

## AGENDA

Jefferson County Human Services Board  
Jefferson County Workforce Development Center  
874 Collins Road, Room 103, Jefferson, WI 53549  
March 11, 2014 at 8:30 a.m.

### Committee Members:

Jim Mode, *Chair*  
Dick Jones, *Secretary*  
Julie Merritt  
Augie Tietz

Pamela Rogers, *Vice Chair*  
John McKenzie  
Jim Schultz

1. Call to Order
2. Roll Call/Establishment of Quorum
3. Certification of Compliance with the Open Meetings Law
4. Review of the March 11, 2014 Agenda
5. Citizen Comments
6. Approval of February 11, 2014 Board Minutes
7. Communications
8. Review of Final, 2013 Financial Statement
9. Review and Approve February, 2014 Vouchers
10. Division Updates: Child and Family Division, Behavioral Health, Administration, Economic Support, and Aging and Disability Resource Center
11. Presentation about the Prevention of Child Abuse Month
12. Senior Dining Annual report
13. Update on new professional contracts
14. Updates from Wisconsin County Human Services Association
15. Set next meeting date and potential agenda items (April 8 at 8:30 a.m.)
16. Adjourn

The Board may discuss and/or take action on any item specifically listed on the Agenda

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**  
**February 11, 2014**

**Board Members Present:** Jim Mode, Pam Rogers, Richard Jones, Augie Tietz, John McKenzie and Jim Schultz

**Absent:** Julie Merritt

**Others Present:** Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Child & Family Manager Brent Ruehlow; Aging & Disability Resource Center Supervisor Sharon Olson; Economic Support Manager Jill Johnson; Office Manager Donna Hollinger; County Administrator Ben Wehmeier, and County Board Chairman John Molinaro.

1.     **CALL TO ORDER**  
Mr. Mode called the meeting to order at 8:30 a.m.
2.     **ROLL CALL/ESTABLISHMENT OF QUORUM**  
Merritt absent/Quorum established
3.     **CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**  
Ms. Cauley certified that we are in compliance.
4.     **REVIEW OF THE FEBRUARY 11, 2014 AGENDA**  
No Changes
5.     **CITIZEN COMMENT**  
No Comments
6.     **APPROVAL OF THE JANUARY 14, 2014 BOARD MINUTES**  
Mr. Tietz made a motion to approve the January 14, 2014 board minutes.  
Mr. Jones seconded. Ms. Rogers abstained.  
*Motion passed unanimously.*
7.     **COMMUNICATIONS**  
No Communications
8.     **REVIEW OF DECEMBER, 2013 FINANCIAL STATEMENT**  
Ms. Daniel reviewed the December 2013 financial statements (attached) and said that there is a projected positive year-end fund balance of \$256,643; however the ledgers for 2013 are not closed yet. Ms. Daniel also presented the summary sheet 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 Alternate Care and Commitment costs (attached).

**9. REVIEW AND APPROVE JANUARY, 2014 FINANCIAL VOUCHERS**

Ms. Daniel reviewed the summary sheet of vouchers totaling \$524,308.03 (attached).

Mr. Schultz made a motion to approve the December 2014 vouchers totaling \$524,308.03.

Mr. Rogers seconded.

*Motion passed unanimously.*

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

**ADRC:**

Sharon Olson, the ADRC supervisor presented the ADRC's 2013 annual report which reviewed their statistics and goals. (attached)

**Child & Family Resources:**

Mr. Ruehlow reported on the following items:

- We have a child entering the waiver program and three more will be entering it next month.
- Three more children found permanency.
- We have been finalizing the Coordinated Services Team (Wraparound) grant in the amount of \$62,123. We are hopeful that it will fund a new position.
- We had seven families with 15 children enter the "in-home safety services" grant program. In order to keep these children safe, we needed to put safety controls in the home. We were able to keep all of them in the home safely for the entire year. Since they didn't have to be placed out of home, this was a direct savings of about \$96,000. We are happy to report that we received a one-year extension of this grant.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- Emergency Detentions reached 154 for 2013, which is a 25% increase over 2012. We were able to break down the details of these ED's that gave us important information to plan for next year.
- We had 13 emergency detentions for January and many suicide calls.
- The State issued guidelines for regionalization for Comprehensive Community Services. It is on track to be fully funded by July 1. We will share a region with Rock and Walworth Counties and collaborate on training staff and providers.
- We continue to meet internally monthly regarding the heroin problem in our county. We discuss treatment options and resources to make sure that we don't have gaps in our services. There will be a stakeholder's group meeting on April 16 and we will be giving a presentation about the services we provide.
- Governor Walker signed some mental health legislation into law including a mental health task force, funding for crisis intervention training, child psychiatric consultation, supported employment work programs, peer run respite centers, and other initiatives.
- The State hired Elizabeth Hudson for the Office of Children's Mental Health and she will coordinate with the Dept of Children and Families and the Department of Health Services. We believe she will be able to enhance and coordinate programming.

### **Administration:**

Ms. Daniel reported on the following items:

- Our maintenance team finished some major projects as listed below:
  - Replacing boilers, installing three work regions, installing bullet resistant glass at the main receptionist areas, replacing the sidewalk and flooring at Lueder House, installing a fire-rated door to the boiler, adding temperature sensors at several locations, installing security readers for 10 internal doors, and remodeling the Birth the three office. Ms. Cauley congratulated the maintenance staff for completing these projects.
- The installation of the Hillside air conditioner will be delayed until spring. The sewer line is eroding beyond the point that we already replaced, so this will also be a new project this year.
- The fiscal area manually enters critical incident assessment reports and we are working towards a more automated system by April. This will reduce double entry.
- We are trying to automate the prior authorization process.
- Currently we bill using the "International Classification of Diseases" 9 diagnosis codes (ICD 9) but beginning in October we will be required to use ICD 10 codes. These codes will be more detailed which will affect prior authorizations and the new health care initiatives.
- We are working towards tracking billing denials more effectively.
- The Uniform Fee Schedule requires that we review financial information for clients on an annual basis, which assesses what they are able to pay. We do not have an effective process to trigger when someone needs to be seen, so we are implementing a new report to help identify these individuals.
- A goal of our area is to write up a flow chart of our billing procedures and disseminate it to staff so they have a better understanding of the process.
- We are working on the Civil Rights Compliance Plan that will be presented next month.

### **Economic Support:**

Ms. Johnson reported on the following items:

- The Southern Call Center answered 10,693 calls at a rate of 95.72%.
- We are expecting between 600-700 new cases.
- We are required to process 95% of all applications within 30 days and we processed 100% of them within the timeline.
- There was \$8 billion dollars cut from the Farm Bill, which directly affects the Supplemental Nutrition Assistance. This could be a decrease of about \$90 per month per family.
- The Emergency Food and Shelter Program gave us \$9,669 for the area food pantries as well as St. Vincent de Paul, CAC, Salvation Army, PADA, and \$500 for the food pantry at the WDC.

**11. PROCLAMATION RECOGNIZING MARCH AS PROFESSIONAL SOCIAL WORKER MONTH**

Ms. Cauley reported that March is Professional Social Worker Month and we would like a Human Services Board proclamation to recognize that. We will have an employee appreciation luncheon on April 9 and everyone is welcome to attend.

Mr. Jones made a motion to proclaim March as Professional Social Worker month.

Ms. Rogers seconded.

Motion passed unanimously.

**12. REQUEST FOR COUNTY BOARD RESOLUTION RECOGNIZING APRIL AS CHILD ABUSE PREVENTION MONTH**

Ms. Cauley reported that this request needs to go to the county board and we will use the same resolution that we have used in prior years.

Mr. McKenzie made a motion to send a resolution to the county board recognizing April as Child Abuse Prevention month.

Mr. Schultz seconded.

Motion passed unanimously.

**13. DISCUSS AND APPROVE CONTRACTING WITH MEDICAID H.M.O'S**

Ms. Cauley reminded the board about last month's discussion regarding billing and insurance. She recommended that we contract with Medicaid H.M.O's and in particular Medicare SSI Managed Care. Care Wisconsin will be a provider of this.

Mr. Jones made a motion to approve the recommendation to contract with the Medicaid H.M.O's.

Ms. Rogers seconded.

Motion passed unanimously.

**14. UPDATE ON NEW PROFESSIONAL CONTRACTS**

Ms. Cauley reported on the new contracts that are listed on the Provider Contracts (attached).

Mr. Tietz made a motion to approve the new contracts as listed.

Ms. Rogers seconded.

Motion passed unanimously.

**15. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION**

Mr. Mode reported on the following items:

- The Redesign Committee is working on the umbrella statute update.
- The statutory committee is working on a number of possibilities.

Ms. Cauley reported on the following items:

- The spring WCHSA conference is May 13 -15 at the Osthoff Resort.
- The Family Care bill will be at the assembly next week and she will be attending.
- The Federal government wants Wisconsin to have one comprehensive Medicaid cost reporting process. We would like WCHSA to lobby about changes to WIMCR. The Behavioral Health Pac will discuss this on Friday, February 28.
- Due to the upcoming ICD 10 requirement that was discussed earlier, all staff will have to be trained in the new Diagnostic and Statistical Manual of Mental Disorders (DSM-5). This

would normally be a cost of \$140 per day but through WCHSA, Ms. Cauley put together a training in Madison that will be video conferenced, only costing \$35.00.

- 16. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS**  
The next meeting will be on Tuesday, March 11 at 8:30 a.m.

- 17. ADJOURN**  
Ms. Rogers made a motion to adjourn the meeting.  
Mr. Schultz seconded.  
*Motion passed unanimously.*  
Meeting adjourned at 9:40 a.m.

Respectfully submitted by Donna Hollinger

**NEXT BOARD MEETING**  
Tuesday, March 11, 2014 at 8:30 a.m.  
Workforce Development Center, Room 103  
874 Collins Road, Jefferson, WI 53549

**JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT**  
**STATEMENT OF REVENUES & EXPENDITURES**  
 Final For 12 Months Ended December, 2013

**SUMMARY**

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2013 Budget	Year End Variance
Federal/State Operating Revenues	11,531,884	(0)	11,531,884	11,127,225	10,892,955	11,531,884	10,892,955	638,929
County Funding for Operations (tax levy & transfer in)	8,032,843	0	8,032,843	7,814,617	8,032,843	8,032,843	8,032,843	0
less: Prepaid Expense Transfer	0	0	0	0	0	0	0	0
<b>Total Resources Available</b>	<b>19,564,727</b>	<b>(0)</b>	<b>19,564,726</b>	<b>18,941,842</b>	<b>18,925,797</b>	<b>19,564,726</b>	<b>18,925,797</b>	<b>638,929</b>
<b>Total Adjusted Expenditures</b>	<b>19,499,439</b>	<b>(0)</b>	<b>19,499,438</b>	<b>18,732,143</b>	<b>19,211,079</b>	<b>19,499,439</b>	<b>19,298,860</b>	<b>(200,579)</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>65,288</b>	<b>(0)</b>	<b>65,288</b>	<b>209,700</b>	<b>(285,281)</b>	<b>65,287</b>	<b>(373,063)</b>	<b>438,350</b>
Balance Forward from 2012-Balance Sheet Operating Reserve	599,147		599,147	237,194		599,147	442,063	157,084
<b>Sub Total NET SURPLUS (DEFICIT)</b>	<b>664,435</b>	<b>(0)</b>	<b>664,435</b>	<b>446,894</b>	<b>(285,281)</b>	<b>664,434</b>	<b>69,000</b>	<b>(595,434)</b>
Approved Non Lapsing to 2014								
<i>NET SURPLUS (DEFICIT)</i>								

**REVENUES**

**STATE & FEDERAL FUNDING**

MH & AODA Basic County Allocation	1,975,715	0	1,975,715	1,976,317	1,976,324	1,975,715	1,976,324	(609)
Children's Basic County Allocation	865,845	0	865,845	865,844	868,493	865,845	868,493	(2,648)
Family Care County Contribution	0	0	0	0	0	0	0	0
Children's L/T Support Waivers	39,346	0	39,346	68,602	119,674	39,346	119,674	(80,328)
Behavioral Health Programs	263,323	0	263,323	313,060	251,695	263,323	251,695	11,628
Community Options Program	157,342	0	157,342	154,071	152,115	157,342	152,115	5,227
Aging & Disability Res Center	896,202	0	896,202	805,875	824,428	896,202	824,428	71,774
Aging/Transportation Programs	670,946	(0)	670,946	643,796	611,989	670,946	611,989	58,957
Youth Aids	725,055	0	725,055	606,069	715,554	725,055	715,554	9,501
IV-E TPR	64,514	0	64,514	44,346	67,079	64,514	67,079	(2,565)
Family Support Program	62,531	0	62,531	68,249	66,343	62,531	66,343	(3,812)
Children & Families	96,311	0	96,311	155,672	84,566	96,311	84,566	11,745
ARRA Birth to Three	0	0	0	0	0	0	0	0
I.M. & W-2 Programs	131,132	0	131,132	200,805	185,530	131,132	185,530	(54,398)
Client Assistance Payments	181,565	(0)	181,565	238,960	234,687	181,565	234,687	(53,122)
Early Intervention	165,564	0	165,564	165,564	166,510	165,564	166,510	(946)
<b>Total State &amp; Federal Funding</b>	<b>6,295,391</b>	<b>(0)</b>	<b>6,295,391</b>	<b>6,307,230</b>	<b>6,324,987</b>	<b>6,295,391</b>	<b>6,324,987</b>	<b>(28,650)</b>

**COLLECTIONS & OTHER REVENUE**

Provided Services	2,095,911	0	2,095,911	2,182,787	2,223,723	2,095,911	2,223,723	(127,812)
Child Alternate Care	184,517	0	184,517	176,079	192,839	184,517	192,839	(8,322)
Adult Alternate Care	147,384	0	147,384	115,398	151,386	147,384	151,386	(4,002)
Children's L/T Support	696,213	0	696,213	972,376	350,652	696,213	350,652	345,561
1915i Program	58,846	0	58,846	50,582	53,496	58,846	53,496	5,350
Donations	95,032	0	95,032	109,474	87,200	95,032	87,200	7,832
Cost Reimbursements	186,358	0	186,358	244,713	245,430	186,358	245,430	(59,072)
Other Revenues	1,772,233	0	1,772,233	968,586	1,263,242	1,772,233	1,263,242	508,991

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2013 Budget	Year End Variance
Total Collections & Other	5,236,493	0	5,236,493	4,819,995	4,567,968	5,236,493	4,567,968	668,525
<b>TOTAL REVENUES</b>	<b>11,531,884</b>	<b>(0)</b>	<b>11,531,884</b>	<b>11,127,225</b>	<b>10,892,955</b>	<b>11,531,884</b>	<b>10,892,955</b>	<b>639,875</b>
<b><u>EXPENDITURES</u></b>								
<b><u>WAGES</u></b>								
Behavioral Health	1,187,919	0	1,187,919	1,205,172	1,193,275	1,187,919	1,193,275	(5,355)
Children's & Families	1,547,897	0	1,547,897	1,099,933	1,402,629	1,547,897	1,402,629	145,268
Community Support	752,469	0	752,469	725,806	793,828	752,469	793,828	(41,359)
Comp Comm Services	351,811	0	351,811	336,991	323,388	351,811	323,388	28,422
Economic Support	899,088	0	899,088	842,319	951,232	899,088	951,232	(52,144)
Aging & Disability Res Center	435,713	0	435,713	438,556	469,564	435,713	469,564	(33,851)
Aging/Transportation Programs	440,299	0	440,299	705,284	385,560	440,299	385,560	54,740
Childrens L/T Support	105,724	0	105,724	109,266	106,066	105,724	106,066	(342)
Early Intervention	283,106	0	283,106	288,544	299,295	283,106	299,295	(16,188)
Management/Overhead	819,975	0	819,975	830,731	824,605	819,975	824,605	(4,631)
Lueder Haus	260,523	0	260,523	263,720	261,066	260,523	261,066	(543)
Safe & Stable Families	205,908	0	205,908	204,753	208,320	205,908	208,320	(2,411)
Supported Emplmt	0	0	0	0	0	0	0	0
<b>Total Wages</b>	<b>7,290,433</b>	<b>0</b>	<b>7,290,433</b>	<b>7,051,075</b>	<b>7,218,827</b>	<b>7,290,433</b>	<b>7,218,827</b>	<b>71,606</b>
<b><u>FRINGE BENEFITS</u></b>								
Social Security	546,706	0	546,706	527,597	528,311	546,706	553,092	(6,386)
Retirement	473,295	0	473,295	410,242	475,498	473,295	475,498	(2,203)
Health Insurance	1,877,202	0	1,877,202	1,688,224	2,141,887	1,877,202	2,141,887	(264,685)
Other Fringe Benefits	2,044	0	2,044	23,368	34,405	2,044	34,405	(32,360)
<b>Total Fringe Benefits</b>	<b>2,899,247</b>	<b>0</b>	<b>2,899,247</b>	<b>2,649,432</b>	<b>3,180,101</b>	<b>2,899,247</b>	<b>3,204,882</b>	<b>(305,635)</b>
<b><u>OPERATING COSTS</u></b>								
Staff Training	15,676	0	15,676	14,178	29,902	15,676	29,902	(14,226)
Space Costs	192,102	0	192,102	197,894	190,909	192,102	190,909	1,193
Supplies & Services	869,390	0	869,390	813,345	846,368	869,390	846,368	23,022
Program Expenses	118,601	0	118,601	113,451	111,575	118,601	111,575	7,026
Employee Travel	172,887	0	172,887	170,062	224,162	172,887	224,162	(51,275)
Staff Psychiatrists & Nurse	408,556	0	408,556	375,286	408,977	408,556	408,977	(421)
Birth to 3 Program Costs	221,106	0	221,106	225,818	279,380	221,106	279,380	(58,274)
Busy Bees Preschool	885	0	885	1,391	3,070	885	3,070	(2,185)
ARRA Birth to Three	0	0	0	0	0	0	0	0
Opp. Inc. Payroll Services	0	0	0	506	0	0	0	0
Other Operating Costs	10,741	0	10,741	11,078	188,747	10,741	188,747	(178,006)
Year End Allocations	(10,587)	0	(10,587)	16,717	77,510	(10,587)	77,510	(88,098)
Capital Outlay	273,917	0	273,917	104,189	293,828	273,917	293,828	(19,911)
<b>Total Operating Costs</b>	<b>2,273,272</b>	<b>0</b>	<b>2,273,272</b>	<b>2,043,916</b>	<b>2,654,428</b>	<b>2,273,272</b>	<b>2,654,428</b>	<b>(381,156)</b>
<b><u>BOARD MEMBERS</u></b>								
Per Diems	6,050	0	6,050	6,545	7,000	6,050	7,000	(950)
Travel	8	0	8	108	0	8	0	8
Training	140	0	140	509	1,000	140	1,000	(860)
Aging Committee	0	0	0	0	0	0	0	0
<b>Total Board Members</b>	<b>6,198</b>	<b>0</b>	<b>6,198</b>	<b>7,162</b>	<b>8,000</b>	<b>6,198</b>	<b>8,000</b>	<b>(1,802)</b>

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2013 Budget	Year End Variance
<b><u>CLIENT ASSISTANCE</u></b>								
W-2 Benefit Payments	200	0	200	34,303	0	200	0	200
Funeral & Burial	0	0	0	0	0	0	0	0
Medical Asst. Transportation	0	0	0	0	0	0	0	0
Energy Assistance	113,940	0	113,940	126,030	133,000	113,940	133,000	(19,060)
Kinship & Other Client Assistance	88,226	0	88,226	113,101	138,127	88,226	138,127	(49,901)
<b>Total Client Assistance</b>	<b>202,366</b>	<b>0</b>	<b>202,366</b>	<b>273,435</b>	<b>271,127</b>	<b>202,366</b>	<b>271,127</b>	<b>(68,761)</b>
<b><u>MEDICAL ASSISTANCE WAIVERS</u></b>								
Childrens LTS	752,082	(0)	752,082	1,151,492	664,759	752,082	727,759	24,323
<b>Total Medical Assistance Waivers</b>	<b>752,082</b>	<b>(0)</b>	<b>752,082</b>	<b>1,151,492</b>	<b>664,759</b>	<b>752,082</b>	<b>727,759</b>	<b>24,323</b>
<b><u>COMMUNITY CARE</u></b>								
Supportive Home Care	61,893	0	61,893	77,089	72,906	61,893	72,906	(11,013)
Guardianship Services	41,173	0	41,173	171,302	165,568	41,173	165,568	(124,395)
People Ag. Domestic Abuse	50,000	0	50,000	45,000	50,000	50,000	50,000	0
Family Support	6,907	0	6,907	5,590	6,000	6,907	6,000	907
Transportation Services	50,771	0	50,771	51,984	63,954	50,771	63,954	(13,183)
Opp. Inc. Delinquency Programs	114,396	0	114,396	114,396	130,924	114,396	130,924	(16,528)
Opp. Inc. Independent Living	0	0	0	0	0	0	0	0
Other Community Care	164,029	0	164,029	237,397	172,597	164,029	172,597	(8,568)
Elderly Nutrition - Congregate	57,311	0	57,311	43,604	50,902	57,311	50,902	6,409
Elderly Nutrition - Home Delivered	81,929	0	81,929	69,184	73,549	81,929	73,549	8,380
Elderly Nutrition - Other Costs	17,803	0	17,803	13,899	21,122	17,803	21,122	(3,319)
<b>Total Community Care</b>	<b>646,213</b>	<b>0</b>	<b>646,213</b>	<b>829,444</b>	<b>807,522</b>	<b>646,213</b>	<b>807,522</b>	<b>(161,309)</b>
<b><u>CHILD ALTERNATE CARE</u></b>								
Foster Care & Treatment Foster	420,942	0	420,942	409,648	327,468	420,942	327,468	93,474
Intensive Comm Prog	0	0	0	0	0	0	0	0
Group Home & Placing Agency	1,467,014	0	1,467,014	1,333,292	961,788	1,467,014	961,788	505,226
L.S.S. Child Welfare	0	0	0	0	0	0	0	0
Child Caring Institutions	137,638	0	137,638	172,758	182,269	137,638	182,269	(44,631)
Detention Centers	72,610	0	72,610	44,066	83,310	72,610	83,310	(10,700)
Correctional Facilities	0	0	0	22,152	60,000	0	60,000	(60,000)
Shelter & Other Care	1,508	0	1,508	5,390	8,600	1,508	8,600	(7,092)
<b>Total Child Alternate Care</b>	<b>2,099,713</b>	<b>0</b>	<b>2,099,713</b>	<b>1,987,306</b>	<b>1,623,435</b>	<b>2,099,713</b>	<b>1,623,435</b>	<b>476,278</b>
<b><u>HOSPITALS</u></b>								
Detoxification Services	47,380	0	47,380	28,417	59,000	47,380	59,000	(11,620)
Mental Health Institutes	1,515,700	0	1,515,700	811,751	829,501	1,515,700	829,501	686,199
Other Inpatient Care	0	0	0	0	0	0	0	0
<b>Total Hospitals</b>	<b>1,563,080</b>	<b>0</b>	<b>1,563,080</b>	<b>840,168</b>	<b>888,501</b>	<b>1,563,080</b>	<b>888,501</b>	<b>674,579</b>
<b><u>OTHER CONTRACTED</u></b>								
Adult Alternate Care (Non-MAW)	353,460	0	353,460	370,087	453,749	353,460	453,749	(100,289)
Family Care County Contribution	625,097	0	625,097	858,734	625,097	625,097	625,097	0
AODA Halfway Houses	0	0	0	0	0	0	0	0
1915i Program	132,916	0	132,916	153,185	199,000	132,916	199,000	(66,084)

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	2013 Budget	Year End Variance
160,967	0	160,967	116,702	87,000	160,967	87,000	73,967
10,858	0	10,858	21,903	15,600	10,858	15,600	(4,742)
0	0	0	0	0	0	0	0
269,725	0	269,725	258,356	262,769	269,725	262,769	6,956
110,582	0	110,582	59,486	155,164	110,582	155,164	(44,582)
6,713	0	6,713	698	0	6,713	0	6,713
96,517	0	96,517	59,564	96,000	96,517	96,000	517
<b>1,766,835</b>	<b>0</b>	<b>1,766,835</b>	<b>1,898,715</b>	<b>1,894,379</b>	<b>1,766,835</b>	<b>1,894,379</b>	<b>(127,544)</b>
<b>TOTAL EXPENDITURES</b>							
19,499,439	(0)	19,499,438	18,732,143	19,211,079	19,499,439	19,298,860	200,579

Requested for the amount of 664,435 to be carried forward to 2014.

# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Final

## Revenue & Expenditures December, 2013

Summary Sheet

( ) Unfavorable

Program	Annual Projection			Tax Levy	Budget			Variance
	Revenue	Expenditure			Revenue	Expenditure	Tax Levy	
<b>Behavior Health</b>								
5000 BASIC ALLOCATION	3,376,803	4,541,339		1,164,536	2,962,821	3,851,139	888,318	(276,218)
5003 LUEDER HAUS	139,581	462,763		323,182	111,825	483,151	371,326	48,144
5007 EMERGENCY MENTAL HEALTH	50,064	485,946		435,882	151,196	614,044	462,848	26,966
5011 MENTAL HEALTH BLOCK	26,128	30,464		4,336	26,128	33,081	6,953	2,617
5025 COMMUNITY SUPPORT PROGRAM	669,507	1,397,200		727,693	642,467	1,526,741	884,274	156,581
5027 COMP COMM SERVICE	357,886	654,275		296,389	449,333	660,079	210,746	(85,643)
5031 AODA BLOCK GRANT	113,264	137,645		24,381	109,299	109,584	285	(24,096)
5043 CERTIFIED MENTAL HEALTH	40,236			(40,236)	38,784		(38,784)	1,452
5044 EMERGENCY MENTAL HEALTH	16,858	10,858		(6,000)	15,600	15,600	0	6,000
5049 MAPT Funds	0	0		0	3,198	6,063	2,865	2,865
5063 1915i PROGRAM	58,846	132,916		74,071	53,496	222,453	168,957	94,886
Balance Sheet Non Lapsing Funds	7,100			(7,100)	7,100		(7,100)	0
<b>Total Behavior Health</b>	<b>4,856,273</b>	<b>7,853,407</b>		<b>2,997,134</b>	<b>4,571,247</b>	<b>7,521,936</b>	<b>2,950,689</b>	<b>(46,445)</b>
<b>Children &amp; Families</b>								
5001 CHILDREN'S BASIC ALLOCATION	1,159,461	3,061,388		1,901,928	1,021,612	2,338,000	1,316,388	(585,539)
5002 KINSHIP CARE	67,624	69,299		1,675	82,192	82,327	135	(1,540)
5005 YOUTH AIDS	703,600	1,304,399		600,798	727,113	1,427,777	700,664	99,866
5006 YOUTH AIDS STATE CHARGES	0	0		0	11,445	60,000	48,555	48,555
5008 YOUTH INDEPENDENT LIVING	23,440	79,733		56,294	24,054	85,900	61,846	5,553
5009 YA EARLY & INTENSIVE INT	92,793	147,017		54,224	72,796	157,461	84,665	30,441
5010 COMM OPTIONS PROG	157,342	342		(157,001)	152,115	3,631	(148,484)	8,517
5018 FAMILY SUPPORT	62,531	6,907		(55,624)	66,343	6,000	(60,343)	(4,719)
5020 DOMESTIC ABUSE		50,000		50,000		50,000	50,000	0
5021 SAFE & STABLE FAMILIES	72,187	360,455		288,268	75,000	407,693	332,693	44,425
5036 SACWIS	2,596	10,995		8,398	0	0	0	(8,398)
5040 CHILDRENS LTS WAIV-DD	443,415	565,455		122,039	211,486	357,482	145,996	23,957
5041 CHILDRENS LTS WAIV-MH	286,662	362,933		76,272	251,207	546,014	294,807	218,535
5042 CHILDRENS LTS WAIV-PD	5,481	5,549		67	7,633	12,353	4,720	4,653
5068 FOSTER PARENT TRAINING	1,653	4,467		2,814	7,224	17,440	10,216	7,402
5070 IV-E TPR	64,514	161,284		96,770	67,079	195,456	128,377	31,607
5080 YOUTH DELINQUENCY INTAKE	0	552,499		552,499	0	599,158	599,158	46,660
5175 EARLY INTERVENTION	208,365	687,493		479,129	197,510	764,298	566,788	87,659
5188 BUSY BEES PRESCHOOL	4,525	46,149		41,624	8,670	55,168	46,498	4,874
5189 INCREDIBLE YEARS	(5,600)	43,991		38,391	0	14,500	14,500	(23,891)

# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Final Revenue & Expenditures December, 2013

Summary Sheet

( ) Unfavorable

	Program	Annual Projection			Budget			Variance
		Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	
	Balance Sheet Non Lapsing Funds	306,747		(306,747)	306,747		(306,747)	
<b>Total</b>	<b>Children &amp; Families</b>	<b>3,657,336</b>	<b>7,520,355</b>	<b>3,851,818</b>	<b>3,290,226</b>	<b>7,180,659</b>	<b>3,890,433</b>	<b>38,615</b>

**Economic Support Division**

5050	NURSING HOME M.A. ADMIN.	0	0	0	0	0	0	0
5051	INCOME MAINTENANCE	1,210,949	1,696,556	485,607	1,225,208	1,655,717	430,509	(55,098)
5053	CHILD DAY CARE ADMIN	113,431	271	(113,160)	135,113	144,750	9,637	122,797
5054	W-2 Administration	0	0	0				0
5055	W-2 PROGRAM	0	0	0	0	0	0	0
5057	ENERGY PROGRAM	113,940	113,940	0	133,000	133,000	0	0
5071	CHILDREN FIRST	4,200	200	(4,000)	2,800	2,800	0	4,000
5073	FSET	8,467	200	(8,267)	49,672	76,528	26,856	35,123
5074	W-2 DAYCARE	160	0	(160)	0	0	0	160
5100	CLIENT ASSISTANCE	21,368	0	(21,368)	0	0	0	21,368
5105	KINSHIP ASSESSMENTS	4,231	4,503	272	7,164	8,137	973	701
5110	Non-W2 Emergency Assistance	0	0	0	19,639	39,154	19,515	19,515
<b>Total</b>	<b>Economic Support Division</b>	<b>1,476,747</b>	<b>1,815,670</b>	<b>338,923</b>	<b>1,572,596</b>	<b>2,060,086</b>	<b>487,490</b>	<b>148,567</b>

**Aging Division & ADRC**

5012	ALZHEIMERS FAM SUPP	19,010	20,100	1,090	12,906	12,906	0	(1,090)
5048	AGING/DISABIL RESOURCE	898,202	786,684	(111,518)	824,428	822,743	(1,685)	109,834
5075	GUARDIANSHIP PROGRAM	9,246	41,173	31,927	104,000	165,568	61,568	29,641
5076	STATE BENEFIT SERVICES	56,356	100,920	44,564	48,955	58,996	10,041	(34,523)
5077	ADULT PROTECTIVE SERVICES	56,827	80,673	23,846	56,827	95,479	38,652	14,806
5078	NSIP	19,348	19,348	0	21,028	21,028	0	0
5151	TRANSPORTATION	209,913	245,985	36,072	188,776	231,559	42,783	6,712
5152	IN-HOME SERVICE III-D	216	216	0	3,819	5,494	1,675	1,675
5154	SITE MEALS	193,916	153,788	(40,128)	163,319	188,143	24,824	64,952
5155	DELIVERED MEALS	109,088	147,927	38,840	103,241	154,503	51,262	12,422
5157	SCSP	7,986	8,870	884	7,986	10,190	2,204	1,320
5158	ELDER ABUSE	25,025	102,427	77,402	25,025	95,075	70,050	(7,351)
5159	ADVOCACY PROGRAM	68,533	77,057	8,524	61,896	70,245	8,349	(175)
5163	TITLE III-E	31,559	42,077	10,518	27,463	39,291	11,828	1,310
	Balance Sheet Non Lapsing Funds	2,100		(2,100)	2,100		(2,100)	0

**JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Final  
Revenue & Expenditures December, 2013**

Summary Sheet

( ) Unfavorable

Total	Program	Annual Projection			Budget			Variance
		Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	
	Aging & ADRC Center	1,707,324	1,827,244	119,919	1,651,769	1,971,221	319,452	199,533
<b>Administrative Services Division</b>								
	5187 UNFUNDED SERVICES	3,876	78,799	74,923	0	69,571	69,571	(5,352)
	5190 Management		2,251	2,251		867,891	867,891	865,641
	5190 Management Cleared		(2,251)	(2,251)		(865,394)	(865,394)	(863,143)
	5195 Vehicle Escrow Account	26	(5,000)	(5,026)	54	20,602	20,548	25,574
	5200 Overhead & Tax Levy	8,167,891	135,048	(8,032,843)	8,155,853	1,238,883	(6,916,969)	1,115,874
	5200 Overhead Cleared		0	0		(1,060,424)	(1,060,424)	(1,060,424)
	5210 CAPITAL OUTLAY		273,917	273,917		293,828	293,828	19,911
	Balance Sheet Non Lapsing Funds	126,116		(126,116)	126,116		(126,116)	0
Total	<b>Administrative Services Division</b>	<b>8,297,908</b>	<b>482,763</b>	<b>(7,815,145)</b>	<b>8,282,023</b>	<b>564,958</b>	<b>(7,717,065)</b>	<b>98,081</b>
<b>GRAND Total</b>		<b>19,995,589</b>	<b>19,499,439</b>	<b>(507,350)</b>	<b>19,367,860</b>	<b>19,298,860</b>	<b>(69,000)</b>	<b>438,350</b>
	Prepaid Asset Reserve for health insurance			(157,085)				
	Note: Variance includes Non-Lapsing from Balance Sheet			(664,435)				

**Human Services Department  
February Vouchers**

<b>Payment Date</b>	<b>Amount</b>	<b>Comments</b>
2/7/2014 <b>A</b>	\$ 58,662.59	Children Payments for alternate care
2/12/2014 <b>B</b>	\$ 108,951.73	Children Payments for alternate care
2/17/2014 <b>C</b>	\$ 110,454.80	Abilities, Lutheran Social Services, Opp Inc, Rock County, Trempealeau Co, Provider Payments
2/24/2014 <b>D</b>	\$ 20,926.13	Allied Counseling, The Drug Store, Fond du Lac County, UW Madison, Provider Payments
3/3/2014 <b>E</b>	\$ 63,755.53	Energy Services, Jefferson Utilities, Orion Family Services, PADA, Provider Payments
3/11/2014 <b>F</b>	\$ 106,459.29	Feil's Catering, Dr Mel Haggart, Opp Inc, Rehab Res, Provider Payments
3/11/2014 <b>G</b>	\$ 14,357.41	Staff Mileage, Volunteer Mileage and MA Mileage
<b>Grand Total</b>	<b>\$ 483,567.48</b>	

# Jefferson County

## Final Non-Lapsing and Carryover of Fund Balances Request For the year ending December 31, 2013

Department Name

Human Services Department

Business Unit	Account #	\$ Amount	Reason
250	351300	\$ 180,248.34	Prepaid Assets
5200		\$ 2,500.00	Cell Phone Booster
5005	529299	\$ 25,000.00	Contract for Juvenile Sexual Treatment Program
5001	529299	\$ 25,000.00	Contract for Children's AODA Program Prevention & Counseling
5001	529299	\$ 25,000.00	Orion Slots
5195	531304	\$ 5,000.00	Vehicle Escrow
5151	531304	\$ 25,568.00	Vehicle Escrow
5195	481001	\$ 25.58	Vehicle Escrow - Interest
5001	485100	\$ 11,734.01	Donations - Unrestricted
5001	485204	\$ 3,637.27	Donation - Child Abuse
5001	485205	\$ 2,189.47	Donation Child/Family
5151	485100	\$ 12,272.00	Nutrition Donation
5021	485100	\$ 3,779.93	Safe & Stable Families Donations
5210	594820	\$ 140,481.00	Billing Study & Upgrade
5210	594801	\$5,000.00	Programing for Protective Payee System
5210	594820	\$ 90,000.00	Remote access to network via internet (Rowland still shopping price)
5201	699700	\$ 75,000.00	LSS Contract already approved and in 2014 budget
5210	594820	\$ 12,000.00	Hilside Underground drain replacement
5210	594820	\$ 17,000.00	Hillside Air Conditioning Replacement
5200	531314	\$ 3,000.00	Motivational Interviewing Equipment
		\$ 664,435.60	

Department Signature  
Kathi Cauley/Joan Daniel

Date  
2/13/2014

2014 Provider Contracts (3/03/2014)												
Contract Number	Provider	Service	TPA	Target	2013		2014					
<b>Added for 2014 since last Mtg</b>												
14- 101.8	Abilities, Inc. - Crab Tree CBRF	Adult Alt Care		Adult	0.00	per month	4,500.00	per month	0.0%	54,000		
14- 101.9	Abilities, Inc. - Timber Trail	Adult Alt Care		Adult	0.00	per month	4,200.00	per month	0.0%	50,400		
14- 152	Hope Haven CBRF	Halfway House		AODA	2,100.00	per month	4,697.00	per month	123.7%	n/a		