

## NOTICE OF MEETING

### HEALTH & HUMAN SERVICES COMMITTEE

**December 16, 2014 - 8:30 AM**

Health and Human Services Department  
1011 North 8th Street  
Sheboygan, WI 53081  
Room 413

#### **\*Agenda\***

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes

Health & Human Services Committee - Regular Meeting - Dec 2, 2014 8:30 AM

Announcements and Correspondence

Report on Aurora Behavioral Health Wellness Center - Dave Graebner, President, Aurora Sheboygan Memorial Medical Center

Consideration of Carryover Request to Support Crisis Intervention Training - Captain Stephen Cobb, Sheboygan Police Department

HHS-Business and Administrative Support Services

Consideration of Xorbix Technologies, Inc. Voucher

Consideration of October 2014 Financial Statement

HHS-Aging and Disability Resource Center/Aging Unit

Consideration of Consideration of Vacant Position Request/Hourly Position for a Medicare Improvement for Patients and Provider Act (MIPPA) Grant Long-Term Limited Term Employee Position

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Public Input

Request for Future Agenda Items

- Purchase of Service Vendor Review
- Chapter 51/55 Placements

Adjourn

Upcoming Meetings

- **Tuesday, January 6, 2015:** Health and Human Services Committee Meeting - 8:30 a.m. - Health and Human Services Building, Room 413
- **Thursday, January 8, 2015:** Wisconsin County Human Services Association Executive Board Meeting - Portage County Library, Stevens Point
- **Tuesday, January 13, 2015:** Aging Unit Advisory Committee Meeting - 9:00 a.m. - Aging and Disability Resource Center, Sheboygan Falls
- **Tuesday, January 13, 2015:** Aging and Disability Resource Center Governing Committee Meeting - 10:00 a.m. - Aging and Disability Resource Center, Sheboygan Falls

Prepared by:

Julie Schaefer  
Recording Secretary

Kris Wheeler  
Committee Chairperson

Tom Eggebrecht  
Health and Human Services Department Director

NOTE: A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Wis. Stat. § 19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of the meeting. This Notice and Agenda is made in fulfillment of this obligation. Electronic versions of this Notice and Agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an Amended Notice and Agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted.

Persons with disabilities needing assistance to attend or participate are asked to notify Julie Schaefer, 920-459-3176 prior to the meeting so that accommodations may be arranged.

## SHEBOYGAN COUNTY HEALTH AND HUMAN SERVICES COMMITTEE MEETING

Sheboygan County Health and Human Services Department  
1011 North 8<sup>th</sup> Street  
Sheboygan WI 53081  
Room 413

**December 2, 2014**

**Called To Order: 8:30 A.M.**

**Adjourned: 9:37 A.M.**

**MEMBERS PRESENT:** Supervisor Kristine Wheeler – Chair; Supervisor Vernon Koch – Vice Chair; Supervisor Jacob Van Dixhorn – Secretary; Supervisor Roger Otten, Supervisor Brian Hoffmann, Supervisor Jim Baumgart, and Mr. Curtiss Nyenhuis

**MEMBERS ABSENT:** Ms. Barbara Dodge and Ms. Peggy Feider

**ALSO PRESENT:** Tom Eggebrecht, Martin Bonk, Karlyn Raddatz, Shannon Otten, Tim Gessler, Corporation Counsel Carl Buesing, David Roettger, and Lynda Laun

Supervisor Wheeler called the meeting to order at 8:30 A.M.

### **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**

The Health and Human Services Department received an e-mail noting that the amended agenda for the December 2, 2014 meeting of the Health and Human Services Committee was posted on November 26, 2014 at 4:10 p.m. in compliance with the Open Meeting Law.

### **REVIEW AND APPROVE MINUTES: November 18, 2014 HEALTH AND HUMAN SERVICES COMMITTEE MEETING MINUTES**

Supervisor Koch moved and Supervisor Otten seconded to approve the minutes of the November 18, 2014 Health and Human Services Committee Meeting. Motion carried unanimously.

### **ANNOUNCEMENTS AND CORRESPONDENCE**

Tom Eggebrecht informed the Committee that he had hoped that Captain Cory Roeseler of the Sheboygan County Sheriff's Department would be able to attend today's meeting to update the Committee on crisis intervention training for area law enforcement. Captain Roeseler and Captain Stephen Cobb of the Sheboygan Police Department are in the process of completing a grant application to seek financial assistance for this training. Tom will be asking for the Committee's support to help fill any financial gap to support this initiative.

Tom Eggebrecht thanked Corporation Counsel Carl Buesing for attending today's meeting. Corporation Counsel Buesing will be presenting an Ordinance on authorizing and implementing the Sheboygan County Health and Human Services Department, Division of Public Health as the Department of Agriculture, Trade, and Consumer Protection agent for purposes of licensing and regulating food establishments in Sheboygan County.

Tom Eggebrecht informed the Committee that at the last Health and Human Services Committee Meeting, the Committee approved the Resolution entitled Approving Contribution to Aurora's Proposed Behavioral Health Wellness Center. This effort does not duplicate the concept of using the 520 Pennsylvania Avenue property as a location for opiate detoxification or

Minutes Acceptance: Minutes of Dec 2, 2014 8:30 AM (Approval of Minutes)

expanding intensive outpatient treatment options to support a drug court. Tom further explained that the Department's Healthy Sheboygan County 2020 initiative with community partners recognizes the need to coordinate plans services across agency systems of care. Tom informed the Committee that he anticipates a representative of Aurora Health Care to attend the Committee's next meeting for additional report in this area.

Tom Eggebrecht informed the Committee that SueAnn Schuh has been hired to fill the position of Adult Protective Services Specialist/Information and Assistance Professional.

Tom Eggebrecht informed the Committee that Jill Spielvogel is resigning from her position as Aging Unit Services Coordinator effective January 2, 2015. There is a get-together for Jill on December 12, 2014, from 3:00 p.m. to 5:00 p.m., at the Aging and Disability Resource Center.

Karlyn Raddatz informed the Committee that the DHS 140 Review had to be rescheduled. The DHS 140 Review is now scheduled to occur tomorrow, December 3, 2014, at 12:30 p.m., in Room 348. All Committee members are invited to attend.

Martin Bonk informed the Committee that his retirement celebration will be held at Amore in Plymouth on January 23, 2015.

**CONSIDERATION OF ORDINANCE AMENDING SHEBOYGAN COUNTY CODE FOR RETAIL FOOD ESTABLISHMENTS – Corporation Counsel Carl Buesing**

Corporation Counsel Buesing informed the Committee that this Ordinance authorizes and implements agreement with the State Department of Agriculture to license and regulate retail food establishments under Chapter 17. Corporation Counsel Buesing indicated he changed some wording in the Ordinance to align under County Code for the Sheboygan County Health and Human Services Department, Division of Public Health, to fulfill the role as a Department of Agriculture, Trade, and Consumer Protection agent for purposes of licensing and regulating retail food establishments.

Karlyn Raddatz and David Roettger informed the Committee that no levy contribution would be going into this program as expenses are recovered through fees for licensure. The program is starting effective April 1, 2015. With the current year positive variance, an additional Environmental Health Sanitarian, Tim Swart, was able to be hired in 2014 to give him adequate time for completing any necessary training. In addition, Tim came from Wisconsin's Department of Agriculture, Trade, and Consumer Protection so Public Health is able to utilize his knowledge and expertise to ensure as the target date of April 1, 2015 approaches, the program is set to go. This would involve inspecting 144 additional establishments.

After discussion and questions were answered, Mr. Nyenhuis moved and Supervisor Koch seconded to approve the Ordinance – Authorizing and Implementing Agency Agreement with State Department of Agriculture to License and Regulate Retail Food Establishments under Chapter 17 and forward this ordinance to the County Board for their consideration. Motion carried unanimously.

**CONSIDERATION OF VACANT POSITION REQUEST/HOURLY POSITION – AGING UNIT SERVICE COORDINATOR – Tom Eggebrecht**

Tom Eggebrecht presented a Vacant Position Request/Hourly Position for an Aging Unit Services Coordinator and explained the necessity of filling this position.

Supervisor Baumgart moved and Supervisor Koch seconded to approve the Vacant Position Request/Hourly Position for an Aging Unit Services Coordinator. Motion carried unanimously.

**REPORT ON CRISIS INTERVENTION TRAINING FOR AREA LAW ENFORCEMENT – Captain Cory Roeseler, Sheboygan County Sheriff's Department**

Captain Cory Roeseler was unable to attend the Committee meeting today.

Tom Eggebrecht informed the Committee that the Department works closely with law enforcement in the area of mental health. Crisis intervention training for law enforcement has proven extremely effective and has been embraced in many jurisdictions across the country. Captain Roeseler and Captain Cobb of Sheboygan Police Department are working on completing a grant application to receive funding for expansion of training locally. Captain Roeseler contacted Tom indicating that grant dollars up to \$50,000 could be available. Any applications which would include a multijurisdictional component would be favored. Tom indicated he informed Captain Roeseler to seek whatever grant dollars can be received and that he would be interested, on behalf of the Sheboygan County Health and Human Services Department, in making a contribution to fill any gaps so officers in all county jurisdictions can attend this training. The amount would be anticipated to be no greater than \$30,000. Tom indicated that he plans to ask for necessary funds to be earmarked in 2014 and carried into 2015 to support the initiative. Tom informed the Committee that once he hears from Captain Roeseler on the amount of grant dollars received, he will come back to the Committee with a specific request.

**REVIEW AND APPROVE VOUCHERS**

After questions were answered, Supervisor Koch moved and Supervisor Otten seconded to approve the expense vouchers with a request for the Department to report back on journal entries for Xorbix Technologies. Motion carried unanimously.

**APPROVAL OF ATTENDANCE OF MEMBERS AT OTHER MEETINGS OR FUNCTIONS**

Supervisor Hoffmann moved and Supervisor Otten seconded to approve the following Committee members' attendance at the following meeting.

- **Wednesday, December 3, 2014:** DHS 140 Review – Any Committee member interested in attending.

Motion carried unanimously.

**PUBLIC INPUT ON AGENDA ITEMS**

Lynda Laun expressed her appreciation on behalf of National Alliance for the Mentally Ill for the support of the crisis intervention training,

**PUBLIC INPUT ON NON-AGENDA ITEMS**

None.

**REQUEST FOR FUTURE AGENDA ITEMS**

- Purchase of Service Vendor Review
- Chapter 51/55 Placements

**ADJOURNMENT**

At 9:37 A.M., My Nyenhuis moved and Supervisor Van Dixhorn seconded to adjourn the December 2, 2014 Health and Human Services Committee Meeting. Motion carried unanimously.

Julie Schaefer  
Recording Secretary

Jacob Van Dixhorn  
Committee Secretary

Minutes Acceptance: Minutes of Dec 2, 2014 8:30 AM (Approval of Minutes)

County of Sheboygan

Health & Human Services Committee Report

Beginning Batch Date 11/16/2014

Department Accounts Payable

Ending Batch Date 11/29/2014

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>G/L Date</u>	<u>Invoice Amt</u>	<u>Remarks</u>
<b>County Department 00210 Health &amp; Human Svcs. Admin.</b>				
<u>VanDerMale, John</u>	<u>1813</u>			
NOV-14 MILEAGE	11/11/2014	11/11/2014	9.18	Mileage - Employee
	Supplier Total		9.18	
<u>Xorbix Technologies Inc</u>	<u>12411</u>			
FIX CORRECTION	10/1/2014	10/1/2014	1,136,390.00-	
FIX CORRECTION	10/1/2014	10/1/2014	11,363.90	
	Supplier Total		1,125,026.10-	
<u>CDW Government Inc</u>	<u>25291</u>			
QP98402	11/7/2014	11/7/2014	78.89	HP 83X Black toner
	Supplier Total		78.89	
<u>Netwerkes LLC</u>	<u>40478</u>			
37472898	11/1/2014	11/26/2014	90.25	Systems Support Costs
	Supplier Total		90.25	
<u>AlliedBarton Security Services</u>	<u>48102</u>			
5932792	10/30/2014	10/31/2014	966.40	Custodial
	Supplier Total		966.40	
<b>County Department Total</b>			<b><u>1,123,881.38-</u></b>	

Sheboygan County Health & Human Services  
Net Variance Summary

Notes: Revenue (under budget) and Expense (over budget)  
Brackets mean negative impact to meeting budget

October  
Variance to Budget

<b>Revenue</b>		
<b>Total Tax Levy Over/(Under) Budget</b>	\$	(5.00) Immaterial

State Grant Revenue

<b>Admin</b>	\$	(22,895.00)	Family Care Contribution 2014 Budget was set based on prior year experience, expect variance to hold through end of year.
<b>ADRC</b>	\$	(178,022.00)	ADRC is 100% grant funded, \$134,761 is 2013 Grant carryover reflected in budget will be spent during the year. Remaining variance explained in expense accounts below.
<b>BH CM</b>	\$	49,481.00	Services provided through the Community Options Program is reduced due to clients transitioned to Family Care and other programs accounts for a \$84,473 variance under budget. The IMD grant is fully claimed for the year, ahead of budget, creating a positive variance of \$134,733.
<b>BH Outpatient</b>	\$	24,632.00	AODA block grant has been fully claimed for the year, this variance will go away as the budget catches up.
<b>CFRU</b>	\$	85,365.00	\$72,000 positive variance is directly connected to an increase in state funding for children's needs in the waiver program. Other State revenues were budgeted 1/12th and are earned at varying pace.
<b>Child Welfare</b>	\$	15,504.00	Base County allocation at budget time was spread 1/12, it is being earned at a quicker pace.
<b>Economic Support</b>	\$	48,653.00	Carry over from 2013 and additional PPACA funding for 2014, Also includes funding from the Fraud Consortium; at the time of budget it was unknown that we would be the lead.
<b>Elder Services</b>	\$	20,505.00	Elder Services grants was spread 1/12th at budget time, actual revenues are recorded as they are earned resulting in variances that should level off by year end.
<b>Environmental Health</b>	\$	8,915.00	Reflects an increase in the Transient Water Supply grant that was not known at the time of budgeting.
<b>Juvenile Justice</b>	\$	132,989.00	Community Intervention Funding and Youth Aids grants were spread 1/12th budget and are earned at a different pace each year, this should level off by year end. Paths grant was not known at budget time, this variance will continue to increase.
<b>General Public Health</b>	\$	51,617.00	TB dispensary funds have been earned quicker than budgeted. PH Preparedness grant unspent in 2013 was allowed carryover into 2014. Budget to actual timing differences are starting to level off.
<b>Maternal Child Health</b>	\$	3,766.00	Budgeted 1/12th, actual is a reflection of revenues earned at a quicker pace.
<b>Total State Grant Revenue Over/(Under) Budget</b>	\$	240,510.00	

Medicare/Medicaid/Insurance/Private Pay

<b>Admin</b>	\$	-	
<b>ADRC</b>	\$	(516.00)	Immaterial
<b>BH CM</b>	\$	215,738.00	Revenue variance relates to an increased utilization of state mental health institutes . Additionally, revenue collected is recorded on a cash basis, as a result of lags in insurance collections revenues will fluctuate. Transition to CCS program is resulting in increased revenues beyond what was anticipated at budget time, this variance will continue to grow. However, the CCS positive variance is offset by a negative variance in the CSP program as clients transition from CSP to CCS.
<b>BH Outpatient</b>	\$	(165,329.00)	Private pay and insurance revenues were budgeted based on historical experience, actual revenues are based on billable services and client ATP.
<b>CFRU</b>	\$	16,209.00	Ability to bill and collect for services provided has increased in comparison to prior years.
<b>Child Welfare</b>	\$	7,383.00	Number of placements are following historical trends, increased ability to pay of current placements creating increased revenues to date.
<b>Economic Support</b>	\$	1,918.00	Immaterial
<b>Elder Services</b>	\$	5,862.00	Client payments are recognized at the program level rather than the department level.
<b>Environmental Health</b>	\$	(1,701.00)	Serve safe course ended mid year.
<b>Juvenile Justice</b>	\$	1,546.00	Fluctuation in fees collected from parents
<b>General Public Health</b>	\$	14,035.00	Relates to an increase in TB related billable services that were difficult to predict at budget time.
<b>Maternal Child Health</b>	\$	(32,172.00)	Reflects a reduction in PNCC enrollments, HHSD no longer providing and billing for dental program and the city HUD grant has ended.
<b>Total MC/MA/Ins/Private Pay Over/(Under) Budget</b>	\$	62,973.00	

<b>Total Other Revenue Over/(Under) Budget</b>	\$	(44,202.00)	Elder Services Bus reimb. budgeted in June, purchase will be reflected later in the year. Meal site donations experienced a slight decrease during the winter months. Increase in number of Environmental Health permits issued during 2014 as compared to 2013 which was the basis for the budget. Court fees collected have been on a downward trend, collection is out of the control of HHSD.
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<b>Total Revenue Summary Over/(Under) Budget</b>	\$	259,276.00
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Sheboygan County Health & Human Services  
Net Variance Summary

Notes: Revenue (under budget) and Expense (over budget)  
Brackets mean negative impact to meeting budget

October  
Variance to Budget

Expenses

**Employee Related Expenses**

		Positive variance relates to retirements during year, lag in filling vacancies, and the difference in salary between a tenured staff with longevity pay vs. a newly hired staff starting at Level I, Step 1, and no longevity.
Wages/Benefits	\$ 414,245.32	
Interdepartmental - Employee Related	\$ 223,420.14	
<b>Total Employee Related Expenses (Over)/Under Budget</b>	<b>\$ 637,665.46</b>	

**Purchased Services**

Admin	\$ (11,159.00)	Consulting costs as part of software project.
ADRC	\$ (1,143.00)	Immaterial
BH CM	\$ (313,573.00)	Variance primarily relates to an increased usage of state mental health institutions, accounting for \$258,260. The remainder of the variance relates to 2 APS referrals that were not anticipated in an AFH.
BH Outpatient	\$ 320,437.00	Vacant Psychiatrist position BOY; \$88,000. Reduction in clients accepted for Detox at Aurora; \$28,000. Residential CBRF costs are down \$157,000; related to an AODA facility close at BOY. Family resource center was entirely budgeted in July, will receive payment as services are provided, accounts for \$11,000 of the variance. \$28,000 relates to a delay in vendor submitting a bill.
CFRU	\$ 11,111.00	Services provided vary from year to year resulting in both positive and negative variances which offset each other. The main variance relates to payments to Family Resources Center now be paid on a monthly basis rather than being paid in full at the beginning of the year.
Child Welfare	\$ (120,143.00)	Delay in Legal related to TPR, Increase in mentoring services, Increased need for treatment foster care for high needs children, reduction in the number of kids at Child Care Institutions.
Economic Support	\$ (1,783.00)	Includes fraud prevention grant revenue and expenses not budgeted as grant was unknown at budget time. Reduced client services needs for Food Share Employment and Training (FSET) program.
Elder Services	\$ 33,903.00	Supportive home care and Residential CBRF's have had reduced client utilization compared to anticipated. Realized reduced transportation needs during winter months.
Environmental Health	\$ (10,990.00)	Budget does not include additional Transient Water Supply grant not known at budget time.
Juvenile Justice	\$ 597,921.00	Budget set based on historically averages, currently experiencing less youth in placement at group homes and state corrections, increase from prior month simply reflects another month of budgeted expenses not needed for youth.
General Public Health	\$ 13,224.00	More clients had insurance coverage, thus less labs billed through DPH.
Maternal Child Health	\$ (14,961.00)	Prior year carryover from School-based Sealant Program that is now being utilized by Lakeshore Community Health Center to allow them to provide services.
<b>Total Purchased Services (Over)/Under Budget</b>	<b>\$ 502,844.00</b>	

**Operating Expenses**

Repairs & Maintenance	\$ 7,428.92	Budget for vehicle repairs reflected entirely in January.
General Operating	\$ 61,597.81	Relates to an increase in the use of email over postage and the timing of supply purchases vary throughout the year. Advertising at ADRC awaiting budget adjustment. Employee mileage reimbursement is reduced due to the use of county vehicles. Also includes timing of seminars and training as compared to 1/12th budget.
Fixed Charges	\$ 11,340.82	Rent was budgeted prior to reduction in monthly amount due. Also reflects a variance in timing of payment.
<b>Total Operating Expenses (Over)/Under Budget</b>	<b>\$ 80,367.55</b>	

**Other Interdepartmental Expenses**

Building Services HHS & Other Overhead Costs	\$ 50,245.49	Relates to reduction in building services expenses allocated to HHSD, connected to Building services retirements.
<b>Total Other Interdept'l Expenses (Over)/Under Budget</b>	<b>\$ 50,245.49</b>	

**Capital Outlay**

Vehicles, Office Furniture, Building Improvements	\$ 142,427.21	Reflects ADRC grant carryover, expenses will be reflected as the canopy project develops. Also relates to Elder Services bus purchase that will be received later in the year.
<b>Total Capital Outlay (Over)/Under Budget</b>	<b>\$ 142,427.21</b>	

**Total Expense Summary (Over)/Under Budget**

**\$ 1,413,549.71**

Amount (Over)/Under Budget

**\$ 1,672,825.71**

# County of Sheboygan - Health and Human Services

## AGENCY RECAP

(##) means under budget

	Current Month as of October 31, 2014				Year to Date as of October 31, 2014			
	Budget	Actual	Variance	% of Variance	Budget	Actual	Variance	% of Variance
<b>REVENUE</b>								
Tax Levy	\$ 1,133,347	\$ 1,133,367	\$ 20	0.00%	\$ 11,333,675	\$ 11,333,670	\$ (5)	0.00%
State Contract Revenue	\$ 1,230,735	\$ 1,419,576	\$ 188,841	15.34%	\$ 11,831,518	\$ 12,072,029	\$ 240,511	2.03%
Medicare/Medicaid/Insurance/Private Pay	\$ 213,423	\$ 162,883	\$ (50,540)	-23.68%	\$ 2,134,456	\$ 2,197,428	\$ 62,972	2.95%
Contributions/Donations	\$ 12,178	\$ 7,085	\$ (5,093)	-41.82%	\$ 121,803	\$ 129,603	\$ 7,800	6.40%
Hotel/Restaurant	\$ 32,082	\$ 29,544	\$ (2,538)	-7.91%	\$ 216,667	\$ 242,374	\$ 25,707	11.86%
Court Fees	\$ -	\$ -	\$ -	#DIV/0!	\$ 104,167	\$ 82,083	\$ (22,084)	-21.20%
Other Revenue	\$ 1,040	\$ 1,051	\$ 11	1.10%	\$ 71,221	\$ 15,596	\$ (55,625)	-78.10%
Non State Grants	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
<b>Total Revenue</b>	<b>\$ 2,622,805</b>	<b>\$ 2,753,506</b>	<b>\$ 130,701</b>	<b>4.98%</b>	<b>\$ 25,813,507</b>	<b>\$ 26,072,783</b>	<b>\$ 259,276</b>	<b>1.00%</b>
<b>EXPENSES</b>								
Wages & Benefits	\$ 1,021,593	\$ 964,345	\$ (57,248)	-5.60%	\$ 9,832,587	\$ 9,418,342	\$ (414,245)	-4.21%
Purchased Services	\$ 1,158,914	\$ 1,449,616	\$ 290,702	25.08%	\$ 11,247,069	\$ 10,744,225	\$ (502,844)	-4.47%
Operating Expenses	\$ 151,163	\$ 134,797	\$ (16,366)	-10.83%	\$ 1,458,685	\$ 1,378,317	\$ (80,368)	-5.51%
Interdepartmental Expenses	\$ 328,201	\$ 281,177	\$ (47,024)	-14.33%	\$ 3,281,357	\$ 3,007,691	\$ (273,666)	-8.34%
Capital Outlay	\$ -	\$ 18,418	\$ 18,418		\$ 213,602	\$ 71,175	\$ (142,427)	
<b>Total Expense</b>	<b>\$ 2,659,871</b>	<b>\$ 2,848,353</b>	<b>\$ 188,482</b>	<b>7.09%</b>	<b>\$ 26,033,300</b>	<b>\$ 24,619,750</b>	<b>\$ (1,413,550)</b>	<b>-5.43%</b>
<b>Net Change in Fund Balance</b>	<b>\$ (37,066)</b>	<b>\$ (94,847)</b>	<b>\$ (57,781)</b>		<b>\$ (219,793)</b>	<b>\$ 1,453,032</b>	<b>\$ 1,672,825</b>	

**Fund Balance Activity:**

<b>Fund Balance as of 12/31/2010</b>	<b>\$ 3,358,007</b>
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2011 Positive Variance	\$ 1,422,895	
Total as of 12/31/2011	\$ 4,780,902	
Transferred from HHS to General Fund	\$ (3,780,902)	****
<b>Remaining Fund Balance as of 12/31/2011</b>	<b>\$ 1,000,000</b>	

2012 Positive Variance	\$ 932,339	
<b>Total as of 12/31/2012</b>	<b>\$ 1,932,339</b>	

Transferred from HHS to Capital Project HHS Remodel	\$ (932,339)	****
2013 Positive Variance	\$ 2,273,298	
<b>Total as of 12/31/2013</b>	<b>\$ 3,273,298</b>	

Transferred from HHS to Capital Project Software	\$ (1,060,911)	****	Entry 01/31/2014
Resolution 35 (2013/14) - Pending Transfer As Needed	\$ (600,000)		Building Project HHS
<b>Remaining Balance Available</b>	<b>\$ 1,612,387</b>		



## Vacant Position Request/Hourly Position

**Date:** 12-10-2014

**To:** Health and Human Services Committee Members

**From:** Marie Seger, Supervisor Aging and Disability Resource Center and Dale Deterding, Supervisor Aging Unit

**RE:** Request to Fill one .5 FTE MIPPA (Medicare Improvement for Patients and Provider Act) Grant Limited Term Employee position

### **Position Request:**

The Health and Human Services department requests to post, hire and fill a .5 FTE Limited term MIPPA Grant Specialist position. This position became vacant NA as a result of NA: This position is proposed in response to a three year grant recently received.

### **Budget Consideration:**

Is this position within the department's 2014 operating budget?

No. the grant was awarded to the ADRC/Aging Unit on December 1, 2014. Grant funds are sufficient to cover the entire position expense without contribution of tax levy.

### **Staffing Consideration:**

The Health and Human Services department has considered any and all alternate options as it relates to overall staffing needs.

### **Justification:**

The Health and Human Services department requires:

The MIPPA Grant Specialist is a .5 FTE Limited Term Employee position. Primary duties include assisting the Elder Benefit Specialist (EBS) with data entry and participating in and providing information to local groups such as the Elder Abuse I-Team. The Specialist will also provide outreach through the media, community fairs, and Medicare informational trainings to the public. In addition, it will collaborate with the Ederly Benefit Specialist and the ADRC Health Promotion Specialist to provide educational seminars regarding prevention and wellness benefits available through the Medicare program. Other current staff roles do not allow for the assignment of these additional responsibilities.

February 2014

*Department Head signature/date* \_\_\_\_\_

*Liaison Committee signatures/date* \_\_\_\_\_

Form Process:

- Department Head completes the VPR form
- Department Head presents the VPR form to their Liaison Committee for approval/signature
- Department Head forwards the VPR form to HR Director
- HR will begin the recruitment process

**Attachment: Vacant Position Request - Hourly Position - Medicare Improvement for Patients and Provider Act LTE (2581 : VPA)**