

SAWYER COUNTY HEALTH & HUMAN SERVICES

10610 Main, Suite 224

HAYWARD WISCONSIN 54843

(715) 634-4806

Health & Human Services Board Meeting

February 10, 2015

6:30 P.M.

Assembly Room, Sawyer County Court House

Call to Order

- I. Roll Call
- II. Approve Agenda
- III. January 6, 2015 Regular Meeting Minutes
- IV. Audience Recognition
- V. Child Support
 - A. Child Support Report
 - B. State/County Child Support Contract
 - C. New Hire/Vacancy
- 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-Laws
- X. New Business
 - A. Board Member Resignation
 - B. Carlson Dettman Appeals
 - C. Fall Mass Clinic Exercises After Action Report
 - D. Veteran's Van Purchase
 - E. Interim Health Officer
 - F. Request to Replace Clerical Position
 - G. Oasis/Transitions Law Enforcement Letter
 - H. Sanitarian Position
- XI. Any Items for Discussion Only
- XII. 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.
- XIII. Adjourn

****Draft Copy****

January 6, 2015

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: January 6, 2015
CALLED TO ORDER: 6:30 P.M.

Committee Members in Attendance:

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

Staff Members in Attendance:

Paul Grahovac, Patty Dujardin, Amy Nighbor, Joe Bodo, Eileen Simak, Dave Bauer, Sandy Okamoto, Alicia Carlson, Cindy Hanus.

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

Approval of Agenda

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

Approval of Minutes

A motion was made by Shirley Suhsen seconded by Carol Pearson to approve the minutes of the December 9, 2014 meeting as presented; motion carried.

Audience Recognition

Kathy McCoy

Child Support Report

The Child Support director informed the board there were twenty applicants for the vacant specialist position. The executive committee will meet next week to interview four candidates. The director reported several issues regarding the transfer of tribal cases, collection of the debt associated with those cases, and the memorandum of understanding between Sawyer County and the Tribe. She will be meeting with the LCO Attorney next week to discuss these issues.

Veteran Service Department Monthly Report

The board reviewed a written report from the County Veteran Service Officer (CVSO) who was not in attendance. A motion was made by Shirley Suhsen, seconded by Iras Humphreys to accept the Veteran Service Department monthly report as presented; motion carried.

Committee Reports

LCO Liaison:

No report was received.

Executive Committee:

The HHS Director informed the board of an issue with a reclass request that was not resolved with the implementation of the Carlson Dettman report. As requested by the board, the financial manager provided detailed information on the issue. A motion was made by Iras Humphreys, seconded by Michelle Lambert to recommend a reclass for the affected employee to a step five, level G and forward the recommendation to the Administration Committee; motion carried.

Vouchers

Copies of the January 2015 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 Iras Humphreys to approve the vouchers as submitted; motion carried.

Old Business:

Residential Services Update

The AODA/Mental Health Coordinator informed the board of the increased difficulty of managing care for two female residents at Transitions who have been transferred back and forth between the county facility and Winnebago Mental Health Institution. The contract provider for staffing at Transitions has added additional staff, at her expense, to better manage their care, but she cannot continue to absorb the extra cost. The Coordinator requested additional funding to secure the staff required to ensure proper care, adding the requested funds would still realize a cost savings compared to future hospitalizations. At the board's request, the coordinator will meet with the contract provider to develop a care plan, negotiate terms and then convene the executive committee to request the associated funds. The HHS Director and AODA/MH Coordinator met with the Sheriff regarding transports as discussed at last month's meeting. The Sheriff was unaware of problems arranging transports and will address the issue.

Motor Pool Usage

The board reviewed the motor pool usage report for November 2014. Mileage of the vehicles was not available as some were checked out and in use for long periods at the time the report was prepared. The December 2014 and year end reports for next month's meeting will include the mileage on each vehicle. A motion was made by Carol Pearson, seconded by Michelle Lambert to accept the motor pool usage report as presented; motion carried.

Economic Support Consortium Update

The HHS director reported child care benefit processing within the Northern Income Maintenance Consortium started yesterday. The directors have a meeting next week.

Juvenile Residential Facility

The Juvenile Justice Supervisor reviewed his 2014 year-end report on occupancy and costs for Oasis which included statistics from 2012 and 2013 for comparison.

Budget Performance Report

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

Out of County Travel

Proposed out of county travel and training for the months of January/February 2015 were submitted for approval. A motion was made by Shirley Suhsen, seconded by Warren Johnson to approve the out of county travel and training; motion carried.

Health and Human Service Board By-Laws

Board members reviewed an updated draft of the Health and Human Service By-Laws proposed by the subcommittee. Iras Humphreys reported speaking with corporate counsel regarding the integration of child support, veterans and public health departments into the document. With further updates pending; the matter will remain on the agenda for February's meeting.

New Business:

Birth to Three Program

The Long Term Care supervisor presented to the board an overview of the agency's Birth to Three program. With a permanent (and lower) maintenance of effort implemented by the state for 2015 and subsequent years, a reduced amount of county money will be required to administer the program, making it financially more stable. A "Primary Coach Approach to Teaming" has been fully implemented resulting in better outcomes and less client cancellations. The Sawyer County program earned 100% compliance from the Wisconsin Department of Health Services for the federal fiscal year 2013-2014.

Annual COP Plan Update

The Community Options Program (COP) funding is used to match other agency programs, such as Children's Long Term Support, and provide services to county residents with a mental illness diagnosis who are not otherwise covered by Family Care. The COP plan update for 2015 was presented to the board for review. A motion was made by Iras Humphreys, seconded by Carol Pearson to approve the 2015 COP plan update; motion carried. Board Chair Tweed Shuman signed the plan as required by the state.

AODA/MH Unit

After presenting to the board an overview of AODA services provided by the Information and Referral Center within Health and Human Services, the AODA/MH program coordinator requested funding for additional staff. He provided statistical data dating back to 1988 demonstrating an historical perspective of growth of various county programs and other agencies dealing with alcohol and drug abuse which was identified by the Sawyer County Public Health Assessment as the number one problem in the county. The HHS director recommended the development of a strategic plan, taking into consideration all programs in the AODA unit, prioritizing service needs in proportion to resource limitations. As reported by the coordinator, appropriate client scheduling has been hampered by the decrease of a counselor's hours from 40 per week in 2014 to 35 hours per week effective January 1, 2015. A motion was made by Warren Johnson, seconded by Iras Humphreys to forward to the Administration Committee the recommendation to increase the affected counselor's hours back to 40 hours per week for a period of 3 months during the development of a strategic plan; motion carried. The HHS director and AODA program coordinator will begin developing a strategic plan for the AODA unit, and may convene a special meeting of the executive committee or full board if necessary.

Any Other Items for Discussion Only

Board Chair Tweed Shuman reported receiving a phone call from citizen board member Gladys Ruegger asking to resign from the board. She will send a formal letter of resignation for the record.

Adjourn

A motion to adjourn was made by Warren Johnson, seconded by Ron Kinsley; motion carried. Meeting adjourned at 8:22 p.m.

**CHILD SUPPORT AGENCY
COMMITTEE MEETING 2/10/2015
Sandra Snider Okamoto, Director**

3 IV-D cases transferred to the LCO child support program during the month of January.

I've told the attorney for the LCO child support program the financial position of the County has not improved since the Memorandum of Understanding was signed which requires the Tribe to enforce and collect county owed debts; that county owed costs already paid out by the county could not be waived.

3 candidates were interviewed for the position vacated by Sandy Swanson. The position was offered to and accepted by the candidate we agreed upon. This person has now advised of a medical situation which requires her to delay her start date by a minimum of six to twelve weeks. Melissa Roach confirmed with Mindy Dale that we are not obligated to hold this position. Melissa will be checking the references of the second candidate as well as doing a background check. If all pans out, the second candidate will be offered the position.

Attached is the 2015 contract agreement between the Wisconsin Department of Children and Families and Sawyer County which is required to operate the child support agency. This contract is prepared for Hal Helwig's signature and upon recommendation by this committee, will be on the agenda for the full county board meeting. Page 2 of this contract outlines the 2015 contract allocation of \$140,702. This amount, combined with direct and indirect costs, will be received in 2015 to operate this program.



WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES

201 E. Washington Ave. - PO Box 8916
Madison, WI 53708-8916

Governor Scott Walker
Secretary Eloise Anderson

CONTRACT AGREEMENT

by and between
Wisconsin Department of Children and Families
and
Sawyer County

CONTRACT NUMBER:
CFE00494

COMMODITY OR SERVICE and DEFINITION:
2015 Annual State-County Child Support Services

CONTRACT PERIOD:
01/01/2015 – 12/31/2015

DCF CONTRACT ADMINISTRATOR:
Dianne Bahr
dianne.bahr@wisconsin.gov

CONTRACT BILLING and PAYMENT TERMS:
CORE expenses submitted monthly by the 23rd of the month. Reimbursements paid quarterly.

REGIONAL ADMINISTRATOR:
Teresa Steinmetz
Teresa.Steinmetz@wisconsin.gov

COUNTY INFORMATION:

County Name:	Sawyer County Harold V Helwig	county.clerk@sawyercountygov.org
Authorized Representative:	Sandra Snider-Okamoto	sandy.okamoto@sawyercountygov.org
Address:	10610 Main St Suite 115 Hayward WI 54843	
Phone / Fax:	715634-3173 / (715) 638-3289	
Other CC:	Janet Sprenger	janet.sprenger@sawyercountygov.org
FEIN:	39-6005742	

Funding Information for Grants managed thru CORE:

Contractor: Sawyer County		CORE Agency Code #: 57
Commodity or Service Description	CORE Contract Code Number	Contract Allocation
State GPR Allocation	7502	\$31,100.00
Federal Match	7477	\$60,371.00
FFY12 Federal Incentives	7612	\$94.00
FFY13 Federal Incentives	7613	\$46,928.00
Medical Support GPR	7606	\$751.00
Federal Match	7477	\$1,458.00
Total Contract Allocation		\$140,702.00

The Department and the County acknowledge that they have read the Contract and the attached exhibits, attachments, and/or appendices, understand them, and agree to be bound by their terms and conditions. Further, the Department and the County agree that the Contract and other documents incorporated herein by reference are the complete and exclusive statement of the agreement between the parties relating to the subject matter of the Contract and supersede all proposals, letters of intent or prior agreements, oral or written, and all other communications and representations between the parties relating to the subject matter of the Contract. DCF reserves the right to reject or cancel agreements based on documents that have been altered.

This Agreement becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) days, unless waived by the Department.

Signatures

 Harold V Helwig
 Sawyer County Clerk

 Date

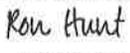
DocuSigned by:

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12/26/2014 | 14:07 PM PT

 Division Administrator Janice Peters
 Department of Children and Families

 Date

DocuSigned by:

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1/5/2015 | 10:46 AM CT

 Department Deputy Secretary Ron Hunt
 Department of Children and Families

 Date

CONTRACT

I. PARTIES TO THE CONTRACT

This agreement, hereinafter referred to as the "Contract," shall be between the Wisconsin Department of Children and Families, hereinafter referred to as "The Department" or "DCF," and the named County listed on the signature pages, hereinafter referred to as "County" for the procurement of Child Welfare services, according to the terms set forth in this Contract.

II. DEFINITIONS

Contract Addendum. An addition to the Contract that is attached after both parties have signed the Contract. An addendum requires the signature of both parties or their designees.

Contract Amendment. A change made to a Contract by adding, subtracting or substituting terms and/or conditions. An amendment may or may not require the signature of both parties or their designees as outlined in Section IV, below. Contract amendments must be made in consultation with the County Contract Committee as designated by the Wisconsin County Human Services Association (WCHSA) or the Wisconsin Child Support Enforcement Association (WCSEA), as appropriate.

Contract Supplement. A signed memorandum from the Department that notifies the County of increases or decreases to funding or time extensions in the Contract. A Contract Supplement requires the signature of the Department but does not require the signature of the County.

Day. All Contract references mean calendar days unless otherwise provided. Calculation shall be as defined in Wis. Stats. 801.15(1).

Single Statewide Point of Contact. The Wisconsin County Human Services Association (WCHSA) or the Wisconsin Child Support Enforcement Association (WCSEA), as appropriate, shall serve as the Single Statewide Point of Contact under this Contract to advise the Department on issues related to implementation of programs and services under this Contract. All communication regarding this Contract shall be sent through the WCHSA or WCSEA President, as appropriate, or their respective designee.

III. TERM OF CONTRACT

Contract term is 01/01/2015 to 12/31/2015.

IV. EXECUTED CONTRACT TO CONSTITUTE ENTIRE AGREEMENT

The Parties shall perform the duties and responsibilities specified in this Contract in accordance with State and Federal statutes; State administrative rules; Federal regulations; and controlling court cases in effect during the term of this Contract.

This Contract and supporting written communications constitute the entire agreement between the parties. The hierarchy of documents in order for resolution is as follows:

- A. Laws, regulations and policies of the State and Federal government
- B. This Contract, including all exhibits, attachments, appendices and addenda to the Contract

Any conflict in terms shall be governed by the highest listed document

Programmatic or Funding Changes. DCF agrees to provide advance notice to WCHSA/WCSEA under the following circumstances:

1. Significant reduction in the monies available affecting the substance of this Contract; or
2. Changes required by court action, or by changes to Federal law, State law, or regulations that substantially change the type of services delivered under this Contract; or,
3. Implementation of any new program or policy initiative that is not specifically mandated by Federal or State laws, rules or regulations, subject to any limitation contained in the Scope of Services.

Whenever possible, DCF will give advance notice and provide a 45-day period of time for WCHSA/WCSEA to comment on the change before the change takes effect. WCHSA/WCSEA may request a meeting with the program division during the 45-day review period to discuss concerns with the program change. DCF is required to hold a meeting within the 45-day period.

The Department may execute a Contract addendum, amendment, or supplement for any new programs or initiatives, subject to any limitation contained in the Scope of Services, or to distribute additional available funding.

V. SUBCONTRACTS

A. **Procurement of Subcontracts**

The County may Subcontract all or part of this Agreement. The County must comply with all applicable State and Federal laws, and all County procurement policies and procedures in sub-contracting for services. DCF may withhold approval of a Subcontractor if DCF has reason to believe that the intended Subcontractor will not be a responsible Subcontractor in terms of fiduciary viability, services provided and/or costs billed. DCF shall provide to the County written notice of reason for the disallowance.

B. **County Responsibility**

The County is responsible for fulfillment of all terms and conditions of this Contract when it enters into Sub-Contract agreements and will be subject to enforcement of the terms and conditions of this Contract, including all disallowances, penalties, sanctions and remedial measures related to Subcontractor non-compliance. It is the responsibility of the County to ensure that the Subcontractor complies with all laws and rules regarding Civil Rights Compliance and Affirmative Action.

C. **Minority Business Subcontractors**

The Wisconsin Department of Children and Families is committed to the promotion of minority businesses in the State's purchasing program. Authority for this program is found in Wisconsin Statutes 15.107(2), 16.75(3m), and 16.755.

County is urged to further this policy by establishing Subcontracts with State-certified Minority Business Enterprises (MBE) and/or by using such enterprises to provide goods and services incidental to this Contract (second-tier suppliers). An MBE means a business certified, or certifiable, by the Wisconsin Department of Administration under Statute 16.75(3m)(b)(1).

VI. SCOPE OF SERVICES

The County will provide services in accordance with this Contract. Specific program requirements are included as **Exhibit 1 Scope of Services**.

VII. BILLING AND PAYMENT TERMS

Expenditure reports must be submitted monthly by the 23rd day of the month. Reimbursement for services will be made quarterly.

A. Payment Terms

The Department shall reimburse the Contractor for the functions it performs and services it provides or purchases as set forth in Section IV. Payments by the Department under this Contract are contingent upon: (a) substantial compliance by the Contractor of all responsibilities identified in this Contract, and in accordance with State and Federal laws; (b) authorization of Wisconsin and Federal laws and availability of State and Federal funds; and (c) approval of cost allocation plans, and (d) approval of equipment over \$5000 by DCF.

1. Allowable Costs

The Department will make payments for costs that are consistent with the DCF Allowable Cost Policy Manual and applicable Federal allowable cost policies. Program expenditures and descriptions of allowable costs are further described in 2 CFR Part 200. See Office of Management and Budget website for links to Code of Federal Regulations (CFR) sections: <http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=2cd429163abd736bbac32b12571dde1&ty=HTML&h=L&n=pt2.1.200&r=PART>

2. Expenditure Report

Claims for reimbursement must be submitted electronically to DCFDESFinanceGrants@wisconsin.gov pursuant to the requirements of the Department's cost reporting system. The electronic expenditure report form is available at <http://dwd.wisconsin.gov/core/forms.htm>.

The Expenditure Report must be submitted to DCF by close of business (4:30 pm CT) on or before the 23rd day of the month following the month for which reimbursement is being claimed. The Department will issue the reimbursement using direct deposit on a quarterly basis, subject to reduction, recovery and reimbursement as provided in this Agreement. Late reports will be processed in the next month's payment cycle.

If the 23rd day of the month and/or the last day of the month fall on a non-business day (per the State of Wisconsin calendar), the Expenditure Report due date and/or reimbursement date become the next business day. The payment schedule is available on the CORE website: http://dwd.wisconsin.gov/CORE/resources/Payment_Schedule.htm

3. Reimbursement

For all claims submitted timely, the Department will promptly issue the reimbursement by direct deposit on a quarterly basis. Said reimbursements are subject to reduction and/or recovery as provided in this Agreement. Late expenditure reports will be processed in the next payment cycle unless permission to process funds early is mutually agreed upon by the County and the Department, and at a date convenient to the Department, but not later than at the next payment cycle.

DCF requires all grants to be paid through an Automatic Clearing House (direct deposit). ACH payments will be deposited into your agency's account according to your agency's Contract terms. To begin receiving ACH payment, complete the ACH

Set-Up form available online <http://dwd.wisconsin.gov/core/forms.htm> sign and submit to the address on the form.

Total net reimbursement to the Contractor for allowable expenses shall not exceed the contracted amounts specified in to the funding allocation tables on P.2 of this Contract, excluding FFP or other non-State funds. Net reimbursements under this Contract may be adjusted for other amounts owed the Department as described in VII.B.

The Department may increase or reduce payments pursuant to State or Federal audits

4. Complete Expenditure Reports

The Department cannot pay Expenditure Reports that are incomplete. Expenditure Reports that do not contain all materially required information will be returned to the agency to be completed and resubmitted. Resubmitted claims will be paid with the next regular payment cycle. Late expenditure reports will be processed in the next payment cycle unless permission to process funds early is mutually agreed upon by the County and the Department, and at a date convenient to the Department, but not later than at the next payment cycle. It is important to fill in all fields, with the CORE Agency Number and the Reporting Period: both month and year, being the most critical. See form details for appropriate file naming conventions.

5. Final Expenditure Report

The Provider shall submit all claims for reimbursement under this Agreement to the Department within 90 days of the end of the Contract period, unless a different date is mutually agreed upon by the County and the Department as specified. Expenses incurred within the Agreement period and reported later than ninety (90) days will not be recognized, allowed or reimbursed under the terms of this Agreement, unless a different date is mutually agreed upon by the County and the Department as specified. If allowable under Federal law, the Department will not unreasonably withhold approval for expenditures eligible for Federal financial participation.

6. Additional Claims Related to the Single Audit

Claims for allowable costs not reported within 90 days of the end of the Contract period, or within the extended Contract period if an extension is granted, will be submitted for Federal reimbursement if (a) the costs are identified as a finding in the Contractor's Single Audit, and (b) the Contractor's Single Audit report is received within the mandated timeframes. Federal reimbursement received will be passed on to the Contractor as a part of the audit resolution process.

If the single audit results in funds being owed to either party, the amount of funds owed may be either paid in the next payment cycle, or adjusted from the following year's allocations, as mutually agreed upon by the County and the Department. If the single audit results in both parties being owed funds, those funds shall be summed and offset to result in a one-way net adjustment and would be subject to repayment as identified above.

7. Excess / Overpayments

The Contractor will return to DCF any funds paid in excess of the allowable costs of services provided under this agreement within 30 days of notification by DCF. Allowable costs are defined by OMB Federal Awards Requirements, Section 200.345, Collection of Amounts Due or the program policy manual. If the Contractor fails to return funds paid in excess of the allowable costs of the services provided, DCF may recover any funds paid in excess of the conditions of this agreement from subsequent payments or may recover such funds by any legal means.

B. Withholding, Deduction/Reduction, and Recovery of Funds

The Department shall have the right to withhold deduct, reduce, and/or recover payments due under the terms of the Contract if the County fails to provide services consistent with this Contract; or if the Department reasonably determines it to be necessary to protect the Department against potential losses or liabilities attributable to the County, including potential Federal disallowances or sanctions. The Department may recover payments pursuant to State or Federal audits.

1. Withholding

The payments to be withheld will be in an amount the Department determines necessary to cause the County to correct its failures, or to protect the Department against potential losses or liabilities, and such amount will be withheld until the failure to provide the services or meet the Contract provision is cured or until the potential loss or liability ceases. The Department will withhold funds pursuant to this subsection only after the Department has given notice to withhold funds.

2. Deduction/Reduction of Funds

Department makes payments only for services that are actually provided and that meet the terms and conditions of this Contract. Except as stated in Exhibit 1: Scope of Services, the Department shall have the right to deduct the amounts being withheld from its financial obligations to the County if the County has not yet cured its failures or caused the potential losses or liabilities to cease. In addition, the Department shall have the right to deduct amounts equal to an amount imposed against the Department as a Federal disallowance or sanction that is attributable to the County's performance or failure to perform, misuse of funds, or non-compliance with the Contract.

The Department shall have the right to deduct any amounts due the Department from the County from money otherwise payable to the County for any other reason specifically provided under this Contract except as stated in Exhibit 1: Scope of Services.

In situations where appropriate DCF reserves the right to reduce the total amount of the Contract award due to significant under-spending by the County. All such Contract award reductions will become effective upon thirty (30) days written notice to the County and shall not relieve the County of any programmatic requirements.

3. Recovery of Funds

The Department reserves the right to recover funds that are owed by either:

- a. Requesting repayment from the County using a mutually agreed upon schedule, or

- b. Reducing future disbursements to the County by an amount equal to what is owed. The Department may adjust subsequent claims for reimbursement by any audit exception or non-compliance exception up to the amount of the exception.

4. Payment Adjustments

The Parties shall negotiate the timing and payment schedule of any adjustments under this section.

C. County Liabilities

1. Bonding and Surety Instruments

The Department, where applicable, may require written assurance at the time of entering into this Contract that the County has in force, and will maintain for the course of this Contract, employee dishonesty bonding or other suitable surety instruments in a reasonable amount to be determined by DCF. The Department will not collect bonding or other surety information for individual agencies. All information must be maintained by the County, and is subject to the State Single Audit Guidelines (SSAG).

VIII. PRIVACY AND CONFIDENTIAL INFORMATION

A. Records

All case information, paper records, written information, and any electronic data shall remain confidential, as required by law and applicable policy.

County and its Subcontractor(s) shall comply with all State and Federal confidentiality laws concerning the information in both the records it maintains and in any other confidential records that County accesses to provide the services under this Contract.

B. Confidentiality

Except as otherwise authorized by law, the County may not disclose confidential information for any purpose other than purposes associated with the administration of services under this Contract.

"*Confidential Information*" means all tangible and intangible information and materials accessed or disclosed in connection with this Agreement, in any form or medium (and without regard to whether the information is owned by DCF or by a third party), that satisfy at least one of the following criteria:

- 1. "*Personally Identifiable Information*" means an individual's last name and the individual's first name or first initial, in combination with and linked to any of the following elements, if the element is not publicly available information and is not encrypted, redacted, or altered in any manner that renders the element unreadable: (a) the individual's Social Security number; (b) the individual's driver's license number or state identification number; (c) the number of the individual's financial account, including a credit or debit card account number, or any security code, access code, or password that would permit access to the individual's financial account; (d) the individual's DNA profile; or (e) the individual's unique biometric data, including fingerprint, voice print, retina or iris image, or any other unique physical characteristic. Such information shall be limited to the information that DCF provides to the county or the county otherwise acquires from or on behalf of

DCF for the purpose of county's use of such information in the performance of its Services.

2. *"Individually Identifiable Health Information"* means information that relates to the past, present, or future physical or mental health or condition of the individual, or that relates to the provision of health care in the past, present or future, and that is combined with or linked to any information that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.
3. Non-public information related to DCF's employees, customers, technology (including data bases, data processing and communications networking systems), schematics, specifications, and all information or materials derived there from or based thereon; or

Confidential Information does not include information which is required to be disclosed by operation of law.

C. Breach of Confidentiality

If the County becomes aware of any actual use or disclosure of any Personally Identifiable Information or Individually Identifiable Health Information that is not authorized by this Contract, or has the reasonable belief that there has been a use or disclosure of any Personally Identifiable Information or Individually identifiable Health Information that is not authorized by this Contract, the County shall notify the Department promptly after becoming aware of such unauthorized use or disclosure, but no later than three business days after the County becomes aware of such unauthorized use or disclosure. Such notice shall include, to the best of the County's knowledge at that time, the persons affected, their identities, and the Personally Identifiable Information or Individually Identifiable Health Information disclosed.

If an unauthorized use or disclosure of Personally Identifiable Information or Individually Identifiable Health Information results from a breach by the County of the terms of this Contract, the County shall take prompt commercially reasonable steps to minimize the risk of another such unauthorized use or disclosure or to mitigate any harmful effects of such unauthorized use or disclosure. The County shall reasonably cooperate with the State's efforts to seek appropriate injunctive relief or otherwise prevent or curtail such actual breach, or to recover its Personally Identifiable Information or Individually Identifiable Health Information, including complying with a reasonable Corrective Action Plan as provided for in Section XII C, including a mutually agreeable plan for the preparation of notices to the affected individuals who are entitled by law to receive notification. If the parties agree that the State will provide such notices, the County shall also reimburse the State for its reasonable and direct out-of-pocket costs of its notification of such affected individuals. If as the result of a single incident, the state is required to notify 1,000 or more individuals that personal information pertaining to the individual has been disclosed, the County shall also reimburse the State for its reasonable and direct out-of-pocket costs for credit monitoring, including identity theft insurance for such affected individuals. To the extent that the County complies with the Department's directives regarding the release of information, the County shall be held harmless from claims by the Department relating to unauthorized use or disclosure.

IX. RECORDS, DEPARTMENT PROPERTY AND AUTOMATION

A. Records

The County shall maintain such records (in either written or electronic form) as required by State and Federal law and as required by program policies. The County shall retain records in a secure environment for no less than the retention period specified in law or policy. Records for periods which are under audit or subject to dispute or litigation must be retained until the audit/dispute/litigation, and any associated appeal periods, have ended.

The County shall make all records and any written and/or electronic case information available to the Department or its authorized agents upon request, and will allow inspection of records and programs, insofar as is permitted under State and Federal law.

B. IT Equipment and Property

The County may purchase and install IT equipment in accordance with the Department's policies and procedures. The County shall be responsible for inventory, maintenance, replacement, and security of all purchased equipment.

The Department shall have all ownership rights in any hardware supplied by DCF and in any software or modifications thereof and associated documentation designed, developed or installed as a result of this Contract.

The County is responsible for keeping all DCF property secure from theft, damage or other loss. The County shall preserve the safety, security and integrity of DCF property, data, and equipment in accordance with DCF policy and procedures.

The County shall keep all State owned automation equipment in a secure place and shall be responsible for damages or losses when such damage or loss is caused by the negligence or willful misconduct of the County, County's staff, or Subcontractors. The County shall reimburse DCF accordingly upon demand. This remedy shall be in addition to any other remedies available to DCF by law or equity.

County shall surrender to DCF all DCF property upon the termination of this Contract.

C. Information Technology

The Department and the County will work together to ensure the efficient and effective operation of automated systems in support of the programs covered by this Contract. The County will provide for information technology security in accordance with the Department's policies and procedures.

The County will adhere to the provisions of the Department's security policies and procedures. The County shall designate an employee as County Security Officer, and shall also appoint Functional Agency Security Liaisons (FASL) or Backup County Security Officers for ensuring compliance with security precautions for State-owned computer equipment and for ensuring confidentiality of program data, including but not limited to data in CARES, KIDS and eWiSACWIS.

The County Security Officer is responsible to ensure that access to the State's automated systems is requested only for the purposes of administration of the programs under the Contract, and that each individual's level of access is requested and maintained at the minimum necessary for that individual to provide Contract services. Any system access

request that does not meet this requirement must be denied at the local level. All system access requests must be signed by the Supervisor or Functional Agency Security Liaison (FASL) and County Security Officer or Backup County Security Officer, as appropriate, before State security staff process the request.

D. Access to State Automated Systems by Subcontractors or Others

Contract provisions that apply to County staff also apply to Subcontractors and other staff authorized by the County to carry out Contract responsibilities. In the event that Subcontractors or other individuals request access to the State's automated systems, the County Security Officer will ensure that such access is maintained at the minimum necessary for the individual to provide Contract services.

Prior to requesting access for Subcontractors or other authorized staff, the County will prepare and submit to the Department properly executed data sharing agreements or other appropriate confidentiality agreements as defined by the Department. The agreements will address compliance with relevant State and Federal confidentiality regulations, and will specify that the individuals granted access are responsible for safeguarding the confidentiality of information and for using said information exclusively for authorized purposes.

X. ACCOUNTING REQUIREMENTS

A. Accounting Records

The County shall maintain accounting records in accordance with Generally Accepted Accounting Principles (GAAP), in a manner which will enable State or Federal government or other staff to audit and examine any books, documents, papers and records maintained in support of the Contract and as more specifically provided below. All documents shall be made available to the Department upon written request, and shall be identifiable as pertaining to this Contract.

B. Accounting System

The County shall maintain a financial management information system in accordance with the Generally Accepted Accounting Principles contained in the Department's Allowable Cost Policy Manual.

C. System Requirements

The County's accounting system shall permit timely preparation of supporting documentation for all expenditure reports submitted to the Department.

D. Reconciling Reports

The County shall reconcile costs reported to the Department to expenses recorded in the County's accounting system on an ongoing and periodic basis. The County agrees that reconciliation will be completed at least annually within 90 days of the expiration of the Contract period. Documentation to support all claimed expenditures shall be supplied to the Department upon request. The County shall retain the reconciliation documentation in accordance with record retention requirements.

E. Accounting Period

The County's accounting records shall be maintained on a calendar year basis, beginning January 1 of each year, unless changed thereafter upon prior approval from the Department. Approval will be given only if the County submits verification of Internal Revenue Service approval for changing the accounting period. The County shall submit a close-out audit for

the shortened accounting period within 90 days after the first day of the new accounting period. For purposes of determining audit requirements, expenses and revenues incurred during the shortened accounting period shall be annualized.

F. Cost Allocation Plan

Allocation of all direct and indirect costs must be in accordance with the requirements of applicable Federal cost policies. The County's cost allocation plan must be reasonable, documented in writing, and include allocation of County-wide indirect costs. All County costs submitted for reimbursement must be allocated in accordance with these plans, consistent with the CSB and applicable Federal regulations or procedures as approved by the Federal government.

G. Cost Sharing Allocation Plan

All property, equipment, software, or services used by multiple programs or for multiple purposes is subject to cost allocation procedures. The County will appropriately adjust claimed expenditures under a cost-sharing allocation plan if automation equipment, software, or other services, including staffing services, are used for any purpose other than program administration specific to this Contract.

XI. AUDITING REQUIREMENTS

A. Requirement to Have an Audit

Unless waived by DCF, the County shall submit an annual audit to DCF. The audit shall be performed in accordance with generally accepted auditing standards, s.49.34(4)(c), Wis. Stats., Government Auditing Standards, and other provisions in this Contract. In addition, the County is responsible for ensuring that the audit complies with other standards that may be applicable depending on the types of services provided, and the nature and amount of financial reimbursement received:

- OMB Federal Awards Requirements, Sections 200.331 – Requirements for Pass-through Entities and Subpart F – Audit Requirements: <http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=aa481408b04346b6d26024f625ae3016&n=pt2.1.200&r=PART&ty=HTML>
- The State Single Audit Guidelines (SSAG), including the yearly Appendix, which are applicable to local governments having A-133 audits; and/or
- The Provider Agency Audit Guide (PAAG). All Counties which do not meet the requirements of the SSAG shall have audits in conformance with the PAAG.

B. Source of funding

DCF shall provide funding information needed for audit purposes, including the name of the program, the Federal agency where the program originated, the CFDA number, and the percentages of Federal, State, and local funds constituting this Contract.

C. Single Audit Reporting package

The County shall separately submit to DCF and to DHS a single audit reporting package which includes the following:

1. All financial statements and other audit schedules and reports required for the type of audit applicable to the County.
2. A summary schedule of prior year findings and the status of addressing these findings.
3. The Management Letter (or similar document conveying auditor's comments issued as a result of the audit) or written assurance that a Management Letter was not issued with the audit report.
4. The management responses/corrective action plan for each audit issue identified in the audit.

D. Close-out Audits

1. A Contract specific audit of an accounting period of less than twelve (12) months is required when a Contract is terminated for cause, when the County ceases operations or when the County changes its accounting period (fiscal year). The purpose of the audit is to close-out the short accounting period. The required close-out Contract specific audit may be waived by DCF upon written request from the County, except when the Contract is terminated for cause. The required close-out audit may not be waived when a Contract is terminated for cause.
2. The County shall ensure that its auditor contacts DCF prior to beginning the audit. DCF, or its representative, shall have the opportunity to review the planned audit program, request additional compliance or internal control testing and attend any conference between the County and the auditor. Payment of increased audit costs, as a result of the additional testing requested by DCF, is the responsibility of the County.
3. DCF may require a close-out audit that meets the audit requirements specified in Section X, A, above. In addition, DCF may require that the auditor annualize revenues and expenditures for the purposes of applying OMB Federal Awards Requirements and determining major Federal financial assistance programs. This information shall be disclosed in a note to the schedule of Federal awards.
4. All other provisions in the Audit Requirements section apply to Close-out Audits unless in conflict with the specific Close-out Audits requirements.

E. Submitting the Reporting Package to DCF

The County shall separately submit the required reporting package to both DHS and DCF within 9 months of the end of the County's fiscal year.

DCF expects electronic submission of the reporting package. DCF Electronic Reporting Packages should be sent to:

DCFAuditors@wisconsin.gov
Telephone: (608) 264-6992

F. Access to auditor's work papers

When contracting with an audit firm, the County shall authorize its auditor to provide access to work papers, reports, and other materials generated during the audit to appropriate representatives of the Department. Such access shall include the right to obtain copies of the auditor's work papers, computer disks, or other electronic media upon which records/working papers are stored.

G. Access to County records

The County shall permit appropriate representatives of the Department to have access to the County's records and financial statements as necessary to review County's compliance with the Federal and State requirements for the use of the funding.

H. Failure to comply with the requirements of this section

In the event that the County fails to have an appropriate audit performed or fails to provide a complete audit Reporting Package to the Department within the specified time frames, the Department may apply one or more sanction, including (but not limited to):

1. Disallow the cost of audits that do not meet these standards; and/or
2. Charge the County for all loss of Federal or State aid or for penalties assessed to DCF because the County did not submit a complete audit report within the required time frame; and/or
3. Conduct an audit or arrange for an independent audit of the County and charge the cost of completing the audit to the County; and/or
4. Any other sanction described in Section XII of this Contract, Monitoring and Compliance Reviews.

XII. MONITORING AND COMPLIANCE REVIEWS

A. Monitoring

The Department will monitor the County's general compliance and adherence to the terms of the Contract and the Scope of Service provisions. Monitoring may be conducted on a periodic basis or as otherwise determined by the Department.

The Department reserves the right to monitor all aspects of the Contract, including (but not limited to):

- Adherence to the terms and conditions of the Contract,
- Adherence to State and Federal laws governing the Contract,
- Achievement of program performance standards,
- Adherence to fiscal reporting and cost allocation requirements, and
- Customer satisfaction and quality of services provided.

The Department may also monitor customer complaints regarding the operation of the program by the County. The County shall provide the Department with access to all customer records upon request, including the results of County administrative reviews of customer complaints.

On-site monitoring visits will be scheduled at a time that is mutually acceptable to the parties with at least ten (10) days advance notice to the County, or at an earlier date upon mutual

agreement. On-site visits based on emergent issues may be conducted by the Department as needed, without advanced notice from the Department.

As a result of monitoring, the Department may make recommendations concerning compliance with program requirements, achievement of program performance standards or the administrative efficiency of the program and the Department may require that the County take corrective action to remedy any identified deficiencies.

The Department reserves the right to inspect any and all County and Subcontractor records, related to the program at any time during and after the close of the Contract period with respect to relevant records retention periods specified in law and policy.

The Department reserves the right to investigate any and all County and Subcontractor procedures and operations related to the program at any time during the Contract period or for a reasonable time period after the close of the Contract period.

B. Financial and Program Compliance Reviews

The Department may, at its discretion, schedule a more extensive Financial and/or Program Compliance Review. In the event that the Department conducts a compliance review, it may include the examination of records maintained by the County. The review shall be conducted in accordance with the Department procedures. This review will not supplant the requirement to conduct a single audit of the County.

1. Cooperation with Compliance Review

The County will cooperate with the compliance review by making available County staff, internal documents, and program records. The County will provide the Department with all requested information within thirty (30) calendar days of the Department's request.

2. Compliance Review Report

Upon completion of the compliance review, the Department shall provide the County with a resultant management letter and report which identifies any issues of non-compliance and recommendations for program improvement. The review report will be issued by the Department within thirty (30) calendar days of all information needed from the County being received by the Department. The review report will identify any actions necessary by the County to achieve compliance with requirements and program performance standards, including itemizing any disallowances as appropriate. The Department will make available to the County any additional supporting documentation upon request.

3. County Response

The County shall respond to the review report within 30 days, or other date upon mutual agreement, to specify actions that will be taken by the County to address findings and recommendations in the review report. The Department may require that review findings and recommendations be addressed through corrective action, up to and including termination of the Contract for cause.

4. Technical Assistance

The County may identify technical assistance needs to address the actions specified in the review report. The Department may assist the County in making arrangements for technical assistance, if such assistance is warranted.

5. Dispute Resolution

If the County does not agree with the Department's findings or proposed remedies, the County may use the Dispute Resolution procedures under this Contract.

C. Corrective Action

The Department will notify the County of items that require corrective action and the need for the County to develop and submit a Corrective Action Plan. The County response must be submitted within 30 days of the date of the notice under this section, unless the Department approves an extension. The Department must approve the County's plan for corrective action. Failure by the County to fully implement the approved Corrective Action Plan may result in a payment reduction to be determined by the Department. Failure to comply with any part of this Contract may be caused for revision or termination of the Contract.

D. Notice to DCF

The County shall immediately notify the Department if the County is substantially unable to provide the services specified under this Contract. Upon such notification, the Department shall determine whether such inability will require revision or termination of the Contract for cause.

XIII. DISPUTE RESOLUTION

In Process

A. General Dispute Resolution Process

If a dispute arises between DCF and County under this Contract, including disputes arising from DCF's finding of non-compliance, payment adjustments, or other remedial measures, the following dispute resolution process and timelines will be used. The timing of steps identified in this process may be extended by mutual agreement of the Department and the County.

1. The County may notify their DCF Regional Office of the dispute in writing and request a review of the issue. DCF Regional Office and the County's representative(s) will attempt to resolve the dispute. DCF Regional Office will involve Department program and financial staff as necessary to resolve the dispute. The County shall provide all necessary information to the assigned Bureau of Regional Offices staff within thirty (30) days. DCF Regional Office shall provide a written response within fifteen (15) days of receiving necessary information from the County.
2. If the dispute is not resolved with DCF Regional Office, the County may ask for review by the Leadership Committee of the Policy Advisory Committee (PAC) by sending a written complaint to the PAC Chair and the Administrator of DCF Division of Family and Economic Security at the following address: P.O. Box 8916, Madison, Wisconsin 53708-8916. The Leadership Committee consists of the PAC Chair or designee, the WCSEA President or designee, and the Wisconsin Family Court Commissioners Association (WFCCA) President or designee. Department staff will be assigned to support the Leadership Committee. The County shall provide all necessary information to the assigned Department staff to share with the Leadership Committee within ten (10) days of filling the written complaint. The Leadership Committee shall provide a written response to the County within thirty (30) days of receiving the necessary information.

3. If the dispute is not resolved at the second step, the County may ask for final Department review by sending a written complaint to the Secretary of the Department of Children and Families at the following address: P.O. Box 8916, Madison, Wisconsin 53708-8916. A County may request a meeting with DCF Secretary prior to the Secretary issuing a final decision. If a meeting is requested, DCF must schedule the meeting within 30 days of the request. The Secretary shall assign Department staff within ten (10) days to review the dispute. The County shall provide all necessary information to the assigned Department staff within ten (10) days. The Secretary shall provide a final written response to the County within ten (10) days of receiving the necessary information.

XIV. STATE AND FEDERAL RULES AND REGULATIONS

A. Applicable Laws

All parties shall comply with all Federal and State laws, rules and regulations and with Policies and Procedures relating to the provision of services under this Contract.

B. Compliance with Federal Regulations

1. Debarment Certification

In conformance with Federal law, the authorized County representative must review, sign, and return the Certificate Regarding Debarment and Suspension form. (Appendix A)

2. Lobbying Certification

In conformance with Federal law, the authorized County representative must review, sign and return with this Contract either the Certificate Regarding Lobbying form or the Disclosure of Lobbying Activities. (Appendix B).

3. Civil Rights Compliance (CRC) Requirements

All Primary Recipients receiving a Grant Award, contract or agreement from the Department of Children and Families (DCF) must complete and submit a new CRC LOA by January 3, 2014 or within 15 working days from the date the grant, contract or agreement was signed, if the agreement is signed after January 1, 2014.

All providers (new to DCF and those renewing contracts) must submit an LOA to DCF Civil Rights Unit to be compliant for the CRC period of January 1, 2014 – December 31, 2017.

The Agency agrees to meet state and federal Civil Rights Compliance (CRC) laws, requirements, rules and regulations, as they pertain to the services covered by this agreement. The website with Instruction and Templates necessary to complete both your CRC LOA and CRC Plan to meet civil rights requirement is located at:
<http://dhs.wisconsin.gov/civilrights/CRC/Requirements.htm>

Additional resources and training information are available at:

http://dcf.wisconsin.gov/civil_rights/default.htm

Contract Appendix A:

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION INSTRUCTIONS

By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

1. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
2. The certification in this clause is a material representation of fact upon which reliance was placed when the Department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency may terminate this transaction for cause or default.
3. The prospective primary participant shall provide immediate written notice to the Department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
5. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency entering into this transaction.
6. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the Department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency may terminate this transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief that the applicant defined as the primary participant in accordance with 48 CFR Part 9, subpart 9.4 and its principles:

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal Department or agency;
 - b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement or receiving stolen property;
 - c) are not presently indicated or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
 - d) have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Contract

IN PROCESS

(Signature of Official Authorized to Sign Application)

(Date)

Harold V Helwig

(Print Name)

sawyer county clerk

(Title)

Sawyer County

(Agency / County Name)

(Title of Program)

Contract Appendix B:
CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including Subcontracts, subgrants, and Contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

(Signature of Official Authorized to Sign Application)

(Date)

Harold V Helwig

(Print Name)

Sawyer County Clerk

(Title)

Sawyer County

(Agency / County Name)

(Title of Program)

<p>11. Amount of Payment (check all that apply):</p> <p style="margin-left: 20px;">\$ _____ actual planned</p>	<p>13. Type of Payment (check all that apply):</p> <p style="margin-left: 20px;">a. retainer</p> <p style="margin-left: 20px;">b. one-time fee</p> <p style="margin-left: 20px;">c. commission</p> <p style="margin-left: 20px;">d. contingent fee</p> <p style="margin-left: 20px;">e. deferred</p> <p style="margin-left: 20px;">f. other; specify: _____</p>
<p>12. Form of Payment (check all that apply):</p> <p style="margin-left: 20px;">a. cash</p> <p style="margin-left: 20px;">b. in-kind; specify: nature _____</p> <p style="margin-left: 40px;">value _____</p>	<p style="text-align: center; font-size: 2em; opacity: 0.5;">In Process</p>
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11:</p>	
<p>15. Continuation Sheet(s) SF-LLL-A attached: Yes No</p>	
<p>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>_____</p> <p>Signature:</p> <p>_____</p> <p>Print Name:</p> <p>_____</p> <p>Title:</p> <p>_____</p> <p>Tele. No: Date:</p>

DISCLOSURE OF LOBBYING ACTIVITIES CONTINUATION SHEET

Reporting Entity: _____ Page _____ of _____

In Process

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all Items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to Subcontracts, subgrants and Contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the Contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10.
 - (a) Enter the full name, address, city, State and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
 - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonable expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form and print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

**Contract Appendix C:
MINORITY BUSINESS PARTICIPATION REPORT**

Wisconsin Department of Children and Families
s.16.75(3m) Wis. Stats.

Return via FAX to:
OR
Return via e-mail to:

Report Date	Contract / Purchase Order #	Time Period Covered by Report <input type="checkbox"/> Monthly: through <input type="checkbox"/> Quarterly: <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4
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Project Name / Contract Title	
Prime Vendor / County Name	Federal Employer Identification Number – FEIN

Minority Vendor County Name, Address and Telephone Number	Product / Service Purchased	Subcontract \$ Amount	Second Tier \$ Amount

If no business was awarded to Minority Business Enterprises (MBE) for this period, please describe the efforts made to encourage minority business participation. If you have questions, please call DCF Procurement Staff, 608-266-5309 or 608-266-1539

I certify that the information contained on this report is true and correct.
I also certify that I am an authorized representative of the above-identified Prime Vendor / County.

(Prime Vendor/County Authorized Representative Name)

(Title)

Contract Exhibit 1
SCOPE OF SERVICES
FOR THE ADMINISTRATION OF CHILD AND SPOUSAL SUPPORT AND
ESTABLISHMENT OF PATERNITY AND MEDICAL SUPPORT LIABILITY PROGRAMS

The Department and the CSA are directed by Wisconsin Statutes section 59.53(5) to enter into a Contract for the implementation and administration of the Child and Spousal Support, Establishment of Paternity, and Medical Support Liability Programs under Wis. Stat. §. 49.22. In consideration of the mutual responsibilities and agreements hereinafter set forth, the Department and the Contractor agree as follows:

1.0 Definitions

The following definitions apply to the terms used in this Contract unless the context clearly requires otherwise:

1.01 County Contract Committee

The County Contract Committee is a subcommittee of the members of the child support Policy Advisory Committee (PAC) that serves to advise the Department on matters relating to child support incentive payments. Contract amendments must be made in consultation with the County Contract Committee.

1.02 Child Support Attorney

Child Support Attorney means the attorney under Wis. Stat. § 59.53 (6) employed by or Contracted by the County board to provide support enforcement services specified under this Contract on behalf of the Department.

1.03 IV-D Program

The Wisconsin program that provides child, spousal and medical support services, and paternity establishment services to parents and other custodians pursuant to 45 CFR 300 series, Wis. Stat. §. 49.22 and Wis. Stat. §. 59.53 (5).

1.04 Policy Advisory Committee (PAC)

The Child Support Policy Advisory Committee is a group made up largely of Child Support Agency (CSA) directors to provide input to the Division of Family and Economic Security (DFES) Administrator on matters relating to child support.

1.05 Participant

Means an IV-D case participant, including an individual that is listed as a case member in an open IV-D support case.

1.06 Single Statewide Point of Contact

The Child Support Policy Advisory Committee (PAC) shall serve as the Single Statewide Point of Contact under this Contract to advise DFES management on issues related to implementation of programs and services under this Contract.

1.07 State Disbursement Unit (SDU)

The unit responsible for centralized receipt and distribution of child support and other support-related payments. The SDU includes the activities and staff at the Wisconsin Support Collections Trust Fund (WI SCTF) located in Milwaukee. The State of Wisconsin is currently contracting with a private vendor for SDU operations.

2.0 CSA's Duties and Responsibilities

The Department notes that County child support agencies have been subject to significant reductions in the funding levels available to operate the child support program. The CSA shall:

2.01 General Requirements

Implement and administer the responsibilities specified in this Contract with respect to the Child and Spousal Support and Establishment of Paternity and Medical Support Liability programs provided for by Title IV of the Federal Social Security Act, in accordance with the language of Wis.Stats. §. 59.53(5) and other State and Federal statutes, State administrative rules, Federal regulations and controlling court cases in effect during the term of this Contract. The CSA agrees that the functions performed and services provided or purchased by the CSA, as specified in this Contract, shall be performed in accordance with statutes and rules stated above and the Department's Administrator's Memo Series, the Child Support Bulletins, the Bureau of Child Support Letters, the Wisconsin Child Support Procedures Manual, the Wisconsin Child Support Policy and Program Administration Manual, the Wisconsin Child Support Forms and Documents Manual, the Wisconsin Child Support Report Manual, and the BCS WorkWeb, State and Federal corrective action plans, and other audits and compliance reviews as applicable. Unless otherwise stated, on-line manuals take precedence over paper manuals.

2.02 Provide Services

Provide all appropriate child, spousal, and medical support services, and paternity establishment services to all cases appropriately referred from public assistance programs under Wis. Stat. §. 49.145, Wis. Stat. §. 49.19, and Wis. Stat. §. 49.45 including Kinship Care (Wis. Stat. §. 48.57(3m)), Wisconsin Works (Wis. Stat. §. 49.141), Work Experience for Non-custodial Parents (Wis. Stat. §. 49.36), Medical Assistance Wis. Stat. §.49.45 and to all cases involving other eligible individuals who apply for IV-D services.

Child and spousal support, and paternity establishment services include but are not limited to case intake and assessment, establishment of paternity, location of absent parents, establishment of enforceable child support and related spousal support obligations, enforcement of payment of child support and related spousal support obligations, and/or establishment and enforcement of medical support obligations. Establishment and enforcement of medical support obligations includes (1) the establishment of appropriate orders for health insurance coverage provided by parents and enforcement of said orders and (2) the establishment and enforcement of appropriate orders to recover birth costs.

2.02.1 Provide Customer Service

Provide customer service by responding to inquiries from IV-D participants, including those inquiries related to centralized child support services. The CSA shall respond to participant inquiries and complaints referred from the Department according to the standards established in the CSA's Customer Service and Administrative Complaint Process Plans.

2.02.2 Establish Administrative Complaint/Fact Finding Process

Establish an Administrative Complaint Process to respond to participant complaints, and maintain a file of all administrative complaints received and the written determinations issued by the fact finder.

2.02.3 CSA Budget

CSA will submit the annual budget to the Child Support (CS) Regional Administrator by March 31 of each year. The budget will include the projected expenditures for the child support agency and the projected child support expenditures for each cooperative agency.

2.03 Hold Harmless

If the CSA is of the opinion that any directive of the Department conflicts with a mandate contained in a Federal statute or regulation; communicate this issue to the Department in writing and comply with the decision provided by the Department. To the extent that the CSA complies with the Department's decision, the CSA shall be held harmless from claims by the Department relating to such a conflict.

In the event of a lawsuit challenging the validity of child support enforcement statutes, regulations, or Department policies, the Department will defend such a lawsuit. In defending lawsuits, each party to the Contract shall be responsible for matters within that party's authority and control.

2.04 Cooperative Agreements

Establish and maintain written cooperative agreements between the CSA and other County officials who have a statutory obligation pursuant to Wis. Stat. §. 59.53(5), to cooperate with the Department and agency as necessary to provide services required under the IV-D Program in compliance with this Contract.

2.04.1 Use of Standard Cooperative Agreement

Use the standard cooperative agreement developed in cooperation with County representatives to ensure Statewide uniformity and meet minimum Federal requirements in accordance with 45 CFR 303.107. Administrative reimbursement is available for services provided under a cooperative agreement for the calendar quarter during which the agreement is signed and for subsequent calendar quarters covered by the agreement.

Submit copies of the signed agreements and the three required attachments to the CS Regional Administrators by January 31. Copies of signed cooperative agreement must be provided to the CS Regional Administrator no later than March 31, to claim IV-D FFP reimbursement for cooperative agency expenses incurred during the first quarter of the calendar year.

The CS Regional Administrator must review the agreements and notify the CSA within 20 business days if the agreement, on its face, fails to meet the minimum specifications required under BCS policy.

If anytime during the Contract year, the CSA enters into agreements with additional cooperating agencies, the agency must immediately send a copy of the new agreement and the required attachments to the CS Regional Administrator.

2.04.2 Information Exchange

Ensure that cooperating agencies have available all information necessary to perform the task under the cooperative agreement, comply with State and Federal confidentiality requirements by safeguarding the confidentiality of IRS information and other confidential information, and use said information exclusively for authorized purposes.

2.04.3 Subcontracting Provisions in Cooperative Agreements

The Subcontracting provisions in Section V of this Base Contract are not applicable to Cooperative Agreements entered into by County Child Support Agencies pursuant to 45 CFR 302.34 and 303.107.

2.05 Purchase of Services Agreements

As necessary, the County may enter into agreements to purchase services to the extent that payment for such services does not exceed the amount reasonable and necessary to assure the quality of such services. The determination that the amounts are reasonable and necessary must be fully documented in the IV-D CSA records. Support enforcement services, which may be purchased, are those for which Federal financial participation (FFP) is available under the IV-D regulations.

Copies of Specialized Service Contracts or other inter-County agreements to provide child support services, must be submitted to the CS Regional Administrator within 30 days after the agreement is signed by the Counties.

2.06 Notify DCF Legal Counsel of Appeals

Notify DCF legal counsel in a timely manner of any IV-D case that is appealed to the Court of Appeals or the Supreme Court.

2.07 Internet Access

Have and maintain access to the Internet for all of the CSA caseworkers.

2.08 Cooperation with Other Agencies

In administering the child support program, cooperate with County, tribal, and State agencies managing or operating public assistance programs.

2.09 Kids Information Data System (KIDS)

Work cooperatively with the Department to ensure the efficient and effective operation of KIDS by identifying and reporting system deficiencies and operational problems.

2.10 Maintain KIDS Financial Records

Maintain and update KIDS financial information including the following:

2.10.1 Enter Court Order and Balance Information

Enter court order and account balance information in a timely manner and make appropriate adjusting entries as necessary, to ensure distribution and allocation of payments pursuant to the State statute and Federal distribution hierarchy.

2.10.2 Receipt and Disbursement (R&D) Fee Adjustments

Perform adjustments to receipt and disbursement fees in accordance with the Department's policies and procedures.

2.11 Failure to Maintain KIDS Financial Records

The CSA shall be responsible for court-ordered reimbursement to case participants when the reimbursement is caused by the failure of the CSA to maintain proper KIDS financial records.

2.12 Reimbursement for Failure to Follow Policy

The CSA shall be responsible for reimbursement to case participants when the reimbursement is caused solely by the failure of the CSA to follow State statute, DCF written policy directives, or published IV-D directives that are communicated appropriately and timely to the CSA by the Department. In the event of a dispute, the CSA may follow the Dispute Resolution process.

2.13 Collections, Receipts, and Disbursements

Direct all child support payments to the WI SCTF and forward any child support or other support related payments received by the County to the WI SCTF for receipting into KIDS within 24 hours, and authorize the State Disbursement Unit to receipt and deposit support-related collections made payable to the County.

2.13.1 Collection Fees

Collect the Parent Locator Service fee under 45 CFR 303.70 and any other fees authorized by the Department.

2.14 Correspondence Liaison

Assist the Department in providing a timely response to program participant correspondence by designating the CSA director or an individual designated by the director as the correspondence liaison.

2.15 Confidentiality of Records

Comply with the applicable Federal and State laws and Department regulations concerning confidentiality of participants and case records including records maintained on KIDS. In addition to the KIDS program, BCS acts as an agent for CSAs (Tribes) to arrange for and/or provide access to information resources from other State, Federal or private providers, for example, Wisconsin Circuit Court Automation (WCCA) via CCAP; Vital Records Birth Query, Department of Transportation Vehicle Inquiry, the Office of Child Support Enforcement's State Services Portal, and CLEAR. The agency agrees that its staff will use these or any other similar additional resources BCS provides or arranges only for the purposes of administration of the child support program, and will treat all information obtained from these sources as confidential child support program information.

2.16 IRS Contract Language for General Services

The Contractor agrees to comply with all Internal Revenue Service (IRS) procedures and safeguards (IRC 6103 and IRC 7213). The required IRS Contract language for ensuring the confidentiality of IRS information is stated below.

The State is responsible for the issuance of a Child Support Bulletin to CSAs, which communicates the detailed requirements for the confidentiality of IRS information.

2.16.1 Performance

For purposes of this section, the term "Contractor" means County child support agency (CSA).

In performance of this Contract, the Contractor agrees to comply with and assume responsibility for compliance by its employees with the following requirements:

- (1) All work will be performed under the supervision of the Contractor or the Contractor's responsible employees.
- (2) Any Federal tax returns or return information (hereafter referred to as returns or return information) made available shall be used only for the purpose of carrying out the provisions of this Contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this Contract. Inspection by or disclosure to anyone other than an employee of the Contractor is prohibited.
- (3) All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output and products will be given the same level of protection as required for the source material.
- (4) No work involving returns and return information furnished under this Contract will be Subcontracted without prior written approval of the IRS.
- (5) The Contractor will maintain a list of employees authorized access. Such list will be provided to the agency and, upon request, to the IRS reviewing office.

2.16.2 Criminal and Civil Sanctions

(1) Each employee to whom returns or return information is or may be disclosed shall be notified in writing that returns or return information disclosed to such employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. The Contractor shall also notify each such employee that any such unauthorized future disclosure of returns or return information may also result in an award of civil damages against the employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRC Sections 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.

(2) Each employee to whom returns or return information is or may be disclosed shall be notified in writing that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this Contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this Contract. Inspection by or disclosure to anyone without an official need to know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000.00 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. The Contractor shall also notify each employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the employee [United States for Federal employees] in an amount equal to the sum of the greater of \$1,000.00 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. The penalties are prescribed by IRC Sections 7213A and 7431.

(3) Additionally, it is incumbent upon the Contractor to inform its employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to Contractors by 5 U.S.C. 552a(m)(1), provides that any employee of a Contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

(4) Granting a Contractor access to FTI must be preceded by certifying that each individual understands the agency's security policy and procedures for safeguarding IRS information. Contractors must maintain their authorization to access FTI through annual recertification. The initial certification and recertification must be documented and placed in the agency's files for review. As part of the certification and at least annually afterwards, Contractor employees should be advised of the provisions of IRC Sections 7431, 7213, and 7213A (see Exhibit 6, *IRC Sec. 7431 Civil Damages for Unauthorized Disclosure of Returns and Return*

Information and Exhibit 5, IRC Sec. 7213 Unauthorized Disclosure of Information). The training provided before the initial certification and annually thereafter must also cover the incident response policy and procedure for reporting unauthorized disclosures and data breaches. (See Section 10) For both the initial certification and the annual certification, the Contractor employee should sign, either with ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

2.16.3 Inspection

The IRS and the Department shall have the right to send its officers and employees into the CSA for inspection of the facilities and operations provided for the performance of any work under this Contract. On the basis of such inspection, specific measures may be required in cases where the Contractor is found to be noncompliant with Contract safeguards.

2.17 Bonding

In accordance with 45 CFR 302.19, State IV-D programs are required to ensure that every person who has *access to or control over funds* collected under the program, be covered by a bond against loss resulting from employee dishonesty. Any employee, who, as a regular part of his or her job, receives, disburses, handles, or has access to support collections, must be bonded. Even though CSAs no longer receipt and disburse funds, bonding is required due to the ability to access funds in KIDS through financial adjustments.

Counties must have a minimum bonding amount of \$30,000 per employee for all employees tasked with the collection, management or disbursement of funds associated with the Child Support program. DCF has determined this amount sufficient to cover employee dishonesty. Counties that do not have a bonding policy in place may establish a self-bonding system to satisfy the bonding requirements.

The minimum bonding amount does not reduce or limit the ultimate liability of the County for losses of support collections from the State's IV-D program.

DCF will not collect bonding information for individual agencies. All bonding information must be maintained by the agency and is subject to the State Single Audit Guidelines (SSAG).

3.0 Department's Duties and Responsibilities

The Department shall:

3.01 Administrator's Memos/Child Support Bulletins

Maintain an index listing of all the Administrator's Memos, BCS Letters, and Child Support Bulletins that apply to the Child Support Program for the Contract year.

3.02 Policy Directives

Develop and maintain policy directives for administrative and enforcement activities relating to the Child and Spousal Support and Establishment of Paternity Program conforming to State and Federal statutes, State administrative rules, Federal regulations and controlling court cases. Cite applicable State and Federal statutes, Federal regulations, State administrative rules, and controlling court case(s) in all policy directives. Such citations shall be incorporated into relevant resource materials,

including child support manuals, fact sheets, and training materials. Provide advanced notice of new requirements to all the County CSAs unless court order or Federal or State law or regulations require immediate implementation, in which case, notification will occur within 15 days of enactment. Maintain a comprehensive index listing all major child support topics with links to available resource materials on each topic.

3.02.1 New Initiatives or Programs.

In consultation with the County Contract Committee, develop a Contract addendum or amendment executed under separate cover for any new initiatives or programs other than those specifically mandated by Federal or State laws, rules or regulations. The Department shall consider the fiscal impact on the CSA, and consult with PAC before implementing the initiative or program. It is not the Department's intent to impose unilaterally any new, unbudgeted initiatives or programs on the CSA.

3.02.2 Reasonable Time Period to Implement

Allow the CSA a reasonable time period in which to implement fully Department directives. Department directives, which are the result of changes in Federal or State laws, rules and regulations or court actions, may be implemented by the Department in accordance with the implementation timeframes of the Federal or State laws, rules and regulations or court action.

3.02.3 Extension of Time Period to Implement.

Allow the CSA to request an extension of the time period for implementing program requirements, which have a significant impact on the CSA and are not mandated by State or Federal law or court order. The CSA may submit documentation of the hardship imposed, and the Department may then grant up to 45 days of exception to the implementation requirements.

3.03 Policy Change

If the Department proposes a change to the requirements in the functions performed, and services provided or purchased by the CSA which is not the result of implementation of State or Federal statutes, rules and regulations, court orders or settlement agreements arising from litigation, the Department shall consider the fiscal and workload impact on the CSA, and consult with PAC on any change determined by the Department to have a substantial fiscal or workload impact before implementing the change to the requirements. It is not the Department's intent to impose unilaterally any new, unbudgeted activities on the CSA.

3.04 Advanced Manual Releases

Distribute an advance copy of the Wisconsin Child Support Policy and Program Administration Manual releases to the Wisconsin Child Support Enforcement Association (WCSEA) Review Panel. The Review Panel will be given an opportunity to provide input on the manual releases they receive. The State's objective is to issue manual releases within six months of the enactment of child support related laws, statutes, or the issuance of the regulations.

3.05 Comprehensive Training

Provide comprehensive Statewide training for CSA personnel including, but not limited to, new worker training, training related to new initiatives and KIDS enhancement, and other continuing training related to the IV-D Program. Training programs and curriculum shall be determined in consultation with the Child Support Training Advisory Committee (CSTAC). Child Support training materials and curriculum shall be made available to CSAs. Provision of classroom training and onsite training is subject to BCS budget limitations.

3.06 Information to the Public

Provide the public with information on the Child and Spousal Support Program, and provide customer service related to any new centralized Child Support services.

3.07 Standard Cooperative Agreements

Maintain the standard cooperative agreements that conform to State and Federal laws in consultation with PAC or an alternative County subcommittee appointed by PAC.

3.08 Central Registry

Provide Central Registry services to agencies.

3.08.1 KIDS Maintenance

Ensure ongoing maintenance of KIDS. The Department acknowledges its responsibility to maintain KIDS in maximum functional status for the benefit of all CSA and State users. The Department agrees to take all necessary actions to assure the uninterrupted availability of KIDS during normal business hours.

3.09 KIDS Enhancement

Modify and enhance the KIDS system in order to meet Federal program requirements and ensure that the system operates efficiently and in a manner that supports CSA program operations and performance improvements. The Department agrees to continue to take all necessary actions to modify the IV-A to IV-D (CARES/KIDS) computer interfaces, fully utilize all funds authorized by the legislature for the modification and enhancement of KIDS, and implement DocGen replacement in a timely and effective manner.

3.09.1 Child Support Customer Area Advisory Group (CSCA)

Establish the CSCA with four CSA representatives from four different agencies, appointed by (WCSEA). At least one of the appointed representatives shall have KIDS financial expertise. The Department will consult with the Counties via the CSCA regarding the prioritization of KIDS programming projects.

3.10 Delegation of Authority

Delegate to Child Support Attorneys authority to establish paternity and to establish and enforce child support obligations by appearance in circuit court and, with prior approval of the Department, appearance in appellate court. The Department agrees to assist the Child Support Attorney in preparation of appeals, upon request.

3.11 Provide Direct Technical Assistance to Agencies

Maintain a Help Desk/Call Center or otherwise maintain a system to provide consultation and direct technical assistance to agencies, including assistance related to child support policy, KIDS processing, tax refund intercept processing, central receipt and disbursement and other centralized child support processes.

3.12 Confidentiality of Records

Comply with the applicable Federal and State laws and Department regulations concerning confidentiality of participant and KIDS records.

3.13 Tax Intercept

Certify arrears for tax intercept and other certifiable debts using KIDS account balances. Receipt, distribute, and disburse tax intercept funds centrally through KIDS.

3.14 State Disbursement Unit (SDU) Advisory Group

Designate a SDU Advisory Group and coordinate meetings. The SDU Advisory Group shall include up to seven (7) CSA representatives, Department staff, and representatives from the Trust Fund.

3.15 New Hire Reporting

Ensure employer compliance with the reporting requirements under DCF Rule 152 (New Hire Reporting).

4.0 Allocations and Funding

4.01 Standards of Performance and Performance Based Allocation

Pursuant to Admin Rule DCF 153 and Wis. Stat. s. 49.24, the Department shall specify standards of performance and budget an allocation to the CSA as its proportionate share of dollars for performance based funding as identified in the applicable Administrator's Memo. The Department shall distribute the total available incentive funding under Wis. Stat. §. 49.24, to Counties and eligible tribes.

4.02 Federal Incentive for Recovery of Medical Assistance Payments

The Department shall pay the CSA the 15 percent Federal incentive rate earned for the recovery of Medical Assistance payments under the Medical Support Liability program. The 15 percent rate may be increased or decreased during the term of this Contract to reflect any applicable changes in Federal law. Payment shall be made on the same schedule as administrative reimbursement.

4.03 Additional Funding

The Department shall consult with the County Contract Committee to distribute any additional funding available to support CSA operations.

4.04 Performance Incentives

Pursuant to DCF 153.08(5), the CSA agrees that performance incentives allocated to the county must be used to supplement and not supplant other funds used to carry out the child support program.

5.0 Fees

5.01 Federal Parent Locator Service (FPLS)

Agencies shall be charged back FPLS fees based upon the CSA's percentage of the Statewide total Contract allocation as of January 1 of the Contract year. The CSA's percentage will be multiplied by the total amount of the FPLS fees charged to the Department by the Federal Office of Child Support Enforcement.

In Process

Certificate of Completion

Envelope Number: 1B1E5E0205854ECEB5AA554ACBFE38A9

Status: Sent

Subject: CFE00494_CY15_Child_Support_-_Sawyer

Bureau: BCS

Type: Base

Contract Start Date: 01/01/2015

Contract End Date(1): 12/31/2015

Original Sent Date: 01/06/2015

Source Envelope:

Document Pages: 37

Signatures: 3

Envelope Originator:

Certificate Pages: 5

Initials: 0

DCF

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201 E. Washintgon Ave., Room A200

madison, WI 53708

dcfcontracting@wi.gov

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county.clerk@sawyercountygov.org

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Sawyer County

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Agent Delivery Events

Status

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Intermediary Delivery Events

Status

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Status

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Janet Sprenger

janet.sprenger@sawyercountygov.org

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered

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Sent: 1/7/2015 2:42:16 PM CT

Sandra L. Okamoto

sandy.okamoto@sawyercountygov.org

Security Level: Email, Account Authentication
(None)

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Not Offered

ID:

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Teresa Steinmetz
Teresa.Steinmetz@wl.gov
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DCF Grants Releases
DCFMBDMSFinGrantsReleases@wl.gov
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Not Offered
ID:

Dianne Bahr
dianne.bahr@wl.gov
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Accepted: 11/8/2011 9:40:07 AM CT
ID: 5a1a5803-2320-4963-b27d-1b46d9965963

Sue Handrich-Herr
sue.l.handrichherr@wl.gov
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Accepted: 12/1/2014 12:49:10 PM CT
ID: 4e39ea61-e690-4366-a8f7-773c17ff2f25

In Process

Verna Ruhs
verna.ruhs@wl.gov
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Accepted: 5/21/2013 12:56:13 PM CT
ID: 34ab1682-45b7-43b3-8226-049f0a647f6f

Notary Events	Timestamp
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Envelope Summary Events	Status	Timestamps
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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign "Withdraw Consent"™ form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact State of WI:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: dcfcontracting@wisconsin.gov

To advise State of WI of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at dcfcontracting@wisconsin.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from State of WI

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to dcfcontracting@wisconsin.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with State of WI

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to dcfcontracting@wisconsin.gov and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari®, 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

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By checking the "I agree"™ box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify State of WI as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by State of WI during the course of my relationship with you.

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, February 10, 2015

A. Out of county travel:

February 26, 2015-CVSO & Asst. CVSO travel to Grantsburg, Burnett County for NWCVSO Association meeting/training. This was previously requested last month for February 6, which was incorrect date.

B. Vouchers: Submitted for approval.

C. Budget Performance Report: Submitted for review.

D. Other Items for Discussion

Van Update: As of January 1, 2015, following are the vans currently in VSO possession:

2014 Granite Dodge Caravan: recently purchased from Hayward Chrysler with transportation grant funding.

2008 Silver Dodge Caravan: this was the van previously in accident (09/14). Insurance Adjustor recently decided it should be totaled (they still have to pick it up) and they will replace van, which we ordered replacement 2015 Caravan from Hayward Chrysler (will take approximately 4-6 weeks for delivery).

2012 Red Dodge Caravan: Because we don't normally have more than two vans going to Minneapolis VA Hospital, we provided HHS opportunity to purchase 2012 van from Veterans Office for \$6,000.00 and if authorized, HHS may take the 2012 red van once we receive the 2015 van.

VA Clinic Update: Primary Care provider; Phone Call Center

Contacts Update:

Year	Calls	Letters	Office Visit	Total Contacts
2010	4747	2,018	2,976	9,741
2011	5,423	1,963	3,798	11,184
2012	8,359	2,878	3,715	14,952
2013	9,404	3,181	4,594	17,179
2014	11,338	3,600	4,634	19,572

2015 CVSO Grant Application: In process of placing together statistics and supporting documentation for our 2015 grant request due April 30, 2015, which if approved, we will receive the \$8,500.00 (usually during June time).

Accumulating Veteran Service Grant Funds: Wisconsin Department of Veterans Affairs has provided grants to Sawyer County Veterans Service Office for many years. Grant amount each year is \$8,500.00. Through the years, the CVSO office has not spent the entire \$8,500.00 per year leaving leftover funds, which now as of January 1, 2015, has an accumulated total of \$19,896.07.

I have discussed this with the Veteran Service Commission and we agree to use up these allocated funds for the benefit of Sawyer County Veterans. In past years, the CVSO office has provided proposed budget including use of "Miscellaneous Equipment for Office (including support and promotion of Vet Center program) and office,

Advertising, outreach programs" which you will note by the large surplus the money was not always being spent, but rather saved. Therefore, to ensure we are spending our money as directed by the State of Wisconsin Department of Veterans Affairs, the solution is outlined below indicating ways to spend money and benefit Sawyer County Veterans.

\$6,500.00	Office Renovation to provide an updated, safe, and functional space for all our Veterans. Our current building was built in 1955 and wish to update to accommodate with Veterans in mind. This renovation includes promotion and support of our Vet Center program, which demand has increased significantly through the past few years. For example, because the Vietnam Veteran Support Group has grown so large, we will need to take a wall down between counseling rooms to open up to one large space. This updated space may also be used for Veterans History Project Interviews, Veterans Emergency Team meetings, Veterans Employment Representative meetings, etc. We also plan on replacing hallway carpet with tile (in effort to rid of mold in building), and updating office paneling, etc. Veterans will bring in inspirational pictures/paintings of military service to frame along the walls and we intend to purchase a television for Veterans waiting room, which will be used to display presentations regarding Veterans benefits/updates/etc. I have attached a draft plan from Tim Hagberg which reflects approximate cost (will not have this available until actual meeting night). Our goal is to have this complete by Memorial Day 2015 and provide open house to the public.
\$2,000.00	Purchase 1,500 + 12" x 18" American Flags to be used for Memorial Day and marking Veteran graves.
\$2,000.00	200 Bronze Highlighted U. S. Veteran Grave Markers for Veteran graves.
\$1,396.00	Advertising Office Sign/Publications/Radio Advertisements
\$500.00	Purchase of gas and food vouchers for emergency assistance

The purchases above would then leave a remaining total of \$8,500.00 out of the original 19,896.07, which would remain in account until we receive the 2015 grant funding \$8,500 (again most likely June). We then will consider using some grant money this summer as salary for limited term employee to scan deceased files into our electronic database; laptop for outreach; and/or additional office equipment.

Respectfully Submitted,



Renee Brown
CVSO



Budget Performance Report

Fiscal Year to Date 02/02/15

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
Fund 100 - General Fund										
REVENUE										
Department 57 - Veteran's Administration										
46250	Veterans' Trans. Fees	10,000.00	.00	10,000.00	.00	.00	700.00	9,300.00	7	10,225.00
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 Total		\$14,000.00	\$0.00	\$14,000.00	\$0.00	\$0.00	\$700.00	\$13,300.00	5%	\$10,225.00
REVENUE TOTALS		\$14,000.00	\$0.00	\$14,000.00	\$0.00	\$0.00	\$700.00	\$13,300.00	5%	\$10,225.00
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54710 - Veteran's Relief										
50322	Veterans' Relief Expenses	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	1,152.36
State Account 54710 - Veteran's Relief Total		\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%	\$1,152.36
State Account 54720 - Veteran's Office										
50111	Regular Salaries	102,031.00	.00	102,031.00	.00	.00	6,307.70	95,723.30	6	117,321.90
50144	Term Life Ins./Employer's Share	.00	.00	.00	.00	.00	.00	.00	+++	15.19
50147	Workers Comp	1,038.00	.00	1,038.00	.00	.00	.00	1,038.00	0	.00
50151	FICA-Employer's Share	7,806.00	.00	7,806.00	.00	.00	477.81	7,328.19	6	8,700.28
50152	Retirement-Employer's Share	5,437.00	.00	5,437.00	.00	.00	367.61	5,069.39	7	4,550.12
50153	Retirement-Employee's Share	.00	.00	.00	.00	.00	.00	.00	+++	1,146.60
50154	Hospital and Health Insurance	8,072.00	.00	8,072.00	.00	.00	.00	8,072.00	0	16,656.56
50155	Flex Administration Fees	130.00	.00	130.00	.00	.00	12.25	117.75	9	143.38
50225	Telephone	600.00	.00	600.00	.00	.00	.00	600.00	0	379.70
50270	Insurance Claim	.00	.00	.00	.00	.00	.00	.00	+++	45.00
50311	Postage	400.00	.00	400.00	.00	.00	29.96	370.04	7	209.08
50312	Office Supplies	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	343.55
50313	Printing	250.00	.00	250.00	.00	.00	.00	250.00	0	348.53
50315	Copy Machine Expenses	.00	.00	.00	.00	.00	.00	.00	+++	32.17
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	.00	300.00	0	99.00
50343	Boards & Commissions	340.00	.00	340.00	.00	.00	.00	340.00	0	.00
50351	Vehicle Fuel	7,000.00	.00	7,000.00	.00	.00	216.21	6,783.79	3	6,844.76
State Account 54720 - Veteran's Office Total		\$134,804.00	\$0.00	\$134,804.00	\$0.00	\$0.00	\$7,411.54	\$127,392.46	5%	\$156,835.82
State Account 54730 - Care of Veteran's Graves										
50000	Miscellaneous Expense	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	4,944.00
State Account 54730 - Care of Veteran's Graves Total		\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0%	\$4,944.00
Department 57 - Veteran's Administration Total		\$142,804.00	\$0.00	\$142,804.00	\$0.00	\$0.00	\$7,411.54	\$135,392.46	5%	\$162,932.18
EXPENSE TOTALS		\$142,804.00	\$0.00	\$142,804.00	\$0.00	\$0.00	\$7,411.54	\$135,392.46	5%	\$162,932.18
Fund 100 - General Fund Total										
REVENUE TOTALS		14,000.00	.00	14,000.00	.00	.00	700.00	13,300.00	5	10,225.00
EXPENSE TOTALS		142,804.00	.00	142,804.00	.00	.00	7,411.54	135,392.46	5	162,932.18



Budget Performance Report

Fiscal Year to Date 02/02/15

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/ Ret'd	Prior Year Total
Total	100 - General Fund Totals	(\$128,804.00)	\$0.00	(\$128,804.00)	\$0.00	\$0.00	(\$6,711.54)	(\$122,092.46)		(\$152,707.18)
Total	213 - Veterans Service Grant									
	REVENUE									
	Department 00 - General									
43565	State Aid/Veteran's Grant	8,500.00	.00	8,500.00	.00	.00	.00	8,500.00	0	8,500.00
	Department 00 - General Totals	\$8,500.00	\$0.00	\$8,500.00	\$0.00	\$0.00	\$0.00	\$8,500.00	0%	\$8,500.00
	REVENUE TOTALS	\$8,500.00	\$0.00	\$8,500.00	\$0.00	\$0.00	\$0.00	\$8,500.00	0%	\$8,500.00
	EXPENSE									
	Department 00 - General									
	State Account 54700 - Veteran's Grant Expenses									
50000	Miscellaneous Expense	8,500.00	.00	8,500.00	.00	.00	.00	8,500.00	0	5,722.56
	State Account 54700 - Veteran's Grant Expenses Totals	\$8,500.00	\$0.00	\$8,500.00	\$0.00	\$0.00	\$0.00	\$8,500.00	0%	\$5,722.56
	Department 00 - General Totals	\$8,500.00	\$0.00	\$8,500.00	\$0.00	\$0.00	\$0.00	\$8,500.00	0%	\$5,722.56
	EXPENSE TOTALS	\$8,500.00	\$0.00	\$8,500.00	\$0.00	\$0.00	\$0.00	\$8,500.00	0%	\$5,722.56
	Department 213 - Veterans Service Grant Totals									
	REVENUE TOTALS	8,500.00	.00	8,500.00	.00	.00	.00	8,500.00	0	8,500.00
	EXPENSE TOTALS	8,500.00	.00	8,500.00	.00	.00	.00	8,500.00	0	5,722.56
	Department 213 - Veterans Service Grant Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,777.44
Total	411 - Veteran's Transportation Grant									
	REVENUE									
	Department 00 - General									
43566	Veterans' Trans. Grant	9,000.00	.00	9,000.00	.00	.00	12,647.07	(3,647.07)	141	(14,968.10)
	Department 00 - General Totals	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$12,647.07	(\$3,647.07)	141%	(\$14,968.10)
	REVENUE TOTALS	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$12,647.07	(\$3,647.07)	141%	(\$14,968.10)
	EXPENSE									
	Department 00 - General									
	State Account 54725 - Capital Outlay/Van Purchase									
50811	Capital Outlay -Vehicles	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
59210	Transfer to General Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	4,000.00
	State Account 54725 - Capital Outlay/Van Purchase Totals	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0%	\$4,000.00
	Department 00 - General Totals	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0%	\$4,000.00
	EXPENSE TOTALS	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0%	\$4,000.00
	Department 411 - Veteran's Transportation Grant Totals									
	REVENUE TOTALS	9,000.00	.00	9,000.00	.00	.00	12,647.07	(3,647.07)	141	(14,968.10)
	EXPENSE TOTALS	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	4,000.00
Total	411 - Veteran's Transportation Grant Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,647.07	(\$12,647.07)		(\$18,968.10)



Budget Performance Report

Fiscal Year to Date 02/02/15

Include Rollup Account and Rollup to Account

REVENUE TOTALS	31,500.00	.00	31,500.00	.00	.00	13,347.07	18,152.93	42	3,756.90
EXPENSE TOTALS	160,304.00	.00	160,304.00	.00	.00	7,411.54	152,892.46	5	172,654.74
Balance Total	(\$128,804.00)	\$0.00	(\$128,804.00)	\$0.00	\$0.00	\$5,935.53	(\$134,739.53)		(\$168,897.84)

2014 PURCHASED SERVICE RECAP

	BUDGET	% OF BUDGET SPENT	TOTAL SPENT	JAN	FEB	MAR	APRIL	MAY	JUNE
MH									
MENDOTA/WINDEBAGO	-		177,490.00						
NORTHLAND COUNSELING	55,000.00		23,710.50		3,140.00	2,895.00	2,990.00	2,895.00	2,860.00
COMMUNITY SUPPORT	1,033,004.00		1,033,004.00	86,083.67	86,083.67	86,083.67	86,083.67	86,083.67	86,083.67
MH HOSPITALIZATION	85,000.00		94,274.78		6,281.80	160.45	10,864.40	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		85,422.35				28,564.05	18,465.75	12,231.30
NORTHLAND SERVICES CHPT 34	20,000.00								
RESIDENTIAL CARE	10,000.00		4,877.37		3,697.37	1,180.00			
IMD	21,000.00		19,163.32		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				
	1,315,334.98		1,460,059.22	86,083.67	103,346.11	94,236.02	132,702.11	117,033.78	115,457.96
			1,460,059.22						
AODA									
AODA HOSPITALIZATION	10,000.00		6,855.00			5,655.00			
RESIDENTIAL CARE	10,000.00								
TRANSITIONS	285,000.00		278,065.55	21,997.01	23,719.76	23,299.56	23,879.64	23,388.25	24,517.82
PREVENTION	3,000.00		1,145.43						
IMPACT PANNEL	1,000.00		600.00			150.00			
DRUG TESTING	2,500.00		13,112.61		1,029.85	72.00	738.85	74.00	26.00
DRUG COURT	1,500.00		1,083.10		248.53		25.00	213.25	311.79
ISP	36,000.00		15,273.97		3,522.98	2,895.42	2,729.24		4,531.38
I&R OTHER	300.00		8.00						8.00
M.D. CONSULTATION	5,000.00		2,508.00		228.00	228.00	228.00	228.00	228.00
Gambling Grant			1,580.75		367.50	177.75	327.00	387.50	228.00
	354,300.00		317,032.41	21,997.01	29,114.60	32,477.73	27,727.73	24,281.00	29,622.99
			317,032.41						
TOTAL AODA / MH	1,669,634.98	1.064359367	1,777,091.63	108,080.68	132,460.71	126,713.75	160,429.84	141,314.78	145,080.95
			1,777,091.63						
ADRC / LTC									
FAMILY SUPPORT	36,075.00		33,693.36	330.00	2,722.53	2,372.30	1,692.90	4,918.37	3,163.80
BIRTH TO THREE	120,000.00		111,943.86		5,285.02	9,106.09	10,500.20	11,594.22	11,805.02
COP	25,000.00		11,458.91	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		4,588.75		968.00	448.00	448.00	560.00	1,576.75
FAMILY CARE REIMBURSEMENT	87,961.00		87,961.00						
CLTS			12,428.38				1,556.00	450.00	
AAR	1,000.00		873.02				10.00		305.96
LEGAL SERVICES	10,561.27		9,831.45		1,200.00	1,300.00	990.00		2,710.00
ADRC			27.30				27.30		
TOTAL ADRC / LTC	286,891.27	0.965871077	277,099.98	370.00	12,770.02	13,970.77	17,229.97	18,528.38	20,667.60
			277,099.98						
CHILD WELFARE									
FAMILY SERVICES									
FOSTER CARE	80,000.00		133,274.69		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		218,560.82		39,558.69	26,547.08	20,576.17	25,662.40	29,442.88
KINSHIP BENEFIT	26,069.00		29,166.67		2,712.00	2,752.36	2,763.04	2,938.00	2,486.00
FOSTER ADMN	33,500.00		19,366.34				3,667.38	1,930.20	1,994.54
OTHER FAMILY SERVICES	26,500.00		47,552.21		1,776.78	2,916.52	1,229.03	1,708.83	2,454.45
CST	4,000.00		7,283.01		165.41	1,585.27		100.00	
OASIS GROUP HOME	84,140.00		114,321.63		20,448.37	15,032.12	14,515.36	12,944.94	17,696.04
OASIS	37,365.00		94,638.59		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		1,140.00			110.00			
TOTAL FAMILY SERVICES	590,147.82		707,606.13	-	86,406.71	76,770.05	74,791.75	77,490.13	76,045.76
			707,606.13						
YOUTH AIDS									
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			-						
OASIS GROUP HOME	196,326.00		58,506.83		1,634.42		434.05	(1,787.32)	5,898.68
OASIS	87,186.00		71,129.79		380.56	379.32			2,005.18
SECURE DETENTION	4,000.00		350.00						
SECURE DETENTION TRAVEL	6,000.00		366.08						
ELECTRONIC MONITORING	1,000.00		729.00						
OTHER	1,000.00		9,597.03	80.00	706.87	851.87	1,450.00	1,152.76	1,185.38
TOTAL YOUTH AIDS	348,012.00		229,410.68	80.00	2,721.85	19,017.59	11,543.65	8,713.44	18,748.84
			229,410.68						
TOTAL CHILDREN AND FAMILY	938,159.82	0.998781647	937,016.81	80.00	89,128.56	95,787.64	86,335.40	86,203.57	94,794.60
			937,016.81						
ECONOMIC SUPPORT									
FRAUD	750.00		48,494.67		4,015.27	4,015.27	4,015.27	4,015.27	
ES	70.00		-						
FSET	4,396.00		-						
LEGAL SERVICES	403.64		130.00						
CHILD CARE CERTIFICATION			270.00					20.00	200.00
TOTAL ECONOMIC SUPPORT	5,619.64	8.700676556	48,894.67	-	4,015.27	4,015.27	4,015.27	4,035.27	200.00
			48,894.67						
PUBLIC HEALTH									
GEMINI / CONTRACTED EMPLOYEES	27,000.00		806.84		4.72	565.78	182.99	3.83	6.21
STERICYCLE	5,000.00		309.29				213.50		95.79
VALLEY SCALE	700.00		-						
CAR SEATS	4,000.00		-						
LEGAL SERVICES	372.29		50.00						50.00
Other Services			112.50						112.50
TOTAL PUBLIC HEALTH	37,072.29	0.034490181	1,278.63	-	4.72	565.78	396.49	3.83	264.50
			1,278.63						
GRAND TOTAL	2,937,378.00	1.035406992	3,041,381.72	108,530.68	238,379.28	241,053.21	268,406.97	250,085.83	261,007.65
			3,041,381.72						

2014 PURCHASED SERVICE RE

	BUDGET	JULY	AUG	SEPT	OCT	NOV	DEC
MH							
MENDOTA/WINDEBAGO		2,804.00	6,750.00		31,985.93	30,356.07	105,794.00
NORTHLAND COUNSELING	55,000.00	2,345.00	760.00	1,190.00	4,155.50	440.00	440.00
COMMUNITY SUPPORT	1,033,004.00	86,083.67	86,083.67	86,083.67	86,083.67	86,083.67	86,083.63
MH HOSPITALIZATION	85,000.00	6,122.35	6,297.62	6,432.39	13,832.25	12,606.19	15,324.71
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	9,110.45
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	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	97,286.18	142,638.67	143,746.95	218,494.91
AODA							
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	18,334.38
PREVENTION	3,000.00	100.00		1,045.43			
IMPACT PANNEL	1,000.00			150.00			300.00
DRUG TESTING	2,500.00		978.64	1,451.35	2,617.84	487.97	5,636.11
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	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	24,498.49
TOTAL AODA / MH	1,669,634.98	128,900.80	130,283.65	123,457.76	168,985.95	168,389.36	242,993.40
ADRC / LTC							
FAMILY SUPPORT	36,075.00	4,929.47	2,552.87	4,465.26	1,443.74	1,284.64	3,817.48
BIRTH TO THREE	120,000.00	13,728.14	11,206.58	14,011.53	7,337.14	9,430.00	7,939.92
COP	25,000.00	2,804.47	249.14	(716.03)	152.23	2,290.31	990.09
COP RISK RESERVE							
OTHER				10.00			
ELDER ABUSE	1,000.00		452.80		2,023.57		
ALZHEIMERS SUPPORT	5,294.00					324.00	264.00
FAMILY CARE REIMBURSEMENT	87,961.00		87,961.00				
CLTS			1,258.85			148.00	9,015.53
AAR	1,000.00	505.50			51.56		
LEGAL SERVICES	10,561.27	680.00	600.00	370.00	450.00	930.00	601.45
ADRC							
TOTAL ADRC / LTC	286,891.27	22,647.58	104,281.24	18,140.76	11,458.24	14,406.95	22,628.47
CHILD WELFARE							
FAMILY SERVICES							
FOSTER CARE	80,000.00	13,588.97	13,362.13	14,078.80	13,778.02	14,568.06	13,975.04
GROUP HOME	40,000.00						
RCC	180,000.00	11,127.65	9,659.60	9,871.95	14,227.50	19,531.55	12,355.35
KINSHIP BENEFIT	26,069.00	2,712.00	2,938.00	2,588.06	2,320.27	2,486.00	2,470.94
FOSTER ADMN	33,500.00	1,930.20	1,994.54	1,994.54	1,930.20	1,994.54	1,930.20
OTHER FAMILY SERVICES	26,500.00	3,234.89	4,394.03	8,748.41	7,683.51	5,816.93	7,588.83
CST	4,000.00			610.27	1,816.96	2,089.37	915.73
OASIS GROUP HOME	84,140.00	12,368.20	6,469.52	5,898.68	5,708.40		3,240.00
OASIS	37,365.00	3,841.16	12,515.04	10,433.39	6,590.04	471.28	(725.79)
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	440.00
TOTAL FAMILY SERVICES	590,147.82	52,788.61	56,028.48	60,524.00	57,142.61	47,427.73	42,190.30
YOUTH AIDS							
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	14,080.72
OASIS	87,186.00	2,161.44	9,612.30	9,960.23	9,774.20	19,980.03	16,876.53
SECURE DETENTION	4,000.00	350.00					
SECURE DETENTION TRAVEL	6,000.00						366.08
ELECTRONIC MONITORING	1,000.00		279.00			270.00	180.00
OTHER	1,000.00	1,046.25	1,870.90	136.00	1,107.00		10.00
TOTAL YOUTH AIDS	348,012.00	19,860.49	27,532.83	25,654.51	29,172.36	34,851.79	31,513.33
TOTAL CHILDREN AND FAMILY	938,159.82	72,649.10	83,561.31	86,178.51	86,314.97	82,279.52	73,703.63
ECONOMIC SUPPORT							
FRAUD	750.00	4,365.27	8,030.54	4,365.27	4,015.27	4,015.27	7,641.97
ES	70.00						
FSET	4,396.00						
LEGAL SERVICES	403.64			130.00			
CHILD CARE CERTIFICATION		30.00				20.00	
TOTAL ECONOMIC SUPPORT	5,619.64	4,395.27	8,030.54	4,495.27	4,015.27	4,035.27	7,641.97
PUBLIC HEALTH							
GEMINI / CONTRACTED EMPLOYEE	27,000.00	10.14	1.97	11.36	7.62	5.18	7.04
STERICYCLE	5,000.00						
VALLEY SCALE	700.00						
CAR SEATS	4,000.00						
LEGAL SERVICES	372.29						
Other Services							
TOTAL PUBLIC HEALTH	37,072.29	10.14	1.97	11.36	7.62	5.18	7.04
GRAND TOTAL	2,937,378.00	228,602.89	326,158.71	232,283.66	270,782.05	269,116.28	346,974.51
				232,283.66			

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	24,129.84	4,069.00	109	240	0.45
DEC	23,296.74	491.33	138	248	0.56
P-13					
totals	282,256.76	25,908.73	1769	2920	0.61

Net Exp 256,348.03
 Total Days 1769
 Per Day/PP **\$144.91**

	TG 18 days	TG 31 days	total days	total avail	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%
QTRLY	272	202	474		57.38%	42.62%
APRIL	89	83	172		51.74%	48.26%
MAY	68	66	134		50.75%	49.25%
JUNE	134	30	164		81.71%	18.29%
QTRLY	291	179	470		61.91%	38.09%
JULY	126	29	155		81.29%	18.71%
AUG	111	27	138		80.43%	19.57%
SEPT	132	33	165		80.00%	20.00%
QTRLY	369	89	458		80.57%	19.43%
OCT	64	56	120		53.33%	46.67%
NOV	60	49	109		55.05%	44.95%
DEC	76	62	138		55.07%	44.93%
QTRLY	200	167	367		54.50%	45.50%

December-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	44.83	48.54	51.1	25.08	107.53		47.85	68.05	392.98
CREDIT CARD	Fuel							45	33.25	78.25
ARIGA GRIGORYAN	Fuel								21.21	21.21
S C MAINTENANCE	Tires / Balancing				586.74					586.74
S C MAINTENANCE	Door latch		130							130
S C MAINTENANCE	Oil / Filter / Tires	685.14								685.14
S C MAINTENANCE	Battery				188.95					188.95
S C MAINTENANCE	Wiper Blades			39.58						39.58
VERIZON									0.75	0.75
TOTAL		729.97	178.54	90.68	800.77	107.53	0	92.85	122.51	2123.6
										2123.6

MILES		GREEN	GREY	RED	SILVER	BLACK	VAN	WHITE	RED	TOTAL
		494	381	495	67	1280	21	1067	1415	5220

DEPARTMENTS:	MILES
EMERG GOV	72
HHS	3862
UW EXTENSION	1286
	5220

2014 YEAR END COUNTY CAR REPORT

EXPENSES	GREEN TAURUS	GREY TAURUS	RED TAURUS	SILVER FUSION	BLACK FUSION	VAN	WHITE IMPALA	RED IMPALA	TOTAL	
Vehicle Year	2007	2006	2007	2010	2010		2011	2011		
TOTAL VEHICLE MILES	122936	124906	121312	114671	122128	81859	74813	75849		
S C HIGHWAY										
FUEL	1,249.30	491.04	938.15	1,579.79	1,561.37	274.51	1,421.67	1,266.23	8782.06	
CREDIT CARD	60.00	-	61.90	188.50	278.06	-	487.52	519.89	1595.87	
OTHER FUEL	-	-	20.00	-	-	-	-	21.21	41.21	
S C MAINTENANCE	743.63	657.55	39.58	1,131.17	168.45	-	218.26	236.61	3195.25	
VERIZON									9.27	9.27
Depreciation									11,931.16	11931.16
	2052.93	1148.59	1059.63	2899.46	2007.88	274.51	2127.45	2043.94	11940.43	25554.82
										25554.82

MILES IN 2014	GREEN TAURUS	GREY TAURUS	RED TAURUS	SILVER FUSION	BLACK FUSION	VAN	WHITE IMPALA	RED IMPALA	TOTAL	
	10904	9625	10722	17758	18644	679	17287	17579	103198	

DEPARTMENTS:	MILES		
CHILD SUPPORT	107		
COUNTY BOARD	63		
COUNTY CLERK	645		
EMERGENCY GOVERNMENT	3825		
LAND RECORDS	1012		
HHS	82398		
SHERIFF'S DEPT	5301		
TREASURER	456		
UW EXTENSION	9391		
	103198		
		<i>Cost to the county at the employee reimbursement rate of .525 per mile</i>	\$54,178.95
		<i>Savings</i>	\$28,624.13

2015

Northwest Oasis

Month	Bed Days Used	Bed Days Available	Occupancy Rate	Projected Placement Cost	Oasis Cost	Difference	Other placements	Net Difference
January	148	155	95.5%	\$29,481.00	\$31,835.00	-\$2,354.00	\$10,574.30	\$8,220.30
Results by year:		2012	73.80%	\$316,939.00	\$310,139.00			\$6,800.00
		2013	65.40%	\$389,165.00	\$374,837.00			\$14,328.00
		2014	63.20%	\$354,079.50	\$374,837.00		\$17,269.74	\$8,519.11
		2015			\$374,837.00			
		Totals:	67.09%	\$1,060,183.50	\$1,059,813.00		\$17,269.74	\$29,647.11



Budget Performance Report

Date Range 01/01/14 - 12/31/14

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									
REVENUE									
41110	General Property Taxes	1,988,719.00	.00	1,988,719.00	.00	.00	1,988,719.00	.00	100
43650	St. Aid								
43650	St. Aid	2,720,097.00	.00	2,720,097.00	236,079.87	.00	2,490,535.18	229,561.82	92
43650-210	State Aid/Human Services	.00	.00	.00	.00	.00	7,634.65	(7,634.65)	+++
43650-215	State Aid/Public Health	.00	.00	.00	.00	.00	5,526.70	(5,526.70)	+++
	43650 - St. Aid Totals	\$2,720,097.00	\$0.00	\$2,720,097.00	\$236,079.87	\$0.00	\$2,503,696.53	\$216,400.47	92%
46600	Client Collections-Medicare								
46600-002	Client Collections-Medicare	2,813.00	.00	2,813.00	315.20	.00	3,123.94	(310.94)	111
46600-003	Client Collections-Medicaid	926,454.00	.00	926,454.00	141,475.05	.00	872,681.03	53,772.97	94
46600-060	Client Collections-Insurance	9,791.00	.00	9,791.00	1,219.68	.00	2,507.69	7,283.31	26
46600-077	Client Collections	270,150.00	.00	270,150.00	19,121.78	.00	280,406.15	(10,256.15)	104
	46600 - Client Collections-Medicare Totals	\$1,209,208.00	\$0.00	\$1,209,208.00	\$162,131.71	\$0.00	\$1,158,718.81	\$50,489.19	96%
48600	Misc. General Revenue	.00	.00	.00	.00	.00	199.94	(199.94)	+++
	REVENUE TOTALS	\$5,918,024.00	\$0.00	\$5,918,024.00	\$398,211.58	\$0.00	\$5,651,334.28	\$266,689.72	95%
EXPENSE									
50111	Regular Salaries	1,814,127.00	.00	1,814,127.00	226,267.17	.00	1,755,373.58	58,753.42	97
50112	Salaries Overtime	.00	.00	.00	1,168.30	.00	5,008.53	(5,008.53)	+++
50141	Committee Per Diems	9,600.00	.00	9,600.00	1,200.00	.00	7,905.40	1,694.60	82
50144	Term Life Ins./Employer's Share	.00	.00	.00	78.57	.00	839.24	(839.24)	+++
50147	Workers Comp	35,819.00	.00	35,819.00	31,755.72	.00	31,755.72	4,063.28	89
50151	FICA-Employer's Share	138,782.00	.00	138,782.00	16,117.52	.00	125,867.64	12,914.36	91
50152	Retirement-Employer's Share	126,935.00	.00	126,935.00	15,563.47	.00	119,671.54	7,263.46	94
50153	Retirement-Employee's Share	.00	.00	.00	.00	.00	98.54	(98.54)	+++
50154	Hospital and Health Insurance	655,333.00	.00	655,333.00	93,190.37	.00	676,162.62	(20,829.62)	103
50155	Flex Administration Fees	.00	.00	.00	243.10	.00	2,089.23	(2,089.23)	+++
50216	Contracted Services								
50216-313	Contracted Services	2,937,378.00	.00	2,937,378.00	399,900.51	.00	3,095,898.88	(158,520.88)	105
	50216 - Contracted Services Totals	\$2,937,378.00	\$0.00	\$2,937,378.00	\$399,900.51	\$0.00	\$3,095,898.88	(\$158,520.88)	105%
50225	Telephone	21,000.00	.00	21,000.00	594.49	.00	11,786.24	9,213.76	56
50242	Repair & Maint.	1,000.00	.00	1,000.00	129.00	.00	469.68	530.32	47
50311	Postage	7,999.00	.00	7,999.00	277.93	.00	6,412.36	1,586.64	80
50312	Office Supplies	10,000.00	.00	10,000.00	1,149.74	.00	7,703.09	2,296.91	77
50313	Printing	3,000.00	.00	3,000.00	3,017.61	.00	11,001.28	(8,001.28)	367
50319	Computer Supplies	.00	.00	.00	1,497.68	.00	9,372.59	(9,372.59)	+++
50321	Publications/Legal Notices	2,500.00	.00	2,500.00	130.88	.00	14,794.80	(12,294.80)	592
50325	Registration Fees	17,601.00	.00	17,601.00	2,718.31	.00	20,397.64	(2,796.64)	116
50329	Dues/Subscriptions	7,500.00	.00	7,500.00	172.00	.00	3,274.00	4,226.00	44
50331	Software, Licensing, Maint. Fees	37,052.00	.00	37,052.00	6,481.65	.00	32,497.97	4,554.03	88
50333	Rent	1,000.00	.00	1,000.00	.00	.00	235.00	765.00	24



Budget Performance Report

Date Range 01/01/14 - 12/31/14

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									
50335	Meal Expenses	.00	.00	.00	.00	.00	62.08	(62.08)	+++
50339	Travel	27,400.00	.00	27,400.00	1,740.28	.00	17,562.38	9,837.62	64
50340	Operating Supplies	1,000.00	.00	1,000.00	47.01	.00	1,643.24	(643.24)	164
50344	Supplies	13,000.00	.00	13,000.00	651.90	.00	14,885.89	(1,885.89)	115
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
	EXPENSE TOTALS	\$5,918,024.00	\$0.00	\$5,918,024.00	\$804,093.21	\$0.00	\$6,020,132.53	(\$102,108.53)	102%
Fund 225 - Human Services Totals									
	REVENUE TOTALS	5,918,024.00	.00	5,918,024.00	398,211.58	.00	5,651,334.28	266,689.72	95
	EXPENSE TOTALS	5,918,024.00	.00	5,918,024.00	804,093.21	.00	6,020,132.53	(102,108.53)	102
	Fund 225 - Human Services Totals	\$0.00	\$0.00	\$0.00	(\$405,881.63)	\$0.00	(\$368,798.25)	\$368,798.25	
Grand Totals									
	REVENUE TOTALS	5,918,024.00	.00	5,918,024.00	398,211.58	.00	5,651,334.28	266,689.72	95
	EXPENSE TOTALS	5,918,024.00	.00	5,918,024.00	804,093.21	.00	6,020,132.53	(102,108.53)	102
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$405,881.63)	\$0.00	(\$368,798.25)	\$368,798.25	

**SAWYER COUNTY
HEALTH and HUMAN SERVICES**

**ARTICLE I
Introduction**

The County Board of Supervisors has the primary responsibility for the well-being, treatment and care of persons with mental illness, developmental disability, alcohol and drug dependence, (child support and veteran services), and for insuring that individuals in need of emergency services within the county receive immediate services. These services are provided through a Department of Health and Human Services established by the County Board of Supervisors under Section 51.42(4)(a)2.b Wisconsin Statutes, Section 46.23 Wisconsin Statutes and 251.03(1) Wisconsin Statutes.

**ARTICLE II
Authorization**

The Health and 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 and on December 17, 1998 approved the by-laws to integrate the Human Services and Health departments. On May 2, 2000 approved a board size of 13-15 members, including seven (7) County Board members. On June 19, 2014, by Resolution #10-2014, the Sawyer County Board of Supervisors amended the size of the Health and Human Services Board to nine (9) members, five (5) of whom are County Board members and the balance appointed by the County Board, in compliance with the Health and Human Services Board by-laws, Wisconsin Statutes 46.23(4) and 251.03(1), and directed members of the Health and Human Services Board to review the by-laws to insure compliance with that resolution.

**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) Wisconsin Statutes and 251.03(1) Wisconsin Statutes.

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

Subsection a 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 b 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 nine (9) members, five (5) of whom are County Board members.

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

Subsection b The remaining members appointed shall be community representatives.

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

Subsection d 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.

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 disabilities, alcohol/drug dependence, public health and emergency services, for 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 social, mental and physical disabilities, alcohol and drug dependence, public health, veterans and child support services, under the following guidelines:

Subsection a Shall determine administrative and program policies within limits established by the Department.

Subsection b Shall establish priorities in addition to those mandated by the Department.

Subsection c Shall determine whether State-mandated services are provided or purchased or contracted for/with local providers, and monitor the performance of such contracts.

Subsection d 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 e Shall represent health and human service agencies, professionals and consumers of services in negotiations with State and Federal government.

Subsection f 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 g Shall appoint advisory committees for the purpose of receiving community, professional or technical information concerning particular policy considerations.
- Subsection h Shall determine the number and location of outstations, when appropriate, to meet service demands.
- Subsection i 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 j Shall develop Health and Human Services Board operating procedures.
- Subsection k Shall oversee the operation of one or more service delivery systems.
- Subsection l Shall evaluate service delivery.
- Subsection m Shall submit a proposed budget in accordance with s.46.031(1) for authorized services.
- Subsection n 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 o May perform such other general functions necessary to administer the program.
- Subsection p 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 a 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 b Intermediate-range plans and budget.
- Subsection c 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
Officers, Elections, Duties

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

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

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

ARTICLE VIII
Standing Committees, Composition, Duties, Appointments

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

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

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 b 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.

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 Administration Committee at the time and place designated, or other dates as approved by committee.

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

Subsection b A quorum must exist to transact business.

Subsection c 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 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 are expected 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.

Section 4 Each member shall be entitled to one vote for each issue or motion before the Health and Human Services Board.

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

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

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

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

Subsection e Voting members with a conflict of interest, should abstain and committee members may request such.

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 Health and Human Services Board 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 a 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 a 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 b 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 a A member may bring complaint against another member in writing submitted to the chairperson.

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

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

Subsection e Three consecutive unexcused absences shall be cause for termination.

ARTICLE XI

Health and Human Services Board Procedures

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

- Subsection a Each member shall, when their name is called, indicate their presence by saying "here".
- Subsection b The secretary, or designee, shall inform the chairperson of the numbers of members present, excused or unexcused.
- Subsection c The chairperson shall determine whether a quorum exists.
- Section 2 The chairperson shall note the minutes from the previous meeting.
- Subsection a Following the notice of the minutes, the chairperson shall ask for corrections or additions.
- Subsection b If there are no corrections or additions, the minutes shall stand approved as recorded.
- 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 a 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 b A motion shall not be entertained on any issue that is not a part of the agenda as published.
- Subsection c 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 d 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 a 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 b No motions may be entertained under other relevant business.

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.

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. 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:

Date

County Board Chairperson

Influenza Immunization Rates 2014

School Influenza Immunization Clinics

A total of 291 children were immunized on the following dates:

- 10/20/2014 Hayward Primary School -53 children immunized
- 10/21/2014 Hayward Intermediate School -52 children immunized
- 10/27/2014 Winter School District -51 children immunized
- 11/3/2014 Hayward Middle School -43 children immunized
- 11/4/2014 Hayward High School -44 children immunized
- 11/17/2014 Hayward 4K at Star Bright Daycare -4 children immunized
- 11/18/2014 Hayward 4K at Grandma's Daycare -1 child immunized
- 10/2014-12/2014 Public Health Office -43 children immunized

Employee Influenza Immunization Clinics

A total of 114 employees were immunized on the following dates:

- 10/14/2014 Public Health Office
- 10/22/2014 Public Health Office
- 11/12/2014 Public Health Office
- 11/20/2014 Highway Department

Community Influenza Clinics – Adults only

A total of 130 community members were immunized on the following dates:

- 10/13/2014 Winter
- 11/4/2014 LP
- 11/6/2014 LP
- 11/13/2014 Exeland
- 10/2014-12/2014 Public Health Office

Sawyer County 2014-2015
Influenza School Clinics
2014-2015 (BP3)
Immunization Program
Functional Exercise

Exercise Plan (ExPlan)

October 15, 2014

EXERCISE OVERVIEW

Exercise Name	2014-2015 Immunization Program Functional Exercise (FE)
Vaccine Ordering	<p>For mass clinic exercises you are exempt from collecting and documenting VFC eligibility. You are required to collect and document all other required information such as: manufacturer, lot #, expiration date, site of immunization, name and title of vaccinator, address of clinic.</p> <p>When placing your vaccine order for all vaccines except Influenza, be sure to send an email to both Lynette Hanson (lynette.hanson@wi.gov) and Jackie Nelson (jackie.nelson@wi.gov) stating that you just placed your order for your mass exercise program. Please include the date of your first clinic and please allow at least 2 weeks to receive your vaccine.</p>
Exercise Dates	Start dates will vary and multiple dispensing events may be scheduled in order to facilitate administration of second and third doses of vaccines which are part of a series. Start date: October 20 th through November 18 th
Scope	This exercise is a Functional Exercise (FE), intended to run up to 30 days, per event, at area schools or Local Public Health Agencies (LPHAs) by the end of the BP3 grant year. Agencies may start activities when they chose but all activity (dispensing campaigns and After Action Reports) must be completed and submitted to the Partner Alerting and Communications (PCA) Portal by 6/30/15.
Mission Area(s)	Prevention
Core Capabilities	These will vary by location (and are listed on page 4) but LPHAs will associate their operations-based activity to one or more of the 15 CDC Public Health Preparedness Capabilities.
Objectives	Coordinate the set up and distribution of influenza vaccine in two school systems utilizing applicable mass clinic plans with a 30 day period.
Threat or Hazard	Influenza and other vaccine preventable diseases
Scenario	A novel strain of Influenza is circulating and has a high morbidity and mortality in younger populations. CDC has recommended that all school age children be vaccinated.

Sponsor

Wisconsin Division of Public Health – Public Health Preparedness

Participating Organizations

No less than 41 local public health agencies will be conducting school-based clinic exercises as part of the 2014-2015 influenza vaccine dispensing campaign.

- Hayward Community Schools
- Winter Schools
- Sawyer County Health and Human Services
- WRLS Radio
- Sawyer County Record
- Sawyer County Gazette

Point of Contact

Incident Commander (Clinic Manager)

*Eileen Simak
Health Officer
Sawyer County
10601 Main Street Suite 224
Hayward WI 54843
715 638-3423
715 699-2898 Esimak@sawyerhs.hayward.wi.us*

GENERAL INFORMATION

Exercise Objectives and Core Capabilities

The following exercise objectives below describe some of the expected outcomes for the exercise. The objectives are loosely associated with some of 15 Public Health capabilities. Each LHD will determine which objectives and capabilities are a ‘best fit’ for their intended vaccination event(s).

Vaccine Exercise Objectives: For the purposes of this vaccine distribution exercise, DPH provided three (3) goals as part of two distribution scenarios for the functional event. **Please place an “X” to which vaccine(s) will be offered as part of the event.**

Please select from the following vaccines:	
<input type="checkbox"/>	DTaP (Diphtheria, Tetanus, and Pertussis).
<input type="checkbox"/>	Hepatitis A
<input type="checkbox"/>	Hepatitis B
<input type="checkbox"/>	Hib (Haemophilus influenzae type b)
<input type="checkbox"/>	HPV (Human papillomavirus)

Sawyer County 2014-2015 Influenza School Clinics Immunization Program Functional Exercise

X	Influenza
	Meningococcal
	MMR (Measles, Mumps and Rubella)
	MMRV (Measles, Mumps, Rubella and Varicella)
	PCV13 (Pneumococcal conjugate)
	Polio
	Tdap (Tetanus, Diphtheria, Pertussis)
	Varicella

Place an "X" next to the exercise goal(s) and objectives that will be included as part the event. Select at least one (1) goal with at least three (3) objectives (or others if added).

*If others will be included, please add them to the list below.

2014-2015 Immunization Program Functional Exercise	
	Goal 1: Coordinate the setup and distribution of vaccine to 7 different schools utilizing applicable mass clinic plans within a 30-day (or other pre-identified) timeframe.
Please place an "X" to which objectives will be included as part of the event	
X	Identify resources needed for school-based mass clinic operations
X	Coordinate activities with appropriate school district staff and their partners
X	Maintain cold-chain of vaccine during transport to, from and at dispensing locations
X	Coordinate with families to vaccinate children not present the date of the school-based clinic
	Goal 2: Disseminate public information regarding the vaccination clinic specifics and measure response
Please place an "X" to which objectives will be included as part of the event	
X	Develop and distribute vaccination clinic information intended for parent notification
X	Establish system to track vaccine doses received and administered
	Determine [%] vaccinated in a certain amount of time (e.g., 30-day exercise period)
X	Establish varied notification to determine most effective way to communicate clinic operations
	Goal 3: Setup, manage and coordinate the distribution of vaccine to school-age children at Local Health Department
Please place an "X" to which objectives will be included as part of the event	
X	Vaccinate and monitor the health of those vaccinated (e.g., for influenza)

Sawyer County 2014-2015 Influenza School Clinics Immunization Program Functional Exercise

X	Identify those vaccinated and still became ill (e.g., follow-up calls, forms, etc.)
X	Measure school absenteeism after vaccination
X	Develop effective method for screening and obtaining parental consent for vaccination
Other objectives to be exercised as part of this distribution event include:	
X	Track vaccine being administered in multiple locations
	Enter vaccine doses administered into the Wisconsin Immunization Registry (WIR) from remote clinic locations
X	Provide vaccinations at all schools within the 30-day timeframe (per pre-identified Point of Dispensing, POD, list)
	Coordinate the local transfer of medical logistics (vaccine) from one LPHA to another and documented the transfer in the WIR
X	Enter vaccine doses administered data into WIR within a 24 hour period after vaccination

Please place an "X" next to which CDC target capabilities will be included as part the event.

15 Public Health Preparedness Capabilities					
X	Community Preparedness	X	Information Sharing		Non-pharmaceutical Interventions
	Community Recovery		Mass Care		Public Health Laboratory Testing
X	Emergency Operations Coordination	X	Medical Countermeasure Dispensing	X	Public Health Surveillance and Investigation
X	Emergency Public Information and Warning		Medical Material Management and Distribution	X	Responder Safety and Health
	Fatality Management		Medical Surge		Volunteer Management

Participant Roles and Responsibilities

The term *participant* encompasses many groups of people, not just those playing in the exercise. Groups of participants involved in the exercise, and their respective roles and responsibilities, are as follows:

Note: Not all of these roles may be applicable for the 2014-2015 Immunization Program Functional Exercise and/or actual activity may vary from these FEMA definitions.

- **Players.** Players are personnel who have an active role in discussing or performing their regular roles and responsibilities during the exercise. Players discuss or initiate actions in response to the simulated emergency.
- **Controllers.** Controllers plan and manage exercise play, set up and operate the exercise site, and act in the roles of organizations or individuals that are not playing in the exercise. Controllers direct the pace of the exercise, provide key data to players, and may

prompt or initiate certain player actions to ensure exercise continuity. In addition, they issue exercise material to players as required, monitor the exercise timeline, and supervise the safety of all exercise participants.

- **Evaluators.** Evaluators evaluate and provide feedback on a designated functional area of the school-based clinic exercise. Evaluators observe and document performance associated with objectives and capabilities and note strengths, areas of improvement and corrective actions to address gaps realized in the real-event dispensing of vaccine to children.
- **Observers.** Observers visit or view selected segments of the exercise. Observers do not play in the exercise, nor do they perform any control or evaluation functions. Observers view the exercise from a designated observation area and must remain within the observation area during the exercise. Very Important Persons (VIPs) are also observers, but they frequently are grouped separately.
- **Media Personnel.** Some media personnel may be present as observers, pending approval by the designated school(s) and Local Health Departments (LHDs) and/or other dispensing locations.

Exercise Assumptions and Artificialities

In any exercise, assumptions and artificialities may be necessary to complete play in the time allotted and/or account for logistical limitations. Exercise participants should accept that assumptions and artificialities are inherent in any exercise, and should not allow these considerations to negatively impact their participation.

Assumptions

Assumptions constitute the implied factual foundation for the exercise and, as such, are assumed to be present before the exercise starts. The following assumptions apply to the exercise:

- The 2014-2015 Immunization Program Functional Exercise is conducted in a no-fault learning environment wherein operational capabilities, plans, systems, and processes will be evaluated.
- The exercise scenario is plausible, and events occur as they are presented.
- LHDs may need to balance exercise play (vaccine dispensing) with real-world emergencies. Real-world emergencies take priority and the activities can be extended if emergencies prevent a pre-planned dispensing timeline.
- **Age Limits:** All vaccines listed in the table in the General Information section of this document can be used under the mass clinic scenario. Please follow the previously developed age limit restrictions that can be found in the Immunization Program's Policy and Procedures Manual. State supplied influenza vaccine cannot be administered to individuals aged 19 years and above.
- **Vaccine Transfers:** There are times when you find that you ordered too much vaccine. Although the vaccines used for the mass clinic exercises are solely funded through Public Health Service Act – Section 317 you can transfer excess vaccine to another clinic/VFC

Sawyer County 2014-2015 Influenza School Clinics Immunization Program Functional Exercise

provider/local health department. All vaccine transfers must be documented in the WIR. Please contact your regional Immunization Program Advisor if there are questions in this regard.

Site Access

Security

If entry control is required for the exercise venue(s) as identified in jurisdictional Point of Dispensing (POD) Lists, each LHD is responsible for arranging appropriate security measures. To prevent interruption of the exercise, access to exercise sites should be limited to clinic participants.

Media/Observer Coordination

LHDs including media personnel and/or observers at the event should coordinate with their POD site contact for access to the dispensing operations site. Media/Observers are escorted to designated areas and accompanied by a designee at all times. Exercise participants should be advised of media and/or observer presence.

Exercise Identification

Exercise staff (those involved with school-based clinic operations) may be identified by badges, hats, and/or vests to clearly display exercise roles; additionally, uniform clothing may be worn to show agency affiliation (per mass clinic plans).

POST-EXERCISE AND EVALUATION ACTIVITIES

Hot Wash

At the conclusion of the dispensing/exercise activity, LHD and applicable partners should conduct a Hot Wash to allow players to discuss strengths and areas for improvement. These areas should be noted in the After Action Report/Improvement Plan (AAR/IP) template customized for this event.

After-Action Report (AAR)

The AAR summarizes key information related to evaluation. The AAR primarily focuses on the analysis of the identified 15 PHP capabilities, including capability performance, strengths, and areas for improvement. AARs also include basic exercise information, including the exercise name, type of exercise, dates, location, participating organizations, mission area(s), specific threat or hazard, a brief scenario description, and the name of the exercise sponsor and POC. An AAR/IP template has been created by DPH/PHP to assist with the documentation required for these events.

Improvement Planning (IP)

Improvement planning is the process by which the observations recorded in the AAR are resolved through development of concrete corrective actions, which are prioritized and tracked as a part of a continuous corrective action program.

After Action Report/Improvement Plan (AAR/IP)

The completed AAR/IP template needs to be posted to the secure PCA Portal (After Action Report topic area) within 60 days of the end of the 2014-2015 dispensing campaign.

PARTICIPANT INFORMATION AND GUIDANCE

Exercise Rules

The following general rules govern exercise play:

- Real-world emergency actions take priority over exercise actions.
- Exercise players will comply with real-world emergency procedures, unless otherwise directed by the control staff.
- Players should follow certain guidelines before, during, and after the exercise to ensure a safe and effective exercise per jurisdictional mass clinic plans.

Before the Exercise

- Review appropriate organizational plans, procedures, and exercise support documents associated with vaccine distribution.
- Be at the appropriate POD site at least 30 minutes before the dispensing exercise starts. Wear the appropriate uniform and/or identification item(s) as identified in LHD plans.

During the Exercise

- Maintain a log of your activities. You can use the ICS-214 (located on the PCA Portal) to capture these significant events as they unfold at each POD location. There is also a template below to assist with these scheduled events. Many times, this will assist with documentation needed for the AAR/IP.

After the Exercise

- Participate in the Hot Wash at your venue with your staff and appropriate partners (school staff, observers, elected officials, etc.)
- Provide any notes or materials generated from the exercise to your controller (Mass Clinic Manager) for review and inclusion in the AAR.

Sawyer County 2014-2015 Influenza School Clinics Immunization Program Functional Exercise

Appendix A: Exercise Schedule

Use this table to list dates/times at each POD site and the personnel, activity and specific POD locations (site name) which served as the foundation for the vaccine dispensing activity.

Date/Time	Personnel	Activity	Location	Vaccine(s) Administered
10/20/2014 0900 to 1100	Eileen Simak Becki Nelles Lynn Schuman Jessica Bjork Cathy Becker Andrea Carroll	Provide 2014-2015 Seasonal Influenza Vaccine to school students in Sawyer County Schools	Hayward Primary School	Influenza
10/21/2014 1300 to 1500	Eileen Simak Becki Nelles Lynn Schuman Jessica Bjork Cathy Becker Andrea Carroll	Provide 2014-2015 Seasonal Influenza Vaccine to school students in Sawyer County Schools	Hayward Intermediate School	Influenza
11/03/2014 0900 to 1100	Eileen Simak Becki Nelles Lynn Schuman Jessica Bjork Cathy Becker Andrea Carroll	Provide 2014-2015 Seasonal Influenza Vaccine to school students in Sawyer County Schools	Hayward Middle School	Influenza
11/04/2014 1300 to 1500	Eileen Simak Becki Nelles Lynn Schuman Jessica Bjork Cathy Becker Andrea Carroll	Provide 2014-2015 Seasonal Influenza Vaccine to school students in Sawyer County Schools	Hayward High School	Influenza
11/18/2014 0900 to 1100 and 1300 to 1500	Eileen Simak Becki Nelles Lynn Schuman Jessica Bjork Cathy Becker Andrea Carroll	Provide 2014-2015 Seasonal Influenza Vaccine to school students in Sawyer County Schools	Hayward 4K Grandmas	Influenza

Sawyer County 2014-2015 Influenza School Clinics Immunization Program Functional Exercise

Date/Time	Personnel	Activity	Location	Vaccine(s) Administered
11/17/2014 0900 to 1100	Eileen Simak Becki Nelles Lynn Schuman Jessica Bjork Cathy Becker Andrea Carroll	Provide 2014-2015 Seasonal Influenza Vaccine to school students in Sawyer County Schools	Hayward 4k School Star Bright	Influenza
10/27/2014 0900 to 1500	Eileen Simak Becki Nelles Lynn Schuman Jessica Bjork Cathy Becker Andrea Carroll	Provide 2014-2015 Seasonal Influenza Vaccine to school students in Sawyer County Schools	Winter Schools	Influenza
10/20/2014 to 11/19/2014	Eileen Simak Becki Nelles Lynn Schuman Jessica Bjork Cathy Becker Andrea Carroll	Provide 2014-2015 Seasonal Influenza Vaccine to school students in Sawyer County Schools	Sawyer County Health and Human Services	Influenza



Northland Counseling Services
Transitions 2015 Staffing Proposal

VACANT FULL TIME

Wage	\$30,000.00
FICA	\$2,295.00
Comp/Unemployment	\$747.00

Position Total \$33,042.00

Admin@ 20% \$6,608.40

Total Position Cost
W/O INSURANCE \$39,650.40

INSURANCE COST \$467.00-\$1210.16 \$5,604 -\$14,521.92

Total Position Cost \$45,254.40 – \$54,172.32

VACANT HALF TIME

Wage	\$14,500.00
FICA	\$1,109.25
Comp/Unemployment	\$578.05

Position Total \$16,187.30

Admin@ 20% \$3,237.46

Total Position Cost \$19,424.76

Total Cost w/o insurance: \$59,075.16



Northland Counseling Services

2015

Transitions Stall Proposal

Current staffing pattern is one staff on for up to eight clients. This can be very challenging for staff when level of difficulty of individuals is high due to significant mental health issues.

Two additional staff positions at the Transitions facility will provide improved coverage from 2:00-10:00 pm, 7 days per week. This is the time frame when greater challenges occur.

1. One full time position- M-F 40 hours per week this position will include benefits
2. One part-time position – 16 hours per week on the weekend