

# SAWYER COUNTY HEALTH & HUMAN SERVICES

10610 Main, Suite 224

HAYWARD WISCONSIN 54843

(715) 634-4806

Health & Human Services Board Meeting

December 9, 2014

6:30 P.M.

Assembly Room, Sawyer County Court House

## Call to Order

- I. Roll Call
- II. Approve Agenda
- III. November 4, 2014, Regular Meeting Minutes
- IV. Audience Recognition
- V. Child Support
  - A. Child Support Report
- VI. Veterans Service Department
  - A. Veterans Report
  - B. Out of County Travel
- VII. Committee Reports
  - A. LCO Liaison
  - B. Executive Committee
- VIII. Vouchers
- IX. Old Business
  - A. Residential Services -"Transitions"
  - B. Motor Pool Usage
  - C. Economic Support Consortium
  - D. Oasis Juvenile Residential Facility
  - E. Budget Performance Report
  - F. Out of County Travel
  - H. Health and Human Service Board By-Law
  - I. Employee Assistance Program
  - J. Domestic Abuse Program
- X. New Business
  - A. Reimbursement of Social Worker / Nurse licenses
  - B. ADRC Update
  - C. Request to Fill Clerical Vacancy
- XI. Any Items for Discussion Only
- XII. Adjourn

**\*\*Draft Copy\*\***

November 4, 2014

Original to be filed with Sawyer County Clerk, Kris Mayberry

Committee Meetings of Sawyer County  
COMMITTEE: Health & Human Services  
PLACE: Sawyer County Court House

DATE: November 4, 2014  
CALLED TO ORDER: 6:30 P.M.

Committee Members in Attendance:

Warren Johnson, Shirley Suhsen, Carol Pearson, Ron Kinsley, Gladys Ruegger, Tweed Shuman, Dale Schleeter, Iras Humphreys.

Staff Members in Attendance:

Paul Grahovac, Patty Dujardin, Joe Bodo, Renee Brown, Sandy Okamoto, Eileen Simak, Melissa Roach, Cindy Hanus.

The meeting was called to order by Tweed Shuman, noting for the record that Norma Ross and Michelle Lambert were not in attendance.

Approval of Agenda

A motion was made by Shirley Suhsen, seconded by Ron Kinsley to approve the agenda as presented; motion carried.

Closed Session

A motion was made by Carol Pearson, seconded by Shirley Suhsen to enter into closed session Pursuant to Sections 19.85(1)(f) and (g), Wisconsin Statutes, to Update the Health and Human Services Board Concerning Confidential Financial and Medical Information That Pertains to Specific Persons or Interests as it Relates to the Interests of the Department of Health and Human Services, and to Review Legal Considerations and Strategies in Pursuing the Interests of the Department as it Relates to Those Interests; motion carried. Closed session entered at 6:32 P.M.

A motion was made by Warren Johnson, seconded by Dale Schleeter to return to open session; motion carried. Open session entered at 7:10 P.M.

Approval of Minutes

A motion was made by Shirley Suhsen, seconded by Carol Pearson to approve the minutes of the October 7, 2014 meeting as presented; motion carried.

Audience Recognition

None

Child Support Report

The Child Support director provided a written report for review by the board. She informed the board that the agency's paternity specialist terminated her employment. Her last day of work was October 24, 2014. The director provided an up-to-date job description, recommended a starting wage of \$15 per hour, and requested approval to fill the vacated position. After discussion, a motion was made by Warren Johnson, seconded by Shirley Suhsen to fill the position at the recommended wage of \$15 per hour and forward the recommendation to the Administration committee; motion carried. A motion was made by Iras Humphreys, seconded by Shirley Suhsen to accept the job description provided by the director and forward to the Administration committee as well; motion carried. The director expressed concern regarding employee retention and the disruption caused within the unit when an employee leaves.

Child Support Budget

There are no changes to the proposed 2015 Child Support budget.

Veteran Service Department Monthly Report

The County Veteran Service Officer (CVSO) provided a written report for review by the board. Last month's meeting with Congressman Duffy went well. Concerns regarding services for local veterans were addressed. As a result of the meeting, it is now on record that the Department of Veteran's Affairs will not close the Hayward Clinic. The CVSO is in the process of recruiting a new van driver to replace a driver who is no longer available.

The assistant CVSO has completed accreditation training and may now prosecute claims before the Department of Veterans Affairs under laws relating to veteran's benefits.

Veteran Service Department 2015 Budget

There are no changes to the proposed 2015 Veterans Service Department budget.

Committee Reports

LCO Liaison:

No report was received.

Executive Committee:

There is nothing to report from the Executive Committee.

Vouchers

Copies of the November 2014 vouchers for HHS, Child Support and Veterans Service Departments were submitted for approval as well as all HHS bills paid since the last board meeting. A motion was made by Ron Kinsley, seconded by Shirley Suhsen to approve the vouchers as submitted; motion carried.

Old Business:

Residential Services Update

The AODA/Mental Health Coordinator recapped a written report of Transitions census, revenues and expenses as well as crisis information for the month of October. In response to the Child Support director's concern regarding employee retention, the AODA/Mental Health Coordinator suggested revisiting the county's Employee Assistance Program (EAP). Melissa Roach reported recently referring employees to Health and Human Services for EAP services, but they were uncomfortable with seeking help from a county agency. Iras Humphreys suggested employees should use providers available through their health insurance. Ms. Humphreys also asked to have appropriate HHS staff and human resources review EAP policies and add this item to next month's agenda.

Motor Pool Usage

There was no motor pool usage report this month due to the early bill cut-off and early board meeting.

Economic Support Consortium Update

The HHS director reported the child care function of Economic Support will be incorporated into the Northern Income Maintenance Consortium beginning January 1, 2015.

Juvenile Residential Facility

A supervisor's report was not provided to the board. The financial manager reported paying expenses for two juveniles placed at Oasis in October. A motion was made by Warren Johnson, seconded by Carol Pearson requiring supervisor's written reports be supplied to the board with the other agenda items prior to all board meetings; motion carried. Juvenile Justice Supervisor reports for October and November are to be provided to the board before the December meeting.

Budget Performance Report

Copies of the September 2014 Budget Performance Report for Health and Human Services were reviewed. A motion was made by Carol Pearson, seconded by Shirley Suhsen to accept the report as presented; motion carried.

Out of County Travel

Proposed out of county travel and training for the months of November/December 2014 were submitted for approval. A motion was made by Carol Pearson, seconded by Shirley Suhsen to approve the out of county travel and training; motion carried.

Reclassification Request

The HHS Fiscal Manager reported that the reclassification request for a member of the fiscal unit made in May of 2014 has not been acted upon. Per Ron Kinsley, the Carlson Dettman survey is on the Administration committee agenda later in the week, and he will request action on the re-class request at that time.

Health and Human Service Board By-Laws

Board Chair Shuman appointed Warren Johnson, Iras Humphreys and Carol Pearson to a subcommittee to review the Health and Human Service Board By-Laws and present a draft of recommended changes to the HHS Board at the December meeting.

Exit Interview Forms

Exit interview forms and suggestions will be reviewed at this week's Administration committee meeting.

New Business:

Agency Staffing

The HHS director requested approval to close the agency Wednesday, November 19 from 8:00 to 9:00 A.M. for an all-agency staffing to review HIPAA guidelines, consumer grievance procedures, health insurance and other agency business. A motion was made by Warren Johnson, seconded by Iras Humphreys to approve closing the agency for the staff meeting; motion carried.

Employee Performance Evaluations

The issue of employee performance evaluations was tabled until the development of a county wide plan is implemented.

Performance Management Plan

The Public Health officer gave the board an overview of an assessment tool used to identify relevant standards, set goals, measure performance and use the data to improve policies, programs and outcomes within public health.

County Website

The Public Health officer showed the board the Public Health page of the county website. She plans to have another intern in 2015 to continue work on the site.

Ebola Plan

An update to the board on Ebola prevention plans for the county was given by the Public Health Officer. Department staff met with hospital and ambulance personnel to plan distribution of general information about Ebola to the community. Training for first responders and the sheriff's department has been tentatively scheduled for November 19<sup>th</sup>.

Medical Leave Request

The HHS director reported a request for medical leave for a Long Term Care employee of up to six weeks. A motion was made by Warren Johnson, seconded by Shirley Suhsen to approve the medical leave; motion carried.

Any Other Items for Discussion Only

The HHS director informed the board there will be a meeting with the state regarding the Domestic Abuse/ Sexual Assault Advocate position in the Assembly room of the courthouse on Monday, November 17 from 2:00 to 4:00 P.M. Board members are invited to attend.

Adjourn

A motion to adjourn was made by Warren Johnson, seconded by Gladys Ruegger; motion carried. Meeting adjourned at 8:39 p.m.

## CHILD SUPPORT AGENCY – DECEMBER 2014

I attended the 11/6/2014 Administration committee meeting to advise the committee that no one in the child support agency received results of the Carlson Dettman wage study. That meeting ran very long and I was not able to advise the committee. The first anyone in child support viewed the results was on 10/22/2014 when I requested salary information while preparing the job description for the recently vacated position. The time for anyone to appeal the study results has expired.

During the month of November, two cases transferred to LCO Tribal Court/child support agency. Four cases are set for court to determine concurrent jurisdiction and allow for testimony if the potential transfer is disputed later this month. I've contacted the Bureau of Child Support to discuss the rate at which the transfer is occurring and other issues which the Memorandum of Understanding addressed. I suggested an amended Memorandum of Understanding if established procedures were not going to be followed. The response I received: "I believe this situation calls for amended procedures on the part of the bureau and the tribe to ensure that the terms of the MOU are followed, rather than an amendment to the MOU. "

The Medical Support Performance Funding results for October 1, 2013 – September 30, 2014 are attached which indicate Sawyer County has been awarded \$751 for locating private health insurance which either the mother or father receives, the availability of a family plan and the cost of said plan being at a reasonable cost (5% or less of wages).

Based on the difference of the State's estimate used for the 2014 State/County contract and the actual child support collections received, Sawyer County will receive an additional \$10,250 added to our 2015 State/county contract funding for improvements in child support collections. During the process of the county trying to balance the 2015 budget, an additional \$10,000 in revenue from the child support agency was included. With this award of \$10,250, we can meet this objective. The Sawyer County Child Support Agency last received an excellence award in 1999. To have accomplished this with our limited staff reflects the hard work, determination and unrelenting enforcement of child support obligations.

Including the four cases regarding county / tribal case transfer, the Agency has 35 cases set for court between 12/3/2014 and 12/9/2014 with testimony from the assigned caseworker needed in approximately 25 cases. One scheduled case has been forwarded to the District Attorney's office as a felony failure to pay.

Since both the District Attorney's office and the Clerk of Court's office have job openings at this time, I did not want to compete with the applicants and decided to wait until January to start the recruitment process. A former employee who left the Agency in October, 2006 to take a job with Probation & Parole advised last week that she wants to apply. She was an excellent employee and I hated to see her leave. She did many of the same functions needed for this position, not to mention she knows the "KIDS" document generation software, shares many of the same customers we service in her role as a

probation agent, knows the court system, etc. A few of the statutes governing child support have changed since 2006 and the Bureau of Child Support has changed the level of importance they attach to our objectives, but overall, this person would require very very little training; more of a refresher course if anything. If this person is selected for the vacancy, a starting wage of \$15 per hour would not adequately compensate. The amount of time we would save on training alone is immeasurable.

DEPARTMENT OF CHILDREN AND FAMILIES  
DIVISION OF FAMILY & ECONOMIC SECURITY  
ADMINISTRATOR'S MEMO SERIES

ACTION 14-08  
 NOTICE BCS

ISSUE DATE: 11/24/2014  
DISPOSAL DATE: Ongoing

PROGRAM CATEGORY:  
\*PROGRAM CATEGORIES:  
 AS  FM  ML  TR  
 CC  FL  NA  W-2  
 CS  IT  RA  WIA  
 CF  JC  TC  
 CR  LM  TA

**TO:** Child Support Agency Directors  
**FROM:** Kristiane Randal  
Division Administrator  
**RE:** CY2015 Medical Support Performance Funding

**PURPOSE**

The Child Support contract between the Department of Children and Families and local child support agencies specifies that certain funds will be awarded on a performance basis. This memo provides the Medical Support performance funding for the CY2015 child support contract.

**BACKGROUND**

In 2008, the federal Department of Health and Human Services released a new Medical Support regulation. This regulation expands child support program responsibilities to seek and enforce orders that require either parent to enroll the children under private health insurance plans that are available to the parent at a reasonable cost.

**MEDICAL SUPPORT INCENTIVES**

In the 2013-2015 Wisconsin Biennial Budget, the Wisconsin legislature continued the GPR appropriation for \$300,000 per state fiscal year to reward county child support agencies that identify private health insurance for Medicaid children. A total of \$300,000 in GPR is available for SFY 2015 (July 1, 2014 – June 30, 2015). These funds are eligible for federal matching funds.

Medical support GPR of \$300,000 is pro-rated across all county child support agencies based on a KIDS report that counts newly added worker-entered private health insurance coverage for children receiving Medicaid/BadgerCare. The performance report covers the period from October 1, 2013 through September 30, 2014.

The Medical Support incentive funds will be added to the child support contract allocations for calendar year 2015.

**REGIONAL OFFICE CONTACT:** BRO Regional CS Coordinators

**CENTRAL OFFICE CONTACT:** Dianne Bahr-DCF DFES BCS Accountant  
dianne.bahr@wi.gov

**Attachment:** CY15 Medical Support Spreadsheet

Children on MA Receiving Medical Coverage - Worker Added - Report: October 2013 thru September 2014

County	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	FFY TOTALS	Allocation \$300,000
ADAMS	2	2	5	-	-	-	1	3	6	1	1	-	21	986
ASHLAND	-	-	1	1	1	1	1	1	-	1	-	1	8	375
BARRON	4	6	2	2	1	2	7	25	3	7	1	1	61	2,863
BAYFIELD	-	-	-	-	-	-	-	1	-	-	-	-	1	47
BROWN	52	46	38	37	53	60	44	65	45	60	9	60	569	26,705
BUFFALO	-	-	-	1	-	2	1	-	-	-	-	1	5	235
BURNETT	-	2	2	3	8	-	3	3	7	3	2	3	36	1,690
CALUMET	8	4	2	3	3	3	1	6	2	7	3	4	46	2,159
CHIPPEWA	4	5	3	11	5	10	20	8	3	8	8	15	100	4,693
CLARK	-	-	4	3	8	1	3	-	-	10	2	4	35	1,643
COLUMBIA	6	3	-	5	7	3	12	2	5	8	8	4	63	2,957
CRAWFORD	2	-	4	3	1	3	6	-	1	1	1	5	27	1,267
DANE	22	13	12	18	24	19	37	12	36	20	11	32	256	12,015
DODGE	11	7	4	6	8	12	13	17	14	12	16	12	132	6,195
DOOR	7	4	2	4	5	1	2	3	10	2	2	2	44	2,065
DOUGLAS	3	-	3	3	2	4	2	1	2	5	4	1	30	1,408
DUNN	6	3	4	13	3	4	-	1	5	4	4	2	49	2,300
EAU CLAIRE	12	14	5	10	12	6	10	17	12	16	20	13	147	6,899
FLORENCE	-	-	1	-	-	-	-	-	-	-	-	-	1	47
FOND DU LAC	16	17	8	31	21	25	12	28	16	15	16	13	218	10,232
FOREST	-	-	-	-	1	-	1	4	-	-	4	1	11	516
GRANT	6	5	5	8	10	5	12	3	3	2	11	6	76	3,567
GREEN	-	7	6	6	2	7	2	3	4	4	1	3	45	2,112
GREEN LAKE	1	9	3	8	6	2	9	5	1	9	10	2	65	3,051
IOWA	7	1	1	7	1	-	-	2	-	6	4	1	30	1,408
IRON	-	-	-	-	-	-	-	-	-	-	-	-	-	-
JACKSON	-	1	1	1	4	3	1	7	-	1	2	13	34	1,596
JEFFERSON	5	12	14	4	23	11	4	10	29	27	11	6	156	7,322
JUNEAU	-	4	3	8	-	4	4	-	1	8	5	6	43	2,018
KENOSHA	3	6	4	6	5	3	5	6	3	4	7	4	56	2,628
KEWAUNEE	-	-	-	-	-	1	-	-	-	-	2	-	3	141
LA CROSSE	10	6	4	10	6	5	7	5	6	2	2	11	74	3,473
LAFAYETTE	-	1	2	3	1	3	-	-	1	5	2	5	23	1,079
LANGLADE	2	2	-	5	-	-	2	-	-	7	3	1	22	1,033
LINCOLN	4	7	-	4	-	1	1	1	2	7	6	5	38	1,783
MANITOWOC	3	24	18	31	13	11	2	43	16	20	10	18	209	9,809
MARATHON	35	8	3	8	20	20	24	13	26	40	33	13	243	11,405
MARINETTE	8	7	8	10	10	15	7	10	9	7	3	5	99	4,646
MARQUETTE	-	-	-	-	-	-	1	3	-	-	-	-	4	188
MILWAUKEE	92	85	143	60	126	96	104	57	69	59	84	91	1,066	50,030
MONROE	4	6	9	-	1	15	6	3	4	5	6	6	65	3,051
OCONTO	9	-	3	4	6	8	4	3	2	5	2	9	55	2,581
ONEIDA	4	8	1	5	-	2	2	-	1	1	3	4	31	1,455
OUTAGAMIE	17	14	5	9	14	15	28	13	14	14	18	11	172	8,073
OZAUKEE	4	7	3	3	10	3	5	4	5	9	6	7	66	3,098
PEPIN	-	-	-	-	-	-	-	-	-	-	-	1	1	47
PIERCE	5	4	-	3	2	2	3	4	5	6	4	2	40	1,877
POLK	1	4	-	1	-	-	2	-	-	4	-	3	15	704
PORTAGE	9	9	7	1	12	12	6	7	22	8	7	10	110	5,163
PRICE	2	4	4	3	-	1	1	1	4	3	-	2	25	1,173
RACINE	22	2	6	4	2	11	5	3	6	3	6	10	80	3,755
RICHLAND	-	2	4	-	8	1	4	-	5	1	2	5	32	1,502
ROCK	15	16	32	18	24	27	31	25	12	22	11	35	268	12,578
RUSK	1	-	2	-	-	-	-	3	-	-	-	-	6	282
SAINT CROIX	-	10	3	3	9	3	11	9	9	5	5	5	72	3,379
SAUK	3	7	1	5	10	6	10	3	2	3	5	6	61	2,863
SAWYER	-	-	2	1	2	-	2	3	3	-	-	3	16	751
SHAWANO	5	1	1	3	5	2	5	3	5	2	2	6	40	1,877
SHEBOYGAN	17	8	14	12	32	17	35	29	22	21	27	19	253	11,874
TAYLOR	-	3	-	1	1	-	4	1	1	2	2	3	18	845
TREMPEALEAU	9	5	5	5	2	1	2	6	3	4	8	3	53	2,487
VERNON	2	-	-	6	2	4	3	-	10	5	11	10	53	2,487
VILAS	2	-	3	4	5	8	-	4	-	-	2	6	34	1,596
WALWORTH	3	6	3	6	6	3	2	8	9	2	4	2	54	2,534
WASHBURN	4	3	2	2	1	-	-	-	-	2	5	1	20	939
WASHINGTON	5	12	13	14	13	12	9	16	6	13	16	18	147	6,899
WAUKESHA	3	13	3	1	27	6	14	-	3	1	2	3	76	3,567
WAUPACA	3	6	-	4	1	2	8	10	5	7	3	3	52	2,441
WAUSHARA	1	7	2	4	7	6	3	-	4	2	14	1	51	2,394
WINNEBAGO	13	10	11	14	18	5	8	4	21	16	34	29	183	8,589
WOOD	10	6	8	5	8	12	13	7	13	5	4	6	97	4,553
TOTALS	504	484	462	474	618	527	587	534	533	559	517	593	6,392	\$ 300,000

Renee Brown  
Veteran Service Officer  
Gary Elliott, Asst. CVSO  
OFFICE: (715) 634-2770  
FAX: (715) 638-3213

Sawyer County  
Veteran Service Office  
15872 E. Fifth Street  
Hayward, WI 54843



**Health and Human Services Committee Meeting, December 9, 2014**

**A. Out of county travel:**

CVSO, December 11-12, 2014-travel to American Legion Post 73 in Neillsville (Clark County) for NWCVSO Regional meeting

Minneapolis VA Hospital, December 15, 2014, CVSO-Training and Updates-VA Choice Cards and Home & Community Care

**B. Vouchers:** Submitted for approval.

**C. Budget Performance Report:** Submitted for review.

**D. Other Items for Discussion**

**VA Health Care Update:** Congressman Duffy met with VA Minneapolis Director, Patrick Kelly, on 11/21/2014 regarding concern for Hayward VA Clinic. The following are excerpts from Director Kelly's email to our office indicating the status and some temporary solutions:

"I met with Congressman Duffy and his staff last Friday and updated him on a few items of interest:

- I reinforced that we're fully committed to a continuing presence in Hayward.
- I told him we have struggled with physician recruitment in the area but will continue to do all we can, including pay incentives to recruit and retain high quality provider staff.
- I told him we will provide three days coverage in Hayward. We have arranged for 2 providers from one of our Minneapolis area CBOCs to provide coverage for three days a week. The two providers will alternate weeks to ensure at least one provider's presence for all three days. This will provide some continuity until we can recruit the permanent provider. This may change slightly and it may include some additional physician presence and use of limited VTEL, but it'll be three days with as much continuity as we can provide."

**Outreach:** Bratley Funeral Service (Burial Benefits Presentation)-10/28/14; Funeral Director (Burial Benefit training)-10/29/14; LCO Veterans Day Pow Wow-11/11/14; National Guard-724 Engineer Battalion-Benefits presentation-12/6/14

**Disability Claims:**

Retroactive Pay for 2014 disability claims: \$452,686.00

Respectfully Submitted,

A handwritten signature in blue ink that reads "Renee Brown".

Renee Brown, CVSO



# Budget Performance Report

Fiscal Year to Date 12/02/14

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 100 - General Fund</b>										
REVENUE										
Department 57 - Veteran's Administration										
46250	Veterans' Trans. Fees	10,200.00	.00	10,200.00	.00	.00	9,300.00	900.00	91	10,270.00
49220	Transfer from Spec. Rev. Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
Department 57 - Veteran's Administration Totals		<b>\$14,200.00</b>	<b>\$0.00</b>	<b>\$14,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,300.00</b>	<b>\$4,900.00</b>	<b>65%</b>	<b>\$10,270.00</b>
REVENUE TOTALS		<b>\$14,200.00</b>	<b>\$0.00</b>	<b>\$14,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,300.00</b>	<b>\$4,900.00</b>	<b>65%</b>	<b>\$10,270.00</b>
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54710 - Veteran's Relief										
50322	Veterans' Relief Expenses	.00	.00	.00	.00	.00	752.36	(752.36)	+++	1,127.08
State Account 54710 - Veteran's Relief Totals		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$752.36</b>	<b>(\$752.36)</b>	<b>+++</b>	<b>\$1,127.08</b>
State Account 54720 - Veteran's Office										
50111	Regular Salaries	102,457.00	.00	102,457.00	.00	.00	104,437.48	(1,980.48)	102	104,544.57
50144	Term Life Ins./Employer's Share	58.00	.00	58.00	.00	.00	15.19	42.81	26	57.05
50147	Workers Comp	827.00	.00	827.00	.00	.00	.00	827.00	0	.00
50151	FICA-Employer's Share	7,838.00	.00	7,838.00	.00	.00	7,739.85	98.15	99	7,579.58
50152	Retirement-Employer's Share	6,007.00	.00	6,007.00	.00	.00	3,835.13	2,171.87	64	5,619.55
50153	Retirement-Employee's Share	.00	.00	.00	.00	.00	1,146.60	(1,146.60)	+++	2,189.49
50154	Hospital and Health Insurance	37,486.00	.00	37,486.00	.00	.00	15,477.86	22,008.14	41	33,553.09
50155	Flex Administration Fees	50.00	.00	50.00	.00	.00	125.43	(75.43)	251	94.87
50225	Telephone	600.00	.00	600.00	.00	.00	275.63	324.37	46	549.53
50311	Postage	400.00	.00	400.00	.00	.00	175.76	224.24	44	349.41
50312	Office Supplies	1,200.00	.00	1,200.00	.00	.00	245.75	954.25	20	171.90
50313	Printing	250.00	.00	250.00	.00	.00	348.53	(98.53)	139	.00
50315	Copy Machine Expenses	.00	.00	.00	.00	.00	.00	.00	+++	50.20
50325	Registration Fees	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
50329	Dues/Subscriptions	300.00	.00	300.00	.00	.00	54.00	246.00	18	.00
50335	Meal Expenses	.00	.00	.00	.00	.00	46.13	(46.13)	+++	12.35
50339	Travel	.00	.00	.00	.00	.00	350.69	(350.69)	+++	.00
50343	Boards & Commissions	340.00	.00	340.00	.00	.00	.00	340.00	0	109.45
50351	Vehicle Fuel	7,000.00	.00	7,000.00	.00	.00	5,469.91	1,530.09	78	7,111.71
State Account 54720 - Veteran's Office Totals		<b>\$165,013.00</b>	<b>\$0.00</b>	<b>\$165,013.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$139,743.94</b>	<b>\$25,269.06</b>	<b>85%</b>	<b>\$161,992.75</b>
State Account 54730 - Care of Veteran's Graves										
50000	Miscellaneous Expense	5,000.00	.00	5,000.00	.00	.00	4,944.00	56.00	99	4,620.00
State Account 54730 - Care of Veteran's Graves Totals		<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,944.00</b>	<b>\$56.00</b>	<b>99%</b>	<b>\$4,620.00</b>
Department 57 - Veteran's Administration Totals		<b>\$170,013.00</b>	<b>\$0.00</b>	<b>\$170,013.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$145,440.30</b>	<b>\$24,572.70</b>	<b>86%</b>	<b>\$167,739.83</b>
EXPENSE TOTALS		<b>\$170,013.00</b>	<b>\$0.00</b>	<b>\$170,013.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$145,440.30</b>	<b>\$24,572.70</b>	<b>86%</b>	<b>\$167,739.83</b>
Fund 100 - General Fund Totals										
REVENUE TOTALS		<b>14,200.00</b>	<b>.00</b>	<b>14,200.00</b>	<b>.00</b>	<b>.00</b>	<b>9,300.00</b>	<b>4,900.00</b>	<b>65</b>	<b>10,270.00</b>



# Budget Performance Report

Fiscal Year to Date 12/02/14

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Transactions	YTD % user/ Rec'd	Prior Year Total
	EXPENSE TOTALS	170,013.00	.00	170,013.00	.00	.00	145,440.30	24,572.70	86	167,739.83
Fund 100 - General Fund	Totals	(\$155,813.00)	\$0.00	(\$155,813.00)	\$0.00	\$0.00	(\$136,140.30)	(\$19,672.70)		(\$157,469.83)
	Grand Totals									
	REVENUE TOTALS	14,200.00	.00	14,200.00	.00	.00	9,300.00	4,900.00	65	10,270.00
	EXPENSE TOTALS	170,013.00	.00	170,013.00	.00	.00	145,440.30	24,572.70	86	167,739.83
	Grand Totals	(\$155,813.00)	\$0.00	(\$155,813.00)	\$0.00	\$0.00	(\$136,140.30)	(\$19,672.70)		(\$157,469.83)



2014 PURCHASED SERVICE RECAP

	BUDGET	% OF BUDGET SPENT	TOTAL SPENT	JAN	FEB	MAR	APRIL	MAY	JUNE
<b>MH</b>									
MENDOTA/WINDEBAGO			71,696.00						
NORTHLAND COUNSELING	55,000.00		23,270.50		3,140.00	2,695.00	2,990.00	2,695.00	2,860.00
COMMUNITY SUPPORT	1,033,004.00		946,920.37	86,083.67	86,083.67	86,083.67	86,083.67	86,083.67	86,083.67
MH HOSPITALIZATION	85,000.00		78,950.05		6,261.80	160.45	10,964.40	6,122.35	10,150.25
VENTURES / MH OTHER	20,000.00		2,151.92		592.40	534.78	430.37	172.39	419.37
CRISIS STABILIZATION SERVICES	50,000.00		76,311.90				28,564.05	18,465.75	12,231.30
NORTHLAND SERVICES GHPT 34	20,000.00								
RESIDENTIAL CARE	10,000.00		4,877.37		3,697.37	1,180.00			
IMD	21,000.00		17,421.20		1,742.12	1,742.12	1,742.12	1,742.12	1,742.12
PSYCHIATRIC CONSULTATION	20,000.00		18,225.00		1,708.75	1,840.00	1,927.50	1,752.50	1,971.25
LEGAL SERVICES	1,330.98		1,740.00		120.00				
	<b>1,315,334.98</b>		<b>1,241,564.31</b>	<b>86,083.67</b>	<b>103,346.11</b>	<b>94,236.02</b>	<b>132,702.11</b>	<b>117,033.78</b>	<b>115,457.96</b>
			1,241,564.31						
<b>AODA</b>									
AODA HOSPITALIZATION	10,000.00		5,655.00			5,655.00			
RESIDENTIAL CARE	10,000.00								
TRANSITIONS	285,000.00		257,731.17	21,997.01	23,719.76	23,299.56	23,679.64	23,398.25	24,517.82
PREVENTION	3,000.00		1,145.43						
IMPACT PANNEL	1,000.00		300.00			150.00			
DRUG TESTING	2,500.00		7,476.50		1,029.85	72.00	738.85	74.00	26.00
DRUG COURT	1,500.00		1,083.10		246.53		25.00	213.25	311.79
ISP	36,000.00		15,273.97		3,522.96	2,895.42	2,729.24		4,531.38
I&R OTHER	300.00		8.00						8.00
M.D. CONSULTATION	5,000.00		2,280.00		228.00	228.00	228.00	228.00	228.00
Gambling Grant			1,580.75		367.50	177.75	327.00	367.50	
	<b>354,300.00</b>		<b>292,533.92</b>	<b>21,997.01</b>	<b>29,114.60</b>	<b>32,477.73</b>	<b>27,727.73</b>	<b>24,281.00</b>	<b>29,622.99</b>
			292,533.92						
<b>TOTAL AODA / MH</b>	<b>1,669,634.98</b>	<b>0.918822526</b>	<b>1,534,098.23</b>	<b>108,080.68</b>	<b>132,460.71</b>	<b>126,713.75</b>	<b>160,429.84</b>	<b>141,314.78</b>	<b>145,080.95</b>
			1,534,098.23						
<b>ADRC / LTC</b>									
FAMILY SUPPORT	36,075.00		29,875.88	330.00	2,722.53	2,372.30	1,692.90	4,918.37	3,163.80
BIRTH TO THREE	120,000.00		104,003.94		5,285.02	9,106.09	10,500.20	11,594.22	11,805.02
COP	25,000.00		10,468.82	40.00	135.00	1,571.27	1,830.57	1,005.79	1,106.07
COP RISK RESERVE									
OTHER			275.00		2,109.47	(2,019.47)	175.00		
ELDER ABUSE	1,000.00		4,018.95		350.00	1,192.58			
ALZHEIMERS SUPPORT	5,294.00		4,324.75		968.00	448.00	448.00	560.00	1,576.75
FAMILY CARE REIMBURSEMENT	87,961.00		87,961.00						
CLTS			3,412.85				1,556.00	450.00	
AAR	1,000.00		873.02				10.00		305.96
LEGAL SERVICES	10,561.27		9,230.00		1,200.00	1,300.00	990.00		2,710.00
ADRC			27.30				27.30		
<b>TOTAL ADRC / LTC</b>	<b>286,891.27</b>	<b>0.886996352</b>	<b>254,471.51</b>	<b>370.00</b>	<b>12,770.02</b>	<b>13,970.77</b>	<b>17,229.97</b>	<b>18,528.38</b>	<b>20,667.60</b>
			254,471.51						
<b>CHILD WELFARE</b>									
<b>FAMILY SERVICES</b>									
FOSTER CARE	80,000.00		119,299.65		7,169.06	9,691.48	10,449.47	11,174.40	11,439.26
GROUP HOME	40,000.00		5,898.68				5,898.68		
RCC	180,000.00		206,205.47		39,558.69	26,547.08	20,576.17	25,662.40	29,442.88
KINSHIP BENEFIT	26,069.00		26,695.73		2,712.00	2,752.36	2,763.04	2,938.00	2,486.00
FOSTER ADMN	33,500.00		17,436.14				3,667.38	1,930.20	1,994.54
OTHER FAMILY SERVICES	26,500.00		39,963.38		1,776.78	2,916.52	1,229.03	1,708.83	2,454.45
CST	4,000.00		6,367.28		165.41	1,585.27		100.00	
OASIS GROUP HOME	84,140.00		111,081.63		20,448.37	15,032.12	14,515.36	12,944.94	17,696.04
OASIS	37,365.00		95,364.38		11,797.36	14,240.64	11,797.36	17,125.20	6,552.91
VICTIM ADVOCATE	76,242.00		36,403.49		2,779.04	3,894.58	3,895.26	3,906.16	3,979.68
LEGAL SERVICES	2,331.82		700.00			110.00			
<b>TOTAL FAMILY SERVICES</b>	<b>590,147.82</b>		<b>665,415.83</b>		<b>86,406.71</b>	<b>76,770.05</b>	<b>74,791.75</b>	<b>77,490.13</b>	<b>76,045.76</b>
			665,415.83						
<b>YOUTH AIDS</b>									
FOSTER CARE	8,000.00								
GROUP HOME	10,000.00								
RCC	30,000.00		88,731.95			17,786.40	9,659.60	9,348.00	9,659.60
FOSTER ADMN	4,500.00								
CORRECTIONS									
JASSIS GROUP HOME	196,326.00		44,426.11		1,634.42		434.05	(1,787.32)	5,898.68
JASSIS	87,186.00		54,253.26		380.56	379.32			2,005.18
SECURE DETENTION	4,000.00		350.00						
SECURE DETENTION TRAVEL	6,000.00								
ELECTRONIC MONITORING	1,000.00		549.00						
OTHER	1,000.00		9,587.03	80.00	706.87	851.87	1,450.00	1,152.76	1,185.38
<b>TOTAL YOUTH AIDS</b>	<b>348,012.00</b>		<b>197,897.35</b>	<b>80.00</b>	<b>2,721.85</b>	<b>19,017.59</b>	<b>11,543.65</b>	<b>8,713.44</b>	<b>18,748.84</b>
			197,897.35						
<b>TOTAL CHILDREN AND FAMILY</b>	<b>938,159.82</b>	<b>0.920219734</b>	<b>863,313.18</b>	<b>80.00</b>	<b>89,128.56</b>	<b>95,787.64</b>	<b>86,335.40</b>	<b>86,203.57</b>	<b>94,794.60</b>
			863,313.18						
<b>ECONOMIC SUPPORT</b>									
SCAM FRAUD	750.00		40,852.70		4,015.27	4,015.27	4,015.27	4,015.27	
SCAM	70.00								
SCAM SET	4,396.00								
LEGAL SERVICES	403.64		130.00						
CHILD CARE CERTIFICATION			270.00					20.00	200.00
<b>TOTAL ECONOMIC SUPPORT</b>	<b>5,619.64</b>	<b>7.340808308</b>	<b>41,252.70</b>		<b>4,015.27</b>	<b>4,015.27</b>	<b>4,015.27</b>	<b>4,035.27</b>	<b>200.00</b>
			41,252.70						
<b>PUBLIC HEALTH</b>									
SEMINI / CONTRACTED EMPLOYEE	27,000.00		799.80		4.72	565.78	182.99	3.83	6.21
STERICYCLE	5,000.00		309.29				213.50		95.79
VALLEY SCALE	700.00								
BAR SEATS	4,000.00								
LEGAL SERVICES	372.29		50.00						50.00
Other Services			112.50						112.50
<b>TOTAL PUBLIC HEALTH</b>	<b>37,072.29</b>	<b>0.034300282</b>	<b>1,271.59</b>		<b>4.72</b>	<b>565.78</b>	<b>396.49</b>	<b>3.83</b>	<b>264.50</b>
			1,271.59						
<b>GRAND TOTAL</b>	<b>2,937,378.00</b>	<b>0.917283104</b>	<b>2,694,407.21</b>	<b>108,530.68</b>	<b>238,379.28</b>	<b>241,053.21</b>	<b>268,406.97</b>	<b>250,085.83</b>	<b>261,007.65</b>

2014 PURCHASED SERVICE RE

	BUDGET	JULY	AUG	SEPT	OCT	NOV
<b>MH</b>						
MENDOTA/WINDEBAGO	-	2,604.00	6,750.00		31,985.93	30,356.07
NORTHLAND COUNSELING	55,000.00	2,345.00	760.00	1,190.00	4,155.50	440.00
COMMUNITY SUPPORT	1,033,004.00	86,083.67	86,083.67	86,083.67	86,083.67	86,083.67
MH HOSPITALIZATION	85,000.00	6,122.35	6,297.62	6,432.39	13,832.25	12,606.19
VENTURES / MH OTHER	20,000.00	2.61				
CRISIS STABILIZATION SERVICES	50,000.00	2,934.95	1,961.50		3,086.70	9,067.65
NORTHLAND SERVICES CHPT 34	20,000.00					
RESIDENTIAL CARE	10,000.00					
IMD	21,000.00	1,742.12	1,742.12	1,742.12	1,742.12	1,742.12
PSYCHIATRIC CONSULTATION	20,000.00	1,971.25	1,490.00	1,840.00	1,752.50	1,971.25
LEGAL SERVICES	1,330.98		140.00			1,480.00
	1,315,334.98	103,805.95	105,224.91	97,288.18	142,638.67	143,746.95
<b>AODA</b>						
AODA HOSPITALIZATION	10,000.00					
RESIDENTIAL CARE	10,000.00					
TRANSITIONS	285,000.00	23,156.30	23,678.52	23,060.80	23,297.07	23,926.44
PREVENTION	3,000.00	100.00		1,045.43		
IMPACT PANNEL	1,000.00			150.00		
DRUG TESTING	2,500.00		978.64	1,451.35	2,617.84	487.97
DRUG COURT	1,500.00	25.00	82.16		179.37	
ISP	36,000.00	1,496.35	67.62	6.00	25.00	
I&R OTHER	300.00					
M.D. CONSULTATION	5,000.00	228.00		456.00	228.00	228.00
Gambling Grant		89.20	251.80			
	354,300.00	25,094.85	25,058.74	26,169.58	26,347.28	24,642.41
<b>TOTAL AODA / MH</b>	1,669,634.98	128,900.80	130,283.65	123,457.76	168,985.95	168,389.36
<b>ADRC / LTC</b>						
FAMILY SUPPORT	36,075.00	4,929.47	2,552.87	4,465.26	1,443.74	1,284.64
BIRTH TO THREE	120,000.00	13,728.14	11,206.58	14,011.53	7,337.14	9,430.00
COP	25,000.00	2,804.47	249.14	(716.03)	152.23	2,290.31
COP RISK RESERVE						
OTHER				10.00		
ELDER ABUSE	1,000.00		452.80		2,023.57	
ALZHEIMERS SUPPORT	5,294.00					324.00
FAMILY CARE REIMBURSEMENT	87,961.00		87,961.00			
CLTS			1,258.85			148.00
AAR	1,000.00	505.50			51.56	
LEGAL SERVICES	10,561.27	680.00	600.00	370.00	450.00	930.00
ADRC						
<b>TOTAL ADRC / LTC</b>	286,891.27	22,647.58	104,281.24	18,140.76	11,458.24	14,406.95
<b>CHILD WELFARE</b>						
<b>FAMILY SERVICES</b>						
FOSTER CARE	80,000.00	13,588.97	13,362.13	14,078.80	13,778.02	14,568.06
GROUP HOME	40,000.00					
RCC	180,000.00	11,127.65	9,659.60	9,871.95	14,227.50	19,531.55
KINSHIP BENEFIT	26,069.00	2,712.00	2,938.00	2,588.06	2,320.27	2,486.00
FOSTER ADMN	33,500.00	1,930.20	1,994.54	1,994.54	1,930.20	1,994.54
OTHER FAMILY SERVICES	26,500.00	3,234.89	4,394.03	8,748.41	7,683.51	5,816.93
CST	4,000.00			610.27	1,816.96	2,089.37
OASIS GROUP HOME	84,140.00	12,368.20	6,469.52	5,898.68	5,708.40	
OASIS	37,365.00	3,841.16	12,515.04	10,433.39	6,590.04	471.28
VICTIM ADVOCATE	76,242.00	3,865.54	4,695.62	6,299.90	3,087.71	
LEGAL SERVICES	2,331.82	120.00				470.00
<b>TOTAL FAMILY SERVICES</b>	590,147.82	52,788.61	56,028.48	60,524.00	57,142.61	47,427.73
<b>YOUTH AIDS</b>						
FOSTER CARE	8,000.00					
GROUP HOME	10,000.00					
RCC	30,000.00	10,594.40	9,871.95	9,659.60	9,348.00	2,804.40
FOSTER ADMN	4,500.00					
CORRECTIONS						
OASIS GROUP HOME	196,326.00	5,708.40	5,898.68	5,898.68	8,943.16	11,797.36
OASIS	87,186.00	2,161.44	9,612.30	9,960.23	9,774.20	19,980.03
SECURE DETENTION	4,000.00	350.00				
SECURE DETENTION TRAVEL	6,000.00					
ELECTRONIC MONITORING	1,000.00		279.00			270.00
OTHER	1,000.00	1,046.25	1,870.90	136.00	1,107.00	
<b>TOTAL YOUTH AIDS</b>	348,012.00	19,860.49	27,532.83	25,654.51	29,172.36	34,851.79
<b>TOTAL CHILDREN AND FAMILY</b>	938,159.82	72,649.10	83,561.31	86,178.51	86,314.97	82,279.52
<b>ECONOMIC SUPPORT</b>						
FRAUD	750.00	4,365.27	8,030.54	4,365.27	4,015.27	4,015.27
ES	70.00					
FSET	4,396.00					
LEGAL SERVICES	403.64			130.00		
CHILD CARE CERTIFICATION		30.00				20.00
<b>TOTAL ECONOMIC SUPPORT</b>	5,619.64	4,395.27	8,030.54	4,495.27	4,015.27	4,035.27
<b>PUBLIC HEALTH</b>						
GEMINI / CONTRACTED EMPLOYEE	27,000.00	10.14	1.97	11.36	7.62	5.18
STERICYCLE	5,000.00					
VALLEY SCALE	700.00					
CAR SEATS	4,000.00					
LEGAL SERVICES	372.29					
Other Services						
<b>TOTAL PUBLIC HEALTH</b>	37,072.29	10.14	1.97	11.36	7.62	5.18
<b>GRAND TOTAL</b>	2,937,378.00	228,602.89	326,158.71	232,283.66	270,782.05	269,116.28

2014 TRANSITION HOUSE DAILY RATE COMPUTATION

	EXPENSES	REVENUES	# DAYS/MO	DAYS AVAIL	AVG CENSUS
JAN	22,085.19	60.00	134	248	0.54
FEB	23,721.33	2,932.00	157	224	0.70
MARCH	23,557.71	4,924.60	183	248	0.74
APRIL	23,702.83	4,544.00	172	240	0.72
MAY	23,463.95	3,874.00	134	248	0.54
JUNE	24,517.82	1,237.12	164	240	0.68
JULY	23,298.53	275.00	155	248	0.63
AUG	23,767.31	1,175.00	138	248	0.56
SEPT	23,154.79	1,324.68	165	240	0.69
OCT	23,560.72	1,002.00	120	248	0.48
NOV					#DIV/0!
DEC					#DIV/0!
P-13					
totals	234,830.18	21,348.40	1522	2432	0.63

Net Exp            213,481.78  
 Total Days            1522  
**Per Day/PP            \$140.26**

	TG 18 days	TG 31 days	total days	AODA TG 18	Mental Health TG 31
JAN	79	55	134	58.96%	41.04%
FEB	101	56	157	64.33%	35.67%
MARCH	92	91	183	50.27%	49.73%
<b>QTRLY</b>	<b>272</b>	<b>202</b>	<b>474</b>	<b>57.38%</b>	<b>42.62%</b>
APRIL	89	83	172	51.74%	48.26%
MAY	68	66	134	50.75%	49.25%
JUNE	134	30	164	81.71%	18.29%
<b>QTRLY</b>	<b>291</b>	<b>179</b>	<b>470</b>	<b>61.91%</b>	<b>38.09%</b>
JULY	126	29	155	81.29%	18.71%
AUG	111	27	138	80.43%	19.57%
SEPT	132	33	165	80.00%	20.00%
<b>QTRLY</b>	<b>369</b>	<b>89</b>	<b>458</b>	<b>80.57%</b>	<b>19.43%</b>
OCT	64	56	120	53.33%	46.67%
NOV			0	#DIV/0!	#DIV/0!
DEC			0	#DIV/0!	#DIV/0!
<b>QTRLY</b>			<b>0</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>

October-14

COUNTY CAR REPORT

EXPENSES		GREEN TAURUS	GREY TAURUS	RED TAURUS	SILVER FUSION	BLACK FUSION	VAN	WHITE IMPALA	RED IMPALA	TOTAL
S C HIGHWAY	Fuel	176.49		48.13	145.29	107.26		173.81	158.96	809.94
CREDIT CARD	Fuel				78.28			45		123.28
S C MAINTENANCE	Oil Change Rotate Tires					70.49				70.49
S C MAINTENANCE	Headlight repair		75.95							75.95
VERIZON									2.08	2.08
<b>TOTAL</b>		<b>176.49</b>	<b>75.95</b>	<b>48.13</b>	<b>223.57</b>	<b>177.75</b>	<b>0</b>	<b>218.81</b>	<b>158.96</b>	<b>1081.74</b>

1081.74

MILES	GREEN	GREY	RED	SILVER	BLACK	VAN	WHITE	RED	TOTAL
	1586	2737	0	2204	2152	93	2124	1724	12620

DEPARTMENTS:

MILES

Child Support	107
County Clerk	327
Emergency Government	152
HHS	9889
Sheriff	581
Treasurer	456
UW Extension	1108

12620

2014

## Northwest Oasis

Month	Bed Days Used	Bed Days Available	Occupancy Rate	Projected Placement Cost	Oasis Cost	Difference	Other placements	Net Difference
January	65	155	41.9%	\$20,662.00	\$31,835.00	-\$11,173.00		-\$11,173.00
February	79	140	56.4%	\$25,113.00	\$28,755.00	-\$3,642.00		-\$3,642.00
March	93	155	60.0%	\$29,563.00	\$31,835.00	-\$2,272.00		-\$2,272.00
April	90	150	60.0%	\$28,609.00	\$30,809.00	-\$2,200.00		-\$2,200.00
May	124	155	80.0%	\$39,417.00	\$31,835.00	\$7,582.00		\$7,582.00
June	118	150	78.7%	\$35,130.00	\$30,809.00	\$4,321.00	\$2,283.36	\$6,604.36
July	87	155	56.1%	\$26,066.00	\$31,835.00	-\$5,769.00	\$951.40	-\$4,817.60
August	62	155	40.0%	\$19,708.50	\$31,835.00	-\$12,126.50	\$0.00	-\$12,126.50
September	77	150	51.3%	\$24,409.00	\$30,809.00	-\$6,400.00		-\$6,400.00
October	117	155	75.5%	\$37,723.00	\$31,835.00	\$5,888.00	\$2,691.64	\$8,579.64
November	118	150	78.7%	\$33,285.00	\$30,809.00	\$2,476.00	\$5,383.28	\$7,859.28
Year Totals	1030	1670	61.7%	\$319,685.50	\$343,001.00	-\$23,315.50	\$11,309.68	-\$12,005.82



# Budget Performance Report

Date Range 01/01/14 - 10/31/14

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
<b>Fund 225 - Human Services</b>									
<b>REVENUE</b>									
43650	St. Ald	2,720,097.00	.00	2,720,097.00	204,148.17	.00	2,322,972.05	397,124.95	85
<b>46600</b>	<b>Client Collections-Medicare</b>								
46600-002	Client Collections-Medicare	2,813.00	.00	2,813.00	403.79	.00	2,378.80	434.20	85
46600-003	Client Collections-Medicaid	926,454.00	.00	926,454.00	7,060.08	.00	589,876.32	336,577.68	64
46600-060	Client Collections-Insurance	9,791.00	.00	9,791.00	118.55	.00	1,031.16	8,759.84	11
46600-077	Client Collections	270,150.00	.00	270,150.00	35,674.97	.00	244,878.24	25,271.76	91
	<b>46600 - Client Collections-Medicare Totals</b>	<b>\$1,209,208.00</b>	<b>\$0.00</b>	<b>\$1,209,208.00</b>	<b>\$43,257.39</b>	<b>\$0.00</b>	<b>\$838,164.52</b>	<b>\$371,043.48</b>	<b>69%</b>
48600	Misc. General Revenue	.00	.00	.00	.00	.00	199.94	(199.94)	+++
	<b>REVENUE TOTALS</b>	<b>\$3,929,305.00</b>	<b>\$0.00</b>	<b>\$3,929,305.00</b>	<b>\$247,405.56</b>	<b>\$0.00</b>	<b>\$3,161,336.51</b>	<b>\$767,968.49</b>	<b>80%</b>
<b>EXPENSE</b>									
50111	Regular Salaries	1,814,127.00	.00	1,814,127.00	132,870.29	.00	1,391,736.85	422,390.15	77
50112	Salaries Overtime	.00	.00	.00	484.77	.00	3,840.23	(3,840.23)	+++
50141	Committee Per Diems	9,600.00	.00	9,600.00	550.00	.00	6,455.40	3,144.60	67
50144	Term Life Ins./Employer's Share	.00	.00	.00	76.90	.00	683.46	(683.46)	+++
50147	Workers Comp	35,819.00	.00	35,819.00	.00	.00	.00	35,819.00	0
50151	FICA-Employer's Share	138,782.00	.00	138,782.00	9,485.56	.00	100,004.39	38,777.61	72
50152	Retirement-Employer's Share	126,935.00	.00	126,935.00	9,098.17	.00	94,630.93	32,304.07	75
50154	Hospital and Health Insurance	655,333.00	.00	655,333.00	47,198.81	.00	534,378.17	120,954.83	82
50155	Flex Administration Fees	.00	.00	.00	.00	.00	1,678.73	(1,678.73)	+++
<b>50216</b>	<b>Contracted Services</b>								
50216-313	Contracted Services	2,937,378.00	.00	2,937,378.00	301,462.25	.00	2,457,464.82	479,913.18	84
	<b>50216 - Contracted Services Totals</b>	<b>\$2,937,378.00</b>	<b>\$0.00</b>	<b>\$2,937,378.00</b>	<b>\$301,462.25</b>	<b>\$0.00</b>	<b>\$2,457,464.82</b>	<b>\$479,913.18</b>	<b>84%</b>
50225	Telephone	21,000.00	.00	21,000.00	3,237.54	.00	10,897.30	10,102.70	52
50242	Repair & Maint.	1,000.00	.00	1,000.00	.00	.00	340.68	659.32	34
50311	Postage	7,999.00	.00	7,999.00	379.39	.00	5,837.34	2,161.66	73
50312	Office Supplies	10,000.00	.00	10,000.00	925.06	.00	5,997.08	4,002.92	60
50313	Printing	3,000.00	.00	3,000.00	365.61	.00	7,940.67	(4,940.67)	265
50319	Computer Supplies	.00	.00	.00	2,523.90	.00	7,260.56	(7,260.56)	+++
50321	Publications/Legal Notices	2,500.00	.00	2,500.00	1,275.47	.00	12,927.90	(10,427.90)	517
50325	Registration Fees	17,601.00	.00	17,601.00	2,885.92	.00	14,818.04	2,782.96	84
50329	Dues/Subscriptions	7,500.00	.00	7,500.00	450.00	.00	2,922.00	4,578.00	39
50331	Software, Licensing, Maint. Fees	37,052.00	.00	37,052.00	600.00	.00	24,714.42	12,337.58	67
50333	Rent	1,000.00	.00	1,000.00	.00	.00	235.00	765.00	24
50335	Meal Expenses	.00	.00	.00	.00	.00	62.08	(62.08)	+++
50339	Travel	27,400.00	.00	27,400.00	1,660.72	.00	14,416.57	12,983.43	53
50340	Operating Supplies	1,000.00	.00	1,000.00	100.00	.00	1,499.73	(499.73)	150
50344	Supplies	13,000.00	.00	13,000.00	5,820.33	.00	13,636.05	(636.05)	105
50353	Machinery & Equipment Parts	9,750.00	.00	9,750.00	.00	.00	219.99	9,530.01	2
50513	Public Liability Insurance	40,248.00	.00	40,248.00	.00	.00	47,143.38	(6,895.38)	117



# Budget Performance Report

Date Range 01/01/14 - 10/31/14

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 225 - Human Services									
	EXPENSE TOTALS	\$5,918,024.00	\$0.00	\$5,918,024.00	\$521,450.69	\$0.00	\$4,761,741.77	\$1,156,282.23	80%
Fund 225 - Human Services	Totals								
	REVENUE TOTALS	3,929,305.00	.00	3,929,305.00	247,405.56	.00	3,161,336.51	767,968.49	80
	EXPENSE TOTALS	5,918,024.00	.00	5,918,024.00	521,450.69	.00	4,761,741.77	1,156,282.23	80
Fund 225 - Human Services	Totals	(\$1,988,719.00)	\$0.00	(\$1,988,719.00)	(\$274,045.13)	\$0.00	(\$1,600,405.26)	(\$388,313.74)	
	Grand Totals								
	REVENUE TOTALS	3,929,305.00	.00	3,929,305.00	247,405.56	.00	3,161,336.51	767,968.49	80
	EXPENSE TOTALS	5,918,024.00	.00	5,918,024.00	521,450.69	.00	4,761,741.77	1,156,282.23	80
	Grand Totals	(\$1,988,719.00)	\$0.00	(\$1,988,719.00)	(\$274,045.13)	\$0.00	(\$1,600,405.26)	(\$388,313.74)	

**SAWYER COUNTY HEALTH & HUMAN SERVICES**  
**SAWYER COUNTY COURTHOUSE**  
**10610 MAIN - SUITE 224**  
**HAYWARD, WISCONSIN 54843**  
**(715) 634-4806**

OUT OF COUNTY TRAVEL FOR DECEMBER, 2014 AND JANUARY, 2015

DATE	LOCATION	TYPE-SPONSORED BY	WORKER
12/3 - 12/4	STEVENS POINT	SAFETY TRAINING	NICK RALEY
12/5	RICE LAKE	PREPAREDNESS MEETING	EILEEN SIMAK
12/9	PARK FALLS	PREPAREDNESS MEETING	EILEEN SIMAK BECKI NELLES
12/10 - 2/12	WISCONSIN RAPIDS	OVERPAYMENT PROCESSING: CALCULATING AND REPORTING	BEULAH GARCIA
12/11	EAU CLAIRE	COURTROOM PREP & PRESENTATION	AUBREY MCALEAR
12/15	CABLE	ADRC GOVERNING BOARD MEETING	AMY NIGBOR
12/15	EAU CLAIRE	SAFETY OVERVIEW FOR NON-CPS STAFF	DAVE BAUER DAIDRE BARTZ
1/6	RICE LAKE	COURTROOM PREP & PRESENTATION	NICK RALEY SARA POQUETTE KAREN HAYES

# SAWYER COUNTY

## PERSONNEL-ADMINISTRATIVE POLICIES



Approved by the  
Sawyer County Board of Supervisors  
March 15, 2012  
(amended 6/17/10; 7/15/2010; 12/16/2010; 08/18/2011)

## **J. Employee Assistance Program**

Policy Statement. The County recognizes that personal problems, alcoholism, and other chemical dependencies of County employees may adversely affect an employee's employment performance. Alcoholism and other chemical dependencies are recognized as highly complex illnesses that can be successfully treated. County employees who know they have a personal problem, or a problem with alcohol or other chemical dependencies affecting their employment performance, should seek appropriate assistance or treatment.

The County shall provide assistance to employees who have problems that are affecting job performance. The County makes this service available with the intention of helping to retain employees who have worked faithfully for the County, but whose job performance is diminished because of personal problems or because of misuse of alcohol or drugs.

Personal problems for the purpose of this program are the full spectrum of problems affecting an employee's health, marital relationship, financial status and overall mental stability. These are considered problems when they have an adverse effect on the performance of an employee on the job.

Alcohol and/or drug misuse is a County concern to the degree that it causes a significant reduction in job performance. This definition includes, but is by no means limited to, the American Psychiatric Association's definition of alcohol and drug dependence.

This program is available to all employees and toward that goal; the county agrees that accumulated sick leave, vacation, or leave without pay may be used for treatment.

Diagnosis of problems shall be done by professionals and all records shall be kept in strict confidence.

The county recognizes that personal/emotional problems and alcohol/drug problems can be treated. In the case of both, the initial goal is not to punish the employee, but to identify the problem and make help available to employees seeking help.

The county intends that any referral to this program shall be based primarily on job performance and that the purpose of the program is not to attempt to seek out employees with potential problems unless it is on a voluntary basis or self-referral. Employees who are experiencing a decline in job performance are expected to utilize the services available, or if the services are not utilized or are not successful in assisting the employee, the County shall deal with the declining job performance through disciplinary procedures.

In order to assist employees that are experiencing any of the above problems, the county has adopted the following:

## Employee Assistance Program Procedural Guidelines

Motivation to accept treatment or counseling is the first requirement to restore an employee to an acceptable level of job performance. The following guidelines are offered to facilitate implementation of the Employee Assistance Program ("EAP"):

Employee performance should be thoroughly documented through the use of standard appraisal forms and data kept for use in evaluating employees.

When performance has deteriorated to an unacceptable level, the supervisor shall schedule a special performance appraisal interview. When necessary, the supervisor may consult his/her immediate supervisor and/or the EAP Resource Coordinator prior to the interview. (County Resource Agency personnel are listed in Appendix L.P)

During the interview, the supervisor shall include in the discussion the following information:

- Job Performance  
If job performance does not improve after a reasonable period of time, the employee is subject to appropriate referrals or progressive disciplinary action if warranted.
- The EAP Resource Agency is available to assist the employee.  
If the employee indicates at this time that he/she wishes a confidential interview with the Resource Agency, the supervisor or employee shall arrange for an appointment without further discussion.

Subsequent to this initial performance appraisal interview, the supervisor should continue to observe and document performance. If the problems continue or become more acute, further appraisal interviews should be scheduled depending upon the seriousness of the problems.

If performance has not improved after a reasonable time and if the employee has not availed himself/herself of help with confidential resources, then the supervisor should consult with the Resource Agency to develop further planning for dealing with the problem.

When the employee agrees to an EAP Resource Agency interview, the supervisor should prepare a summary of all documented facts related to the problem in preparation for the interview. Throughout the interview, the Resource Agency should reassure the employee that the employer's foremost concern is to help him/her out of the dilemma. The Resource Agency personnel should then review the documented facts and restate the supervisor's concern about the employee's work performance and/or problems. If the situation is so critical or intolerable that the employee's job is in jeopardy, it should be made perfectly clear at this time.

The employee should have full opportunity to discuss the problem(s) as he/she sees it. If the Resource Agency is convinced that the employee needs additional or specific professional counseling, he/she should advise the employee and offer to make an appointment with the appropriate provider. If the employee refuses the appointment and denies need for professional help, he/she must be reminded that job performance must improve, the problem must be resolved, or appropriate disciplinary action, up to and including discharge, will follow.

If the employee accepts the offer of referral, then the appointment call should be made in the presence of the employee. Before the interview is concluded, the Resource Agency should tell the employee that he/she may follow-up with a call to the provider to see if the appointment was kept.

If the employee fails to respond to treatment or refuses to accept the recommended treatment or counseling and performance still remains unacceptable, the supervisor shall then have the option of discussing the situation with the Resource Agency to determine other methods for dealing with the problem or of taking disciplinary action. It is suggested that the Human Resources Department be contacted prior to disciplinary action beyond a written reprimand.

If the employee does have alcoholism and/or other drug abuse problems and accepts rehabilitative treatment, a relapse may occur. If a relapse is long enough to affect work performance, the criteria for administrative decision is: "What action would be consistent with the way the department would handle the situation if this were some other chronic illness affecting performance to a similar degree?"

### Goals of an Employee Assistance Program

Examples of goals for an Employee Assistance program are:

- Encourage the earliest possible diagnosis, treatment and other appropriate help in all situations where employee health and work performance have been affected.
- Coordinate in-house and community-helping services so that, when possible, employees seeking help can benefit from the best combination of appropriate helping and therapeutic services.
- To help employees to attain and/or maintain their full potential on the job.
- To reduce the economic costs to the employer and to the employee of persistent personal problems.
- To add to the constructive options that management, organized labor, and employee services have in addressing job performance, health and safety problems in the workplace.
- To improve overall labor and management relations in the area of employee personal problems.

A well-designed program will achieve these goals in a manner compatible with an organization's objectives, policies and procedures and will utilize existing community resources as much as possible. The privacy and rights of the employees will be fully protected.

# **DRAFT PERSONNEL POLICY MANUAL**



# **SAWYER COUNTY**

STATE OF WISCONSIN

Revised 12/1/2014 11:13 AM

**Appendix P**  
**Sawyer County**  
**EMPLOYEE ASSISTANCE PROGRAM**  
**Resource Agency Personnel & Agency Contacts**

Director of Human Services  
Pete Sanders

634-3301

Human Services Program Coordinator  
for AODA, Mental Health & Development Disabilities  
Joe Bodo

634-3304

- Department heads may request review and approval by the Maintenance Director for a key card to be issued to a non-county employee.

#### **6. Replacing Lost or Damaged Cards**

Employees will contact Human Resources immediately to replace lost, stolen or damaged ID or key cards. Human Resources will issue a replacement ID or key card only with approval of the employee's department head.

If the ID or key card should become damaged or lost, one new ID or key card will be issued by Human Resources per calendar year at no charge.

If the second ID or key card issued is damaged or lost within the calendar year, the employee will be charged \$10 for a replacement ID or key card.

If, at no fault of the employee, a key card should stop working, Human Resources will issue a new card to the employee at no charge. The old key card must be returned before a new one will be issued.

#### **7. Appendices**

Identification/Key Card Acknowledgement Form

### **POLICY 602                   EMPLOYEE ASSISTANCE PROGRAM**

#### **1. Purpose**

To provide assistance to Sawyer County employees for problems that may adversely affect an employee's employment performance.

#### **2. Procedure**

Assistance is provided by Sawyer County Health and Human Services Department relating to mental health, alcohol, and drug abuse and other personal issues.

Employees may contact the Sawyer County Health and Human Services Department for assistance in all spectrums of problems on their own or they may be referred to the Agency by Supervisors and/or Department Heads. Referrals by Department Heads and/or Supervisors shall be based primarily on job performance; the initial goal is to assist employees with job performance and to identify the problem and make help available to employees seeking assistance.

Diagnosis of problems shall be done by professionals and all records shall be treated like all other medical records.

### **POLICY 603                   HARRASSMENT AND DISCRIMINATION**

#### **1. Purpose**

The County is committed to maintaining a work environment that is free of illegal harassment. The County will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

#### **2. Scope**

This policy applies to all elected officials, and to all employees, including regular, limited term or contracted personnel. It also includes others who do business with the County such as outside contractors, vendors or customers.

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**SAWYER COUNTY  
HEALTH and HUMAN SERVICES**

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**ARTICLE I  
Introduction**

The County Board of Supervisors has ~~have the primary the primary~~ responsibility for the well being, treatment and care of persons with mental illness, developmental delays, alcohol and drug dependence, and for insuring that those individuals in need of emergency services within the county receive immediate emergency services, ~~experiencing social, mental and physical disabilities residing within the county and for ensuring that those individuals in need of emergency services found within the county receive immediate emergency services.~~ These services are provided through a Department of Health and Human Services established by the County Board of Supervisors under section 46.23 Wisconsin Statutes.

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**ARTICLE II  
Authorization**

The Human Services Board was created and authorized to function by resolution of the Sawyer County Board of Supervisors on March 17, 1994. Subsequently, the Sawyer County Board of Supervisors amended the original resolution to include Public and Home Health on May 21, 1998 or May 2, 2000. On June 19, 2014, by resolution #10-2014, the Sawyer County Board of Supervisors amended the size of the HS board to 9 members to be accomplished by May 2015, and to review HS bylaws to insure to compliance with that resolution.

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~~ARTICLE III~~  
**Appointments, Composition, Terms, Replacements**

Section 1 All appointments to the Health and Human Services Board shall be made by the County Board of Supervisors pursuant to section

46.23(4)(b).

Section 2 Initial appointments to the Health and Human Services Board shall be for the following terms:

Subsection 1 One-third of the members shall serve one-year terms; one-third of the members shall serve two-year terms; and one-third of the members shall serve three-year terms.

Subsection 2 Appointments to expired terms following the first year of operation shall be for three years and in the manner that original appointments are made.

Section 3 The Health and Human Services Board shall consist of not less than seven (7) nor more than fifteen (15) members.

Subsection 1 No less than one-third nor more than two-thirds of the total members appointed shall be County Board Supervisors.

Subsection 2 The remaining members appointed shall be community representatives.

Subsection 3 The persons appointed shall have a recognized ability and demonstrated interest in health and human services.

Subsection 4 Health and Human Services Board members appointed to represent the County Board of Supervisors shall resign from the Health and Human Services Board should their elected term of office as County Board Supervisor expire.

Section 4 When it becomes necessary to replace a member before a term expires, the person appointed shall serve for the length of the unexpired term of the person being replaced.

\*\*\*\*\*

#### ARTICLE IV Definitions

'County Board' means the County Board of Supervisors.

'Board' means the Sawyer County Health and Human Services Board.

'Program' means the total range of services to people including, but not limited to, health care, mental illness treatment, developmental disabilities services, general relief, income maintenance, alcohol and drug abuse services, services to children, youth and aging, family counseling, exceptional educational services and manpower services.

'Director' means the director appointed by the Sawyer County Health and Human Services Board.

'Department' means the Wisconsin State Department of Health and Social Services.

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#### ARTICLE V

##### Purpose of the Health and Human Services Board

Section 1 The purpose of the Health and Human Services Board is to develop and provide a comprehensive range of health and human services in an integrated and efficient manner; to utilize and expand existing governmental, voluntary and private community resources to promote citizen well being through the provision of services for people with mental illness, developmental delays, alcohol/drug dependence, [?veterans, child support, public health, economic support] and emergency services. [feor the provision of services to prevent or ameliorate social, mental and physical disabilities.]

Section 2 The Health and Human Services Board acts as a governing and policy-making body that has been authorized by the County to develop programs, plans and budgets for the program areas mentioned above.

\*\*\*\*\*

#### ARTICLE VI

##### Powers and Duties of the Health and Human Services Board of Directors

Section 1 Within the limits of available State and Federal funds and of County funds appropriated to match State funds, the Health and Human Services Board shall provide for the program needs of persons with ~~vide for the program needs of persons suffering from~~ social, mental and physical disabilities under the following guidelines:

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- Subsection 1 Shall determine administrative and program policies within limits established by the Department.
- Subsection 2 Shall establish priorities in addition to those mandated by the Department.
- Subsection 3 Shall determine whether State-mandated services are provided or purchased or contracted for/with local providers, and monitor the performance of such contracts.
- Subsection 4 Shall determine, subject to the approval of the County Board and with the advice of the Director, whether services are to be provided directly by the County Department of Health and Human Services or contracted for/with other providers and make such contracts.
- Subsection 5 Shall represent health and human service agencies, professionals and consumers of services in negotiations with State and Federal government.
- Subsection 6 Shall appoint a County Health and Human Services Director subject to the approval of the County Board on the basis of recognized and demonstrated interest in and knowledge of human services problems, with due regard to training, experience, executive and administrative ability and general qualification and fitness of the performance of the duties of the Director.
- Subsection 7 Shall appoint advisory committees for the purpose of receiving community, professional or technical information concerning particular policy considerations.
- Subsection 8 Shall determine the number and location of outstations, when appropriate, to meet service demands.
- Subsection 9 May recommend the removal of the Director for cause to the County Board which participated in the appointment of the County Health and Human Services Board, and such County Board may remove the Director for cause by a two-thirds vote, on

due notice in writing and hearing of the charges against the Director.

Subsection 10 Shall develop Health and Human Services Board operating procedures.

Subsection 11 Shall oversee the operation of one or more service delivery systems.

Subsection 12 Shall evaluate service delivery.

Subsection 13 Shall submit a proposed budget in accordance with s.46.031(1) for authorized services.

Subsection 14 Shall cooperate to the extent feasible with the school board, health planning agencies, law enforcement agencies and other human service agencies, committees and planning bodies in the geographic area served by the Health and Human Services Board.

Subsection 15 May perform such other general functions necessary to administer the program.

Subsection 16 Shall comply with State requirements.

Section 2 The Director shall have all of the administrative and executive powers and duties of managing, operating, maintaining and improving the programs of the county health and human services. In consultation with the Health and Human Services Board and subject to its approval, the Director shall prepare:

Subsection 1 An annual comprehensive plan and budget of all funds necessary for the program and services in which priorities and objectives for the year are established as well as any modifications of long-range objectives.

Subsection 2 Intermediate-range plans and budget.

Subsection 3 Such other reports as required by the Department Secretary and County Board.

Section 3 The Director shall make recommendations to the Health and Human Services Board for personnel and salaries of employees and changes in program services.

\*\*\*\*\*

ARTICLE VII  
Offices, Elections, Duties

Section 1 The officers of the Health and Human Services Board shall consist of the following: A chairperson, vice-chairperson and secretary/treasurer.

Section 2 The officers shall be elected at the first meeting of May of each year and shall assume the office immediately upon being elected.

Subsection 1 The election of officers shall be the first order of business at this meeting.

Subsection 2 Elected offices shall serve for one full year.

Section 3 Duties of Officers

Chairperson - The chairperson presides at all meetings of the Health and Human Services Board and in general performs the duties usually associated with the office of chairperson. With the approval of the Health and Human Services Board, the chair establishes committees as required and makes appointments to the committees. He/she acts as chairperson to all standing committees or may delegate this responsibility to a member of the committee. The chairperson signs all invoices for the Health and Human Services Board expenditures that have been approved by the Health and Human Services Board.

Vice-Chairperson - The vice-chairperson of the Health and Human Services Board succeeds to the chairmanship in the event of the chairperson's absence or disability. The vice-chairperson undertakes such other responsibilities as the chairperson may assign.

Secretary/Treasurer - The secretary, or designee, [/~~treasurer~~] maintains a record of the proceedings of all the meetings of the Health and Human Services Board. The secretary/~~treasurer~~ signs all voucher expense reports after they have been approved by the Health and Human Services Board. The secretary/~~treasurer~~ is responsible for all records entrusted in his/her care. The secretary/~~treasurer~~ undertakes such other responsibilities as the chairperson may assign. He/she serves and acts as secretary to all standing committees.

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**ARTICLE VIII**

**Standing Committees, Composition, Duties, Appointments**

Section 1 There shall be two (2) permanent committees of the Health and Human Services Board.

Subsection 1 The Executive Committee shall be composed of three (3) members including the chairperson, vice-chairperson and secretary/treasurer.

The committee exercises the same direct decision-making authority as that vested in the chairperson. Most actions of the committee would be to make recommendations to the Health and Human Services Board and only in situations where immediate action is required or the action to be taken is within the legitimate authority of the chairperson, would the committee act directly.

The committee shall address and act on all issues concerning personnel that are referred to it by the Health and Human Services Board or the Director.

The committee, in cooperation and collaboration with the Director, shall review the Health and Human Services Board's program, plan and budget to assure they meet the stated purpose of the Health and Human Services board and provide adequate funding.

Subsection 2 The Lac Courte Oreilles (LCO) Liaison Committee shall be composed of the representative from LCO.

The LCO member shall be responsible for communicating and interpreting the Health and Human Services Board's programs, policies, practices and decisions to the LCO Tribal Governing Board. The representative shall keep the Health and Human Services Board informed of all proceedings of the LCO Tribal Governing

Board that are of concern to the Health and Human Services Board.

Section 2 In the event of an absence of a member from the Executive Committee meeting, the chairperson may appoint an alternative Health and Human Services Board member to serve in the capacity of the absent committee member.

Section 3 All appointments to committees shall be made by the chairperson with the approval of the Health and Human Services Board.

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#### ARTICLE IX

##### Meetings, Notices, Attendance, Voting

Section 1 The regular meeting of the Health and Human Services Board shall be held two (2) days prior to the ~~county finance administration~~ committee at the time and place designated, or other dates as approved by committee. ~~Spe.~~ Special meetings of the Health and Human Services Board and meetings of the committees shall be held at any time at the discretion of the chairperson.

Subsection 1 All members shall be notified and provided with a copy of the agenda of all meetings at least 24 hours in advance.

Subsection 2 A quorum must exist to transact business.

Subsection 3 A quorum means a simple majority.

Section 2 All meetings shall be open to the public and it shall be the duty of the County Clerk or a designee {Director} to see that the public is properly notified of all meetings through the county newspapers and/or radio stations.

Section 3 All members shall be required to attend all meetings of the Health and Human Services Board unless excused by the chairperson. All committee members shall be required to attend meetings of the committee to which he/she has been appointed unless excused by the chairperson. Health and Human Services Board members must be present to answer roll call at the start of the meeting and at the end of the meeting in order to receive per diem and mileage unless excused by the chair.

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Section 4 Each member, with the except of the chairperson, shall be

entitled to one vote for each issue or motion before the Health and Human Services Board.

~~Subsection 1 The chairperson shall be entitled to cast a vote only to break a tie vote.?~~

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Subsection 2 The vote of a member shall be counted only if he/she is present at the time the issue or motion is presented.

Subsection 3 All voting shall be voice, unless a member requests otherwise, and then only by majority vote of all members present.

Subsection 4 Results of all votes shall be declared by the chairperson.

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#### ARTICLE X Resignations, Terminations

Section 1 Any member of the Health and Human Services Board who wishes to resign from the Health and Human Services Board shall send written notice, in duplicate, addressed to the HHS chairperson who will refer it to the County Board.

Section 2 All resignations from office, with the exception of the chairperson, shall be in writing addressed to the chairperson.

Subsection 1 In the event an officer resigns his position prior to the completion of his/her term, the chairperson, with the consent of the majority of the Health and Human Services Board members, shall appoint a person to fill the unexpired term of the resigned person. This shall be done at the next regular Health and Human Services Board meeting following the date of resignation.

Section 3 The resignation of the chairperson shall be in writing addressed to the chairman of the County Board of Supervisors.

Subsection 1 In the event the resignation of the chairperson occurs prior to the end of his/her term of office, the chairman of the County Board of

Supervisors shall appoint an acting chairperson to preside at the next regular meeting of the Health and Human Services Board following the date of resignation.

Subsection 2 The first order of business at this meeting shall be the election of a permanent chairperson.

Section 4 Any Health and Human Services Board member may be removed from office for cause by two-third vote of the County Board, with due notice in writing and hearing of the charges against the person.

Subsection 1 A member may bring complaint against another member in writing submitted to the chairperson.

Subsection 2 The member being removed shall be provided with a written notice thirty (30) days in advance of removal which shall clearly state the reason(s) for the action.

Subsection 3 The member being removed shall have the right to present his/her case before the Health and Human Services Board.

Subsection 4 A two-thirds vote of all members is necessary to remove a person from office.

Subsection 5 Three consecutive unexcused absences ~~shall~~ may be cause for termination.

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#### ARTICLE XI

##### Health and Human Services Board Procedures

Section 1 The chairperson, or designee, shall ~~shall~~ begin each meeting with the request for roll call by the secretary.

Subsection 1 Each member shall, when their name is called, indicate their presence by saying "here".

Subsection 2 The secretary, ~~—or~~ designee, shall inform/notify the chairperson of the numbers of members present, excused or absent. ~~—and—the number absent.~~

Subsection 3 The chairperson shall determine whether a quorum exists.

Section 2 The chairperson shall note the minutes from [request that the secretary read the minutes of ]the pre-previous meeting.

Subsection 1 Following the notice/[reading ]of the minutes, the chairperson shall ask for corrections or additions.

Subsection 2 If there are no corrections or additions, the minutes shall stand approved as read.

Section 3 The Health and Human Services Board shall conduct its old business in accordance with and in the order of the agenda developed for the particular meeting. The order of the agenda may be changed at any time for convenience but only with the approval of the majority of the Health and Human Services Board members present.

Subsection 1 An issue not on the agenda may be brought up for discussion at the request of any Health and Human Services Board member with the consent of a majority of the Health and Human Services Board members present.

Subsection 2 A motion shall not be entertained on any issue that is not a part of the agenda as published.

Subsection 3 A written recommendation from a committee which is a part of the agenda shall take precedence over verbal recommendations from the floor. Therefore, a motion on the written recommendation shall be requested by the chairperson from a member of the committee making the recommendations and a second shall be advanced.

Subsection 4 On all issues, the chairperson shall determine exclusively whether a motion is necessary.

Section 4 The Board shall conduct new business in accordance with the agenda.

Subsection 1 No old business, whether a part of the agenda or not, may be conducted at this time except by unanimous consent of all Health and Human

Services Board members present.

Subsection 2 No motions may be entertained under other relevant business.

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**ARTICLE XII**  
**Parliamentary Authority**

Section 1 Robert's Rules of Order shall govern the conduct of business in all cases in which they are applicable and not in conflict with these by-laws.

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**ARTICLE XIII**  
**Approval, Amendments**

Section 1 These by-laws shall become effective on the date they are approved by the County Board.

Section 2 These by-laws can be amended at any regular meeting of the Health and Human Services Board by a two-thirds vote of all Health and Human Services Board members, provided that the amendment has been submitted in writing to the members prior to a regular meeting [at the previous regular meeting.] The amendment shall be approved by the County Board before it becomes effective.

These by-laws have been adopted by the Health and Human Services Board on:

\_\_\_\_\_  
Date

Chairperson

These by-laws have been approved by the Sawyer County Board of Supervisors on:

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Date

Chairperson

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County Board Chairperson, Date

Please : Subsections should be lettered not numbered

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**HEALTH AND HUMAN SERVICE BOARD  
MEETING DATES FOR 2015**

*ALL MEETINGS WILL BE HELD IN THE ASSEMBLY ROOM  
OF THE SAWYER COUNTY COURT HOUSE  
HOWEVER, PLEASE CHECK YOUR AGENDA FOR ANY LAST MINUTE CHANGES*

JANUARY	TUESDAY THE 6 <sup>TH</sup> 6:30 P.M.
FEBRUARY	TUESDAY THE 10 <sup>TH</sup> 6:30 P.M.
MARCH	TUESDAY THE 10 <sup>TH</sup> 6:30 P.M.
APRIL	TUESDAY THE 7 <sup>TH</sup> 6:30 P.M.
MAY	TUESDAY THE 12 <sup>TH</sup> 6:30 P.M.
JUNE	TUESDAY THE 9 <sup>TH</sup> 6:30 P.M.
JULY	TUESDAY THE 7 <sup>TH</sup> 6:30 P.M.
AUGUST	TUESDAY THE 11 <sup>TH</sup> 6:30 P.M.
SEPTEMBER	TUESDAY THE 8 <sup>TH</sup> 6:30 P.M.
OCTOBER	TUESDAY THE 6 <sup>TH</sup> 6:30 P.M.
NOVEMBER	TUESDAY THE 3 <sup>RD</sup> 6:30 P.M.
DECEMBER	TUESDAY THE 8 <sup>TH</sup> 6:30 P.M.