

# **GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES**

## **HEALTH & HUMAN SERVICES**

**571 County Road A**

**PO Box 588**

**Green Lake WI 54941-0588**

**VOICE: 920-294-4070**

**FAX: 920-294-4139**

**Email: [glcdhhs@co.green-lake.wi.us](mailto:glcdhhs@co.green-lake.wi.us)**



## **FOX RIVER INDUSTRIES**

**222 Leffert St.**

**PO Box 69**

**Berlin WI 54923-0069**

**VOICE: 920-361-3484**

**FAX: 920-361-1195**

**Email: [fri@co.green-lake.wi.us](mailto:fri@co.green-lake.wi.us)**

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**Post Date: 10/6/17**

**The following documents are included in the packet for the Department of Health & Human Services Board held on Monday, October 9, 2017**

- October 9, 2017 DHHS Budget meeting agenda 5:00 p.m.
- DHHS Draft Minutes – September 11, 2017
- August 2017 Aging Unit Report
- August 2017 Behavioral Health Unit Report
- August 2017 Children & Family Services Report
- September 2017 Children & Family Services Report
- September 2017 Health Unit Report
- September 2017 Environmental Health Report
- Drug Court Grant Cell Phone Purchase Request
- Budget Adjustments (Line Item Transfers)
  - Aging Food Pantry Donation Account
  - Health Unit – Medical Supplies/Dues
  - Behavioral Health Unit – Drug Court
  - CCS Contracted Services
  - Fox River Industries – Transportation
  - Fox River Industries – Operating/Office Supplies
  - Fox River Industries – Educational Supplies/Recreation & Leisure



# GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

Office: 920-294-4070 FAX: 920-294-4139 Email: [alcdhhs@co.green-lake.wi.us](mailto:alcdhhs@co.green-lake.wi.us)

## Health & Human Services Committee Meeting Notice

Date: October 9, 2017 Time 5:00 PM

Green Lake County Government Center

571 County Rd A, COUNTY BOARD Room #0902 Green Lake WI

### AGENDA

#### Committee Members

*Joe Gonyo,*

*Chairman*

*Nick Toney, Vice-  
Chair*

*Brian Floeter*

*John Gende*

*Nancy Hoffman*

*Harley Reabe*

*Tom Reif*

*Richard Trochinski*

*Joy Waterbury, Secretary*

Kindly arrange to be present, if  
unable to do so, please notify our  
office. Sincerely, Karen Davis,  
Administrative Assistant

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes 9/11/17
6. Closed Session under Wis. Stat s. 19.85(1)(a) for deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before DHHS Board. The closed session is to discuss and approve the DHHS Board's written decision from the grievance hearing held before the DHHS Board on September 11, 2017.
7. Appearances:
8. Correspondence:
9. Veteran's Service Office Report
  - Committee Appointment(s)
10. Advisory Committee Reports
  - Aging Advisory Committee – (Trochinski)  
Meeting - Meeting – September 21, 2017
  - Health Advisory Committee Report – next meeting  
October 11, 2017 (Hoffman)
  - ADVOCAP/Headstart Report (Gonyo/Waterbury)
11. Unit Reports
  - Fox River Industries (FRI)
    - Update regarding HVAC system for FRI
    - Update regarding Renegotiating Lease for building
12. Purchases
  - Cell Phone – Treatment Court Grant
13. Health & Human Services Budget 2017/2018
  - Budget Adjustment
    - Aging Food Pantry Donation Account
  - Line Item Transfer(s)
    - Health Unit – Medical Supplies/Dues
    - Behavioral Health Unit – Drug Court
    - CCS Contracted Services

**Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.**



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- Fox River Industries
- Transportation
- Operating/Office Supplies
- Educational Supplies/Recreation & Leisure

14. Committee Discussion

- The Board May Confer With Legal Counsel
- Future DHHS Meeting Date (November 13, 2017 at 5:00 p.m.)
- Future Agenda items for action & discussion

15. Adjourn

**Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.**

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT GREEN LAKE COUNTY GOVERNMENT CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON MONDAY, SEPTEMBER 11, 2017 AT 5:00 P.M.

PRESENT: Joe Gonyo, Chairman  
John Gende, Member  
Harley Reabe, Member  
Richard Trochinski, Member  
Joy Waterbury, Secretary  
Nancy Hoffman, Member  
Nick Toney, Vice Chairman

EXCUSED: Tom Reif, Member  
Brian Floeter, Member

OTHERS PRESENT: Jason Jerome, Director  
Karen Davis, Administrative Assistant  
Jon Vandeyacht, Veteran's Service Officer  
Dawn Klockow, Corporation Counsel

Certification of Open Meeting Law: The requirements of the Open Meeting Law have been met.

Call to Order: The meeting was called to order at 5:00 p.m. by County Board Chair Gonyo.

Pledge of Allegiance: The Pledge of Allegiance to the Flag was recited.

Approval of Agenda: Motion/second (Reabe/Gonyo) to approve the agenda as printed. All ayes. Motion carried.

Action on Minutes: Motion/second (Trochinski/Reabe) to approve the minutes of the 7/31/17 Health & Human Services Board meeting as presented. All ayes.

Closed Session Wis. Stat s. 19.85(1)(a) deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body, and Wis. Stat s. 1985.(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would likely have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigation. The closed session specifically relates to the Department of Health and Human Services grievance policy and a consumer's grievance against a unit manager. The DHHS Board will hear the grievance in closed session due to state confidentiality laws and then go into executive (closed) session to deliberate.

Motion/second (Trochinski/Reabe) to adjourn to closed session. Roll call vote. Trochinski-aye; Reabe-aye; Gonyo-aye; Waterbury-aye; Hoffman-aye; Gende-aye. All ayes. Motion carried.

The DHHS Board convened in closed session to hear a consumer's grievance against a unit manager. The consumer presented the consumer's case to the DHHS Board. The unit manager's attorney questioned the consumer and the unit manager. The DHHS Board closed the hearing and went into executive session to deliberate the matter. The DHHS Board will issue a written decision within 30 working days of the hearing.

Reabe, Toney, and Klockow excused themselves from the meeting.

Appearances: None.

Correspondence: None.

Veteran's Service Office Report: Vandeyacht reported regarding activities within the Veteran's Service Office. Vandeyacht reported regarding successful claims for Veterans.

Advisory Committee Reports: Aging Advisory Committee Report: The next meeting will be held on September 21, 2017.

Family Resource Council: The meeting was held on September 11, 2017. Trochinski reported regarding the meeting.

Advocap/Headstart Report: Waterbury reported regarding recent meeting.

Trochinski excused himself from the meeting. At this point, no quorum, just discussion.

ADRC Coordinating Committee Report: Waterbury reported regarding the meeting which was held on August 10, 2017 in Adams County.

Unit Reports: Fox River Industries (FRI): Update regarding HVAC system for FRI: Update Regarding Renegotiating Lease for building: Jerome updated Committee members that the 10 year lease was approved by County Board and will be going to the DSI(Disabilities Services, Inc.)/FRI board for their approval.

Health & Human Services Budget 2017/2018: Jerome presented and explained the Expenditure/Revenue comparison July 2017. Discussion followed.

Committee Discussion: Jerome reported that Gretchen Malkowsky, CCS/CLTS/CCS Coordinator is retiring after over 30 years of employment with Green Lake County DHHS.

Jerome reported that Paul Vander Sande resigned and is accepting a position as Deputy Director of Waushara County.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next Health & Human Services Board meeting will be Monday, October 9, 2017 **at 5:00 p.m. at the Green Lake County Government Center.**

Future Agenda Items For Action and Discussion:

Adjournment: Gonyo adjourned the meeting at 6:45 p.m.

DRAFT

**AGING REPORT - 2017**

Mealsites - Berlin Senior Center, Dartford Bay Apartments, Grand River Apartments																			
HOMEBOUND									CONGREGATE										
Berlin			Green Lake/Prince.		Markesan				Berlin			GL/Princeton		Markesan				MEAL PROGRAM	
HDM #	DONATION	HDM #	DONATION	HDM #	DONATION	HDM #	DONATION	HDM TOTAL	HDM TOTAL	CONG	DONATION	CONG	DONATION	CONG	DONATION	CG TOTAL	CG TOTAL	TOTAL	TOTAL
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	MEALS	DONATION	# SERVED	AMOUNT	# SERVED	AMOUNT	# SERVED	AMOUNT	MEALS	DONATION	MEALS	DONATION
<b>January</b>	514	\$3,066.50	<b>544</b>	\$2,805.32	243	\$1,371.00		1,301	\$7,242.82	281	\$982.00	108	\$240.00	110	\$144.00	499	\$1,366.00	1,800.00	\$8,608.82
<b>February</b>	512	\$794.00	504	\$836.00	226	\$778.00		1,242	\$2,408.00	355	\$1,267.05	126	\$92.00	104	\$300.00	585	\$1,659.05	1,827.00	\$4,067.05
<b>March</b>	647	\$2,461.00	541	\$2,693.75	242	\$1,822.50		1,430	\$6,977.25	384	\$1,319.00	145	\$340.00	130	\$255.00	659	\$1,914.00	2,089.00	\$8,891.25
<b>April</b>	519	\$2,206.00	491	\$2,132.50	238	\$640.00		1,248	\$4,978.50	260	\$1,032.95	122	\$321.00	100	\$473.00	482	\$1,826.95	1,730.00	\$6,805.45
<b>May</b>	590	\$3,197.75	523	\$2,866.75	256	\$1,153.25		1,369	\$7,217.75	300	\$1,085.00	134	\$284.00	119	\$130.06	553	\$1,499.06	1,922.00	\$8,716.81
<b>June</b>	523	\$1,972.75	476	\$2,316.00	229	\$1,561.00		1,228	\$5,849.75	346	\$1,252.00	109	\$500.00	101	\$475.00	556	\$2,227.00	1,784.00	\$8,076.75
<b>July</b>	466	\$3,689.05	431	\$2,793.51	225	\$918.00		1,122	\$7,400.56	282	\$1,059.00	105	\$346.00	78	\$823.31	465	\$2,228.31	1,587.00	\$9,628.87
<b>August</b>	439	\$1,620.88	<b>492</b>	\$2,003.24	293	\$1,164.00		1,224	\$4,788.12	315	\$1,081.00	128	\$200.00	75	\$80.00	518	\$1,361.00	1,742.00	\$6,149.12
<b>September</b>	0	\$0.00	0	\$0.00	0	\$0.00		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0.00	\$0.00
<b>October</b>																			
<b>November</b>																			
<b>December</b>																			
<b>TOTALS</b>	4210	\$19,007.93	4002	\$18,447.07	1952	\$9,407.75		10164	\$46,862.75	2523	\$9,078.00	977	\$2,323.00	817	\$2,680.37	4317	\$14,081.37	14,481.00	\$60,944.12





## Behavioral Health Unit August 2017

Emergency Detentions as of 09/01/17

**July (8), August 4**

Detox Fond du lac County (0)

### **Community Based Residential Facilities**

**9 Placements Total**

Our House: (1 Resident July), 1 Resident August

Robert Berry House: (1 Resident July), 1 Resident August

Villa Hope: (2 Residents July ), 2 Residents August

Winnebago Mental Health: (2 Residents July), 2 Residents August

Copper Leaf: (1 Resident July), 1 Resident August

### **Contractual Services**

**Kent Berney PhD** : Licensed Psychologist/Clinical Supervision for CCS, Crisis, AODA and Psychological Services: (July 26.5 hrs.), **August 38.5**

**Shirely Dawson MD**: Psychiatrist Medical Director (July 66.5 hrs.), **79.00**

**Maria Baldomero MD**: (July 15 hrs.), **August 22.0 hrs.**

### **Independent Evaluations (0)**

**Marshall Bales MD**: (July 1), August 0

**Robert Schedgick MD**: (July 1), August 0

## **CHILDREN & FAMILY SERVICES UNIT –August 2017**

### **Out-of-Home Care** – as of 08/31/2017

Foster Care – Level I & II (Range of costs from \$232.00 to 2000.00)  
Ten (10) children were in placement during the month of August, 2017. At month's end, eight (8) children were in foster care as two (2) returned home.

Treatment Foster Care – One (1) youth was in treatment foster care through Family Works.

Court-ordered Relative Care (\$232.00 month per child)  
At month's end, eight (8) children were in court ordered relative care.

Subsidized Guardianship – Five (5) children are in subsidized guardianships.

Kinship Care – Voluntary (\$232.00 month per child)  
Ten (10) children were in Voluntary Kinship Care during the month. One (1) child returned to a parent. End of month total = 9

Total out of home at month's end = 34 – 3 (discharges/returns) = **31**

### **Other Exceptional Costs:**

Family Training Program - Parent Training & Education: \$8690.00  
Eleven (11) families in service in August, 2017 - 11 @790.00/ month; 0 @240.00/month. Fifteen (**15**) parents participated in the program that with a total of twenty-seven (27) children, in home and 0 out of home.

Wellhoefer Counseling: Targeted Case Management, In Home Therapy, Comprehensive Community Services Team Facilitation.

Progressive Parenting Solutions - Steve Shekels- Parent Training & Parent Mentoring.

Community Options Inc. - \$ 9311.99 - Sixteen (16) children –enrolled in Mentoring Program

Nancy Baker – In-Home Therapy. \$577.44 – August, 2017

Penny Bahn – Respite Care/Child Mentoring:  
\$400.00 Respite two (2) children for the month of August, 2017

STOP - GPS monitoring for youth, \$346.50 for 3 youth.

SOPORT - \$1000.00 Sex offender treatment; not covered by insurance or MA.

Healthlink - Hair follicle testing, \$180.00.

New Vision Wilderness Therapy – Court ordered Wilderness Treatment for one (1) youth. Daily rate \$345.00/day. \$10,695.00/for 31 days.

Dr. Alan Hauer – Two (2) Psychological evaluations - \$1820.

## **CHILDREN & FAMILY SERVICES UNIT –September, 2017**

### **Out-of-Home Care** – as of 09/30/2017

Foster Care – Level I & II (Range of costs from \$232.00 to 2000.00)  
Ten (10) children were in placement during the month of September, 2017.

Treatment Foster Care – One (1) youth was in treatment foster care through Family Works.

Court-ordered Relative Care (\$232.00 month per child)  
Nine (9) children were in court-ordered relative care in September. One (1) new child was placed and two (2) children returned to the home of a parent. At month's end, seven (7) children were in court ordered relative care.

Subsidized Guardianship – Five (5) children are in subsidized guardianships.

Kinship Care – Voluntary (\$232.00 month per child)  
Nine (1) children were in Voluntary Kinship Care during the month. End of month total = 9

Total out of home at month's end = 34 – 2 (discharges/returns) = **32**

### **Other Exceptional Costs:**

Family Training Program - Parent Training & Education: \$7900.00  
Ten (10) families in service in September, 2017 - 10 @790.00/ month; 0 @240.00/month. Thirteen (**13**) parents participated in the program that with a total of twenty-three (23) children, in home and 3 out of home.

Wellhoefer Counseling: Targeted Case Management, In Home Therapy, Comprehensive Community Services Team Facilitation.

Progressive Parenting Solutions - Steve Shekels- Parent Training & Parent Mentoring.

Community Options Inc. - \$ 5057.21 - Fifteen (15) children –enrolled in Mentoring Program. Six (6) children were discharged at the end of September, 2017.

Nancy Baker – In-Home Therapy. \$336.84 – September, 2017.

Penny Bahn – Respite Care/Child Mentoring:  
\$150.00 Respite two (2) children for the month of September, 2017

STOP - GPS monitoring for youth, \$165.00 for 2 youth.

SOPORT - \$1000.00 Sex offender treatment; not covered by insurance or MA.

Healthlink - Hair follicle testing, \$720.00 for 8 hair tests.

New Vision Wilderness Therapy – Court ordered Wilderness Treatment for one (1) youth. Daily rate \$345.00/day. \$10,350.00/for 30 days.

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September 2017 Report to the Health & Human Services Board

We started September by meeting with Carrie Nitz who is coordinating the Drug Treatment and Diversion Court. She explained the process and we were curious how we could make referrals and be of assistance to her. It was very informative.

We started orienting a new group of students from UW-Oshkosh and Marian University. They will be helping us with flu clinics, Lunch and Learns and other projects.

The Community Health Action Team (CHAT) has been meeting to help develop a mentoring program for at-risk kids in our community. We are trying to replicate the mentoring that is done at the Oshkosh Boys and Girls club. This came up as a community need earlier in the year.

The Health Unit is part of the Fatality Review Team. This team looks at deaths of children and review if there are any types of interventions that can be done to prevent premature deaths. For example, a drowning or accidents. We had a drowning and then wrote for a grant to give free life jackets to kids along with water safety tips.

Our staff has been collaborating with the Behavioral Health Unit to provide educational sessions on Thursdays to the Community Service Program and Comprehensive Community Service clients. They get information on diet, exercise and stress reduction.

Tracy Soda attended the Tri-County Amish meeting to discuss various issues related to access to care. We try and look for ways to increase dental care, healthcare and improve safety. This is in conjunction with Marquette and Columbia counties.

Renee Peters has been receiving additional training to help with the Children's Long Term Services program which had been run by Gretchen Malkowsky. Renee and Kate Meyer will be working together to meet the needs of the clients in that program.

Kathy Munsey attended the Alliance for Wi Youth regional meeting. This group looks at ways to prevent underage drinking and drug abuse. They also occasionally provide grant funding for specific projects such as "Parents Who Host Lose the Most". We are hoping to get some funding for reducing opiate use in the future.

Julia McCarroll, our health educator had a baby girl on September 26<sup>th</sup>, so we are all working extra hard to cover her duties as well as ours. The students help with this too.

We will be sharing our Community Health Improvement Plan draft to the Health Advisory Board in October and will be looking at approving it at that meeting.



Renee Peters and I met with State Representative Joan Ballweg at her request to discuss the Birth to 3 Program and programs that may help families who struggle with parenting issues. Sue Sleezer also joined us to discuss foster home shortages and issues with drug endangered children. Joan is on a committee to look at these issues and wanted first-hand information on what is happening at the county level. We were grateful that she took the time to meet with us and listen to the local concerns.

Respectfully Submitted by,

Kathryn S. Munsey, RN  
Green Lake County Health Officer

**Environmental Health**  
**Green Lake County**  
**SEPTEMBER 2017**

Animal Bites: # of investigations -- (1 dog/human, 4 cat/human)  
Reported Animal Bites - 4  
Animal Quarantines for Animal v. Human Exposures - 0  
Animal Quarantines for Animal v. Animal Exposures - 0  
Quarantine Violations and Enforcement Actions Taken - 0  
Animals Exhibiting Positive Signs of Rabies During Quarantine - 0  
Animals Exhibiting Negative Signs of Rabies During Quarantine - 0  
Enforcement Actions Taken for Violations of Vaccination Requirements - 0  
Animals Sacrificed for Exhibiting Symptoms of Rabies or Being Rabies Suspects- 5

Well Water: 2 kits distributed.

Lead: None.

Sewage: None

Solid Waste: None.

Radon: No kits distributed

Housing: Site visit on 9.26 to a home in Markesan. Markesan PD contacted Green Lake Human Services regarding the condition of the home. J. Zabel of Human Services contacted me to do a home visit in regards to the information provided by Markesan PD. Upon investigation hoarding conditions were discovered and abatement orders were issued on 9.27. The property is to be cleaned and weekly garbage pick up scheduled by 10.31.

Court was held on 9.25 for two individuals that did not follow through with abatement orders. Both will appear back in court on 11.27, one for an initial appearance and the other for a status hearing.

Abatement orders for an individual were due at the end of September. Compliance with these orders were be determined soon.

Vector: None

Asbestos: None.

Food/Water Illness. None



Abandoned Bldgs: None

Other:

Agent

Completed 25/25 inspections while being observed. I am now able to independently conduct restaurant inspections.

Many restaurant inspections were completed this month as well as school kitchen inspections.

Issued citations for 4 businesses that did not renew their food license permits.

Attended the Wisconsin Radon Conference on 9.13.

Registered to attend Fall Orientation for Public Health Professionals on 10.11.

Attached is the anticipated cost of the cell phone being requested for our Drug Court Grant:

iPhone SE 16GB -- \$.01

\$24.95 5GB of data/month

This is all covered through funding from the Drug Court Grant.

# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 18, 2017  
 Department: Aging/ DHHS  
 Amount: \$15,370.89  
 Budget Year Amended: 2017

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Splitting the Food Pantry Donation account out from the other donation accounts in HHS

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**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
17-101-32-49320-000-000	Food Pantry Donation	\$ -	\$ 15,370.89	\$ 15,370.89
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 15,370.89	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
17-101-32-54641-999-000	Food Pantry Donation	\$ -	\$ 15,370.89	\$ 15,370.89
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
Total Adjustment			\$ 15,370.89	

Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: \_\_\_\_\_ DHHS/HEALTH  
 Budget Year Amended: \_\_\_\_\_ 2017

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
17-207-31-54102-347-000	Medical Supplies- Public Health	\$ 19,606.00	\$ 1,000.00	\$ 822.75	\$ 18,606.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			\$ 1,000.00		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
17-207-31-54102-324-000	Dues Public Health	\$ 1,000.00	\$ 1,000.00	\$ 1,400.00	\$ 2,000.00
		\$ -			\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			\$ 1,000.00		

<b>Explanation for Transfer:</b>
Unexpected Dues for Public Health in 2017

Department Head Approval \_\_\_\_\_

Governing Committee Approval \_\_\_\_\_

**-----**  
**If < \$500:**

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: \_\_\_\_\_

**If > \$500:**

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : \_\_\_\_\_  
Date

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: \_\_\_\_\_ DHHS/BHU  
 Budget Year Amended: \_\_\_\_\_ 2017

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
17-207-36-51235-330-084	Travel Drug Court	\$ 5,000.00	\$ 1,500.00	\$ 2,410.73	\$ 3,500.00
17-207-36-51235-215-084	Contractual Services - Drug Cour	\$ 46,624.75	\$ 20,680.75	\$ -	\$ 25,944.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 22,180.75</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
17-207-36-51235-325-084	Training Drug Court	\$ 15,280.04	\$ 2,672.44	\$ 15,853.20	\$ 17,952.48
17-207-36-51235-110-084	Salaries Drug Court	\$ 33,027.60	\$ 9,282.31	\$ 11,320.14	\$ 42,309.91
17-207-36-51235-154-084	Health Insurance Drug Court	\$ -	\$ 7,271.00	\$ -	\$ 7,271.00
17-207-36-51235-155-084	Life Insurance Drug Court	\$ -	\$ 80.00	\$ -	\$ 80.00
17-207-36-51235-153-084	Ret Employer Share Drug Court	\$ -	\$ 2,875.00	\$ 769.76	\$ 2,875.00
					\$ -
<b>Total Transfer</b>			<b>\$ 22,180.75</b>		

<b>Explanation for Transfer:</b>
Line Transfer due to adjustment in the Drug Court Grant to allow the coordinator to work full time.

Department Head Approval \_\_\_\_\_

Governing Committee Approval \_\_\_\_\_

**If < \$500:**

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: \_\_\_\_\_

**If > \$500:**

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : \_\_\_\_\_

Date \_\_\_\_\_

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Behavioral Health/ DHHS  
 Budget Year Amended: 2017

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
17-207-33-54307-209-674	CCS Contracted Services	\$ 75,000.00	\$ 75,000.00	\$ -	\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 75,000.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
17-207-36-54307-209-674	CCS Contracted Services	\$ 118,524.00	\$ 75,000.00	\$ 150,615.18	\$ 193,524.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 75,000.00</b>		

**Explanation for Transfer:**  
 Starting in 2017 we have moved all of CCS contracted services to BHU Unit to make it easier to track. We will no longer use the C&F CCS Contracted Services Line.

Department Head Approval \_\_\_\_\_

Governing Committee Approval \_\_\_\_\_

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**If < \$500:**  
 Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: \_\_\_\_\_

**If > \$500:**  
 Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : \_\_\_\_\_  
Date

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: \_\_\_\_\_ DHHS/FRI  
 Budget Year Amended: \_\_\_\_\_ 2017

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
17-207-35-54805-351-310	53.10 Fuel	\$ 35,000.00	\$ 9,000.00	\$ 8,170.79	\$ 26,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 9,000.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
17-207-35-54805-350-310	Repair and Maint 53.10	\$ 8,000.00	\$ 9,000.00	\$ 13,431.27	\$ 17,000.00
		\$ -			\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 9,000.00</b>		

<b>Explanation for Transfer:</b>

Department Head Approval \_\_\_\_\_

Governing Committee Approval \_\_\_\_\_

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**If < \$500:**  
 Send to County Administrator's Office  
 COUNTY ADMINISTRATOR Approval: \_\_\_\_\_

**If > \$500:**  
 Send to County Clerk's Office  
 FINANCE COMMITTEE Approval given on : \_\_\_\_\_  
Date \_\_\_\_\_

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: \_\_\_\_\_ DHHS/FRI  
 Budget Year Amended: \_\_\_\_\_ 2017

No. _____
Date: _____

**From Account**

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Transfer Amount</u>	<u>YTD Expenditures</u>	<u>New Budget</u>
17-207-35-54806-340-000	Operating Supplies - FRI Admin	\$ 500.00	\$ 500.00	\$ -	\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			\$ 500.00		

**To Account**

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Transfer Amount</u>	<u>YTD Expenditures</u>	<u>New Budget</u>
17-207-35-54806-310-000	Office Supplies	\$ 1,000.00	\$ 500.00	\$ 1,370.10	\$ 1,500.00
		\$ -			\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			\$ 500.00		

<b>Explanation for Transfer:</b>

Department Head Approval \_\_\_\_\_

Governing Committee Approval \_\_\_\_\_

-----  
 If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: \_\_\_\_\_

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : \_\_\_\_\_  
Date



# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: \_\_\_\_\_ DHHS/FRI  
 Budget Year Amended: \_\_\_\_\_ 2017

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
17-207-35-54806-348-000	Educational Supplies	\$ 500.00	\$ 300.00	-	\$ 200.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 300.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
17-207-35-54806-272-000	Recreation & Leasure- FRI Admir	\$ 500.00	\$ 300.00	\$ 527.38	\$ 800.00
		\$ -			\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 300.00</b>		

<b>Explanation for Transfer:</b>

Department Head Approval \_\_\_\_\_

Governing Committee Approval \_\_\_\_\_

**If < \$500:**

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: \_\_\_\_\_

**If > \$500:**

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : \_\_\_\_\_  
Date