ORDINANCE ADMINISTRATIVE FACT SHEET

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| Title of O/R: | MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2019 BUDGET TO INCREASE EXPENDITURES USING ADDITIONAL GENERAL FUND BALANCE RELATED TO UNANTICIPATED 2018 STATE REVENUE ALLOCATIONS | |
| Submitting Department: | Department of Health and Human Services | |
| Department Contact(s):  (Include dept. manager or staff who has worked on this ordinance in addition to the dept. head) | Lisa Davis | |
| Who will appear at committee meetings? | Lisa Davis, Randy Setzer | |
| Date of Co. Board Meeting at which you plan O/R to be considered: | 03/26/2019 | Fiscal Note by DOA?  Yes |
| Routing Number: | Routing # 360-03-19 |  |

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

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.

[Sec. 59.14(1m)](http://nxt.legis.state.wi.us/nxt/gateway.dll?f=templates&fn=default.htm&d=stats&jd=59.14(1m)), Wis. Stats. Summary (for publication purposes): This ordinance is to modify the 2019 HHS Department budget to increase expenditures using additional general fund balance related to anticipated 2018 State revenue allocations.

ENROLLED ORDINANCE 173-107

MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2019 BUDGET TO INCREASE EXPENDITURES USING ADDITIONAL GENERAL FUND BALANCE RELATED TO UNANTICIPATED 2018 STATE REVENUE ALLOCATIONS

WHEREAS, the Department of Health and Human Service (HHS) has identified $402,300 of additional funding needs that were not identified in the 2019 budget, and

WHEREAS, HHS is requesting additional funding for two overfill clinical therapist positions for crisis services, and

WHEREAS, HHS is requesting funding for two (CLTS) contract case workers to assist in processing the backlog of clients on the Children Long Term Support (CLTS) Special Needs waitlist, and

WHEREAS, HHS is requesting funding for extra help (1.33 FTE positions) to assist with staffing for economic support services, and training to staff in this area, and

WHEREAS, HHS is requesting funding for a contract developer to implement customized screens and voice to text interface for psychiatrists to reduce transcription costs and assist with implementing the Electronic Medical Record, and

WHEREAS, the Waukesha County Department of Health and Human Services participates in the Moraine Lakes Consortia to provide income maintenance services through the Economic Support unit, and

WHEREAS, the Moraine Lakes Consortia received additional funding from the State of Wisconsin, Department of Health Services, related to prior year activities to distribute to member counties, and

WHEREAS, the Waukesha County Department of Health and Human Services received a one-time payment from this allocation in February 2019 and accrued the funding back to 2018 adding to general fund balance, and

WHEREAS, financial policies allow the use of general fund balance to manage short-term and phasing of program changes and for investments that have future payoffs.

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS that the Department of Health and Human Services 2019 Budget be modified by appropriating expenditures of $402,300, including $222,500 for personnel costs and $179,800 for operating expenses to fund additional funding needs and increasing general fund balance $402,300 related to additional 2018 state revenue.

FISCAL NOTE

MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2019 BUDGET TO INCREASE EXPENDITURES USING ADDITIONAL GENERAL FUND BALANCE RELATED TO UNANTICIPATED 2018 STATE REVENUE ALLOCATIONS

This ordinance modifies the 2019 Department of Health and Human Services (HHS) budget to increase expenditures $402,300 and increases the use of general fund balance. This fund balance resulted from one time state funding received in 2019 and accrued back to 2018 for an unanticipated increase in the State Income Maintenance allocation. The funding will address Children’s Long Term Support (CLTS) waitlists expected to be eliminated and allow some staffing flexibility to address an increase in vacancies in the Economic Support program. These expenditures are not expected at this time to be needed in 2020. It will also address the continued review and phase in of staffing required to effectively provide State mandated 24/7 crisis intervention services. The Department will consider these positions in the 2020 budget process along with over-all Department needs. These funds will also fund a software enhancement that is expected to reduce future costs.

Personnel costs are proposed to increase $222,500 including $130,500 to fund two crisis overfill positions for eight months; and $92,000 to fund extra extra help (1.33 FTE positions) to assist with staffing for Economic Support services.

The ordinance increases operating expenses by $179,800. This includes contracted services of $104,800 to fund for two Children Long Term Support (CLTS) contract case workers for eight months to assist in processing the backlog of clients on the waitlist and $10,000 for additional ESS staff training. Additionally, $65,000 will be used to fund a contract developer to implement customized software screens and voice to text interface for psychiatrists to reduce transcription costs and assist with implementing the Electronic Medical Record .

The proposed ordinance increases the use of general fund balance by $402,300 which resulted from unanticipated 2018 revenue.

This ordinance results in no direct levy impact.

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Linda Witkowski

Budget Manager

3/6/2019

CD - BAJ# 2019-00002195