



AGENDA
HEALTH AND HUMAN SERVICES COMMITTEE
HUMAN SERVICES BOARD
REGULAR MEETING
TUESDAY, FEBRUARY 23, 2021 – 9:00 AM
ADMINISTRATION CENTER - AUDITORIUM
121 W MAIN STREET, PORT WASHINGTON, WI 53074
HUMAN SERVICES BOARD PUBLIC HEARING – 9:00 AM

The public can access the meeting by viewing the live stream at the link which will be opened five minutes before the call to order:

[Health & Human Services Committee / Human Services Board Live Stream](#)

*The public can submit comments here: [Public Comment Form](#)
[Public Comment Policy](#) & [Instructions for Submitting Public Comments Online](#)*

1. CALL TO ORDER

Roll Call

2. PROPER NOTICE

3. PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS

4. APPROVAL OF MINUTES

a. January 26, 2021

HUMAN SERVICES BOARD

5. PUBLIC HEARING

The Human Services Board of Ozaukee County will conduct a public hearing regarding its proposed application for Community Development Block Grant – Coronavirus Program (CDBG-CV) funds.

- a. Identification of total potential funds
- b. Eligible CDBG activities
- c. Presentation of identified community development needs
- d. Identification of any community development needs by public
- e. Presentation of activities proposed for CDBG application, including potential residential displacement
- f. Citizen input regarding proposed and other CDBG activities

6. ACTION ITEM

a. Community Development Block Grant for Coronavirus (CDBG-CV) Application

HEALTH & HUMAN SERVICES COMMITTEE

7. VETERANS SERVICES OFFICE

a. *Management/Financial/Informational Reports*

1. Veterans Services Report

8. LASATA CAMPUS

a. *Discussion Items:*

1. COVID Management Update
2. Campus Master Plan

b. *Management/Financial/Informational Reports*

1. Lasata Campus Reports

9. PUBLIC HEALTH

a. Discussion Items:

1. COVID Pandemic Update

b. Management/Financial/ Informational Reports

1. Public Health Financial Report

10. HUMAN SERVICES**a. Action Items:**

1. Recommendation of Health & Human Services Project Submittals to Executive Committee
2. Resolution: Support for Increased Funding for Aging and Disability Resource Centers

b. Management/Financial/Informational Reports

1. HS/ADRC/Aging Financial Report

11. NEXT MEETING DATE

Tuesday, March 23, 2021

12. ADJOURNMENT

A quorum of members of committees or the full County Board of Ozaukee County may be in attendance at this meeting for purposes related to committee or board duties, however, no formal action will be taken by these committees or the board at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the County Clerk's Office at 262-284-8110, twenty-four (24) hours in advance of the meeting.

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: February 23, 2021
DEPARTMENT: County Clerk
DIRECTOR: Julie Winkelhorst
PREPARER: Julie Winkelhorst

Agenda Summary January 26, 2021

[<https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/ 01262021-2842>](https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/01262021-2842)

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: February 23, 2021
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Julie Winkelhorst

Agenda Summary Public Hearing Notice

ATTACHMENTS:

- Human Services Board_Public_Hearing_Notice_2-23-2021 (005)(PDF)

PUBLIC HEARING NOTICE

Ozaukee County
Administration Center – Auditorium
121 W Main St, Port Washington, WI 53074
February 23rd, 2021
9:00 AM

The Human Services Board of Ozaukee County will conduct a public hearing regarding its proposed application for Community Development Block Grant – Coronavirus Program (CDBG-CV) funds. The public is invited to attend to learn about the CDBG program, to help identify additional community development needs, and to comment on the activities proposed to be included in the CDBG application.

The agenda for the public hearing is:

1. Identification of total potential funds
2. Eligible CDBG activities
3. Presentation of identified community development needs
4. Identification of any community development needs by public
5. Presentation of activities proposed for CDBG application, including potential residential displacement.
6. Citizen input regarding proposed and other CDBG activities

Residents of Ozaukee County are encouraged to attend, especially residents with low to moderate incomes.

The meeting room is handicapped accessible.

Persons needing additional accommodations should contact The County Clerk's Office via telephone at (262) 284-8110, or via email: jwinkelhorst@co.ozaukee.wi.us.

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: February 23, 2021
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Jason Wittek

Agenda Summary Community Development Block Grant for Coronavirus (CDBG-CV)
 Application

BACKGROUND INFORMATION: The Intent to Apply for Community Development Block Grant for Coronavirus (CDBG-CV) approved for submittal in November by the HHS Committee was reviewed by WI-DOA and we have been invited to submit a full application for review, and the requested \$1,339,050 in funding have been set aside pending approval of the full application meeting the program requirements. This ITA was submitted as a partnership between Ozaukee County and Family Promise. The full application is due February 26th, and requires a public hearing and approval of the grant submittal by the County Board and the Human Services Board.

ANALYSIS: Ozaukee County in partnership with Family Promise of Ozaukee County, Inc. is seeking funds from CDBG-CV to develop a much-needed static site non-congregate emergency shelter in the community. The emergency shelter will meet an urgent need in the county for shelter services to single women, single men and families who are homeless.

Prior to COVID-19, the FPOZ Emergency Shelter program used congregations to provide four rooms for shelter and meals. The pandemic caused two issues. First, the churches closed leaving the organization with no place to shelter people overnight. Then number of phone calls increased dramatically from people seeking shelter. Because of COVID-19 the county was left with no shelter and an increased demand for service.

Family Promise responded by increasing capacity, making ten rooms available to households who were homeless. These rooms have been at capacity since April 1, 2020. Investing in the Ozaukee County Emergency Shelter project will increase pre-COVID capacity from four rooms to ten rooms and could expand service delivery demographics from only single women and families to potentially all household types, including single men.

The funds will be used to cover the cost of building acquisition, renovation work, and shelter operation. The estimated total cost of the project \$ 1,339,050 and is projected to serve 50 Households (125 individuals) annually.

The county submitted the Intent to Apply on November 20 to support the development of the homeless shelter. The funds requested will support:

1. Building Acquisition/Renovation: \$885,000
2. Operations: \$300,000

3. Administration: \$154,050

TOTAL CDBG-CV PROJECT BUDGET: \$1,339,050

FISCAL IMPACT:

Balance Current Year: \$1,339,050

Next Year's Estimated Cost:

FUNDING SOURCE:

County Levy:

Non-County Levy: \$1,339,050 Indicate source: CDBG-Coronavirus Grant Funds

RECOMMENDED MOTION: Approve Recommendation to Submit CDGB-CV Grant Application

ATTACHMENTS:

- CV Application FPOZ_JW 2-16-2021_Draft (PDF)
- Feb 13 Version 6 (PDF)

STATE OF WISCONSIN
Department of Administration



**Community Development Block Grant –
Coronavirus (CDBG CV)**



Grant Application

12/21/2020



CDBG CV PROGRAM CONTACT INFORMATION

Questions regarding the program or application can be directed to the email address provided below.

Do not mail applications. Applications will only be accepted via email to the address below.

Applications are due by 4 PM on February 26, 2021 to the email address below.

Telephone: David Pawlisch, Director
Bureau of Community Development
(608) 333-8047

Email: CDBGCV@wisconsin.gov

PLEASE NOTE:

CDBG CV Grant Application materials can be downloaded from the Bureau of Community Development section on the Division of Energy, Housing and Community Resources website at: https://doa.wi.gov/Pages/LocalGovtsGrants/CDBG_Coronavirus.aspx. Please **download the electronic document(s) prior to application submission** to ensure that you are referencing the most up-to-date version of the application as periodic revisions may have been made since this copy was printed.

**Wisconsin Department of Administration
Division of Energy, Housing and Community Resources**

**Community Development Block Grant
Coronavirus (CDBG CV)
Grant Application**

PART 1 - GRANT REQUEST		
Grant Request Amount: \$ 1,339,050	Other Funding, if applicable: \$	Total Project Cost: \$ 1,339,050
Project Scope: ☒ Community-Wide ☐ Neighborhood, District, or Site-Specific		
Project Title: Ozaukee County Emergency Shelter		
Brief Project Description: Ozaukee County in partnership with Family Promise of Ozaukee County, Inc. is seeking funds from CDBG-CV to develop a much-needed static site non-congregate emergency shelter in the community. The emergency shelter will meet an urgent need in the county for shelter services to single women, single men and families who are homeless.		
If Project receives CDBG funding: Project Begin Date (MM/YY): __05__ / 2021 Project Completion Date (MM/YY): 04 / 2023		

PART 2 - APPLICANT INFORMATION		
APPLICANT (Unit of General Local Government [UGLG]): Ozaukee County		Population: 89,221
UGLG Type: ☐ City ☐ Village ☐ Town ☒ County	County: Ozaukee	
Senate District #: 8,20	Assembly District #: 23,24,60	
Joint Application? ☒ No ☐ Yes (If yes, list other unit[s] of government):		
Chief Elected Official (CEO): Lee Schlenvogt		Title: Board Chairperson
Clerk: Julie Winkelhorst		Title: County Clerk
Municipal Administrator: Jason Dzwinel		Title: County Administrator
Treasurer/Finance Director: Joshua Morrison		Title: Treasurer
UGLG Street Address: 121 W Main St		
UGLG Mailing Address if different than above: PO Box 994		
City: Port Washington	Zip: 53074	DUNS #: 071159479
UGLG Phone: (262) _284 -9411__	UGLG Fax: () __ - ____	FEIN: 39-6005726
UGLG E-Mail: jwittek@co.ozaukee.wi.us		Clerk E-Mail: jwinkelhorst@co.ozaukee.wi.us
Chief Elected Official's Signature:		Date:
Application Contact		
Name: Jason Wittek		Title: Policy & Budget Analyst
Firm/Company/Entity: Ozaukee County		
Mailing Address: PO Box 994		

City: Port Washington	State: WI	Zip: 53074
Phone: (262) 284 – _8324_	Fax: () ____ – ____	E-Mail: jwittek@co.ozaukee.wi.us

PART 3 - INITIAL ELIGIBILITY

Provide or acknowledge the following to demonstrate initial application eligibility. *Contact the Bureau of Community Development if any answer in this section is "No":*

Yes No

- x ☐ 1. The Unit of General Local Government (UGLG) certifies that it is a non-entitlement community that does not receive CDBG funds directly from the Department of Housing and Urban Development (HUD).
- x ☐ 2. UGLG's adopted *Citizen Participation Plan* is attached.
- x ☐ 3. Documentation of the first public hearing notice, verifying that the notice was published in accordance with the UGLG's *Citizen Participation Plan* in effect on the date of the first notice; and adequate advance notice was given for the public hearing [which must be at least 2 weeks (14 days) notice or the equivalent of a Class 2 Notice] in accordance with the UGLG's *Citizen Participation Plan* in effect on the date of the first notice is attached.
- x ☐ 4. *Citizen Participation Public Hearing Certification* is attached.
- x ☐ 5. Public Hearing Meeting Minutes [with attendees listed in the Minutes or on separate sign-in sheet(s) provided] are attached.
- x ☐ 6. *Authorizing Resolution to Submit CDBG Application* is attached.
- x ☐ 7. *Statement of Assurances* is attached.
- x ☐ 8. *Lobbying Certification* is attached.
- x ☐ 9. *Potential Fair Housing Actions* checklist is attached.
- x ☐ 10. The UGLG acknowledges that if the project is funded, the UGLG will be required to complete the environmental review process **before** the UGLG can receive grant funds.
- x ☐ 11. The UGLG acknowledges that if this project is funded, Professional Services for Grant Administration will be properly procured in compliance with Federal, State, and local requirements.
- x ☐ 12. The UGLG understands that the contract for professional services is between the UGLG and the professional services provider; the State is **not** responsible or a part of that relationship.
- x ☐ 13. The UGLG acknowledges responsibility for ensuring that CDBG contract requirements are met. The fees paid for grant application preparation and grant administration may be published on DEHCR's web page.
- x ☐ 14. The UGLG certifies it is not debarred from receiving federal grant funds.
- x ☐ 15. The UGLG understands that incomplete applications may be denied before review and denial of incomplete applications **cannot** be appealed.

_____ **By initialing, the Chief Elected Official (CEO) certifies that the eligibility information noted above is complete and accurate.**

Contact the Bureau of Community Development if any answer in this section is "No."

PART 4 - CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

1. Will the proposed project benefit the entire community? ☒ Yes ☐ No
 - How many total individuals will benefit from the project? 125 individuals annually
 - Of those who will benefit, how many individuals meet the qualification of LMI? 90%

2. Which CDBG National Objective does your proposed project meet and which method(s) was/were used to demonstrate National Objective compliance? (Answer using the checkboxes below.)
 - ☐ Benefit to Low- and Moderate-Income Persons
 - ☐ Area Benefit using HUD Local Government LMI Summary Data
(only for projects having community-wide benefit or having primary benefit to multiple entire communities)
 - ☐ Area Benefit using HUD Census Block LMI Summary Data
(only for projects with a service area that is coterminous with one or more census blocks)
 - ☐ Area Benefit using Income Survey Data
(for projects for which an income survey was conducted to determine the LMI percentage of the service area)
 - ☐ Area Benefit using combination of HUD LMI Summary Data and Income Survey Data
(for projects for which the LMI percentage calculation for the total service area was made by using the aggregate totals for the population and number of LMI persons from a combination of HUD LMISD for part of the service area and income survey data for the rest of the service area)
 - ☒ Limited Clientele - HUD presumed group: Emergency Homeless Shelter
Provide the justification for Limited Clientele (LMC) on the next page.
 - ☐ Retention or Creation of Permanent Jobs
(at least 51% of the jobs retained or created must be held by LMI persons)
 - ☐ Microenterprise Assistance
(a person developing a microenterprise; or a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise)
 - ☐ Housing Assistance
(rental or mortgage assistance; transitional housing)
 - ☐ Urgent Local Need (ULN)
HUD's regulation found at 24 CFR 570.483 (d) and policy guidance in meeting a National Objective states that to qualify under the Urgent Local Need Objective the project activity must alleviate conditions that meet **all** of the following criteria:
 1. Pose a serious and immediate threat to the health or welfare of the community; **and**
 2. Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; **and**
 3. The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.

Please note: Additionally, HUD's guide to "*Meeting a National Objective*" states planning grants are not allowed under the Urgent Local Need objective and activities designated solely to *prevent* a threat will not qualify. Provide justification below.

Provide the justification for Urgent Local Need (ULN) on the next page.

For Limited Clientele, briefly explain how the project:

1. *Exclusively* benefits persons in one or more Limited Clientele groups that are generally presumed by HUD to be principally Low- and Moderate-Income (LMI) persons (refer to page 3-14 at https://www.hud.gov/sites/documents/DOC_17134.PDF for the list of the Limited Clientele groups); or
2. Supports an activity that requires information on family size and income so that it is evident that at least 51.0% of the clientele are persons whose family income does not exceed the LMI limit; or
3. Supports an activity of such a nature and in such a location that it may reasonably be concluded that the activity's clientele will primarily be LMI persons; or
4. Will remove material or architectural barriers to mobility or accessibility of elderly persons or of adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled" for an *existing* public facility.

(Limit the narrative to this page with not less than 11-point font.)

The Emergency Homeless Shelter meets the criteria for the Limited Clientele groups as outlined by HUD, as it exclusively benefits a generally presumed by HUD group to be principally low-and moderate-income persons; which are homeless persons in need of an emergency homeless shelter.

For Urgent Local Need (ULN), briefly explain how the activity will alleviate conditions that:

1. Pose a serious and immediate threat to the health or welfare of the community; and
2. Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; and
3. The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.

(Limit the narrative to this page with not less than 11-point font.)

(Insert Text Here.)

PART 5 – PROJECT DESCRIPTION NARRATIVE (2 Pages Max.)**1. Current condition of the problem:**

Ozaukee County in partnership with Family Promise of Ozaukee County, Inc (FPOZ). is seeking funds from CDBG-CV to develop a much-needed static site non-congregate emergency shelter in the community. The emergency shelter will meet an urgent need in the county for shelter services to single women, single men and families who are homeless. Prior to COVID-19, the FPOZ Emergency Shelter program used congregations to prepare and serve meals and provide a safe place to sleep overnight for households who were homeless. The pandemic caused two issues. First, the churches closed leaving the organization with no place to shelter people. Then the number of phone calls increased dramatically from people seeking shelter. Because of COVID-19 the county was left with no shelter and an increased demand for service. FPOZ quickly shifted gears and opened ten rooms at a local motel for emergency shelter services. The Case Manager moved their office to the motel to better serve households in the program. While the motel voucher program is a quick fix, it is not a permanent solution.

2. Describe the increased frequency with which the problem occurs due to the coronavirus pandemic as compared to the situation prior to coronavirus. (Include supporting documentation in the attachments when necessary):

The organization increased capacity by increasing the number of rooms available to households who are homeless from just four rooms to ten rooms. These rooms have been at capacity since April 15, 2020. Prior to the pandemic FPOZ served 3-4 households daily. Since the pandemic the agency has been serving 10 households daily, and populating a waiting list that continues to grow.

3. Number of persons and/or households affected by the problem compared to before the coronavirus pandemic:

In 2019, FPOZ sheltered 21 households. In 2020, the number of households served increased to 56 (23 families and 33 singles). The nights of shelter increased from 2,525 in 2019 to 5,565 in 2020. That is a 120% increase in nights of shelter. The numbers in January continue to spike, sheltering 160% more households than last year pre-COVID.

4. Effect(s) of the problem if left untreated:

Without the development of an emergency shelter, Family Promise will need to rely on costly motel rooms to shelter households who are homeless. The agency is spending \$14,100 monthly to reserve 10 rooms at the local motel.

There is very little return on investment using motels for shelter. Families often are sheltered for up to ninety days in a small, crowded living space. They rely on volunteers to bring one warm meal a day to the motel room where they dine in the same space they sleep and live. Children, who are remotely learning, rely on unstable internet access. The organization staff have limited ability to keep rooms secure due to the public nature of a motel environment. Case managers are motivated to get people housed as quickly as possible but left with limited options due to the low housing inventory and eviction moratorium.

5. Extent to which this proposed CDBG CV project will prepare, prevent or respond to coronavirus.:

The project is a direct response to the loss of congregations that once sheltered families and are now shut down due to COVID. Developing an emergency shelter in Ozaukee County will replace the costly motel voucher program. The space will be designed to serve multiple household types safely with limited common areas to reduce the spread of infectious disease such as the Coronavirus. The shelter will prevent families and individuals from homelessness or staying in a motel room not meant for lengthy stays.

6. Scope of work:

BUILDING ACQUISITION

With the support of CDBG -CV funds, FPOZ would like to purchase a 5,000 square foot existing building in Port Washington that will provide emergency shelter and services to households with children and households without children (male and female). The building will offer enough space for 8 rooms, each with a private bath and small kitchen space. Additional space for supportive services and storage will be included in the floor plan.

The property with the most potential is a 4,800-commercial building on a 2.87-acre lot adjacent to the Ozaukee County Courthouse. The former daycare was built in 1995 with a list price of \$429,900. The property is in good condition and ready for the renovation work needed for emergency shelter operations.

The expected cost of building acquisition should not exceed \$450,000.

RENOVATION, EQUIPMENT AND FURNISHINGS

Renovation work will include the cost of developing eight units and supportive services space.

Shelter Unit Space – 2,600

Each unit will have a private bath and small kitchen space.

Supportive Services Space – 1,200

Supportive Services Space will include two workstations, one reception area, meeting space and client workspace.

Total Space Needed – 6,000

Renovation work may include site construction, rough and finish work, thermal and moisture protection, doors and windows, fire protection system, plumbing and electrical.

Total Cost of Renovation and Fixtures - \$ 850,000

EMERGENCY SHELTER OPERATIONS

The shelter will be open 24 hours a day, 7 days a week. It will have the capacity to serve up to eight household daily and staffed by 1 Full-Time Shelter Manager, 1 Part Time Case Manager, and 5 Shelter Assistants.

Annual Operating Budget Shelter Operations – \$ 344,000

7. Extent to which CDBG CV funding is needed to complete the project:

The CDBG CV funding will be needed to cover the costs of building acquisition, renovation work and operating expenses for one year. The Emergency Shelter Task Force will leverage the CDBG CV funds to raise additional support for ongoing operating expenses beyond the CDBG CV Grant Cycle.

PART 6 – CDBG CV PROJECT BUDGET

APPLICANT: Ozaukee County

DATE: 2 / 10 / 2021

Check ALL that apply (by double-clicking on the box and selecting the “Checked” option) and include the applicable documents (see below) with the “Financial Attachments” section of this application:

- ☒ **CDBG-CV Project Budget Form (Required)** – Check box to acknowledge this required form is included in the attachments for *Part 6*.
- ☒ **Detailed project budget with itemized costs (Required)** – Check the box to acknowledge this required documentation is included in the attachments for *Part 6*. A detailed itemization of project costs (e.g., engineer’s estimate or similar itemization of costs) must be attached and should be reconcilable with the total costs of the project and costs for each activity listed in the *CDBG CV Project Budget Form*.
- ☐ **Matching Funds documentation**– Check the box if match funding supporting documentation is included in the attachments for *Part 6*. If the total project costs will exceed the amount available in CDBG CV funds and the UGLG will be covering the remaining costs with Matching Funds, the UGLG is advised to include a *Resolution to Commit Matching Funds* (recommended) to demonstrate the UGLG’s commitment to contribute Matching Funds for the costs exceeding the CDBG CV funds available for the project; and provide all relevant documentation available at the time of application to verify the Matching Funds amounts and sources listed as Applied, Pending, Committed, Secured/Awarded, and/or having Other status on the *CDBG CV Project Budget Form*.

Grant Administration and Professional Services Information:

☒ Yes ☐ No Will CDBG funds be used to pay (in whole or in part) costs for any Grant Administration or other professional services associated with this project?

Important Notice:

If Grant Administration or any other professional services are funded with CDBG, then they must be competitively procured in accordance with state and federal CDBG requirements, in addition to meeting the municipality’s local procurement policies.

If the professional services will be funded solely with match funds, then the services must be secured in accordance with the municipality’s local procurement policies.

CDBG CORONAVIRUS APPLICATION

ATTACHMENTS AND SUPPORTING DOCUMENTATION CHECKLIST

Topic		Documents	Required for All Apps	Included with this application submission?	
				YES	NO
Citizen Participation		1. Adopted Citizen Participation Plan (CPP)	✓	x	
		2. Citizen Participation Public Hearing Notice (<i>with proof of publication [if required] and/or clerk's certification of posting dates and locations [if required]; and proof of adequate advance notice [which must be at least 2 weeks (14 days) notice or the equivalent of a Class 2 Notice] in accordance with the UGLG's CPP in effect on the date of the first notice</i>)	✓	x	
		3. Citizen Participation Public Hearing Certification Form	✓	x	
		4. Public Hearing Meeting Minutes (<i>with the attendees listed in the Minutes or on a separate Sign-In Sheet provided</i>)	✓	x	
		5. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Enforcing State & Local Laws Prohibiting Physically Barring Entrances/Exits	✓	x	
Financial		6. CDBG CV Project Budget Form (<i>attachment for Part 6 of this application</i>)	✓	x	
		7. Detailed Itemization of Project Costs (<i>including applicable supporting documentation, for Part 6 of this application and the CDBG CV Project Budget Form</i>)	✓	x	
		8. Matching Funds Documentation (<i>if applicable</i>)		☐	x
Project Area / Service Area		9. Map(s) of Project Area (nature and location(s) of project activities)	✓	x	
		10. Service Area Demographic Profile Form	✓	x	
		11. Map(s) of Service Area (location(s) of where primary beneficiaries live)	✓	x	
		12. Map(s) of Utility Service in Project Area & Service Area (<i>if applicable</i>)		☐	☐

		13. LMI Calculation Worksheet (Form 8 of Income Survey Data Forms document), if HUD LMI Summary Data (LMISD) for multiple census blocks or multiple local governments that make up the entire service area were used to calculate the LMI percentage for the service area; or if a combination of HUD LMISD and income survey data were used to calculate the LMI percentage for the service area <i>(if applicable)</i>		☐	x
Income Survey		14. Income Survey Certification Letter from DEHCR <i>(if applicable; and if received certification of survey results from DEHCR prior to application)</i>		☐	x
		15. Income Survey Packet [including Income Survey Data Forms] <i>(if applicable; and if did not receive certification of survey results from DEHCR prior to application)</i>		☐	x
Limited Clientele		16. Letter from Limited Clientele Facility/Program <i>(if applicable)</i>		x	☐
		17. Income Limits Used by Limited Clientele Facility/Program <i>(if applicable)</i>		☐	☐
Fair Housing		18. Potential Fair Housing Actions Checklist <i>(Specifying the three (3) actions that the local community will undertake)</i>	✓	x	
		19. Fair Housing Ordinance	✓	x	
Acquisition / Relocation		20. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP)	✓	x	
		21. Acquisition/Relocation/Demolition Questionnaire	✓	x	
Other		22. Authorizing Resolution to Submit CDBG CV Application	✓	x	
		23. Project Narrative Supporting Documentation		x	☐
		24. Statement of Assurances	✓	x	
		25. Lobbying Certification	✓	x	

Fillable forms and sample documents can be found electronically on the Bureau of Community Development Website at: https://doa.wi.gov/Pages/LocalGovtsGrants/CDBG_Coronavirus.aspx.

CITIZEN PARTICIPATION ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application.

Attachments:

1. Adopted Citizen Participation Plan (with date of adoption shown on Plan and with required components) – **Required for ALL applicants**
2. Citizen Participation Public Hearing Notice (with proof of publication [if required by CPP] and/or clerk's certification of posting dates and locations [if required by CPP]; and proof of adequate advance notice given [which must be at least 2 weeks (14 days) notice **or** the equivalent of a Class 2 Notice] in accordance with the UGLG's CPP if effect on the date of the first notice) – **Required for ALL applicants**
3. Citizen Participation Public Hearing Certification Form – **Required for ALL applicants**
4. Public Hearing Meeting Minutes (with the attendees listed in the Minutes or on a separate Sign-In Sheet provided) – **Required for ALL applicants**
5. Policy for Non-Violent Civil Rights Demonstrations – Prohibiting the Use of Excessive Force and Enforcing State and Local Laws Prohibiting Physically Barring Entrances/Exits (with date of adoption/approval shown on policy and with required language) – **Required for ALL applicants**

FINANCIAL ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Citizen Participation attachment(s).

Attachment(s):

6. CDBG CV Project Budget Form (attachment for *Part 6: CDBG CV Project Budget* of this application) – **Required for ALL applicants**
7. Detailed Itemization of Project Costs (including applicable supporting documentation, for *Part 6* of this application and the *CDBG CV Project Budget Form*; e.g., engineer's estimate or similar itemization of costs to verify the costs listed in the Budget) – **Required for ALL applicants**
8. Matching Funds Documentation – **Recommended if applicant will be contributing Matching Funds to the project** [*If the total project budget exceeds the applicant's CDBG CV funding amount available, then proof of Matching Funds being secured and committed to the CDBG project is required prior to execution of a CDBG Grant Agreement to verify the total project costs are fully funded.*]

**PROJECT AREA / SERVICE AREA
ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Financial attachment(s).

Attachments:

9. Map(s) of Project Area (clearly showing project activity location(s) and nature/type of work being completed) – **Required for all applicants**
 - a. Show the locations of the water/sewer mains, streets and/or other utilities to be improved where applicable
 - b. Show the location(s) of the buildings or other facilities being built and/or improved where applicable
10. Map(s) of Service Area (clearly showing the location of the beneficiaries, including the boundaries of the area in which the primary beneficiaries of the project reside, in relation to the project area boundaries) – **Required for all applicants**
 - a. Show borders of the municipality if project will have community-wide benefit
 - b. Show census block group/tract boundaries if HUD LMISD for census block groups/tracts are used to qualify the project
11. Map(s) of Utility Services in the Service Area (showing the water/sewer system components, mains, and connections) – **Required only for water and/or sanitary sewer projects**
12. LMI Calculation Worksheet (*Form 8 of the Income Survey Data Forms* document) – **Required only if HUD LMI Summary Data (LMISD) for multiple census blocks or multiple local municipalities were used to calculate LMI percentage for the Service Area; or if a combination of HUD LMISD and income survey data were used to calculate LMI percentage for the Service Area]**

**INCOME SURVEY
ATTACHMENTS AND SUPPORTING DOCUMENTATION**

13. Income Survey Certification Letter from DEHCR – **Required only for applicants using income survey data to qualify the project and received an Income Survey Certification Letter from DEHCR for the Service Area survey results prior to submitting the CDBG Application and received certification of survey results from DEHCR prior to application** [*Submit Certification Letter in lieu of Income Survey Packet*]
14. *Income Survey Packet* [including *Income Survey Data Forms*] – **Required only for applicants using income survey data to qualify the project and did not receive certification of survey results from DEHCR prior to application** [*Submit the complete Income Survey Packet with the CDBG application paper or PDF copy and submit the Income Survey Data Forms document in Microsoft Excel via email to DOACDBG@wisconsin.gov*]

**LIMITED CLIENTELE
ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attachments:

15. Letter from Limited Clientele Facility/Program – **Required only for applicants with a project that will meet the LMI National Objective through *exclusively* benefitting an existing public facility/program that *exclusively* serves persons in one or more Limited Clientele groups**
16. Income Limits Used by Limited Clientele Facility/Program – **Required only for applicants with a project that will meet the LMI National Objective through *exclusively* benefitting an existing public facility/program that *exclusively* serves persons in one or more Limited Clientele groups *and* those persons are receiving housing or services at the facility/program contingent upon low-income-based qualification**

F AIR HOUSING

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Service Area / Income Survey attachment(s).

Attachments:

17. Potential Fair Housing Actions Checklist (with three (3) actions selected) – **Required for ALL applicants**
18. Fair Housing Ordinance (with current Fair Housing state statute citations and language, and with date of adoption shown on ordinance) – **Required for ALL applicants**

ACQUISITION / RELOCATION

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application after the Slum & Blight attachment(s).

Attachment(s):

19. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) (with date of adoption shown on Plan; must be current with required components, as specified on the *Sample Residential Anti-Displacement and Relocation Plan* in the provided attachments to the CDBG application) – **Required for ALL applicants**
20. Acquisition/Relocation/Demolition Questionnaire – **Required for ALL applicants**

OTHER

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Acquisition/Relocation attachment(s).

Attachments:

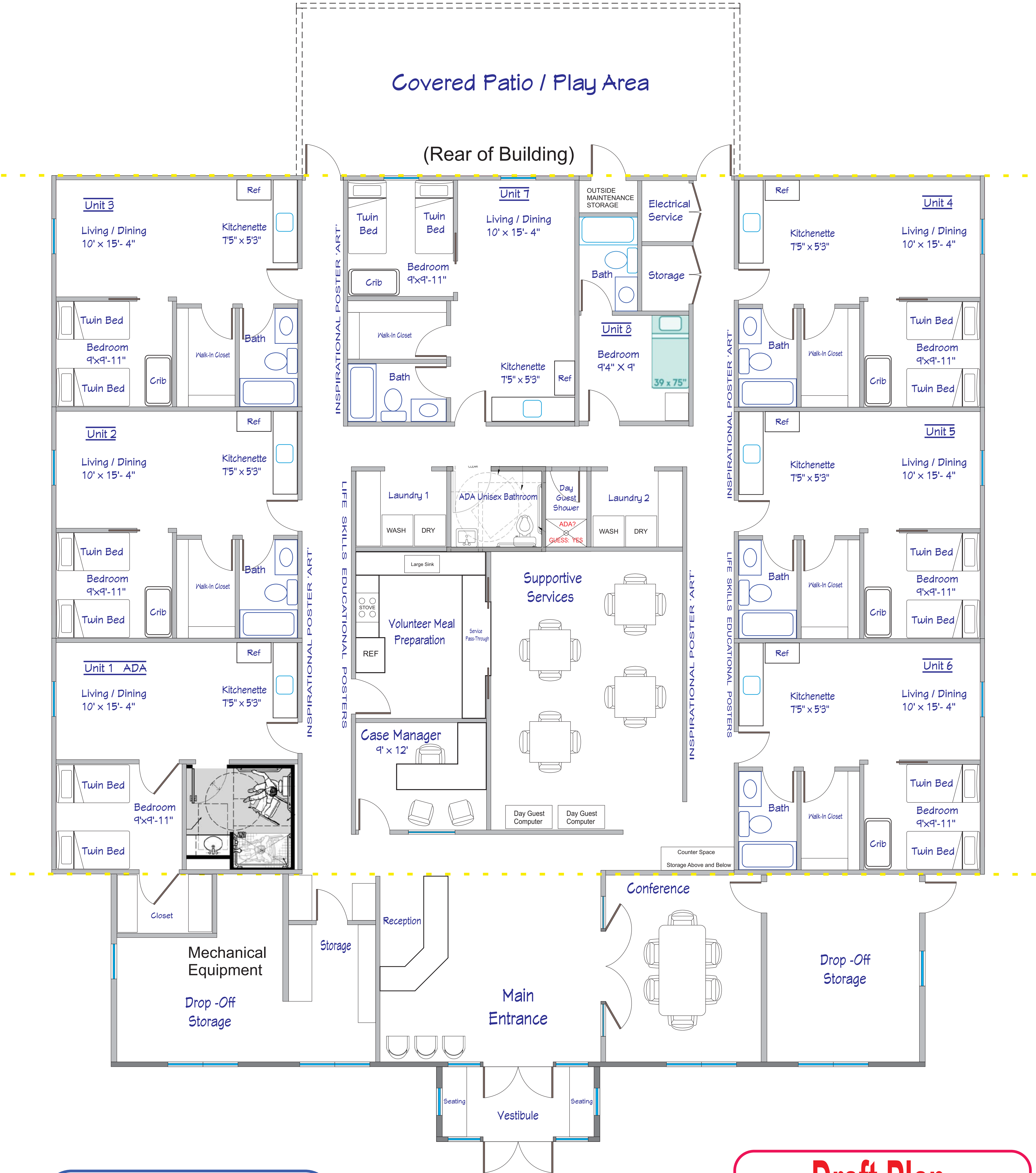
21. Authorizing Resolution to Submit the CDBG CV Application – **Required for ALL applicants**

22. Project Description Narrative supporting documentation, and indicate if documents are attached for the topics listed and include the name(s) of the document(s), if applicable:

	YES	NO
1) Current condition of the problem	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
2) Frequency with which the problem occurs	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
3) Number of persons and/or households affected by the problem	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
4) Effect(s) of the problem if left untreated	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
5) Extent to which this proposed project will address the problem	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
6) Scope of work	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
7) Extent to which CDBG CV funding is needed to complete the project	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		

23. Statement of Assurances – **Required for ALL applicants**

24. Lobbying Certification – **Required for ALL applicants**



East Building (Parking Lot Side) Side

DRAFT DATA SPECIFICATIONS
8 Living Units

6 Living Units 400 s.f. each (Approx.)
1 ADA Living Unit 425 s.f. (Approx.)
1 Living Unit 150 s.f. (Approx.)

Total Living Unit Square Footage 3150 (Approx.)
Total Building Square Footage 5940 (Approx.)

Scale: 1/4" = 1 Foot (printed on 24" x 36")



Family Promise of Ozaukee County

Home Shelter 'Sunrise'

VERSION #6

Draft

Feb. 13, 2021

Draft Plan

A Code Review with a State of Wisconsin plan examiner will be performed after the floorplan has been vetted and approved by Family Promise of Ozaukee County.

ADA, Fire Exiting and other code mandated changes may require altering this draft plan.

Health and Human Services Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	February 23, 2021
DEPARTMENT:	Veterans Service
DIRECTOR:	Kevin Johnson
PREPARER:	Kevin Johnson

Agenda Summary Veterans Services Report

ATTACHMENTS:

- Veterans Financials.JAN (PDF)

Ozaukee County Committee Report
General Fund Veterans Services

For the One Month Ending Sunday, January 31, 2021
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2021 YTD Actual	2021 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Intergovernmental Revenues	-	-	\$20,000	\$20,000	0.00%
Public Charges for Services	-	-	\$1,500	\$1,500	0.00%
Interest Revenue	\$2	\$2	\$50	\$48	4.00%
Total Revenues	\$2	\$2	\$21,550	\$21,548	0.01%
Expenditures					
Salaries	\$8,548	\$8,548	\$120,845	\$112,297	7.07%
Fringe Benefits	\$4,974	\$4,974	\$37,238	\$32,264	13.36%
Travel/Training	\$141	\$141	\$15,800	\$15,659	0.89%
Supplies	-	-	\$1,100	\$1,100	0.00%
Purchased Services	\$176	\$176	\$6,940	\$6,764	2.54%
Interdepartment Charges	\$590	\$590	\$8,011	\$7,421	7.36%
Grants	-	-	\$5,000	\$5,000	0.00%
Other Expenses	-	-	\$7,500	\$7,500	0.00%
Total Operating Expenditures	\$14,429	\$14,429	\$202,434	\$188,005	7.13%
Capital Outlay					
Total Expenditures	\$14,429	\$14,429	\$202,434	\$188,005	7.13%
Net Increase (Decrease)	(\$14,427)	(\$14,427)	(\$180,884)	(\$166,457)	7.98%

E q u i t y:

Attachment: Veterans Financials, JAN (6828 : Veterans Services Report)

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: February 23, 2021
DEPARTMENT: Lasata Campus
DIRECTOR: Amanda Kohal
PREPARER: Amanda Kohal

Agenda Summary Lasata Campus Reports

ATTACHMENTS:

- LH January 2021 (PDF)
- LX January 2021 (PDF)
- LCC January 2021 (PDF)
- January 2021 Financial Summary (PDF)

LASATA HEIGHTS MONTHLY REPORT

January 2021

Kristen Sonnenberg, Director of Senior Apartments

Census:

- January census – 49

Breakdown of empty apartments:

- Three apartments are in the process of being refreshed (212, 315 and 319)
- Two apartments are ready to be rented (117, 215), no one on the waiting list is currently interested in any of the available apartments,
- Apartments 211, 313, 320 will be remodeled in 2021
- 110 is rented for 2/15
- 107, 109 were vacated as of 11/30 and need maintenance to get them ready to be rented

Admissions/Discharges in January:

- There was one admission in the month of January
- There were no discharges in the month of January
- There is one anticipated admission for February to apartment 110

Misc:

- Beauty Shop remains open one day per week, all Tenants and Jennifer (stylist) are following COVID-19 guidelines (1 at a time, mask, screening, etc.)
- West patio has been closed up for the winter
- Tenants continue to be able to leave campus (mask, social distancing, hand hygiene) without having to self-isolate upon return. Tenants are able to have up to two visitors at a time as long as they follow policies (screening prior to entering building, wearing mask, and social distancing. NO visitors under age 18 allowed to visit at this time.
- Modified Dining in the dining room scheduled to begin as of 2/1- the dining room will be limited to 16 Tenants at a time, all other Tenants will have the option to have meals delivered to their apartments still.
- Modified group activities continue with 10 or less people at a time, handwashing, social distancing and disinfecting before and after groups. Book club and Conversation Café are being held via zoom utilizing community volunteers. Movies also continue to be shown on the big screen. Several activities continue to be facilitated via channel 958. . Due to not being able to allow volunteers in to help support the Heights programs, majority of Administrative Coordinators workload continues to be providing activity programming.
- 956 continues to be up and running so we can now stream movies, travelogues, dvd's, etc. for the entire campus to enjoy! Additionally in the month of January we were able to start a Pastor Chats via Zoom with some of the different local pastors.

- Tenant Volunteers continue to assist as able/interested/safe with activity programming (i.e. distributing activity packets, collecting packets, delivering prizes, etc.)
- Tenant volunteers continue to deliver newspapers and mail to the apartments.
- Rich Adams is now in place as of 1/17 as the full time Maintenance Assistant at the Heights

Apartment refresher update:

#212, #315 & #319

- Cabinetry and trim is scheduled to be finished the week of 2/8
- Painting is scheduled to be finished as of 2/8
- Flooring will all be finished being installed as of 2/11

Lasata Crossings Monthly Report

January 2021

Submitted by: Patricia Fabian

- **Census:** At the end of December, the census is 57 with 53 in assisted living and 4 additional persons in assisted living. The group consists of 46 tenants paying privately, eight utilizing Family Care and one utilizing IRIS.
- **Admission/Discharges in September:**
 - Discharges:
 - There was one discharge in January due to need for additional care supports.
 - Admissions:
 - We had 1 person admitted in January
 - Calls continue to be received; typically a family member seeking supportive living for parent age 90+
- **Waiting List:**
- There are 16 individuals on the waiting list for Family Care Studio apartments.
 - Five of these are current tenants at Crossings
 - Three tenants are in a 1 bedroom waiting for a studio
- There are 25 individuals on our waiting list for 1 and 2 bedroom apartments; 11 of these are on the inactive list.
 - ***Wait List:*** Application and \$500 fee (refundable) on file
 - ***Inactive List:*** Name on list; application complete and refundable fee on file but they prefer we not contact them.
 - ***Current residents and tenants on campus do not submit a waitlist fee.***
- **Highlights**
 - **Activities:** Taking down all the holiday trees and wreaths and lights. Tenants continue to enjoy eating in the dining room once a day and some of the new Game activities being broadcast on our in-house channel. The Beauty Salon is open once again to the delight of all.
 - **Visiting:** We are using Sign Up Genius and assisting those via phone who do not have internet access to schedule Zoom/Face Time visits M-F. More people are using this to include many in the family at on one call.

Lasata Care Center

January 2021 Monthly Report

Amanda Kohal

Average Daily Census

Payor Mix Days	Current Month Actual AVG	YTD actual AVG	Budget
Medicare/MC	19	19	25
Private	20	20	30
Medicaid	51	51	70
Total	90	90	125

Payor Mix	Current Month Actual	YTD actual	Budget
Medicare/MC	21%	21%	19%
Private	22%	22%	19%
Medicaid	57%	57%	58%

Organization and Operations Focus

- Vaccine administration clinic held January 4th and February 1st, 2021 for SNF
- Heights and Crossings vaccine clinic held February 3rd (Thank you Public Health!)
- Safe visitation
- COVID management

Staffing/employee

- Testing 2x per week; positivity rate remains above 10%, (testing reduced to 1x per week effective 2/16/2021)
- Recruitment and retention of direct caregivers
- Exploring launching CNA certification program and implementing RN staff development position

Resident and Tenant highlights

- Consistent and transparent communication to residents, tenants and representatives regarding facility status
- Virtual, window and outdoor visitation, compassionate care and end of life evaluated on case by case basis
- Pre-scheduled indoor visitation occurring effective 2/16/2021

Regulatory Updates

Focused infection Control survey (1 state and 1 federal surveyor) January 12th, 2021

Campus Projects and initiatives

- ❖ Pandemic management
- ❖ Campus Master plan

Financial Overview

- Total Covid relief funds received in 2020 \$2,466,500.00
- Total relief funds expected in 2021 is unknown

Ozaukee County Committee Report
Enterprise Fund Lasata Heights
 For the One Month Ending Sunday, January 31, 2021
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2021 YTD Actual	2021 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Public Charges for Services	\$73,997	\$73,997	\$1,023,284	\$949,287	7.23%
Other Revenue	\$65	\$65	\$2,100	\$2,035	3.10%
Total Revenues	\$74,062	\$74,062	\$1,025,384	\$951,322	7.22%
Expenditures					
Salaries	\$5,982	\$5,982	\$233,850	\$227,868	2.56%
Fringe Benefits	\$7,664	\$7,664	\$75,066	\$67,402	10.21%
Travel/Training	-	-	\$1,000	\$1,000	0.00%
Supplies	\$37	\$37	\$72,850	\$72,813	0.05%
Purchased Services	\$7,447	\$7,447	\$161,084	\$153,637	4.62%
Interdepartment Charges	\$933	\$933	\$24,022	\$23,089	3.88%
Depreciation	-	-	\$223,000	\$223,000	0.00%
Other Expenses	\$307	\$307	\$37,636	\$37,329	0.82%
Total Operating Expenditures	\$22,370	\$22,370	\$828,508	\$806,138	2.70%
Capital Outlay					
Buildings & Land	\$3,169	\$3,169	\$105,000	\$101,831	3.02%
Contra	-	-	(\$105,000)	(\$105,000)	0.00%
Total Capital Outlay	\$3,169	\$3,169	-	(\$3,169)	0.00%
Total Expenditures	\$25,539	\$25,539	\$828,508	\$802,969	3.08%
Net Increase (Decrease)	\$48,523	\$48,523	\$196,876	\$148,353	24.65%

Equity:

Attachment: January 2021 Financial Summary (6827 : Lasata Campus Monthly Reports)

Ozaukee County Committee Report
Enterprise Fund Lasata RCAC
 For the One Month Ending Sunday, January 31, 2021
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2021 YTD Actual	2021 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Public Charges for Services	\$263,289	\$263,289	\$3,195,431	\$2,932,142	8.24%
Other Revenue	\$1,343	\$1,343	\$1,500	\$157	89.53%
Total Revenues	\$264,632	\$264,632	\$3,196,931	\$2,932,299	8.28%
Expenditures					
Salaries	\$48,638	\$48,638	\$1,071,071	\$1,022,433	4.54%
Fringe Benefits	\$42,760	\$42,760	\$353,957	\$311,197	12.08%
Travel/Training	-	-	\$1,000	\$1,000	0.00%
Supplies	\$11,072	\$11,072	\$163,800	\$152,728	6.76%
Purchased Services	\$10,577	\$10,577	\$251,218	\$240,641	4.21%
Interdepartment Charges	\$3,827	\$3,827	\$95,864	\$92,037	3.99%
Depreciation	-	-	\$365,900	\$365,900	0.00%
Debt Service	-	-	\$173,425	\$173,425	0.00%
Other Expenses	\$5,490	\$5,490	\$110,979	\$105,489	4.95%
Total Operating Expenditures	\$122,364	\$122,364	\$2,587,214	\$2,464,850	4.73%
Capital Outlay					
Equipment & Furniture	-	-	\$35,000	\$35,000	0.00%
Buildings & Land	-	-	\$20,000	\$20,000	0.00%
Contra	-	-	(\$55,000)	(\$55,000)	0.00%
Total Expenditures	\$122,364	\$122,364	\$2,587,214	\$2,464,850	4.73%
Other Finance Uses	\$583,716	\$583,716	\$583,716	-	100.00%
Net Other Financing Sources/Uses	\$583,716	\$583,716	\$583,716	-	100.00%
Net Increase (Decrease)	(\$441,448)	(\$441,448)	\$26,001	\$467,449	-1697.81%

Equity:

Attachment: January 2021 Financial Summary (6827 : Lasata Campus Monthly Reports)

Ozaukee County Committee Report
Enterprise Fund Lasata Care Center
 For the One Month Ending Sunday, January 31, 2021
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2021 YTD Actual	2021 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Public Charges for Services	\$876,270	\$876,270	\$14,205,318	\$13,329,048	6.17%
Other Revenue	\$17,053	\$17,053	\$1,380,650	\$1,363,597	1.24%
Total Revenues	\$893,323	\$893,323	\$15,585,968	\$14,692,645	5.73%
Expenditures					
Salaries	\$357,915	\$357,915	\$7,995,525	\$7,637,610	4.48%
Fringe Benefits	\$271,208	\$271,208	\$2,677,447	\$2,406,239	10.13%
Travel/Training	\$120	\$120	\$10,000	\$9,880	1.20%
Supplies	\$38,678	\$38,678	\$665,550	\$626,872	5.81%
Purchased Services	\$147,929	\$147,929	\$2,023,550	\$1,875,621	7.31%
Interdepartment Charges	\$19,448	\$19,448	\$512,308	\$492,860	3.80%
Depreciation	-	-	\$828,000	\$828,000	0.00%
Debt Service	-	-	\$224,075	\$224,075	0.00%
Other Expenses	\$66,335	\$66,335	\$1,174,728	\$1,108,393	5.65%
Total Operating Expenditures	\$901,633	\$901,633	\$16,111,183	\$15,209,550	5.60%
Capital Outlay					
Equipment & Furniture	\$2,180	\$2,180	\$118,500	\$116,320	1.84%
Buildings & Land	-	-	\$20,000	\$20,000	0.00%
Contra	-	-	(\$130,000)	(\$130,000)	0.00%
Total Capital Outlay	\$2,180	\$2,180	\$8,500	\$6,320	25.65%
Total Expenditures	\$903,813	\$903,813	\$16,119,683	\$15,215,870	5.61%
Other Finance (Sources)	(\$583,716)	(\$583,716)	(\$583,716)	-	100.00%
Other Finance Uses	\$50,000	\$50,000	\$50,000	-	100.00%
Net Other Financing Sources/Uses	(\$533,716)	(\$533,716)	(\$533,716)	-	100.00%
Net Increase (Decrease)	\$523,226	\$523,226	\$1	(\$523,225)	52322600.00%

Equity:

Attachment: January 2021 Financial Summary (6827 : Lasata Campus Monthly Reports)

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: February 23, 2021
DEPARTMENT: Public Health
DIRECTOR: Tyler Weber
PREPARER: Julie Winkelhorst

Agenda Summary Public Health Financial Report

ATTACHMENTS:

- PH Financials Jan21 (PDF)

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

Equity:

Packet Pg. 39

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: February 23, 2021
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Jason Wittek

Agenda Summary Recommendation of Health & Human Services Project Submittals to Executive Committee

BACKGROUND INFORMATION: Below the Committee will find information on the project fund applications from the departments within your oversight. A memo explaining the process is included to aid in understanding. A project feasibility reports is included for each submittal that summarizes the project and details the staff recommendation. Finally, all of the information submitted by the departments is included.

SUMMARY OF RECOMMENDATIONS:

- Audio-Video Equipment - Recommended to update inoperable audio video equipment and allow the monitoring of parent-child interactions safely, allowing for more realistic parent child interactions.
- Car Seats & Changing Tables - Not recommended. Recommended to be funded from operating budget due to the low cost.

RECOMMENDED MOTION: Staff respectfully requests that the committee consider the projects as proposed and make recommendations for consideration by the Executive Committee.

ATTACHMENTS:

- 2021 Project Reserve Memo - Final (PDF)
- Project Scorecard 2021 (PDF)
- Business Objectives (PDF)
- AV Feasibility & Submittal (PDF)
- Car Seat Feasibility & Submittal (PDF)



DEPARTMENT OF ADMINISTRATION

COUNTY ADMINISTRATOR'S OFFICE

Jason Dzwinel, County Administrator

www.co.ozaukee.wi.us

TO: COUNTY DEPARTMENTS

FROM: JASON DZWINEL, COUNTY ADMINISTRATOR

SUBJECT: 2021 PROJECT PROPOSAL PROCESS

DATE: 12/14/2020

BACKGROUND

Through the 2021 Budget Process, the Board and Staff identified funds to be reserved for projects funded through a Request for Proposal process submitted by departments. The current amount of funding available is approximately \$1,000,000 in 2021. Additional funding could be available in 2021, after the 2020 financial closeout. A new county policy adopted in 2018, allows the County Board to add up to fifty-percent of the year-end surplus to the project fund. In an effort to decrease the amount of annual deferral of necessary projects. One of the goals established by the Board and Staff is better capital asset and one-time project planning, and part of this involves finding a regular source of funds for these projects. There is significant pressure on using the base tax levy to fund regular operations, and this leaves little tax available for capital assets or one-time projects.

PROCESS

In 2019, the Executive Committee met and approved a concept for staff to design and implement a Project Proposal Process, which will continue in 2021. With this input from the Executive Committee, Staff has finalized an evaluation process intending to prioritize projects into various quartiles. The evaluation is based on a set of criterion established by the Executive Committee and Staff. The evaluation places less emphasis on a hard 1 through 30 ranking of projects and more emphasis on putting projects into a quadrant that highlights the impact of the project. This allows the Board and Staff to focus less on rankings and understand the general priority of all projects.

PROCESS REQUIREMENTS AND ELIGIBILITY

The intention of this funding is to provide an opportunity for Departments that are typically unable to fund their projects using tax levy during the annual budget process. Funding is available to Departments within the rules and eligibility highlighted below:

1. Projects are tax levy supported. Projects could use Enterprise or Special Revenue funds to offset some of the tax levy, but overall the project would not be completed without tax levy investment.
2. Projects can be capital (example: replacement of existing asset, purchase of new asset, new building/service, etc) or a one-time project that is not capital related (consulting services studying operations, innovation, business process improvement, etc). Projects could include both components.
3. The number of projects requested is up to the discretion of departments. This includes any projects that a department has submitted in prior requests during a budget process. It should

121 W. Main Street, P. O. Box 994, Port Washington, WI 53074

Phone: (262) 284-8198 Metro: (262) 238-8198 Fax: (262) 284-8199 Metro Fax: (262) 238-8199



DEPARTMENT OF ADMINISTRATION

COUNTY ADMINISTRATOR'S OFFICE

Jason Dzwinel, County Administrator

www.co.ozaukee.wi.us

also include any projects the department has not submitted in the past because they might have assumed it would not be approved due to the constant deferral of projects in prior budget processes.

4. Projects should be in the near-term of the County's 5-year CIP plan. Projects should be shovel ready for start and completion within the next 2 years.
5. Consult with Administration if you have any questions about projects you are considering.
6. Submit projects via email to the following emails: jwittek@co.ozaukee.wi.us; muselding@co.ozaukee.wi.us

PROJECT PROPOSAL CALENDAR

The dates below indicate the timeline for this process. The process relies on the County's Committee process for input and recommendations. The Board will approve the final plan.

December 14 – Materials Available to Departments

January 15 – Materials Due from Departments

January 18-22 – Staff Analysis of Department Projects. Departments provide clarification, if needed.

January 25-29 – Staff follows up with Departments. Review results of analysis presented to Committees.

February 4 – Natural Resources Committee

February 16 – Public Safety Committee

February 18 – Public Works Committee

February 23 – Health and Human Services Committee

February 25 – Finance Committee

March 1 – Executive Committee Reviews

March 17 – County Board Review at Mid-Month Meeting

April 7 – County Board Approves (projects and funds approved for the 2021 Amended Budget)

ATTACHMENTS

1. **Business Case Analysis Form**
2. **Evaluation Scorecard**

121 W. Main Street, P. O. Box 994, Port Washington, WI 53074
 Phone: (262) 284-8198 Metro: (262) 238-8198 Fax: (262) 284-8199 Metro Fax: (262) 238-8199

VALUE AND EFFICIENCY										
Percentage of Project Budget expended - Project's percentage of available budget. Inverse score to project cost.	10	20	30	40	50	60	70	80	90	100
This is a measurement of input and the scarcity of resources. Assumption is that the project fund is limited and due to scarcity projects requiring a higher percentage of the total budget limits the ability to fund project in the current year or future funding cycles.										
Operational Budget Impact - Net of project revenues and ongoing operational expenses.	10			40			70			100
Operational Cost	\$50,000 - \$25,000			\$25,000 - \$5,000			\$5,000 - \$0			<\$0
This is a measurement of how the project will impact the operational budget. Projects creating efficiencies, revenue streams, cost savings and with limited risk should score well on the operational budget impact scale.										
Health and Safety - Impacts of potential health hazards, public safety, and risk to citizens and employees will be addressed by this project.	10	20	30	40	50	60	70	80	90	100
Negligible			Marginal				Critica			
This is a measurement of the project's impact on health and safety, public, environmental and risk mitigation.										
Project Urgency - Project need is imminent, consider risk of delay.	10	20	30	40	50	60	70	80	90	100
Desired			Necessary				Urgen			
This is a measurement the level of need for project completion. Consideration should be given to the impact of project delay, legal requirements, the viability of project alternatives.										

MODERNIZATION AND SERVICE										
Modernization - Proposals include innovative solutions and/or leverages technology or partnerships to improve business processes. Project maintains or enhances existing assets.	10	20	30	40	50	60	70	80	90	100
Low ImpactON BUSINESS PROCESSHigh Impact										
This is a measurement of the project's innovation, how it was selected over other viable alternative, and how it leverages partnerships.										
Project purpose - Project addresses a recognized problem and/or need that is supported by data or information. Project links back to departmental strategy, service.	10	20	30	40	50	60	70	80	90	100
Does Not Meet NeedPROPOSAL MEETS NEEDQuality Solution										
Assess the quality of the proposal, the consideration of alternatives and the final recommendation.										
Quality of Life - Proposal leads to a positive impact on customer's improving quality of life.	10	20	30	40	50	60	70	80	90	100
Low ImpactON QUALITY OF LIFEHigh Impact										
Consideration should be given to the departmental mission and how the project will impact specific measures of quality of life under the mission.										
Customer Satisfaction - Proposal satisfies customer need or request.	10	20	30	40	50	60	70	80	90	100
Low SatisfactionCUSTOMER SATISFACTIONHigh Satisfaction										
Consideration should be given to the needs of the service population, as well as, how the customer requests of the project or service. Customers include both the internal and external persons served.										

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

Business Goal/Objective	Description
Increase Revenue	Describe impact on revenue and timelines
Control Costs	Describe impact on costs and timelines
Customer Deliverables	How does the project meet customer expectations
Partnerships	Describe how the project leverages internal and external partnerships
Customer Service	How does the impact improve customer service internally and externally
Investment in Innovation	What is innovative about the approach
Reduce Errors	How will the project reduce errors in work
Improve Safety	How will the project improve safety
Impact on Energy Usage	What is the impact of energy usage
Streamline Business Process	Define efficiencies in process
Ensure Compliance	How does the project ensure legal/policy compliance
Improve Reporting or Transparency	How will the project impact the dissemination of information
Improve Community Outreach	Define impacts on community partnerships
Improve Staff Skills	How will the project improve the analytical or technical skills of staff
Build Performance Measures	How will the project allow for improved reporting of performance
Improve Productivity and Performance	How will the project impact staff output and goal attainment
Development of Leaders	How will the project assist with stability and succession

PROJECT FEASIBILITY ANALYSIS

Project Name: Audio-Video Equipment

Project Manager: Kim Quam

Project Budget Estimate:

Source	Amount
2021 Capital Project Fund	\$40,000
TOTAL	\$40,000

Project Score: Value and Efficiency (350) Modernization and Service (320)

Project Purpose Summary (from department):

Currently our audio equipment is significantly out dated and not functional, requiring workers to be present in the room during the supervised visitations at all times. With the purchase of the video/audio equipment, we could ensure safety of the visitation but not require a worker to be behind a mirrored window or in the room observing. Workers could be at a safe distance from the visitation but be able to monitor the interaction, thus creating a more realistic "home-like experience" for families.

Proposal Considerations, Risks, and Identified Issues:

The Audio-Video upgrade in Human Services scored well in Value and Efficiency as a result of its relatively low cost and improvement to the health and safety of parental visitation highlighted by the department. The modernization of current technologies and the improvement in the quality of life for parents and children contributed to the high Modernization and Services score. The project is directly tied to the department's mission and goals.

Staff Recommendation:

Staff recommends consideration of funding for the Audio-Video Equipment upgrade.

Project Reserve Information Sheet			
Project Name:	Audio-Video Equipment		
Requested By:	Liza Drake		
Project Owner:	Kim Quam		
Start Date:	2021		
Project Costing - Detail Project Costs			
Funding Source (Please Check All that Apply):			
☒ Project Fund	☐ Grants	☐ Dept. Reserve	☐ Other
List All Funding Sources Selected:			
Source	Amount	Grant Information	
Project Fund	\$40,000	N/A	
		N/A	
		N/A	
		N/A	
		N/A	
		N/A	
		N/A	
TOTAL PROJECT COST:	\$40,000		
Offsetting Revenue or Savings (If Applicable):			
Source	Amount		
	TOTAL		
Provide a narrative of project costs:			
Three Master Stations design: \$20,000.00 INCLUDES SGTS, Inc. shall be responsible for the above listed scope of work, and the following items: • Furnish and installation of Cat6 cable from the room devices to the network PoE switch • Furnish and install low voltage cable for microphone devices • Installation hardware, connectors as required • Furnish and install Cat6 cable from the network switch we provide to the selected Server location Cost for Audio and Video recording: \$ 20,000.00			

Project Narrative - Define the Current State

Describe the need, urgency, or gap in service and risk of delay from a customer perspective:

Currently our audio equipment is significantly out dated and not functional, requiring workers to be present in the room during the supervised visitations at all times. With the purchase of the video/audio equipment, we could ensure safety of the visitation but not require a worker to be behind a mirrored window or in the room observing. Workers could be at a safe distance from the visitation but be able to monitor the interaction, thus creating a more realistic "home-like experience" for families.

Describe how the project impacts the department's level of service:

Ozaukee County Department of Human Services (OCDHS) provides supervised visitation for families with a history of abuse in a safe and neutral setting throughout Ozaukee County. Our service goals are designed to facilitate a positive visit and promote the safety and well-being of families who have experienced abuse. The Department ensures children who have been separated from their families the opportunity to maintain and strengthen family relationships while a permanency plan is being formulated. Children and their parents are able to spend quality time together in a safe and nurturing environment under the guidance of professionally trained staff who provide observation, education, documentation of the visitation, and intervention, when necessary.

Project Recommendation - Define the Suggested Course of Action

Define the project scope and why the project is an innovative solution:

OCDHS has taken on an initiative to ensure our practice is more trauma informed. Part of this practice has been to make the physical space our clients use more inviting. We have recently updated our visitation rooms to include more of a family room/kitchen type environment to assist with making families feel welcome and comfortable. Our space offers private visit rooms with two different levels of supervision, full (a person in the room to see and hear the interaction at all times) or partial (through a one-way mirror) depending on the needs of the children.

Describe how the project addresses department objectives or countywide strategy:

OCDHS has a strategic goal of improving our public image and be accessible to our clients. We are working to ensure ongoing efforts to have a more trauma informed approach to our service delivery. By allowing the use of audio/video equipment where staff can monitor outside of the room, we are supporting a more realistic home-like environment and interactions of the families.

Describe the project's impact on quality of life:

Children who have more consistent and frequent contact with their parents have stronger attachments than children who have less contact. More opportunity for supervised visitations promotes change in families and reduces the time children spend in out of home placement. A child's contact with their parent is beneficial for ongoing emotional and physical growth of the child. Quality parent-child attachment greatly reduces children's overall difficulties while in care.

Describe the project's impact on health and safety:

In an effort to reunite families that have been separated, the purchasing of the equipment would provide more flexibility with this essential service to foster safe, nurturing, and lasting relationships between parents and their children.

Describe how the project impacts department operations using business objectives:

We can provide more efficient supervised visits in the space we already have designated for families.

PROJECT FEASIBILITY ANALYSIS

Project Name: Car Seats and Changing Tables

Project Manager: Liza Drake

Project Budget Estimate:

Source	Amount
2021 Capital Project Fund	\$5,190
TOTAL	\$5,190

Project Score: Value and Efficiency () Modernization and Service ()

Project Purpose Summary (from department):

Human Services utilizes car seats to transport children as a part of our daily activities. The costs of new seats are based on Chicco car seats, which is the brand staff are trained on. Buying the same brand for all seats, ensures that staff will know how to correctly install them. Some of our current car seats will expire in 2021 and some of the other seats have a great deal of wear on them due to the frequency of use.

We only have changing tables in female restrooms. This is a problem for fathers coming to the Department with small children. Placing changing tables in male or neutral gender bathrooms would benefit all visitors.

Proposal Considerations, Risks, and Identified Issues:

The DOA Committee did not score the project and suggests the funding come from the department's operating budget

Staff Recommendation:

Staff recommends the department fund the project through their operating budget, due to the low cost.

Project Reserve Information Sheet			
Project Name:	Car Seats and Changing Tables		
Requested By:	Liza Drake		
Project Owner:	Kim Quam		
Start Date:	2021		
Project Costing - Detail Project Costs			
Funding Source (Please Check All that Apply):			
☒ Project Fund	☐ Grants	☐ Dept. Reserve	☐ Other
List All Funding Sources Selected:			
Source	Amount	Grant Information	
Project Fund	\$5190	N/A	
		N/A	
		N/A	
		N/A	
		N/A	
		N/A	
		N/A	
TOTAL PROJECT COST:	\$5190		
Offsetting Revenue or Savings (If Applicable):			
Source	Amount		
	TOTAL		
Provide a narrative of project costs:			
3 – high back boosters – approximately \$900 3 – backless booster – approximately \$240 4 – 4 in 1 convertible car seats – approximately \$2800 2 – Infant carriers – approximately \$800 2- Changing table stations -approximately \$450 Total: \$5,190			

Project Narrative - Define the Current State

Describe the need, urgency, or gap in service and risk of delay from a customer perspective:

Human Services utilizes car seats to transport children as a part of our daily activities. The costs of new seats are based on Chicco car seats, which is the brand staff are trained on. Buying the same brand for all seats, ensures that staff will know how to correctly install them. Some of our current car seats will expire in 2021 and some of the other seats have a great deal of wear on them due to the frequency of use.

We only have changing tables in female restrooms. This is a problem for fathers coming to the Department with small children. Placing changing tables in male or neutral gender bathrooms would benefit all visitors.

Describe how the project impacts the department's level of service:

Ozaukee County Department of Human Services (OCDHS) provides extensive transportation services for families throughout the Southeastern part of the state. We are required to transport children in emergencies on any type of road conditions. We provide transportation to families to ensure children's physical, medical, and developmental needs are being met.

Having quality car seats that all staff members are familiar with and trained to use properly will ensure that all children requiring a car seat are properly secured and safe in any staff member's care whether it is a personally owned vehicle or a county vehicle.

Placing changing tables in all gender bathrooms would allow this accommodation to the entire population.

Project Recommendation - Define the Suggested Course of Action

Define the project scope and why the project is an innovative solution:

Having quality car seats of the same brand readily available to staff who transport children ensures that staff are familiar with the car seats they are installing and children are safely transported. We attempt to keep the equipment in excellent working condition, car seats are rotated out of circulation prior to expiring and at any sign of significant wear.

Purchasing more changing tables and placing changing tables in various gender or easily accessible bathrooms would allow this accommodation to the entire population.

Describe how the project addresses department objectives or countywide strategy:

Human Services has a strategic goal of improving our public image and be accessible to our clients. In order to meet the needs of families, workers often provide transportation to services.

Having changing stations more readily available to all parents will be more accommodating to the public.

Describe the project's impact on quality of life:

Proper car seat utilization significantly reduce child injury and fatalities. The ability for staff to safely transport children and their parents to and from necessary court ordered obligations, can ensure families either remain intact or reunify expeditiously.

Having changing tables more readily available will be more accommodating to the entire population.

Describe the project's impact on health and safety:

Car crashes are one of the leading causes of death and injury for children. Child safety seats are the best way to protect children when they are in a car. Proper car seat use reduces the risk of child injury, hospitalization or death.

Having changing tables more readily available will be more accommodating to the entire population.

Describe how the project impacts department operations using business objectives:

Guaranteeing our staff have a sufficient number of quality functioning car seats in proper working order available, ensures we are able to serve the families in our community and provide the services they need.

Having changing tables more readily available will be more accommodating to the entire population.

RESOLUTION NO. (ID # 6806)

SUPPORT FOR INCREASED FUNDING FOR AGING AND DISABILITY RESOURCE CENTERS

WHEREAS, Aging and Disability Resource Centers (ADRC) are the first place to go to get accurate unbiased information on all aspects of life related to aging or living with a disability; and

WHEREAS, ADRC services include providing information and assistance, options and benefits counseling, coordinating short-term services, conducting functional screens, and enrollment processing and counseling; and

WHEREAS, in Wisconsin, there are currently 34 single-county ADRCs, 12 multi-county/tribal ADRCs, and seven tribal Aging and Disability Resource Specialists that work with an ADRC; and

WHEREAS, ADRCs serve the fastest growing demographic of our state's population; and

WHEREAS, the funding method for ADRCs has not been revised in more than a decade, and funding for ADRCs has not increased since 2006; and

WHEREAS, it has become evident that ADRC funding needs revision for a number of reasons, including:

- The current inequitable distribution of funding among ADRCs.
- The need to increase funding so that all ADRCs may effectively meet their mission, as outlined in the Scope of Services contract addendum; and

WHEREAS, the Office for Resource Center Development (ORCD) within the Department of Health Services (DHS) established a stakeholder advisory group in 2017 to discuss ADRC funding; and

WHEREAS, the stakeholder advisory group identified a number of issues with the current funding formula, such as:

- Dollars are distributed based on the date of ADRC establishment - older ADRCs (Generation One) receive more funding than ADRCs established at a later date (Generation Two and Three ADRCs);
- The current formula does not take into account elements associated with health and social inequity that require a greater need for ADRC services;
- The current formula does not adjust with need - Wisconsin's aging and disability populations continue to grow and are expected to grow significantly over the next 20 years;
- The current formula does not account for needed cost of living adjustments; and

WHEREAS, a significant state GPR investment is needed to implement the recommendations of the stakeholder advisory group; and

WHEREAS, such a significant state investment would provide consistency in ADRC

funding statewide, cover the services required and recommended in the Scope of Services contract addendum, and equalize services among ADRCs; and

WHEREAS, the work of the stakeholder advisory group complements the work of the Governor's Task Force on Caregiving.

NOW, THEREFORE, BE IT RESOLVED that the Ozaukee County Board of Supervisors does hereby support the following increases in the 2021-23 state biennial budget to ensure access to critical services provided by ADRCs to Wisconsin's aging and disability populations:

- Provide an additional \$27,410,000 GPR in funding to our state's ADRCs. It is important to note that the proposed change in the ADRC allocation methodology cannot occur unless the full \$27.4 million is allocated.
- Provide additional funding to expand/equalize ADRC services across the state:
 - Expand Dementia Care Specialist Funding Statewide: \$3,320,000
 - Fully Fund Elder Benefit Specialists Statewide: \$2,300,000
 - Expand Caregiver Support and Programs: \$3,600,000
 - Expand Health Promotion Services: \$6,000,000
 - Expand Care Transition Services: \$6,000,000
 - Fund Aging and Disability Resources in Tribes: \$1,180,000
 - Fully Fund Aging and Disability Resource Support Systems: \$2,650,000; and

BE IT FURTHER RESOLVED that a copy of this resolution be sent to Governor Tony Evers, DOA Secretary Joel Brennan, DHS Interim Secretary Karen Timberlake, the Wisconsin Counties Association and all area legislators.

Dated at Port Washington, Wisconsin, this 3rd day of March 2021.

SUMMARY: Support Increase Funding for Aging & Disability Resource Centers in the 2021-23 State Biennial Budget.

VOTE REQUIRED: Majority

HEALTH & HUMAN SERVICES COMMITTEE

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	February 23, 2021
DEPARTMENT:	Human Services
DIRECTOR:	Liza Drake
PREPARER:	Liza Drake

Agenda Summary Support for Increased Funding for Aging and Disability Resource Centers

The Office for Resource Center Development within the Department of Health Services established a stakeholder advisory group to begin the work necessary to revise the funding methodology for Aging and Disability Resource Centers (ADRCs). The group has determined the amount of funding needed to fully support ADRCs. The current funding formula does not account for all the required and recommended services contained in the Scope of Services and does not meet the needs of many ADRCs across the State of Wisconsin. While staffing costs have increased, the financial allocation of our ADRC contract has minimally changed since its inception within Ozaukee County more than 10 years ago. As our County ages, the needs of our elderly (and disabled) community members will only increase.

RECOMMENDED MOTION: The Department respectfully requests the Committee's support in increased funding for Aging and Disability Resource Centers.

ATTACHMENTS:

- ADRC Reinvestment (PDF)

AGING AND DISABILITY RESOURCE CENTER (ADRC) REINVESTMENT

Aging and Disability Resource Centers (ADRCs) are one-stop shops designed to provide services to individuals who need, or expect to need, long-term care services, as well as their families. ADRC services include providing information and assistance, benefits counseling, coordinating short-term services, conducting functional screens, and enrollment processing and counseling. There are currently 34 single-county ADRCs, 12 multi-county/tribal ADRCs, and seven tribal Aging and Disability Resource Specialists (ADRS) that work with an ADRC.

ADRCs serve the fastest growing demographic of our state's population; yet, the funding methodology for ADRCs has not been revised in more than a decade. The original funding methodology was based on several factors that were appropriate for the original ADRC pilots and the eventual expansion of ADRCs statewide. However, it is now evident that the funding methodology needs revision in order to create a more equitable distribution of funds across the state. It is also clear that additional funding is required to allow ADRCs to effectively meet their mission.

The Office for Resource Center Development (ORCD) within the Department of Health Services (DHS) established a stakeholder advisory group to begin the work necessary to revise the funding methodology for ADRCs. The group's mission shifted from reallocating existing GPR funding to determining the amount of funding needed to fully support ADRCs.

Multiple issues were identified and addressed by the stakeholder advisory group to develop a reliable, accurate, equitable, and flexible funding formula for ADRCs. These issues include:

- **Generational Differences:** Current funding for ADRCs differs based on date of establishment – Generation One, Generation Two, or Generation Three.
- **Health Equity:** The current funding formula does not address or take into account elements associated with health and social inequity that require a greater need for ADRC services – racial and ethnic minority status, income level, number of residents age 75 or older, rate of disability.
- **Projected Population Growth:** Wisconsin's aging (and disability) population continues to escalate. Understanding that this population will continue to grow over time, it is necessary to have a funding formula that adjusts with the aging and disability populations to ensure a continued equitable distribution of funds.
- **Cost of Living Adjustments:** ADRC contract allocations have remained flat despite increasing costs to operate.

ADRC Reinvestment
Page 2
September 2020

In order to implement the new ADRC allocation formula recommended by the stakeholder advisory group, an additional investment of state GPR funding - \$27.4 million – is needed.

The stakeholder advisory group also determined how much additional funding would be needed to add critical services to an ADRC's operational requirements – approximately \$25 million. This additional investment would equalize the services provided by ADRCs throughout the state.

CURRENT STATUS: The current funding allocation results in an inconsistent approach to funding the state-contracted services every ADRC is required to perform. The funding allocation also does not account for all of the required and recommended services contained in the Scope of Services; for example, the state funds services for some ADRCs, such as dementia care specialists, but not for others.

The stakeholder advisory group has completed its work and developed a funding methodology that not only updates formula factors but ensures greater equity in funding and services provided throughout the state.

REQUESTED ACTION:

- Provide an additional \$27,410,000 GPR in funding to our state's ADRCs. It is important to note that the change in the ADRC allocation methodology cannot occur unless the full \$27.4 million is allocated.
- Provide additional funding to expand/equalize ADRC services across the state:
 - Expand Dementia Care Specialist Funding Statewide: \$3,320,000
 - Fully Fund Elderly Benefit Specialists Statewide: \$2,300,000
 - Expand Caregiver Support and Programs: \$3,600,000
 - Expand Health Promotion Services: \$6,000,000
 - Expand Care Transition Services: \$6,000,000
 - Fund Aging and Disability Resources in Tribes: \$1,180,000
 - Fully Fund Aging and Disability Resource Support Systems: \$2,650,000

TALKING POINTS:

- The lack of adequate funding directly impacts the ability of ADRCs to assist individuals with disabilities and older adults equitably throughout the state.
- The total number of consumers served by ADRCs increased from 130,588 in 2016 to 141,692 in 2019, an 8.5% increase.
- The number of ADRC contacts increased 11.5% from 2016 to 2019 – from 512,413 to 571,424.

ADRC Reinvestment

Page 3

September 2020

- ADRC funding must be increased to keep pace with the state's increasing aging population – in 2010, Wisconsin had 777,314 residents aged 65 and over; in 2040, this population is expected to grow to 1,535,365.
- The number of Wisconsin residents living with a disability is also expected to rise substantially by 2040.
- ADRCs are underfunded for the amount of work they are required to provide. ADRCs are required to enter into a grant agreement with the Wisconsin Department of Health Services, that includes a 78-page Scope of Services contract addendum, listing mandated and recommended services.
- In order to fully fund the current contract requirements (mandated and recommended services), ADRCs need approximately \$64,755,000 in GPR funding. This is based upon an all-funds need of \$104,500,000 that includes GPR funds, as well as a 38% federal Medicaid Administration drawdown average. An additional \$27.4 million GPR investment is needed to meet the \$64.7 million goal.
- The allocation for each ADRC has not increased since 2006.
- The current funding allocation for ADRCs is based on cost estimates that are more than 10 years out of date and treats ADRCs differently depending on when they began operations. ADRCs that have been open the longest are funded at a higher level than those that started at a later date.
- From FY11 to FY18, ADRC expenditures have risen from \$46.6 million to \$65.8 million.
- The additional \$25 million requested (expand/equalize ADRC services) would cover the costs to fully expand several programs that are not provided consistently statewide but are known to make a significant impact in people's lives.

Contact: Sarah Diedrick-Kasdorf, Deputy Director of Government Affairs
608.663.7188
diedrick@wicounties.org

Health and Human Services Committee**AGENDA INFORMATION SHEET**

AGENDA DATE: February 23, 2021
DEPARTMENT: Human Services
DIRECTOR: Liza Drake
PREPARER: Brad Mueller

Agenda Summary HS/ADRC/Aging Financial Report

ATTACHMENTS:

- HS Aging ADRC Comm Rpt Jan 21 (PDF)

Ozaukee County Committee Report
Human Services with ADRC and Aging Service
 For the One Month Ending Sunday, January 31, 2021
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2021 YTD Actual	2021 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	\$364,875	\$364,875	\$4,378,495	\$4,013,620	8.33%
Intergovernmental Revenues	\$2,264	\$2,264	\$10,070,616	\$10,068,352	0.02%
Public Charges for Services	\$78,871	\$78,871	\$2,554,052	\$2,475,181	3.09%
Intergovernmental Charges	-	-	\$3,000	\$3,000	0.00%
Interdepartmental Charges	-	-	\$9,546	\$9,546	0.00%
Other Revenue	\$4,414	\$4,414	\$26,426	\$22,012	16.70%
Total Revenues	\$450,424	\$450,424	\$17,042,135	\$16,591,711	2.64%
Expenditures					
Salaries	\$252,260	\$252,260	\$6,443,255	\$6,190,995	3.92%
Fringe Benefits	\$266,607	\$266,607	\$2,471,269	\$2,204,662	10.79%
Travel/Training	\$3,647	\$3,647	\$188,850	\$185,203	1.93%
Supplies	\$51,928	\$51,928	\$132,975	\$81,047	39.05%
Purchased Services	\$14,697	\$14,697	\$6,546,662	\$6,531,965	0.22%
Interdepartment Charges	\$32,705	\$32,705	\$455,965	\$423,260	7.17%
Grants	\$9,906	\$9,906	\$80,736	\$70,830	12.27%
Other Expenses	\$6,405	\$6,405	\$722,424	\$716,019	0.89%
Total Operating Expenditures	\$638,155	\$638,155	\$17,042,136	\$16,403,981	3.74%
Capital Outlay					
Total Expenditures	\$638,155	\$638,155	\$17,042,136	\$16,403,981	3.74%
					1877310
Net Increase (Decrease)	(\$187,731)	(\$187,731)	(\$1)	\$187,730	0.00%

E q u i t y:

Attachment: HSAgingADRCCommRptJan21 (6826 : HS/ADRC/Aging Financial Report - Jan 2021)