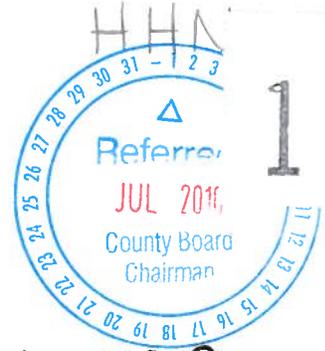




OFFICE OF COUNTY EXECUTIVE

# Milwaukee County

SCOTT WALKER • COUNTY EXECUTIVE



FILE NO. 10-259

Date: June 28, 2010  
To: Lee Holloway, Chairman, County Board  
From: Scott Walker, County Executive  
Subject: Appointment to Aging commission

Subject to the confirmation of your Honorable Body and pursuant to the provisions set forth in General Ordinances chapter 53.03, I am hereby appointing Ms. Viola "Vi" Hawkins to replace Gwen Jackson whose term expired. Attached for your consideration and review is a copy of Ms. Hawkins resume. Ms. Hawkins's term will expire January 31, 2012.

Your consideration and confirmation will be appreciated.



---

Scott Walker  
Milwaukee County Executive

SKW:sh

Cc: Supervisor Peggy West, Chairperson-Health and human Needs Committee  
Terry Cooley  
Jodi Mapp  
Stephanie Sue Stein, Director Milwaukee County Department on Aging  
Viola Hawkins

DEPARTMENT ON AGING



# Milwaukee County

STEPHANIE SUE STEIN, Director  
(414) 289-5950  
stephanie.stein@milwcnty.com

FAX: (414) 289-8590  
TTY: (414) 289-8584  
Aging Resource Center: (414) 289-6874  
TOLL FREE: 1-866-229-9695  
www.milwaukee.gov/county/aging

Gwen T. Jackson  
Chairperson

Jean Davidson  
Vice Chair

Judith Troestler  
Secretary

Barbara Bechtel  
Supervisor

Marina Dimitrijevic

Brenda J. Doxlator

Frank R. Gonzales Jr.

Casper T. Green

Sr. Lucina Halbur

Ellen T. Hayes

Sr. Edna Lonergan

Mattie Payne

Arnoldo Sevilla

Judith Strauss

Shirley Warren

TO: Sherry Hill  
Director of Community Relations  
County Executive's Office  
Courthouse – Room 306

FROM: Stephanie Sue Stein  
MCDA Director

DATE: June 25, 2010

RE: Commission on Aging Appointment – Viola "Vi" Hawkins

I respectfully submit the following name for consideration for appointment to the Milwaukee County Commission on Aging (three-year term).

New Appointee (Resume/bio attached):

- Viola "Vi" Hawkins – to replace Gwen Jackson whose term expired

310 WEST BUILDING • 310 WEST WISCONSIN AVENUE • MILWAUKEE, WI 53203

The mission of the Milwaukee County Department on Aging is to affirm the dignity and value of older adults of this county by supporting their choices for living in and giving to our community.

## VIOLA "VI" HAWKINS

Date of Birth: October 12, 1939

6402 West Keefe Avenue  
Milwaukee, Wisconsin 53216

(414) 442-2266  
vihawki@aol.com

**OBJECTIVE:** To be an empowering voice for people who strive to make their living environment a better place. Through the Milwaukee County Commission on Aging, I would like to use my knowledge of community needs, concerns, and resources to advocate for the common good of senior citizens living in Milwaukee County.

**EMPLOYMENT:** City of Milwaukee, Retired 2001

*Housing Authority* 1990 – 2001

Supportive Services Coordinator

- Liaison between residents and city management
- Developed self-sufficiency program

*Women, Infant, Children (WIC) Program* 1986 – 1990

Supervisor, Intake Specialist

**EDUCATION:** University Of Wisconsin/Milwaukee 1988

Completed courses focuses on Community Education

Milwaukee Area Technical College 1985

Associate Degree/Business Administration Management

University Of Wisconsin/Milwaukee 1981

Community Board Member Institute Training Certificate

National Center for Economic & Community Development 1980

Leadership Development Training

**VOLUNTEER SERVICE:** 1961 – Present

- American Red Cross
- Friends of Dineen Park
- Institute for the Future Wisconsin
- Interfaith Board of Directors
- Low Income Residents Organization
- LPL Church
- Manager – Jazzy Jewels Dance Troup
- Peace Board of Directors
- Voter Registrar

**HOBBIES:** Entertaining through dance, community organizing, and volunteering

- Jazzy Jewels (2009 Milwaukee County "Golden Idols")
- Milwaukee Bucks' Seniors
- Washington Park Silver Steppers
- YWCA Steppers



Viola "Vi" Hawkins

"In Milwaukee when one speaks of tireless volunteerism, one cannot help but to mention the name of Viola "Vi" Hawkins. Vi, as she likes to be called, is a vivacious, tenacious and meticulous person of distinction. Vi has a presence that exudes confidence and a caring soul."

A strong and committed advocate for people of Milwaukee, Vi's volunteer accomplishments span more than fifty years. The extension of her testimonies are noteworthy.

In 2006 Vi created the Jazzy Jewels line dance troupe (2009 Milwaukee Golden Idol Winners). Vi choreographs routines, hosts rehearsals and coordinates engagements. Vi, aptly dubbed "Little General," is a force to be reckoned with when it comes to stage appearances. Perfection is the only option. So, as the winner of Golden Idol, she coordinated show line-ups for all top ten Golden Idol appearances at Summerfest, Wisconsin State Fair, senior centers, walks and parties. Vi has performed with the Milwaukee Bucks Senioree! Dance Team since the 2006 basketball season.

Vi has championed change in civic endeavors, such as Friends of Dineen Park, Washington Park Senior Center, Institute for the Future Wisconsin, Katrina Aid, her church and her community.

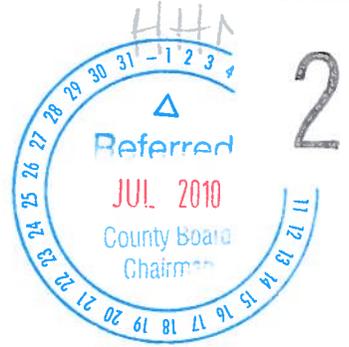
"An extraordinary volunteer leaving an indelible mark in her world and the lives of those she touches."



OFFICE OF COUNTY EXECUTIVE

# Milwaukee County

SCOTT WALKER • COUNTY EXECUTIVE

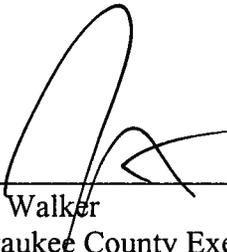


FILE NO. 10-260

Date: June 30, 2010  
To: Lee Holloway, Chairman, County Board  
From: Scott Walker, County Executive  
Subject: **Appointment to the Commission for Persons with Disabilities**

Subject to the confirmation of your Honorable Body and pursuant to the provisions set forth in the General Ordinances of Milwaukee County, Chapter 73, I am hereby appointing Dr. Barbara Leigh, PhD to fill a vacancy on the Commission for Persons with Disabilities. Attached for your review and consideration is a copy of Dr. Leigh's Biographical Resume and statement of interest to serve on the Commission. Dr. Leigh's term will expire on March 31, 2012.

Your consideration and confirmation will be appreciated.

  
\_\_\_\_\_  
Scott Walker  
Milwaukee County Executive

SKW:sh

Attachment

Cc: Supervisor Peggy West, Chairperson-Health and Human Needs Committee  
Milwaukee County Board of Supervisors  
Terry Cooley  
Jodi Mapp  
Don Natzke  
Dr. Barbara Leigh

Mr. Eric Hobbs, Chairman  
Milwaukee County Commission for Persons with Disabilities

4/26/10

Dear Mr. Hobbs,

I am honored to be considered for membership on the Milwaukee County Commission for Persons with Disabilities. I greatly appreciate your work to address issues that affect those of us with special needs. As a member I would do my best to apply my experience and knowledge of the community to the tasks at hand.

As many of you know, I am the co-founder and Artistic/Producing Director of Milwaukee Public Theatre. And I myself am partially paralyzed from an accident in December of 1987. I have learned a great deal from this vantage point—and even took the ADA training and developed and toured a show about the Americans With Disabilities Act. I also developed a one-woman show about the healing process, *The Survival Revival Revue*, and continue to perform and give presentations about *"The Art of Healing From a Patient's Point of View"* and *"Humor and Healing"*.

In 2008 our theatre began collaborating with the Milwaukee County Office for Persons with Disabilities on a project to help fight stereotypes of disability through public art exhibits and performances by people with a diverse range of talents and disabilities. *'Tap the Potential'* has succeeded in reaching thousands of Milwaukeeans with this message—thanks in part to the support of this Commission.

Thank you again for this invitation. Please let me know if you need any further information.

Yours Sincerely,

Barbara Leigh, Ph.D., Artistic/Producing Director, Milwaukee Public Theatre  
[barbara@milwaukeepublictheatre.org](mailto:barbara@milwaukeepublictheatre.org)

## **BIOGRAPHICAL RESUME, BARBARA LEIGH**

Barbara Leigh is an originating artist, born in Sheboygan, Wisconsin. A Ph.D. in French Theatre from the University of Wisconsin-Madison, she has studied in London and Paris, with workshops in Marcel Marceau's School and that of Etienne Decroux. Upon her return from study abroad, she became the Associate Director of the Wisconsin Mime Theatre in Spring Green, Wisconsin.

In 1971 Barbara founded the London Theatre Workshop, Ltd. In 1974 she and Mike Moynihan co-founded Friends Mime Theatre, now named the Milwaukee Public Theatre.

As Artistic/Producing Director of MPT Ms. Leigh has co-created or produced over 90 original theatre and video plays and revues with the company. She has performed and given workshops and talks on acting, ensemble creation, diversity, healing and disability issues throughout the country and in Canada. She has also appeared in a variety of television commercials and educational and corporate video productions.

Ms. Leigh's work has been supported by grants and fellowships from the National Endowment for the Arts, the Wisconsin Arts Board, Milwaukee County and many private foundations, corporations and individuals. Awards include the GE Angel Award, the Milwaukee Sentinel/PAC Hall of Fame Award, the Thurgood Marshall College Fund Community Leadership Award and a Fellowship from the National Endowment for the Arts.

After a serious accident in 1987, she now performs in a wheelchair. With this new perspective she has been very active on issues dealing with healing, disability and diversity, including a One-Woman Musical Comedy, THE SURVIVAL REVIVAL REVUE! and ADA, about the Americans with Disabilities Act. Barbara and Karen Stobbe also have developed workshops and performances that focus on issues of Alzheimer's Disease and trauma and the challenges faced by caregivers. Barbara also performs in and helped to produce UNCLOTHED, the Naked Truth; Stories of Sexual Abuse and Healing.

Dr. Leigh has worked as an Artist-In-Education throughout the state since 1975 and has developed hundreds of workshops and collaborative performances, including keynotes for diverse clients. She is currently the Artistic/Producing Director of Milwaukee Public Theatre, and spearheads many diverse projects.



OFFICE OF COUNTY EXECUTIVE

# Milwaukee County

SCOTT WALKER • COUNTY EXECUTIVE

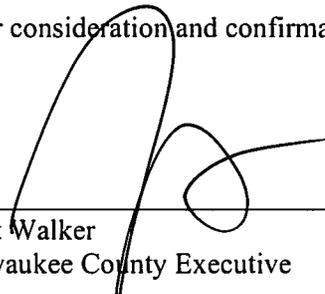


FILE NO. 10-261

Date: June 30, 2010  
To: Lee Holloway, Chairman, County Board  
From: Scott Walker, County Executive  
Subject: **Appointment to the Commission for Persons with Disabilities**

Subject to the confirmation of your Honorable Body and pursuant to the provisions set forth in the General Ordinances of Milwaukee county, Chapter 73, I am hereby appointing Ms. Denise M. Koss to fill a vacancy on the Commission for Persons with Disabilities. Attached for your review and consideration is a copy of Ms. Koss' statement of interest to serve on the Commission. Ms. Koss' term will expire on March 31, 2012.

Your consideration and confirmation will be appreciated.

  
\_\_\_\_\_  
Scott Walker  
Milwaukee County Executive

SKW:sh

Attachments

Cc: Supervisor Peggy West, Chairperson-Health and Human Needs Committee  
Milwaukee County Board of Supervisors  
Terry Cooley  
Jodi Mapp  
Don Natzke  
Denise Koss

Denise M. Koss  
1029 N. Jackson St. #1203  
Milwaukee, WI 53202  
(414) 403-5677

April 19, 2010

As a long time resident of Milwaukee County, I feel that it is my responsibility to do what I can to make our community a better place for all to live. To that end, I have volunteered at Legal Aid Society of Milwaukee, Peace Action Wisconsin and with various local, regional, state- and nationwide political campaigns. I have testified before County Board committee meetings about snow removal on sidewalks, bus stops and crosswalks. I have been invited by the Milwaukee School of Engineering to mentor students about life in a wheelchair and challenge them to consider physical limitations not as a barrier but as a possibility for them, as engineers, to enrich the lives of others.

I believe that a person is measured by one's actions in life--not one's disability. Having MS does not limit my ability to live a full life. I believe that Milwaukee county does a good job of offering people options to help them continue to live and grow. I would be honored to participate on the Milwaukee County Commission for Persons with Disabilities and look forward to offering a unique perspective to better the lives of all within the community.

Denisekoss@gmail.com



OFFICE OF COUNTY EXECUTIVE

# Milwaukee County

SCOTT WALKER • COUNTY EXECUTIVE

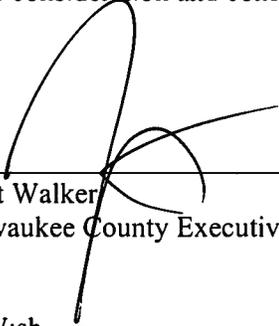


FILE NO. 10-262

Date: June 30, 2010  
To: Lee Holloway, Chairman, County Board  
From: Scott Walker, County Executive  
Subject: Appointment to the Commission for Persons with Disabilities

Subject to the confirmation of your Honorable Body and pursuant to the provisions set forth in the General Ordinances of Milwaukee County, Chapter 73, I am hereby appointing Mr. Tom Jacobs to fill a vacancy on the Commission for Persons with Disabilities. Attached for your review and consideration is a copy of Mr. Jacobs' Biographical Resume and statement of interest to serve on the Commission. Mr. Jacobs' term will expire on March 31, 2012.

Your consideration and confirmation will be appreciated.

  
\_\_\_\_\_  
Scott Walker  
Milwaukee County Executive

SKW:sh

Attachment

Cc: Supervisor Peggy West, Chairperson-Health and Human Needs Committee  
Milwaukee County Board of Supervisors  
Terry Cooley  
Jodi Mapp  
Don Natzke  
Tom Jacobs

Letter of interest to the Commission

April 15, 2010

Office for Persons with Disabilities  
901 North 9<sup>th</sup> Street  
Room 307 B  
Milwaukee, WI 53233

Dear Commissioners:

Please accept this letter as an indication of my interest and qualifications to serve on the Milwaukee County Commission for persons with Disabilities. As a person with a disability I have been involved with issues concerning disabilities since 1978. Over the years I have both professionally and personally advocated on behalf of persons with disabilities and have found this to be at times frustrating, but always rewarding. Community service was instilled in me at an early age as a student at Marquette High School and continues with me to this day.

Systemic and personal advocacy, information and referral and providing opportunities for persons with disabilities to achieve full inclusion in society is as critical today as it was when I first became keenly aware of this need back in 1978.

For the reasons stated above I hope the Commission for Persons with Disabilities sees fit to appoint me. I assure you I will serve to the best of my abilities and would be proud to be a part of something beneficial to all.

Thank you,

Tom Jacobs

**Tom Jacobs**

1567 N. Prospect Ave. #105  
Milwaukee, WI 53202  
414-520-1008

jacobst10@hotmail.com

## **SUMMARY**

Five years of IT experience providing Help Desk and PC Technical/Analyst Support. Can provide troubleshooting problem resolution of computer hardware/software; install/configure software and operating systems, and evaluations of computer hardware and software. Technical knowledge includes Windows (2000, XP), MS Office, Lotus Notes, Altiris, Explorer, Outlook, Symantec Anti-virus, Active Directory, Magic and Helptrac8.

## **EXPERIENCE**

August 2006- April 2008

**Adecco, Apex, Corestaff Staffing Agencies**

**SC Johnson**

Racine, WI

Technical Support Desk

Windows 2000 / XP operating systems; Microsoft Office 97 / 2003; desktop, laptop and printer hardware, including Dell, HP, Kyocera, Xerox; a wide array of software applications; remote control tools including SMS and Remote Assistance; secondary knowledge of AC Nielsen, SAP, Hyperion, Filenet, and IE Basic networking skills; adherence to strict operational procedures

**West Allis/West Milwaukee School District**

West Allis, WI

Help Desk/Registrar

Assisted student services, guidance and clerical staff in obtaining needed student information.

Staffed district's help desk to support computers, telephones and Infinite Campus(Student Information System).

Coordinated Infinite Campus issues from the secretarial/support staff to data processing personnel. This included, but was not limited to troubleshooting and SQL report extraction.

Responded through email or verbally to all requests for assistance.

**Johnson Controls**

Milwaukee, WI

Help Desk Level 1(Customer Portal Administration)

Front-line technical support for user portal issues. Reviewed e-mail traffic, set up user accounts within established security systems, handled password resets, provided central coordination point for customer account support, set up information on application owners, monitored/analyzed/prepared reports relative to site activity.

**Case New Holland**

Racine, WI

PC Tech Support

Software installs, printer installs, parts ordering

**CompuCom**

New Berlin, WI

PC Technician Support

Performed XP SP2 BSOD fixes, swaps, file transfers and reloads

**Rockwell International**

Milwaukee, WI

PC Technician Support Analyst

Consultant assigned to SAP rollout project (Altiris; 11,000 employees). Contacted end users by phone, email or Sametime software, handled troubleshooting, collected specifications to ensure ability to handle SAP download.

August 2005 – March 2008

**Mount Mary College**

Milwaukee, WI

Help Desk – weekends

Set up new accounts in system, email, mailing list; tracked incoming requests using HelpTrac8 for appropriate follow-up and efficient resolution; installed software; configured computers for loaners; provided excellent customer service - in person, email or phone.

January 2003 - June 2006

**COA Youth and Family Center**

Milwaukee, WI

Computer Lab Supervisor

Developed, managed and assessed computer-related programs for youth and adults, including computer workshops, computer literacy, skills assessment, job skills, etc.; maintained network of computers; evaluated and solved IT-related problems for diverse set of users; supervised staff; cleaned, modified and repaired computer hardware.

June 2000 – February 2003

**The Business Journal**

Milwaukee, WI

Customer Service Representative

Responded to customer inquiries regarding subscriptions, services, etc.; maintained and updated customer database on corporate network; sold subscriptions to weekly business newspaper.

January 1993 - June 1999

**Independence First**

Milwaukee, WI

Independent Living Coordinator

Developed, managed and assessed housing programs for diverse clientele agency that provides service to people with disabilities; provided technical assistance to consumers and community on ADA, Section 504 of the Rehabilitation Act of 1973(as amended) and UFAS.

**EDUCATION**

**ITT Technical Institute**

Associate of Applied Science Degree – Network Systems

**University of Wisconsin-Stout**

Bachelor of Science – Vocational Rehabilitation

**COUNTY OF MILWAUKEE**

Inter-Office Communication

**Date:** July 2, 2010

**To:** Supervisor Elizabeth M. Coggs, Chair, Finance and Audit Committee  
Supervisor Peggy West, Chair, Health and Human Needs Committee

**From:** Stephanie Sue Stein, Director, Department on Aging

**Subject:** MCDA-CMO Income Statement for the period January 1, through May 31, 2010

The attached MCDA-CMO Income Statement summarizes the actual results of the CMO for the period January 1, through May 31, 2010. In addition, it shows the variance of those results to the 2010 adjusted budget. The actual amounts are preliminary (see the recurring Note on the attached MCDA-CMO Income Statement for further information). The budgeted amounts have been "adjusted" by multiplying the total annual budgeted amount by 41.67% to reflect 5/12ths of the budget year.

The CMO is showing a preliminary actual Net Income of \$668,517 for the first five months of 2010. Comparing this to the adjusted budgeted Net Income of \$435,482 creates a negative Net Income Variance of \$233,035 for the period. While preliminary results through May show both revenues and expenditures below the adjusted budget, the variance in revenues was less than the variance in expenditures resulting in a positive Net Income Variance for the period.

CMO enrollment as of May 31, 2010 was 7,346 members, a net increase of 261 members, or 3.7%, from the December 31, 2009 enrollment of 7,085 members. The CMO enrollment as of May 31 includes 6,570 members 60 or older (89.4%) and 776 members 59 and under (10.6%).

If you have questions concerning the attached income statement, please contact me at 289-6876.

Respectfully Submitted:



---

Stephanie Sue Stein, Director  
Milwaukee County Department on Aging

Attachment

cc: County Executive Scott Walker  
Supervisor Lee Holloway  
Thomas Nardelli

Supervisor Peggy West  
Supervisor Elizabeth Coggs  
July 2, 2010  
Page Two

cc: Stephen Cady  
Jennifer Collins  
Cynthia Archer  
Steve Kreklow  
Antionette Thomas-Bailey  
Joseph Carey  
Geri Lyday  
Jeanne Dorff  
Jonette Arms  
Nubia Serrano  
Mary Proctor Brown  
Maria Ledger  
Jim Hodson  
Linda Murphy  
Eva Williams  
Chester Kuzminski  
Ed Eberle  
Gary Portenier  
Pat Rogers

**MCDA-CMO Income Statement**  
**For the period of January 1 thru May 31, 2010**

<u>Revenues</u>	<u>1/1/10 - 5/31/10</u> <u>Preliminary Actual</u>	<u>1/1/10 - 5/31/10</u> <u>Adjusted Budget</u>
Capitation Revenues	\$92,560,927	\$92,474,536
Member Obligation Revenues	\$11,142,837	\$11,400,560
Other Revenues	\$131,832	\$102,000
<b>Total Revenues</b>	<b>\$103,835,596</b>	<b>\$103,977,096</b>
<u>Expenses</u>		
Member Service Expenses	\$96,408,993	\$95,827,775
Administrative Expenses:		
---Labor & Fringes	\$3,068,187	\$3,122,092
---Vendor Contracts	\$1,624,726	\$1,902,745
---Cross Charges/internal transfers	\$848,021	\$900,458
---Other expenses (supplies, mileage, etc.)	\$1,217,152	\$1,788,544
--- Est. contribution to reserve		
<b>Total Expenses</b>	<b>\$103,167,079</b>	<b>\$103,541,614</b>
<b>Net Surplus/(Deficit)</b>	<b>\$668,517</b>	<b>\$435,482</b>

**May 2010 CMO Enrollment:**

<b>Nursing Home level of care (Comprehensive):</b>	
59 and Under	776
60 and Over	6,526
<b>Non-Nursing Home level of care (Intermediate):</b>	
60 and Over	44
<b>Total Members Served - 5/31/10</b>	<b>7,346</b>

Note: The above financial summary represent actual results as of the reporting date, however, the results can change due to changes occurring in member service utilization (IBNR), outstanding receivables, internal charges or other regulatory changes. Any change from a prior period is accounted for in year-to-date aggregate results. Prior period reporting is not restated.

COUNTY OF MILWAUKEE  
Housing Division  
Department of Health & Human Services  
INTER-OFFICE COMMUNICATION

6

**DATE:** July 6, 2010

**TO:** Supervisor Lee Holloway, Chairman, Milwaukee County Board

**FROM:** Geri Lyday, Interim Director, DHHS  
*Prepared by: James Mathy, Special Needs Housing Manager - Housing Division*

**SUBJECT: FROM THE INTERIM DIRECTOR, DHHS, REQUESTING COUNTY BOARD APPROVAL TO ALLOCATE \$650,000 OF NEIGHBORHOOD STABILIZATION PROGRAM FUNDS FOR THE SUPPORTIVE HOUSING DEVELOPMENT TO BE KNOWN AS BALANCE POINT APARTMENTS**

**Policy Issue**

County Board approval is required to expend funds from the Milwaukee County Consortium's Neighborhood Stabilization Program (NSP). The Interim Director requests County Board approval to allocate \$650,000 from the program to Stay In Balance for the partial financing of the supportive housing development at 1515 North Farwell Avenue.

**Background**

The Neighborhood Stabilization Program provides assistance to acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight within their communities. The program was authorized under Title III of the Housing and Economic Recovery Act of 2008. The U.S. Department of Housing and Urban Development is treating Neighborhood Stabilization Program funds as a special fiscal 2008 CDBG funding allocation. Neighborhood Stabilization funds can be used to purchase foreclosed or abandoned homes and to rehabilitate, resell, or redevelop these homes in order to stabilize neighborhoods and property values.

The Wisconsin Department of Commerce awarded the Milwaukee County Consortium \$1,997,556 in recouped Neighborhood Stabilization Program (NSP) dollars in February 2010. The Consortium is made up of the City of Milwaukee (managing member), Milwaukee County and the cities of West Allis and Cudahy. The funds were awarded upon a successful application from the Consortium to the Department of Commerce. The funds were recouped by the Department of Commerce from other counties who did not find eligible projects for NSP during the previous round of funding.

The Milwaukee County Consortium must ensure that 30% of the funds assist households with incomes not to exceed 50% of county median income, adjusted for family

size. The Milwaukee County Housing Division is proposing to use \$650,000 of NSP acquisition dollars for Stay In Balance to create 18 units of supportive housing at 1515 North Farwell Avenue. Stay In Balance will sign a development agreement with the Housing Division and commit to leasing all units for individuals at or below 30% of median income. The funds would be allocated to Milwaukee County under a sub-recipient contract with the City of Milwaukee, the managing member of the Consortium. All members of the Consortium are in support of this allocation. Stay In Balance has an accepted offer to purchase the building pending authorization of NSP funds. Other proposed uses of the recouped funds are as follows:

- Acquisition/Rehabilitation/Rental - City of Cudahy \$350,000 (completed)
- Acquisition/Rehabilitation/Rental - City of West Allis \$803,192
- Demolition – City of West Allis \$45,000

The balance of the \$1,997,556 - \$149,364 - will be utilized for administration by the City of Milwaukee.

Stay In Balance, a non-profit organization, has offered mental health support in Waukesha for the past five years. Its founder, Mr. Chris Della, has run weekly support groups in Waukesha with assistance from the National Alliance for the Mentally Ill. These groups guide consumers and their family members to better understand mental illness and to help consumers achieve recovery.

Stay In Balance will be offering on-site support services, with a focus on peer support. Mr. Della is also interested in beginning an employment training program for consumers as this is desperately needed in the recovery process. Milwaukee County will not be directly funding these services. Stay In Balance will be responsible to fund the services through income received from rents, as well as, grant opportunities.

Mr. Della also has experience with affordable housing, most recently employed at Real Estate Equities. Real Estate Equities (REE) is a Twin Cities based firm with over thirty years experience in multi-family based housing. REE has developed, owned, and operated more than 90 unique housing projects comprising of more than 10,000 units. Mr. Della was responsible for acquiring sites for development, managing of projects, and building relationships with communities.

Mr. Della has worked in the construction industry for more than twenty years managing projects from inception to completion. He graduated with degrees in Civil Engineering and Business Management. Prior to his employment with Real Estate Equities, he worked with RP Land Acquisition Company and We Energies as an Operations Manager. At Real Estate Equities, Mr. Della was responsible for acquiring sites for development, managing projects, and building relationships with communities.

**Recommendation**

The Department of Health and Human Services recommends the County Board approve an allocation of \$650,000 from the Milwaukee County Consortium's NSP funds to Stay In Balance to support the development of this project. The actual allocation of funds from NSP will occur when the developer has a finalized development agreement with Milwaukee County.

It is further recommended that the Interim Director, DHHS, or designee be authorized to negotiate and execute an agreement with the developer to ensure compliance with the terms and conditions governing the use of NSP monies and to accomplish such other objectives as will best serve Milwaukee County and its clients.

Respectfully Submitted,



---

Geri Lyday, Interim Director  
Department of Health and Human Services

cc: Scott Walker, County Executive  
Cindy Archer, Director – DAS  
Theodore Lipscomb – Vice Chair – Economic & Community Development  
Steve Kreklow, Fiscal & Budget Administrator – DAS  
Antionette Thomas-Bailey – DAS  
Glenn Bultman – County Board Staff  
Jennifer Collins – County Board Staff  
Linda Durham, County Board Committee Clerk

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FROM THE INTERIM DIRECTOR REQUESTING COUNTY BOARD APPROVAL TO ALLOCATE \$650,000 OF NEIGHBORHOOD STABILIZATION PROGRAM FUNDS FOR THE SUPPORTIVE HOUSING DEVELOPMENT TO BE KNOWN AS BALANCE POINT APARTMENTS

**A RESOLUTION**

WHEREAS, the Neighborhood Stabilization Program was authorized under Title III of the Housing and Economic Recovery Act of 2008 to assist in acquiring and redeveloping foreclosed properties that might otherwise become sources of abandonment and blight within their communities; and,

WHEREAS, the Wisconsin Department of Commerce awarded the Milwaukee County Consortium \$1,997,556 in recouped Neighborhood Stabilization Program (NSP) dollars in February 2010; and,

WHEREAS, the members of the Milwaukee County NSP Consortium voted in favor of allocating funds for supportive housing; and,

WHEREAS, approval of this resolution will provide the funding necessary to provide eighteen new units of permanent supportive housing for Milwaukee County consumers; now, therefore,

BE IT RESOLVED, that the Interim Director, Department of Health and Human Services, or designee, is hereby authorized to allocate \$650,000 of Neighborhood Stabilization Program funds to Stay In Balance for the development of Balance Point Apartments.

## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** 6/29/10

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** FROM THE INTERIM DIRECTOR, DHHS, REQUESTING COUNTY BOARD APPROVAL TO ALLOCATE \$650,000 OF NEIGHBORHOOD STABILIZATION PROGRAM FUNDS FOR THE SUPPORTIVE HOUSING DEVELOPMENT TO BE KNOWN AS BALANCE POINT APARTMENTS

**FISCAL EFFECT:**

- |  |  |
|--|--|
| <input type="checkbox"/> No Direct County Fiscal Impact<br><input checked="" type="checkbox"/> Existing Staff Time Required<br><input checked="" type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below)<br><input type="checkbox"/> Absorbed Within Agency's Budget<br><input checked="" type="checkbox"/> Not Absorbed Within Agency's Budget<br><input type="checkbox"/> Decrease Operating Expenditures<br><input checked="" type="checkbox"/> Increase Operating Revenues<br><input type="checkbox"/> Decrease Operating Revenues | <input type="checkbox"/> Increase Capital Expenditures<br><input type="checkbox"/> Decrease Capital Expenditures<br><input type="checkbox"/> Increase Capital Revenues<br><input type="checkbox"/> Decrease Capital Revenues<br><input type="checkbox"/> Use of contingent funds |
|--|--|

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	Expenditure or Revenue Category	Current Year	Subsequent Year
<b>Operating Budget</b>	Expenditure	650,000	0
	Revenue	650,000	0
	Net Cost	0	
<b>Capital Improvement Budget</b>	Expenditure		
	Revenue		
	Net Cost		

## DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. <sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

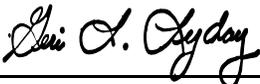
A. The action would approve a one-time allocation of \$650,000 from the Neighborhood Stabilization Program to Stay In Balance for the purpose of providing 18 units of supportive housing at 1515 N. Farwell Avenue.

B. As part of the Milwaukee County NSP Consortium, the funds will be transferred to Milwaukee County from the City of Milwaukee. Milwaukee County will disperse the funds upon completion of a development agreement between Milwaukee County and Stay In Balance.

C. This action would increase expenditures by \$650,000 and revenue by the same amount for no net tax levy impact. There are no matching funds required. A fund transfer will be submitted in September to adjust the budget within the Housing Division.

D. There were no assumptions utilized to provide this information.

Department/Prepared By James Mathy

Authorized Signature 

Did DAS-Fiscal Staff Review?  Yes  No

<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

**COUNTY OF MILWAUKEE**  
**Behavioral Health Division Administration**  
**INTER-OFFICE COMMUNICATION**

7

**DATE:** June 30, 2010

**TO:** Lee Holloway, Chairman – County Board of Supervisors

**FROM:** Geri Lyday, Interim Director, Department of Health and Human Services  
*Prepared by: John Chianelli, Administrator, Behavioral Health Division*

**SUBJECT: REPORT FROM THE INTERIM DIRECTOR, DEPARTMENT OF HEALTH AND HUMAN SERVICES, REQUESTING AUTHORIZATION TO INCREASE THE 2010 PURCHASE OF SERVICE CONTRACTS WITH ST. CHARLES YOUTH AND FAMILY SERVICES IN THE AMOUNT OF \$50,000 FROM \$156,563 TO \$206,563, MENTAL HEALTH AMERICA IN THE AMOUNT OF \$296,800 FROM \$203,800 TO \$500,600 AND FAMILIES UNITED OF MILWAUKEE IN THE AMOUNT OF \$42,500 FROM \$356,990 TO 399,490 FOR THE BEHAVIORAL HEALTH DIVISION**

**Policy Issue**

Section 46.09 of the Milwaukee County Code of General Ordinances requires County Board approval for the purchase of human services from nongovernmental vendors. No contract or contract adjustment shall take effect until approved by resolution of the county board. Per Section 46.09, the Interim Director of the Department of Health and Human Services (DHHS) is requesting authorization to increase the 2010 purchase-of-service (POS) contracts with St. Charles Youth and Family Services, Mental Health America and Families United of Milwaukee.

**Background**

**St. Charles Youth and Family Services – Adult Community Services Area**

BHD has an existing purchase of service contract with St. Charles Youth and Family Services in the amount of \$156,563 to provide training coordination for the community mental health and substance abuse provider networks to comply with various grant requirements. One training initiative is the Comprehensive Continuous Integrated System of Care (CCISC) that integrates mental health and substance abuse services. The Report to Congress from the Substance Abuse And Mental Health Services Administration (SAMHSA) included promising practices for systems development and referenced the CCISC model developed by Harvard psychiatrist Ken Minkoff as a best practice model for system design of integrated services.

The training model has two critical elements: a framework for system design to support universal delivery of properly matched integrated services, and a methodology for systemic implementation of the design. CCISC incorporates a structured implementation process based on recognized management technologies of strategic planning and quality improvement involving partnerships between system management, agencies and programs, clinical practices, and

clinician competencies and training. To further support this effort, the State of Wisconsin has provided an additional \$50,000 through a State/County Contract Addendum for costs associated with CCISC training. As the coordinating agency for the CCISC training in Milwaukee, BHD is requesting an increase of \$50,000 for St. Charles Youth and Family Services contract from \$156,463 to \$206,563.

### **Mental Health America – Crisis Services Area**

In 2009, Milwaukee County Psychiatric Crisis Services along with other area partners was awarded a five-year Regional Crisis Grant offered by the State of Wisconsin. The first year of the grant runs from July 2009 to July 2010. The Milwaukee Office of Mental Health America (MHA) was hired by the region to serve as the grant coordinator. The grant provides funding for coordinated training for the region. The Coordinating Committee for the grant is committed to enhancing the crisis systems that are currently in place in the region by building on their successes, and developing a collaborative approach to focus crisis grant funds on training both locally and regionally.

BHD is requesting authorization to increase the 2009-2011 grant allocation to MHA by \$296,800, which includes partial year funding for 2009-2010 and the annual grant amount for 2010-2011. As a result, the total MHA contract will increase from \$203,800 to \$500,600. The increase is completely offset with grant funding. It should be noted that the 2010-2011 grant amount, although recognized in 2010, will cover services through June 30, 2011. The total grant amount will be paid to MHA in 2010 and they will distribute payments to participating counties through June 30, 2011.

### **Families United of Milwaukee – Wraparound Program**

Families United of Milwaukee currently provides educational advocacy services for the Wraparound Milwaukee Program to help develop Individual Educational Plans (IEP), for youth with serious emotional and mental health needs. These services include referring students for special education evaluations; assisting youth transitioning from out of out-of-home care settings and returning to public schools; and evaluating and finding public school placements as an alternative to county funded day treatment; and maintaining Wraparound youth in community settings in order to avoid unnecessary institutional placement.

The additional \$42,500 is for the last six months of 2010 and will support an additional full time advocate to work with youth who have mental health needs, may be enrolled in Wraparound, but are placed in foster care settings under the Bureau of Milwaukee Child Welfare. The Bureau is providing the funding to pay for the full time advocate. The services help foster parents meet the school needs of children in their custody and help avoid the need for more restrictive residential treatment placement. The State intends to fully fund these services for FY 2011.

BHD is requesting an increase of \$42,500 for the Families United of Milwaukee contract, from \$356,990 to \$399,490. The increase is completely offset by additional State revenue for Wraparound Milwaukee.

## **Recommendation**

It is recommended that the Milwaukee County Board of Supervisors authorize the Interim Director, DHHS, or her designee, to increase the purchase of service contract with St. Charles Youth and Family Services by \$50,000, from \$156,563 to \$206,563, the contract with Mental Health America by \$296,800, from 203,800 to \$500,600, and the contract with Families United of Milwaukee by \$42,500, from \$356,990 to \$399,490, as detailed in the attached resolution.

## **Fiscal Effect**

All increases are completely offset with additional State, Federal and grant revenues. Therefore, there is no tax levy effect. A fund transfer for the Crisis Grant is also being submitted to the County Board in July. A fiscal note form is attached.

Respectfully submitted:



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Gerri Lyday, Interim Director  
Department of Health and Human Services

cc: County Executive Scott Walker  
Cynthia Archer, Director, DAS  
Joseph Carey, Fiscal & Management Analyst, DAS  
Jodi Mapp, Committee Clerk, County Board Staff  
Jennifer Collins, Board Analyst, County Board Staff

1  
2  
3  
4 (ITEM \*) Report from the Interim Director, Department of Health and Human Services,  
5 requesting authorization to Increase the 2010 Purchase of Service Contracts with St. Charles  
6 Youth and Family Services, Mental Health America and Families United of Milwaukee the  
7 Behavioral Health Division:  
8

9  
10 **A RESOLUTION**

11 WHEREAS, per Section 46.09 of the Milwaukee County Code of General Ordinances, the  
12 Interim Director of the Department of Health and Human Services (DHHS) is requesting  
13 authorization to increase the 2010 purchase-of-service (POS) contracts with St. Charles Youth  
14 and Family Services, Mental Health America and Families United of Milwaukee; and  
15

16 WHEREAS, BHD has a purchase of service contract with St. Charles Youth and Family  
17 Services in the amount of \$141,563, to provide training coordination for the community mental  
18 health and substance abuse provider networks to comply with various grant requirements; and  
19

20 WHEREAS, one of the training initiatives coordinated by St. Charles is the Comprehensive  
21 Continuous Integrated System of Care (CCISC) to integrate mental health and substance abuse  
22 services; and  
23

24 WHEREAS, CCISC incorporates a structured implementation process based on application of  
25 recognized management technologies of strategic planning and continuous quality improvement  
26 involving partnership between multiple layers of the system simultaneously, including system  
27 management, agency and program level, clinical practice, and clinician competency and training;  
28 and  
29

30 WHEREAS, to further support this effort, the State of Wisconsin has provided an additional  
31 \$50,000 through a State/County Contract Addendum for costs associated with CCISC training; and  
32

33 WHEREAS, BHD is requesting an increase of \$50,000 for St. Charles Youth and Family  
34 Services contract from \$141,563 to \$191,563; and  
35

36 WHEREAS, in 2009, the Milwaukee County Psychiatric Crisis Services along with other  
37 area partners was awarded a five-year Regional Crisis Grant offered by the State of Wisconsin;  
38 and  
39

40 WHEREAS, the Milwaukee Office of Mental Health America (MHA) was hired by the region  
41 to serve as the grant coordinator and the grant provides funding for coordinated training for the  
42 region; and  
43

44 WHEREAS, BHD is requesting authorization to increase the 2009-2010 grant allocation to MHA  
45 by \$68,500 due to the availability of matching federal funds and this increases the total funding  
46 amount for the 2009-2010 grant to \$228,300; and

47  
48 WHEREAS, in addition, BHD is requesting an increase of \$228, 300 (\$159,800 from the State  
49 of Wisconsin and \$68,500 in matching Federal funds) for the 2010-2011 grant year for MHA; and  
50

51 WHEREAS, the increase for MHA is completely off-set with grant funding and the 2010-2011  
52 grant amount, although recognized in 2010, will cover services through June 30, 2011; and  
53

54 WHEREAS, Families United of Milwaukee currently provides educational advocacy  
55 services for the Wraparound Milwaukee Program to help develop Individual Educational Plans  
56 (IEP), for youth with serious emotional and mental health needs, to refer students for special  
57 education evaluations, assist youth transitioning out of out-of-home care settings to return to  
58 public school, to evaluate and find public school placements as an alternative to county funded  
59 day treatment and various other duties that help maintain wraparound youth in community  
60 settings and avoid unnecessary institutional placement; and  
61

62 WHEREAS, the additional funding for the last six months of 2010 and will support an  
63 additional full-time advocate to work with youth who have mental health needs, may be enrolled  
64 in Wraparound but are placed in foster care settings under the Bureau of Milwaukee Child  
65 Welfare; and  
66

67 WHEREAS, BHD is requesting an increase of \$42,500 for the Families United of  
68 Milwaukee contract, for a total of \$399,490; and  
69

70 WHEREAS, the increase is completely off-set by additional State revenue for Wraparound  
71 Milwaukee; and  
72

73 WHEREAS, all increases are completely off-set with additional State, Federal and grant  
74 revenues and there is no tax levy effect; now, therefore,  
75

76 BE IT RESOLVED, that the Interim Director of the Department of Health and Human  
77 Services, or her designee, is authorized to increase the 2010 purchase of service contracts as  
78 follows for the time period of January 1 through December 31, 2010, in the amount specified  
79 below:  
80

81

<i>Agency</i>	<i>Type of Service</i>	<i>2010 Contract</i>
82 St. Charles Youth 83 and Family Services	84 Training	\$206,563
85 Mental Health America	86 Crisis Training	\$500,600
87 Families United 88 of Milwaukee	89 Educational Advocacy Services	\$399,490

**MILWAUKEE COUNTY FISCAL NOTE FORM**

**DATE:** 6/28/10

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** REPORT FROM THE INTERIM DIRECTOR, DEPARTMENT OF HEALTH AND HUMAN SERVICES, REQUESTING AUTHORIZATION TO INCREASE THE 2010 PURCHASE OF SERVICE CONTRACTS WITH ST. CHARLES YOUTH AND FAMILY SERVICES, MENTAL HEALTH AMERICA AND FAMILIES UNITED OF MILWAUKEE FOR THE BEHAVIORAL HEALTH DIVISION

**FISCAL EFFECT:**

No Direct County Fiscal Impact Expenditures

Increase Capital

Existing Staff Time Required

Decrease Capital

**Expenditures**

Increase Operating Expenditures  
(If checked, check one of two boxes below)

Increase Capital Revenues

Absorbed Within Agency's Budget

Decrease Capital Revenues

Not Absorbed Within Agency's Budget

Decrease Operating Expenditures

Use of contingent funds

Increase Operating Revenues

Decrease Operating Revenues

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	<b>Expenditure or Revenue Category</b>	<b>Current Year</b>	<b>Subsequent Year</b>
<b>Operating Budget</b>	Expenditure	389,300	
	Revenue	389,300	

	Net Cost	0	
<b>Capital Improvement Budget</b>	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.**
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.<sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.**
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.**
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.**

A) Milwaukee County Ordinances 46.09 requires County Board approval of Purchase of Service contract increases, amendments or extensions. The Interim Director, Department of Health and Human Services (DHHS), is requesting authorization for the Behavioral Health Division (BHD) to increase the purchase of service contract with St. Charles Youth and Family Services, Mental Health America and Families United of Milwaukee for 2010.

B) BHD is requesting a \$50,000 increase to the St. Charles Youth and Family Services (total 2010 contract amount of \$206,563) purchase of service contract . The revenue

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<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

received through a State/County Contract Amendment offsets the total amount of \$50,000. A fund transfer was submitted and approved by the County Board in April 2010 that reflects these changes.

BHD is also requesting a \$296,800 increase to the Mental Health America (total 2010 contract amount of \$500,600) purchase of service contract. The revenue received through the 2009-2011 Crisis Grant from the State of Wisconsin and Federal matching funds completely offset the total increase of \$296,800. A fund transfer has been submitted for the July cycle that reflects these changes.

Finally, BHD is requesting a \$42,500 increase to the Families United of Milwaukee (total 2010 contract amount of \$399,490) purchase of service contract . The revenue received through the State completely offsets the total amount of \$42,500.

C) No increase in tax levy results from these changes.

D. No assumptions/interpretations.

Department/Prepared By Alexandra Kotze, BHD

Authorized Signature 

Did DAS-Fiscal Staff Review?  Yes  No



COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION

8

**DATE:** July 13, 2010

**TO:** Lee Holloway, Chairman, County Board of Supervisors

**FROM:** Geri Lyday, Interim Director, Department of Health and Human Services  
Steven R. Kreklow, Fiscal and Budget Administrator, Department of  
Administrative Services

*Prepared by: John Chianelli, Administrator, Behavioral Health Division  
Allison Rozek, Fiscal and Management Analyst, DAS*

**SUBJECT: REPORT FROM THE INTERIM DIRECTOR OF HEALTH AND HUMAN SERVICES AND THE FISCAL AND BUDGET ADMINISTRATOR OF THE DEPARTMENT OF ADMINISTRATIVE SERVICES REQUESTING THE RELEASE OF \$1,825,890 FROM THE 2010 BEHAVIORAL HEALTH DIVISION CAPITAL FUNDS TO ADDRESS ISSUES RELATED TO THE STATEMENT OF DEFICIENCY**

**ISSUE**

On June 3, 2010 BHD received a Statement of Deficiency (SOD) from the State of Wisconsin as a result of a recent State Centers for Medicaid and Medicare Services (CMS) survey. This was BHD's routine four-year survey that encompasses a comprehensive review of the physical plant and its operations. The majority of the citations BHD received were regarding the physical building. BHD was required to respond with an initial plan for corrective action by June 14, 2010 and an immediate corrective action on specified citations by June 25, 2010.

At the special joint meeting of the Committees on Health and Human Needs and the Finance and Audit on June 23, 2010, the BHD updated the Committees on the status of a Statement of Deficiency (SOD) from the State of Wisconsin.

BHD and the Department of Administrative Services (DAS) are currently returning to the Board with further information regarding the SOD plan of correction and requesting the expenditure authority for \$1,825,890 in 2010 BHD Capital Funds to address all SOD related capital conditions by the final deadline of April 1, 2011.

**DISCUSSION**

The first requirement of the SOD was to respond to the Conditions, or immediate citations listed in Table A below, by June 25, 2010. All Conditions were completed by BHD and reviewed by State Surveyors during the week of June 28, 2010. At this point in time, BHD has no outstanding Conditions regarding the initial list for June 25, 2010.

It was necessary for BHD to take immediate action to address the SOD citations requiring correction by the June 25, 2010 deadline for the surveyors to review shortly thereafter. The risk of not demonstrating immediate and continuing efforts to respond to the citations would have resulted in sanctions by the State, with the possibility of losing Medicaid Certification. Without such Certification, the County would have lost significant revenue, similar to what recently occurred at the State’s mental health facility – Mendota Mental Health Institute. The Plan of Correction is a work-in-progress and the expectation by the State surveyors is that continuous progress be made in correcting all cited conditions by April 1, 2011. The State has at least 5 opportunities to review citations and conduct site visits/inspections before the final inspection April 1, 2011. Therefore, it is possible that additional citations and resulting costs for compliance may be incurred.

The following is a list of Conditions that were met by the initial June 25, 2010 deadline:

<b>TABLE A</b>	
<b>Conditions/Citations</b>	<b>Status</b>
Maintain clear access to exits by removing storage	Completed
Remove various shelving	Completed
Clean and dust various office closets, storage spaces and ventilation grills	Completed
Flush floor and shower drains	Completed
Lock unused rooms and maintain log	Completed
Adjust waste storage per guidelines	Completed
Seal all holes, penetrations throughout BHD	Completed
Replace metal plate in Crisis	Completed
Replace tissue dispenser	Completed
Remove bed rails	Completed
Replace missing heat guards	Completed
Remove dust/lint in laundry room	Completed
Change various locks	Completed
Replace various dietary equipment	Completed
Replace insulation on some water pipes	Completed
Caulk various locations throughout BHD	Completed
General adjustments and fixes for doors including install of push/pull door releases, replacement of door hardware, removal of some doors, adjustments of door guides etc	Completed
Seal various walls for smoke barrier	Completed
Replace lighting in various closets/storage areas, replace aluminum plates and adjust other burnt out lighting	Completed
Remove storage from various areas and adjust to meet fire code	Completed
Replace damaged escutcheon sprinkler rings	Completed
Seal ceiling holes due to misaligned tiles	Completed
Electrical clearance issues	Completed

Replace damaged astragal	Completed
Adjust doors to have positive latches, repair self-closure mechanisms and change fire plan accordingly	Completed
Repair damaged floor areas in bathrooms	Completed
Replace gate in stairwell	Completed
Replace cover on heater	Completed
Replace refrigerator on CAIS	Completed
Replace door on fire hose container	Completed

Due to the extremely short timeframe mandated by the State for responding to the Conditions listed in Table A above, BHD Administration determined that applicable purchases and maintenance staff overtime were emergency costs that needed to be immediately incurred. This action was taken to ensure compliance with State regulations and avoid risk of decertification that could result in the loss of State Medicaid reimbursement to BHD. The current cost estimate for year-to-date supplies/commodities and additional contract work (such as deep cleaning, moving vans, and dumpsters etc) is \$224,463. The BHD maintenance overtime for the most recent pay periods related to the SOD is \$24,252. Additional Department of Transportation and Public Works (DTPW) skilled trades costs for labor and overtime is estimated at \$32,503 YTD-bringing the total spent on corrective actions for SOD issues out of BHD operating funds to \$281,218.

The total of \$281,218 has been paid with the use of annual operating budget funds, on an emergency basis, which has placed a strain on the BHD operating budget. Although BHD has available 2010 expenditure authority to fund these repairs, BHD is currently projecting a total operating deficit for 2010. BHD and DAS will continue to work to determine if and what amount might need to be transferred later in the year and identify sources of funds for such transfer. Potential sources of funds to be transferred include the Appropriation for Contingencies and capital projects funded with cash from land sale proceeds. BHD's 2<sup>nd</sup> Quarter projections will incorporate the funds expended so far on corrective actions for SOD issues.

In addition to the immediate (conditional) items that have been completed, there are a number of citations that require a longer time frame for completion. These citations are displayed below and grouped as bond-eligible projects, Table B, and cash-financed projects, Table C. While the cost estimates are the most accurate available to date, they should be considered preliminary estimates as plans are still being finalized and bids have not yet been received. BHD continues to work with the Department of Administrative Services (DAS); the DTPW – Architectural, Engineering and Environmental Services (A&E); and Zimmerman Architectural Studios Inc, an outside consultant, to obtain refined quotes BHD is required to have all work, which addresses the citations completed by April 1, 2011 as documented in the SOD report.

**TABLE B**  
*Bondable Items (based on information available July 7, 2010)*

Issue	Cost Estimate*	Due Date Per Plan of Correction
Remove and replace Library Halon System	\$35,000	October 1, 2010
Door Replacement	\$54,000	August 1, 2010/October 1,

		2010 (two phases)
Additional Sprinkler Heads	\$13,750	August 1, 2010 / October 15, 2010 (two phases)
Construct 100,000 sq ft of seamless ceilings	\$575,000	August 1, 2010
Repair 300 feet of foundation	\$26,500	October 1, 2010
Replace damaged window sills	\$130,000	October 1, 2010
Determine hazardous storage rooms and create smoke barriers	\$324,000	November 1, 2010
Replace milk cooler and installation	\$25,000	TBD
Dish Room and Laundry Repairs	\$200,000**	April 1, 2011
Materials and labor (DTPW, BHD and Time and Materials Contractors)	\$276,650	On-going
Contingency (10%)	\$165,990	
<b>Total</b>	<b>\$1,825,890</b>	

*\*Items above represent initial quotes and have preliminarily been determined to be bond eligible. DAS- capital staff will continue to review and work with BHD staff to solidify actual costs and ensure all items are bond-eligible. If the scope of a project changes, it may be determined that cash financing needs to fund certain portions of the above listed projects. A 10% contingency has been included in the cost sub-total to account for any fluctuations that may occur as hard costs are obtained.*

*\*\*The Dish Room and Laundry facility repairs are a significant project within the SOD citations and are based on conceptual plan only. BHD has currently hired a consultant to conduct the architectural and engineering. The consultant will complete its report in September 2010. This cost estimation will likely fluctuate based on the September consultant report and has been included in this request as a place holder to ensure all compliance costs were included in this request for County Board consideration.*

**TABLE C**  
**Cash Items (based on information available July 7, 2010)**

Issue	Cost Estimate*	Time Frame
Seal bathrooms to be water tight	\$75,000	March 1, 2011
Replace sidewalks	\$28,200	October 1, 2010
Exit Lighting	\$4,550	September 13, 2010
Roof repair at Food Service Building and Hospital	\$9,600	August 1, 2010
Electrical Upgrades	Included in DTPW OT estimates and YTD purchases	July 1, 2010 (completed)
Install Door Closers	Included in YTD purchases	July 15, 2010
Ventilation Addition	\$53,250	December 1, 2010
Replace floor in tray line	\$8,121	September 1, 2010
Medical Records Room fire walls and ventilation	\$12,000	March 1, 2011
Materials and labor (DTPW,	\$38,144	On-going

BHD and Time and Materials Contractors)	(preliminary estimate)	
Contingency (10%)	\$22,887	
<b>Total</b>	<b>\$251,752</b>	

*\*All estimates are based on the best information available as of July 7, 2010 and are subject to change based on scope of the project and information gained from more detailed reviews. DAS staff will continue to review and work with BHD staff to solidify actual costs based on additional quotes. A 10% contingency has been included in the cost sub-total to account for any fluctuations that may occur as hard costs are obtained.*

BHD has worked diligently to address immediate SOD Conditions and continues to move forward with the long-term projects to ensure all corrections are completed by the State deadline of April 1, 2011. To achieve this, BHD needs to address the funding issues associated with the SOD.

**PROPOSED FUNDING SOURCES**

The 2010 Capital Improvements budget included a project (WE033-Behavioral Health Facility) for \$12,596,494 to renovate the Behavioral Health Facility in the Department of Health and Human Services (DHHS), Behavioral Health Division (BHD). The capital funds were placed into the allocated contingency fund, which requires a recommendation from the Health and Human Needs Committee followed by Finance and Audit Committee review. The County Board must subsequently approve releasing the funds by a two-thirds majority vote. The 2010 Capital Budget for this project is included as Attachment 1.

DHHS-BHD and DAS are requesting that \$1,825,890 of the 2010 Capital Budget be released for use for the detailed SOD capital corrections outlined in Table B above. If the Board releases the requested capital funds, all SOD corrections will be completed by the April 1, 2011 deadline and \$10,770,604 will remain to address the original capital items listed in the 2010 Capital BHD Budget.

In addition, BHD has paid \$281,218 in repairs (as identified in Table A above) and an additional \$251,752 in repairs (as identified in Table C above) is anticipated. These repairs do not appear to be eligible for bond financing. BHD is not requesting cash funding at this time. BHD currently has 2010 expenditure authority sufficient to make the needed cash-financed repairs. However, BHD is currently projecting a 2010 operating deficit. The combination of the \$281,218 in already incurred cash-financed repairs plus the \$251,752 in upcoming cash-financed repairs will likely increase this projected deficit. BHD and DAS will continue to work to determine how much funding may be needed later in the year and identify sources of funds for such transfer. BHD will include the costs incurred to date associated with the SOD corrective actions in their second quarter report.

While the items included in Tables A, B, and C above include all current citations noted in the SOD, it is possible that additional items may be added based on future State inspections. As surveyors return to BHD to review progress and check the status of the SOD, they have the ability to modify any corrections made, which could result in additional costs. BHD and DAS will provide the Board with informational reports as work progresses.

**RECOMMENDATION**

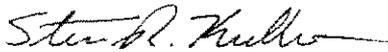
It is recommended that the Milwaukee County Board of Supervisors authorize release of \$1,825,890 in capital funding from the 2010 Capital Project WE033 and that the Interim Director, DHHS and the Fiscal and Budget Administrator, or their designees, be authorized to use the funding for BHD building repairs and improvements related to the SOD.

Respectfully Submitted:



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Geris Lyday, Interim Director  
Department of Health and Human Services



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Steven R. Kreklow, Fiscal and Budget Administrator  
Department of Administrative Services

cc: County Executive Scott Walker  
Supervisor Peggy West, Chairperson, Committee on Health and Human Services  
Supervisor Elizabeth Coggs, Chairperson, Committee on Finance and Audit  
Cynthia Archer, Director, DAS  
John Chianelli, Administrator, Behavioral Health Division  
Pamela Bryant, Capital Finance Manager, DAS  
Allison Rozek, Fiscal & Management Analyst, DAS  
Joseph Carey, Fiscal & Management Analyst, DAS  
Carol Mueller, Committee Clerk, County Board Staff  
Jodi Mapp, Committee Clerk, County Board Staff  
Steve Cady, Analyst, County Board Staff  
Jennifer Collins, Analyst, County Board Staff

**ATTACHMENT 1**

# **Attachment 1**

## **2010 ADOPTED CAPITAL IMPROVEMENTS**

### **MILWAUKEE COUNTY**

#### **WE033 – Behavioral Health Facility**

An appropriation of \$12,596,494 is budgeted, including \$247,000 in capitalized interest, to renovate the Behavioral Health Facility at the Department of Health and Human Services – Behavioral Health Division. Financing will be provided by \$12,470,494 in general obligation bonds and \$126,000 in investment earnings.

Over the past few years the Behavioral Health Division (BHD) has been actively working on space planning and exploring various options to provide efficient space for BHD operations. In March 2009, the County decided not to pursue the option of leasing St. Michael's hospital to relocate BHD. Since that time, BHD has been working on a new initiative to renovate the existing Behavioral Health Facility.

The current facility has a total of 591,000 square feet, much of which is underutilized. In addition, improvements to the BHD facility have been postponed in recent years due to the consideration of alternative proposals and no long-term strategic plan has been developed.

BHD conducted a significant portion of the planning and space evaluation process with Zimmerman Architectural Studios for the St. Michael's project. To take advantage of the existing work, BHD has continued to work with Zimmerman, taking the initial steps toward an Operational Utilization Plan.

This appropriation includes funding for the planning, design and construction of a new facility and/or the renovation of the current facility. The renovation of the facility is comprised of four components outlined below: Planning/Strategic Master Plan, Psychiatric Crisis Services/Observation Unit Renovation, Patient Unit Refurbishing and Office Space Update/Renovation. There may be major maintenance items contained in the project, particularly the refurbished or remodeled work elements that would be financed with operating funds. The Department of Administrative Services will work with BHD on the appropriate financing for the project once the project scope has been fully developed.

In addition, the entire WE033 appropriation is placed into the allocated contingency fund, which requires review by the Committee on Finance and Audit after the committee receives a recommendation from the Committee on Health and Human Needs, and approval of the County Board by a two-thirds vote.

#### **Planning/Strategic Master Plan**

The initial phase of the project would provide for the development of a Master Space Plan for the facility. The Master Space Plan would consist of the consolidation of BHD operations into the main Psychiatric Hospital (leaving the Day Hospital vacant) and conceptual designs for renovation of the entire facility. In addition, design work and bid documents will be prepared for the Psychiatric Crisis Services (PCS) Renovation and Patient Unit Refurbishing.

#### **Psychiatric Crisis Services Renovation**

The second phase of the project involves substantial renovation of BHD's Psychiatric Crisis Services (PCS) area including the Observation Unit and the potential move of the Child and Adolescent Inpatient Services (CAIS) to the renovated space. The project scope consists of extensive demolition and new construction in the PCS area to improve patient security, privacy and work flow. Included are new patient interview rooms, nurses' area, medical staff area, offices, patient exam rooms and waiting room reconfiguration. In addition, a separate entrance for children will be created that will directly link to the CAIS unit providing additional security and more appropriate care for patients.

#### **Patient Unit Remodeling and Refurbishing**

The third phase of the project consists of the remodeling and refurbishing of eleven patient units. The project consists of refurbishing patient rooms, patient common areas and staff areas for each of BHD's eleven units (five

Acute units, three Hilltop units, three Central units). The scope of work also includes the replacement of all of the nurse's stations and improvements to the utility and medication rooms.

#### **Office Space Remodel/Update**

The final phase 4 includes consists of remodeling and refurbishing 300,000 square feet of non-patient care space within BHD. The space included in this plan includes offices, common areas, hallways, conference rooms and other shared space in the Mental Health Complex.

#### **Staffing Plan**

Department of Transportation and Public Works staff will be responsible for overall project management. As part of this initiative, a Request for Proposals (RFP) process to secure a design firm to do the planning, design, and construction bid documents will be completed. The RFP will include a requirement that the selected firm comply with Milwaukee County's disadvantaged business enterprise (DBE) participation as outlined in Chapters 42 and 56.30 of the Milwaukee County Ordinances.

1 By the Committees on Finance & Audit and Health & Human Needs, Reporting on:

2  
3 File No.  
4

5 (ITEM NO. ) A resolution authorizing and directing the Director Department of  
6 Administrative Services to release \$1,825,890 in expenditure authority from the allocated  
7 contingency fund within Capital Project WE033 – Behavioral Health Facility Renovations  
8 for the purpose of addressing bond-eligible citations received in a Statement of Deficiency  
9 as a result of a recent State/Centers for Medicaid and Medicare Services survey, by  
10 recommending adoption of the following:

11  
12 **A RESOLUTION**  
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14 WHEREAS, on Thursday, June 3, 2010, the Behavioral Health Division (BHD)  
15 received a Statement of Deficiency (SOD) from the State of Wisconsin as a result of a  
16 recent State/Centers for Medicaid and Medicare Services (CMS) survey; and  
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18 WHEREAS, the majority of the citations that BHD received were regarding the  
19 physical building; and  
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21 WHEREAS, BHD responded with an initial corrective action plan regarding the SOD  
22 on Monday, June 14, as required, outlining actions that will be taken including a response  
23 to the Conditions, or immediate citations, by June 25, 2010; and  
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25 WHEREAS, at the June 2010 Committees of Health and Human Needs and Finance  
26 and Audit, BHD updated the Board on the status of the SOD from the State of Wisconsin  
27 and the committees requested that BHD return as soon as possible with more specific  
28 information about individual projects, time frames, cost estimates and funding sources in  
29 regards to the physical plant deficiencies as identified in the State survey; and  
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31 WHEREAS, the Interim Director of the Department of Health and Human Services  
32 and the Fiscal and Budget Administrator, Department of Administrative Services, presented  
33 an informational report outlining the following information at a special joint meeting of the  
34 Committees of Finance and Audit and Health and Human Needs on June 23, 2010:  
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- 37 ▪ A list of the conditions and their status
  - 38 ▪ A list of citations that require a longer time frame for completion due to  
financing, engineering, and planning tasks
  - 39 ▪ An overview of possible funding options available to finance the repairs
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43 WHEREAS, All initial, most immediate citations have been completed by  
44 June 25, 2010; and

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WHEREAS, the State expects that continuous progress will be made to correct all sited conditions by April 1, 2010; and

WHEREAS, this report contains cost estimates for all remaining citations, and identifies the necessary financing; and

WHEREAS, the 2010 Adopted Capital Budget contains an appropriation of \$12,596,494, placed in the allocated contingency fund to be used for Capital Project, WE033 – Behavioral Health Facility, upon review by the Committee on Finance and Audit, recommendation from the Committee on Health and Human Needs to release the funds, and approval of the County Board by a two-thirds vote; and

WHEREAS, upon reviewing the June 23, 2010 report, policymakers at the special joint committee meeting thought it would be prudent to recommend the release of funding from the allocated contingency fund to begin work on the bond eligible projects with cost estimates identified; and

WHEREAS, the Committees on Health and Human Needs and Finance and Audit, at its joint meeting, on June 23, 2010, approved the resolution by a vote of: 4-2 (Health and Human Needs) and 4-1 (Finance and Audit); now, therefore,

BE IT RESOLVED, that the Director Department of Administrative Services (DAS) is authorized and directed to release \$1,825,890 in expenditure authority from the allocated contingency fund for the purpose of addressing bond eligible capital improvements required by the State/CMS Statement of Deficiency; and

FURTHER IT BE RESOLVED, that the proper county officials are authorized to enter into any and all necessary contracts to administer the repairs.

**MILWAUKEE COUNTY FISCAL NOTE FORM**

**DATE:** 7/12/10

Original Fiscal Note

Substitute Fiscal Note

**SUBJECT:** Request to Release \$1,825,890 2010 Capital Funds for Statement Of Deficiency Related Capital Projects in the Department of Health and Human Services – Behavioral Health Division

**FISCAL EFFECT:**

- |  |   |
|--|---|
| <input type="checkbox"/> No Direct County Fiscal Impact  | <input checked="" type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required  | <input type="checkbox"/> Decrease Capital Expenditures            |
| <input type="checkbox"/> Increase Operating Expenditures<br>(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues                |
| <input type="checkbox"/> Absorbed Within Agency's Budget   | <input type="checkbox"/> Decrease Capital Revenues                |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget   |   |
| <input type="checkbox"/> Decrease Operating Expenditures   | <input type="checkbox"/> Use of contingent funds                  |
| <input type="checkbox"/> Increase Operating Revenues   |   |
| <input type="checkbox"/> Decrease Operating Revenues   |   |

*Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.*

	<b>Expenditure or Revenue Category</b>	<b>Current Year</b>	<b>Subsequent Year</b>
<b>Operating Budget</b>	Expenditure		
	Revenue		
	Net Cost		
<b>Capital Improvement Budget</b>	Expenditure	\$1,825,890	
	Revenue		
	Net Cost		

## DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.<sup>1</sup> If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

A. This resolution authorizes and directs the Department of Administrative Services (DAS) to release \$1,825,890 in expenditure authority from the allocated contingency fund within Capital Project WE033 – Behavioral Health Facility Renovations for the purposes of addressing immediate bond eligible capital improvements required to address the State/CMS Statement of Deficiencies (SOD). The adopted 2010 Capital Improvements Budget - Project WE033-Behavioral Health Facility Renovations total budget to will be reduced from \$12,596,494 to \$10,770,604.

The requested funding will address all SOD-related citations by the required state deadline of April 1, 2011.

Passage of this resolution does not result in a net increase to the 2010 Adopted Budget, but does authorize the expenditure of funds held in the allocated contingency fund with Capital Project WE033.

B/C. The 2010 Capital Improvement Budget included Project WE033 for \$12,596,494 to renovate the BHD facility in the DHHS – Behavioral Health Division. The capital funds were placed into the allocated contingency fund, which requires a recommendation from the Committee of Health and Human Needs and Committee on Finance and Audit to reflect the funds. The County Board must then approve the release of funds by a two-thirds majority vote.

Year-to-date, BHD has spent \$281,218 of its 2010 operating budget on an emergency basis to complete the first round of non-bond eligible, improvements. The improvements are required by the corrective action plan agreed upon by BHD and the State of Wisconsin- compliance deadline of June 25<sup>th</sup>. In addition, there are \$247,912 in projects (initially determined to be non-bond eligible) that require funding and required to be completed by April 1, 2011. BHD is not requesting cash funding at this time. BHD has 2010 expenditure authority sufficient to make the needed cash-financed repairs. However, BHD is currently projecting a 2010 operating deficit. The combination of the \$281,218 in already incurred cash-financed repairs plus the \$251,752 in upcoming cash-financed repairs will likely increase this projected deficit. BHD and DAS will continue to work to determine any

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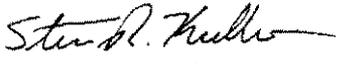
<sup>1</sup> If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

future transfer amounts and identify sources of funding. After the 2<sup>nd</sup> Quarter BHD and Countywide projections are complete, BHD and DAS will return with a request for funding, if necessary.

BHD has also received citations for capital projects that require a longer time frame for completion. These citations must be corrected by April 1, 2011. Initially the improvements related to the citations are eligible for bond financing and total \$1,825,890, including a 10% contingency. BHD and DAS are requesting that a total of \$1,825,890 be released from the allocated contingency fund- Project WE033.

Both the cash-financed and bond-eligible improvement will be on-going through 2011, with the majority of the work to be completed in 2010. Any necessary carry-overs of funds will be completed at the end of 2010 to take the funding into 2011.

Department/Prepared By DAS/Allison Rozek

Authorized Signature 

Did DAS-Fiscal Staff Review?  Yes  No