# AGENDA
# HEALTH AND HUMAN SERVICES COMMITTEE
# HUMAN SERVICES BOARD
## REGULAR MEETING & PUBLIC HEARING
## TUESDAY, SEPTEMBER 27, 2022 – 8:00 AM
## ADMINISTRATION CENTER - AUDITORIUM
121 W MAIN STREET, PORT WASHINGTON, WI 53074

*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. July 26, 2022
5. **DISCUSSION ITEMS:**
   a. 2023 Budget Recommendation for Health and Human Services Committee
   b. Health and Human Services Strategic Plan and Performance Metrics Discussion
6. **PUBLIC HEARING**
   ***Department of Human Services Proposed 2023 Services and Budget per Wisconsin Statutes 46.23 (3)(am)2***

**HUMAN SERVICES BOARD**

7. **ACTION ITEMS:**
   a. Award of Architect and Engineering Contract by Subrecipient Advocates of Ozaukee

**HEALTH & HUMAN SERVICES COMMITTEE**

8. **HUMAN SERVICES**
   ***a. Action Items:***
      1. Human Services HIPAA Sanctions Policy
   ***b. Management/Financial/Informational Reports***
      1. HS/Aging/ADRC Report
9. **VETERANS SERVICE OFFICE**
   ***a. Management/Financial/Informational Reports***
      1. Veterans Services Report
10. **PUBLIC HEALTH**
   ***a. Management/Financial/Informational Reports***
      1. Public Health Report
11. **LASATA CAMPUS**
   ***a. Management/Financial/Informational Reports***
      1. Lasata Campus Reports
12. **NEXT MEETING DATE**
   October 25, 2022
13. **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:** **September 27, 2022**
**DEPARTMENT:** **County Clerk**
**DIRECTOR:** **Julie Winkelhorst**
**PREPARER:** **Julie Winkelhorst**

**Agenda Summary** July 26, 2022

<https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/_07262022-3116>

# Health and Human Services Committee

## AGENDA INFORMATION SHEET

**AGENDA DATE:** **September 27, 2022**
**DEPARTMENT:** **Administrator**
**DIRECTOR:** **Jason Dzwinel**
**PREPARER:** **Chad Balke**

**Agenda Summary** 2023 Budget Recommendation for Health and Human Services Committee

Health and Human Services (including ADRC):

<https://stories.opengov.com/ozaukeecountywi/published/ygHzhwan1>

Veterans' Services:

<https://stories.opengov.com/ozaukeecountywi/published/IL9NNsQZl>

Public Health:

<https://stories.opengov.com/ozaukeecountywi/published/5Lbcv6-fr>

Lasata Senior Living Campus:

<https://stories.opengov.com/ozaukeecountywi/published/mg1ZuQWtx>

**ATTACHMENTS:**

- Human Services Budget Report (PDF)
- Veterans' Services Budget Report (PDF)
- Public Health Budget Report (PDF)
- Lasata Senior Living Campus Budget Report (PDF)

# Human Services

Budget Report

## Mission

Our Mission: Is to enhance community well-being through supportive services.

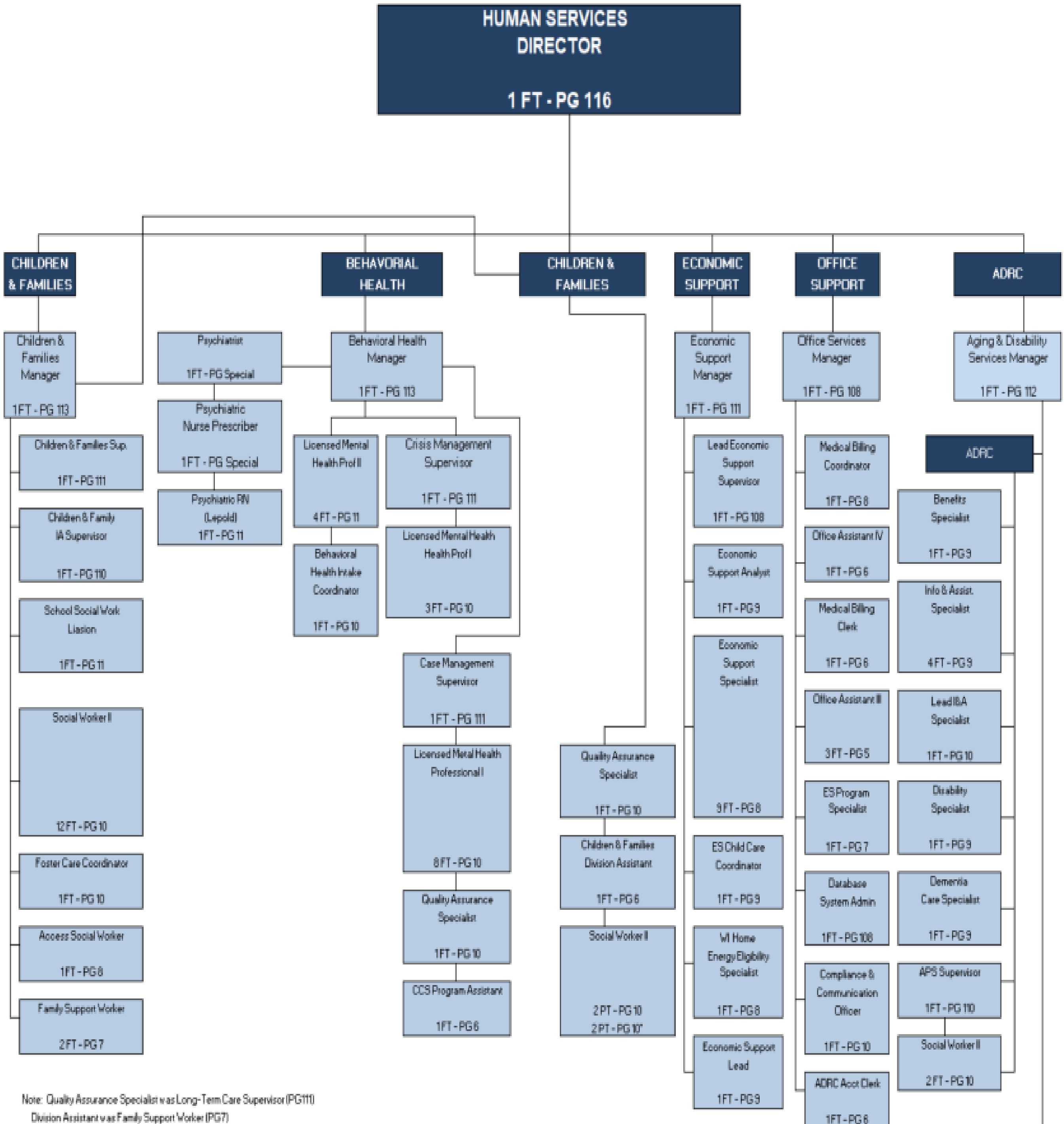
Our Vision: We are a unified Human Service Department that exemplifies a culture of connectedness through trauma informed practices.

Our Commitment: Our commitment to the following principles will guide us in achieving our mission statement:

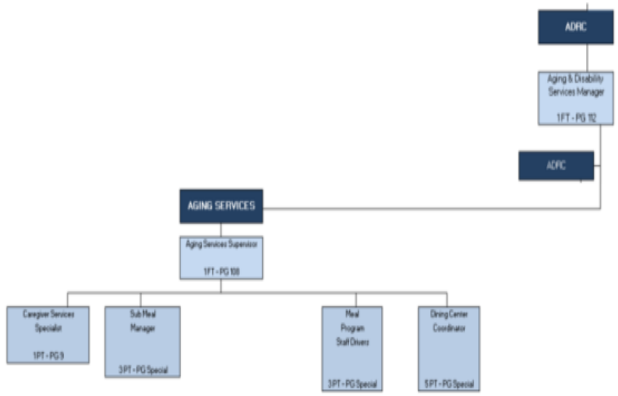
- To acknowledge that each employee is an essential team member in achieving our Agency's mission
- To be good stewards of our available resources
- To encourage decision-making that fosters self-sufficiency and well-being
- To focus on solutions in our working relationships with our colleagues, clients and the community
- To improve continually the quality of everything we do
- To join with our community in an active partnership to address the human service needs of individuals, children and families
- To recognize individual and group accomplishments in support of our mission
- To respect and value the dignity, individuality, diversity and confidentiality of community members, clients and colleagues
- To support personal and professional growth

# HUMAN SERVICES

2022 ORGANIZATIONAL CHART




Note: Quality Assurance Specialist was Long-Term Care Supervisor (PG111)
Division Assistant was Family Support Worker (PG7)
Social Worker II for CPS was Birth to Three Program Lead (PG11)




## Programs & Services

The Human Services Department is broken down into four primary divisions that provide various programs and services to their respective clientele.  Included below is also Administration. This unit does not proivde services but provides department-wide support to all of the divisions.

**Administration**:
Human Services' Administration staff provide support to each division. Billing staff ensure Human Services receives all possible revenue and communicate when adjustments for our process need to be made. Billing staff also send out invoices to clients.

Our Department acts as a Representative Payee for some of our Behavioral Health Case Management clients. This division completes this service.

This division also includes an individual who oversees & programs the majority of what our Department needs for our electronic health record.

We have staff in this division who answer calls that come in to extensions 8200 & 8145. These calls are triaged to the appropriate Human Services staff. The same staff who answer phones also welcome and assist walk-in community members who are seeking services.

Lastly, this division has an employee who is tasked with ensuring our Department is following Health Insurance Portability and Accountability Act (HIPAA) regulations. He interacts with each division within our Department as well as other County Departments. This employee also promotes our Departments initiatives, updates, education on our services, etc. on various social media platforms as well as keeping our website updated.

**Adult Disability Resource Center (ADRC) Division:**
Human Services' ADRC Division provides services under the following statutes/contracts: Chapters 46, 51, 54, 55, 61, Older Americans Act (OAA), Title 3 and State of WI ADRC Contract. Services provided under this division include: abuse & neglect investigations for at-risk adult populations, emergency protective placements, meals (home delivered and congregate opportunities), case management, eligibility screening for long-term care programs, information and assistance/options counseling, eligibility screening, county-wide safety registry up-keep, dementia friendly community outreach & assessments, prevention programming, Medicare workshops to educate the public and Interdisciplinary Team engagement & facilitation.

**Behavioral Health Division:**
Human Services' Behavioral Health Division provides services under the following statutory guidelines: WI Chapters 34, 35,36,63, 54, 55, 62, and 343. The following services are provided by this division: case management (voluntary and involuntary), crisis intervention (24-hour crisis line coverage, emergency detention assessments, onsite walk-in availability, service coordination, community outreach), annual protective placement reviews, court ordered assessments and treatment for individuals convicted of operating a motor vehicle while intoxicated, outpatient therapies (individual and group), medication management, prescription management.

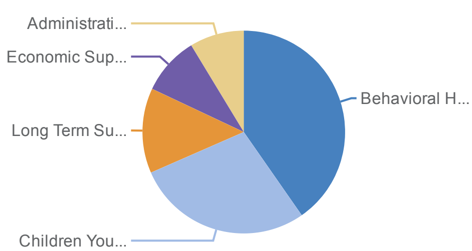
**Children, Youth, and Families Division:**

Human Services' Children, Youth and Families Division provides state mandated services under WI Chapters 48, 51, 56, 57, 59, 61, 90, 767 and 938. The following services are provided by this division: birth-to-three, case management, information and referral, child abuse & neglect investigations, family assessments, ongoing monitoring of safety within homes, foster home licensing, juvenile court intake and dispositional services, placement outside of the home, child custody studies, oversight of kinship care and foster care placements.

**Economic Support Division:**

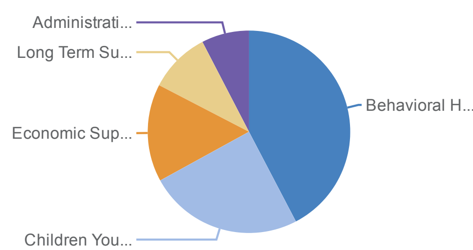
Human Services' Economic Support Division is a part of a five county consortia model called Moraine Lakes Consortium (MLC). The services under this division are directed by WI Chapter 49. Work within this division includes eligibility determination of the following programs: BadgerCare Plus, FoodShare, Child Care, Medicaid and Energy Assistance. This division also provides estate recovery/fraud monitoring and licenses child care agencies.

**Human Services - Expenses by Program**



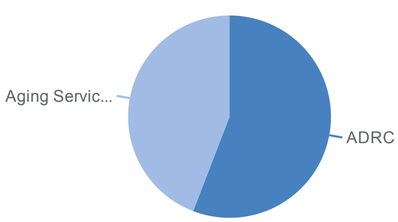

**$14,396,836.94**
Expenses in 2023

**Human Services - Revenue by Program**



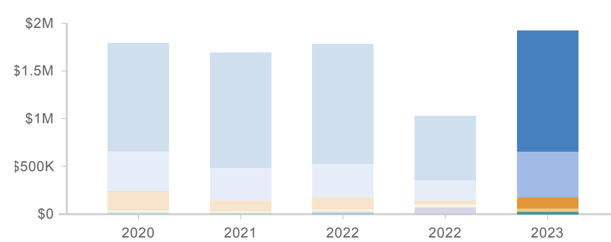

**$10,186,591.16**
Revenues in 2023

**Human Services - ADRC Division - Expense by Program**




**$1,927,254.11**
Expenses in 2023

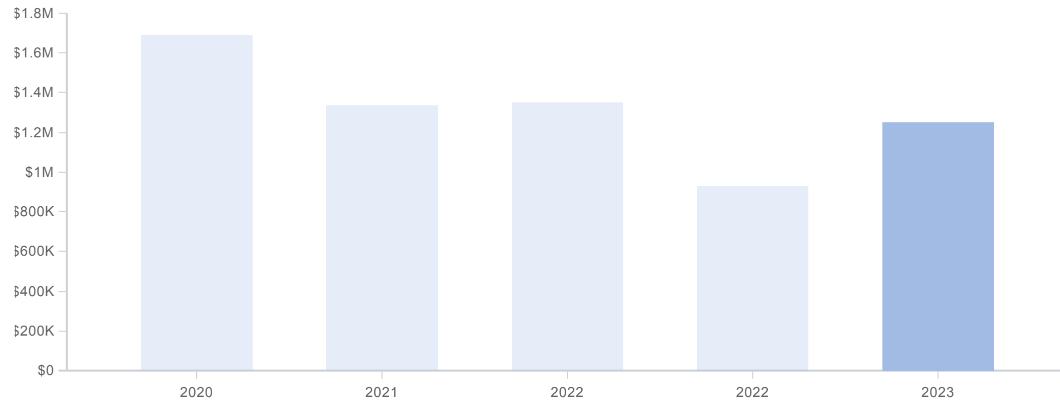
**Human Services - ADRC Expenses by Type**




**$1,927,254.11**
Expenses in 2023

**Human Services - Administration Program**

Data Updated 4 days ago




**$1,250,387.89**

Expenses in 2023

## Department Strategic Goals and Objectives

**STRATEGIC GOAL: ENHANCE SAFETY FOR AT-RISK POPULATIONS**

**Strategic Objective: Evaluate and Prepare for Growth in Aging Population**

- Assessments have been completed regarding the senior living industry (last one 2022). The pandemic impacted this area greatly and the recommendations have changed as a result. There is continued discussion with the Health and Human Services Committee on next steps.
- Another area we have had to address is staffing for Adult Protective Services. We continue to see increase abuse & neglect referrals for at-risk populations (including the elderly) and an increase in Emergency Protective Placements. As a result, Human Services is requesting an additional Adult Protective Services Position this summer.
- A formal needs assessment has not been completed.

**Strategic Objective: Increase Behavioral Health Treatment and Support**

- The Ozaukee community has stepped up to increase service provision of Behavioral Health Services. Some are existing providers who are adding services, some are new providers will to try and help meet the needs of our community.

**Strategic Objective: Evaluate the Need for Specialized Courts**

- There is a joint position between the Sheriff Office and Human Services called Court Services Community Liaison. This goal of this position is to reduce recidivism in our criminal justice system. This position works very closely with the courts. This position is assisting with Ozaukee County's determination of the need for specialized courts. We will not have a recommendation until 2024.

**Strategic Objective: Strengthen Reintroduction Services for People Leaving Jail**

- There is a joint position between the Sheriff Office and Human Services called Sheriff-Community Liaison that works with individuals while they are incarcerated to prepare for a safe and successful discharge into the community.

## Performance Metrics

The department's Performance Metrics are presented below by division. Each section includes a brief narrative of what is being tracked and the importance of some of the measures.

## Behavioral Health Division

Human Services — OzMETRICS

| Performance Metrics | FY 19 | FY 2020 |
|---|---|---|
| **Behavioral Health** | | |
| Clients Served Through Crisis Intervention | 754 | 829 |
| Crisis Intervention Hours of Service - Outside Business Hours | 351 | 630 |
| CCS Contracted Provider Service Hours Provided | 5,194 | 6,828 |
| Contracted Provider Growth w/in CCS Program | 13 | 16 |
| Crisis Intervention Hours of Service - During Business Hours | 1,711 | 2,250 |
| Outpatient Clinic - Therapy Service Time Provided | 7,199 | 3,386 |
| Outpatient Clinic Clients Served | 693 | 582 |

## Economic Support Division

Human Services — OzMETRICS

| Performance Metrics | FY 19 | FY 2020 |
|---|---|---|
| **Economic Support** | | |
| WHEAP Applications Received | | 1,404 |
| WHEAP Outreach Efforts | | 1,859 |
| Consortium Calls | 147,473 | 101,696 |
| Consortium - Avg Speed of Answer (Minutes) | 5.93 | 3.76 |

## ADRC Division

Human Services — OzMETRICS

| Performance Metrics | FY 19 | FY 2020 |
|---|---|---|
| **Adult Protection** | | |
| Percent of Emotional Abuse Referrals | 8% | 7% |
| Percent of Financial Abuse Referrals | 23% | 18% |
| Percent of Referrals - Other | 5% | 4% |
| Percent of Physical Abuse Referrals | 4% | 4% |
| Percentage of Self-Neglect Referrals | 50% | 55% |
| Percentage of Sexual Abuse Referrals | 3% | 1% |
| Adult Protective Services Reports | 286 | 320 |
| Elder & Adults-at-Risk Investigations | 248 | 269 |
| Protective Placements Initiated | 25 | 25 |
| WATTS Reviews Completed | 116 | 124 |

Human Services — OzMETRICS

| Performance Metrics | FY 19 | FY 2020 |
|---|---|---|
| **ADRC** | | |
| Percent of Medicare Workshop Survey Completed | 93% | 97% |
| Congregate Meals Served | 14,372 | 2,788 |
| Customer Satisfaction | 99% | 100% |
| Dementia Care Individuals Served | 1,672 | 738 |
| Disability Benefit Services - Individuals Served | 509 | 821 |
| Disability Benefit Services - Total Monetary Impact | $1,089,360 | $1,185,406 |
| Elder Benefits Services - Individuals Served | 1,370 | 975 |
| Elder Benefits Services - Total Monetary Impact | $3,516,560 | $2,830,449 |
| Home Delivered Meals Served | 37,392 | 40,076 |
| Information & Assistance - Long Term Care Enrollments | 191 | 159 |
| Information & Assistance - Number of calls | 4,051 | 3,831 |
| Time Reporting Revenue Captured | $417,533 | $923,703 |

## Children, Youth and Families Division

Human Services — OzMETRICS

| Performance Metrics | FY 19 | FY 2020 |
|---|---|---|
| **Children/Families** | | |
| Average Length of Stay in Residential Facilities (Months) | 27 | 21 |
| Child Protective Services Reports | 643 | 520 |
| Percentage of Children Placed Out of Home Care - Reunified in 12 Months | 52% | 63% |
| Contacts Made by School Social Worker Liaison | 271 | 387 |
| Number of In-Home Protective and Safety Plans | 144 | 35 |
| Number Served in Kinship Care | 64 | 66 |
| Law Enforcement Child Protective Service Referrals | 136 | 73 |
| Number of Licensed Foster Homes | 11 | 19 |
| Youth Justice Disposition | 74 | 30 |

Human Services — OzMETRICS

| Performance Metrics | FY 19 | FY 2020 |
|---|---|---|
| **Long Term Support** | | |
| Children Served in Birth-to-Three Program | 102 | 126 |
| Children Served in Waiver Program | 151 | 154 |
| Children on Waiver Waitlist | 27 | 48 |

# Budget Highlights

The Human Services Department (combined department with ADRC and Aging) 2023 Current Service Level budget holds tax levy flat over the 2022 Adopted Budget. The major highlights in the CSL budget are highlighted below on the preceding pages. The department is requesting 1 new Adult Protective Services (APS) worker in the budget, but would anticipate that an increase in the Vacancy and Turnover (VAT) assumption would provide adequate funding to cover the cost of this position.

Human Services Fund Tax Levy Change: Decrease of $54,525
Aging Services Fund Tax Levy Change: Increase of $54,525
ADRC Fund: This fund does not use Tax Levy

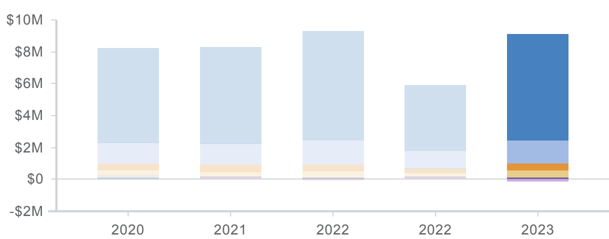
**Human Services - Tax Levy**

| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| **Revenues** | $9,363,133 | $9,781,074 | $10,061,693 | $5,344,912 | $10,186,591 |
| **Expenses** | $14,348,978 | $13,310,784 | $14,326,463 | $9,168,709 | $14,396,837 |
| REVENUES LESS EXPENSES | **-$4,985,845** | **-$3,529,711** | **-$4,264,770** | **-$3,823,796** | **-$4,210,246** |

**Human Services - ADRC Tax Levy**

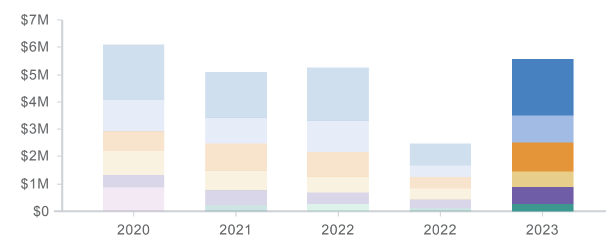
| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| **Revenues** | $1,785,071 | $1,669,320 | $1,667,582 | $890,470 | $1,759,003 |
| **Expenses** | $1,793,875 | $1,699,305 | $1,781,309 | $1,032,163 | $1,927,254 |
| REVENUES LESS EXPENSES | **-$8,804** | **-$29,984** | **-$113,727** | **-$141,693** | **-$168,251** |

**Human Services - All Divisions - Salaries and Benefits**



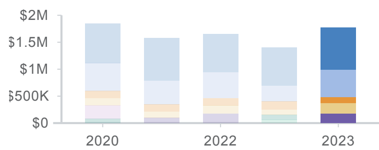

**$9,005,300.19**
Expenses in 2023

**Human Services - All Divisions - Purchased Services**




**$5,550,261.28**
Expenses in 2023

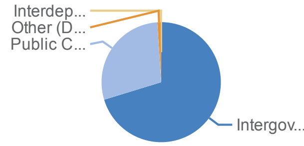
### Human Services - All Divisions - All Other Expenses




**$1,768,529.58**

Expenses in 2023

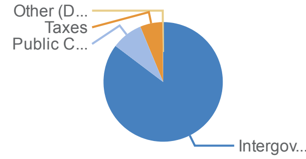
### Human Services - Revenues by Type




**$10,186,591.16**

Revenues in 2023

### Human Services - ADRC Revenues by Type




**$1,872,729.36**

Revenues in 2023

### Human Services - Expense by Type

| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| Buildings | $0 | $0 | $0 | $36,050 | $0 |
| Equipment & Software | $8,625 | $0 | $0 | $0 | $0 |
| Grants | $119,634 | $120,660 | $153,924 | $108,000 | $176,400 |
| Interdepartmental Charges | $331,815 | $341,950 | $353,087 | $235,064 | $375,264 |
| Operating Transfers Out | $260,000 | $0 | $0 | $0 | $0 |
| Other Expenses | $703,284 | $760,949 | $681,978 | $656,440 | $758,734 |
| Purchased Services | $5,646,487 | $4,759,607 | $4,871,209 | $2,833,333 | $5,079,471 |
| Salaries & Fringe Benefits | $7,095,930 | $7,118,878 | $7,986,697 | $5,102,217 | $7,725,150 |
| Supplies under $5,000 | $122,758 | $113,824 | $118,368 | $147,555 | $119,118 |
| Travel/Mileage/Conference&Meetings | $60,444 | $94,916 | $161,200 | $50,049 | $162,700 |
| TOTAL | **$14,348,978** | **$13,310,784** | **$14,326,463** | **$9,168,709** | **$14,396,837** |

### Human Services - Revenues by Type

| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| Interdepartmental Revenue for County Services | $10,097 | $10,024 | $9,546 | $10,024 | $9,546 |
| Intergovernmental Rev (State, Federal, Local) | $7,142,936 | $7,426,271 | $7,186,786 | $3,382,727 | $7,160,585 |
| Other (Donations/One-time/Misc) | $148,887 | $217,613 | $26,526 | $78,138 | $99,000 |
| Public Charges for County Services | $2,061,213 | $2,127,165 | $2,838,835 | $1,169,770 | $2,917,460 |
| TOTAL | **$9,363,133** | **$9,781,074** | **$10,061,693** | **$4,640,659** | **$10,186,591** |

## Human Services CIP

DEPARTMENT: Human Services

| PROJECT NAME | STRATEGIC OBJECTIVE | PRIMARY SOURCE OF FUNDING | FUNDING COMMENT | 2023 | 2024 | 2025 | 2026 | 2027 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| Electronic Health Record | | RFP Process<br>Other (explain in comments) | Use of fund balance | | | 1,700,000 | | | 1,700,000<br>- |

PROJECT DESCRIPTION:
Human Services is assessing the needs of our current electronic health record and determining what is not able versus what our programs need.

PRIORITY: Required

## Position Detail

2023 Proposed Budget:
One new Adult Protective Services (APS) worker requested. Increase VAT to cover expenses (no tax levy at this time).

2022 Adopted Budget:
The position requests include 3 new positions: Compliance and Communication Officer; Economic Support Lead; and Behavioral Health Supervisor.

2021 Adopted Budget:

# OZAUKEE COUNTY EXPANSION REQUEST

| | |
|---|---|
| DEPARTMENT: | Human Services |
| DIVISION OR PROGRAM: | ADRC / Adult Protection |
| REQUEST TITLE: | Increased need for additional APS staff |

REQUEST DESCRIPTION:

Annual protective placement reviews have increased by 40% from 2015-2021 (88 cases to 124 cases). As a result, staff are spending additional time on supporting the needs of individuals who are protectively placed. Staff spend more than 30% of their work week on this task alone. Currently our crisis team is completing this task, in additon to monitoring commitment orders, settlement agreements and answering the crisis line. Additional staffing is desired to address this growing need. These cases can no longer be handled as a part of a staff person's duty in addition to all of the statutory requirements they are performing and should have a dedicated staff person to meet this need. This position would be placed in the Adult Protective Services program and assist with investigations when able. The cost of this position is expected to be offset by a savings of vacant budgeted positions in 2023.

PRIORITY: Desired (dropdown menu for priority)

DESCRIBE THE PRIORITY LEVEL:

| BUDGET IMPACT: | | |
|---|---|---|
| EXPENSES: | $ 98,334.40 | (What is the total budgetary impact of this request?) |
| REVENUE: | $ 98,334.40 | (Are there revenues available for this expansion request?) |
| TAX LEVY REQUESTED: | $ - | (Formula taking the difference between Expense and Revenue) |
| REVENUE SOURCE IS GUARANTEED: | Yes No N/A | |

NEW POSITIONS REQUESTED: (List all of the new positions, including position changes, that are requested)

| Position Title | Position Expenses | PCR Form |
|---|---|---|
| Social Worker II - APS | $ 98,334 | PCR 1 |

STRATEGIC PLAN AND STRATEGIC OBJECTIVES:

Strategic Goal: Enhance safety for at-risky populations.
Objective: Evaluate and prepare for growth in aging population.

OTHER CONSIDERATIONS:

Add additional information if needed. Do not go over 1 page.

Attachment: Human Services Budget Report (2023 Recommended Budget Discussion)

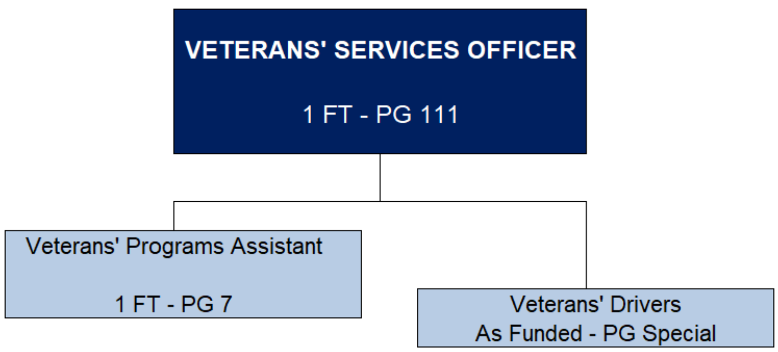
# Veterans' Services

Budget Report

## Mission

Our mission is to serve Ozaukee County veterans and their families by informing them of and assisting them in obtaining the federal, state and local benefits they have earned.

**VETERANS' SERVICES**
ORGANIZATIONAL CHART




## Programs and Services

Our office informs veterans of various benefits and the specific eligibility criteria for each. We assist veterans in completing benefit applications and in compiling the supporting documentation necessary for successful adjudication of each claim.

Our office coordinates a transportation program for veterans who need assistance getting to/from medical appointments at the Veterans Hospital in Milwaukee. There is a nominal charge for this service.

We coordinate the countywide decoration of veterans' graves prior to Memorial Day each year. The county provides the flags, as well as the flag holders.

We will also assist you in recording your military discharge papers or obtaining them in the event you have misplaced them.

## Strategic Objectives

1. Ozaukee County Veterans Service Office (OCVSO) will continue to provide timely and efficient services to the 4,500+ veterans and their families in Ozaukee County. We will continue assisting veterans to learn about, apply for and obtain benefits available through the United States Department of Veterans Affairs and the Wisconsin Department of Veterans Affairs as well as applicable local, municipal and county services. The office will continue to coordinate with the Aging and Disability Resource Center and Dementia Care Center to provide information regarding benefits and services to Ozaukee County veterans and surviving spouses. These services include emergency financial assistance, crisis intervention, transportation assistance and other services as needed.

2. OCVSO will continue to conduct outreach to local veterans and to encourage them to apply for benefits according to their eligibility. We will continue to conduct home visits to those veterans unable to meet us in the office, whether they are in a nursing home, assisted living facility or otherwise housebound. The office will also continue to keep extended hours when requested to accommodate schedules of working veterans and their family members. OCVSO will continue outreach efforts through speaking at various public engagements, attending local VSO meetings, and distributing benefit informational handouts and posters. OCVSO will continue to utilize alternate media sources such as the WICVSOA Forum, RAO Bulletin, VSO periodicals and WDVA updates to learn about current veterans benefits issues in order to better prepare to advocate at the state and federal levels for extension, continuation and/or restoration of veterans benefits here in Wisconsin.

3. OCVSO will continue to provide transportation service to assist veterans in getting to and from their VA medical appointments. In addition, the office will continue to provide emergency financial assistance to veterans in need, through the Veteran Service Commission fund, on a case-by-case basis.

4. OCVSO will continue to coordinate with local Veteran Service Organizations to enhance the awareness and appreciation of the sacrifices veterans have made on behalf of our country and the freedoms we enjoy. Three Ozaukee County high schools now conduct Veterans Day ceremonies, as well as several middle and elementary schools. OCVSO will continue to coordinate and host the American Legion Youth Government Day each spring.

5. OCVSO will actively participate in training opportunities in order to maintain appropriate USDVA, WDVA and other VSO accreditations.

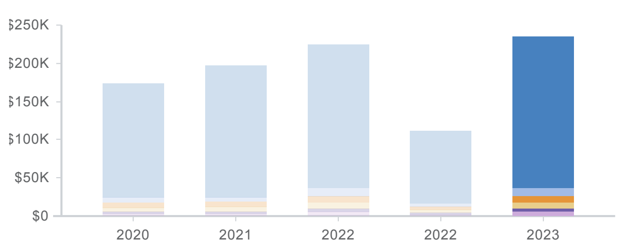
## Budget Highlights

The Veterans' Services Current Service Level Budget increases tax levy by $10,596 or 5.2% over the FY 2022 Adopted tax levy. Revenues do not change from the prior year budget. All of the increase in levy is due to expenditure increases. Interdepartmental Charges increase $333 for increased IT charges. Salaries and Benefits make up the rest of the increase. The $10,263 increase (or 5.5%) is within normal budgetary increase limits.

**Veterans' Services - Tax Levy**

| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| **Revenues** | $25,405 | $18,100 | $21,550 | $20,104 | $21,550 |
| **Expenses** | $174,048 | $197,081 | $224,334 | $111,598 | $234,930 |
| **REVENUES LESS EXPENSES** | **-$148,643** | **-$178,981** | **-$202,784** | **-$91,494** | **-$213,380** |

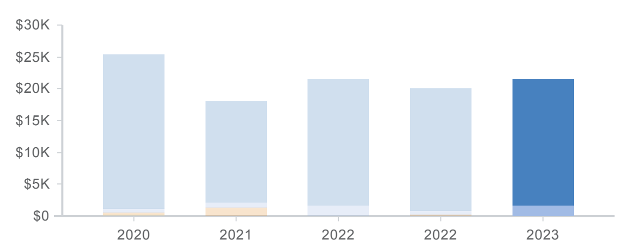
**Veterans' Services - Expenses by Type**




**$234,929.72**

Expenses in 2023

**Veterans' Services - Revenues by Type**




**$21,550.08**

Revenues in 2023

**Veterans' Services - Expenses by Type**

| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| Grants | $3,385 | $2,520 | $5,000 | $1,468 | $5,000 |
| Interdepartmental Charges | $6,478 | $6,774 | $8,273 | $4,579 | $8,606 |
| Other Expenses | $5,339 | $6,586 | $7,500 | $4,938 | $7,500 |
| Purchased Services | $1,734 | $2,076 | $3,940 | $1,356 | $3,940 |
| Salaries & Fringe Benefits | $149,914 | $172,776 | $187,721 | $101,382 | $197,983 |
| Supplies under $5,000 | $843 | $1,023 | $1,100 | $957 | $1,100 |
| Travel/Mileage/Conference&Meetings | $6,356 | $5,327 | $10,800 | $4,218 | $10,800 |
| TOTAL | **$174,048** | **$197,081** | **$224,334** | **$118,898** | **$234,930** |

**Veterans' Services - Revenues by Type**

| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| Interest | $122 | $15 | $50 | $27 | $50 |
| Intergovernmental Rev (State, Federal, Local) | $24,206 | $16,014 | $20,000 | $19,300 | $20,000 |
| Other (Donations/One-time/Misc) | $307 | $1,371 | $0 | $200 | $0 |
| Public Charges for County Services | $770 | $700 | $1,500 | $590 | $1,500 |
| TOTAL | **$25,405** | **$18,100** | **$21,550** | **$20,117** | **$21,550** |

## Veterans' Services CIP Request

There are no CIP requests planned in the next five years.

## Position Changes

2023 Proposed Budget: No Changes

2022 Adopted Budget: PT position changed to FT

2021 Adopted Budget: No Changes

# Public Health

Budget Report

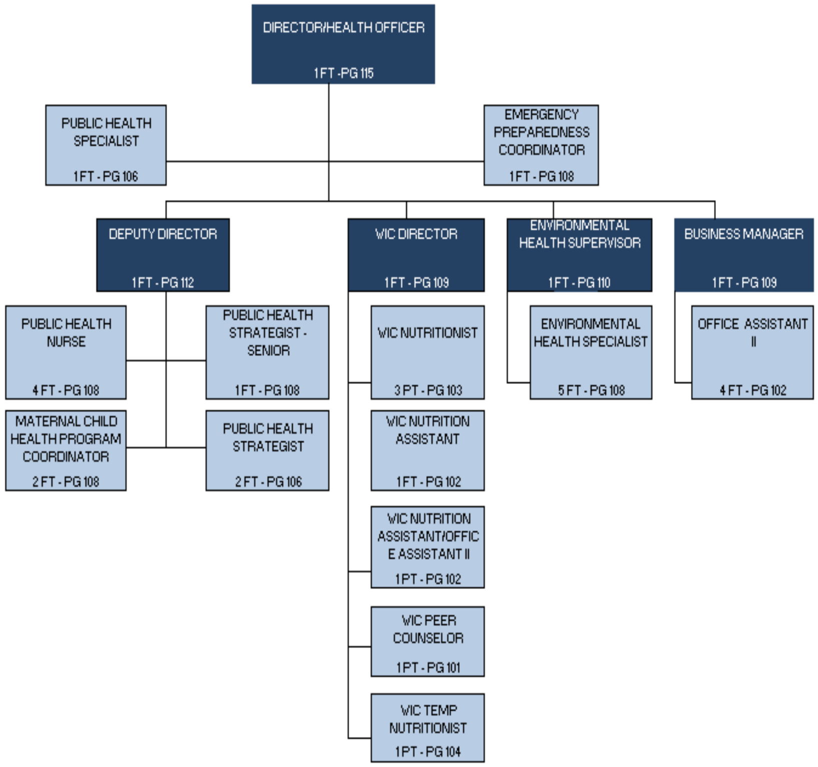
## Mission

The mission of Washington Ozaukee Public Health Department is to improve the quality of life by promoting, protecting, and enhancing the health and well-being of the public.  The 10 Essential Public Health Services guide our daily work and remind us of the responsibilities we, as the public health department, have to our community in protecting and promoting health. We extend deep appreciation to all of our community partners who work diligently with us to sustain and improve the health of Washington County and Ozaukee County residents.

What We Do:

1. Assess and monitor population health status, factors that influence health, and community needs and assets
2. Investigate, diagnose, and address health problems and hazards affecting the population
3. Communicate effectively to inform and educate people about health, factors that influence it, and how to improve it
4. Strengthen, support, and mobilize communities and partnerships to improve health
5. Create, champion, and implement policies, plans, and laws that impact health
6. Utilize legal and regulatory actions designed to improve and protect the public's health
7. Assure an effective system that enables equitable access to the individual services and care needed to be healthy
8. Build and support a diverse and skilled public health workforce
9. Improve and innovate public health functions through ongoing evaluation, research, and continuous quality improvement
10. Build and maintain a strong organizational infrastructure for public health

**PUBLIC HEALTH**
ORGANIZATIONAL CHART




## Programs and Services

Women, Infants, and Children (WIC) - WIC provides supplemental nutrition and breastfeeding information as well as nutritious foods to income eligible women and their children up to the age of 5.

Food Safety Restaurant and Lodging Inspections - Act as agent of the State for issuing licenses, making investigations and conducting inspections of facilities regulated by the Bureau of Food and Recreational Businesses (BFRB)

Grants Funded Programs (when federal and state funds become available - Some of the current grant funded programs include the following: CDC Cancer, Beach Monitoring, Bioterrorism, Tobacco Control, Radon, and lead.

## Budget Highlights

The Public Health Current Service Level Budget holds the Ozaukee County Tax Levy flat for 2022. The Washington County revenue is also held flat for 2022. Strong fund balances and Federal funding will continue to provide sufficient funding for the department. There are several position canges for 2023, but most of them are just title changes.

**Public Health - Tax Levy**

| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| **Revenues** | $3,410,779 | $3,243,578 | $2,603,122 | $1,155,231 | $2,543,900 |
| **Expenses** | $3,478,609 | $3,612,881 | $3,151,502 | $1,646,797 | $3,095,291 |
| REVENUES LESS EXPENSES | **-$67,829** | **-$369,303** | **-$548,380** | **-$491,566** | **-$551,391** |

**Expansion Request**

Change Office Assistant II to Billing Specialist:

The Public Health Department currently has 4 Office Assistant II positions, two located in each County. As a result of the fact that Ozaukee County is the fiscal agent for the department, the vast majority of our billing goes through the Ozaukee office. One of the Office Assistants in the Ozaukee office is more heavily involved in the AR/AP processes for the PH department than the other Office Assistants, and handles all of the department's Medicare/Medicaid billing and should be compensated at a higher rate to reflect the more challenging nature of her work. This position is currently funded by the tax levy, but a portion of it is typically also charged to various grants if there is money available, to offset levy costs.

The Public Health Department has seen significant changes in workload requirements and staffing throughout the past several years, and is actively working on a new strategic plan that will reflect the changing needs of our community. One area that has already been identified is a need for continued improvement of departmental purchasing and medical billing processes to support our current and future revenue streams, and staff who have the knowledge and expertise to reliably perform these functions as the department moves forward.

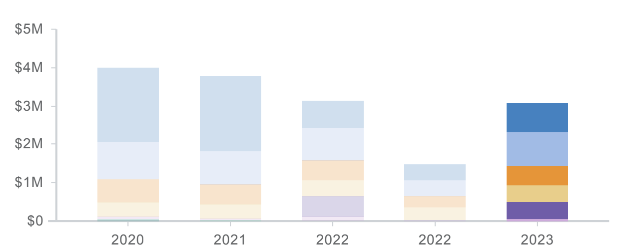
The budget impact of this request is $3,300.

**Position Requests**

1. Public Health Social Worker change to Maternal Child Health Program Coordinator
2. Public Health Nurse change to Maternal Child Health Program Coordinator
3. WIC Project Nutritionist change to WIC Nutritionist
4. WIC Diabetic Tech change to WIC Nutritionist

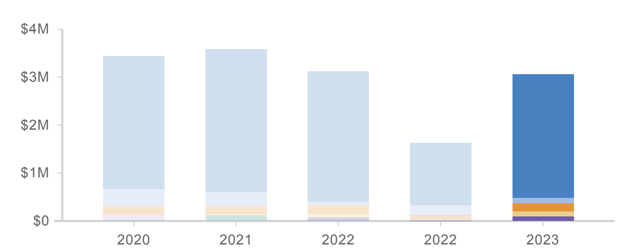
There is no budget impact on these title only position changes.

**Public Health -Revenues**




**$3,064,601.96**
Revenues in 2023

**Public Health - Expenses by Type**




**$3,064,601.70**
Expenses in 2023

# Total Department Budget Summary

The sections below show the total combined department budget summary across all programs and services.

**Public Health - Expenses by Type**

| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| Equipment & Software | $0 | $82,089 | $0 | $5,990 | $0 |
| Interdepartmental Charges | $4,457 | $5,141 | $5,900 | $1,659 | $7,600 |
| Operating Transfers Out | $120,000 | $0 | $0 | $0 | $0 |
| Other Expenses | $362,490 | $298,272 | $94,909 | $220,622 | $104,467 |
| Purchased Services | $153,794 | $163,425 | $153,423 | $67,213 | $165,638 |
| Salaries & Fringe Benefits | $2,803,349 | $3,001,473 | $2,740,626 | $1,316,920 | $2,619,477 |
| Supplies under $5,000 | $24,838 | $40,017 | $98,377 | $26,367 | $126,773 |
| Travel/Mileage/Conference&Meetings | $9,682 | $22,465 | $58,268 | $8,027 | $71,335 |
| TOTAL | $3,478,609 | $3,612,881 | $3,151,502 | $1,646,797 | $3,095,291 |

**Public Health - Revenues by Type**

| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| Fund Balance Applied (Budget Only) | $0 | $0 | $557,167 | $0 | $423,210 |
| Interdepartmental Revenue for County Services | $20,000 | $20,000 | $17,070 | $11,667 | $20,000 |
| Intergovernmental Revenue for County Services | $975,324 | $864,269 | $847,180 | $409,840 | $866,060 |
| Intergovernmental Rev (State, Federal, Local) | $1,937,947 | $1,937,529 | $697,175 | $387,608 | $758,287 |
| Licenses & Permits | $386,621 | $396,979 | $405,530 | $327,570 | $435,653 |
| Other (Donations/One-time/Misc) | $29,182 | $13,601 | $1,000 | $13,528 | $500 |
| Public Charges for County Services | $61,705 | $11,201 | $78,000 | $5,020 | $40,190 |
| TOTAL | $3,410,779 | $3,243,578 | $2,603,122 | $1,155,231 | $2,543,900 |

# Public Health CIP Requests

There are no CIP requests planned over the next 5 year period.

# Position Changes

2023 Proposed Budget:

1. Title Change - Public Health Social Worker change to Maternal Child Health Program Coordinator
2. Title Change - Public Health Nurse change to Maternal Child Health Program Coordinator
3. Title Change - WIC Project Nutritionist change to WIC Nutritionist
4. Title Change - WIC Diabetic Tech change to WIC Nutritionist
5. Upgrade and Title Change - Office Assistant II to Billing Specialist. Paygrade change from 102 to 104. Net budget impact $3,300.

2022 Adopted Budget: No Changes

# OZAUKEE COUNTY EXPANSION REQUEST

| | |
|---|---|
| DEPARTMENT: | Public Health |
| DIVISION OR PROGRAM: | Admin |
| REQUEST TITLE: | Change Office Assistant II to Billing Specialist |

REQUEST DESCRIPTION:

The Public Health Department currently has 4 Office Assistant II positions, two located in each County. As a result of the fact that Ozaukee County is the fiscal agent for the department, the vast majority of our billing goes through the Ozaukee office. One of the Office Assistants in the Ozaukee office is more heavily involved in the AR/AP processes for the PH department than the other Office Assistants, and handles all of the department's Medicare/Medicaid billing and should be compensated at a higher rate to reflect the more challenging nature of her work. This position is currently funded by the tax levy, but a portion of it is typically also charged to various grants if there is money available, to offset levy costs.

PRIORITY: Desired (dropdown menu for priority)

DESCRIBE THE PRIORITY LEVEL:

| BUDGET IMPACT: | | |
|---|---|---|
| EXPENSES: | $ 3,296.94 | (What is the total budgetary impact of this request?) |
| REVENUE: | $ - | (Are there revenues available for this expansion request?) |
| TAX LEVY REQUESTED: | $ 3,296.94 | (Formula taking the difference between Expense and Revenue) |
| REVENUE SOURCE IS GUARANTEED: | Yes No N/A | |

NEW POSITIONS REQUESTED: (List all of the new positions, including position changes, that are requested)

| Position Title | Position Expenses | PCR Form |
|---|---|---|
| Billing Specialist | | PCR 5 - Billing Specialist |

STRATEGIC PLAN AND STRATEGIC OBJECTIVES:

The Public Health Department has seen significant changes in workload requirements and staffing throughout the past several years, and is actively working on a new strategic plan that will reflect the changing needs of our community. One area that has already been identified is a need for continued improvement of departmental purchasing and medical billing processes to support our current and future revenue streams, and staff who have the knowledge and expertise to reliably perform these functions as the department moves forward.

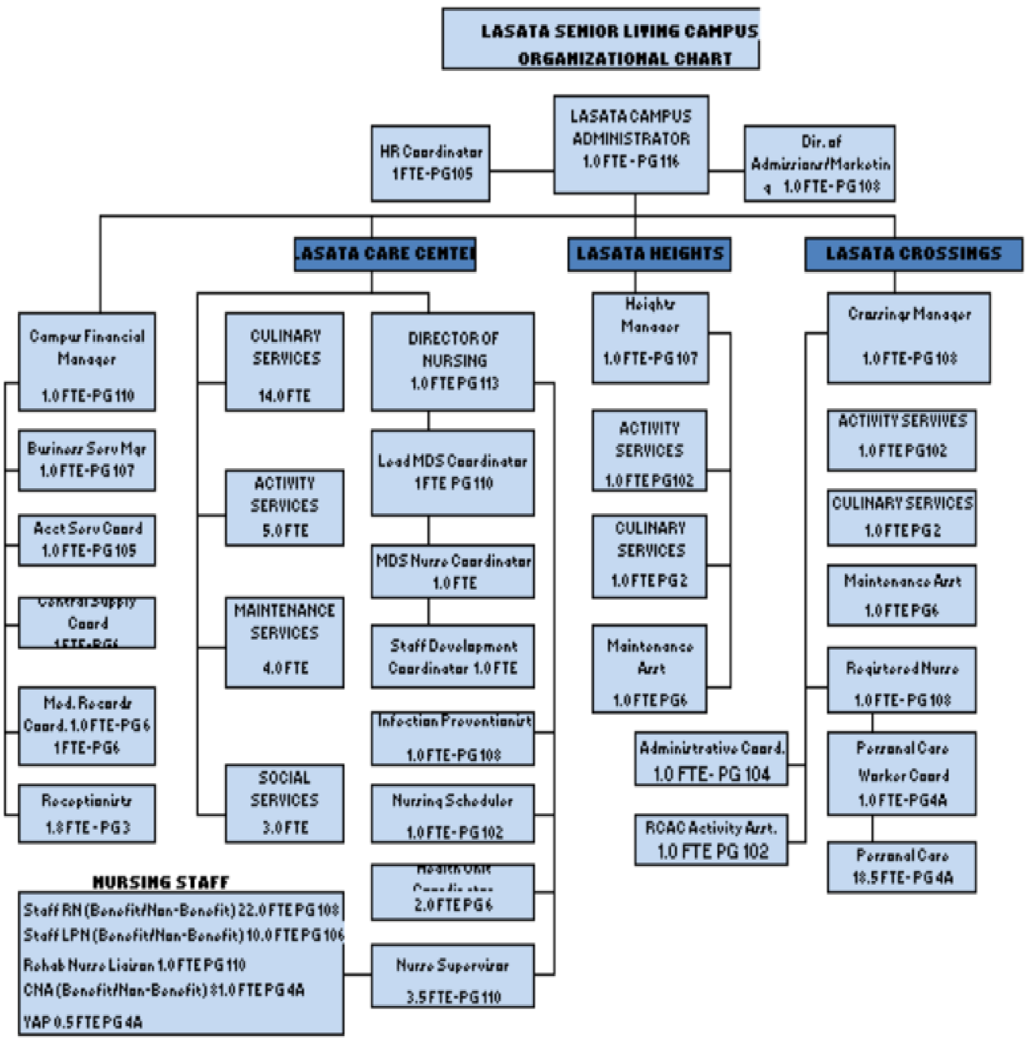
OTHER CONSIDERATIONS:

# Lasata Senior Living Campus

Budget Report

## Mission

Our Mission: The Lasata Senior Living Campus is committed to serving our residents and tenants by supporting their personal, social, spiritual and medical choices, while preserving their dignity, individuality and independence.




Attachment: Lasata Senior Living Campus Budget Report (2023 Recommended Budget Discussion)

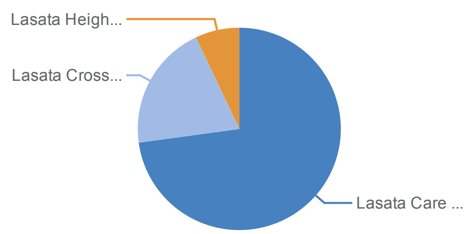
## Programs & Services

Lasata Heights - Senior apartments for independent living for those over the age of 62. Lasata Heights, our independent senior apartments, offers numerous amenities including some newly renovated apartments, meal program and social, recreational, educational and spiritual programs to provide tenants the opportunity to participate in a wide variety of leisure activities including community trips. On-site beauty and barber shop, fitness center and banking services also available along with underground parking. 24 hour emergency call response, secured entrance and daily check-in provided to keep you safe. Ability to receive therapy services, if needed, are also available on campus.

Lasata Crossings - Assisted living facility consisting of 60 beds for those in need of various types of assistance with their daily lives. At Lasata Crossings we provide the support you need by offering different levels of services. As your needs may increase, the full time registered nurse and housing manager will assess and put in place the various services required to keep you safe, healthy and comfortable in your home as long as it is appropriate. Lasata Crossings offers 3 delicious meals per day with several food choices to satisfy your preferences. Weekly housekeeping and linen service, weekly assistance with showering or a whirlpool spa and assistance with dressing and personal care as needed are available. Assisted living tenants will enjoy an active social program including Wi-Fi, special entertainment, community trips, on-site banking, along with fitness and wellness center, beauty shop, library and computer center. On site therapy and podiatry services are available if needed. Onsite wellness screenings are included.

Lasata Care Center - the Care Center is a recently renovated 120-bed rehabilitation and skilled care nursing facility that provides various services. The Care Center offers a full range of skilled services including physical, occupational and speech therapy. Residents admitted for short term stays will enjoy amenities including private rehabilitation suites when available, in addition to complimentary cable TV and Wi-Fi, in room private phones, whirlpool baths and private and public lounges. We offer delicious and nutritious hot meals and snacks individualized to meet your needs and preferences. Social activities for short term stays are designed to engage you in the things that you enjoy or want while recuperating. The campus provides beautiful outdoor spaces including gazebo, walking trails and gardens.

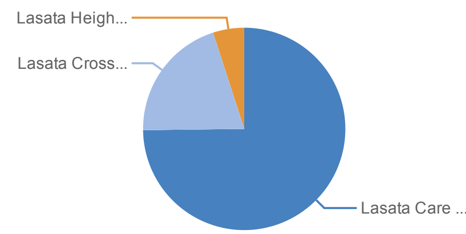
**Lasata Senior Living Campus - Expenses by Facility**




**$10,754,635.56**

Expenses in 2022

**Lasata Senior Living Campus - Revenues by Facility**




**$8,666,198.65**

Revenues in 2022

The Lasata Care Center is the largest operation of the entire campus, and requires the largest number of positions. Since the Heights involves indepedent seniors there are fewer expenses after dining, activities, utilities, administration, etc. The Crossings provides more intensive services than the Heights and therefore requires more expenses. However, the Crossings does not really need the intensive services of a rehabilitation facility.

All three facilities are operated as enterprise funds, which just means that they are operated as if they are business entitites. Therefore, county tax levy or reserves is typically not used to support the operations of the Lasata Senior Living Campus unless absolutely required to continue operations. All revenues generated between the three facilities are used to pay for the expenses to operate the facilities. Primary revenues for the facilities is user fees paid by residents (actual revenue sources vary depending on a residents income level)

## Performance Metrics

**Lasata Senior Campus** — OzMETRICS

| Performance Metrics | FY 19 | FY 2020 |
|---|---|---|
| **Lasata Senior Living** | | |
| Payer Mix % - Medicaid | 60% | 61% |
| Payer Mix - Medicaid Bed Days | 26,230 | 22,268 |
| Payer Mix % - Skilled Rehab | 16% | 17% |
| Payer Mix - Skilled Rehab Bed Days | 6,852 | 6,198 |
| Payer Mix % - Private Pay | 25% | 22% |
| Payer Mix - Private Pay Bed Days | 10,822 | 8,940 |
| Budgeted Bed Day % - Medicaid | 89% | 58% |
| Budgeted Bed Day % - Private Pay | 97% | 22% |
| Budgeted Bed Day % - Skilled Rehab | 106% | 16% |
| Budgeted Bed Day % - Total | 93% | 96% |
| Overtime $ Amount | $334,576 | $675,055 |
| Pool Expense - Care Center | $249,360 | $363,994 |

## Budget Highlights

The Lasata Care Center Current Service Level Budget does not use tax levy and is balanced. The Care Center does not include a $50,000 PILOT to the County General Fund.

There are four position changes requested during the 2023 budget process:
1. Rehab Nurse (108 step 5 to 110 step 2) Increase $4,014
2. Activity Assistant (PG4 step 5 to 102 step 5) Increase $5,471
3. Activity Assistant and Volunteer Coordinator (102 step 4 to 103 step 5) Increase $5,280
4. Infection Preventionist (109 step 10 down to 108 step 5) Decrease $17,655

**Lasata Care Center - Tax Levy**

| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| **Revenues** | $15,958,210 | $12,718,177 | $14,637,989 | $6,485,521 | $14,174,409 |
| **Expenses** | $15,503,374 | $14,106,910 | $14,637,989 | $7,361,953 | $14,174,409 |
| REVENUES LESS EXPENSES | **$454,836** | **-$1,388,734** | **$0** | **-$876,433** | **$0** |

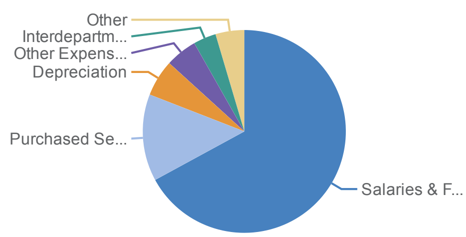
**Lasata Heights - Tax Levy**

| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| **Revenues** | $899,517 | $885,468 | $790,665 | $489,835 | $850,659 |
| **Expenses** | $716,485 | $707,309 | $790,664 | $1,038,691 | $850,658 |
| REVENUES LESS EXPENSES | **$183,032** | **$178,159** | **$0** | **-$548,857** | **$0** |

**Lasata Crossings - Tax Levy**

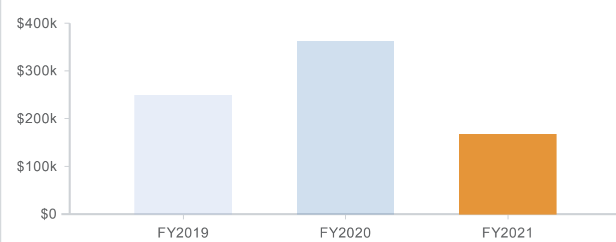
| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| **Revenues** | $3,164,297 | $3,153,573 | $3,306,559 | $1,980,028 | $3,596,525 |
| **Expenses** | $2,965,854 | $3,007,298 | $3,306,559 | $2,383,336 | $3,596,525 |
| REVENUES LESS EXPENSES | **$198,444** | **$146,276** | **$0** | **-$403,308** | **$0** |

**CA - Lasata Care Center - Expenses**



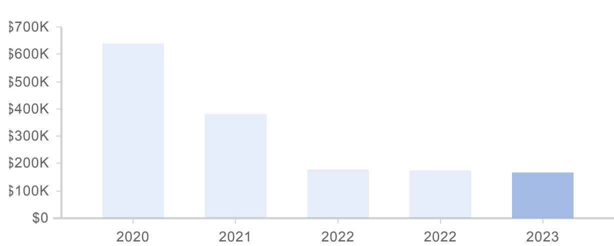

**$14,174,409.29**
Expenses in 2023

**Pool Expense - CareCenter**



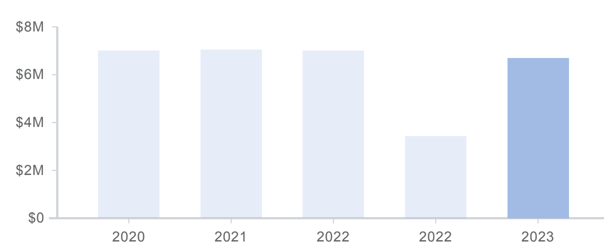

**$167,490.43**
Year in FY2021

**Lasata Care Center - Overtime**




**$168,383.04**
Expenses in 2023

**Lasata Care Center - Regular Salaries**




**$6,694,655.77**
Expenses in 2023

Attachment: Lasata Senior Living Campus Budget Report (2023 Recommended Budget Discussion)

### Lasata Care Center - Expenses by Type

| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| Buildings | $0 | $0 | $20,000 | $1,059 | $45,000 |
| Debt Service | $232,567 | $219,425 | $209,900 | $162,953 | $126,800 |
| Depreciation | $815,521 | $807,983 | $828,000 | $272,250 | $828,000 |
| Equipment & Software | $0 | $0 | $120,000 | $66,988 | $90,000 |
| Interdepartmental Charges | $425,404 | $485,943 | $522,273 | $268,348 | $513,248 |
| Operating Transfers Out | $50,000 | $50,000 | $0 | $0 | $0 |
| Other Expenses | $891,999 | $112,278 | $754,228 | $427,713 | $714,328 |
| Purchased Services | $2,207,851 | $1,912,931 | $1,938,804 | $1,011,357 | $1,962,890 |
| Salaries & Fringe Benefits | $10,316,300 | $10,027,252 | $9,828,933 | $4,926,959 | $9,506,093 |
| Supplies under $5,000 | $561,491 | $487,504 | $545,850 | $223,021 | $513,050 |
| Contra Capital (Proprietary Funds) | $0 | $0 | -$140,000 | $0 | -$135,000 |
| Travel/Mileage/Conference&Meetings | $2,240 | $3,595 | $10,000 | $1,306 | $10,000 |
| TOTAL | **$15,503,374** | **$14,106,910** | **$14,637,989** | **$7,361,953** | **$14,174,409** |

### Lasata Care Center - Revenues by Type

| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| Interest | $17 | $0 | $0 | $24 | $0 |
| Operating Transfers In | $526,479 | $583,716 | $686,376 | $686,376 | $783,509 |
| Other (Donations/One-time/Misc) | $4,370,987 | $2,236,923 | $1,459,650 | $797,333 | $1,459,650 |
| Public Charges for County Services | $11,060,727 | $9,897,537 | $12,491,963 | $5,001,788 | $11,931,250 |
| TOTAL | **$15,958,210** | **$12,718,177** | **$14,637,989** | **$6,485,521** | **$14,174,409** |

### Lasata Heights - Expenses by Type

| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| Buildings | $0 | $0 | $15,000 | $578,587 | $75,000 |
| Depreciation | $225,038 | $224,776 | $223,000 | $73,502 | $223,000 |
| Equipment & Software | $0 | $0 | $75,000 | $33,549 | $0 |
| Interdepartmental Charges | $11,525 | $12,199 | $24,792 | $8,605 | $15,492 |
| Other Expenses | $38,931 | $19,436 | $32,786 | $46,613 | $47,486 |
| Purchased Services | $106,368 | $130,245 | $148,822 | $87,021 | $154,549 |
| Salaries & Fringe Benefits | $277,353 | $269,981 | $304,415 | $188,741 | $353,132 |
| Supplies under $5,000 | $57,271 | $50,672 | $55,850 | $22,074 | $56,000 |
| Contra Capital (Proprietary Funds) | $0 | $0 | -$90,000 | $0 | -$75,000 |
| Travel/Mileage/Conference&Meetings | $0 | $0 | $1,000 | $0 | $1,000 |
| TOTAL | **$716,485** | **$707,309** | **$790,664** | **$1,038,691** | **$850,658** |

### Lasata Heights - Revenues by Type

| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| Other (Donations/One-time/Misc) | $2,873 | $3,026 | $1,100 | $2,523 | $1,000 |
| Public Charges for County Services | $896,644 | $882,442 | $789,565 | $487,312 | $849,659 |
| TOTAL | **$899,517** | **$885,468** | **$790,665** | **$489,835** | **$850,659** |

### Lasata Crossings - Expenses by Type

| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| Buildings | $0 | $0 | $25,000 | $0 | $5,000 |
| Debt Service | $244,121 | $225,621 | $173,425 | $154,450 | $173,425 |
| Depreciation | $352,929 | $343,677 | $365,900 | $121,137 | $365,900 |
| Equipment & Software | $0 | $0 | $25,000 | $5,826 | $15,000 |
| Interdepartmental Charges | $44,785 | $46,925 | $99,457 | $32,737 | $56,051 |
| Operating Transfers Out | $526,479 | $583,716 | $686,376 | $686,376 | $783,509 |
| Other Expenses | $84,207 | -$28,575 | $86,479 | $71,437 | $105,479 |
| Purchased Services | $214,014 | $259,100 | $256,901 | $187,230 | $332,376 |
| Salaries & Fringe Benefits | $1,348,516 | $1,432,992 | $1,486,221 | $1,012,987 | $1,607,786 |
| Supplies under $5,000 | $150,802 | $143,841 | $150,800 | $111,157 | $171,000 |
| Contra Capital (Proprietary Funds) | $0 | $0 | -$50,000 | $0 | -$20,000 |
| Travel/Mileage/Conference&Meetings | $0 | $0 | $1,000 | $0 | $1,000 |
| TOTAL | **$2,965,854** | **$3,007,298** | **$3,306,559** | **$2,383,336** | **$3,596,525** |

### Lasata Crossings - Revenues by Type

| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| **Interest** | $0 | $0 | $0 | $0 | $0 |
| **Other (Donations/One-time/Misc)** | $139,133 | $70,268 | $2,000 | $3,272 | $2,000 |
| **Public Charges for County Services** | $3,025,164 | $3,083,305 | $3,304,559 | $1,976,756 | $3,594,525 |
| TOTAL | **$3,164,297** | **$3,153,573** | **$3,306,559** | **$1,980,028** | **$3,596,525** |

# Lasata CIP Requests

### Lasata Campus - Capital Expenses

| | 2020 Actual | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Budget |
|---|---|---|---|---|---|
| **Buildings** | | | | | |
| Buildings | | | | | |
| Building Improvements | $0 | $0 | $60,000 | $333,661 | $125,000 |
| BUILDINGS TOTAL | **$0** | **$0** | **$60,000** | **$333,661** | **$125,000** |
| BUILDINGS TOTAL | **$0** | **$0** | **$60,000** | **$333,661** | **$125,000** |
| **Equipment & Software** | | | | | |
| Equipment & Software | | | | | |
| Moveable Equipment | $0 | $0 | $160,000 | $89,612 | $0 |
| Computer Equipment & Software +$5,000 | $0 | $0 | $20,000 | $15,208 | $100,000 |
| Furniture | $0 | $0 | $40,000 | $0 | $5,000 |
| ME-Open Sky Cell Sites | $0 | $0 | $0 | $1,542 | $0 |
| EQUIPMENT & SOFTWARE TOTAL | **$0** | **$0** | **$220,000** | **$106,362** | **$105,000** |
| EQUIPMENT & SOFTWARE TOTAL | **$0** | **$0** | **$220,000** | **$106,362** | **$105,000** |
| TOTAL | **$0** | **$0** | **$280,000** | **$440,023** | **$230,000** |

**DEPARTMENT:** Lasata Care Center

| PROJECT NAME | STRATEGIC OBJECTIVE | PRIMARY SOURCE OF FUNDING | FUNDING COMMENT | 2023 | 2024 | 2025 | 2026 | 2027 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| normal replacement of electronics, furniture, equipme | | Other (explain in comments) | | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| | | Other (explain in commer | enterprise funds | | | | | | - |

PROJECT DESCRIPTION:
covers normal replacement of electronics, equipment, furniture and building maintenance

**PRIORITY: ongoing** Required

| PROJECT NAME | STRATEGIC OBJECTIVE | PRIMARY SOURCE OF FUNDING | FUNDING SOURCE COMMENT | 2023 | 2024 | 2025 | 2026 | 2027 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| Replace Nurse Call system | | Other (explain in comments) | | 80,000 | | | | | 80,000 |
| | | Other (explain in comme | enterprise funds | | | | | | - |

**PROJECT DESCRIPTION:**

**PRIORITY:** Desired

| PROJECT NAME | STRATEGIC OBJECTIVE | PRIMARY SOURCE OF FUNDING | FUNDING SOURCE COMMENT | 2023 | 2024 | 2025 | 2026 | 2027 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| Pave and Seal Roadways | maintenance | Other (explain in comments) | | 25,000 | | | | | 25,000 |
| | | Other (explain in comme | enterprise funds | | | | | | - |

PROJECT DESCRIPTION:

**PRIORITY:** Desired

| PROJECT NAME | STRATEGIC OBJECTIVE | PRIMARY SOURCE OF FUNDING | FUNDING SOURCE COMMENT | 2023 | 2024 | 2025 | 2026 | 2027 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| Tuckpointing | | Other (explain in comments) | | | 25,000 | 25,000 | 25,000 | | 75,000 |
| | | Other (explain in comme | enterprise funds | | | | | | - |

PROJECT DESCRIPTION:

**PRIORITY:** Desired

| PROJECT NAME | STRATEGIC OBJECTIVE | PRIMARY SOURCE OF FUNDING | FUNDING SOURCE COMMENT | 2023 | 2024 | 2025 | 2026 | 2027 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| replace whirlpool tub 2W | replace | Other (explain in comments) | | | 60,000 | | | | 60,000 |
| | | Other (explain in comme | enterprise funds | | | | | | - |

PROJECT DESCRIPTION:

**PRIORITY:** Desired

| PROJECT NAME | STRATEGIC OBJECTIVE | PRIMARY SOURCE OF FUNDING | FUNDING SOURCE COMMENT | 2023 | 2024 | 2025 | 2026 | 2027 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| replace conveyor dishwasher | save repairs single unit | Other (explain in comments) | | | 80,000 | | | | 80,000 |
| | | Other (explain in comme | enterprise funds | | | | | | - |

PROJECT DESCRIPTION:

**PRIORITY:** Required

**DEPARTMENT:** Lasata Crossings

| PROJECT NAME | STRATEGIC OBJECTIVE | PRIMARY SOURCE OF FUNDING | FUNDING COMMENT | 2023 | 2024 | 2025 | 2026 | 2027 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| replace computers furn carpet | | Other (explain in comments) | | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 100,000 |
| | | Other (explain in comments) | enterprise funds | | | | | | - |

PROJECT DESCRIPTION:

Instructions: You are not really justifying your project at this time. The purpose of this form is to give decision-makers an idea of what will need to be considered in the next 5 years. Anywhere from 1-5 sentences should suffice. You can focus on 1 sentence each for: an overview; the problem; solutions/proposal; challenges or opportunities; etc. For those requesting projects through the RFP process that is where you will provide as much information as you can to justify your project.

**PRIORITY:** Desired

| PROJECT NAME | STRATEGIC OBJECTIVE | PRIMARY SOURCE OF FUNDING | FUNDING SOURCE | 2023 | 2024 | 2025 | 2026 | 2027 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| pave seal drives and lots | | Tax Levy (Budget Process) | | | 25,000 | | | | 25,000 |
| | | Other (explain in commen | enterprise funds | | | | | | - |

**PROJECT DESCRIPTION:**

**PRIORITY:** Required

**DEPARTMENT:** Lasata Heights

| PROJECT NAME | STRATEGIC OBJECTIVE | PRIMARY SOURCE OF | FUNDING COMMENT | 2023 | 2024 | 2025 | 2026 | 2027 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| Replace Apt Carpet as needed | | Other (explain in comments) | | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 75,000 |
| | | Other (explain in comments | enterprise funds | | | | | | - |

PROJECT DESCRIPTION:

**PRIORITY:** Desired

| PROJECT NAME | STRATEGIC OBJECTIVE | PRIMARY SOURCE OF | FUNDING SOURCE | 2023 | 2024 | 2025 | 2026 | 2027 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| Replace attic sprinklers | | Other (explain in comments) | | 60,000 | | | | | 60,000 |
| | | Other (explain in commen | enterprise funds | | | | | | - |

**PROJECT DESCRIPTION:**

**PRIORITY:** Required

| PROJECT NAME | STRATEGIC OBJECTIVE | PRIMARY SOURCE OF | FUNDING SOURCE | 2023 | 2024 | 2025 | 2026 | 2027 | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| tuckpoint brick | | Other (explain in comments) | | | 25,000 | 25,000 | 25,000 | | 75,000 |
| repair chipping garage floor | | Other (explain in commen | enterprise funds | | 30,000 | | | | 30,000 |

PROJECT DESCRIPTION:

**PRIORITY:** Desired

# Health and Human Services Committee

## AGENDA INFORMATION SHEET

**AGENDA DATE:** **September 27, 2022**
**DEPARTMENT:** **Human Services Department**
**DIRECTOR:** **Liza Drake**
**PREPARER:** **Julie Winkelhorst**

**Agenda Summary** Public Hearing Notice

**ATTACHMENTS:**

- 2023.Public Notice Budget (PDF)

# **PUBLIC MEETINGS NOTICE**

# OZAUKEE COUNTY DEPARTMENT OF HUMAN SERVICES

## PUBLIC HEARING ON 2023 SERVICES AND BUDGET

RELATED TO THESE CONCERNS:

- ***Mental Health***
- ***Developmental and Physical Disabilities***
- ***SubstanceAbuse***
- ***Elder Abuse***
- ***Child Abuse/Youth Justice***
- ***Economic Support***
- ***Resources for the Elderly***

**TUESDAY, SEPTEMBER 27, 2022 -- 8:00 A.M.**
**Administration Center, Auditorium**
**121 W. Main Street, Port Washington**
**This hearing (Per Sec 46.23 (3)(am)2. of Wis. Statutes) will begin after the Budget Recommendations of the Health and Human Services Committee Meeting.**

*****

The Department of Human Services follows a policy of nondiscrimination.
For information call (262) 284-8200

# Health and Human Services Committee

## AGENDA INFORMATION SHEET

**AGENDA DATE:** **September 27, 2022**
**DEPARTMENT:** **Administrator**
**DIRECTOR:** **Jason Dzwinel**
**PREPARER:** **Jason Wittek**

**Agenda Summary** Award of Architect and Engineering Contract by Subrecipient Advocates of Ozaukee

BACKGROUND INFORMATION: Ozaukee County's CDBG CV 22-08 subrecipient Advocates of Ozaukee received three responsive and responsible proposals for the Architect and Engineering Services for the design of the Advocates Shelter Expansion. The CDBG program requires award of contract to the highest scoring proposal, based on the evaluation criteria in the Request for Proposals let on July 28, 2022 by Advocates.

**Please see below outlining the three proposals received:**

**#1 - Kueny Architects: $61,623. Scores: 90, 95,90**

**#2 - Distinctive Design: $88,300. Scores: 55, 15, 65.**

**#3 - Allume: $75,300. Scores: 85, 15, 65.**

ANALYSIS: Staff recommends approving subrecipient Advocates of Ozaukee's awarding to the highest scoring proposal by Kueny Architects in the amount of $61,623. This cost is within the approved estimate and grant budget of $71,500 for A/E Services, and is approximately 7% of the estimated project construction costs. Advocates of Ozaukee expects to execute the A/E contract shortly after this approval, and to begin construction later this fall/winter after design is complete. This contract is 100% funded by the CDBG-CV award.

FISCAL IMPACT:

Balance Current Year: $61,623     Next Year's Estimated Cost:

FUNDING SOURCE:

County Levy:    $0

Non-County Levy: $61,623

Indicate source: Community Development Block Grant - Coronavirus

RECOMMENDED MOTION: Approve Award of Architect and Engineering Services Contract by Subrecipient Advocates of Ozaukee to Kueny Architects in the lump sum amount of $61,623.

**ATTACHMENTS:**

- Intent to award letter_A-E_9-6-2022 FINAL (PDF)
- Kueny Architects Proposal (PDF)

NONE OF US ARE IMMUNE...BUT CHANGE AND HEALING DO HAPPEN. WE ARE BY YOUR SIDE.

Advocates
WORKING TO END DOMESTIC AND SEXUAL VIOLENCE

Business: 262.284.3577 | Fax: 262.284.4403

September 6, 2022

Kueny Architects LLC
10505 Corporate Drive Suite 100
Pleasant Prairie, WI 53158

Re: Notice of Intent to Award Architect/Engineering of the Advocates of Ozaukee Shelter Expansion

Dear Kueny Architects:

Please find this letter as Advocates of Ozaukee's Notice of Intent to Award Architect & Engineering Services for the Shelter Expansion to Kueny Architects in the Lump Sum Amount of $61,623, as the highest scoring responsive and responsible proposal submitted on August 25, 2022.

Please see the table below outlining the three proposals received:

| **Proposal #1 – Kueny Architects**<br>**Scores: 90,95,90** | **Proposal #2 – Distinctive Design**<br>**Scores: 55,15,65** | **Proposal #3 – Allume**<br>**Scores:85,15,65** |
|---|---|---|
| Lump Sum- $61,623 | Lump Sum - $88,300 | Lump Sum - $75,300 |

Ozaukee County's Human Service Board will meet on September 27, 2022. Upon approval of this proposal, a Notice of Award will be issued to Kueny Architects and the A/E contract will be executed. Advocates anticipates issuing this Notice of Award and to Proceed shortly after September 27.

Sincerely,

Barb Fischer

Barb Fischer
Executive Director

CC: Distinctive Design
Allume



P.O. Box 80166, Saukville, Wisconsin 53080 | info@advocates-oz.org | SUPPORT SERVICES – Toll free: 1.877.375.40
ADVOCATESOFOZAUKEE.COM

KUENY ARCHITECTS

# Advocates of Ozaukee, Inc.
# Grafton, Wisconsin

*Request for Proposal*
September 25, 2022

## Architectural and Engineering Design Services for Saukville Shelter Expansion

*under the*
Community Development Block Grant (CDBG-CV) Program

Kueny Architects, L.L.C.
10505 Corporate Drive, Suite 100
Pleasant Prairie, Wisconsin 53158

# Table of Contents

# 1) Letter of Interest

September 25, 2022

Advocates of Ozaukee, Inc.
2360 Dakota Drive
Grafton, WI 53024
Contact: Barbara Fischer, 262-284-3577
execdir@advocates-oz.org

**Attention:** **Advocates of Ozaukee Inc., Architectural and Engineering Services for Saukville Shelter Expansion**

Dear Selection Team,

Thank you for the opportunity to present our architectural/engineering services to Advocates of Ozaukee County, Inc. Enclosed, you will find our response to your Request for Proposal. **Over the 60+ years of work in our community and around the Midwest, our firm, Kueny Architects, L.L.C.** has delivered several Community Development Block Grant (CDBG) projects in Wisconsin. Some of our current and past CDBG projects In Washington and Ozaukee Counties include:

**Lasata Senior Living Campus** **Family Promise West Bend** **Shalom Center Shelter** **Washington County Government Center**

We understand Ozaukee County and Advocates of Ozaukee Inc. have secured the necessary funds and intend to expand the current two-story facility providing a single-story bedroom, bathroom, laundry addition, basement, and other improvements. Our ultimate goal is to improve the way you deliver your services to the County and maximize the available grant funding. I'm confident our team of experienced staff and consultants can provide the necessary design documents and oversight on time and within budget. I encourage you to contact any of our references listed in this response. Past clients can attest to our reputation for delivering high quality professional services. We look forward to discussing this proposal further.

Very Truly Yours,

John P. Wallenkamp, AIA ALA,
Partner

## 2) Understanding & Approach

**Project Understanding**

**The goal of this RFP** is to provide professional architectural and engineering remodeling services to design, bid, and oversee construction of an addition on to the existing two-story Emergency Shelter housing domestic and sexual violence victims in Ozaukee County. The Shelter expansion consists of adding the following additions and improvements, specifically,

**Main Floor:** ***Additions***

1) Laundry Room
2) Bathroom
3) Bedroom
4) Office
5) Children's Center Family Room

**Overall Building:** ***Improvements***

1) Remodel the existing Laundry Room and Children's Center in the basement into a pet kennel and exercise room.
2) Add a fire sprinkler system for the existing building and the new addition.
3) Septic system may need to be upgraded. We would rely on the Land & Water Management of Ozaukee County for their expertise whom we are presently conducting several upgrades within the County.
4) Update the electrical service.

**The project consists of three primary tasks**, (1) partial demolition of existing on-site building (2) Excavation for the building addition basement and (3) Design of the one-story building addition on to the existing two-story building. The additions and improvements will comply with all ADA standards including a ramp from the back door for wheelchair access. The expansion will add approximately 1,344 square feet unto the existing 1,590 square foot shelter home.

We understand Ozaukee County has been awarded federal funding from the Community Development Block Grant-Coronavirus (CDBG-CV) Program and Advocates of Ozaukee Inc. is a sub-grantee managing the expansion of the shelter. The anticipated total project budget is approximately **$850,000** including A&E fees and staff project management.

## Methodology

We have reviewed the plans supplied in the RFP. We also understand a considerable amount of time and effort has been spent calculating the approximate needs for each area, however we will still conduct our own cursory needs review providing layout suggestions based on past project experience with similar facilities. **During the Walk-Thru,** our Project Manager Jon Wallenkamp discussed the possibility of orienting the addition towards the northeast. Such a move could avoid relocating some spaces.

## Schedule

We understand the County wishes to adhere to the following design and construction schedule, specifically.

**Under contract beginning September 30, 2022.**

**Completion of Project July 30, 2023.**

The stated goal of having occupancy for this project in ten months from the start of our services on October 1, 2022, while aggressive is normally reasonable and attainable. It should be noted that recent construction projects have been impacted by supply chain delays that can be significant depending on the trade of work. These challenges are expected to continue in the future and could impact the final completion of this project. Our team has done everything we can to work with contractors to place material orders as soon as possible to minimize these delays.

# 3) Work Plan

**Our Work Plan** to this project is made up of the following (8) tasks listed below; specifically.

**Tasks 1 – 4 -** **Conceptual Plan Review/Schematic Design**
**Task 5 -** **Design Development**
**Task 6 -** **Construction Documents**
**Task 7 -** **Bidding Assistance**
**Task 8 -** **Construction Oversight**

Our specific tasks are listed below, including:

## Tasks 1 – 4 Conceptual Plan Review/Schematic Design 30%

### Project Kick-Off & Conceptual Plan Review

1. Kick-off meeting, set project scope and schedule and establish agenda for meetings with staff and various Team members.
2. Review existing plan documents and suggest alternatives that may improve orientation, circulation, public access, security, and relocation of spaces.
3. Conduct interviews with key staff and discuss alternatives to conceptual drawings.
4. Verify the existing spaces of each area and document findings in a spatial worksheet format.
5. Once all the data has been gathered, Kueny Architects will submit layouts for review. Plan reviews will then be critiqued with key staff.
6. Update cost estimate and review spatial worksheet with staff.

### Schematic Design

1. *Based on the approved conceptual layouts*, we will begin to refine the floor plans and propose a completion schedule. Documents provided will include floor plans, sections, ADA compliance and construction details.
2. Review and critique layouts with key staff.
3. Begin selection of the mechanical, electrical, fire suppression, envelope and structural systems that will be designed in the building and discuss general framing requirements.
4. Review preliminary building materials and finishes.
5. Update cost estimates with staff. *If needed* assist in proposing alternate bids or plan/materials changes to remain on budget.
6. Incorporate changes and refine construction documents.

7. Update cost estimate.
8. Reconfirm project timelines of each phase/task depending on any unforeseen structural issues.
9. Conduct a preliminary code review and discuss the plan requirements of installing a fire suppression system.
10. Prepare conceptual design plans for Demolition, Excavation, and Building Addition.
11. Advise staff on possible bidding strategy's i.e., contractor minimum qualifications, bidding timeline and applicable CDBG bidding requirements.
12. Advise staff on material selection in accordance with construction methods.
13. Review plans and costs with staff to assure a complete understanding.
14. Incorporate changes and refine construction documents.
15. Prepare **Final Detailed Cost Estimates.**
16. Provide the following documents including spatial worksheet, floor plans, sections, and color renderings. **30% complete**

**Deliverable**:

- *AutoCAD/Revit files of proposed options and selected plan.*
- *Summary of excel spatial worksheet.*
- *Cost Analysis of any alternatives developed.*

## Task 5 – Design Development 60%

1. *Upon approval of the Schematic Design*, we will proceed to continue refining the layout of the mechanical, electrical, fire suppression, envelope and structural systems that will be designed in the addition.
2. Model the schematic design into a 3-D computer model. This software can generate plans, renderings, and animations for greater understanding of the final project.
3. An outline of major material specifications, quality and systems will be provided.
4. Update cost estimates and review design elements with governing bodies to assure local codes are adhered to. **60% complete**

## Task 6 – Construction Documents Preparation 100%

1. The Architect and Consultants will prepare final drawings and specifications per applicable codes and standards. Full plan sets will be provided including, Architectural, Civil, Structural, Mechanical, ADA alteration (if applicable) and Electrical Plans, Sections and Specifications suitable for construction result. Deliverables will be provided in pdf format using Autodesk Revit.
2. During the Construction Documents Phase, Kueny Architects will meet with owner at various milestones, or as necessary. Any comments will be incorporated into the plan.
3. Approvals shall go through owner and any other governing bodies.
4. At the 100% milestone, Kueny Architects will present the final plans to owner for final approval.
5. Update cost estimates and notify owner in writing of any changes to the cost estimate based on project.

***Deliverable:***
*Final construction documents will contain complete design drawings, specifications and incorporate all required Federal (ADA), State of Wisconsin and local provisions. Prior to the release of the documents, Kueny Architects will help secure the required* ***State and Local Plan Approvals.*** *The following are the divisions of work our firm will coordinate for this project. These items are studied and researched by our team on an ongoing basis. Our expertise in each of these areas of service is a true asset to our clients.* **100% complete**

| | | |
|---|---|---|
| *Complete Facility Design* | *Civil Design* | *Plumbing* |
| *Fire Protection* | *HVAC* | *Electrical* |
| *Technology* | *Furnishings* | *ADA Compliance* |

## Task 7 – Bidding Assistance

1. Kueny Architects will provide the necessary document files for distribution of plans and specifications to prospective bidders.
2. Identify bid alternates that may be included in the bid process to reduce the project scope and budgeted amount.
3. Kueny Architects will participate in the following areas as required by the owner.
   1. Interview Contractors
   2. Write Addenda per questions asked by bidders.
   3. Arrange and host a Pre-bid Meeting
   4. Assemble Contractor Lists and conduct a Pre-Construction meeting.
4. Kueny Architects will **attend the bid opening** and provide analysis of the bids, issue a recommendation to the owner, and notify awarded bidders.
5. Kueny Architects will **attend an informational meeting** serving as an advisor as bids are being considered.
6. Kueny Architects will create a construction schedule to be approved by owner.

## Task 8 – Construction Oversight

1. Site Visits – Members of the Design Team will be present on the site consistent with the progress of construction. It is our practice to be an advocate for the Owner in our approach to construction observation services. **All travel related to this project will be included in our fees for services. No per diem charge will be added.**
2. Shop Drawings and Submittals -The Design Team will review all shop drawings, RFI's and submittals in accordance with the design scope. The field coordination of mechanical trades will be done by those trades.
3. Construction Progress Meetings – Kueny Architects will administer project meetings. We understand these meetings would be held weekly at the construction site.
4. Monthly Payment Applications – Kueny Architects, LLC will review and certify the monthly progress payments as is customary. It is anticipated these applications will be made on AIA format documents. In addition, our team will prepare the necessary payroll reporting as required by any outside funding sources.
5. Provide periodic project reports to owner staff.

## Punch List, Inspections, Start-up

1. The Architect will organize the final inspection of the project by the Architect and Engineers. Based on this inspection, the Architect will prepare and distribute the Punch List to all affected parties.
2. The Architect will provide assistance to the contractor during initial start-up, testing, adjustment, and balancing equipment.
3. The Architect will prepare the final Record Drawings (As built) for presentation to the owner. These will consist of the original contract drawings, updated, changed or redrawn, if necessary, to indicate the actual construction of the project, based on the Architect's own observations and data supplied by the Contractors. Reproductions and digital copies of the Record drawings will be made available for the Owner's future use.
4. The Architect and consulting Engineers will make themselves available to consult on any matter arising regarding this project for as long as necessary after project completion.
5. Assuming that the owner-Contractor Agreement requires a one-year warranty period for all the work done, the Architect will organize a Warranty Inspection Meeting approximately 11 months after substantial project completion. This inspection will define any areas of the work that will require repair or replacement under the warranty provisions. The Architect will prepare and transmit all written documents required to inform all parties of these deficiencies.

## Meetings

Kickoff Meeting. Here we will conduct a meeting with appropriate staff and employees. The purpose of this meeting will be to introduce the team, explain the scope and goals, answer any questions or concerns, and convey our philosophy that each employee has a stake in the success of the project.

Project Team Meeting. This short meeting often immediately follows the Kickoff Meeting. Our team members will meet with team members to explain the work plan, and ask any questions, i.e., requested information, access of building and equipment, project duration, and availability of team members.

Staff and Departmental Meetings. We will schedule with staff various meetings to gain perspectives regarding service delivery. These meetings will be scheduled throughout the project to compile and explain data, and/or explain our means and methods.

Lastly, we will gladly make ourselves available for additional meetings such as workshops and public information meetings.

# 4) Firm Profile – General Information

**KUENY ARCHITECTS, L.L.C.**
10505 CORPORATE DRIVE – SUITE 100
PLEASANT PRAIRIE, WI 53158
PHONE: (262) 857-8101 FAX: (262) 857-8103

MEMBER OF: AMERICAN PUBLIC WORKS ASSOCIATION

**PARTNERS:**
JON P. WALLENKAMP, AIA, ALA – Key Contact
Key Contact Email: jonw@kuenyarch.com
JOHN F. SCHMIDBAUER, PE
**STAFF:** 6 IN-HOUSE STAFF

Kueny Architects was born out of a private practice founded in 1959 by Robert M. Kueny. In 2000, Mr. Kueny established Kueny Architects, LLC so that his practice and love of architecture would continue. The current principals of the firm, Jon Wallenkamp and John Schmidbauer, had worked for Robert for over a decade at the time.

In the over six decades of existence this office has completed hundreds of projects in and out of the Kenosha Area. We continue to follow the philosophy of the man whose name is on our door.

Good buildings are the result of personal interest, involvement, and commitment. A lifetime of work responsive to each project and the client's unique needs are witness to talent, staff, experience, and responsibility within the profession. Repeat clients verify this.

Family, associates, and friends live, work, shop and play in many of the building projects completed by this office in over five decades. Things done both right and wrong are always close at hand continually providing feedback for buildings yet to come and ways to do things better.

# 4) Firm Qualifications

Kueny Architects, LLC is a full service Architectural & Engineering firm located in southeastern Wisconsin. Founded in 1959 by local architect Robert M. Kueny, Kueny Architects has experience in a wide range of building types. Recently marking its 63rd year, the firm has completed over four million square feet of Government Projects across the Midwest in the last 32 years. Our specific experience with these facilities can be seen in the successful projects shown in this proposal. We approach the planning and engineering of buildings with a philosophy that has not changed for 63 years!

Our Project Team consists of partners, Jon Wallenkamp, architect and John Schmidbauer, engineer, who have been working together for over 32 years.






# 4) Three Reasons to Choose Kueny Architects

Municipal Facilities are our specialty; it's what we are known for and **what we do well**. It has driven our talented team of Architects and Consultants to establish lifelong relationships with municipal clients across the Midwest. Our **Building Design Team** has been working together for over 32 years using the latest design innovations in the industry.


## (1) Lower Construction Cost per Square Foot

The average total cost for our new and remodeled buildings are typically 10% - 20% less for first class facilities (See Similar Projects). Based on our experiences, we are confident our design solutions are substantially **lower cost per square foot than any of our competitors.**

## (2) Projects are completed with less than 1% in Change Orders

The fact that our **projects are completed with less than 1% in change orders** indicates the success of our upfront planning and understanding with all parties. It also reflects the accurateness and detail in our drawings and specifications and the success of our construction oversight. All members on the team are alert to all aspects of the design and know when to ask questions of other team member's work, giving each project many internal reviews of the entire design package.

## (3) Lower Architectural/Engineering Design Fees

Typically, **our design costs are on the lower end of the scale,** with absolutely no sacrifice in experience and skill. Secondly, our buildings and renovations are less costly to construct for a very high level of quality. The bottom line is that the overall project budget is left with more dollars that can be invested in the facility and its operation. We encourage you to contact the users of these buildings to discuss this advantage firsthand.

# 4a) Experience - Small Remodeling & New Construction Projects

### Family Promise of Washington County – West Bend - 2022

Project: Provided professional architectural and engineering services to design, bid, and oversee construction of a 10,400 SF addition including ADA upgrades. **A CDBG grant was part of this project.**

Budget: $ 2,500,000 Area: 10,400 s.f.

Contact: Ms. Lori Prescott, Executive Director
Phone: (262) 353-9304
Email: ExecDirector@FamilyPromiseWC.org

### Lasata Heights Senior Living of Ozaukee County – Cedarburg – 2021

Project: Provided professional architectural and engineering to design, bid, and oversee remodeling construction of 24 existing apartments. Work also includes ADA upgrades. **A CDBG grant was part of this project.**

Cost: $ 1,377,800 Area: 14,400 s.f.

Contact: Mr. Jason Wittik, CNU-A, Policy & Budget Analyst
Phone: (262) 284-8324
Email: jwittek@co.ozaukee.wi.us

### Washington County Government Center – 2021 - 2022

Project: Provided professional architectural and engineering to design, bid, and oversee construction of two projects at the Government Center; one at the Tower Heritage Center and two at the University of Milwaukee, WC, including ADA upgrades. **A CDBG-CLOSE grant and Davis-Bacon wage requirements were part of this project.**

Cost: $ 1,060,000

responsive, helping us along the way.

Contact: Mr. Bill Kurer, Washington County Purchasing Mgr.
called.
Phone: (262) 335-4847
Email: bill.kurer@washcowisco.gov

## Shalom Center Shelter & Soup Kitchen Remodel – 2017

Project: Remodeling of a former office building for use as a homeless shelter, soup kitchen, and executive offices. The shelter serves men, women, and families. A full commercial kitchen serves a soup kitchen that serves daily meals. **Multiple CDBG grants were part of this project.** In 2020, a 9,800 s.f. pantry addition was completed. A second addition is being planned for a flex space and expanded food pantry storage.

Cost: $ 1,846,645 Area: 21,425 s.f.

Email sent 8/22/2022

Contact: Ms. Lynn Biese-Carroll, former Executive Director
Phone: (262)633-6401 x100
Email: lbiese@Dekovencenter.org





### Additional Projects with CDBG Funding Sources:

Kenosha YMCA – Callahan Family Branch – 2003
Kenosha Human Development Services – Reroofing Project – 2010
Women's and Children's Horizons – Administration Building Envelope Upgrade -- 2011

### Additional Projects with Davis-Bacon Wage Requirements:

ECIA / RTA Headquarters, Dubuque, Iowa -- 2006
Dunn County Transit Facility – 2015
Dubuque Jule Transit Operations Center -- 2018
Oshkosh GO Transit Transfer Facility – 2022

# 4b - c) References – Kueny Architects

| Name | Title | Agency | Email Address | Telephone |
|---|---|---|---|---|
| Mr. Frank Martinelli | Engineering Projects Manager | Kenosha County | frank.martinelli@kenoshacounty.org | (262) 818-5129 |
| Mr. Bill Kurer | Purchasing Manager | Washington County | bill.kurer@washcowisco.gov | (262) 335-4847 |
| Mr. Keith Donner | Village Administrator | Village of Weston | kdonner@westonwi.gov | (715) 241-2610 |
| Mr. Mike Wells | Architectural Services Technician | Waukesha County Public Works | mwells@waukeshacounty.gov | (262) 548-7195 |

"Our concerns and issues were handled in a professional manner regardless how insignificant some of the concerns"

"Any municipality or business that hires Kueny Architects will be getting professional services that will provide a quality product"

Mike Atchley - City of Davenport, IA

"Your work with me on the City of Dubuque Operations and Maintenance Facility and now the ECIA/RTA Joint Operations Facility has produced two excellent facilities for our community"

Mark Munson - ECIA/RTA

"When Kenosha County decides to build or remodel any given facility, we conduct interviews for architectural services from architects we believe are experts within our given parameters.

...Kueny Architects came out on top in many occasions."

Tom Walther - Kenosha County

## John F. Schmidbauer, P.E. – Principal – Engineer

*Structural Engineering, Working Drawings, Specifications*

Education: B.S. Architectural Engineering – Milwaukee School of Engineering

Experience: Kapur & Associates, Milwaukee 1989-90 – Construction Surveying
Robert M. Kueny Architect – 1991 to 1999 – Project Manager
Kueny Architects, LLC – 2000 to present – Principal

Registration: Wisconsin, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio

Affiliations: International Code Council
American Concrete Institute

Community: Kenosha YMCA – Board of Directors – 2002 - present
St. Mary Catholic Church – Parish Council – 2004-2010, Trustee Secretary – 2005-2009

**Relevant Project Experience:** Lead Structural Engineer

Twin Lakes Village Hall
Shalom Center Shelter and Pantry
Burnett County Jail Expansion Study
Kenosha County Courts – Branch 4 Remodel
Waukesha County – Jail Medical Area
Kenosha County Molinaro Building Remodel
Kenosha County Sheriff Storage Building
City of Aurora Public Works Facility
City of Sterling Heights Public Works
Village of Brown Deer DPW Facility
Cedarburg Public Works Facility
Burnett County Highway & Forestry Facility

Genoa City Village Hall and Police
Kenosha County Job Center Remodel
Village of Weston Safety Building Remodel
Burnett County Government Center Remodel
Kenosha County Courts – Branch 1 Remodel
Waukesha County Communications Addition
Dubuque Jule Transit – Joint Operations
City of Verona Public Works Facility
City of Ames Fabric Storage Buildings
City of West Des Moines Operations Center
City of Elkhorn Public Works Facility
Village of Caledonia Highway Facility

Washington County – Genoa Health Pharmacy
Waukesha County Courthouse Remodel
Kenosha County Juvenile Intake Remodel
Kenosha County Jail – Intake Remodel
Everest Metro Police Department Remodel
Waukesha County – Jail Group Holding
Dunn County Transit Facility
Village of Weston Municipal Center
Portage County Highway Addition/Remodel
Wauwatosa DPW Office Remodeling
Ashland County Highway Addition
Village of Bayside Public Works

# 5) Team Resumes - Kueny Architects, LLC Associates Staff

**Rodrigo Gutierrez** –Architectural Technician

*Building Information Modeling, Working Drawings, Specifications*

Education: Bachelor of Architecture - Javeriana University of Colombia

Experience: Architectural Design Firms in Columbia, South America – 1999 to 2001
Lakeview Construction - 2002 to 2008 – Architectural Services Manager
Kueny Architects, LLC - 2008 to present – Architectural Technician

Languages: Spanish (Native Language) and English

**Randall Schoen** –Architectural Technician

*Building Information Modeling, Working Drawings, Specifications*

Education: B.S. Architecture – Washington University, St. Louis
M.S. Architecture - University of Wisconsin – Milwaukee

Experience: Kueny Architects, LLC - 2011 to present – Architectural Technician

**Lee S. Anderson** – Architectural Technician

*Building Information Modeling, Working Drawings, Specifications, Digital Presentations*

Education: B.S. Architecture – University of Wisconsin – Milwaukee

Experience: Kueny Architects, LLC – 2014 to present – Architectural Technician

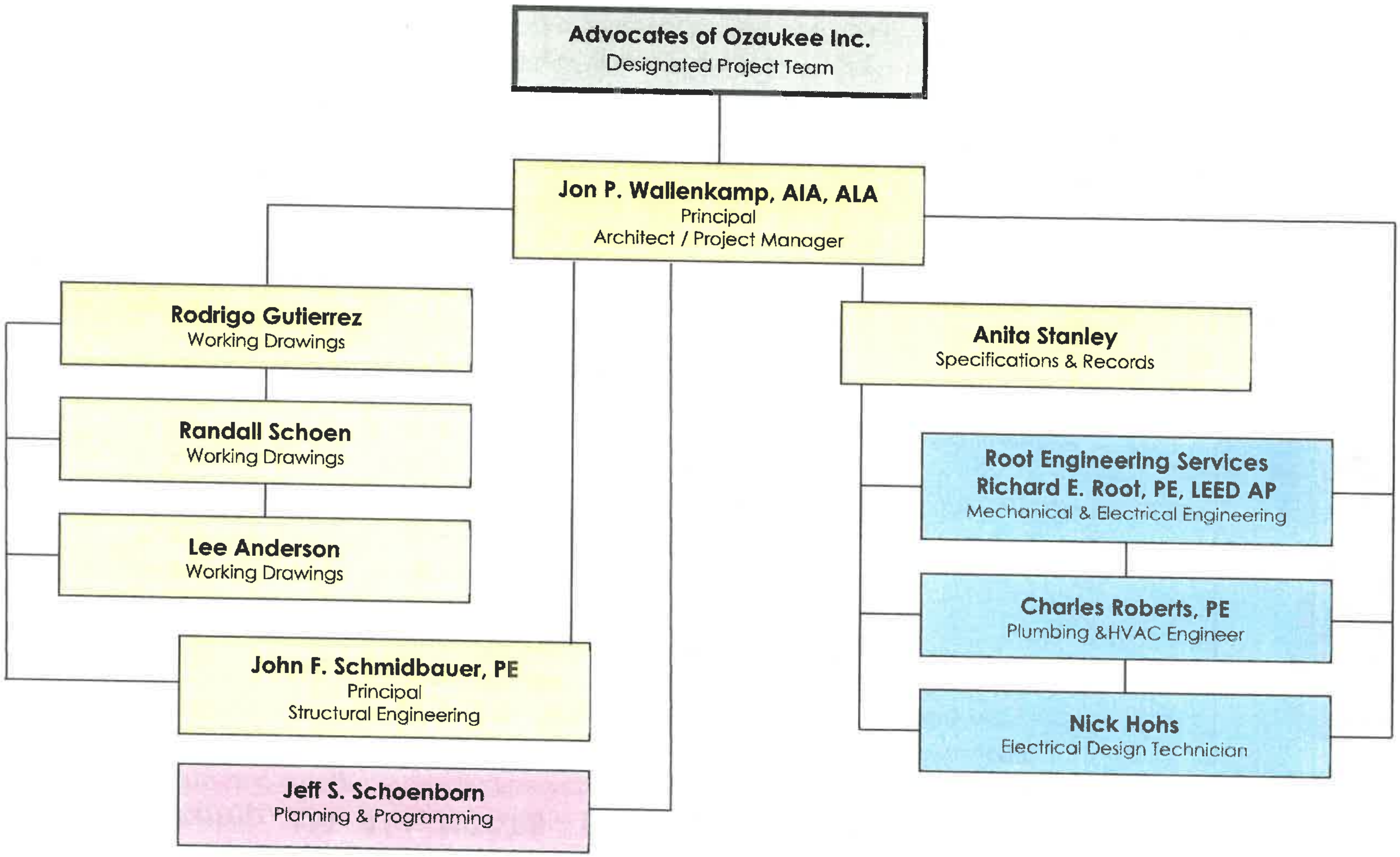
**Jeff S. Schoenborn** – Programming, Planning, Design and Operations

*Programming, Space Planning, Operations and Design*

Education: B.S. Architecture – University of Wisconsin – Milwaukee
B.A. Business Administration – University of Wisconsin - Milwaukee

Experience: Operations & Design Consultant for 25 years to various A&E firms Nationwide
Maximus (DMG/Maximus) – Senior Architectural Programming & Planning Consultant

# 5) Project Organizational Chart



# 5) Team Resumes – Kueny Architects, LLC Principals

## Kueny Architects, LLC – Principals - Pleasant Prairie, WI

### Jon P. Wallenkamp, AIA, ALA, NCARB – Principal – Architect – Project Manager

*Programming and Design, Working Drawings, Specifications, Construction Observation and Building Modeling*

| | |
|---|---|
| Education: | B.S. Architecture – University of Wisconsin – Milwaukee |
| Experience: | Planning Associates, Madison 1990-1991 – Intern Architect<br>Robert M. Kueny Architect - 1991 to 1999 – Project Manager<br>Kueny Architects, LLC – 2000 to present – Principal |
| Registration: | Wisconsin, Illinois, Michigan |
| Affiliations: | International Code Council |
| Publications: | "Government Fleet" Magazine – May 2011 |
| Engagements: | APWA – 2012 Wisconsin and Illinois Chapter Conferences - Lecturer |
| Community: | Boy Scout Troop #146 – Troop Leader<br>City of Wauwatosa, WI Historical Society – Board Member |

**Relevant Project Experience:** Lead Architect/Project Manager

Twin Lakes Village Hall
Shalom Center Shelter and Pantry
Burnett County Jail Expansion Study
Kenosha County Courts – Branch 4 Remodel
Waukesha County – Jail Medical Area
Kenosha County Molinaro Building Remodel
Kenosha County Sheriff Storage Building
City of Aurora Public Works Facility
Des Moines Municipal Service Center: Phase 2
City of Sterling Heights Public Works
Village of Brown Deer DPW Facility
Cedarburg Public Works Facility
Genoa City Village Hall and Police
Kenosha County Job Center Remodel
Village of Weston Safety Building Remodel
Burnett County Government Center Remodel
Kenosha County Courts – Branch 1 Remodel
Waukesha County Communications Addition
Dubuque Jule Transit – Joint Operations
City of Verona Public Works Facility
City of Ames Fabric Storage Buildings
City of West Des Moines Operations Center
City of Elkhorn Public Works Facility
Burnett County Highway & Forestry Facility
Washington County – Genoa Health Pharmacy
Waukesha County Courthouse Remodel
Kenosha County Juvenile Intake Remodel
Kenosha County Jail – Intake Remodel
Everest Metro Police Department Remodel
Waukesha County – Jail Group Holding
Dunn County Transit Facility
Village of Weston Municipal Center
Portage County Highway Addition/Remodel
City of Urbandale Parks & Public Works Facility
Wauwatosa DPW Office Remodeling
Ashland County Highway Addition

# 5) Team Resumes – Plumbing, Mechanical, & Electrical Consultant

## Richard E. Root, P.E., LEED AP – HVAC, Plumbing, Fire Protection & Electrical Consultant

*Electrical Engineering*

Education: B.S. Mechanical Engineering – Kansas State University – 1982
M.S. Mechanical Engineering – University of Kansas – 1989

Experience: United States Navy – Civil Engineering Corps Officer – 1982 – 1998
Harcros Pigments – Project Engineer – 1989 - 1994
Unifirst Corporation – Project Engineer – 1994-1995
Murray & Associates – Vice President/Design Engineer – 1995-1998

Services: Principal/Lead Designer – 1998 to present

Registration: Wisconsin, Illinois, and 12 other states.

Affiliations: Member of NCEES, ASHRAE, ASPE.

Accreditations: LEED Accredited Professional – Building Design + Construction v3.0

**Relevant Project Experience:**

Village of Pewaukee Public Works Facility
City of Aurora Public Works Facility
City of Sterling Heights Public Works
Village of Brown Deer DPW Facility
Village of Caledonia Highway Facility
City of Mequon Highway Division Addition
Appleton - Valley Transit Study
Dubuque Jule Transit – Joint Operations
Twin Lakes Village Hall
Waukesha County Communications Addition
Ozaukee County – Covered Bridge Park

Sun Prairie Utilities Operations Center
City of Verona Public Works Facility
City of West Des Moines Operations Center
Cedarburg Public Works Facility
Village of Bayside Public Works
Jefferson County Satellite Highway Buildings
City of Whitewater DPW Study
North Shore Fire/Rescue – Sta. #83 Remodel
Genoa City Village Hall and Police
Kenosha County Sheriff Storage Building
Ozaukee County – Lion's Den Park Pavilion

City of Oshkosh Parks Facility
Village of Weston Municipal Center
Portage County Highway Addition/Remodel
Burnett County Highway & Forestry Facility
Village of Little Chute Municipal Service Center
Village of Pewaukee DPW Study
City of Eau Claire Public Works Study
Town of Burlington – Sta. #2 Addition/Remodel
Village of Weston Safety Building Remodel
Ozaukee County Justice Center Addition
Oshkosh GO Transit – Transfer Building

# 7) Proposal Disclosures (Exhibits 2 - 4)

Exhibit 2 – We acknowledge receipt of disclosure information. Kueny Architects, LLC does not have any conflicts of interest with this project.

Exhibit 3 – We have completed the Lobbying Certification Form for this project which is attached to this proposal.

Exhibit 4 – We acknowledge receipt of disclosure of Lobbying Activities information. Kueny Architects, LLC has not been involved in any lobbying with regards to this project.

GRANTEE/UGLG NAME: **Advocates of Ozaukee, Inc**
DEHCR GRANT AGREEMENT #: **CDBG CV 22-08**

# LOBBYING CERTIFICATION

## FROM THE

- ☐ **Municipality/UGLG:** ____________________
- ☒ **Contractor/Sub-Contractor**
- ☐ **Other:** ____________________

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Kueny Architects, LLC
*Name of Municipality/UGLG/Business/Firm*

*Signature of the Chief Elected Official, Owner, or Chief Executive Officer*

Principal
*Title*

8/25/2022
*Date Signed*

Jon P. Wallenkamp
*Printed Name of the Chief Elected Official, Owner, or Chief Executive Officer*

# 6) Fee Proposal

## Fee Proposal and Hourly Rate - Kueny Architects

| | | |
|---|---|---|
| Project Budget - 2022 | $ | 845,000 |
| Estimated Construction Contract Related to Architect | | $845,000 |

| | | Concept Design/ Probable Cost | Schematic / Design Development / Construction Documents | Bidding | Construction Administration | |
|---|---|---|---|---|---|---|
| Project A/ E fees | $ 61,263 | $ 5,906 | $ 40,194 | $ 4,870 | $ 10,292 | $ 61,263 |

| | | Engineering Fee | Heating | Plumbing | Electrical |
|---|---|---|---|---|---|
| Engineering Fee | | | $5,789 | $4,135 | $6,616 |
| MEP | 27% | $ 16,541 | | | |
| Structural | 14% | $ 8,577 | | | |

| | | | | | |
|---|---|---|---|---|---|
| | 12% | 78% | 5% | 5% | |
| $ 25,118 | $ 3,014 | $ 19,592 | $ 1,256 | $ 1,256 | $ 25,118 |

| | | Architectural Fee | DD | CD | BN | CA | |
|---|---|---|---|---|---|---|---|
| Architectural | 59% | $ 36,145 | 8% | 57% | 10% | 25% | |
| | | | $ 2,892 | $ 20,603 | $ 3,614 | $ 9,036 | $ 36,145 |

**TOTAL PROJECT COST** $ 61,263

Interior Design is included in our Fee
All Overhead and Profit are included in our Fee
All Travel Expenses are included in our Fee
No Annual Escalation on Fees

| Hourly Rates | Name | Title | Rate | Name | Title | Rate |
|---|---|---|---|---|---|---|
| | Jon Wallenkamp | Architect | $ 105.00 | Anita Stanley | Admin | $ 55.00 |
| | John Schmidbauer | Structural | $ 105.00 | Civil | Engineer | $ 105.00 |
| | Rodrigo Gutierrez | Drafting | $ 70.00 | MEP | Engineer | $ 105.00 |

Jon Wallenkamp, Partner

(21)

# Health and Human Services Committee

## AGENDA INFORMATION SHEET

**AGENDA DATE:** **September 27, 2022**
**DEPARTMENT:** **Human Services**
**DIRECTOR:** **Liza Drake**
**PREPARER:** **Liza Drake**

**Agenda Summary** Human Services HIPAA Sanctions Policy

BACKGROUND INFORMATION: Health Care organizations are required to ensure various levels of HIPAA privacy and securities. This policy and supporting documentation reviews the levels of HIPAA privacy and security to ensure appropriate sanctions are applied when violations occur. Privacy and security violations in question comply with the requirements of 45 CFR §164.306.

ANALYSIS: The Human Services Department's last security evaluation was poor. As a result a Compliance Officer position was created in the 2022 budget. We are now in the process of reviewing requirements and determining what processes we need to have in place in order to have the appropriate level of privacy and security.

FISCAL IMPACT: There is no cost to implement a Sanctions Policy. However, there would be a financial impact if Human Services is found to have a confidentiality breach.

RECOMMENDED MOTION: We respectfully ask the committee to approve our Sanctions Policy as required under 45 CFR §164.306.

**ATTACHMENTS:**

- Human Services Employee Sanctions Policy (002) (PDF)
- Human Services Sanctions Policy Justification (PDF)
- Employee Violation Report Form (Human Services) (002)(PDF)

# Employee Sanction Policy

| | |
|---|---|
| **Policy Name:** *Employee Sanctions Policy* | |
| **Policy Number:** 1.1<br>**Policy Version:** V1.0<br>**Authorities & References:**<br>45 CFR §164.306<br>45 CFR §164.308(a)(1)(ii)(C)<br>45 CFR §164.400<br>NISTSP800-53R5: PM-12 PS-8(a) | **Approval Date:** XX/XX/XXXX<br>**Approved By:** Name(s)<br>**Signature:**<br>**Effective Date:** XX/XX/XXXX<br>**Last Reviewed Date:** XX/XX/XXXX |

## Purpose:

To define the various levels of HIPAA privacy and security violations, and to ensure that appropriate sanctions are applied when HIPAA privacy and security violations occur. Privacy and security violations in question comply with the requirements of 45 CFR §164.306.

## Policy:

A security incident is a violation of computer security policies, acceptable use policies, or standard computer security practices that imposes a threat to the confidentiality, integrity, or availability of Electronic Protected Health Information (*ePHI*) governed by the HIPAA Security Rule. Incident handling is the process of detecting and analyzing incidents and limiting the incident's effect. Ozaukee County Department of Human Services (OZDHS) will apply appropriate sanctions against workforce members who fail to comply with the HIPAA Security Policy. If any violation results in a data breach—improper acquisition, access, use, or disclosure in accordance to 45 CFR §164.400, proper reporting measures will be taken to comply with the U.S. Department of Health and Human Services Office for Civil Rights, as deemed necessary by 74 FR 42767 (HITECH Act). If an OZDHS employee is found to be in violation of the HIPAA Security Policy, a three-tiered disciplinary action procedure will be implemented. Devices included within the policy include any electronic device capable of memory storage (desktop computers, laptops, mobile devices, tablets, electronic fax machines, etc.).

## Procedure:

All Ozaukee County Department of Human Services workforce members who become aware of a security incident will report the incident to the appropriate individual (HIPAA Compliance Officer). An incident report form will be filled-out that captures the date incident occurred, workforce member involved with incident, nature of incident, ePHI that was accessed or inappropriately disclosed. Workforce members found in violation of inappropriate disclosure of PHI may be subject to the following sanctions:

- Level 1* – Accidental Breach
    - Possible Scenarios:
        - Employee does not log off the computer after use.
        - Employee emails ePHI to the wrong email address.
        - Copying or altering ePHI without authorization.
    - Sanction:
        - Verbal warning documented in the employee's file and mandatory re-education for the first offense.
        - Continued offenses lead to progressive discipline up to and including termination.

- Level 2* – Intentional Breach without Harmful or Dishonest Intentions
    - Possible Scenarios:
        - Viewing patient records out of curiosity.
        - Sharing passwords, or using another employee's access credentials.
        - Discussion of patient information in an unsecured area.
    - Sanction:
        - Written warning documented in the employee's file and mandatory re-education for the first offense.
        - Continued offenses lead to progressive discipline up to and including termination.

- Level 3 – Willful or Intentional Breach with Harmful or Dishonest Intentions
    - Possible Scenarios:
        - Using PHI for personal gain, commercial advantage, or malicious harm.
        - Gives access to a restricted area to an unauthorized individual.
        - Gives access to PHI to an unauthorized individual.
    - Sanction:
        - Termination and possible legal action.

*Level 1 and level 2 violations may result in suspension or termination if the circumstances around the incident warrant said sanctions. Employees may also face legal action.

| **Revision No** | **Dates of Changes** | **Responsible Parties** | **Summary of Change(s)** |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

**Ozaukee DHS**

# Sanctions Policy & Procedure Justification

## 45 CFR §164.308(a)(1)(ii)(C)

- The covered entity, Ozaukee County Department of Human Services must maintain a security management process in its policy and procedure to identify, detect, prevent, contain, and correct and security violations that occur with respect to the HIPAA Security rule (see §164.308(a)(1)(ii)(C)) in reference to the usage and disclosure of Electronic Protected Health Information (ePHI). Ozaukee County DHS employees who have failed to comply with ePHI security are legally required to be sanctioned in accordance with §164.306.

## (HITECH) Act Section 45 C.F.R. §164.400

- 45 CFR §164.400 is governed by 74 FR 42767 (HITECH Act), which provides breach notification regulations that may need to be referenced and used following an employee violation. Depending on the severity and nature of any breach, it may have to be immediately reported to the OCR, or logged for future reporting at the end of the year.

### NISTSP800-53R5: PM-12 PS-8(a)

- Revision 5 of the NIST Special Publication 800-53 presents information about compliance with the National Institute of Standards and Technology to maintain security controls. This version's Project Management (PM) catalogue identifies the implementation of an insider threat program (PM-12) to handle compliance violations regarding Personnel Security (PS). Section (a.) governs the employment of a formal sanctioning process for individuals failing to comply with established information security and privacy policies and procedure and requires the notification of when the employee sanction process is initiated, identified, and the reason for said sanctions.

# Ozaukee County Department of Human Services

## HEALTH INFORMATION PRIVACY & SECURITY COMPLAINT

| YOUR FIRST NAME | YOUR LAST NAME |
|---|---|
| | |
| WORK PHONE | EMAIL ADDRESS |
| | |

**Who do you believe violated Ozaukee Department of Human Service's health information privacy policy or committed another violation of the Privacy Rule or Security Rules?**

| EMPLOYEE NAME | DIVISION |
|---|---|
| | |

**When do you believe that the violation of health information privacy rights occurred?**
LIST DATE(S)

| DATE OF DISCOVERY | DATE(S) OF VIOLATION |
|---|---|
| | |

**Describe briefly what happened. How and why do you believe someone's health information privacy rights were violated, or how another violation of the Privacy or Security Rules occurred? Please be as specific as possible.**
(Attach additional pages as needed)

**Please sign and date this complaint. You do not need to sign if submitting this form by email because submission by email represents your signature.**

| SIGNATURE | DATE *(mm/dd/yyyy)* |
|---|---|
| | |

Filing a complaint is voluntary, by signing you are acknowledging your awareness of a security violation, and if involved with the violation could be subject to administrative action if necessary. However, without the information requested above, This information collected is under the authority 45 CFR 160 & 164 in accordance to the Health Insurance Portability and Accountability Act of 1996. We will use the information you provide to determine if administrative action is required, and if further violation reporting protocols are necessary. Information submitted on this form is treated confidentially and is protected. Names or other identifying information about individuals are disclosed when it is necessary for investigation of possible health information privacy violations. It is illegal for any Ozaukee County employee, or covered entity, to intimidate, threaten, coerce, discriminate or retaliate against you for filing this complaint or for taking any other action to enforce your rights under the Privacy Rule.

***FOR ADDITIONAL SUPPORT OR QUESTIONS***

HIPAA Compliance Officer:
**ozhipaasecurity@co.ozaukee.wi.us**
**262-284-8128**

***Security Rule:*** https://www.hhs.gov/hipaa/for-professionals/security/laws-regulations/index.html
***Privacy Rule:*** https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html
***Office of Civil Rights:*** https://www.hhs.gov/ocr/index.html

# Health and Human Services Committee

## AGENDA INFORMATION SHEET

**AGENDA DATE:** **September 27, 2022**
**DEPARTMENT:** **Human Services**
**DIRECTOR:** **Liza Drake**
**PREPARER:** **Brad Mueller**

**Agenda Summary** HS/Aging/ADRC Report

**ATTACHMENTS:**

- HSAgingADRCCommRptAug22 (PDF)

Ozaukee County Committee Report

**Human Services with ADRC and Aging Service**

For the Eight Months Ending Wednesday, August 31, 2022

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

| | Current Month Actual | 2022 YTD Actual | 2022 Amended Budget | Budget Balance | % Budget YTD |
|---|---|---|---|---|---|
| **Revenues** | | | | | |
| Taxes | $364,875 | $2,918,997 | $4,378,496 | $1,459,499 | 66.67% |
| Intergovernmental Revenues | $327,481 | $4,667,113 | $8,676,213 | $4,009,100 | 53.79% |
| Public Charges for Services | $21,142 | $1,473,191 | $3,011,590 | $1,538,399 | 48.92% |
| Intergovernmental Charges | - | - | $3,000 | $3,000 | 0.00% |
| Interdepartmental Charges | - | $10,024 | $9,546 | ($478) | 105.01% |
| Other Revenue | $8,995 | $136,921 | $28,926 | ($107,995) | 473.35% |
| **Total Revenues** | **$722,493** | **$9,206,246** | **$16,107,771** | **$6,901,525** | **57.15%** |
| **Expenditures** | | | | | |
| Salaries | $510,618 | $4,019,694 | $6,751,392 | $2,731,698 | 59.54% |
| Fringe Benefits | $181,851 | $1,572,003 | $2,479,193 | $907,190 | 63.41% |
| Travel/Training | $3,058 | $51,024 | $181,100 | $130,076 | 28.17% |
| Supplies | $5,901 | $154,691 | $130,218 | ($24,473) | 118.79% |
| Purchased Services | $509,690 | $3,039,233 | $5,232,826 | $2,193,593 | 58.08% |
| Interdepartment Charges | $32,630 | $276,943 | $475,287 | $198,344 | 58.27% |
| Grants | $12,000 | $96,300 | $153,924 | $57,624 | 62.56% |
| Other Expenses | $14,005 | $708,745 | $703,832 | ($4,913) | 100.70% |
| **Total Operating Expenditures** | **$1,269,753** | **$9,918,633** | **$16,107,772** | **$6,189,139** | **61.58%** |
| **Capital Outlay** | | | | | |
| Equipment & Furniture | - | $60,880 | - | ($60,880) | 0.00% |
| Buildings & Land | $18,143 | $36,050 | $35,815 | ($235) | 100.66% |
| **Total Capital Outlay** | **$18,143** | **$96,930** | **$35,815** | **($61,115)** | **270.64%** |
| **Total Expenditures** | **$1,287,896** | **$10,015,563** | **$16,143,587** | **$6,128,024** | **62.04%** |
| **Net Increase (Decrease)** | **($565,403)** | **($809,317)** | **($35,816)** | **$773,501** | **2259.65 %** |
| ***Equity:*** | | | | | |
| Governmental Fund Balance | - | ($2,360,310) | ($35,815) | $2,324,495 | 6590.28 % |

Attachment: HSAgingADRCCommRptAug22 (HS/Aging/ADRC Financial Report - Aug 2022)

# Health and Human Services Committee

## AGENDA INFORMATION SHEET

**AGENDA DATE:** **September 27, 2022**
**DEPARTMENT:** **Veterans Service**
**DIRECTOR:** **Kevin Johnson**
**PREPARER:** **Kevin Johnson**

**Agenda Summary** Veterans Services Report

**ATTACHMENTS:**

- 2022 Veterans Financial Report.AUG (PDF)

Ozaukee County Committee Report

## General Fund Veterans Services

For the Eight Months Ending Wednesday, August 31, 2022

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

| | Current Month Actual | 2022 YTD Actual | 2022 Amended Budget | Budget Balance | % Budget YTD |
|---|---|---|---|---|---|
| **Revenues** | | | | | |
| Intergovernmental Revenues | - | $19,300 | $20,000 | $700 | 96.50% |
| Public Charges for Services | $360 | $950 | $1,500 | $550 | 63.33% |
| Interest Revenue | $26 | $53 | $50 | ($3) | 106.00% |
| Other Revenue | - | $200 | - | ($200) | 0.00% |
| **Total Revenues** | **$386** | **$20,503** | **$21,550** | **$1,047** | **95.14%** |
| **Expenditures** | | | | | |
| Salaries | $8,761 | $76,723 | $143,699 | $66,976 | 53.39% |
| Fringe Benefits | $3,520 | $30,809 | $44,022 | $13,213 | 69.99% |
| Travel/Training | $304 | $5,025 | $10,800 | $5,775 | 46.53% |
| Supplies | - | $957 | $1,100 | $143 | 87.00% |
| Purchased Services | $176 | $1,537 | $3,940 | $2,403 | 39.01% |
| Interdepartment Charges | $581 | $5,175 | $8,273 | $3,098 | 62.55% |
| Grants | - | $1,468 | $5,000 | $3,532 | 29.36% |
| Other Expenses | - | $4,938 | $7,500 | $2,562 | 65.84% |
| **Total Operating Expenditures** | **$13,342** | **$126,632** | **$224,334** | **$97,702** | **56.45%** |
| **Capital Outlay** | | | | | |
| **Total Expenditures** | **$13,342** | **$126,632** | **$224,334** | **$97,702** | **56.45%** |
| **Net Increase (Decrease)** | **($12,956)** | **($106,129)** | **($202,784)** | **($96,655)** | **52.34%** |

***Equity:***

Attachment: 2022 Veterans Financial Report.AUG (Veterans Services Report)

# Health and Human Services Committee

## AGENDA INFORMATION SHEET

**AGENDA DATE:** **September 27, 2022**
**DEPARTMENT:** **Public Health**
**DIRECTOR:** **Kim Buechler**
**PREPARER:** **Tyler Quaas**

**Agenda Summary** Public Health Report

**ATTACHMENTS:**

- Public Health Financials (PDF)

Ozaukee County Committee Report

## Special Revenue Fund Public Health

For the Eight Months Ending Wednesday, August 31, 2022

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

| | Current Month Actual | 2022 YTD Actual | 2022 Amended Budget | Budget Balance | % Budget YTD |
|---|---|---|---|---|---|
| **Revenues** | | | | | |
| Taxes | $43,392 | $347,135 | $520,702 | $173,567 | 66.67% |
| Intergovernmental Revenues | $60,286 | $447,457 | $712,175 | $264,718 | 62.83% |
| Public Charges for Services | $285 | $5,305 | $78,000 | $72,695 | 6.80% |
| Intergovernmental Charges | $19,310 | $429,149 | $847,180 | $418,031 | 50.66% |
| Interdepartmental Charges | $1,667 | $13,333 | $17,070 | $3,737 | 78.11% |
| Licenses & Permits | $70,480 | $398,050 | $405,530 | $7,480 | 98.16% |
| Other Revenue | - | $13,528 | $1,000 | ($12,528) | 1352.80 % |
| **Total Revenues** | **$195,420** | **$1,653,957** | **$2,581,657** | **$927,700** | **64.07%** |
| **Expenditures** | | | | | |
| Salaries | $117,298 | $1,068,879 | $2,102,668 | $1,033,789 | 50.83% |
| Fringe Benefits | $44,370 | $396,398 | $613,284 | $216,886 | 64.64% |
| Travel/Training | $2,893 | $11,411 | $58,768 | $47,357 | 19.42% |
| Supplies | $3,659 | $31,193 | $101,377 | $70,184 | 30.77% |
| Purchased Services | $8,997 | $76,453 | $153,423 | $76,970 | 49.83% |
| Interdepartment Charges | $314 | $2,254 | $7,400 | $5,146 | 30.46% |
| Other Expenses | $19,867 | $244,605 | $101,909 | ($142,696) | 240.02% |
| **Total Operating Expenditures** | **$197,398** | **$1,831,193** | **$3,138,829** | **$1,307,636** | **58.34%** |
| **Capital Outlay** | | | | | |
| Equipment & Furniture | - | $5,990 | - | ($5,990) | 0.00% |
| **Total Capital Outlay** | **-** | **$5,990** | **-** | **($5,990)** | **0.00%** |
| **Total Expenditures** | **$197,398** | **$1,837,183** | **$3,138,829** | **$1,301,646** | **58.53%** |
| Other Finance (Sources) | - | - | ($557,167) | ($557,167) | 0.00% |
| **Net Other Financing Sources/Uses** | **-** | **-** | **($557,167)** | **($557,167)** | **0.00%** |
| **Net Increase (Decrease)** | **($1,978)** | **($183,226)** | **($5)** | **$183,221** | **3664520 .00%** |
| ***Equity:*** | | | | | |
| Governmental Fund Balance | - | ($1,866,478) | - | $1,866,478 | 0.00% |

Attachment: Public Health Financials (Public Health Report)

# Health and Human Services Committee

## AGENDA INFORMATION SHEET

| | |
|---|---|
| **AGENDA DATE:** | **September 27, 2022** |
| **DEPARTMENT:** | **Lasata Campus** |
| **DIRECTOR:** | **Patricia Brown** |
| **PREPARER:** | **Christine Kuemmerlein** |

**Agenda Summary** Lasata Campus Reports

**ATTACHMENTS:**

- Lasata Campus Reports (PDF)

Lasata Care Center

August 2022 Monthly Report

Chris Kuemmerlein

| Payor Mix Days | Current Month Actual AVG | YTD actual AVG | Budget |
|---|---|---|---|
| Medicare/MC | 11 | 11 | 20 |
| Private | 17 | 18 | 27 |
| Medicaid | 39 | 42 | 63 |
| Total | 67 | 71 | 110 |

| Payor Mix | Current Month Actual | YTD actual | Budget |
|---|---|---|---|
| Medicare/MC | 16% | 15% | 15% |
| Private | 25% | 25% | 25% |
| Medicaid | 58% | 60% | 60% |

**Organization and Operations Focus**

**Staffing/employee**

- Census = Recruitment/Retention efforts

**Regulatory Updates**

**Campus Projects and initiatives:**

**Campus Financials:**

**LASATA HEIGHTS MONTHLY REPORT**
**August 2022**
**Kristen Sonnenberg, Director of Senior Apartments**

**Census:**

- August census – 36

  **Breakdown of empty apartments:**

    - 102, 108 and 211 are currently being used while the 3 Tenants apartments are being remodeled on the north side
    - 212, 215,315, and 319 are the refreshed apartments on the north side and are currently being used for temporary housing while Tenants apartments are being remodeled.
    - Apartments 113, 114, 115, 116, 213, 214,216, 217,220,312,313, 314, 316, 318, 320 are vacant and being remodeled
    - Apartment 106 and 203 were vacated in August

**Misc:**

- There were six tours in the month of August. As some of the apartments are getting further along in the remodeling, it has been helpful to be able to show potential Tenants what the apartments will look like.
- Construction continues on the north side of the building- we are still in Phase 1 with 15 apartments being remodeled. Per Selzer-Ornst, Tenants who were temporarily moved out of their apartments for phase 1 moved back into their apartments the end of August. Between moving Tenants back to their original apartments and moving the remaining Tenants out for the beginning of Phase 2 there were 9 moves completed between Mid-August and September 1st. Tenants have done a great job of being flexible during this process. Selzer- Ornst is still looking at Phase 1 being completed end of September (about 6 weeks behind). They believe they will be able to make up this time in Phase 2 with an anticipated completion date of 11/11/22.
- At the end of July we had a sprinkler pipe burst, causing water damage on the third, second, first and lower lever level in some of the common areas near the elevator- fortunately, no Tenant apartments were effected. Drywall on all four floors will need to be repaired.
- MEI was here in August to install some new parts in an attempt to resolve the ongoing leveling issue with the elevator.
- In August, Tenants were able to enjoy another campus wide Music in the Courtyard (yay for nice weather, again), a trip to the Ozaukee County Fair, out to lunch for Chinese, Happy Hour amongst more.

# Lasata Crossings Monthly Report

## August 2022

**Submitted by: Laurel Bath**

- **Census:** At the end of August, the census is 54 with 50 in assisted living and 4 additional persons in assisted living. The group consists of 48 tenants paying privately, 6 are utilizing Family Care.
- **Leadership:** Laurel Bath has accepted the role of the Director of Assisted Living.
- **Admission/Discharges in August:**
    - Discharges:
        - There was 1 discharge in August.
    - Admissions:
        - There were 5 admissions in August.
        - We have had 3 applications turned in with Wait List Fees paid and 2 of these individuals will be moving into the Crossings in September.

**Open Staff Positions:**

- **AM Shift:** We have one FT position and 1 PT every other weekend position open.
- **PM Shift:** There is one PT/PM Opening.
- **NOC shift:** There are no current openings on Night Shift.
- **Cook:** 1 FTE; 2 applications received 9/7/22; will contact for phone interview. No response from previous applicants; Both declined because of salary.

- **Waiting List:**
- There are 14 individuals on the waiting list for Family Care Studio apartments.
- There are 20 individuals (this includes 2 couples) on our waiting list for one- and two-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.***
- **Miscellaneous**
    - **Activities:** We had many fun activities planned and well attended.
        - We took a trip to the Ozaukee County Fair. 7 Crossings and Heights Tenants went on this trip.
        - We continue with the Cycling without Age Tri-Shaw bicycle program; We average 10 rides a week. This month we are going on a "Destination Ride" to the Chocolate Factory in Cedarburg. Our volunteer Pilots and Local Businesses continue to offer their time and wares to our seniors! The generosity of the Cedarburg Community has been outstanding. Our tenants continue to enjoy this program.

Over the winter we will be working hard having a few fundraisers to purchase new batteries for our trishaws

- We continue to have some great musical performances for "Music in the Courtyard" events which are held in the courtyard area between the Heights and Care Center.
- We also had a visit from Elvis! He got everyone rocking and rolling to some of our favorite Elvis songs.
- We took a trip to Flipside Café in Grafton for a delicious lunch.
- We also hosted our neighbors from the Heights for a delicious Hawaiian themed meal and tenants challenged staff to a game of corn hole. We ended the day with a Hawaiian Happy hour where we served Mai Tai's and listened to Hawaiian music.
- Ozaukee County Sheriff Deputy Brad Arndt and K9 Officer Wasko came for a visit and answered all of the questions the tenants had about their jobs.
- Concordia Students continue with the Pet Therapy program.
- We are also starting with the New Semester of Nursing Students at Concordia where they will continue to meet, interview, and present an educational fair at the end of the semester. The topics at the fair are based on what they find as challenges for our tenants from their interviews; whether it be sleep issues, chronic pain etc. Both the students and tenants truly enjoy this activity.

- **Visiting:** We are Open to visitors. We require all visitors to complete the screening form, must have a mask on to enter the facility/be in common areas. They do not need to wear a mask while visiting in tenants' apartments. We routinely have 30+ visitors a day.

Ozaukee County Committee Report

**Enterprise Fund Lasata Care Center**

For the Eight Months Ending Wednesday, August 31, 2022

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

| | Current Month Actual | 2022 YTD Actual | 2022 Amended Budget | Budget Balance | % Budget YTD |
|---|---|---|---|---|---|
| **Revenues** | | | | | |
| Public Charges for Services | $697,726 | $5,693,918 | $12,491,963 | $6,798,045 | 45.58% |
| Interest Revenue | - | $24 | - | ($24) | 0.00% |
| Other Revenue | $19,353 | $809,170 | $1,459,650 | $650,480 | 55.44% |
| **Total Revenues** | **$717,079** | **$6,503,112** | **$13,951,613** | **$7,448,501** | **46.61%** |
| **Expenditures** | | | | | |
| Salaries | $451,596 | $3,890,358 | $7,153,679 | $3,263,321 | 54.38% |
| Fringe Benefits | $140,181 | $1,330,812 | $2,675,254 | $1,344,442 | 49.75% |
| Travel/Training | $1,395 | $2,951 | $10,000 | $7,049 | 29.51% |
| Supplies | $28,358 | $254,771 | $545,850 | $291,079 | 46.67% |
| Purchased Services | $117,528 | $1,194,136 | $1,938,804 | $744,668 | 61.59% |
| Interdepartment Charges | $20,197 | $288,590 | $522,273 | $233,683 | 55.26% |
| Depreciation | - | $272,250 | $828,000 | $555,750 | 32.88% |
| Debt Service | - | $162,953 | $209,900 | $46,947 | 77.63% |
| Other Expenses | $49,774 | $481,565 | $754,228 | $272,663 | 63.85% |
| **Total Operating Expenditures** | **$809,029** | **$7,878,386** | **$14,637,988** | **$6,759,602** | **53.82%** |
| **Capital Outlay** | | | | | |
| Equipment & Furniture | - | $66,988 | $120,000 | $53,012 | 55.82% |
| Buildings & Land | $2,437 | $3,496 | $20,000 | $16,504 | 17.48% |
| Contra | - | - | ($140,000) | ($140,000) | 0.00% |
| **Total Capital Outlay** | **$2,437** | **$70,484** | **-** | **($70,484)** | **0.00%** |
| **Total Expenditures** | **$811,466** | **$7,948,870** | **$14,637,988** | **$6,689,118** | **54.30%** |
| Other Finance (Sources) | - | ($686,376) | ($686,376) | - | 100.00% |
| **Net Other Financing Sources/Uses** | **-** | **($686,376)** | **($686,376)** | **-** | **100.00%** |
| **Net Increase (Decrease)** | **($94,387)** | **($759,382)** | **$1** | **$759,383** | **-7593820 0.00%** |
| ***Equity:*** | | | | | |
| Retained Earnings | - | $1,855,754 | - | ($1,855,754) | 0.00% |

Ozaukee County Committee Report

# Enterprise Fund Lasata Heights

For the Eight Months Ending Wednesday, August 31, 2022

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

| | Current Month Actual | 2022 YTD Actual | 2022 Amended Budget | Budget Balance | % Budget YTD |
|---|---|---|---|---|---|
| **Revenues** | | | | | |
| Public Charges for Services | $58,433 | $488,997 | $789,565 | $300,568 | 61.93% |
| Other Revenue | $216 | $2,523 | $1,100 | ($1,423) | 229.36% |
| **Total Revenues** | **$58,649** | **$491,520** | **$790,665** | **$299,145** | **62.17%** |
| **Expenditures** | | | | | |
| Salaries | $11,872 | $108,377 | $220,482 | $112,105 | 49.15% |
| Fringe Benefits | $5,882 | $61,637 | $83,934 | $22,297 | 73.44% |
| Travel/Training | - | - | $1,000 | $1,000 | 0.00% |
| Supplies | $157 | $22,062 | $55,850 | $33,788 | 39.50% |
| Purchased Services | $8,793 | $83,512 | $148,822 | $65,310 | 56.12% |
| Interdepartment Charges | $966 | $8,605 | $24,792 | $16,187 | 34.71% |
| Depreciation | - | $73,502 | $223,000 | $149,498 | 32.96% |
| Other Expenses | $3,742 | $43,590 | $32,786 | ($10,804) | 132.95% |
| **Total Operating Expenditures** | **$31,412** | **$401,285** | **$790,666** | **$389,381** | **50.75%** |
| **Capital Outlay** | | | | | |
| Equipment & Furniture | - | $33,549 | $75,000 | $41,451 | 44.73% |
| Buildings & Land | $245,915 | $578,517 | $15,000 | ($563,517) | 3856.78 % |
| Contra | - | - | ($90,000) | ($90,000) | 0.00% |
| **Total Capital Outlay** | **$245,915** | **$612,066** | **-** | **($612,066)** | **0.00%** |
| **Total Expenditures** | **$277,327** | **$1,013,351** | **$790,666** | **($222,685)** | **128.16%** |
| **Net Increase (Decrease)** | **($218,678)** | **($521,831)** | **($1)** | **$521,830** | **5218310 0.00%** |
| ***Equity:*** | | | | | |
| Retained Earnings | - | ($1,142,952) | - | $1,142,952 | 0.00% |

Ozaukee County Committee Report
**Enterprise Fund Lasata RCAC**
For the Eight Months Ending Wednesday, August 31, 2022
Profit and Loss Statement ACTUAL TO AMENDED BUDGET

| | Current Month Actual | 2022 YTD Actual | 2022 Amended Budget | Budget Balance | % Budget YTD |
|---|---|---|---|---|---|
| **Revenues** | | | | | |
| Public Charges for Services | $227,536 | $1,988,643 | $3,304,559 | $1,315,916 | 60.18% |
| Other Revenue | $1,037 | $3,272 | $2,000 | ($1,272) | 163.60% |
| **Total Revenues** | **$228,573** | **$1,991,915** | **$3,306,559** | **$1,314,644** | **60.24%** |
| **Expenditures** | | | | | |
| Salaries | $84,652 | $694,122 | $1,110,207 | $416,085 | 62.52% |
| Fringe Benefits | $25,384 | $221,732 | $376,015 | $154,283 | 58.97% |
| Travel/Training | - | - | $1,000 | $1,000 | 0.00% |
| Supplies | $12,532 | $105,577 | $150,800 | $45,223 | 70.01% |
| Purchased Services | $19,411 | $171,065 | $256,901 | $85,836 | 66.59% |
| Interdepartment Charges | $3,981 | $32,737 | $99,457 | $66,720 | 32.92% |
| Depreciation | - | $121,137 | $365,900 | $244,763 | 33.11% |
| Debt Service | - | $82,063 | $173,425 | $91,362 | 47.32% |
| Other Expenses | $5,513 | $65,109 | $86,479 | $21,370 | 75.29% |
| **Total Operating Expenditures** | **$151,473** | **$1,493,542** | **$2,620,184** | **$1,126,642** | **57.00%** |
| **Capital Outlay** | | | | | |
| Equipment & Furniture | - | $5,826 | $25,000 | $19,174 | 23.30% |
| Buildings & Land | - | - | $25,000 | $25,000 | 0.00% |
| Contra | - | - | ($50,000) | ($50,000) | 0.00% |
| **Total Capital Outlay** | **-** | **$5,826** | **-** | **($5,826)** | **0.00%** |
| **Total Expenditures** | **$151,473** | **$1,499,368** | **$2,620,184** | **$1,120,816** | **57.22%** |
| Other Finance Uses | - | $686,376 | $686,376 | - | 100.00% |
| **Net Other Financing Sources/Uses** | **-** | **$686,376** | **$686,376** | **-** | **100.00%** |
| | | | | | **1938290** |
| **Net Increase (Decrease)** | **$77,100** | **($193,829)** | **($1)** | **$193,828** | **0.00%** |
| ***Equity:*** | | | | | |
| Retained Earnings | - | $637,076 | - | ($637,076) | 0.00% |