	(118,675)
Lueder Haus	66,114	0	66,114	124,388	75,390	264,455	301,560	(37,105)
Safe & Stable Families	56,315	0	56,315	100,194	55,649	225,260	222,597	2,663
Supported Employt	0	0	0	0	0	0	0	0
<b>Total Wages</b>	<b>2,089,341</b>	<b>60,000</b>	<b>2,149,341</b>	<b>3,647,408</b>	<b>2,181,282</b>	<b>8,597,651</b>	<b>8,721,398</b>	<b>(123,747)</b>

**FRINGE BENEFITS**

Social Security Retirement	151,562	0	151,562	229,103	152,541	606,248	657,635	(51,387)
Health Insurance	132,801	0	132,801	208,147	139,664	531,206	558,656	(27,450)
Other Fringe Benefits	559,269	0	559,269	906,050	633,524	2,303,608	2,534,097	(230,489)
<b>Total Fringe Benefits</b>	<b>876,365</b>	<b>0</b>	<b>876,365</b>	<b>1,344,503</b>	<b>939,400</b>	<b>3,492,991</b>	<b>3,805,070</b>	<b>(312,079)</b>

**OPERATING COSTS**

Staff Training	23,159	0	23,159	18,547	19,652	89,410	79,606	9,804
Space Costs	46,412	0	46,412	102,059	49,970	193,591	199,878	(6,287)
Supplies & Services	225,058	0	225,058	531,416	288,357	1,034,312	1,156,429	(122,117)
Program Expenses	35,545	0	35,545	35,892	44,542	142,179	178,167	(35,988)
Employee Travel	33,419	0	33,419	69,942	43,823	136,176	175,292	(39,116)
Staff Psychiatrists & Nurse	103,216	0	103,216	179,292	110,426	412,864	441,705	(28,841)
Birth to 3 Program Costs	51,147	0	51,147	135,985	61,500	204,589	246,000	(41,411)
Busy Bees Preschool	399	0	399	808	419	1,597	1,675	(78)
ARRA Birth to Three	0	0	0	0	0	0	0	0
Opp. Inc. Payroll Services	0	0	0	0	0	0	0	0
Other Operating Costs	33,020	0	33,020	1,827	10,672	152,848	42,687	110,161
Year End Allocations	(6,962)	0	(6,962)	(11,601)	(4,615)	(23,863)	(18,458)	(5,405)
Capital Outlay	68,972	0	68,972	135,341	141,491	565,962	565,962	0
<b>Total Operating Costs</b>	<b>613,386</b>	<b>0</b>	<b>613,386</b>	<b>1,199,509</b>	<b>766,236</b>	<b>2,909,666</b>	<b>3,068,943</b>	<b>(159,277)</b>

**BOARD MEMBERS**

Per Diems	1,100	0	1,100	2,585	1,750	4,400	7,000	(2,600)
Travel	0	0	0	0	0	0	0	0

Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2015 Budget	Year End Variance
0	0	0	1,158	188	0	750	(750)
0	0	0	0	0	0	0	0
<b>1,100</b>	<b>0</b>	<b>1,100</b>	<b>3,743</b>	<b>1,938</b>	<b>4,400</b>	<b>7,750</b>	<b>(3,350)</b>

Training  
Aging Committee  
**Total Board Members**

**CLIENT ASSISTANCE**  
W-2 Benefit Payments  
Funeral & Burial  
Medical Asst. Transportation  
Energy Assistance  
Kinship & Other Client Assistance  
**Total Client Assistance**

0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
38,724	0	38,724	62,138	35,379	<b>154,895</b>	141,514	13,381
21,927	0	21,927	43,835	21,258	<b>87,709</b>	85,032	2,677
<b>60,651</b>	<b>0</b>	<b>60,651</b>	<b>105,972</b>	<b>56,637</b>	<b>242,604</b>	<b>226,546</b>	<b>16,058</b>

**MEDICAL ASSISTANCE WAIVERS**  
Childrens LTS  
**Total Medical Assistance Waivers**

139,174	10,475	149,649	63,749	298,521	1,484,139	1,531,860	(47,721)
<b>139,174</b>	<b>10,475</b>	<b>149,649</b>	<b>63,749</b>	<b>298,521</b>	<b>1,484,139</b>	<b>1,531,860</b>	<b>(47,721)</b>

**COMMUNITY CARE**  
Supportive Home Care  
Guardianship Services  
People Ag. Domestic Abuse  
Family Support  
Transportation Services  
Opp. Inc. Delinquency Programs  
Opp. Inc. Independent Living  
Other Community Care  
Elderly Nutrition - Congregate  
Elderly Nutrition - Home Delivered  
Elderly Nutrition - Other Costs  
**Total Community Care**

11,461	0	11,461	29,749	4,752	45,844	19,009	26,835
4,204	0	4,204	14,372	8,025	16,816	32,100	(15,284)
15,000	0	15,000	25,000	15,000	60,000	60,000	0
0	0	0	11,564	0	0	0	0
7,204	0	7,204	19,943	12,373	28,817	49,491	(20,674)
19,066	(13,728)	5,338	57,198	7,867	21,354	31,467	(10,113)
0	0	0	0	0	0	0	0
52,662	13,728	66,390	151,041	101,184	252,222	404,735	(152,513)
14,130	0	14,130	29,130	10,937	54,280	43,749	10,531
22,983	0	22,983	44,159	17,945	86,725	71,781	14,944
3,797	0	3,797	5,621	5,375	15,187	21,500	(6,313)
<b>150,507</b>	<b>0</b>	<b>150,507</b>	<b>387,777</b>	<b>183,458</b>	<b>581,245</b>	<b>733,832</b>	<b>(152,587)</b>

**CHILD ALTERNATE CARE**  
Foster Care & Treatment Foster  
Intensive Comm Prog  
Group Home & Placing Agency  
L.S.S. Child Welfare  
Child Caring Institutions  
Detention Centers  
Correctional Facilities  
Shelter & Other Care  
**Total Child Alternate Care**

214,034	0	214,034	296,724	280,174	856,136	1,120,695	(264,559)
0	0	0	0	0	0	0	0
153,941	0	153,941	392,740	183,040	615,765	732,158	(116,393)
0	0	0	0	0	0	0	0
151,313	0	151,313	39,419	42,269	605,252	169,077	436,175
1,975	0	1,975	6,710	9,500	44,900	38,000	6,900
0	0	0	0	0	0	0	0
4,690	0	4,690	175	16,181	78,985	64,725	14,260
<b>525,953</b>	<b>0</b>	<b>525,953</b>	<b>735,768</b>	<b>531,164</b>	<b>2,201,037</b>	<b>2,124,655</b>	<b>76,382</b>

**HOSPITALS**  
Detoxification Services  
Mental Health Institutes  
Other Inpatient Care  
**Total Hospitals**

39,044	0	39,044	11,745	37,500	156,174	150,000	6,174
121,169	58,549	179,718	462,231	335,297	1,210,763	1,341,186	(130,423)
0	0	0	0	0	0	0	0
<b>160,212</b>	<b>58,549</b>	<b>218,761</b>	<b>473,976</b>	<b>372,797</b>	<b>1,366,937</b>	<b>1,491,186</b>	<b>(124,249)</b>

**OTHER CONTRACTED**

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

**Total Other Contracted**

**TOTAL EXPENDITURES**

@	Y-T-D Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2015 Budget	Year End Variance
	219,842	0	219,842	150,094	62,186	426,368	248,745	177,623
	0	156,274	156,274	260,457	156,274	625,097	625,097	0
	0	0	0	0	0	0	0	0
	96,596	0	96,596	88,478	59,093	386,384	236,372	150,012
	24,522	0	24,522	48,355	37,500	98,086	150,000	(51,914)
	0	0	0	8,892	2,500	0	10,000	(10,000)
	0	0	0	0	0	0	0	0
	42,984	0	42,984	114,948	58,130	171,938	232,518	(60,580)
	33,745	0	33,745	134,099	69,256	267,534	277,022	(9,488)
	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
	<b>417,690</b>	<b>156,274</b>	<b>573,964</b>	<b>805,324</b>	<b>444,939</b>	<b>1,975,408</b>	<b>1,779,754</b>	<b>195,654</b>
	<b>5,034,379</b>	<b>285,298</b>	<b>5,319,677</b>	<b>8,767,730</b>	<b>5,776,370</b>	<b>22,856,079</b>	<b>23,490,994</b>	<b>(634,915)</b>

# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Projection based on March 2016 Revenue & Expenditures Financial Statement

Summary Sheet

Program	Annual Projection		Tax Levy	Budget		Variance
	Revenue	Expenditure		Revenue	Expenditure	
5000 BASIC ALLOCATION	3,451,304	4,193,010	741,706	3,391,211	4,510,839	377,922
5003 LUEDER HAUS	174,525	481,837	307,312	112,000	526,205	106,893
5007 EMERGENCY MENTAL HEALTH	96,172	800,564	704,392	75,000	809,433	30,041
5011 MENTAL HEALTH BLOCK	26,128	92,318	66,190	26,128	26,142	14
5025 COMMUNITY SUPPORT PROGRAM	613,235	1,417,608	804,373	749,288	1,512,787	(40,874)
5027 COMP COMM SERVICE	1,363,342	1,110,926	(252,416)	1,326,054	1,279,251	205,613
5031 AODA BLOCK GRANT	109,299	122,544	13,245	109,299	121,501	(1,043)
5043 CERTIFIED MENTAL HEALTH	40,236	0	(40,236)	40,236	(40,236)	0
5044 EMERGENCY MENTAL HEALTH	0	0	0	10,000	10,000	0
5063 1915I PROGRAM	100,688	388,145	287,457	100,688	236,372	(151,773)
5090 YOUTH EMPOWERMENT SOLUTIONS	289,016	252,131	(36,885)	328,314	319,065	27,636
<b>Total Behavior Health</b>	<b>6,263,945</b>	<b>8,859,084</b>	<b>2,595,139</b>	<b>6,268,218</b>	<b>9,351,595</b>	<b>3,083,377</b>

( ) Unfavorable

Children & Families

5001 CHILDREN'S BASIC ALLOCATION	1,104,212	2,672,278	1,568,066	1,117,171	3,145,191	459,953
5002 KINSHIP CARE	86,607	86,607	0	84,877	84,877	0
5005 YOUTH AIDS	661,934	1,823,315	1,161,382	785,139	1,440,651	(505,870)
5006 YOUTH AIDS STATE CHARGES	0	0	0	0	0	0
5008 YOUTH INDEPENDENT LIVING	24,018	49,553	25,534	23,963	24,287	324
5009 YA EARLY & INTENSIVE INT	31,936	148,307	116,371	43,979	171,977	127,998
5010 COMM OPTIONS PROG	152,115	151,169	(946)	152,115	0	(151,169)
5018 FAMILY SUPPORT	0	0	0	66,343	0	(66,343)
5020 DOMESTIC ABUSE	0	60,000	60,000	60,000	60,000	0
5021 SAFE & STABLE FAMILIES	90,215	396,713	306,498	90,586	415,530	18,445
5036 SACWIS	0	35	35	3,000	10,000	6,965
5040 CHILDRENS LTS WAIV-DD	1,512,170	1,775,639	263,469	1,570,371	1,840,770	6,930
5041 CHILDRENS LTS WAIV-MH	0	949	949	0	0	(949)
5042 CHILDRENS LTS WAIV-PD	0	1,046	1,046	0	0	(1,046)
5068 FOSTER PARENT TRAINING	0	1,661	1,661	2,000	8,348	6,348
5070 IV-E TPR	38,254	98,086	59,833	60,163	150,000	89,837
5080 YOUTH DELINQUENCY INTAKE	0	750,176	750,176	0	747,101	(3,075)
5175 EARLY INTERVENTION	203,324	675,635	472,311	205,564	728,993	51,118
5105 KINSHIP ASSESSMENTS	78	2,498	2,420	6,916	9,289	(47)
5120 Coordinated Services Team	121,296	86,653	(34,643)	62,123	86,179	58,699
5188 BUSY BEES PRESCHOOL	3,980	65,478	61,498	6,500	52,701	(15,297)

# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

## Projection based on March 2016 Revenue & Expenditures Financial Statement

Summary Sheet	Program	Annual Projection		Tax Levy	Budget		Variance		
		Revenue	Expenditure		Revenue	Expenditure			
	5189 INCREDBILE YEARS	300	21,467	21,167	0	15,472	15,472	(5,695)	0
	<b>Total</b>	<b>4,030,438</b>	<b>8,867,264</b>	<b>4,836,826</b>	<b>4,280,810</b>	<b>8,991,365</b>	<b>4,710,555</b>	<b>(126,271)</b>	<b>0</b>
	<b>Economic Support Division</b>								
	5051 INCOME MAINTENANCE	1,390,862	1,961,922	571,060	1,397,187	1,975,057	577,870	6,810	0
	5053 CHILD DAY CARE ADMIN	132,027	0	(132,027)	132,027	155,488	23,461	155,488	0
	5055 W-2 PROGRAM	0	0	0	0	0	0	0	0
	5057 ENERGY PROGRAM	154,895	154,895	0	141,514	141,514	0	0	0
	5071 CHILDREN FIRST	2,092	0	(2,092)	4,800	0	(4,800)	(2,708)	0
	5073 FSET	6,304	0	(6,304)	0	0	0	6,304	0
	5074 W-2 DAYCARE	400	0	(400)	0	0	0	400	0
	5100 CLIENT ASSISTANCE	8,300	0	(8,300)	0	0	0	8,300	0
	<b>Total</b>	<b>1,694,881</b>	<b>2,116,817</b>	<b>421,936</b>	<b>1,675,528</b>	<b>2,272,059</b>	<b>596,531</b>	<b>174,595</b>	<b>0</b>
	<b>Aging Division &amp; ADRC</b>								
	5012 ALZHEIMERS FAM SUPP	27,168	43,804	16,636	19,009	19,009	0	(16,636)	0
	5048 AGING/DISABIL RESOURCE	936,730	793,824	(142,905)	996,236	863,118	(133,118)	9,787	0
	5075 GUARDIANSHIP PROGRAM	0	16,816	16,816	0	32,100	32,100	15,284	0
	5076 STATE BENEFIT SERVICES	45,879	128,425	82,546	45,882	129,099	83,217	671	0
	5077 ADULT PROTECTIVE SERVICES	56,827	104,710	47,883	56,827	103,113	46,286	(1,597)	0
	5078 NSIP	18,084	21,028	2,944	19,998	21,028	1,030	(1,914)	0
	5151 TRANSPORTATION	210,185	214,685	4,500	222,969	248,490	25,521	21,021	0
	5152 IN-HOME SERVICE III-D	4,263	6,814	2,551	4,263	7,000	2,737	186	0
	5154 SITE MEALS	144,630	153,524	8,893	144,293	154,317	10,024	1,131	0
	5155 DELIVERED MEALS	134,019	156,771	22,753	131,267	148,698	17,431	(5,322)	0
	5157 SCSP	7,986	2,500	(5,486)	7,986	0	(7,986)	(2,500)	0
	5158 ELDER ABUSE	25,025	121,200	96,175	25,025	104,102	79,077	(17,098)	0
	5159 III-B SUPPORTIVE SERVICE	65,173	75,611	10,438	65,213	75,330	10,117	(321)	0
	5163 TITLE III-E	28,431	37,129	8,698	28,582	33,517	4,935	(3,763)	0
	<b>Total</b>	<b>1,704,400</b>	<b>1,876,841</b>	<b>172,442</b>	<b>1,767,550</b>	<b>1,938,921</b>	<b>171,371</b>	<b>(1,071)</b>	<b>0</b>

# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

## Projection based on March 2016 Revenue & Expenditures Financial Statement

Summary Sheet	Program	Annual Projection		Tax Levy	Budget		Variance
		Revenue	Expenditure		Revenue	Expenditure	
	<b>Administrative Services Division</b>						
	5187 UNFUNDED SERVICES	10,723	1,102	(9,621)	0	49,726	59,347
	5190 Management		380,001	380,001		749,868	369,867
	5190 Management Cleared			0		(748,124)	(748,124)
	5195 Vehicle Escrow Account	222	54,942	54,720	0	54,942	222
	5200 Overhead & Tax Levy	8,711,800	134,066	(8,577,733)	8,765,171	264,680	77,242
	5200 Overhead Cleared		0	0		0	0
	5210 CAPITAL OUTLAY		565,962	565,962		565,962	0
	Balance Sheet Non Lapsing Funds	744,772		(744,772)	744,772	(744,772)	0
	<b>Total</b>	<b>9,467,516</b>	<b>1,136,073</b>	<b>(8,331,443)</b>	<b>9,509,943</b>	<b>937,054</b>	<b>(241,447)</b>
	<b>GRAND Total</b>	<b>23,161,179</b>	<b>22,856,079</b>	<b>(305,100)</b>	<b>23,502,049</b>	<b>23,490,994</b>	<b>294,045</b>
	Net Balance						

Note: Variance includes Non-Lapsing from Balance Sheet

**Capital Finance Plan**  
*(Requests by Departments)*  
 For the Years 2016-2021

Program Description	2016	2017	2018	2019	2020	2021	Funding Sources
<b>Human Services</b>							
Replace existing furnace at Lueder Haus	11,150						Tax Levy
Purchase four new fleet vehicles	70,640						Tax Levy
Continue installation of Tridium Automation System	64,000						Tax Levy
Replace existing snow removal tractor			24,000				Tax Levy
Replace 11 passenger van	26,072						Tax Levy
Parking Lot (crack fill, seal coat and re-stripe)		20,000					Tax Levy
Upgrade electrical service and panels in Hillside Building						20,000	Tax Levy
Purchase two new fleet vehicles		38,000					Tax Levy
Remodel public restrooms		60,000					Tax Levy
Replace roofing, H&H		84,644					Tax Levy
Purchase two new fleet vehicles			38,000				Tax Levy
Replace 2008 minivan		25,000					Tax Levy
Purchase Used Truck, H&H		15,000					Tax Levy
Replace existing back-up generator at WDC-UW Ext						120,000	Tax Levy
Replace shifted sidewalks		15,000					Tax Levy
Repalce VAV's, Install Software Controls, WFD					125,000		Tax Levy
Replace or Repair H&H Windows			50,000				Tax Levy
Paint in all buildings							
Install Cameras, All Buildings	38,000						
Install Solar System, WFD	140,000						
Replace boilers, WFD				100,000			
Remodel Hillside Mechanical Rm.			50,000				
Replace VAV's, Install Software Controls, Health & Human						125,000	Tax Levy
Replace existing back-up generator					120,000		Tax Levy
Replace Hillside Windows	48,000						Tax Levy
Purchase 2 new fleet vehicles				40,000			Tax Levy
Replace Concrete Stoop, Lueder Haus	15,000						
Replace Lueder Haus Roof	12,000						
Replace existing flooring-on going	10,000	20,000	20,000	20,000	20,000	20,000	Tax Levy
<b>Human Services--Capital Tax Levy</b>	<b>434,862</b>	<b>277,644</b>	<b>182,000</b>	<b>160,000</b>	<b>265,000</b>	<b>285,000</b>	

Rough Estimate On Cost  
 Close Estimate, Likely Cost Will Change  
 Cost Is Firm  
 Total Estimated Cost



**RESOLUTION NO. 2016-\_\_\_\_**

**Create a full-time Behavioral Health Specialist (Psychotherapist) position and a full-time Comprehensive Community Services Facilitator position at Human Services**

Executive Summary

Jefferson County Human Services has experienced a significant increase in the number of citizens struggling with opiate/heroin addictions. **It is not uncommon for Human Services to receive 5 – 10 requests for opiate treatment in ONE DAY and for individuals to wait over one month to receive treatment.** Over the last seven years, the total number of consumers seen for Mental Health treatment, including alcohol and drug abuse, nearly doubled, from 540 individuals in 2008 to 1,111 individuals in 2015. This only captures the increase in required psychotherapy treatment and does not reflect the increase in need for rehabilitative services.

To help combat the growing opiate/heroin epidemic, the Human Services Director, with the support of the Human Services Board and the County Administrator, is requesting the creation of a full-time Behavioral Health Specialist/Psychotherapist (BHS) position and a full-time Comprehensive Community Services Facilitator (CCS) position. The BHS position will address the increased need for psychotherapy treatment services and the CCS position will provide wraparound and rehabilitative services. The CCS position will be fully funded through Federal and State Medicaid funding and the BHS position will be partially funded through billable services. Any additional funding needed for the BHS position will be obtained by transferring funds from the State Mental Health Institutes account. Over the last three years, Human Services has experienced a significant savings in this area. Furthermore, there is a \$165,295 surplus in this account for the first quarter of 2016.

On May 4, 2016, the Human Resources Committee reviewed the request from the Human Services Director and is recommending the creation of one full-time Behavioral Health Specialist (Psychotherapist) position and the creation of one full-time Comprehensive Community Services Facilitator position at Human Services.

WHEREAS, with the significant increase in citizens struggling with opiate/heroin addictions in Jefferson County, current staffing levels at Human Services cannot effectively address the services needed, and

WHEREAS, to meet this need for Jefferson County citizens, the Human Services Director, Human Services Board and County Administrator request, and the Human Resources Committee recommends, creation of one full-time Behavioral Health Specialist (Psychotherapist) position and the creation of one full-time Comprehensive Community Services Facilitator position at the Human Services Department.

NOW, THEREFORE, BE IT RESOLVED that the 2016 County Budget setting forth position allocations and funding at the Human Services Department be and is hereby amended to create one full-time Behavioral Health Specialist (Psychotherapist) position and create one full-

time Comprehensive Community Services Facilitator position at the Human Services Department, to become effective upon passage.

*Fiscal Note: The Comprehensive Community Services Facilitator position is budgeted for \$79,100 annually (\$39,550 for the remainder of 2016) and is fully funded by Federal and State Medicaid dollars; therefore, no tax levy is required for this position. The Behavioral Health Specialist (Psychotherapist) position is budgeted for \$83,800 annually for salary and fringe benefits (\$41,900 for the remainder of 2016 for salary and benefits) and will receive \$18,650 from third-party billing in 2016. The remaining \$23,250 will be transferred from the State Mental Health Institutes account; therefore no tax-levy is required for this position in 2016. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by  
Human Resources Committee

05-10-16

Terri M. Palm: 04-29-16; 05-03-16

REVIEWED: Administrator \_\_\_\_\_; Corp. Counsel \_\_\_\_\_; Finance Director \_\_\_\_\_

**JEFFERSON COUNTY  
BUDGET ADJUSTMENT OR AMENDMENT REQUEST**

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

Increase	Decrease	Account #	Account Title	Amount	Effect 7/1/16
X		250-5000-455401	Insurance	-9,000	-4500
X		250-5000-455402	Counseling - Medicare	-12,800	-6400
X		250-5000-455403	Counseling Medical Asist	-11,490	-5745
X		250-5000-455404	Counseling Private Pay	-4,000	-2000
<input type="checkbox"/>	X	250-5000-5554503.0291	State MH Institutes	-46,535	23268
x	<input type="checkbox"/>	250-5000-511210	Wages- Regular	56,748	28374
X	<input type="checkbox"/>	250-5003-512144	Health Insurance	17,940	8970
X	<input type="checkbox"/>	250-5003-512173	Dental Insurance	1,080	540
X	<input type="checkbox"/>	250-5003-512141	Social Security	4,312	2156
X	<input type="checkbox"/>	250-5003-512142	Retirement	3,745	1873
				83,825	41,913

Description of Adjustment:  
Create a full time Behavioral Health Worker. The numbers above are annual amounts so prorate based on when worker is hired for 2016.

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

County Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**RESOLUTION NO. 2016-\_\_\_\_\_**

**Create a full-time Group Home Worker position and eliminate two part-time Group Home Worker positions at Human Services**

Executive Summary

Jefferson County Human Services operates the Lueder Haus, an acute care facility that serves chronic, mentally ill adults who are in immediate crisis but not in need of hospitalization. Individuals with chronic illness typically need good continuity of care and stability to achieve and maintain desired outcomes. With only one supervisor, four full-time Group Home Workers and two part-time Group Home Workers to provide coverage on a 24/7 basis, consistency becomes even more crucial. Unfortunately, there continues to be a high-level of turnover in the non-benefited, part-time positions, hindering the ability to provide this stability and results in a high-level of overtime.

The Human Services Director, with the support of the Human Services Board and the County Administrator, is requesting the elimination of two part-time Group Home Worker positions (one of which is currently vacant) and the creation of one full-time Group Home Worker position. Funding needed for the full-time Group Home Worker position will be obtained by transferring funds from the State Mental Health Institutes account. Over the last three years, Human Services has experienced a significant savings in this area. Furthermore, there is a \$165,295 surplus in this account for the first quarter of 2016.

On May 4, 2016, the Human Resources Committee reviewed the request from the Human Services Director and is recommending the creation of one full-time Group Home Worker position and the elimination of one vacant and one occupied part-time Group Home Worker positions at Human Services.

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WHEREAS, the constant turnover in part-time Group Home Worker positions at the Lueder Haus creates a situation that hinders the ability to provide necessary stability to the clients and results in significant overtime costs, and

WHEREAS, to better meet the needs of Lueder Haus clients, the Human Services Director requests, and the Human Resources Committee recommends, creation of one full-time Group Home Worker position and the elimination of two part-time Group Home Worker positions, of which one is currently vacant.

NOW, THEREFORE, BE IT RESOLVED that the 2016 County Budget setting forth position allocations and funding at the Human Services Department be and is hereby amended to create one full-time Group Home Worker position and eliminate two part-time Group Home Worker positions, to become effective upon passage.

*Fiscal Note: The annual cost of eliminating two part-time Group Home Worker positions and creating a full-time Group Home Worker position is \$23,462 in salaries and benefits (\$13,700 for the remainder of 2016. For 2016, \$13,700 will be transferred from the State Mental Health Institutes account into appropriate wage and benefit accounts. This is a budget amendment. County Board*

*approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by  
Human Resources Committee

05-10-16

Terri M. Palm: 04-29-16; 05-03-16  
REVIEWED: Administrator \_\_\_\_\_; Corp. Counsel \_\_\_\_\_; Finance Director \_\_\_\_\_

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**From:** Brent Ruehlow  
**Sent:** Sunday, April 24, 2016 9:39 PM  
**To:** Kathi Cauley  
**Subject:** FW: Follow up

Very nice compliment to our agency

Sent with Good ([www.good.com](http://www.good.com))

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**From:** Courtney Smith  
**Sent:** Sunday, April 24, 2016 9:17:52 PM  
**To:** Laura Wagner; Brent Ruehlow  
**Subject:** Follow up

Dear Laura,

I thoroughly enjoyed my visit in Jefferson. I was impressed, again, by the dedication of your staff and the culture of learning and growth that you have been able to maintain despite turnover and the difficulties of the job. It takes great leadership to create a workplace in which everyone thrives and aspires to engage families and do good work; where they are hungry for more tools instead of voicing skepticism that things won't work; and where even when policies differ, you have been able to bridge the gap between IA and ongoing services.

It is rare that not one person in three days said a disparaging word about supervisors, leadership, policy, or coworkers. In fact, I can honestly say that Jefferson is the first county, where as a consultant behind closed doors and in the privacy of cars, I have found this to be universally true of all your staff. I hope this compliment lands where it should – as a testament to Brent's humility and innovative thinking, Laura's collaborative and inquiring leadership, and Kevin's commitment to safety and family accountability. You three clearly make a good team.

I would like to send a final report to everyone who participated in this week's Technical Assistance Visit.