



AGENDA
HEALTH AND HUMAN SERVICES COMMITTEE
HUMAN SERVICES BOARD
REGULAR MEETING
TUESDAY, FEBRUARY 27, 2024 – 8:00 AM
ADMINISTRATION CENTER - ROOM A-200
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**
- 2. PROPER NOTICE**
- 3. PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS**
- 4. APPROVAL OF MINUTES**
 - a. January 23, 2024
- 5. LASATA SENIOR LIVING CAMPUS**
 - a. Discussion Items**
 1. CBRF Construction Management RFP, Timeline and Committee Interviews
 - b. Management/Financial/Informational Reports**
 1. Lasata Campus Monthly Reports
- 6. ACTION ITEMS:**
 - a. Recommendation of HHS Committee Project Submittals to the Executive Committee
- 7. VETERANS SERVICES OFFICE**
 - a. Management/Financial/Informational Reports**
 1. Veterans Services Report
- 8. PUBLIC HEALTH**
 - a. Action Items:**
 1. Carryover of 2023 Funds - Public Health
 - b. Management/Financial/ Informational Reports**
 1. Public Health Report
- 9. HUMAN SERVICES**
 - a. Action Items:**
 1. Carryover of 2023 Funds - Health & Human Services
 2. New Position: Crisis Program
 - b. Management/Financial/Informational Reports**
 1. HS/Aging/ADRC Financial Report - Jan 2024
- 10. NEXT MEETING DATE**

March 26, 2024
- 11. ADJOURNMENT**

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

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

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	February 27, 2024
DEPARTMENT:	County Clerk
DIRECTOR:	Karen Niemuth
PREPARER:	Amy Rhines

Agenda Summary January 23, 2024

[<https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/ 01232024-3357>](https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/01232024-3357)

HEALTH AND HUMAN SERVICES COMMITTEE

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	February 27, 2024
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Jason Dzwinel

Agenda Summary CBRF Construction Management RFP, Timeline and Committee Interviews

The Request for Proposals for Construction Management as Advisor Services is ready for release. I am seeking Health and Human Services Committee input on participation in the selection of the Construction Management Firm. If the committee would like to participate in the interviews of the responding firms the week of March 18-22, 2024 is planned for a meeting to meet the scheduled issuance of a Notice to Proceed by April 3, 2024.

The Schedule is detailed below:

Ozaukee County anticipates authorizing a contract for this work and issuing a notice to proceed no later than April 3, 2024. The scope of services will take place over a twelve-fifteen month period. Ozaukee County's goal is to have the CBRF completed, no later than the summer of 2025, if possible. Responding persons/firms should comment on the above schedule as part of their proposal and state how realistic it is to achieve substantial completion of the work by August 30, 2024.

6.0 Timeline

RFP Issuance Date	February 22, 2024
Last Day for Submitting Written Questions	March 6, 2024
E-mail and post addenda to firms, which Include answers to questions, supplements, and/or revisions to RFP	March 9, 2024

Proposals due by 4:00 pm	March 14, 2024
Evaluate Proposals/Interview firms if needed	March 18-22, 2024
Notice of Intent to Award (HHS Committee)	March 26, 2024
Notice to Proceed/Award (County Board)	April 3, 2024
CMaA Firm under Contract by	April 13, 2024

HEALTH AND HUMAN SERVICES COMMITTEE

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	February 27, 2024
DEPARTMENT:	Lasata Campus
DIRECTOR:	Barton Smith
PREPARER:	Christine Kuemmerlein

Agenda Summary Lasata Campus Monthly Reports

ATTACHMENTS:

- Lasata Campus Reports (PDF)

HEALTH AND HUMAN SERVICES COMMITTEE

Lasata Care Center

January 2024 Monthly Report

Barton Smith

Payor Mix Days	Current Month Actual AVG	YTD actual AVG	Budget
Medicare/MC	16	16	20
Private	32	32	23
Medicaid	30	30	42
Total	78	78	85

Payor Mix	Current Month Actual	YTD actual	Budget
Medicare/MC	21%	21%	24%
Private	41%	41%	27%
Medicaid	38%	38%	49%

Organization and Operations Focus

Website/Logo development

Staffing/employee

Agency usage

Life Enrichment (Activities) Director position open

Regulatory Updates

Completing Audits for Annual Survey preparation

Campus Projects and initiatives:

Parking lot lights

Cameras for interior of Care Center

CBRF

Campus Financials:

Wrapping up 2023

T18 and T19 Cost reporting in progress

Attachment: Lasata Campus Reports (Lasata Campus Monthly Reports)

LASATA HEIGHTS MONTHLY REPORT**JANUARY 2023****Kristen Sonnenberg, Director of Senior Apartments****Census:**

- JANUARY census – 53 rented apartments
 - Move ins:
 - One scheduled move in for 2/17 (202)
 - Two scheduled move ins for 3/1/24 (107 and 301)
 - Move outs:
 - One Tenant gave notice for 2/1 (208) and will be moving to the Crossings

Available apartments: 205, 210, 212, 305, 308, 208 (as of 2/1)

Tours:

- There were 6 tours in the month of JANUARY.
 - 1 tour signed a lease for February
 - 1 tour was referred to the Crossings
 - 1 tour went on the waiting list
 - 3 tours are just starting the process and will be looking at other IL's in the area
- Waiting List- 17 applicants on the waiting list:
 - All 17 applicants are waiting for a B, C or D unit (not currently available)

Lasata Crossings Monthly Report**January 2024****Submitted by: Laurel Bath**

- **Census:** As of today, the total census is 48. The group consists of 42 tenants paying privately, 6 are utilizing Family Care.
 - There are 14 open apartments.
 - 12- 1 Bedroom apartments
 - 2-2 Bedroom apartment
- **Admission/Discharges in December:**
 - 12 Tours were done in January
 - Admissions:
 - 1 Admissions-For January
 - 5 scheduled admissions for February
 - Discharges:
 - There were Zero discharges in January.
- **Planned admissions for January**
 - There are 6 scheduled Admissions at this time for February!!
 - There are already 2 planned Admissions for March.

Open Staff Positions:

- **AM Shift:** There is one part time opening on AM Shift
 - **Cook:** Unfortunately, the Cook position is again open; however, there are several promising candidates currently being interviewed
 - **PM Shift:** There are no openings on PM Shift.
 - Candidate Hired for the PM position that was open; with potential start date of February 21, 2024; contingent on BID
 - **NOC shift:** There are no openings on Night Shift.
- We do have one 2nd shift employee who will return 2/17/20 From Maternity leave
- **Waiting List:**
 - There are 6 individuals on the waiting list for Family Care Studio apartments.
 - There are 16 individuals (this includes 3 couples) on our waiting list for one- and two-bedroom apartments; 5 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.*

Ozaukee County Committee Report
Enterprise Fund Lasata Care Center
 For the One Month Ending Wednesday, January 31, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Public Charges for Services	\$1,153,329	\$1,153,329	\$13,291,606	\$12,138,277	8.68%
Other Revenue	\$6,906	\$6,906	\$859,650	\$852,744	0.80%
Total Revenues	\$1,160,235	\$1,160,235	\$14,151,256	\$12,991,021	8.20%
Expenditures					
Salaries	\$290,466	\$290,466	\$7,733,143	\$7,442,677	3.76%
Fringe Benefits	\$197,525	\$197,525	\$2,549,451	\$2,351,926	7.75%
Travel/Training	-	-	\$12,000	\$12,000	0.00%
Supplies	\$42,707	\$42,707	\$508,148	\$465,441	8.40%
Purchased Services	\$197,859	\$197,859	\$1,891,265	\$1,693,406	10.46%
Interdepartment Charges	\$23	\$23	\$515,076	\$515,053	0.00%
Depreciation	\$65,250	\$65,250	\$828,000	\$762,750	7.88%
Debt Service	-	-	\$50,800	\$50,800	0.00%
Other Expenses	\$55,886	\$55,886	\$678,767	\$622,881	8.23%
Total Operating Expenditures	\$849,716	\$849,716	\$14,766,650	\$13,916,934	5.75%
Capital Outlay					
Equipment & Furniture	\$6,571	\$6,571	\$90,000	\$83,429	7.30%
Buildings & Land	-	-	\$45,000	\$45,000	0.00%
Contra	-	-	(\$135,000)	(\$135,000)	0.00%
Total Capital Outlay	\$6,571	\$6,571	-	(\$6,571)	0.00%
Total Expenditures	\$856,287	\$856,287	\$14,766,650	\$13,910,363	5.80%
Other Finance (Sources)	-	-	(\$615,394)	(\$615,394)	0.00%
Net Other Financing Sources/Uses	-	-	(\$615,394)	(\$615,394)	0.00%
Net Increase (Decrease)	\$303,948	\$303,948	-	(\$303,948)	0.00%

Equity:

Attachment: Lasata Campus Reports (Lasata Campus Monthly Reports)

Ozaukee County Committee Report
Enterprise Fund Lasata Heights
 For the One Month Ending Wednesday, January 31, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Public Charges for Services	\$90,571	\$90,571	\$1,153,542	\$1,062,971	7.85%
Other Revenue	\$183	\$183	\$1,091	\$908	16.77%
Total Revenues	\$90,754	\$90,754	\$1,154,633	\$1,063,879	7.86%
Expenditures					
Salaries	\$13,326	\$13,326	\$249,010	\$235,684	5.35%
Fringe Benefits	\$14,184	\$14,184	\$114,825	\$100,641	12.35%
Travel/Training	-	-	\$1,000	\$1,000	0.00%
Supplies	\$228	\$228	\$74,980	\$74,752	0.30%
Purchased Services	\$20,828	\$20,828	\$268,016	\$247,188	7.77%
Interdepartment Charges	-	-	\$15,583	\$15,583	0.00%
Depreciation	\$18,377	\$18,377	\$223,000	\$204,623	8.24%
Other Expenses	\$10,190	\$10,190	\$51,786	\$41,596	19.68%
Total Operating Expenditures	\$77,133	\$77,133	\$998,200	\$921,067	7.73%
Capital Outlay					
Buildings & Land	-	-	\$45,000	\$45,000	0.00%
Contra	-	-	(\$45,000)	(\$45,000)	0.00%
Total Expenditures	\$77,133	\$77,133	\$998,200	\$921,067	7.73%
Other Finance Uses	-	-	\$156,433	\$156,433	0.00%
Net Other Financing Sources/Uses	-	-	\$156,433	\$156,433	0.00%
Net Increase (Decrease)	\$13,621	\$13,621	-	(\$13,621)	0.00%

Equity:

Attachment: Lasata Campus Reports (Lasata Campus Monthly Reports)

Ozaukee County Committee Report
Enterprise Fund Lasata RCAC
For the One Month Ending Wednesday, January 31, 2024
Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Public Charges for Services	\$232,393	\$232,393	\$3,182,784	\$2,950,391	7.30%
Other Revenue	\$4,033	\$4,033	\$8,000	\$3,967	50.41%
Total Revenues	\$236,426	\$236,426	\$3,190,784	\$2,954,358	7.41%
Expenditures					
Salaries	\$49,179	\$49,179	\$1,047,364	\$998,185	4.70%
Fringe Benefits	\$51,054	\$51,054	\$405,503	\$354,449	12.59%
Travel/Training	-	-	\$1,000	\$1,000	0.00%
Supplies	\$13,053	\$13,053	\$176,650	\$163,597	7.39%
Purchased Services	\$35,063	\$35,063	\$379,375	\$344,312	9.24%
Interdepartment Charges	-	-	\$56,477	\$56,477	0.00%
Depreciation	\$30,287	\$30,287	\$365,900	\$335,613	8.28%
Debt Service	-	-	\$173,425	\$173,425	0.00%
Other Expenses	\$11,641	\$11,641	\$126,129	\$114,488	9.23%
Total Operating Expenditures	\$190,277	\$190,277	\$2,731,823	\$2,541,546	6.97%
Capital Outlay					
Equipment & Furniture	-	-	\$15,000	\$15,000	0.00%
Buildings & Land	-	-	\$30,000	\$30,000	0.00%
Contra	-	-	(\$45,000)	(\$45,000)	0.00%
Total Expenditures	\$190,277	\$190,277	\$2,731,823	\$2,541,546	6.97%
Other Finance Uses	-	-	\$458,961	\$458,961	0.00%
Net Other Financing Sources/Uses	-	-	\$458,961	\$458,961	0.00%
Net Increase (Decrease)	\$46,149	\$46,149	-	(\$46,149)	0.00%

Equity:

Attachment: Lasata Campus Reports (Lasata Campus Monthly Reports)

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: February 27, 2024
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Jason Wittek

Agenda Summary Recommendation of HHS Committee Project Submittals to the Executive Committee

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

SUMMARY OF RECOMMENDATIONS:

- Lasata Care Center Dish Conveyer Machine - Not recommended to be funded at this time
- Lasata Care Center HVAC Controls Upgrade - Not recommend to be funded at this time.
- HS Electronic Records Database - Not recommend to be funded at this time.
- Administration Ctr Auditorium Hybrid Meeting Renovation - Not recommend to be funded at this time.

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

ATTACHMENTS:

- 2024 Project Reserve Memo_12-15-2023 (PDF)
- Project Scorecard 2024 (PDF)
- Lasata Care Center Dish Conveyor system request w quote (PDF)
- Feasibility and Analysis Lasata 1_Dishwasher (DOCX)
- Lasata Care Center HVAC Control request w quotes (PDF)
- Feasibility and Analysis Lasata 2_HVAC (DOCX)
- HS 1 EHR Capital Project Request Form (PDF)
- Feasibility and Analysis HS 1_Health Records (DOCX)
- HS 2 Capital Project Request Form Auditorium (PDF)

- Feasibility and Analysis HS 2_Auditorium (DOCX)

HEALTH AND HUMAN SERVICES COMMITTEE



DEPARTMENT OF ADMINISTRATION
 COUNTY ADMINISTRATOR'S OFFICE
 Jason Dzwinel, County Administrator
 www.co.ozaukee.wi.us

TO: COUNTY DEPARTMENTS

FROM: JASON DZWINEL, COUNTY ADMINISTRATOR

SUBJECT: 2024 PROJECT PROPOSAL PROCESS

DATE: 12/15/2023

BACKGROUND

Through the 2024 Budget Process, the Board and Staff identified funds to be reserved for projects funded through a Request for Proposal process submitted by departments. The current amount of funding available is approximately \$2,000,000 in 2024. Additional funding could be available in 2024, after the 2023 financial closeout. A county policy adopted in 2018, allows the County Board to add up to fifty percent of the year-end surplus to the project fund. In an effort to decrease the amount of annual deferral of necessary projects. One of the goals established by the Board and Staff is better capital asset and one-time project planning, and part of this involves finding a regular source of funds for these projects. There is significant pressure on using the base tax levy to fund regular operations, and this leaves little tax levy available for capital assets or one-time projects.

PROCESS

In 2019, the Executive Committee met and approved a concept for staff to design and implement a Project Proposal Process, which will continue in 2024. With this input from the Executive Committee, Staff has finalized an evaluation process intending to prioritize projects into various quartiles. The evaluation is based on a set of criterion established by the Executive Committee and Staff. The evaluation places less emphasis on a hard 1 through 30 ranking of projects and more emphasis on putting projects into a quadrant that highlights the impact of the project. This allows the Board and Staff to focus less on rankings and understand the general priority of all projects.

PROCESS REQUIREMENTS AND ELIGIBILITY

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

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

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DEPARTMENT OF ADMINISTRATION

COUNTY ADMINISTRATOR'S OFFICE

Jason Dzwinel, County Administrator

www.co.ozaukee.wi.us

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

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

PROJECT PROPOSAL CALENDAR

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

December 15 – Materials Available to Departments

January 12 – Materials Due from Departments

January 15-19 – Staff Analysis of Department Projects. Departments provide clarification, if needed.

January 22-26 – Staff follows up with Departments. Review results of analysis presented to Committees.

February 8 – Natural Resources Committee

February 20 – Public Safety Committee

February 22 – Public Works Committee

February 27 – Health and Human Services Committee

February 29 – Finance Committee

March 4 (Tentative) – Executive Committee Reviews

March 20 – County Board Review at Mid-Month Meeting

April 3 – County Board Approves (projects and funds approved for the 2022 Amended Budget)

ATTACHMENTS

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

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

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

Project Reserve Information Sheet		
Project Name:	Lasata Care Center Dish Conveyor Machine	
Requested By:	Chris Kuemmerlein	
Project Owner:	Barton Smith	
Start Date:	Spring 2024	
Project Costing - Detail Project Costs		
Funding Source (Please Check All that Apply):		
☒ Project Fund	☐ Grants	☐ Dept. Reserve Other
List All Funding Sources Selected:		
Source	Amount	Grant Information
Project Fund	\$107,990.00	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:		
Offsetting Revenue or Savings (If Applicable):		
Source	Amount	
N/A		
	TOTAL	
Provide a narrative of project costs:		
This request is for the purchase and installation of a central conveyor type dishwasher in the Care Center kitchen. This will replace the current 4 kitchenette dishwashers located on the units. These kitchenette units have proven to not be able to withstand the frequency of use that is required of them and have cost a significant amount to repair since install in 2015 - We have spent upwards of 40,000.00 in repairs. The quote we have received covers the following costs - the purchase and installation of a Hobart conveyor dishwasher		

Project Narrative - Define the Current State

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

since original installation of these kitchenette machines we have spent upward of \$40,000 in repairs. In addition to the cost of equipment repairs, the idea that having machines on individual units being more efficient has been proven false. We have found staff is less efficient staying on the units while the washers run causing overtime labor.

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

This will impact the dietary level of service in two ways -- cost of repairs and a significant reduction of overtime for the dietary aides

Project Recommendation - Define the Suggested Course of Action

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

A new conveyor system will be more cost effective and energy saving versus 8 individual units throughout the building running continuously throughout the day and evening.

Describe how the project addresses department objectives or countywide strategy:

Describe the project's impact on quality of life:

Describe the project's impact on health and safety:

Describe how the project impacts department operations using business objectives:

The addition of the conveyor dishwasher will replace the kitchenette dishwashers which will streamline the process making the dietary staff much more efficient. This will save overtime labor and repair costs. At some point in the near future those kitchenette washers will need to be replaced which will likely cost about the same as this conveyor system in the main kitchen.

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

Boelter, LLC

11/10/2022

1	1 ea	DISHWASHER, CONVEYOR TYPE		\$46,676.00	\$46,676.00
		Hobart CLPS66EN-EGR+BUILDUP			
		Conveyor Dishwasher, energy recovery (DWER), single tank with a Power Scrapper, (202) racks/hour, insulated hinged doors, .62 gallons/rack, stainless steel enclosure panels, microprocessor controls with low temperature & dirty water indicators, NSF Pot & Pan mode, programable de-lime notification, power scrapper vent cowl curtain kit, 30 kW stainless booster, drain water tempering kit, ENERGY STAR®, Free factory startup for installations within a 100 mile radius of a Hobart service office; installation beyond 100 miles will be charged at the quoted rate by the local Hobart service office			
	1 ea	Oversized units with crated shipping dimensions greater or equal to 72" in length and/or 90" in height. If delivery is to a facility without a standard height dock, additional shipping charges will apply depending on the service requested. consult Factory.			
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA			
	1 ea	CLPS66EN-EGRHTE15K Electric tank heat 15kW		\$2,596.00	\$2,596.00
	1 ea	CLPS66EN-EGRERH30K 30kW electric booster			
	1 ea	CLPS66EN-EGRELE0AX 208v/60/3-ph			
	1 ea	Dual Point (2) service connection standard			
	1 ea	CLPS66EN-EGRHGTSTD Standard height			
	1 ea	NOTE: For water of 3-grains of hardness or more, Hobart suggests adding a water softener.			
	1 ea	CLPS66EN-EGRDIR0LR Left to right operation			
	1 ea	SL30/E-NOHDLR SL30 side loader LR E-Series (installation priced separately)		\$9,441.00	\$9,441.00
	1 ea	Installation by local Hobart Service Office if within 100 mile radius & done during normal business hours. 72 Hour Assembly Notice Recommended. Must be ordered with Hobart Dishmachine. Price includes Assembly of Side Loader to Hobart dishmachine ONLY. Installation of dishmachine can be by others. Does not include drain connection.		\$781.00	\$781.00
	1 ea	CLPS66EN-EGRFETSTD Standard feet			
	2 ea	SHTHD/E-ADJ E-series vent hood short (adjustable)		\$1,110.00	\$2,220.00
	2 ea	BUNPAN-RACK Rack, bun pan		\$234.00	\$468.00
	2 ea	SHTPAN-RACK Rack, 6 sheet pan		\$338.00	\$676.00
	1 ea	CLE/TBL-SWITCH Table limit switch CLE-Series		\$447.00	\$447.00
		Extended Total:			\$63,305.00
2	1 ea	LABOR / SERVICES		\$38,478.00	\$38,478.00
		Custom			
		To consist of the following:			
		THIS QUOTE COVERS THE INSTALLATION OF CLPS66eN DISHWASHER AND SL30 SIDE LOADER, 208V/3PH, (2) POINT CONNECTION, WITH BUILT-IN BOOSTER, LEFT TO RIGHT OPERATION, SHORT EXTENTION HOODS, AND TABLE LIMIT SWITCH.			

Boelter, LLC

11/10/2022

Item	Qty	Description	Sell	Sell Total
------	-----	-------------	------	------------

Included:

- Installations completed during normal business hours. Monday – Friday; 8:00am – 5:00pm.
- Receipt of equipment at local installer's office.
- Uncrate and deliver on agreed date and time.
- Disconnect existing dish table to accommodate existing dishwasher removal.
- Remove and dispose of the existing Dishwasher.
- Set new CLPS66eN dishwasher and SL30 side loader in place.
- Reconnect existing dish table to new dishwasher.
- Removal of packaging materials and rubbish.
- Perform Startup.

Electrical

- Disconnect existing dish machine and exhaust hood for removal.
- Rework/extend existing (1) 90-amp (1) 80 amp 208-volt 3-phase circuits from Boiler room below and re-connect same to new dish machine motors, tank heat and 30 KW booster heater. (Two Point)
- Provide (2) new NEMA 4X 100-amp service switches.
- Control wiring for new table limit switch and interconnect of roof top exhaust fan.
- Relocate (1) D-Strat ceiling fan and (1) 2' LED vaportite light fixture.
- Portion of the Electrical work requires work to be done off normal work hours.

Plumbing/HVAC

- Remove the existing hood system above the dishwasher
- Furnish and install new stainless-steel venting for the relocated dishwasher as required.
- Repair the existing ceiling as required
- Relocate the overhead shelve and unload table
- Furnish and install added stainless steel wall flashing as required
- Disconnect the plumbing lines from the existing dishwasher
- Furnish and install plumbing connections for new dishwasher
- Relocate the existing hose reel
- Furnish and install new copper drain piping from the dishwasher to the floor sink
- Provide plumbing and HVAC permits as required.
- Verify operation and CFM of existing dishwasher exhaust fan

Exhaust Fan

- Replace the dishwasher exhaust fan if it is not the right size to accommodate the new dishwasher.

*NOTES:

Boelter, LLC

11/10/2022

Item	Qty	Description	Sell	Sell Total
		• Additional 6 Month Warranty with Hobart Installation • The removal of any chemical equipment attached to the dishwasher is to be remove by customer prior to any of the list work stated above. Hobart will not be responsible for damage to any chemical equipment that has not been removed.		
		**EXCLUSIONS TO ALL WORK: • Premium time • Abatement • Installation of a grease trap. We verified that the existing unit drains to an interceptor.		
			Extended Total:	\$38,478.00
			Subtotal	\$101,783.00
			Total	\$101,783.00

increase approximately 6%

107.889.98

Boelter, LLC

11/10/2022

Project Terms & Conditions:

1. Prices are based on information available at the time. If the plans are modified or any items are added or deleted, the price must be recalculated.
2. Purchase orders, signed contract and deposits where required must be received prior to start of work.
3. All invoices are net 15 days unless otherwise noted. Payment terms are subject to review of credit references and D & B reports.
4. Deposits may be required. Interest at the rate of 18% per annum will be charged on all past due balances.
5. Installation, where quoted, does not include final connections unless otherwise noted.
6. Return Policy: Goods which are accepted for return as an accommodation to the purchaser must be shipped in the original carton, freight prepaid, and received in good condition. Such goods are subject to restocking charges and refurbishing costs.
7. Cords and plugs not furnished with electrical equipment are the responsibility of the General Contractor or Owner.
8. In-wall blocking and ceiling structural supports are by others.
9. Equipment supplied by Boelter carries the standard manufacturer's warranty. Service labor is not included unless specifically stated in the manufacturer's printed warranty. All warranty work to be performed by authorized service agencies.
10. Delays: Boelter will attempt to meet any delivery dates specified, but in no event will Boelter be responsible for any delays caused by the manufacturer or other subcontractors.
11. All discrepancies, shortages, overages, and damages for product received by the Owner must be... (A) Noted on the Bill of Lading and (B) Reported to Boelter within 24 hours of receipt of materials. Claims made after 24 hours may still be resolved by Boelter but costs to resolve the claim will be the responsibility of the Owner.
In addition, equipment with freight damage must have the claim filed before the equipment is moved from the receiving location.
12. Prices on this quote are guaranteed for 15 days, unless otherwise noted.
13. All items shipped F.O.B. Factory unless otherwise noted. Necessary Lift gate, inside delivery and any other additional services will be appear on the final billing.
14. Production for certain items is dependent upon receipt of approved drawings, final field dimensions and receipt of any customer furnished items.
15. Credit card payments are subject to a 3% surcharge.

Any additional tax, freight, delivery, installation, shop supplies or disposal fees will be added to the final invoice. The above total selling price does not include plumbing, wiring, or carpentry unless specifically noted otherwise.

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$101,783.00

Initial: _____
Page 5 of 5

Monte Hale

From: Renee Boroczko <RBoroczko@boelter.com>
Sent: Thursday, November 10, 2022 11:47 AM
To: Monte Hale
Subject: LASATA CARE CENTER - DISHMACHINE QUOTES
Attachments: Lasata Care Center - Single rack quote 11-10-2022.pdf; Lasata Care Center - Conveyor dishwasher quote 11-10-2022.pdf

CAUTION: This email originated from outside of the organization. Do not click links, open attachments, or reply unless you recognize the sender and know the content is safe.

Hello Monte,

Please see attached quote as we discussed a few weeks ago for (2) different dishmachine options.

The first quote is for a single rack pass-thru dishwasher.

The second quote is for the 66" conveyor machine.

The labor for installation including all mechanical disconnections and reconnections are provided for either scenario.

Hobart has announced they will be having a price increase on January 1, 2023.

The AM single rack machine will increase approximately 3%.

The conveyor machine will increase approximately 6%.

Let me know if you have any questions or concerns.

Kindest Regards,

RENEE BOROCZKO

EQUIPMENT SPECIALIST

D. (262) 523-6746 M. (414) 531-1030

RBoroczko@boelter.com

Boelter.

Let's pursue your passion.

BOELTER.COM

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Attachment: Lasata Care Center Dish Conveyor system request w quote (Recommendation of HHS Committee Project Submittals to the

Boelter®

11/10/2022

LASATA1

Quote

Project: Lasata Care Center
W76 N677, N Wauwatosa Rd
Cedarburg, WI 53012

From: Boelter, LLC
Renee Borocz
N22 W23685 Ridgeview Parkway
West
Waukesha, WI 53188-
(262)523-6200
(262)523-6746 (Contact)

The Boelter team is dedicated to keeping you informed as global circumstances change and impact the supply chain industry. The Foodservice and supply chain have been adversely affected by escalating raw material costs, availability, delayed lead-times, labor and a significant rise in freight costs. Due to the current supply chain shortages and market volatility **prices are subject to change without notice**. All of us at Boelter appreciate your business and will continue to provide you with quality products and services.

This is a Special Order Item and is Non-Returnable

Item	Qty	Description	Sell	Sell Total
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PROJECT FEASIBILITY ANALYSIS

Project Name: Lasata Care Center Dish Conveyor Machine

Project Manager: Chris Kummerlein, Barton Smith

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	\$107,990	N/A
TOTAL	\$107,990	

Project Score: Value and Efficiency (290/400) Modernization and Service (250/400)

Project Purpose Summary (from department):

Kitchenette dishwashers have proven not to be able to withstand frequency of use and since installation in 2015 have required upwards of \$40,000 in repairs. Not only will this be more cost effective and energy effective, but it will also be more time effective reducing the need for overtime wages.

Proposal Considerations, Risks, and Identified Issues:

While a worthy project, it is not recommended at this time due to funding constraints, and the Lasata Care Center being an enterprise fund.

Staff Recommendation:

Not recommended at this time.

Project Reserve Information Sheet		
Project Name:	Lasata Care Center HVAC Controls upgrade	
Requested By:	Chris Kuemmerlein	
Project Owner:	Barton Smith	
Start Date:	Spring 2024	
Project Costing - Detail Project Costs		
Funding Source (Please Check All that Apply):		
☒ Project Fund	☐ Grants	☐ Dept. Reserve Other
List All Funding Sources Selected:		
Source	Amount	Grant Information
Project Fund	\$97,585.00	N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
		N/A
TOTAL PROJECT COST:	\$97,585.00	
Offsetting Revenue or Savings (If Applicable):		
Source	Amount	
N/A		
	TOTAL	
Provide a narrative of project costs:		
Scope of Work: -- Qty. 4 Air Handling Units (HV-5, HV-6, HV-1, HV-2) • DOC controller in new control cabinet, mounted near each unit • Furnish/install modulating electric actuators for outdoor and mixed air dampers • Furnish/install (4) modulating 3-way heating control valves • Furnish/install (2) modulating 2-way cooling control valves • Furnish/install freeze low limit stat and discharge air temperature sensor • Furnish/install room thermostat • Supply fan and pump command/status • Low voltage termination to existing supply and return air smoke detectors - Boiler Room Controller (Honeywell Excel panel controller) • Remove existing circuit boards and I/O block • Replace (15) relays • Furnish/install DOC controller in existing enclosure • Utilize existing drawings and investigation to ensure correct software logic • Existing pneumatic field components and e/p transducers to remain ~ Investigation of proper operation prior to upgrade, 16hrs -- Monitor status and temperature on chiller		

Project Narrative - Define the Current State

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

Lasata's current and original to the building control system is outdated and inefficient and runs the risk of no longer functioning - This unit controls all temperature units in the building - Chiller, air handlers, and Boilers.

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

Project Recommendation - Define the Suggested Course of Action

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

Describe how the project addresses department objectives or countywide strategy:

Describe the project's impact on quality of life:
Describe the project's impact on health and safety:
Describe how the project impacts department operations using business objectives:

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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



PIEPER ELECTRIC, INC. ON SITE ELECTRICAL SERVICE AND MANUFACTURING

0821-24002 RevA

Attention: Monte Hale

Re: Lasata Care Center HVAC Controls Upgrade

We are pleased to offer the following proposal and pricing for the temperature controls work on the above project.

Scope of Work:

- Qty. 4 Air Handling Units (HV-5, HV-6, HV-1, HV-2)
 - DDC controller in new control cabinet, mounted near each unit
 - Furnish/install modulating electric actuators for outdoor and mixed air dampers
 - Furnish/install (4) modulating 3-way heating control valves
 - Furnish/install (2) modulating 2-way cooling control valves
 - Furnish/install freeze low limit stat and discharge air temperature sensor
 - Furnish/install room thermostat
 - Supply fan and pump command/status
 - Low voltage termination to existing supply and return air smoke detectors
- Boiler Room Controller (Honeywell Excel panel controller)
 - Remove existing circuit boards and I/O block
 - Replace (15) relays
 - Furnish/install DDC controller in existing enclosure
 - Utilize existing drawings and investigation to ensure correct software logic
 - Existing pneumatic field components and e/p transducers to remain
- Investigation of proper operation prior to upgrade, 16hrs
- Monitor status and temperature on chiller
- Network Controller/Engine for BACnet routing
- N4 Server front end installed on clients PC or server system
- New graphics and programming
- Update control drawings to reflect the above modifications
- Training, 4 hours

Pieper Electric, Inc.- Corporate Headquarters, 5477 S Westridge Court, New Berlin, WI 53151 Tel. 414.462.7700

Pieper Electric, Inc. is an Equal opportunity Employer functioning under an Affirmative Action Plan

SAFETY: Working Together For Tomorrow

Attachment: Lasata Care Center HVAC Control request w quotes (Recommendation of HHS Committee Project Submittals to the Executive



PIEPER ELECTRIC, INC. ON SITE ELECTRICAL SERVICE AND MANUFACTURING

Qualifications:

- 3 year software maintenance agreement included – provides 3 years of software revision upgrades when available
- All wells, AFMS probes, flowmeters, dampers, valves installed by Ideal Mechanical
- All work assumed to be complete prior to May 31, 2025
- Any labor after Dec. 31, 2024 subject to cost increase
- Work to be performed during working hours 7am-4pm
- 1 year warranty from substantial completion
- HV-1 and -2 have DX cooling and do not require valves
- All wiring above ACT or Tectum to be in j-hooks, plenum rated cabling
- EMT conduit for inaccessible, mechanical rooms or exposed in spaces
- Decommission pneumatic line back to trunk(s) and/or label
- Existing outside air temperature to be re-used and globally shared (software)
- Existing Exhaust Fan pneumatic logic to remain as-is
- Proposal is valid for 30 days from date listed
- Price based on receipt of standard PO

Exclusions:

- Startup/programming of any manuf. provided controls, ex. Boilers, RTUs, etc.
- Furnishing any materials not listed above
- Painting of any conduit
- Providing or wiring of smoke detector(s) wiring by others
- Saw cutting or patching of any existing block walls
- Overtime costs for afterhours work
- Performance / Payment Bond / Permit or inspection fees

Price for Scope of Work.....\$97,585

Sincerely,
Patrick Binversie
Department Manager
Building Automation and Integration
262.349.5570

Pieper Electric, Inc.- Corporate Headquarters, 5477 S Westridge Court, New Berlin, WI 53151 Tel. 414.462.7700

Pieper Electric, Inc is an Equal opportunity Employer functioning under an Affirmative Action Plan

SAFETY: Working Together For Tomorrow

Attachment: Lasata Care Center HVAC Control request w quotes (Recommendation of HHS Committee Project Submittals to the Executive

PROJECT FEASIBILITY ANALYSIS

Project Name: Lasata Care Center HVAC Controls upgrade

Project Manager: Chris Kummerlein, Barton Smith

Project Budget Estimate:

Source	Amount	Grant Info
2024 Capital Project Fund	\$97,585	N/A
TOTAL	\$97,585	

Project Score: Value and Efficiency (/400) Modernization and Service (/400)

Project Purpose Summary (from department):

Lasata's current and original building control system is outdated and inefficient. It runs the risk of no longer functioning while controlling the temperature in all building units.

Proposal Considerations, Risks, and Identified Issues:

None listed

Staff Recommendation:

Not recommended at this time.

Project Reserve Information Sheet			
Project Name:	Human Services Electronic Health Record Database		
Requested By:	Human Services Department		
Project Owner:	Liza Drake		
Start Date:	2024		
Project Costing - Detail Project Costs			
Funding Source (Please Check All that Apply):			
☒ Project Fund	☐ Grants	☐ Dept. Reserve	☐ Other
List All Funding Sources Selected:			
Source	Amount	Grant Information	
Project Fund	\$184,845.00	N/A	
Project Fund	\$115,506.79	N/A	
		N/A	
		N/A	
		N/A	
		N/A	
		N/A	
TOTAL PROJECT COST:	\$300,051.79		
Offsetting Revenue or Savings (If Applicable):			
Source	Amount		
	TOTAL		
Provide a narrative of project costs:			
The Human Services Department needs to fully implement a new Electronic Health Record by 2025. The Department has reviewed three separate EHR options and decided on a product by Netsmart called myEvolv. There is a one-time software and implementation fee (Professional Services - myEvolv Electronic Health Record - Hosting Setup, Full Data Conversion, OrderConnect ePrescribing with EPCS, CareConnect State Reporting, and CareConnect Labs) of \$184,845.00. The yearly subscription fee is an additional \$115,506.79. We are asking for assistance with paying the subscription fee for the first year only.			

Project Narrative - Define the Current State**Describe the need, urgency, or gap in service and risk of delay from a customer perspective:**

Human Service's current Electronic Health Record (EHR) database, WebHarmony, is no longer supported by the vendor, WellSky starting in January 2024.

WebHarmony lacks several critical features that the new proposed program would include such as intuitive billing and insurance verification; a patient portal with integrated telehealth, scheduling and health records release capabilities; and the ability for clients to electronically sign forms.

The features associated with a new EHR database would drastically improve the overall customer experience, increase security and cut down on the time employees would need to spend updating records.

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

A new EHR database would greatly increase efficiencies within the Department.

Most notably for customers, a patient portal would allow for seamless scheduling, virtual appointments, convenient and secure messaging, ability to request and receive health records securely on-line and the ability to electronically sign forms.

On the Department side, the process of checking client's insurance would become automated, billing would all be housed within the software, cutting down on time spent importing and exporting data.

The new EHR would have an integrated calendar for scheduling, rather than to leave the EHR to check an Outlook calendar, add the appointment to an Outlook calendar, and add the appointment to the EHR, the provider's schedule would be loaded directly into the program, and both the scheduler and provider would see appointment availability from within the software.

The ability to use the patient portal to collect yearly consent and billing information would save significant labor and cost since the forms would not need to be printed, mailed, and manually scanned in.

Project Recommendation - Define the Suggested Course of Action**Define the project scope and why the project is an innovative solution:**

With our current vendor no longer supporting our EHR, all maintenance and troubleshooting must be done in-house. Limited by outdated technical infrastructure with software that was implemented in 2007, the Department spends significant time finding patchwork fixes in an attempt to provide the best possible solutions for customers and staff.

All information in the current EHR must be backed up and transferred to the new program, reports and billing must be set up, and staff must be trained on the new software. Teaming with Netsmart, who has a large presence in Wisconsin, will allow Ozaukee County to smoothly and efficiently transition.

Describe how the project addresses department objectives or countywide strategy:

Over the last year, a major goal for Human Service's strategic plan has been to maximize the potential of our EHR. We have taken our current software to its limit, and with the vendor no longer supporting the software, it is an opportune time to make a change.

The company that developed the proposed EHR, Netsmart, works with nearly half of the counties Human Services Departments in Wisconsin, as well as with programs within our state government. Working with Netsmart will open new doors to collaborating with other counties and the state.

Describe the project's impact on quality of life:

Customers will find great convenience in the patient portal which will make scheduling, communication, records accessibility and virtual appointments significantly easier.

Staff will appreciate the EHR being a 'one spot stop' for patient services, providing a more streamlined and efficient process for creating, storing and viewing records and billing. The time and labor savings will free up ability to see more clients and better serve the citizens of Ozaukee County which would increase the Department's revenue.

Describe the project's impact on health and safety:

The ability to more efficiently store and access client records will allow for better communication with clients and their network of care providers.

A more efficient and intuitive EHR will decrease staff burnout and increase job and life satisfaction, leading to a more engaged employee base.

Describe how the project impacts department operations using business objectives:

Transitioning to a new EHR will allow for better service of clients through a more streamlined and efficient manner of record keeping and coordination of care.

Interdepartmental communication will improve as the new EHR will allow for better coordination for clients that are increasingly enrolled in multiple services throughout the Department. Communication with external providers will also improve as upgrades found in the new system allow for better storage and sharing of necessary information.

Increased efficiency in billing will result in more timely payments from insurance companies, and the ability to see additional clients.

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

PROJECT FEASIBILITY ANALYSIS

Project Name: Human Services Electronic Health Record Database

Project Manager: Liza Drake

Project Budget Estimate: \$300,051.79

Source	Amount	Grant Info
2024 Capital Project Fund	\$300,051.79	N/A
TOTAL	\$300,051.79	

Project Score: Value and Efficiency (190/400) Modernization and Service (290/400)

Project Purpose Summary (from department):

Human Service's current Electronic Health Record (EHR) database, WebHarmony, is no longer supported by the vendor, WellSky starting in January 2024. WebHarmony lacks several critical features that the new proposed program would include such as intuitive billing and insurance verification; a patient portal with integrated telehealth, scheduling and health records release capabilities; and the ability for clients to electronically sign forms. The features associated with a new EHR database would drastically improve the overall customer experience, increase security and cut down on the time employees would need to spend updating records.

Proposal Considerations, Risks, and Identified Issues:

This project scored lower in relative terms due to its impact on budget, and low impact on health and safety. Revisit at a later date.

Staff Recommendation:

Not recommended at this time.

Project Reserve Information Sheet			
Project Name:	Admin Center Auditorium Hybrid Meeting Renovation		
Requested By:	Human Services Department		
Project Owner:	Liza Drake/Mike Cosgrove		
Start Date:	Dependent on project approval		
Project Costing - Detail Project Costs			
Funding Source (Please Check All that Apply):			
☒	Project Fund	☐	Grants
☐		☐	Dept. Reserve
☐		☐	Other
List All Funding Sources Selected:			
Source	Amount	Grant Information	
Project Fund	33,500	N/A	
		N/A	
		N/A	
		N/A	
		N/A	
		N/A	
		N/A	
		N/A	
TOTAL PROJECT COST:		\$33,500	
Offsetting Revenue or Savings (If Applicable):			
Source		Amount	
		TOTAL	
Provide a narrative of project costs:			
In order to better serve the citizens of Ozaukee County, and to make meetings more productive and inclusive, it would be greatly beneficial to upgrade the hybrid meeting capabilities in the Administration Center auditorium. Here is a breakdown of the cost associated with the upgrade: *Audio system consisting of DSP, 6 ceiling beam forming microphones, 6 ceiling speakers : \$15,000 *Wireless Conferencing System: \$3,000 *PTZ Camera:\$1,000 *Room Scheduler: \$1,500 *7000 Lumens Projector, 137" diagonal projection screen, Wall Rack, HDMI extension: \$13,000			

Project Narrative - Define the Current State

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

Upgrading the hybrid meeting capabilities of the auditorium would allow for more productive and transparent hybrid meetings. Citizens, board and committee members or employees wishing to attend or view a meeting remotely would have a more immersive experience, being able to more clearly see and hear and interact with those in attendance in-person, and in-person participants would likewise be able to more clearly hear, see and interact with people attending the meeting remotely.

This would allow for a more engaged citizenship as they would be able to more easily participate in meetings.

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

All aspects of county government would be able to provide a higher level of service to those citizens, contractors or employees that would attend any sort of hybrid meeting by allowing a more interactive and robust meeting platform.

More participation means a more engaged citizenry and employee base.

Project Recommendation - Define the Suggested Course of Action

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

In addition to a more robust and interactive meeting experience, the upgraded system could be used to provide continuing education/professional development options where county employees are in-person while the instructor/subject matter expert is remote - opening the door for a wider variety of more cost effective employee development.

Groups such as 4H, Ozaukee Economic Development and the UW Extension and their customers would also benefit, allowing more attendees, as well as the ability to have speakers address an in-person audience from a remote location.

Describe how the project addresses department objectives or countywide strategy:

A new system would help to engage citizens that would like to attend meetings but are not able to due to time, health or physical factors.

It would also allow for streamlining meetings, allowing for more scheduling options and better participation and interaction between remote and in-person attendees.

This system upgrade would also help with employee engagement, allowing employees the flexibility of hybrid meetings that are more fruitful due to the ability to see and hear in-person participants more easily.

Describe the project's impact on quality of life:

Quality of life would be improved by making meetings more flexible and more engaging for all attendees, both in-person and virtual.

Individuals with physical and health limitations would be able to more easily attend and participate in meetings or conferences.

Describe the project's impact on health and safety:

A more robust hybrid meeting system would allow for meetings to be safely conducted regardless of any health or physical accessibility concerns for participants.

Describe how the project impacts department operations using business objectives:

An upgraded hybrid meeting system would serve citizens of Ozaukee County by allowing a more engaging experience. It would also allow citizens that have health or physical concerns to more actively participate in county business allowing for more transparency and creating a more engaged citizenry.

Our ability to partner and confer with other county, state or federal agencies, as well as the ability to provide a greater array of continuing education or professional development would improve as groups could gather in-person in the auditorium and meet with participants from anywhere with no travel or travel expenses required.

BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

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

PROJECT FEASIBILITY ANALYSIS

Project Name: Admin Center Auditorium Hybrid Meeting Renovation

Project Manager: Liza Drake / Mike Cosgrove

Project Budget Estimate: \$33,500

Source	Amount	Grant Info
2024 Capital Project Fund	\$33,500	N/A
TOTAL	\$33,500	

Project Score: Value and Efficiency (/400) Modernization and Service (/400)

Project Purpose Summary (from department):

Upgrading the hybrid meeting capabilities of the auditorium would allow for more productive and transparent hybrid meetings. Citizens, board and committee members or employees wishing to attend or view a meeting remotely would have a more immersive experience, being able to more clearly see and hear and interact with those in attendance in-person, and in-person participants would likewise be able to more clearly hear, see and interact with people attending the meeting remotely.

Proposal Considerations, Risks, and Identified Issues:

Project to be revisited at a later date. Potential to fund it in future from IT budget as it has a countywide impact.

Staff Recommendation:

Not recommended at this time.

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

AGENDA DATE:	February 27, 2024
DEPARTMENT:	Veterans Service
DIRECTOR:	Kevin Johnson
PREPARER:	Kevin Johnson

Agenda Summary Veterans Services Report

ATTACHMENTS:

- 2024 Ozaukee County Committee Report. PnL Actual to Amended Budget.JAN (PDF)

HEALTH AND HUMAN SERVICES COMMITTEE

Ozaukee County Committee Report
General Fund Veterans Services

For the One Month Ending Wednesday, January 31, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Intergovernmental Revenues	-	-	\$20,000	\$20,000	0.00%
Public Charges for Services	\$160	\$160	\$1,500	\$1,340	10.67%
Interest Revenue	\$106	\$106	\$50	(\$56)	212.00%
Total Revenues	\$266	\$266	\$21,550	\$21,284	1.23%
Expenditures					
Salaries	\$6,385	\$6,385	\$167,194	\$160,809	3.82%
Fringe Benefits	\$5,785	\$5,785	\$53,929	\$48,144	10.73%
Travel/Training	-	-	\$10,800	\$10,800	0.00%
Supplies	\$50	\$50	\$1,100	\$1,050	4.55%
Purchased Services	\$199	\$199	\$3,690	\$3,491	5.39%
Interdepartment Charges	-	-	\$8,716	\$8,716	0.00%
Grants	-	-	\$5,000	\$5,000	0.00%
Other Expenses	-	-	\$7,500	\$7,500	0.00%
Total Operating Expenditures	\$12,419	\$12,419	\$257,929	\$245,510	4.81%
Capital Outlay					
Total Expenditures	\$12,419	\$12,419	\$257,929	\$245,510	4.81%
Net Increase (Decrease)	(\$12,153)	(\$12,153)	(\$236,379)	(\$224,226)	5.14%

Equity:

Attachment: 2024 Ozaukee County Committee Report. PnL Actual to Amended Budget.JAN (Veterans Services Report)

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

AGENDA DATE:	February 27, 2024
DEPARTMENT:	Public Health
DIRECTOR:	Kim Buechler
PREPARER:	Tyler Quaas

Agenda Summary Carryover of 2023 Funds - Public Health

ATTACHMENTS:

- Public Health Carryover (PDF)

HEALTH AND HUMAN SERVICES COMMITTEE

8.a.1.a

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

AGENDA DATE:	February 27, 2024
DEPARTMENT:	Public Health
DIRECTOR:	Kim Buechler
PREPARER:	Tyler Quaas

Agenda Summary Public Health Report

ATTACHMENTS:

- Public Health Financials (PDF)

HEALTH AND HUMAN SERVICES COMMITTEE

Ozaukee County Committee Report

Special Revenue Fund Public Health

For the One Month Ending Wednesday, January 31, 2024

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	-	-	\$520,702	\$520,702	0.00%
Intergovernmental Revenues	-	-	\$762,921	\$762,921	0.00%
Public Charges for Services	\$18	\$18	\$33,500	\$33,482	0.05%
Intergovernmental Charges	\$195,265	\$195,265	\$866,060	\$670,795	22.55%
Interdepartmental Charges	\$1,667	\$1,667	\$20,000	\$18,333	8.34%
Licenses & Permits	\$1,299	\$1,299	\$473,653	\$472,354	0.27%
Other Revenue	\$28	\$28	\$500	\$472	5.60%
Total Revenues	\$198,277	\$198,277	\$2,677,336	\$2,479,059	7.41%
Expenditures					
Salaries	\$68,945	\$68,945	\$1,858,084	\$1,789,139	3.71%
Fringe Benefits	\$73,136	\$73,136	\$651,395	\$578,259	11.23%
Travel/Training	\$263	\$263	\$76,302	\$76,039	0.34%
Supplies	\$7,441	\$7,441	\$123,748	\$116,307	6.01%
Purchased Services	\$13,649	\$13,649	\$144,960	\$131,311	9.42%
Interdepartment Charges	\$563	\$563	\$9,000	\$8,437	6.26%
Other Expenses	\$30,877	\$30,877	\$110,658	\$79,781	27.90%
Total Operating Expenditures	\$194,874	\$194,874	\$2,974,147	\$2,779,273	6.55%
Capital Outlay					
Equipment & Furniture	\$147,605	\$147,605	-	(\$147,605)	0.00%
Total Capital Outlay	\$147,605	\$147,605	-	(\$147,605)	0.00%
Total Expenditures	\$342,479	\$342,479	\$2,974,147	\$2,631,668	11.52%
Other Finance (Sources)	-	-	(\$296,811)	(\$296,811)	0.00%
Net Other Financing Sources/Uses	-	-	(\$296,811)	(\$296,811)	0.00%
Net Increase (Decrease)	(\$144,202)	(\$144,202)	-	\$144,202	0.00%

Equity:

Attachment: Public Health Financials (Public Health Report)

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	February 27, 2024
DEPARTMENT:	Human Services
DIRECTOR:	Liza Drake
PREPARER:	Tyler Quaas

Agenda Summary Carryover of 2023 Funds - Health & Human Services

ATTACHMENTS:

- Human Services Carryover (PDF)

HEALTH AND HUMAN SERVICES COMMITTEE

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: February 27, 2024
DEPARTMENT: Human Services
DIRECTOR: Liza Drake
PREPARER: Karen Niemuth

Agenda Summary New Position: Crisis Program

FINANCIAL IMPACT:

Position Cost (wages and benefits): \$113,909

BACKGROUND INFORMATION: The partnership of a Co-Responder Team pairs a Deputy Sheriff with a member of Human Service's Crisis Program. This partnership aims to improve law enforcement responses to behavioral health crises and improve outcomes for the identified client. This team will impact the community by enhancing law enforcement's image when responding to a behavioral health crisis. De-escalation on the scene will decrease the use of force, enhance public safety by keeping the intervention collaborative, and foster referrals to community resources. By pairing a behavioral health personnel with a Deputy, the treatment professional can respond to the person in a crisis in real-time.

ANALYSIS: The need for a behavioral health and law enforcement co-response team arises from the increasing number of police interactions with individuals with behavioral health issues, which can result in adverse outcomes for both the individual and law enforcement officials.

The approach benefits all Ozaukee County residents and visitors who may find themselves in a behavioral health crisis. The amount of time law enforcement spends on behavioral health calls continues to grow, making it difficult to respond to other law enforcement calls. The co-responder team will provide a dedicated team that will have the ability to provide in-depth assessment and intervention without distraction from other patrol or crisis program duties. The Behavioral Health personnel will use evidence-based assessments and evaluations to ensure residents receive the right level of care that is the least restrictive in nature and adequate to meet their individual needs.

In a published report dated October 17, 2022 entitled "Issues in Law Enforcement Reform: Responding to Mental Health Crises", the creation of co-responder teams has been identified as a primary preferred modality for addressing identified concerns with a sole law enforcement response.

FISCAL IMPACT:

Balance Current Year: \$113,909

Next Year's Estimated Cost:

FUNDING SOURCE:

County Levy: \$0

Non-County Levy: \$113,909

Indicate source: Opioid Response Grant

RECOMMENDED MOTION: The Department respectfully requests the Committee's approval of a full-time Crisis Program position at Pay Grade 12 effective on the date of the County Board's approval.

ATTACHMENTS:

- Position Overview (PDF)

HEALTH AND HUMAN SERVICES COMMITTEE

Position Overview

Position Title	Behavioral Health Liaison
Department	Human Services
Division	Behavioral Health
Pay Grade	12
Classification	Full Time
FLSA Status	Non-Exempt
Reports To	Crisis Supervisor
Direct Reports	None
Last Updated	02/2024

Job Summary

The Behavioral Health Liaison (BHL) works with individuals who are seeking psychiatric service referrals for a variety of acute and chronic psychiatric needs. The BHL provides consultation to all consumers of the Department of Human Services staff when requested, law enforcement, outside agencies, and the community regarding behavioral health services, crisis intervention, and suicidal risk assessment. The BHL also works closely with the court system as it relates to State Statutes Chapters 34, 46, 51.42, 54, 55, 92, 94 and all professional and county guidelines. Case assignments and community treatment needs can vary significantly and often require working outside the normal 8:00a–4:30p workday. The BHL may provide services in a variety of settings including a person's home in the community, office, school, or jails.

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.

Case Management:

Services offered in all categories of Case Management include assessing appropriate level of care and ensuring appropriate follow through, support, education, counseling and follow-up to families/support systems and of the individual, advocates for persons behavioral health needs in the community Collaborates with assigned providers and the client during the progression of a court order to make recommendations to the court. Provides voluntary Case Management services.

Crisis Intervention:

Receives and responds to crisis/emergency calls and requests, completes suicide risk assessments, provides services through interviews, home visits, investigations, and assessments in consultation with client, family, other caretakers, law enforcement and/or relevant medical personnel. Determines level of care including—but limited to—least restrictive, most appropriate outcome, and in-person responding may be required. Authorizes Chapter 51.15 Emergency Detention, Chapter 51.45 Incapacitation Holds, and/or Chapter 55 Emergency Protective Placement.

Team Staffing:

Participates in crisis team staffings, group supervision, multidisciplinary meetings, and collaborates with other Human Services Divisional staff as identified and appropriate to meet the needs of clients. Develops crisis plans within this framework.

Training:

Completes documentation on a timely basis. Attends in-service training to maintain standards, certification and personal licensure. Reviews current behavioral health research and education on cutting edge information pertaining to all duties listed above. Monitors and reviews caseload regularly, maintains up to date records and documentation.

Other:

Performs any other duties that may be assigned.

Minimum Education QualificationsEducation and/or Experience Requirements:

- Bachelor's Degree required, Master's Degree preferred.
- Minimum requirement is a Bachelor's degree in a related social services field with preference for individuals who carry certification and/or licensure per Wisconsin State Statutes. Preference for Master's Degree with applicable licensure.
- Minimum six months prior working in social services field. Knowledge of applicable Wisconsin State Statutes.

Licenses, Certifications, and Other Requirements:

- Complete Crisis Training and Orientation after hire.
- Completes additional trainings as recommended by leadership

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.

- Must be available for periodic call-ins during emergent situations.
- Good communication skills and the ability to problem-solve independently, particularly in crisis situations.
- Ability to understand and to follow directions from supervisors, complying with agency/county directives, state laws, licensing rules and regulations and certification standards that cover individuals, agencies, court orders and program guidelines.
- Ability to maintain accurate, timely treatment records for each client. Excellent verbal skills are essential to communicate clearly with clients and other staff members. Ability to read and to understand clinical reports and professional literature.
- Knowledge of the spectrum of mental illnesses, symptomatology, psychotropic medications, and the problems these can create and how to effectively treat the mentally ill individual, including providing appropriate interventions for symptoms, suicidality, chemical abuse, and the social, medical, and environmental factors that impact on persons with mental illness.

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

A large portion of the BHL's work environment is in the community where their clients live and work. Contacts also occur in the hospital, jail, courtrooms, and other agencies, including law enforcement. Due to the unpredictability of some outreach situations, there is an infrequent risk of attack or injury from clients.

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

AGENDA DATE:	February 27, 2024
DEPARTMENT:	Human Services
DIRECTOR:	Liza Drake
PREPARER:	Brad Mueller

Agenda Summary HS/Aging/ADRC Financial Report - Jan 2024

ATTACHMENTS:

- HS Aging ADRC Comm Rpt Jan 24 (PDF)

HEALTH AND HUMAN SERVICES COMMITTEE

Ozaukee County Committee Report
Human Services with ADRC and Aging Service
 For the One Month Ending Wednesday, January 31, 2024
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2024 YTD Actual	2024 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	-	-	\$4,511,407	\$4,511,407	0.00%
Intergovernmental Revenues	\$43,961	\$43,961	\$9,532,644	\$9,488,683	0.46%
Public Charges for Services	\$247,145	\$247,145	\$3,102,062	\$2,854,917	7.97%
Interdepartmental Charges	-	-	\$9,546	\$9,546	0.00%
Other Revenue	\$375	\$375	\$31,500	\$31,125	1.19%
Total Revenues	\$291,481	\$291,481	\$17,187,159	\$16,895,678	1.70%
Expenditures					
Salaries	\$281,159	\$281,159	\$7,228,829	\$6,947,670	3.89%
Fringe Benefits	\$300,696	\$300,696	\$2,723,662	\$2,422,966	11.04%
Travel/Training	\$225	\$225	\$143,650	\$143,425	0.16%
Supplies	\$34,304	\$34,304	\$153,975	\$119,671	22.28%
Purchased Services	\$46,258	\$46,258	\$5,736,030	\$5,689,772	0.81%
Interdepartment Charges	\$8,100	\$8,100	\$551,056	\$542,956	1.47%
Grants	\$13,125	\$13,125	\$174,600	\$161,475	7.52%
Other Expenses	\$1,138	\$1,138	\$767,784	\$766,646	0.15%
Total Operating Expenditures	\$685,005	\$685,005	\$17,479,586	\$16,794,581	3.92%
Capital Outlay					
Total Expenditures	\$685,005	\$685,005	\$17,479,586	\$16,794,581	3.92%
Other Finance (Sources)	-	-	(\$292,427)	(\$292,427)	0.00%
Net Other Financing Sources/Uses	-	-	(\$292,427)	(\$292,427)	0.00%
Net Increase (Decrease)	(\$393,524)	(\$393,524)	-	\$393,524	0.00%

Equity:

Attachment: HS Aging ADRC Comm Rpt Jan 24 (HS/Aging/ADRC Financial Report - Jan 2024)