



AGENDA
HEALTH AND HUMAN SERVICES COMMITTEE
SPECIAL MEETING
WEDNESDAY, JUNE 7, 2023 – 8:45 AM
ADMINISTRATION CENTER - ROOM A-200
121 W. MAIN STREET, PORT WASHINGTON, WI 53074

- 1. CALL TO ORDER**
- 2. PROPER NOTICE**
- 3. PUBLIC COMMENT**
- 4. ACTION ITEMS**
 - a. Increase of Revenue Budget Amendment Wisconsin Department of Natural Resources 2023 Wisconsin Beach Monitoring Program Grant
 - b. Resolution: Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual - Positions & Pay Grades: Children's Long-Term Support and Youth Justice Supervisor Position
 - c. Supplemental Appropriation Budget Amendment to Remodel 3rd Floor Reception
- 5. 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: June 7, 2023
DEPARTMENT: Public Health
DIRECTOR: Kim Buechler
PREPARER: Tyler Quaas

Agenda Summary Increase of Revenue Budget Amendment Wisconsin Department of Natural Resources 2023 Wisconsin Beach Monitoring Program Grant

BACKGROUND INFORMATION: The Health Department was granted \$10,872 from the Department of Natural Resources to implement the 2023 Wisconsin Beach Monitoring Program, with expenses to be incurred throughout the beach season between Memorial Day and Labor day of 2023 and being reimbursed by the DNR at the end of the season. The department plans to use these funds for necessary beach testing supplies, maintenance on vehicles used for driving between beaches, and staff time to complete in-house testing, to ensure that water quality determinations are conducted promptly and according to DNR standards.

ANALYSIS: The dollars were allocated to assure health departments have the infrastructure to support Environmental Health work. The WOPHD intends to spend the dollars to support infrastructure improvements and sustainability.

FISCAL IMPACT: \$10,872

Balance Current Year: \$10,872 Next Year's Estimated Cost: \$0

FUNDING SOURCE:

County Levy: \$0

Non-County Levy: \$10,872 Indicate source: Wisconsin Department of Natural Resources

RECOMMENDED MOTION: Approve

ATTACHMENTS:

- Public Health Beach Budget Amendment (PDF)

HISTORY:

05/23/23 Health and Human Services Committee

CLERK'S NOTE: After the meeting, the motions and votes were found to be procedurally incorrect. This item will be brought back to the Health & Human Services Committee at a special meeting on June 7, 2023.

HEALTH AND HUMAN SERVICES COMMITTEE



Budget Amendment Request Committee Approval Form

4.a.1

TO: Finance Committee

FROM: Public Health Department

Department Name

Date of Request: 5/9/2023

Resolution No: _____

Period Transfer Recorded: _____

Type of Budget Amendment (check one)

Increase of Revenue: ☒Fund Transfer: ☐Supplemental Appropriations: ☐

Debit / Expense			Credit / Revenue		
Acct #	204-2-06-51101-000	\$ 5,153	A/C #	204-2-06-42335-000	\$ 10,872
		/ -			/ -
	Pre-request Account's Budget	Changed To		Pre-request Account's Budget	Changed To
Cost Ctr & A/C Desc	Grants - Salaries & Wages		Cost Ctr & A/C Desc	Grants - Beach Testing Grant	
Acct #	204-2-06-52002-000	\$ 845	A/C #		\$ -
		/ -			/ -
	Pre-request Account's Budget	Changed To		Pre-request Account's Budget	Changed To
Cost Ctr & A/C Desc	Grants - Travel/Mileage		Cost Ctr & A/C Desc		
Acct #	204-2-06-55101-000	\$ 3,175	A/C #		\$ -
		/ -			/ -
	Pre-request Account's Budget	Changed To		Pre-request Account's Budget	Changed To
Cost Ctr & A/C Desc	Grants - Highway Vehicle Maintenance		Cost Ctr & A/C Desc		
Acct #	204-2-06-53101-000	\$ 1,699	A/C #		\$ -
		/ -			/ -
	Pre-request Account's Budget	Changed To		Pre-request Account's Budget	Changed To
Cost Ctr & A/C Desc	Grants - Office Supplies		Cost Ctr & A/C Desc		
Acct #		\$ -	A/C #		\$ -
		/ -			/ -
	Pre-request Account's Budget	Changed To		Pre-request Account's Budget	Changed To
Cost Ctr & A/C Desc			Cost Ctr & A/C Desc		
Acct #		\$ -	A/C #		\$ -
		/ -			/ -
	Pre-request Account's Budget	Changed To		Pre-request Account's Budget	Changed To
Cost Ctr & A/C Desc			Cost Ctr & A/C Desc		
Total Debits:		10,872	Total Credits:		10,872

Reason for Request (Be Specific). Also fill out Support Document for County Board.

The Health Department was granted \$10,8720 from the Department of Natural Resources to implement the 2023 Wisconsin Beach Monitoring Program, with expenses to be incurred throughout the beach season between Memorial Day and Labor day of 2023 and being reimbursed by the DNR at the end of the season. The department plans to use these funds for necessary beach testing supplies, maintenance on vehicles used for driving between beaches, and staff time to complete in-house testing, to ensure that water quality determinations are conducted promptly and according to DNR standards.

Department Head Signature

TYPE IN Oversight Committee Chairperson's Name

Oversight Committee Members

Finance Committee Members

Date of Meeting

Date of Meeting

Date Amended:

Budget Amended By:

RESOLUTION NO. (ID # 9376)

AMENDING CHAPTER 3 OF THE OZAUKEE COUNTY POLICY AND PROCEDURE
MANUAL - POSITIONS & PAY GRADES: CHILDREN'S LONG-TERM SUPPORT AND
YOUTH JUSTICE SUPERVISOR POSITION

RESOLVED, by the Ozaukee County Board of Supervisors, that Chapter 3 of the Ozaukee County Policy and Procedure Manual be amended to read:

Current Job Title	Department	Division	FLSA	Grade	Head Count	FTE
CLTS and Youth Justice Supervisor	Human Services	Children and Families	Exempt	16	1.0	1.0

FURTHER RESOLVED, that these changes shall take effect June 7, 2023.

Dated at Port Washington, Wisconsin, this 7th day of June 2023.

VOTE REQUIRED: Majority

SUMMARY: Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual reflecting the request for one additional Children's Long-Term Support and Youth Justice Supervisor position in Human Services.

05/23/23

Health and Human Services Committee

CLERK'S NOTE: After the meeting, the motions and votes were found to be procedurally incorrect. This item will be brought back to the Health & Human Services Committee at a special meeting on June 7, 2023.

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	June 7, 2023
DEPARTMENT:	Human Services
DIRECTOR:	Liza Drake
PREPARER:	Liza Drake

Agenda Summary Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual - Positions & Pay Grades: Children's Long-Term Support and Youth Justice Supervisor Position

BACKGROUND INFORMATION:

The Children and Families Division consists of the following service provisions: Youth Justice, Child Protection Services (CPS) Access, CPS Initial Assessment, CPS Ongoing, Family Support Workers, Independent Living Services, School Social Work Liaison, Custody Studies, Foster Care/Kinship Care, Birth to Three (B3) and Children's Long-Term Support (CLTS).

Currently, these programs employ one manager, two supervisors, and twenty-seven employees. The Children and family Division also oversees an additional CLTS contract with Lutheran Social Services (LSS) that employs one supervisor and three employees.

Within the past six years, there have been a great deal of program change within the Children and Families Division that has increased availability of services to community participants, particularly in the following programs: Child Protection Services, Youth Justice, Birth to Three and Children's Long-Term Support. This increased service provision requires additional time with families and community partners to collaborate and offer the best care for youth living in the community. As a result, staff require more support and time from Children and Families Leadership.

In attempts to provide more preventative services versus reactive services, Ozaukee County Department of Human Services (OCDHS) Child Protection Services screens in 46.6% of abuse and neglect referrals, which is higher than the state average of 37.4%. During the initial assessment process, Child Protection Services has 60 days to come up with a determination of child abuse or neglect. OCDHS spends an average of 54 out of the 60 days with families in attempts to assess their needs and provide services without further ongoing intervention. If ongoing services are deemed most appropriate, the average time OCDHS CPS provides voluntarily services is 11 months and court ordered services is 23 months. This means services are time intense to work efficiently to meet the needs of the family and ensure safety for the children. Staff require close and continuous supervision for case direction and guidance.

Wisconsin's Children in Out of Home Care 2021 report indicated that 77.3% of youth in Wisconsin's Out of Home Care had a documented disability determination. Youth needs have significantly increased while their behaviors are being serviced more in community family care settings. This trend will continue to grow. Wisconsin is looking at expanding the kinship care

program and changing foster care licensing requirements for relatives which will require more time devoted to this program expansion. Median length of stay in care is also decreasing which requires more attention to families to ensure safety needs are being met while children are transitioning back into their home of origin.

Currently about 50% of youth involved in the Youth Justice program are involved in multiple programs within the Human Services Department. In attempts to avoid youth entering the court system, OCDHS Youth Justice serves 38% of youth in voluntary services compared to the state average of 15%. Furthermore, OCDHS counsels more families at intake for the duration of the intake than the state average. Youth Justice is providing more personalized services to families. Since 2019, OCDHS has implemented assessments and treatment planning to their Youth Justice program. This has required additional ongoing training, state meetings, and reviews of all new documents with staff to ensure services are more adapted to youth. OCDHS is also implementing tailored dispositional orders that will require more training and meetings with state and county personnel to develop and implement. This will result in additional program development for Children and Family staff.

The B3 program has expanded 30% since 2018. There is an increase in the complexity of the children and their families that is being seen in the B3 program. This requires more time and resources from staff. Families are being served by multiple programs and community support which requires increased consultation and coordination.

The number of children services by the CLTS program has increased 450% since 2015. The program is becoming much more complex and has had many administrative changes the past five years. There are a great deal of intricacies involved with the Children's Long-Term Support program. The youth and families involved in this program have several assessed needs, requiring services from multiple programs at once to be able to safely live in the community.

The focus of the Children and Families Division is to reduce trauma to children by keeping them safe with their families, provide support and resources to build on family strengths, build a family's connection to their community, and prevent future maltreatment. The primary goal is to increase parental protective capacities, decrease out-of-home placements, help families develop formal and informal supports, reduce maltreatment to children, and support reunification planning to prevent re-entry in out of home care.

Due to the complexity of the youth and families that engage in the Children and Families Division, families need more time and resources from workers. In turn, staff are seeking more supervisor and management time for consultation, critical thinking and problem solving. Additionally, these cases need more consultation with community partners as well as other human service divisions and county departments.

A part of the Children and Families Manager role includes collaborating as a senior management team and projects that allow the Department to serve community constituents more effectively. With more program oversight, and staff in the Children and Families Division, consumers being served, time needs to be dedicated to supporting staff to ensure best practice models are followed and quality services are provided. Time also needs to be dedicated to program development, enhancement, and oversight. All these community initiatives require additional time to staff cases, coaching of staff in case development and improvement, and assist in expanding the intersecting partnerships.

The new Children and Families Supervisor would oversee both the Youth Justice and CLTS programs. They would be responsible for supervising five CLTS workers and overseeing the CLTS Lutheran Social Services contract. This requires consulting on cases weekly, reviewing plans and approving service requests for families. This position would also be responsible for supervising three Youth Justice workers, one of which is part-time in the Port Washington Saukville School District. Reviewing cases each week, assessing youth justice referrals, as well as providing oversight to court petitions written by Youth Justice staff would all be duties assigned to the proposed position. A Supervisor in this role often requires immediate supervisor response. Having a smaller supervisor to worker ratio would allow more supervisory availability to staff during crisis. The proposed position would also provide more coordination with other community agencies and divisions within Human Services. The position would support being a back-up of screening Access Reports and would be included in the rotation of on-call supervisor responsibilities.

The Child Welfare League of America recommends a 1:5 supervisor to staff ratio. Wisconsin's September 24, 2021, Child Welfare Workload Study reviewed work activity for Child Welfare Professionals and supervisory Child Welfare Professionals within the Department of Children and Families to allow Wisconsin to make informed decisions on work distribution and staff allocation. In the study, they developed a calculation guide to determine the recommended supervisor to staff ratio based on county specific data. When calculating, 3.5 direct supervisors to staff was recommended for Ozaukee County.

Currently the supervisor to staff ratios in the Children and Family division are 1:14 and 1:12. Several of the programs they oversee are crisis driven and require after-hours contacts with workers. In 2023, staff asked management to change the on-call rotation to prevent staff burnout. Management reduced the on-call personnel to one staff per evening versus two. As a result, on-call management does get more calls than ever before. Management is more actively involved after hours calling foster homes and contacting other counties. When called, management is processing through even more difficult scenarios than ever before.

ANALYSIS:

1) Do Nothing:

Staff and supervisors have continued to describe ongoing exhaustion and burnout from the complexities of the job. If we do nothing, staff retention will diminish. There will also be less personal attention and quality of services for families. This will lead to a higher level of caregiver burnout. This will be straining and likely a breaking point for staff. Additionally, due to the stress and staff not having as much time as they would like to staff out of home placements, children will be reunited with their families at a slower pace than we would like.

2) Contract out the service:

Youth Justice is a county program and cannot be contracted. OCDHS currently contracts out for some of their Service Coordinator case management within the CLTS program. The contracted provider has one supervisor for three staff and currently serves 109 youth. This contractor has also been plagued with consistent turnover and a struggle to recruit qualified staff. The CLTS program is program that has had numerous administrative changes from the State of Wisconsin within the past five years. This position requires a

leader to work closely with staff to ensure understanding and compliance of program rules. The contracted provider is not equipped to manage more complex youth and families than our County CLTS program staff. Contracting the service out completely is not recommended due to so much overlap with Human Services programming.

- 3) Increase hours of existing employees, hire part-time, lower classification, shared position, etc.:

The Children and Family Division offers increased hours to staff. Supervisors and staff have expressed low levels of energy working with these more complex families due to the additional time and resources they demand. Staff capacity is at their maximum.

- 4) Create new position:

Having an additional Children and Families Supervisor to assist with being available for projects or overseeing and supporting staff would assist OCDHS Children and Family employees in providing quality services to the community. Staff would get additional support from management and with more support and guidance, better services will be provided to families, stronger attachments between the family and community will be established to preserve youth in their homes and communities.

FISCAL IMPACT:

Balance Current Year: \$66,395

Next Year's Estimated Cost: \$132,790

RECOMMENDED MOTION: The Department respectfully requests the Committee's approval of a full-time Children and Family Supervisor effective on the date of the County Board's approval.

ATTACHMENTS:

- CF YJ CLTS Supervisor (DOCX)



Ozaukee County Position Description

Position Title	Children and Family Youth Justice & CLTS Supervisor
Department	Human Services
Division	Children and Family
Pay Grade	16
Classification	Full Time
FLSA Status	Exempt
Reports To	Children and Family Manager
Direct Reports	Youth Justice and Children's Long Term Support workers
Last Updated	5/2023

Job Summary

The Children and Family Youth Justice and Children's Long-Term Support (CLTS) Supervisor supervises Children and Family staff to ensure child safety and youth rehabilitation by utilizing Wisconsin Statutes, State Standards and DCF guidelines. This position is also responsible for directly overseeing service implementation and family support in the Children's Long-Term Waiver program (funded by a home and community-based service waiver and Children's Community Options Program).

Essential Functions and Responsibilities

The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully with or without reasonable accommodations to be qualified for the position. Other duties may be required and assigned.

55% CLTS Case Manager Supervision and Administration:

Ensures compliance with federal, state, and administrative codes. Assigns cases, attends, and actively participates in case transfer staffing. supports CLTS case managers in all aspects including hiring, training, approval of timecards, performance evaluations, individual and group supervision, and approval of training. Provides case managers with educational opportunities to ensure they are well versed in a variety of disabilities and the challenges CLTS families face. Coordinates programmatic support and participant requests with Child and Family Program Specialist at the Bureau of Children's Services and ensures a strong partnership with the Wisconsin Department of Health Services. Assures the application of client rights, grievance and dispute resolution processes and procedures. Serves as the program contact in responding to consumer related complaints and grievances. Approves authorizations for purchase of services and items in line with service plans. Ensure the Deciding Together model is being implemented with families when making purchasing decisions. Assists to build contracted services pool through educating community partners on CLTS and Children's Community Options Program (CCOP) funding and monitors and supports contracted service agencies to assure high quality and the appropriate extent of services provided. Facilitates annual Metastar compliance review process. Coordinates and facilitates a quarterly Ozaukee County Child Come First Advisory Board meeting, as oversight for the County's CCOP funding. Reports data and program activities as needed. Facilitates weekly coaching with staff and monitors overall program performance. Functions as part of treatment teams/multi-disciplinary teams to ensure continuity of care.

30% CPS – Youth Justice Program Administration and Supervision:

Ensures compliance with federal, state, and administrative codes. Assigns cases, applies assessment skills, makes determinations regarding appropriate course of action, and provides feedback and direction to staff regarding youth justice. Directs individual supervision of case management, group supervision and emergency/drop-in supervision. Provide support. Review, edit and approve documents: Youth Justice (YJ) intake decisions and documentation, disposition reports, case plans, permanency plans, family interaction plans, Deferred Prosecution Agreements, Conditions of Supervision, referrals for service, billing requests, Child and Adolescent Needs and Strengths, placements, and foster care rates. Attends home visits, office visits and team meetings with clients when needed. Attend court hearings. Prepare for and collaborate regarding court hearings and testimony. Check ticklers, review case notes, review and approve expense reports and training authorizations. Encourage and facilitate further skills development/enhancement and/or additional training. Collaborates with Corporation Counsel, District Attorney's Office, Victim Witness Office, and Child Support. Track program statistics. Review and respond to concerns and complaints.

5% Access Assistance, On-Call Manager Rotation and Administration:

Ensures compliance with federal, state, and administrative codes. Directs individual supervision and support. Reviews, edits, screens, and assigns Access Reports and Service Reports. Collaborates immediately regarding calls with concerns for present and impending safety threats. Reviews records requests and discovery requests. Reviews and approves timesheets and time off requests. Ensures coverage for days off. Participates in Performance Evaluations, Counseling Education, Performance Improvement Plans and disciplinary action, when needed. Encourages and facilitate further skills development/enhancement, such as the Access Applied Learning Community and/or other trainings. In addition, participates in hiring decisions and makes recommendations to the Children and Family Manager. This position takes part in the on-call supervisor rotation, where decisions and supervisory consultations are made after-hours related to child protection safety and youth justice. Attend Temporary Physical Custody Meetings.

5% Collaboration:

Facilitates collaboration and maintains positive working relationships with Ozaukee County internal and community partners. Attends meetings within the Department: All-Staff Meetings, Manager/Supervisor Meetings, and Supervisor Meetings. Attends meetings within the Division: Children and Family Leadership Meetings, Division Meetings, Case Transfer Staffing and TPC Meetings. Attends state meetings: regional supervisor meetings, Regional Foster Care Meetings, and DCF State Meetings. Participates in Steps Meeting, CARE/CST Meeting, DEC/YJ Meeting, and LRCAC Case Review. Collaborates with other county supervisors regarding access reports, shared cases, courtesy requests, and level 5 foster homes. Collaborate with Crisis/Comprehensive Community Services/CLTS/Birth-to-Three/Women Infant Children Program. Consults with Corporation Counsel, District Attorney, Victim Witness and Child Support Office. Provides outreach to schools, law enforcement and community partners related to Access and Service Reports, Mandated Reporter Training and any other common needs and goals. Maintains constructive relationships with community partners related to holiday donations and on-call/YJ supervision lists.

5% Training/Program Administration:

Remains updated on Wisconsin Standards, Wisconsin Statutes, DCF 56, DCF 58, DHS 12 and DCF Initiatives. Writes and follows through with Grant Opportunities. Attends trainings for licensure requirements and supervisor trainings. Participation in strategic goal items, Trauma Informed Care initiatives, Podcast Club, Outreach Committee, and Leadership Academy. Track relevant statistics. Responds to concerns and complaints from clients and/or community members. Takes part in the

on-call supervisor rotation, where decisions are made after-hours, on-call and attend Temporary Physical Custody Meetings. This position acts as a backup the other Children and Family Supervisors and Children and Family Manager, as needed. Performs other duties as assigned.

Supervision Exercised

Direct supervision of Youth Justice and Children's Long Term Support Program

Minimum Education Qualifications

Education and/or Experience Requirements:

- Master's Degree required.
- Minimum three to five years of relative experience in Child Protection, Youth Justice and or Children's Long-Term Support, prefer one year of demonstrated leadership experience or direct supervisor experience.

Licenses, Certifications, and Other Requirements:

- Requires a valid Wisconsin Driver's License and acceptable driving record.
- Certification or licensure in the state of Wisconsin may be obtained after hire.

Minimum Knowledge, Skills, and Abilities Qualifications

In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.

- Knowledge of approved social work principles and methods in the field of child welfare, family inter-relationships, and individual and group behavior.
- Knowledge of current social and economic problems and the way in which they affect families and individuals.
- Knowledge of Youth Justice 938
- Knowledge of Children's Long Term Support funding, Functional Screening, and Critical Incident Reporting
- Ability to communicate ideas effectively orally and in writing and have an influential presence within programs.
- Ability to establish and maintain effective working relationships with families, administrative superiors, co-workers, the general public and community partners in a manner that support collaboration.
- Ability to problem solve, think critically and unconventionally.
- Ability to be an active listener, coach staff in their development, and provide conflict resolution
- Ability to make sound decisions in high pressure situations.
- Ability to read employee emotions and predict potential employee reactions
- Skills in delegating, organization, multi-tasking, and time management.
- Skills in supervision and supportive management of staff.

In evaluating candidates for this position, Ozaukee County may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

Physical Requirements

- Prolonged periods of sitting and working on a computer.
- Periodic periods of standing or walking.

Work Environment

Work is performed outdoors during both daytime and nighttime hours, and in all weather conditions in and around traffic.

EOE / ADA Statement

Work is typically completed in the office, in homes, in community environments, and remotely from home. The job entails a significant amount of emotional stress, including secondary trauma, given the emergency nature of the positions supervised as well as making decisions surrounding child and youth safety.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signatures:

Employee: _____

Date: _____

Department Head: _____

Date: _____

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: June 7, 2023
DEPARTMENT: Human Services
DIRECTOR: Liza Drake
PREPARER: Brad Mueller

Agenda Summary Supplemental Appropriation Budget Amendment to Remodel 3rd Floor Reception

BACKGROUND INFORMATION: Human Services is requesting use of its fund balance for a secured remodel of the 3rd floor reception area. There are a total of 2 quotes attached. The department is requesting approval to hire JL Business Interiors, Inc. for the job.

ANALYSIS: Proposal from JL Business Interiors will be signed once approved by HHS Committee and County Board.

FISCAL IMPACT:

Balance Current Year: \$31,800.00

Next Year's Estimated Cost: \$0.00

FUNDING SOURCE:

County Levy:

Non-County Levy: \$31,800.00

Indicate source: Fund balance

RECOMMENDED MOTION: The department respectfully requests the approval of the use of its fund balance to better secure the 3rd floor reception area.

ATTACHMENTS:

- Budget Amendment Request - 3rd Floor Reception Area 2023 with quotes (PDF)

HISTORY:

05/23/23 **Health and Human Services Committee**

CLERK'S NOTE: After the meeting, the motions and votes were found to be procedurally incorrect. This item will be brought back to the Health & Human Services Committee at a special meeting on June 7, 2023.

HEALTH AND HUMAN SERVICES COMMITTEE



Budget Amendment Request Committee Approval Form

4.c.1

TO: Finance Committee

FROM: Human Services

Department Name

Date of
Request:

5/23/2023

Resolution No: _____

Period Transfer Recorded: _____

Type of Budget Amendment (check one)

Increase of Revenue: _____

Fund Transfer: _____

Supplemental Appropriations: **X**

Debit / Expense			Credit / Revenue		
Acct #	202-1-01-62512-000	\$ 31,800	A/C #	202-0-00-33690-000	\$ 31,800
	Pre-request Account's Budget	Changed To		Pre-request Account's Budget	Changed To
Cost Ctr & A/C Desc	Building Improvements		Cost Ctr & A/C Desc	Human Services - Committed Budget Adjustment	
Acct #		\$ -	A/C #		\$ -
	Pre-request Account's Budget	Changed To		Pre-request Account's Budget	Changed To
Cost Ctr & A/C Desc			Cost Ctr & A/C Desc		
Acct #		\$ -	A/C #		\$ -
	Pre-request Account's Budget	Changed To		Pre-request Account's Budget	Changed To
Cost Ctr & A/C Desc			Cost Ctr & A/C Desc		
Acct #		\$ -	A/C #		\$ -
	Pre-request Account's Budget	Changed To		Pre-request Account's Budget	Changed To
Cost Ctr & A/C Desc			Cost Ctr & A/C Desc		
Acct #		\$ -	A/C #		\$ -
	Pre-request Account's Budget	Changed To		Pre-request Account's Budget	Changed To
Cost Ctr & A/C Desc			Cost Ctr & A/C Desc		
Acct #		\$ -	A/C #		\$ -
	Pre-request Account's Budget	Changed To		Pre-request Account's Budget	Changed To
Cost Ctr & A/C Desc			Cost Ctr & A/C Desc		
Total Debits:		31,800	Total Credits:		31,800

Reason for Request (Be Specific). Also fill out Support Document for County Board.

Human Services is requesting use of its fund balance for a secure remodel of the 3rd floor reception area. There are a total of 2 quotes attached. The department is requesting approval to hire JL Business Interiors, Inc for the job.

Department Head Signature

Oversight Committee Members

Date of Meeting

Dave Irish

TYPE IN Oversight Committee Chairperson's Name

Finance Committee Members

Date of Meeting

Date
Amended:

Budget Amended By:

Remit To:

J L BUSINESS INTERIORS, INC.
 515 Schoenhaar Drive
 P.O. Box 303
 West Bend, WI 53095
 (262) 338-2221 Fax (262) 338-2269

**PROPOSAL**

DATE	Proposal No.
3/28/2023	29102

BILL TO

Ozaukee County Finance Department
 121 W Main Street
 PO Box 994
 Port Washington WI 53074-0994
 Attn: Accounts Payable

SHIP TO

Attn: Joe Hicks
 Ozaukee County Finance Department
 121 W Main Street
 Port Washington WI 53074-0994
 jhicks@co.ozaukee.wi.us

CUSTOMER PO	TERMS	REP	PHONE	INSTALL BY
	Net 10 days	RJT	262-483-0061	

LINE	DESCRIPTION	QTY	COST	TOTAL
	Ron, Here Is The Quote That You Requested:			
1.	Administration Building 3rd Floor Panel Project Per Drawing		29,000.00	29,000.00
	** Colors And Finishes To Be Determined			
	Labor To Deliver And Install		2,800.00	2,800.00
	- Contingent On Normal Business Hours And Normal Conditions			
	** Lead Time: TO BE DETERMINED UPON RECEIPT OF SIGNED PROPOSAL & FINISH SELECTIONS **			
	** PRICES NOT SUBJECT TO WISCONSIN SALES TAX **			
	* TERMS - FROM DATE OF INVOICE			
	* LEASING OPTION AVAILABLE			
	* THIS PROPOSAL VALID FOR 30 DAYS - From 03/28/23			
	Quote will be accepted upon a signature and a down payment option.			
	____ 35% DOWN / BAL DUE N10 DAYS FROM DATE OF INVOICE			
	____ 50% DOWN / BAL DUE N30 DAYS FROM DATE OF INVOICE			
	DATE PAYMENT WILL BE MADE			
	PRODUCT WILL NOT BE ORDERED UNTIL DOWN PAYMENT HAS BEEN RECEIVED			
EFFECTIVE JANUARY 1, 2017:				
There will be a 3% processing fee added to invoice for payment using credit card.				
Page 1				
		TOTAL		

Attachment: Budget Amendment Request - 3rd Floor Reception Area 2023 with quotes (Human Services Budget Amendment Request - 3rd

Remit To:

J L BUSINESS INTERIORS, INC.
 515 Schoenhaar Drive
 P.O. Box 303
 West Bend, WI 53095
 (262) 338-2221 Fax (262) 338-2269

**PROPOSAL**

DATE	Proposal No.
3/28/2023	29102

BILL TO
Ozaukee County Finance Department 121 W Main Street PO Box 994 Port Washington WI 53074-0994 Attn: Accounts Payable

SHIP TO
Attn: Joe Hicks Ozaukee County Finance Department 121 W Main Street Port Washington WI 53074-0994 jhicks@co.ozaukee.wi.us

CUSTOMER PO	TERMS	REP	PHONE	INSTALL BY
	Net 10 days	RJT	262-483-0061	

LINE	DESCRIPTION	QTY	COST	TOTAL
	J L Business Interiors would like to thank you for the opportunity to bid this job. If you are purchasing "refurbished" product or "As Is" product, please keep in mind that they are not brand new and may have some slight imperfections. Any new special order items will be subject to a 50% RESTOCKING FEE IF CANCELLED OR RETURNED. To accept this quote, please check one of the payment choice boxes, sign and e-mail to purchasing@jlbusinessinteriors.com or fax it to 262-338-2269. Please feel free to give me a call at 262-338-2221 if you have any questions or if you would like to make any changes. Sincerely,  Ron Turk Sales Consultant Quote will be accepted upon a signature. Accepted By _____ Date _____			
		TOTAL		\$31,800.00

NO REFUNDS OR WARRANTY ON: All Used, Closeout And "As-Is" Product

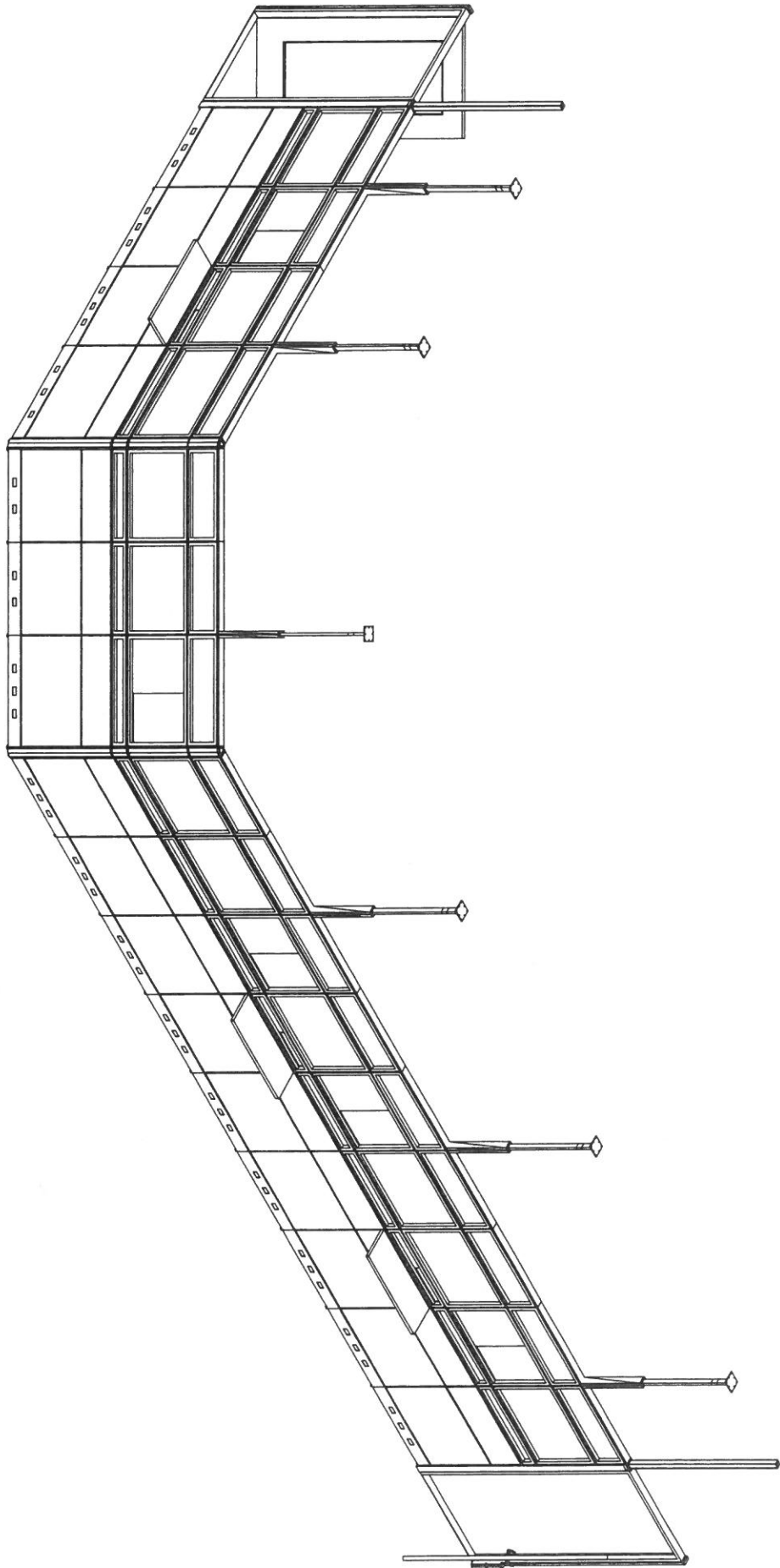
Subject to a service charge of 1 1/2% per month on all past due amounts. \$25.00 charge for NSF check.

EFFECTIVE JANUARY 1, 2017:
There will be a 3% processing fee added to invoice for payment using credit card.

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COMMERCIAL INTERIORS

7075 W Parkland Ct, Milwaukee WI 53223
 1-800-283-7274

Date: 04.20.23

Company: Ozaukee County

Name: Joe Hicks

Address: 121 W. Main St
 Port Washington, WI 53074

Manufacturer	Description	Unit Price	Qty.	Total
AIS	Matrix Panel System per Layout with Shatter Proof Glass Laminate Outside Panels / Fabric Inside Panels (Finishes TBD)	\$32,574.00	1	\$32,574.00
	Removal of Existing Furniture / Delivery / Installation New Furniture	\$3,410.00	1	\$3,410.00
***** Use 4ea Existing Desks *****				
Total				\$35,984.00



50% Deposit Due At Time of Order
 Sales Tax Additional
 Quote Valid for 30 days

Approved by: _____

Date: _____