

**LINCOLN COUNTY  
SOCIAL SERVICES COMMITTEE  
AGENDA**

**Monday December 11, 2023 at 4:00 p.m**

Meeting Location: Room 248 Services Center 801 N. Sales St., Merrill, WI 54452

Electronic Attendance Available: Persons wishing to attend the meeting electronically may enter the meeting prior to the start time indicated above using the following number or address:

Meeting ID: <https://meet.google.com/mpn-uyvn-rme>  
Phone Numbers: (US)+1 401-830-3426  
PIN: 356 656 891#

The teleconference cannot start until the host (department head or designee) dials in and enters the host password. In the event there is an unforeseen technical difficulty that prevents all or a part of the meeting from being available electronically, the meeting will continue in person and those wishing to attend can appear in person at the location indicated in this agenda.

**Attendance Policy:** All public participants' phones, microphones and chat dialog boxes must be muted or disabled during the meeting.

**AGENDA**

1. Call Meeting to Order
2. Approval of November 13, 2023 Minutes
3. Financial Report
  - a. 2023 YTD
  - b. 2024 Child Support State/County Contract signed - \$281,554.00
  - c. 2024 Child Welfare State/County Contract signed - \$1,401,127.71
    - i. Includes:
      1. Children & Families Allocation - \$640,316.00 / \*requires county match of \$47,375.00
      2. Promoting Safe & Stable Families - \$42,827.00
      3. Kinship Care Benefits & Assessments - \$240,075.00
      4. Youth Aids (including AODA YA) - \$424,226.00
      5. Targeted Safety Supports - \$32,335.32 / \*requires county match of \$3,197.96
      6. Targeted Safety Resources - \$26,541.39 / \*requires county match of \$2,624.94
      7. Contract subtracts Lincoln County's WISACWIS County User Fee (\$3,911.00) and PDS Training Partnership Fee (\$1,282.00) from funds.
4. Director's Report
5. Approve Director Timesheets for 10/30/2023 – 11/6/2023 & Expense Report
6. Request to approve contract with Vilas County & change accountant temporarily from exempt to non-exempt
7. Policy & Resolutions – none
8. Future Agenda Items
9. Next Meeting Date(s)- January 8, 2024 – 4:00 p.m. Service Center Room 248
10. Adjourn

**DISTRIBUTION:**

Committee Members – Laurie Thiel (Chair), Jim Meunier, Marty Lemke, Greta Rusch, Elizabeth McCrank, Administrative Coordinator, Other County Board Supervisors, Department Heads, and Local Media

Posted on \_\_\_\_\_ at \_\_\_\_\_ .m. by \_\_\_\_\_

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. You may contact the County Clerk at 715.539.1019. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.

#### GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

#### NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

#### MANNER OF NOTICE:

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

#### TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

#### EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

#### PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

#### STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

#### CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

#### BALLOTS, VOTES, AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

#### USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

#### LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

#### PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.



## SOCIAL SERVICES COMMITTEE

Monday November 13, 2023 at 4:00 p.m.

Meeting Location: Room 248 Services Center 801 N. Sales St., Merrill, WI 54452

MEMBERS PRESENT: Laurie Thiel, Jim Meunier, Elizabeth McCrank, Greta Rusch

MEMBERS EXCUSED: Marty Lemke

DEPARTMENT HEADS PRESENT: Jessi Rumsey

VISITORS IN PERON: Hannah Euting

VIRTUAL ATTENDANCE:

### MINUTES

1. **Call Meeting to Order** – Meeting called to order at 4:02 pm
2. **Approval of October 9, 2023 Minutes** – M/S Rusch/Meunier to approve minutes – carried
3. **Service Recognition:**
  - a. Brenda Rasmussen – 25 years – The Social Services Committee thanks Brenda for her years of service to the department.
4. **Presentation from social worker on National DEC Conference** – Hannah Euting provided a presentation on the sessions she attended at the National DEC Conference in St. Louis, MO. – Presentation to be added to the packet.
5. **Financial Report**
  - a. **2023 YTD** – Rumsey noted no significant changes to report at this time with regard to the financial report as presented tonight. Report Placed on File
  - b. **2024 Child Care Certification Contract signed \$10,108** – Rumsey noted that this is a service that the department subcontracts with Childcaring Inc for.
6. **Director's Report** – Report placed on file.
7. **Approve Director Timesheets for 10/2/23-10/29/23** – Rumsey noted that an expense report was included in the packet for approval as well, but it was omitted from the agenda by mistake. The expense report will be carried over to December's meeting for approval. M/S McCrank/Rusch to approve timesheets – carried.
8. **Policy & Resolutions - none**
9. **Motion to go into closed session** – M/S Rusch/Meunier to go into closed session regarding:
  - a. Pursuant to sec. 19.85(1)(c), Wis. Stats., to consider employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility; and (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 be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations to wit:
    1. *Employee leave without pay*

Roll Call Vote: 4-0 – Convene into Closed Session
10. **\*Closed session\*** - M/S Rusch/McCrank to go back into open session. Roll Call Vote: 4-0
11. **Action on Closed Session** – M/S McCrank/Rusch to approve request considered in closed session. - carried
12. **Next Meeting Date(s)- December 11, 2023 – 4:00 p.m. Service Center Room 248**
13. **Adjourn** – Meeting adjourned at 4:56 pm

Minutes prepared by Jessi Rumsey

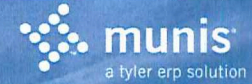
**YEAR-TO-DATE BUDGET**  
SOCIAL SERVICES

FOR 2023 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>0000 DIVISION</b>							
24000049 492000 TRANSFERS FROM OTH	-500,000	-500,000	.00	.00	.00	-500,000.00	.0%*
24000054 435600 HUMAN SERV-CTY BAS	-563,524	-563,524	-423,912.09	.00	.00	-139,611.91	75.2%*
24000054 435601 PRIOR PERIOD REVEN	0	0	-25,909.78	.00	.00	25,909.78	100.0%
24000054 499990 FUNDS APPLIED	0	-41,864	.00	.00	.00	-41,864.00	.0%*
24000060 411100 SOCIAL SERVICES TA	-777,257	-777,257	-777,257.00	.00	.00	.00	100.0%
TOTAL DIVISION	-1,840,781	-1,882,645	-1,227,078.87	.00	.00	-655,566.13	65.2%
TOTAL REVENUES	-1,840,781	-1,882,645	-1,227,078.87	.00	.00	-655,566.13	
<b>0181 ID</b>							
24018154 435600 0-3 REVENUE	0	0	-160.00	.00	.00	160.00	100.0%
TOTAL ID	0	0	-160.00	.00	.00	160.00	100.0%
TOTAL REVENUES	0	0	-160.00	.00	.00	160.00	
<b>0198 DOT PINECREST MATCH</b>							
24019854 474000 DOT PINECREST MATC	-800	-800	.00	.00	.00	-800.00	.0%*
TOTAL DOT PINECREST MATCH	-800	-800	.00	.00	.00	-800.00	.0%
TOTAL REVENUES	-800	-800	.00	.00	.00	-800.00	
<b>0217 STATE DOT GRANT</b>							
24021754 435600 10038 STATE DOT GRA	-89,251	-89,251	-89,036.00	.00	.00	-215.00	99.8%*
24021754 553000 10038 DOT ADVERTISI	300	300	147.00	.00	.00	153.00	49.0%
24021754 554001 10038 DOT PRINTING	200	200	155.34	.00	.00	44.66	77.7%
24021754 561100 10038 DOT OFFICE SU	400	400	.00	.00	.00	400.00	.0%
24021754 571001 10038 DOT PROGRAM E	84,351	84,351	71,425.50	.00	.00	12,925.50	84.7%
24021754 595000 10038 DOT PINECREST	4,000	4,000	624.73	.00	.00	3,375.27	15.6%
24021757 582001 10038 DOT TRUST OUT	0	0	10,000.00	.00	.00	-10,000.00	100.0%*
TOTAL STATE DOT GRANT	0	0	-6,683.43	.00	.00	6,683.43	100.0%
TOTAL REVENUES	-89,251	-89,251	-89,036.00	.00	.00	-215.00	
TOTAL EXPENSES	89,251	89,251	82,352.57	.00	.00	6,898.43	



# LINCOLN COUNTY



## YEAR-TO-DATE BUDGET SOCIAL SERVICES

FOR 2023 12

0219	COUNTY DOT EXPENDITURES	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>0219 COUNTY DOT EXPENDITURES</b>								
24021954	571001 10038 COUNTY DOT PR	17,850	17,850	17,812.63	.00	.00	37.37	99.8%
	TOTAL COUNTY DOT EXPENDITURES	17,850	17,850	17,812.63	.00	.00	37.37	99.8%
	TOTAL EXPENSES	17,850	17,850	17,812.63	.00	.00	37.37	
<b>0285 TARGETED SAFETY GRANT EXPENSE</b>								
24008554	432500 10632 TARGETED SAFE	-35,900	-35,900	-73,757.87	.00	.00	37,857.87	205.5%
24008554	511000 10632 TARGETED SAFE	21,400	21,400	53,564.70	.00	.00	-32,164.70	250.3%*
24008554	520000 10632 TARGETED SAFE	9,800	9,800	13,451.21	.00	.00	-3,651.21	137.3%*
24008554	555000 10632 TARGETED SAFE	700	700	1,734.82	.00	.00	-1,034.82	247.8%*
24008554	570000 10632 TARGETED SAFE	4,000	4,000	11,116.16	.00	.00	-7,116.16	277.9%*
	TOTAL TARGETED SAFETY GRANT EXPEN	0	0	6,109.02	.00	.00	-6,109.02	100.0%
	TOTAL REVENUES	-35,900	-35,900	-73,757.87	.00	.00	37,857.87	
	TOTAL EXPENSES	35,900	35,900	79,866.89	.00	.00	-43,966.89	
<b>0286 TARGETED SAFETY MATCH EXPENSE</b>								
24008654	511000 10632 TARGETED SAFE	2,116	2,116	5,878.98	.00	.00	-3,762.98	277.8%*
24008654	520000 10632 TARGETED SAFE	969	969	1,476.36	.00	.00	-507.36	152.4%*
24008654	555000 10632 TARGETED SAFE	69	69	191.17	.00	.00	-122.17	277.1%*
24008654	570000 10632 TARGETED SAFE	396	396	1,219.25	.00	.00	-823.25	307.9%*
	TOTAL TARGETED SAFETY MATCH EXPEN	3,550	3,550	8,765.76	.00	.00	-5,215.76	246.9%
	TOTAL EXPENSES	3,550	3,550	8,765.76	.00	.00	-5,215.76	
<b>4402 SUPPORT/OVERHEAD</b>								
24440254	511000 10300 SUPPORT/OVERH	201,957	201,957	142,934.95	.00	.00	59,022.05	70.8%
24440254	511001 BOARD PER DIEM	3,000	3,000	1,777.28	.00	.00	1,222.72	59.2%
24440254	520000 SUPPORT/OVERHEAD E	230	230	107.19	.00	.00	122.81	46.6%
24440254	520000 10300 SUPPORT/OVERH	73,934	73,934	60,578.91	.00	.00	13,355.09	81.9%
24440254	554001 10300 PRINTING ALLO	1,500	1,500	415.96	.00	.00	1,084.04	27.7%

**YEAR-TO-DATE BUDGET**  
SOCIAL SERVICES

FOR 2023 12

4402	SUPPORT/OVERHEAD	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
24440254	570000 10300 SUPPORT/OVERH	-628,964	-628,964	-616,183.99	.00	.00	-12,780.01	98.0%*
	TOTAL SUPPORT/OVERHEAD	-348,343	-348,343	-410,369.70	.00	.00	62,026.70	117.8%
	TOTAL EXPENSES	-348,343	-348,343	-410,369.70	.00	.00	62,026.70	
<b>4403 INCOME MAINTENANCE</b>								
24440354	435600 10076 IMAA REVENUE	-544,631	-544,631	-511,408.00	.00	.00	-33,223.00	93.9%*
24440354	511000 10076 INC MAINT SAL	307,602	307,602	244,983.09	.00	.00	62,618.91	79.6%
24440354	520000 10076 INC MAINT EMP	203,697	203,697	165,221.07	.00	.00	38,475.93	81.1%
24440354	554001 10076 PRINTING ALLO	500	500	208.35	.00	.00	291.65	41.7%
24440354	570000 10076 INC MAINT UNC	241,000	241,000	222,244.80	.00	.00	18,755.20	92.2%
	TOTAL INCOME MAINTENANCE	208,168	208,168	121,249.31	.00	.00	86,918.69	58.2%
	TOTAL REVENUES	-544,631	-544,631	-511,408.00	.00	.00	-33,223.00	
	TOTAL EXPENSES	752,799	752,799	632,657.31	.00	.00	120,141.69	
<b>4422 SS CHILD CARE ADMIN</b>								
24442254	432500 18326 DREAM UP FEDE	0	0	-75,000.01	.00	.00	75,000.01	100.0%
24442254	435600 10851 CHILD CARE ST	-154,734	-154,734	-143,907.81	.00	.00	-10,826.19	93.0%*
24442254	511000 10851 SS CHILD CARE	82,005	82,005	61,607.27	.00	.00	20,397.73	75.1%
24442254	520000 10851 SS CHILD CARE	62,089	62,089	47,985.39	.00	.00	14,103.61	77.3%
24442254	570000 10851 SS CHILD CARE	10,640	10,640	34,315.15	.00	.00	-23,675.15	322.5%*
24442254	570000 18326 DREAM UP OPER	0	0	75,000.00	.00	.00	-75,000.00	100.0%*
	TOTAL SS CHILD CARE ADMIN	0	0	-.01	.00	.00	.01	100.0%
	TOTAL REVENUES	-154,734	-154,734	-218,907.82	.00	.00	64,173.82	
	TOTAL EXPENSES	154,734	154,734	218,907.81	.00	.00	-64,173.81	
<b>4449 ENERGY ASSISTANCE</b>								
24444954	511000 10833 ENERGY ASSIST	54,756	54,756	73.82	.00	.00	54,682.18	.1%
24444954	520000 10833 ENERGY ASSIST	38,685	38,685	78.80	.00	.00	38,606.20	.2%
24444954	554001 10833 ENERGY ASSIST	500	500	98.09	.00	.00	401.91	19.6%
24444954	570000 10833 ENERGY ASSIST	0	0	5,494.89	.00	.00	-5,494.89	100.0%*
	TOTAL ENERGY ASSISTANCE	93,941	93,941	5,745.60	.00	.00	88,195.40	6.1%
	TOTAL EXPENSES	93,941	93,941	5,745.60	.00	.00	88,195.40	



**YEAR-TO-DATE BUDGET**  
SOCIAL SERVICES

FOR 2023 12

4450	LIHEAP PUBLIC BENEFITS	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>4450 LIHEAP PUBLIC BENEFITS</b>								
24445054	435600 10831 LIHEAP PB	0	0	-30,154.42	.00	.00	30,154.42	100.0%
24445054	511000 10831 LIHEAP WAGE	0	0	14,705.78	.00	.00	-14,705.78	100.0%*
24445054	520000 10831 LIHEAP - WAGE	0	0	9,887.19	.00	.00	-9,887.19	100.0%*
	TOTAL LIHEAP PUBLIC BENEFITS	0	0	-5,561.45	.00	.00	5,561.45	100.0%
	TOTAL REVENUES	0	0	-30,154.42	.00	.00	30,154.42	
	TOTAL EXPENSES	0	0	24,592.97	.00	.00	-24,592.97	
<b>4451 ENERGY CRISIS GRANT</b>								
24445154	435600 10830 ENERGY CRISIS	0	0	-9,957.00	.00	.00	9,957.00	100.0%
24445154	511000 10830 LIHEAP WAGE	0	0	6,956.23	.00	.00	-6,956.23	100.0%*
24445154	520000 10830 LIHEAP - FRIN	0	0	3,747.00	.00	.00	-3,747.00	100.0%*
	TOTAL ENERGY CRISIS GRANT	0	0	746.23	.00	.00	-746.23	100.0%
	TOTAL REVENUES	0	0	-9,957.00	.00	.00	9,957.00	
	TOTAL EXPENSES	0	0	10,703.23	.00	.00	-10,703.23	
<b>4508 JUVENILE</b>								
24450854	511000 10561 JUV SOC WORKE	559,687	559,687	290,753.16	.00	.00	268,933.84	51.9%
24450854	520000 10561 JUV SOC WORKE	306,481	306,481	189,157.19	.00	.00	117,323.81	61.7%
24450854	554001 10561 JUV SOC WORKE	2,500	2,500	1,604.00	.00	.00	896.00	64.2%
24450854	570000 10561 JUV SOC WORKE	212,186	212,186	356,579.75	.00	.00	-144,393.75	168.1%*
24450857	581006 SS VEHICLE CAPITAL	0	41,864	41,864.00	.00	.00	.00	100.0%
	TOTAL JUVENILE	1,080,854	1,122,718	879,958.10	.00	.00	242,759.90	78.4%
	TOTAL EXPENSES	1,080,854	1,122,718	879,958.10	.00	.00	242,759.90	
<b>4537 YOUTH AIDS</b>								
24453754	511000 10366 YOUTH AIDS SA	0	0	82,916.33	.00	.00	-82,916.33	100.0%*
24453754	520000 10366 YOUTH AIDS EM	0	0	40,743.97	.00	.00	-40,743.97	100.0%*
24453754	570000 10366 YOUTH AIDS CO	379,600	379,600	128,719.37	.00	.00	250,880.63	33.9%

**YEAR-TO-DATE BUDGET**  
SOCIAL SERVICES

FOR 2023 12

4537	YOUTH AIDS	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
	TOTAL YOUTH AIDS	379,600	379,600	252,379.67	.00	.00	127,220.33	66.5%
	TOTAL EXPENSES	379,600	379,600	252,379.67	.00	.00	127,220.33	
<b>4539 YOUTH AIDS LINCOLN HILLS EXP</b>								
24453954	570000 YA LINCOLN HILLS O	0	0	303,808.54	.00	.00	-303,808.54	100.0%*
	TOTAL YOUTH AIDS LINCOLN HILLS EX	0	0	303,808.54	.00	.00	-303,808.54	100.0%
	TOTAL EXPENSES	0	0	303,808.54	.00	.00	-303,808.54	
<b>4545 FOSTER PARENT TRAINING</b>								
24454554	570000 10395 FOSTER PARENT	3,000	3,000	448.05	.00	.00	2,551.95	14.9%
	TOTAL FOSTER PARENT TRAINING	3,000	3,000	448.05	.00	.00	2,551.95	14.9%
	TOTAL EXPENSES	3,000	3,000	448.05	.00	.00	2,551.95	
<b>4552 YA GROUP HOME</b>								
24455254	570000 10325 YA GROUP HOME	96,000	96,000	-1,591.60	.00	.00	97,591.60	-1.7%
	TOTAL YA GROUP HOME	96,000	96,000	-1,591.60	.00	.00	97,591.60	-1.7%
	TOTAL EXPENSES	96,000	96,000	-1,591.60	.00	.00	97,591.60	
<b>4553 YA CC INSTITUTIONS</b>								
24455354	570000 10325 YA CC INSTITU	396,000	396,000	143,878.90	.00	.00	252,121.10	36.3%
	TOTAL YA CC INSTITUTIONS	396,000	396,000	143,878.90	.00	.00	252,121.10	36.3%
	TOTAL EXPENSES	396,000	396,000	143,878.90	.00	.00	252,121.10	
<b>4555 PURCHASED SERVICES RES DEV</b>								
24455554	462402 SHELTER CARE REIMB	0	0	-179.53	.00	.00	179.53	100.0%



**YEAR-TO-DATE BUDGET**  
SOCIAL SERVICES

FOR 2023 12

4555	PURCHASED SERVICES RES DEV	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
24455554	570000 10561 PURCHASED SER	25,000	25,000	25,550.00	.00	.00	-550.00	102.2%*
	TOTAL PURCHASED SERVICES RES DEV	25,000	25,000	25,370.47	.00	.00	-370.47	101.5%
	TOTAL REVENUES	0	0	-179.53	.00	.00	179.53	
	TOTAL EXPENSES	25,000	25,000	25,550.00	.00	.00	-550.00	
<b>4556 CCI</b>								
24455654	570000 10561 NON YA INSTIT	180,000	180,000	66,650.00	.00	.00	113,350.00	37.0%
	TOTAL CCI	180,000	180,000	66,650.00	.00	.00	113,350.00	37.0%
	TOTAL EXPENSES	180,000	180,000	66,650.00	.00	.00	113,350.00	
<b>4557 FOSTER CARE</b>								
24455754	435600 10561 SUBSIDIZED GU	0	0	-71,141.02	.00	.00	71,141.02	100.0%
24455754	570000 10561 NON YA FOSTER	176,000	176,000	167,592.62	.00	.00	8,407.38	95.2%
24455754	570005 10561 SUBSIDIZED GU	73,200	73,200	65,260.00	.00	.00	7,940.00	89.2%
	TOTAL FOSTER CARE	249,200	249,200	161,711.60	.00	.00	87,488.40	64.9%
	TOTAL REVENUES	0	0	-71,141.02	.00	.00	71,141.02	
	TOTAL EXPENSES	249,200	249,200	232,852.62	.00	.00	16,347.38	
<b>4558 YA ALTERNATE CARE AODA</b>								
24455854	570000 10324 YOUTH AIDS AL	8,300	8,300	.00	.00	.00	8,300.00	.0%
	TOTAL YA ALTERNATE CARE AODA	8,300	8,300	.00	.00	.00	8,300.00	.0%
	TOTAL EXPENSES	8,300	8,300	.00	.00	.00	8,300.00	
<b>4561 FAMILY PRESERVATION</b>								
24456154	435600 10306 SSF - REV	-42,827	-42,827	-28,517.63	.00	.00	-14,309.37	66.6%*
24456154	570000 10306 SAFE & STABLE	42,827	42,827	32,573.03	.00	.00	10,253.97	76.1%
	TOTAL FAMILY PRESERVATION	0	0	4,055.40	.00	.00	-4,055.40	100.0%
	TOTAL REVENUES	-42,827	-42,827	-28,517.63	.00	.00	-14,309.37	
	TOTAL EXPENSES	42,827	42,827	32,573.03	.00	.00	10,253.97	

# LINCOLN COUNTY



## YEAR-TO-DATE BUDGET SOCIAL SERVICES

FOR 2023 12

4562	CHILD AND FAMILIES IV E	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>4562 CHILD AND FAMILIES IV E</b>								
24456254	435600 CHILDREN AND FAMIL	-634,032	-634,032	-721,120.91	.00	.00	87,088.91	113.7%
24456254	570000 10340 CHILD & FAM I	50,000	50,000	32,659.72	.00	.00	17,340.28	65.3%
24456254	570000 10341 CHILD AND FAM	4,000	4,000	2,833.80	.00	.00	1,166.20	70.8%
TOTAL CHILD AND FAMILIES IV E		-580,032	-580,032	-685,627.39	.00	.00	105,595.39	118.2%
TOTAL REVENUES		-634,032	-634,032	-721,120.91	.00	.00	87,088.91	
TOTAL EXPENSES		54,000	54,000	35,493.52	.00	.00	18,506.48	
<b>4564 SACWIS</b>								
24456454	570000 10326 SOCIAL SERV S	0	0	10,871.00	.00	.00	-10,871.00	100.0%*
TOTAL SACWIS		0	0	10,871.00	.00	.00	-10,871.00	100.0%
TOTAL EXPENSES		0	0	10,871.00	.00	.00	-10,871.00	
<b>4568 COMMUNITY INTERVENTION</b>								
24456854	511000 10366 COMMUNITY INT	0	0	6,128.35	.00	.00	-6,128.35	100.0%*
24456854	520000 10366 COMMUNITY INT	0	0	507.65	.00	.00	-507.65	100.0%*
24456854	570000 10366 COMMUNITY INT	28,493	28,493	11,242.94	.00	.00	17,250.06	39.5%
TOTAL COMMUNITY INTERVENTION		28,493	28,493	17,878.94	.00	.00	10,614.06	62.7%
TOTAL EXPENSES		28,493	28,493	17,878.94	.00	.00	10,614.06	
<b>4570 KINSHIP CARE</b>								
24457054	435600 10377 KINSHIP BENEF	-154,800	-154,800	-137,741.70	.00	.00	-17,058.30	89.0%*
24457054	570000 10377 KINSHIP CARE	154,800	154,800	154,831.55	.00	.00	-31.55	100.0%*
TOTAL KINSHIP CARE		0	0	17,089.85	.00	.00	-17,089.85	100.0%
TOTAL REVENUES		-154,800	-154,800	-137,741.70	.00	.00	-17,058.30	
TOTAL EXPENSES		154,800	154,800	154,831.55	.00	.00	-31.55	
<b>4571 KINSHIP ASSESSMENTS</b>								
24457154	435600 10380 KINSHIP ASSES	-15,480	-15,480	-9,537.73	.00	.00	-5,942.27	61.6%*



**YEAR-TO-DATE BUDGET**  
**SOCIAL SERVICES**

FOR 2023 12

4571	KINSHIP ASSESSMENTS	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
24457154	570000 10380 KINSHIP ASSES	15,480	15,480	9,537.74	.00	.00	5,942.26	61.6%
	TOTAL KINSHIP ASSESSMENTS	0	0	.01	.00	.00	-.01	100.0%
	TOTAL REVENUES	-15,480	-15,480	-9,537.73	.00	.00	-5,942.27	
	TOTAL EXPENSES	15,480	15,480	9,537.74	.00	.00	5,942.26	
<b>6666 UNDISTRIBUTED EXPENSE</b>								
24666654	511000 UNALLOCATED SALARI	0	0	141,164.91	45,977.97	.00	-141,164.91	100.0%*
24666654	520000 UNALLOCATED EMPLOY	0	0	76,537.60	26,092.06	.00	-76,537.60	100.0%*
	TOTAL UNDISTRIBUTED EXPENSE	0	0	217,702.51	72,070.03	.00	-217,702.51	100.0%
	TOTAL EXPENSES	0	0	217,702.51	72,070.03	.00	-217,702.51	
	GRAND TOTAL	0	0	-74,840.86	72,070.03	.00	74,840.86	100.0%

\*\* END OF REPORT - Generated by Sarah Brandner \*\*

YEAR-TO-DATE BUDGET

CHILD SUPPORT

FOR 2023 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>0000 DIVISION</b>							
10600054 435600 10003 HUMAN SERVICE	-265,273	-265,273	-247,505.99	.00	.00	-17,767.01	93.3%*
10600054 435601 10003 PRIOR PERIOD	0	0	-21,554.30	.00	.00	21,554.30	100.0%
10600054 466001 HUMAN SERVICE (BLO	-2,200	-2,200	-767.01	.00	.00	-1,432.99	34.9%*
10600054 466003 HUMAN SERVICE (OTH	-3,400	-3,400	-3,893.90	.00	.00	493.90	114.5%
10600054 511000 10003 CHILD SUPPORT	185,462	185,462	157,475.19	6,369.60	.00	27,986.81	84.9%
10600054 520000 10003 CHILD SUPPORT	81,854	81,854	67,928.78	2,887.61	.00	13,925.22	83.0%
10600054 531010 10003 CHILD SUPPORT	500	500	.00	.00	.00	500.00	.0%
10600054 532270 10003 BLOOD TESTS	2,100	2,100	753.00	.00	.00	1,347.00	35.9%
10600054 532280 10003 INVESTIGATION	5,800	5,800	5,216.85	.00	.00	583.15	89.9%
10600054 544000 10003 RENTALS	8,000	8,000	1,859.00	.00	.00	6,141.00	23.2%
10600054 551000 10003 INSURANCE	2,000	2,000	.00	.00	.00	2,000.00	.0%
10600054 552001 10003 TELEPHONE	1,400	1,400	1,524.53	.00	.00	-124.53	108.9%*
10600054 554001 10003 PRINTING ALLO	1,900	1,900	661.72	.00	.00	1,238.28	34.8%
10600054 555000 10003 TRAVEL TRAINI	1,400	1,400	1,408.66	.00	.00	-8.66	100.6%*
10600054 560000 10003 SUPPLIES	2,000	2,000	623.74	.00	.00	1,376.26	31.2%
10600054 561100 10003 NIVD - POSTAG	75	75	46.24	.00	.00	28.76	61.7%
10600054 561101 10003 POSTAGE	4,500	4,500	3,814.28	.00	.00	685.72	84.8%
10600054 570000 10003 CHILD SUPPORT	3,400	3,400	2,637.82	.00	.00	762.18	77.6%
10600054 571000 10003 NIVD -MISCELL	0	0	101.50	.00	.00	-101.50	100.0%*
10600060 411100 GENERAL PROPERTY T	-29,518	-29,518	-29,518.00	.00	.00	.00	100.0%
TOTAL DIVISION	0	0	-59,187.89	9,257.21	.00	59,187.89	100.0%
TOTAL REVENUES	-300,391	-300,391	-303,239.20	.00	.00	2,848.20	
TOTAL EXPENSES	300,391	300,391	244,051.31	9,257.21	.00	56,339.69	
GRAND TOTAL	0	0	-59,187.89	9,257.21	.00	59,187.89	100.0%

\*\* END OF REPORT - Generated by Sarah Brandner \*\*





**LINCOLN COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

Jessi Rumsey – Director  
607 North Sales Street, Suite 202 · Merrill, WI 54452  
Tel. (715) 536-6200 · Fax (715) 536-2753

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*From the desk of.....  
Jessi Rumsey, Director*

**Report to the Social Services Committee for December 11, 2023**

**Department**

On November 15, 2023 I submitted our proposed use for Safe and Stable funds report to DCF. This is a standard, reoccurring smaller pot of funding and expenses from year to year stay relatively the same.

On Thursday, November 9, 2023 I submitted our SFY2023 Community Intervention Program plan evaluation form which provides a summary to the State of expenses and goals. This is one of the smaller pots of funding as well and, by law, CIP funds are to be used for early intervention services for first time offenders and for intensive community-based intervention services for seriously chronic offenders {s. 48.528}.

As referenced in the Financial section of the agenda for this meeting, I signed the 2024 State/County contracts for Child Support and Child Welfare.

I was able to hold an all staff meeting on October 19<sup>th</sup> to provide updates, give general reminders, and open a discussion on my vision and the mission of the department. The themes I am focusing on are engaged and motivated staff, as well as encouraging staff to adopt a growth mindset. Characteristics of a growth mindset include placing value on learning, constantly seeking new strategies to solve problems, embracing challenges, being inspired by others' successes, and thinking more logically and strategically overall.

I attended the Wisconsin County Human Services Association conference in Stevens Point on November 30 and December 1. Many updates were provided from divisional staff across the State as well as PAC (Policy Advisory Committee) members. The conference also provided an excellent opportunity for networking.

**Community**

Social Services continues to be involved with the *Live Well Lincoln* committee to continue collaboration on strategies as identified in the new Community Health Improvement Plan.

We are pleased to announce that we may have some interest from a few people in becoming licensed foster parents. This is great news for the department and the community. The city of

Tomahawk graciously accepted our Tomahawk foster parent recruitment banner and their parks department has it hung on the fence line on Washington square (toddler park).

The Department continues a focus on improved collaboration and relationships with partners. We recognize that the children, families, and individuals that we serve are best served through collaborative efforts with various partners. This will continue to be a big focus for us for 2024.

I continue to meet with North Central Health Care as part of the human services leadership team. A staff survey went out in November to DSS staff in Lincoln, Langlade, and Marathon county to allow them to provide input on the priority of what presentations they'd like to receive regarding services available through North Central Health Care that serve our mutual clients. The survey received lots of good feedback and we as a leadership team believe survey responses will allow us to get education and material to staff that is relevant and useful in working with individuals and families.

Meetings attended this month:

- WCHSA Conference
- Northern Income Maintenance (NIMC) Director's Meeting & Visit
- Child Support Policy Advisory
- Child Care Admin Fiscal Meeting
- Fiscal Status meeting with Accountant & CW Manager
- Tyler Forms demo
- Death Review Team Meeting
- County Board
- County Director bi-weekly call-ins
- Truancy Meeting with various partners
- Meetings with Administrative Coordinator
- Northern Regional Child Support Director's
- Weekly internal management meetings
- Various unit meetings

**LINCOLN COUNTY VISION STATEMENT:**

Lincoln County will preserve the unique characteristics and resources that make it an exceptional place to live, work, and play; we will work together, holding ourselves and each other accountable, to weave the fabric of community and provide opportunity to our citizens.

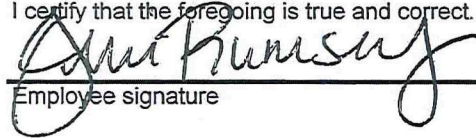


Lincoln County Employee Timesheet

Name: Jessi Rumsey Department: Social Services Pay Period: 10/30/2023 To: 11/12/2023  
 Employee Number: 333  
 Representative Status: Nonrepresented  
 FLSA Status: Exempt

10/30	10/31	11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12	Hours	Pay Category	FMLA Hrs
9	7	8.25	9.75	7.5			9.25	10	10	10.5	4.75			86	Regular: Social Services	
														0	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	-
														0		
														0		
9	7	8.25	9.75	7.5	0	0	9.25	10	10	10.5	4.75	0	0	86	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.

  
 Employee signature

\_\_\_\_\_  
 Supervisor signature

Mandatory for all employees

GRANT ALLOWABLE EXPENDITURES

GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Lincoln County Employee Timesheet

Name: Jessi Rumsey Department: Social Services Pay Period: 11/13/2023 To: 11/26/2023  
 Employee Number: 333  
 Representative Status: Nonrepresented  
 FLSA Status: Exempt

11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	Hours	Pay Category	FMLA Hrs
8.5	10	9.75	9.75	5.75			10	9.5	3	0.5				66.75	Regular: Social Services	
											8	8		0	Vacation:	
														16	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	<b>TOTAL HOURS PAID</b>	-
														0		
														0		
8.5	10	9.75	9.75	5.75	0	0	10	9.5	3	8.5	8	0	0	82.75	<b>TOTAL HOURS REPORTED</b>	

I certify that the foregoing is true and correct.

Jessi Rumsey  
 Employee signature

\_\_\_\_\_  
 Supervisor signature

Mandatory for all employees

**GRANT ALLOWABLE EXPENDITURES**

GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_



**2023 TRAVEL EXPENSE REPORT**  
**LINCOLN COUNTY**  
 (For Use By County Employees)

Employee Name: Jessi Rumsey

Department: Social Services

Period: \_\_\_\_\_

County Ordinances will be followed regarding reimbursement rates and allowable expenses.  
 \*\*\*\*\*Any meal reimbursements for same day travel will be considered taxable income and included in your gross wages.\*\*\*\*\*

Date	Purpose	Departed From	Time Left	Destination	Time Returned	Odometer Rdng Beginning	Odometer Rdng. Ending	Miles Traveled	Meals			Total Meals	OTHER	
									Brkfst	Lunch	Dinner		Expense	Amount
9/28/2023	NCCSP Board Mtg - NCHC	Merrill	14:20	Wausau		50369	50391	22.00				\$ -		
10/24/2023	Human Services Leadership - NCHC	Merrill	9:00	Wausau	13:00	52054	52099	45.00				\$ -		
								0.00				\$ -		
								0.00				\$ -		
								0.00				\$ -		
								0.00				\$ -		
								0.00				\$ -		
								0.00				\$ -		
								0.00				\$ -		
								0.00				\$ -		
								0.00				\$ -		
								0.00				\$ -		
								Total Miles Traveled	67	\$ -	\$ -	\$ -	Total Other	\$ -
								Mileage Rate	0.655	Total Meal Cost Due			\$ -	3
								Reimbursement Due	\$ 43.89				2	

Account Distribution	Taxable	Nontaxable
	\$	-

**Mileage Rates**  
 Incentive Rate = IRS Standard Rate (currently 0.655/mi)  
 Regular Rate = .09 Less Than Incentive (currently 0.565/mi)

	Max Meal Rates	Leave times
Breakfast	\$7.00	lve before 6:30 am
Lunch	\$9.00	lve bef 10:30 ret aft 2:30
Dinner	\$13.00	return after 6:00 pm

SUMMARY	
1	Mileage \$ 43.89
2	Meals \$ -
3	Other \$ -
	<b>Total Due \$ 43.89</b>

I certify that this request is true and correct, and that I hold a valid driver's license in the State of Wisconsin and insurance consistent with the reimbursement requested.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**GRANT ALLOWABLE EXPENDITURES**  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_





Intergovernmental Cooperation Agreement  
By and Between  
Lincoln County Department of Social Services  
And  
Vilas County Department of Social Services  
for  
NIMC Child Care Fiscal Reporting – Limited Term Financial Reporting Assistance

I. PARTIES

This Intergovernmental Cooperation Agreement (hereafter “Agreement”) is made and entered into by and between Lincoln County Department of Social Services (hereafter “PROVIDER”) and Vilas County Social Services (hereafter “PURCHASER”), and collectively referred to as “the Parties.” The Parties are authorized by §66.0301, Wis. Stats., to enter into contracts for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law, and deem it to be in their mutual interests to join to form this Agreement. Each entity is organized and exists under the law of the State of Wisconsin and both are signatories to this Agreement and agrees as follows:

II. SCOPE OF SERVICES

PROVIDER shall provide a limited-term employee for the purpose of executing the NIMC Child Care Fiscal Reporting for which PURCHASER is responsible for under the CY 2024 State Child Care Contract:

- a. To prepare fiscals for the Northern Income Maintenance Consortium Child Care Program from the monthly 12 county reports received.
- b. To send each county a copy of the prepared monthly fiscal report to verify accuracy and then to track that all county responses are received and any changes are recorded.
- c. To report expenses on the WI DCF SPARC report for reimbursement.
- d. To provide up to 6.25-hours of services to the PURCHASER per month with the ability to request additional FTE based on need and agreement between the PROVIDER and PURCHASER;
- e. To have routine and consistent communication with the assigned fiscal contact.

PROVIDER employee will report in-person to 330 Court Street, Eagle River only as agreed upon by PURCHASER and PROVIDER should it become necessary to complete assigned tasks

III. DATES OF PERFORMANCE

This agreement shall begin on \*\*\*January 1, 2024\*\*\* and continue until \*\*\*July 31, 2024\*\*\*, unless earlier terminated by one of the parties in accordance with the termination provision under Section VII. The PROVIDER employee is

permitted remote work options as provided through their employment and will follow policy and confidentiality accordingly.

IV. COMPENSATION

PROVIDER shall be compensated for the services to PURCHASER in the amount of **\*\*\*\$55.00\*\*\*** per hour. If travel becomes necessary, it will be reimbursed at the federal reimbursement rate with the starting base of 607 North Sales Street, Merrill, WI 54452. PROVIDER shall invoice PURCHASER for services on a monthly basis at the following address: 330 Court Street, Eagle River, WI 54521

V. CONFIDENTIALITY

- a. Any case and/or participant information shared between PURCHASER and PROVIDER is confidential and shall be used exclusively for the performance of the functions described in this agreement.
- b. The PROVIDER will be responsible for safeguarding this information and may disclose it only as necessary in the administration of the functions described in this agreement.

VI. NON-DISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY

No eligible customer shall be unlawfully denied services or be subjected to discrimination because of age, race, religion, color, national origin, sex sexual orientation, location, handicap, physical condition or developmental disability as defined in Wis. Stats Sect. 51.01(5).

VII. TERMINATION OF AGREEMENT

Either PROVIDER or PURCHASER may terminate this agreement, or a portion of the services provided in this agreement, upon thirty (30) days written notice for any reason, with or without cause. Should funding not be obtained or continued at a level sufficient to allow for payment for services under this agreement, the obligation of each party shall be terminated. In the event of termination, PURCHASER shall be liable for payment of any hours worked prior to the effective date of the termination.

VIII. STATUS OF PARTIES

Nothing contained in this agreement shall constitute or be construed to create a partnership or joint venture between the Parties.

IX. ASSIGNMENT LIMITATIONS

This agreement shall be binding upon and inure to the benefit of the Parties, however, neither party shall assign its obligations hereunder without the prior written consent of the other. Unless otherwise stated in written consent to an

assignment, no assignment will release or discharge the assignor from any obligation under the Agreement.

X. CONTROLLING LAW AND VENUE

It is agreed by both parties that nothing in this Agreement shall in any way constitute a waiver of any immunity, liability limitations or other protection available to them under any applicable local, state or federal law. To the extent that any provision of this Agreement is found by any court of competent jurisdiction to conflict with any such legal protections, then whichever protection, either statutory or contractual, provides a greater benefit to the party shall apply unless the party elects otherwise.

The parties agree to comply with all applicable Federal, State and local codes, regulations, standards, ordinance and other laws.

In the event of a dispute between the parties, venue for any litigation shall be in the circuit courts of Lincoln County, Wisconsin.

XI. CONTRACT CONTENT

This document constitutes the entire agreement of the parties. This agreement supersedes all oral agreements and negotiations, and any and all writings not herein referred to and incorporated. This Agreement may be executed in two or more counterparts, each of which shall be deemed as an original.

\_\_\_\_\_  
Jessi Rumsey, Director  
Lincoln County Department of Social Services

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Kate Gardner, Director  
Vilas County Department of Social Services

\_\_\_\_\_  
DATE