

ORDINANCE ADMINISTRATIVE FACT SHEET

Title of O/R:	MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2025 BUDGET TO ACCEPT THE WISCONSIN DEPARTMENT OF HEALTH SERVICES STATE HEALTH INSURANCE ASSISTANCE PROGRAM GRANT AND APPROPRIATE ADDITIONAL EXPENDITURES	
Submitting Department:	HEALTH & HUMAN SERVICES	
Department Contact(s): <small>(Include dept. manager or staff who has worked on this ordinance in addition to the dept. head)</small>	JENNIFER WRUCKE, KRISTEN TRANEL	
Who will appear at committee meetings?	JENNIFER WRUCKE KRISTEN TRANEL	
Date of Co. Board Meeting at which you plan O/R to be considered:	08/26/2025	Fiscal Note by DOA? Yes <small>(DOA fills this in.)</small>
Routing Number:	Routing # 360-04-25	

Does this O/R create or abolish any positions or involve other Human Resources issues?

_____ Yes* X No

* If yes, the ordinance should be reviewed by HR prior to submission to Corp. Counsel.

Does this O/R appropriate or transfer expenditure authority, additional resources or change the Budget intent?

_____ X _____ Yes* _____ No

*If department staff developed a fiscal impact statement, please send to your assigned budget analyst concurrent with forwarding of O/R to Corp. Counsel.

Does this O/R authorize the execution of any new or extended contracts/leases/MOUs or other agreements that obligate the County?

_____ Yes* X No

*If yes, the proposed documents must be forwarded to risk management and Corp. Counsel for approval. The O/R will not be forwarded to the Co. Board until related agreements receive approval. Departments are responsible for putting approved documents on file with the Co. Clerk.

Are there documents (other than contracts, leases or MOUs) that should be included with this O/R before it goes to the County Board office?

_____ Yes* X No

If yes, all documents must be received by Corp. Counsel before the ordinance can be forwarded to DOA for review. Contracts or leases that are affected by or are the subject of an O/R must be provided to Corp. Counsel.

Has this O/R been reviewed by Corporation Counsel?

 X Yes _____ No

[Sec. 59.14\(1m\), Wis. Stats.](#) Summary (for publication purposes): This ordinance will modify the Waukesha County Department of Health and Human Services 2025 budget to accept the State Health Insurance Assistance Program grant funding of \$26,544 provided by the Wisconsin Department of Health Services and appropriate additional expenditures to educate and assist Medicare-eligible individuals, their families, and caregivers through outreach, counseling, and training on making informed health insurance decisions that optimize access to care and benefits.

ENROLLED ORDINANCE 180-30

MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2025 BUDGET TO
ACCEPT THE WISCONSIN DEPARTMENT OF HEALTH SERVICES STATE HEALTH
INSURANCE ASSISTANCE PROGRAM GRANT AND APPROPRIATE ADDITIONAL
EXPENDITURES

WHEREAS, the Wisconsin Department of Health Services (DHS) has awarded the Waukesha County Department of Health and Human Services (WCDHHS) a State Health Insurance Assistance Program (SHIP) grant of \$26,544 to be used between April 1, 2025 and March 31, 2026; and

WHEREAS, the goal of the DHS State Health Insurance Assistance Program is to provide unbiased education, counseling and enrollment assistance to all people with Medicare; and

WHEREAS, WCDHHS Aging and Disability Resource Center will utilize the funding to provide one-on-one Medicare counseling services on Medicare enrollment options and outreach to the public regarding Medicare-related topics, including Medicare enrollment, low-income assistance programs, preventive services, and the availability of SHIP counseling services at WCDHHS; and

WHEREAS, WCDHHS will utilize the SHIP grant funding to cover the cost of a 0.50 LTE Human Services Support Specialist position to execute the work of the grant requirements; and

WHEREAS, available revenues were not anticipated nor included in the 2025 budget; and

WHEREAS, WCDHHS is proposing to amend the 2025 adopted budget by increasing general government revenue by \$26,544 and increasing personnel expenses by \$26,544.

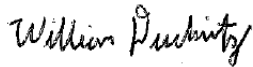
THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS that the Waukesha County Department of Health and Human Services is authorized to accept the Wisconsin Department of Health Services State Health Insurance Assistance Program grant of \$26,544.

BE IT FURTHER ORDAINED that the 2025 Waukesha County Department of Health and Human Services – ADRC Contract Fund budget be modified to increase general government revenue by \$26,544, and personnel expenses by \$26,544 to provide outreach, counseling and enrollment assistance to the public regarding Medicare-related topics.

FISCAL NOTE

MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2025 BUDGET TO
ACCEPT THE WISCONSIN DEPARTMENT OF HEALTH SERVICES STATE HEALTH
INSURANCE ASSISTANCE PROGRAM GRANT AND APPROPRIATE ADDITIONAL
EXPENDITURES

This ordinance authorizes the 2025 Department of Health and Human Services to accept \$26,544 of State Health Insurance Assistance Program (SHIP) grant funding from the Wisconsin Department of Health Services to provide one-on-one Medicare counseling services on Medicare enrollment options and outreach to the public regarding Medicare-related topics, including Medicare enrollment, low-income assistance programs, preventive services, and the availability of SHIP counseling services. The ordinance also modifies the department's Aging and Disability Resource Center Contract Fund budget to increase personnel costs by \$26,544 for a 0.50 FTE limited-term employment (LTE) position (Human Services Support Specialist) to carry out the grant, offset with the same increase in general government revenue. LTE positions generally do not receive the same benefits (e.g., health insurance, dental insurance) as regular full-time and part-time positions, and do not require separate County Board approval for their creation, aside from the budget appropriation. The term of the grant is from April 1, 2025 to March 31, 2026.



William Duckwitz
Budget Manager
8/4/2025