



**Minutes**  
**Human Services and Health Board Meeting**  
**Wednesday, August 7, 2019-6:00 pm**  
**Henry Dodge Office Building**  
**Room G52**  
**199 County Rd DF, Juneau, WI 53039**

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1. Call to Order by Chairperson Mary Bobholz at 6:00pm
2. Roll Call and Non-Committee Member County Board Attendance

**Board Present:** Mary Bobholz, Mark Roesch, Becky Glewen, David Godshall, Kira Sheahan-Malloy, Jennifer Keyes, Lois Augustson, Tim Kemmel

**Absent/Excused:**

**Staff Present:** Director Becky Bell, Division Manager Monica Hooper, Division Manager Sheila Drays, Division Manager Alyssa Schultz, Supervisor Anne Conners, Jim Wiersma

**Others Present:** Jim Mielke

3. Public Comment: NA

4 Approval of the minutes of the July 10, 2019 meeting  
Motion by Kira Sheahan-Malloy to approve the July 10, 2019 minutes. Seconded by Mark Roesch. Motion carried.

**5. BOARD ACTION**

**A. Budget hearing decisions on agency requests**

The board discussed the 2020 agency requests and decided on an overall increase of \$15,000. The additional allocation is as follows: \$5000 to Watertown Area Cares Clinic, \$30,000 to PAVE, \$15,000 to Church Health Services and \$12,500 to CWCAC. Becky Bell will draft a letter to each agencies informing them of the one-time increase in the funding.

Motion by Jennifer Keyes to approve the one time increase and the indicated amounts to each agency. Seconded by Kira Sheahan-Malloy. Motion carried with Becky Glewen abstaining.

**B. Create Seven Position of Community Program Counselor I, II, or III resolution**

Motion by Becky Glewen to approve the resolution for Seven Position for the Community Program Counselor I, II, or III. Seconded by Kira Sheahan-Malloy. Motion carried

**C. Create Position of Foster Care Coordinator Social Worker I, II, or Senior resolution**

Motion by Mark Roesch to approve the resolution for Foster Care Coordinator Social Worker I, II or Senior. Seconded by Tim Kemmel. Motion carried

**D. Create Position of Emergency Preparedness Coordinator resolution**

Motion by Kira Sheahan-Malloy to approve the resolution for Emergency Preparedness Coordinator position. Seconded by Lois Augustson. Motion carried

**6. DIRECTORS REPORT-Ms. Bell**

**A. Update: State Budget**

Ms. Bell reported that there are no new updates at this time for the state budget.

**B. Birth-3 discussion**

Ms. Bell informed the Board that Alyssa Schultz, Amy Booher and she met with Rehab Resources and Green Valley Enterprises in regards to the request for increased funding. Human Services and Health will be contracting separately with Rehab Resources. Based on those discussions Ms. Bell reported Human Services and Health is looking at increasing Birth to 3 funding by approximately \$60,000 versus the original request of \$243,000.

**C. Child Welfare on call pay discussion**

Ms. Bell reported that Human Services and Health request an increase in the on call pay from \$2.25 per hour to \$3.50 per hour for Child Welfare Social Workers. HR approved this request and it will go into effect on August 29<sup>th</sup> 2019.

**7. COMMUNITY SUPPORT SERVICES REPORT-Ms. Drays**

**A. Stats for June**

**B. Dining Center Comments**

**C. Dodge County Environmental Health Grant application-Beat the Heat campaign**

Division Manager Sheila Drays reported that Human Services and Health did not receive this grant. The Department intends to apply again next year.

**8. CLINICAL & FAMILY SERVICES REPORT-Ms. Schultz**

**A. Stats for June**

**B. Out of home costs**

**C. June report from Northwest Connections-After Hours Crisis**

**D. Northwest Connections June expenses**

**9. FISCAL & SUPPORT SERVICES REPORT-Ms. Hooper**

**A. Review 2019 expenditures & revenues**

**B. Revenue and Expenditure Adjustment Forms**

**C. Review preliminary 2020 budget**

Next Meeting will be September 4, 2019 at 6:00pm

Adjourned at 7:36pm

Motion by Kira Sheahan-Malloy to adjourn. Seconded by Jennifer Keyes. Motion carried

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Lois Augustson, **Secretary**

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Mary Bobholz, **Chairperson**

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Kris Keith, **Recording Secretary**

# Human Services

2020 Budget Proposal

# Public Health

## 2020

- Revenue (477,430)
- Expenses 1,020,872
- Tax Levy 543,442
- Total Budget 1,020,872

## 2019

- Revenue (479,781)
- Expenses 991,188
- Tax Levy 511,407
- Total Budget 991,188

# Business Unit Detail

- 4001 Public Health: Increased expenditures as a priority of the department is to do more community outreach.
- 4003 NEWAHEC Grant: Increased revenues and expenditures a third round of grant funding.

# Clinical Services

## 2020

- Revenue (11,052,580)
- Expenses 13,538,320
- Tax Levy 2,485,740
- Total Budget 13,538,320

## 2019

- Revenue (10,611,618)
- Expenses 13,487,214
- Tax Levy 2,875,596
- Total Budget 13,487,214

## Business Unit Detail

- 4805 Opioid Grant: Increased revenues and expenditures a another round of grant funding.
- 4881 Transportation: Increased revenue and expenditures due to increasing routes for volunteer drivers.
- 4882 5310 Program: Department has budgeted for two replacement vans.



# Social Services

## 2020

- Revenue (4,981,580)
- Expenses 10,371,694
- Tax Levy 5,390,114
- Total Budget 10,371,694

## 2019

- Revenue (4,796,266)
- Expenses 9,775,315
- Tax Levy 4,979,049
- Total Budget 9,775,315

## Business Unit Detail

- 5002 Children and Family Unit: Funding a rapid rehousing program at the department.
- 5035 Aging and Disability Resource Center: Increased revenues are increasing with increased claiming of State grant and Federal matching funds.

# Aging

## 2020

- Revenue (177,814)
- Expenses 180,907
- Tax Levy 3,093
- Total Budget 180,907

## 2019

- Revenue (155,162)
- Expenses 176,894
- Tax Levy 21,732
- Total Budget 176,894

# Nutrition

## 2020

- Revenue (340,460)
- Expenses 512,576
- Tax Levy 172,116
- Total Budget 512,576

## 2019

- Revenue (355,004)
- Expenses 561,725
- Tax Levy 206,721
- Total Budget 561,725

## Business Unit Detail

- The cost per meal increased for 2020. The cost per meal in 2019 was \$4.69 and in 2020 the cost per meal will be \$4.85.

# Human Services Overall

## 2020

- Revenue (17,029,864)
- Expenses 25,624,369
- Tax Levy 8,594,505
- Total Budget 25,624,369

## 2019

- Revenue (16,397,831)
- Expenses 24,992,337
- Tax Levy 8,594,505
- Total Budget 24,992,337

**COMMUNITY SUPPORT SERVICES DIVISION**  
**FROM JUNE TO JULY 2019 STATISTICS NARRATIVE**  
**FOR THE SEPTEMBER 2019**  
**HUMAN SERVICES & HEALTH BOARD MEETING**

**AGING AND DISABILITY RESOURCE CENTER**

**KRIS SCHEFFT – SUPERVISOR**

**CALL STATISTICS**

- Recorded Contacts increased from 570 in June to 715 in July ↑
- Providing Information and Assistance increased from 274 in June to 374 in July ↑
- Administering Long Term Care Functional Screens increased from 29 in June to 53 in July ↑
- Providing all other services increased from 109 in June to 143 in July ↑
- Referring for all other services increased from 0 in June to 2 in July ↑

**AGING, TRANSPORTATION, AND NUTRITION**

**JACKIE DELAROSA – SUPERVISOR**

**DINING MEAL DONATIONS**

- Congregate donations decreased from \$27.39 in June to \$16.40 in July ↓
- Home delivered donations decreased from \$25.06 in June to \$24.75 in July ↓

**DINING MEAL PARTICIPANTS**

- Congregate participants increased from 42 in June to 43 in July ↑
- Home delivered participants increased from 147 in June to 149 in July ↑

**VOLUNTEER DRIVER STATISTICS**

- Total trip miles decreased from 19,645 in June to 19,547 in July ↓
- Total hours of service increased from 854 in June to 918 in July ↑
- Total cash donations received increased from \$3,278.54 in June to \$3,419.72 in July ↑

**CASELOAD/WORKLOAD STATISTICS**

- Total caseload increased from 320 in June to 329 in July ↑
- Referrals increased from 27 in May and June to 34 in July ↑
- Court hearings increased from 7 in June to 17 in July ↑
- Annual Protective Placement reviews increased from 21 in June to 37 in July ↑
- Supportive Home Care reviews increased from 24 in June to 34 in July ↑
- Total Supportive Home Care cases increased from 145 in June to 153 in July ↑
- Total Home and Financial Manager cases decreased from 34 in June to 32 in July ↓

**ECONOMIC SUPPORT****AMY BERANEK – SUPERVISOR  
JENNY COX - SUPERVISOR****CASELOAD/WORKLOAD STATISTICS**

- FoodShare caseloads increased from 3302 in June to 3306 ↑
- Medicaid Total caseload decreased from 2409 in June to 2400 ↓
- BadgerCare Total caseload decreased from 4741 in June to 4715 ↓
- Total gross recipients decreased from 12,989 in June to 12,890 ↓  
(This is the number of county residents receiving assistance, which includes those handled by other counties in the consortia)
- Total cases decreased from 7438 in June to 7412 ↓
- FoodShare expenditures increased from \$625,679 in June to \$627,099 ↑
- Child Care expenditures increased from \$152,929 in June to \$171,954 ↑

**PUBLIC HEALTH****ABBY SAUER – SUPERVISOR / PUBLIC HEALTH OFFICER****CASELOAD/WORKLOAD STATISTICS**

- Programs for Children increased from 37 in June to 42 in July ↑
- Programs for Children and Families increased from 924 in June to 948 in July ↑
- Programs for Women increased from 19 in June to 20 in July ↑
- Programs for ALL Residents increased from 105 in June to 150 in July ↑



## Dining Center Comments

July	Site	Comments
1	Horicon	Milk is arriving over 40 degrees
1	Reeseville	Meat very tender - good.
2	Reeseville	Ok
3	Lomira	The potatoes were brown in color!
3	Reeseville	Good.
5	Reeseville	Ice cream was a little soft when it arrived from Feil's. Good meal
8	Reeseville	Alexander torte was moist on top.
8	Randolph	A participant noted that milk expire date is tomorrow, this worries her. Said it happens often. Everyone liked the meal.
9	Lomira	Meal swapped - country fried steak today - Ham rolls Wednesday received rolls but had Bread already prepped/menu
9	Horicon	Since Feil's switched the menu, the HD that doesn't eat pork received the volunteer driver's meal (was driver's idea) & won't receive one on Wed.
9	Reeseville	Good meal.
9	Randolph	Several people commented on delicious gravy. Several people commented on the delicious gravy. Several people did not like the Tues/Wednesday menu switch.
10	Lomira	Received apple slices - not fruit cocktail.
10	Horicon	No Fruit Cocktail - Received Apples No Buns - Received Bread No Sherbert - Received vanilla ice cream
10	Reeseville	Coleslaw was not served. It came in at 50 degrees and we tasted it & it was sour. Also ice cream had melted & leaked out of cups & was a mess. Was not served.
10	Mayville	menu swap with Tues/Wed. We had Tues meal - shorted 4 milk short 2 ice cream & 2 apples
11	Reeseville	Good meal.
11	Randolph	Everyone loved this casserole (broccoli, chicken, rice) one individual thought it needed more rice though.
12	Watertown	Peas were under cooked. Still hard!
12	Reeseville	Peas were very hard! Otherwise, meal was good.
12	Randolph	One participant wished they gave 2 pcs fish. Another participant agreed and said she wished on the days they had brats that they gave 2 brats.
15	Lomira	Was short 2 ice cream & 2 pieces of pork
15	Reeseville	Good meal
15	Randolph	One participant said "good gravy".

- 15 Beaver Dam : Great meal.
- 16 Lomira : Received mashed potatoes - not baby reds received cake - not cookies
- 16 Reeseville : Good meal
- 16 Randolph : Two participants liked the Ramen Salad a lot. Another didn't care for it at all. Everyone said they were very full.
- 17 Lomira : Received applesauce instead of plums
- 17 Horicon : Received applesauce instead of plums received 1 serving Diet Pudding - not ordered
- 17 Reeseville : Did not receive Bread - used Rolls in Freezer Put milk in Freezer B4 HD
- 17 Randolph : Good meal
- 17 Beaver Dam : One participant reproted the potatoes were cold. Other people were happy.
- 18 Horicon : Chix was excellent! LOVED the choc. Pudding & the creamy cucs.
- 18 Reeseville : Short 7 buns, went to KT & bought more.
- 19 Reeseville : Ok
- 22 Randolph : Good
- 22 Horicon : Potatoes were very skimpy could have used about 1 cup more
- 22 Reeseville : Good meal
- 23 Randolph : Whole meal good
- 23 Horicon : A couple participants commented on how hard the broccoli stems were. Should have been peeled. Everyone liked the casserole.
- 23 Reeseville : Veggies instead of Italian salad
- 24 Randolph : Loved the Italian salad & creamsicle torte!
- 24 Horicon : The meatballs were small & dry.
- 24 Reeseville : Put milk in freezer.... Now 42 :(
- 25 Randolph : Everything good
- 25 Reeseville : Everyone liked lunch.
- 26 Beaver Dam : Meal was good
- 26 Horicon : Cantalope was HARD - most was thrown out because people couldn't eat it.
- 26 Reeseville : Mashed potatoes instead of baby red potatoes
- 23 Lomira : Cantaloupe a little on the hard side
- 25 Lomira : Received broccoli instead of mixed green salad
- 30 Watertown : Received banana & ice cream
- 29 Reeseville : Shorted 2 pieces of chicken.
- 30 Reeseville : Broccoli was a little mushy.
- 30 Reeseville : Good meal.

31	Reeseville	Good meal.
31	Lomira	Received cake bars no cookie
29	Randolph	The meal was praised by everyone.
30	Randolph	Meal was OK.
31	Randolph	Meat was overcooked & no taste.

**CLINICAL AND FAMILY SERVICES DIVISION**  
**JULY STATISTICS NARRATIVE**  
**FOR THE SEPTEMBER 2019**  
**HUMAN SERVICES & HEALTH BOARD MEETING**

**CHILD PROTECTIVE SERVICES UNITS**

MARK BEBEL – INTAKE SUPERVISOR  
LISA GRYCOWSKI – ONGOING SUPERVISOR

**ACCESS REPORTS**

- Total number of CPS Access and Services reports decreased by 21 (from 78 to 57) ↓

**ONGOING CASELOAD DATA**

- Number of families being served decreased by 2 (from 85 to 83) ↓
- Number of children being served decreased by 24 (from 209 to 185\*) ↓  
\* We suspect this number from the state eWISACWIS system may not be correct this month
- Number of children in out-of-home care decreased by 3 (from 79 to 76) ↓
- Termination of Parental Rights (TPR) and guardianship cases in progress increased by 2 (from 10 to 12) ↑

**CHILD AND ADOLESCENT SERVICES UNIT**

AMY BOOHER – SUPERVISOR

**JUVENILE JUSTICE CASELOAD STATISTICS**

- Total caseload decreased by 15 (from 166 to 151) ↓

**BIRTH TO THREE PROGRAM DATA**

- Number of referrals increased by 5 (from 17 to 22) ↑
- Number of admissions decreased by 1 (from 16 to 15) ↓
- Number of discharges decreased by 3 (from 11 to 8) ↓
- Total number of children served increased by 9 (from 121 to 130) ↑

**CHILDRENS LONG TERM SUPPORT WAIVER (CLTS) and COMMUNITY OPTIONS PROGRAM (CCOP) DATA**

- Total number of children served stayed the same at 165 →
- Average caseload size for CLTS staff is 41
- Total number of new referrals this month is 9; total for the calendar year is 41
- Number of families dually enrolled in both CLTS and CCS increased by 1 (from 30 to 31) ↑
- Wait list for CLTS and Family Support programs remains at 0

**CLINICAL SERVICES UNIT**

SARA GASKA – CLINICAL SUPERVISOR  
KIM KUNZ – COMMUNITY PROGRAMS SUPERVISOR

**OUTPATIENT MENTAL HEALTH SERVICES DATA**

- Admissions decreased by 6 (from 48 to 42) ↓
- Discharges increased by 8 (from 42 to 50) ↑
- End of month total client census decreased by 23 (from 1010 to 987) ↓
- End of month psychiatry census (for all programs) decreased by 2 (from 868 to 866) ↓

- End of month therapy census decreased by 34 (from 472 to 438) ↓
- Average caseload size for MH therapists decreased by 4 (from 67 to 63) ↓
- # of clients on waitlist for adult psychiatric evaluation is 0, next available appt. is 9/19/19 (as of 8/21/19)
- # of clients on waitlist for child/adolescent psychiatric evaluation is 0, next available appt. is 10/16/19 (as of 8/21/19).
- Next available intake date for MH (non-emergency) is 9/9/19 (as of 8/21/19)

#### **OUTPATIENT SUBSTANCE ABUSE SERVICES DATA**

- Admissions decreased by 1 (from 38 to 37) ↓
- Discharges increased by 26 (from 34 to 60) ↑
- End of month total client census decreased by 18 (from 171 to 153) ↓
- Average caseload size for SA counselors decreased by 3 (from 31 to 28) ↓
- Number of Intoxicated Driver Assessments decreased by 5 (from 34 to 29) ↓
- Next available intake date for AODA (non-emergency) is 9/9/19 (as 8/21/19)

#### **CRISIS RESPONSE SERVICES DATA**

- Total hospitalization days increased by 85 (from 135 to 220) ↑
- Of this total, number of county-funded days increased by 88 (from 62 to 150) ↑
- Number of Emergency Detentions (EDs) increased by 9 (from 13 to 21) ↑
- Number of crisis diversions increased by 60 (from 118 to 178) ↑
- Number of protective custody cases increased by 2 (from 0 to 2) ↑
- Number of voluntary admissions increased by 6 (from 11 to 17) ↑

#### **COMMUNITY PROGRAMS DATA**

- Community Support Program (CSP) end of month census stayed the same at 9 →
- Comprehensive Community Services (CCS) end of month census increased by 6 (from 166 to 172) ↑
- Targeted Case Management (TCM) enrollment decreased by 2 (from 38 to 36) ↓



# 2019 Children's Monthly Out-of-Home Placement Costs (# of children / \$\$\$)

	Group Homes		Institutions		Foster Care		Kinship Care		Monthly Total	
January	4	19,816.05	8	104,048.07	53	58,277.87	41	9,882.00	106	192,023.99
February	3	15,018.48	9	100,258.13	53	54,980.44	42	9,969.14	107	180,226.19
March	4	24,613.62	9	107,486.08	53	54,826.69	42	10,126.00	108	197,052.39
April	3	18,773.10	9	104,273.40	53	57,849.71	43	10,582.52	108	191,478.73
May	5	25,239.39	9	107,437.42	58	61,621.23	41	9,480.58	113	203,778.62
June	5	25,030.80	9	91,292.99	61	63,584.39	39	9,084.94	114	188,993.12
July	3	16,478.61	9	87,824.33	62	71,079.57	37	8,717.10	111	184,099.61
August										
September										
October										
November										
December										
Total 2019	27	144,970.05	62	702,620.42	393	422,219.90	285	67,842.28	653	1,337,652.65
Average 2019	3.9	20,710.00	8.9	100,374.34	56.1	60,317.13	40.7	9,691.75	93.3	191,093.22
Total 2018	49	242,179.89	115	1,341,116.67	552	626,835.59	467	111,746.74	108.9	2,321,878.89
Average 2018	4.1	20,181.66	9.6	111,759.72	46	52,236.30	38.9	9,312.23	99	193,489.91

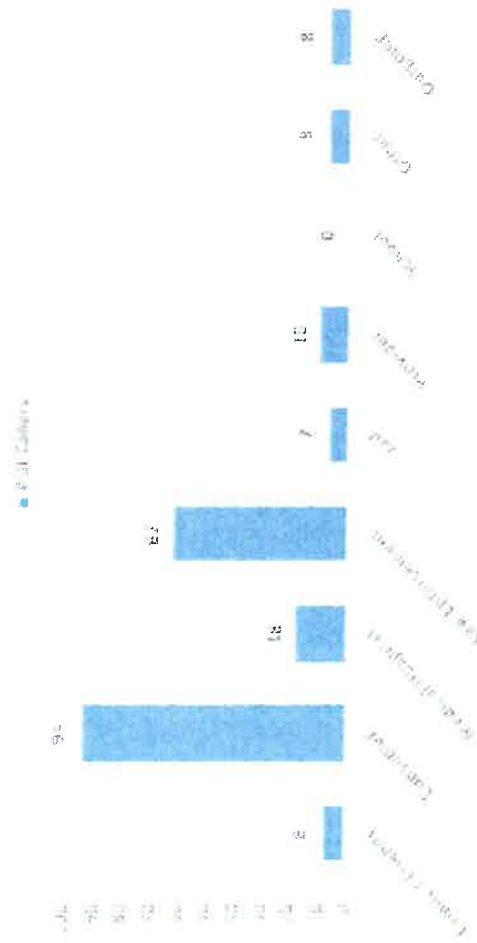
Number of placements are duplicated month-to-month.



**Dodge County**  
**Data Report for July 1, 2019 to July 31, 2019**

**Total Calls— 215**  
**Total Minors: 24**  
**Total Adults: 189**  
**Total Age Unknown: 2**  
**Stabilization Calls: 14**  
**Admission Confirmations: 3**  
**Mobile Sent— 1**  
**AODA related contacts— 34**  
**Dementia Related contacts - 1**

# of Callers July 1 - July 31, 2019



Caller	Total	Percent
Family/Friends	8	3.72%
Consumer	94	43.72%
Medical Hospital	18	8.37%
Law Enforcement	62	28.84%
Jail	7	3.26%
Provider	10	4.65%
School	0	0.00%
Other	8	3.72%
Outgoing	8	3.72%
<b>Totals</b>	<b>215</b>	<b>100%</b>

Facility	Voluntary	ED	Total
Community Memorial Hospital	0	1	1
Fond du Lac	0	1	1
Rogers Memorial	2	0	2
St. Agnes	1	0	1
St. Elizabeth's	0	1	1
Theda Care	2	0	2
Winnebago	0	2	2
Pending - Follow-Up by next shift / hospital does bed location	5	3	8
<b>Totals</b>	<b>10</b>	<b>8</b>	<b>18</b>



**NORTHWEST COUNSELING AND GUIDANCE CLINIC**

PO Box 309  
Siren, WI 54872

Dodge County Human Service & Health Department  
Henry Dodge Office Building  
199 County Rd DF 3rd Floor  
Juneau, WI 53039

8/5/2019

Enclosed please find the **JULY** monthly billings for the following services from NWCGC:

Training/Supervision-1140	\$63.32
Mobile Service Usage-1171	\$0.00
Mobile Service Mileage-1172	\$0.00
Mobile Service Expense-1173	\$0.00
Phone Flat Rate- 1160	\$6,846.00
Mobile Flat Rate- 1170	\$1,959.59

**TOTAL DUE** **\$8,868.91**

If you have any questions, please call 715-349-7069.

Thank you,

Cortney H.  
Out-Patient/County Billing Coordinator  
Northwest Counseling & Guidance Clinic



**Dodge County, Wisconsin**  
**Finance Department**  
**Unbudgeted/Excess Revenue Appropriation**  
**Revenue and Expenditure Adjustment Form**

**Doc = BX**  
**Ledger = BA**

Effective January 1st, 2016

Date: August 21, 2019

Department: Human Services & Health Department

Budget Year: 2019

**Description of Adjustment:**

This adjustment is needed in order to recognize the full 2019 grant funding available for Title III B Supportive Services that the department receives from GWAAR.

For Finance Department use only	
Doc#	_____
Batch#	_____
GL Date:	_____

**Budget Adjustment**

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5682	4225	561	Aging IIIB Funding	-20,001
5682	5299		Sundry Contractual Service	20,001

Note the total Budget Adjustment must balance

Department Head Signature \_\_\_\_\_ Date: \_\_\_\_\_

County Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

Committee of Jurisdiction Chairman  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

Finance Committee Chairman  
Signature \_\_\_\_\_ Date: \_\_\_\_\_



Dodge County, Wisconsin  
Finance Department  
Unbudgeted/Excess Revenue Appropriation  
Revenue and Expenditure Adjustment Form

Doc = BX  
Ledger = BA

Effective January 1st, 2016

Date: 8/14/19

Department: Human Services and Health Department

Budget Year: 2019

**Description of Adjustment:**

The department applied for and was awarded round two of the medication assisted treatment (MAT) grant.  
This is to recognize the revenue and expenses within the department's budget.

For Finance Department use only  
Doc# \_\_\_\_\_  
Batch# \_\_\_\_\_  
GL Date: \_\_\_\_\_

**Budget Adjustment**

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4841	4222	2015	MAT Grant	-20,250
4841	5346		Medication	20,250

Note the total Budget Adjustment must balance

Department Head Signature \_\_\_\_\_ Date: \_\_\_\_\_

County Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

Committee of Jurisdiction Chairman  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

Finance Committee Chairman  
Signature \_\_\_\_\_ Date: \_\_\_\_\_



**Dodge County, Wisconsin**  
**Finance Department**  
**Unbudgeted/Excess Revenue Appropriation**  
**Revenue and Expenditure Adjustment Form**  
 Effective January 1st, 2016

Doc = BX  
 Ledger = BA

Date: 8/9/19

Department: Human Services & Health Department

Budget Year: 2019

For Finance Department use only	
Doc#	_____
Batch#	_____
GL Date:	_____

**Description of Adjustment:**

The department applied and was awarded additional money from GWAAR to support our Title III-E services.

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<b>Budget Adjustment</b>
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Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5610	4225	5610	Family Caregiver III E	-8,000
5610	5291	05	Temporary Respite	7,000
5610	5312		Office Supplies	1,000

**Note the total Budget Adjustment must balance**

Department Head Signature \_\_\_\_\_ Date: \_\_\_\_\_

County Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

Committee of Jurisdiction Chairman  
 Signature \_\_\_\_\_ Date: \_\_\_\_\_

Finance Committee Chairman  
 Signature \_\_\_\_\_ Date: \_\_\_\_\_