

**Tuesday, April 12, 2016  
8:30 a.m.**

**HUMAN SERVICES BOARD**

*Door County Government Center  
Chambers Room (C102), 1st floor  
421 Nebraska Street, Sturgeon Bay, WI*

*Oversight Board for the Department of Human Services*

**AGENDA**

**HUMAN SERVICES BOARD MEETING**

1. Call Meeting or Order
2. Roll Call
3. **Adopt** Agenda
4. **Approve** Minutes – March 8, 2016 Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Program Reports
  - a. Collective Unit Report
  - b. Director's Report
8. Continuing /Pending Business
  - a. Family Care Updates
  - b. Resource Center Building Update
  - c. Staff Recruitment Updates
  - d. Vouchers
9. Legislative Topics
10. New Business
  - a. Review 2015 Annual Report
  - b. Review 2015 Fiscal Report (to be handed out at the meeting)
  - c. Establish May & July Public Participation Meeting dates for 2017 Budget
  - d. Aging & Disability Resource Center/Senior Resource Center as One Entity: Aging & Disability Resource Center
  - e. State Aging & Disability Resource Center & Income Maintenance Integration Recommendations
  - f. Resolution No. 2016-\_\_\_ Children's Community Options Program & Children's Community Options Advisory Committee
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
12. Set Next Meeting Date – Tuesday, May 10, 2016
13. **Adjourn** Meeting

Members of the Door County Board of Supervisors and/or its sub-units may be in attendance at this meeting to listen and gather information. Notice is hereby given that the above meeting may constitute a meeting of the Door County Board of Supervisors or one of its sub-units. However no official action will be taken except by the Administrative Services Committee.

*Deviation from the order shown may occur*

## DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Tuesday, March 8, 2016

These minutes have not been reviewed by the oversight board and are subject to approval or revision at the next regular meeting.

1. **Call to Order-**

Chair Mark Moeller called the March 8, 2016 meeting of the Door County Human Services Board to order at 8:30 am at the Government Center's Chamber Room.

2. **Roll Call / Establishing a Quorum-**

Present: Chairman Mark Moeller, Helen Bacon, Roy Englebert, Susan Kohout, Paul Kok, Tom Leist, and Joe Miller.

Excused: Wayne Kudick and Robert Rau

Staff Present: Joseph Krebsbach - Human Services Director, Ken Pabich – County Administrator, Sheryl Flores – Community Support Program (CSP) Manger; Scott Davis – CSP Registered Nurse; Jodi Alsteen, Glen Begrow and Amy Higginbotham – CSP Case Workers and Shawn Barlament – Office Manager / Recording Secretary.

Others Present: None

The Board members present established a quorum.

3. **Adopt Agenda-**

A motion was made by Tom Leist and seconded by Paul Kok to adopt the agenda. All were in favor.

4. **Approve Minutes-**

Roy Englebert motioned to approve minutes from the February 8, 2016 Human Services Board meeting. This was seconded by Joe Miller. All approved.

5. **Correspondence-**

None

6. **Public Comment-**

None

7. **Program Reports-**

Sheryl Flores, the Community Support Program manager and this program's team members gave a verbal report for the Board. Sheryl shared that the program's mental health and substance abuse rehabilitation services and supports assist clients in achieving and maintaining the highest degree of independent function in relation to employment, education, community involvement, affordable housing, daily living and self-care skills. Their mobile team approach to services is focused on skill building tailored to the specific needs and preferences of each client. Most of the services are provided in a non-office

environment and each CSP team member is able to cover for one another as each day presents fluctuating schedules for team members and clients. Currently there are 53 program participants.

Each of the team members, Scott Davis, Registered Nurse and Jodi Alsteen, Glen Begrow and Amy Higginbotham, the CSP Case Workers, shared the number of years employed with the County, and the varied responsibilities of their work day/week that provide successes and challenges for their clients.

Sheryl disbursed a copy of JAK's Place March Calendar of Events that is included with these minutes.

**b. Behavior Health – verbal report from Director, Joe Krebsbach**

The position of Behavioral Health Manager has been offered to external and internal candidates and has not been accepted. Joe has moved his office near the Behavioral Health team to support the team during this extended search for a manager. There continues to be consideration on whether there should be separation of the clinical and management responsibilities of this position. During this position's vacancy, Joe has asked two consultants to provide proposals for reviewing policies and procedures for this program.

8. **Continuing / Pending Business-**

**a. Family Care Updates**

The department continues to be concerned with the direction Family Care is headed that would be another transition for clients so soon after the initial move to Family Care. The Wisconsin Department of Health Services website has information about Family Care 2.0. Joe will be presenting information regarding our transportation program to potential Integrated Health Agencies (IHA) on March 31<sup>st</sup> in Madison.

**b. Resource Center Building Updates**

The County Board is moving forward with the plan to remodel the previous county highway shop for the ADRC and Senior Resource Center. The RFP is due April 4<sup>th</sup> and will be submitted to the Property Committee next month with recommendations.

**c. Staff Recruitment Updates**

Jennifer Fitzgerald started as the part-time Activities Assistant at the Senior Resource Center. McKenzie Erickson started yesterday as a Children & Families Social Worker. The vacant Economic Support position has been offered, start date will be in April.

**d. Vouchers**

A question was asked on the 1<sup>st</sup> Quarter payment to the Brown County Jail. Our department secures a specific number of days for children as the enhanced daily rate rises considerably once the contracted secured days have been used. The specific number of days is based on a several year average.

9. **Legislative Topics-**

Susan Kohout asked Board members to contact her if there were any particular bills that they had questions on before she met with Joel Kitchens the last week in March.

10. **New Business-**

**a. Program Report Content**

The Board concurred that these reports should contain statistical data with comparison to previous years and to share program successes and programmatic changes. The verbal reports from specific programs are always welcome.

**b. CCS/CLTS/COP Committee Changes**

Children's Long Term Support (CLTS) and Comprehensive Community Services (CCS) will be combined into a 12 member committee and the Children's-Community Options Program (C-COP) Committee will have 8 members. Both committees will meet state requirements for number of professionals, community and/or family members.

**c. Completion of Introductory Period**

Jamie Lewis from Behavioral Health and Jessica Ingersoll from Economic Support have successfully completed their introductory period of employment.

**d. Retirement Letter**

Judy Orthober has submitted her retirement letter effective June 10, 2016.

**e. Request to Refill Nutrition Site Manager-Part time Position**

Paul Kok motioned to refill the Nutrition Site Manager-Part Time Position and forward to the Administrative Committee. Helen Bacon seconded the motion. All were in favor. (The supporting documents for this position's refill are attached to these minutes.)

**f. Recognition of Social Worker Month – March**

Susan Kohout will provide a commendation letter for the Social Workers of our department. This will be circulated among our board's members for signature.

11. **Matters to Be Placed on a Future Agenda or Referred to a Committee, Official or Employee-**

Please contact Joe Krebsbach or Mark Moeller with any other additional agenda items.

12. **Next Meeting Date:**

Tuesday, April 12, 2016 at 8:30am in the Chambers Room of the Government Center, 421 Nebraska Street, Sturgeon Bay.

13. **Adjournment:**

Roy Englebert motioned and Susan Kohout seconded to adjourn the meeting. The motion carried. The meeting adjourned at 10:06 am.

Respectfully submitted,  
Shawn M. Barlament, Recording Secretary



## DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

421 Nebraska Street  
Sturgeon Bay WI 54235  
Main Line: 920-746-7155

Joseph Krebsbach, Director  
1<sup>st</sup> Floor Fax: 920-746-2355  
2<sup>nd</sup> Floor Fax: 920-746-2439  
[dhs@co.door.wi.us](mailto:dhs@co.door.wi.us)

# DOOR COUNTY

## Human Services Board Agency Updates – April 2016

### I. Program Changes and Highlights

#### A. Trauma Informed Care

DC Human Services was selected to participate in the Department of Children and Family's WI Trauma Project in 2016. The trauma project is built upon a wealth of research into the lifelong impact of trauma, and particularly trauma experienced during childhood (aka adverse childhood experiences). The goal of the project is to build systems and support caregivers to understand the impact of trauma, recognize the signs of trauma in those we serve, resist unintentionally re-traumatizing people, and respond in healing, helpful ways. The project consists of three key components.

- Trauma Informed Parenting: Training for teams of parents, foster parents, and our Children & Families staff to learn together the skills needed to raise children in a trauma-informed manner. Three series of 8 training sessions offered over the course of the year. We are partnering with Kewaunee County on this component.
- Trauma-Focused Cognitive Behavioral Therapy: An intensive training for our behavioral health clinicians serving children and families on an evidence-based approach for treating individuals who have a history of trauma.
- Fostering Futures: An organizational transformation initiative championed by First Lady Tonette Walker and led by the Office of Children's Mental Health. The focus is on overall organizational change to help ensure all programs and services mitigate shorter and long-term social, emotional, and health effects of childhood toxic stress. We recognize that many people we come into contact with every day have a trauma history. Fostering Futures helps us all approach every individual from a perspective of compassion and care, through a lens of "Help me understand what has happened to you," rather than, "What's wrong with you?" We have selected a 10-person Core Implementation Team. The team will be attending a two-day kick-off in Madison April 5 & 6.

#### B. Aging Mastery Program

The Senior Resource Center is partnering with the YMCA to offer the Aging Mastery Program, beginning April 27. These sessions are intended to be a comprehensive, fun approach to aging well. Topics will encourage people to take actions to enhance their health, financial well-being, social connectedness, and overall quality of life.

#### C. Child Care Recruitment

An informational session was held the evening of March 15 for individuals interested in learning about becoming in-home family child care providers. Our contracted child care certifier from Brown County and a technical consultant from Family and Childcare Resources of N.E.W. accompanied staff from the Economic Support division to answer questions about the county certification and state licensing processes, the Wisconsin Shares child care subsidy program, the food program, and more. These staff also attended a job fair at the Job Center on March 17 to share information with job seekers who might be interested in a career in child care. Lack of

quality child care options, particularly for evening, night and weekend care, is frequently cited as a barrier by parents and employers in the community.

**D. Family Finding**

Child Protective Services/Juvenile Justice staff are being trained on Family Finding, an initiative based on a national model intended to help locate biological family members for children placed in out of home care. Family Finding uses technology developed by U.S. Search to identify and locate relatives to the fourth degree using multiple data bases. Once found, Family Finding uses a collaborative, strength-based process to engage family members and establish or re-establish relationships with the child/youth. The goal is to achieve permanence and establish lifelong connections for children.

**E. Coordinated Services Team (CST Children’s Program) Initiatives**

A CST Survey is currently being circulated to families that are involved in that program. The survey is state generated and asks a variety of questions about the operations of the CST program. It is due April 15th. The survey is completed annually with the results directly linked to Wisconsin Department of Health Services. The survey explores family satisfaction, funding, staff issues and recommendations for the future. Staff work to assure all families complete the survey and their voices are heard.

**F. Birth to Three Early Intervention Program**

The Birth to Three Program recently completed their State self-assessment and identified program goals for the next year. An area of focus includes expanding our work in the primary provider coaching model, allowing for one primary worker in the homes of children in the program with consult from other disciplines. This strong message reinforces to families that they are the teacher and best instrument to supporting their child, and our expertise is a link to making that happen. Other primary points are enhancing our work and learning around social-emotional development (this fits nicely with the trauma informed care work we are doing as an agency, starting at the early intervention B-3 level); continuing our marketing strategies with a new brochure; and maintaining outreach to hard to reach areas of our county.

**G. Children’s Long Term Support**

New waiting list funding (\$89,960.00) was awarded to Door County DHS Children’s Long Term Support Program. This came as a result of Wisconsin State Legislature providing additional funding to counties to address waiting lists and a 3% CLTS-Other base budget increase. Allocations will be offered to children who have been placed on the CLTS waiting list the longest, with a maximum of three allotments to Door County. The funding will be available on an ongoing basis.

**II. Noteworthy Events**

On April 5, the Door County Alcohol and Other Drug Coalition sponsored a Town Hall Meeting featuring Investigator Jon Gilson of the Door County Sheriff’s Department. Investigator Gilson spoke on the topics of marijuana and underage drinking. The AODA Coalition is supported by DCDHS with AODA Block Grant Prevention Funds.

A Spring Fling celebration will be held on April 15 at the Senior Center. Entertainment provided by pianist Mark Hendee.

A Volunteer Appreciation Social is scheduled for April 19, 2-3:30 PM at the ADRC

### **III. High-Cost Placements & Other Fiscal Updates**

A Community Support Program client in residential care has lost eligibility for Supplemental Security Income and Medical Assistance due to no fault of their own. As a result, Door County DHS will be responsible for the entire cost of client's room and board (\$5,100 per month) until the client regains eligibility and can once again pay for a portion of his own care. The county is taking action to appoint a corporate guardian to oversee the client's finances going forward.

Children & Families/Juvenile Justice has one youth placed in juvenile corrections since 2013. Costs have been as follows:

2013-\$9,702

2014-\$107,310

2015-\$107,310

2016-Projected \$62,328

Total anticipated corrections expenses=\$286,650. This placement will end in July when the young man turns 18.

### **IV. Training & Staff Development**

#### **A. CCS 101**

Under the leadership of Jason Latva, our Regional CCS Coordinator, we are going back to basics, and providing a four-hour training on the nuts and bolts of CCS processes and procedures to staff in Door and Kewaunee Counties. The goal is to reinforce lessons learned early on in the implementation of CCS now that we have more individuals enrolled, and to build consistency in practices among staff throughout the CCS consortium.

#### **B. Trauma Training**

Human Services is hosting nationally renowned trainer/consultant Jonathan Cloud to do a community-wide training on April 22 entitled *Empowering Trauma-Exposed Children: Developing Crisis Plans that Stimulate Growth*. This training is funded by the Emergency Detention Enhancement grant we received from DHS. In addition to our own staff, we are inviting our partner agencies (health care, law enforcement, family- and child-serving agencies). This training is focused on providing participants with a framework for identifying needs and engaging strengths of children in crisis. It provides techniques for bolstering self-regulatory processes of trauma-exposed children.

### **V. Agency & Community Collaboration**

#### **A. Poverty Simulation/Share Shop**

Our agency has collaborated with other members of the Door County Partnership for Children and Families to present a Poverty Simulation & "Share Shop" resource fair on April 15 at Stone Harbor. Several of our staff will be participating in the event. The Poverty Simulation is intended to give those who work with individuals in poverty a realistic glimpse into what it is like to navigate the multiple systems and survive on limited resources. In the afternoon, a resource fair will provide an opportunity for community organizations to educate one another about the many services available to serve children and families in the community and enhance collaborative relationships.

#### **B. Collaborative Crisis Planning for Youth**

Human Services has been participating in a project offered through the Behavioral Health Training Partnership at UW-Green Bay to enhance crisis planning for youth involved in the child welfare/juvenile justice system. The first phase of this project was a series of three trainings for our staff last fall – Role Mapping, Fostering Well-Being and Crisis Planning: The Neurobiology of Crisis Planning, and Crisis Planning in Child Welfare. The second phase was a series of three trainings for foster parents in February and March - The Impact of Suicide on Youth and Families,

Crisis Planning and De-escalation, and Caring for Traumatized Children. We are preparing for the third and final phase, training for school personnel. We will be bringing trainer Jonathan Cloud to the Southern Door School District on April 29 and Sturgeon Bay School District on May 6. The entire staff of these districts will be trained. A number of Sevastopol staff will join the Sturgeon Bay training and will meet with the trainers and Human Services staff afterwards to discuss implementation strategies specific to their district.

## **VI. Sharing our Successes**

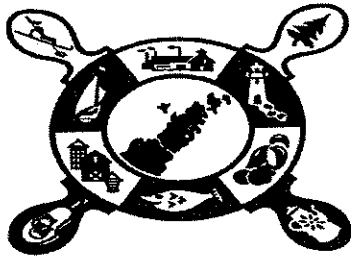
Our agency has begun to offer psychotherapy in the home and community for a small number of children and families enrolled in Comprehensive Community Services (CCS). Early results are promising. One example is an adolescent girl whose family is involved in multiple systems within our department. She was referred to CCS to work on aggressive behavior. A team of two therapists began working with this girl and her family in the home in February, 2016. In the beginning, the client was unresponsive to therapy and did not want to participate. She could not sit down at the table, was unable to verbalize needs, and would not respond to any interaction with the therapist. Through patience and creative expressive arts techniques, the client is now able to participate in therapy as evidenced by verbalizing her feelings, sitting at the table during family therapy, and expressing her needs in an appropriate way. The client continues to work on identifying her feelings and decreasing her aggressive behavior.

Another Behavioral Health Therapist shares this success story: "As a therapist it is extremely rewarding to witness a client's success. I am lucky enough to work with a client who I've seen obtain and maintain employment, graduate from CSP and enter CCS. This is an individual with a history of multiple inpatient hospitalizations, and self-harm. For the past year, this individual has remained cut free, without hospitalization and continues to set new goals. One thing the person would like to tell others suffering from mental illness is that 'it gets better'."



## HUMAN SERVICES STATISTICS

UNIT	2013	2014	2015	2016 YTD
<b>ADRC</b>				
I & A Contacts				1057
Elderly Benefits Specialist (EBS) Contacts				
Disability Benefits Specialist (DBS) Contacts				485
Adult Protective Service (APS) Referrals	130	215	<b>212</b>	
Contacts	3700+	3876	4971	
<b>Behavioral Health (BH)</b>				
Crisis	176	238	192	42
Inpatient Admissions	67	85	93	17
Inpatient Costs	\$ 193,017.00	\$ 390,092.00	\$ 434,021.00	\$ -
<b>Children &amp; Family Services</b>				
Welfare Referrals	81	385	440	117
Juvenile Justice Referrals	40	50	90	15
Birth-Three Participants	67	77	70	49
Case Management (FS/CST/CCS/DD)		578	233	119
<b>Community Support Program</b>				
Consumers Enrolled	55	57	62	54
<b>Economic Support</b>				
Badger Care (BC) Total	4523	4375	4333	4324
FoodShare (FS) Total	2714	2529	2351	2271
Consortium Calls			111044+	12907
<b>Senior Resource Center</b>				
Meals-Congregate	14,295	15831	16092	4001
Meals on Wheels	15047	15809	13718	3074
Meals-Frozen	6260	5788	6276	1613
Transportation- SRC Bus & Door2Door	34,254	39000+	42180	8518



**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

421 Nebraska Street  
 Sturgeon Bay WI 54235  
 Main Line: 920-746-7155

Joseph Krebsbach, Director  
 1<sup>st</sup> Floor Fax: 920-746-2  
 2<sup>nd</sup> Floor Fax: 920-746-1  
[dhs@co.door.wi.us](mailto:dhs@co.door.wi.us)

MEMO

**To:** Human Services Committee  
**From:** Mary Ann Salmon  
**Date:** 4.12.16  
**Re:** Request for Expenditure Approval

Expenditures since the last committee meeting held 3.8.2016:

\$	41,959.03	February Foster / Kinship Care Payments #258444
\$	21,133.92	March Foster / Kinship Care Payments #258502
<b>\$</b>	<b>63,092.95</b>	

Departmental journal entries not included on the attached voucher list:

\$	202.56	Maintenance Dept. - monthly gas usage - Fleet
\$	116.01	Cintas - Shredding
\$	54.91	Maintenance Dept. - office supplies
<b>\$</b>	<b>373.48</b>	

Total Expenditures and Vouchers for the Human Services since the last meeting are

\$	80,024.12	Monthly Vouchers - Batch 2 (March) 258441 2015/2016 Expenses
\$	60,676.02	Monthly Vouchers - Batch 1 (April) 258479 2015/2016 Expenses
\$	63,092.95	Expenditures since the last committee meeting held 2.8.16
\$	373.48	Amounts paid to other County Departments as per above
<b>\$</b>	<b>204,166.57</b>	

Total Expenditure and Vouchers for the ADRC since the last meeting are

\$	20,467.32	Monthly Vouchers - Batch 2 (March) 258450 2016 Expenses
\$	59,545.26	Monthly Vouchers - Batch 1 (April) 258481 2016 Expenses
<b>\$</b>	<b>80,012.58</b>	
<b>\$</b>	<b>284,179.15</b>	<b>Total Expenditures and Vouchers for approval for 2015 / 2016</b>

**VOUCHER**

STATE OF WISCONSIN

2016

Door County

Submitted By:  
kemadoche 03.08.16

Approved by: Department Head:  
*Lori M. Hansen*

Approved by: Committee Chair /  
County Administrator

VENDOR # \_\_\_\_\_

New Vendor (Please Assign New #)  
 One Time Vendor (Please Assign New #)

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: \_\_\_\_\_

VENDOR ADDRESS: MONTHLY FOSTER CARE PAYROLL

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

↓ This Area to be Completed by Finance Department ↓

PAID BY  
CHECK # \_\_\_\_\_

Voucher Listing Signed / Approved  
Meeting Date 04.12.2016  
 Hold For Approval / Documentation  
After Processing

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				2016 FOSTER CARE PAYROLL AS PER ATTACHED VOUCHER - February 2016 Services	1	\$ 41,959.03	03.08.16	BATCH # 258444	
VOUCHER TOTAL							\$ 41,959.03	VOUCHER TOTAL		

3/08/16

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

\* S U M M A R Y \*  
SCHEDULE OF VOUCHERS

MEETING DATE

Dept Human Services  
DEPARTMENT

\*\*\* S U M M A R Y F O R C O M M I T T E E R E V I E W O N L Y \*\*\*

FOSTER CARE CHECK DATE: MARCH 31, 2016

G/L DATE: 03/2016 Batch Nbr: 258444

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMERICAN FOUNDATION OF CNSLNG	7857	01618 030716	EWISACWIS 03/07/2016 0008004685	440.32
CATHY LINDAL	9975	01618 030716	EWISACWIS 03/07/2016 0008042566	779.00
DOROTHY FULTON	21444	01618 030716	EWISACWIS 03/07/2016 0008025793	592.00
OLIVIA I DEREMO	8116	01618 030716	EWISACWIS 03/07/2016 0008017407	232.00
DEBOHRA GIBSON	13963	01618 030716	EWISACWIS 03/07/2016 0006910123	232.00
JULIE LITTERAL	18813	01618 030716	EWISACWIS 03/07/2016 0008043242	928.00
JUDITH A PICHETTE	13223	01618 030716	EWISACWIS 03/07/2016 0008034652	232.00
JEFFERY S SAFER	21033	01618 030716	EWISACWIS 03/07/2016 0008049774	1,256.00
LISA IVERSON	19164	01618 030716	EWISACWIS 03/07/2016 0008054023	232.00
MARYRAE V DUFEK	17937	01618 030716	EWISACWIS 03/07/2016 0008040115	464.00
NORTHWEST PASSAGE LTD	13477	01618 030716	EWISACWIS 03/07/2016 0008021015	9,454.00
OCONOMOWOC DEV TRAINING CENTER	6476	01618 030716	EWISACWIS 03/07/2016 0008019479	10,818.16
ROBERTA J WIERICHS	19141	01618 030716	EWISACWIS 03/07/2016 0008019587	1,572.40
RAWHIDE INC	14219	01618 030716	EWISACWIS 03/07/2016 0008011092	9,883.20
SHANNON E FINGER	19909	01618 030716	EWISACWIS 03/07/2016 0008057302	1,480.17
TONY BATTEN	16915	01618 030716	EWISACWIS 03/07/2016 0008042309	833.40
TONYA J LAURENT	17043	01618 030716	EWISACWIS 03/07/2016 0008059839	676.00
VICKI J HOFFMAN	21216	01618 030716	EWISACWIS 03/07/2016 0008060405	1,854.38

Batch Total: \$41,959.03 \*\*\*\*  
=====

# VOUCHER

STATE OF WISCONSIN 2016  
Door County

Submitted By:

sbarlament 04.06.16

Approved by: Department Head:

*[Signature]*

Approved by: Committee Chair /  
County Administrator

VENDOR # \_\_\_\_\_  New Vendor (Please Assign New #)  
   One Time Vendor (Please Assign New #)

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: \_\_\_\_\_

VENDOR ADDRESS: MONTHLY FOSTER CARE PAYROLL

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

PAID BY  
CHECK # \_\_\_\_\_

This Area to be Completed by Finance Department

Voucher Listing Signed / Approved

Meeting Date 04.12.2016

Hold For Approval / Documentation  
After Processing

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				2016 FOSTER CARE PAYROLL AS PER ATTACHED VOUCHER - March 2016 Services	1	\$ 21,133.92	04.06.16	BATCH # 258502	
<b>VOUCHER TOTAL</b>							<b>\$ 21,133.92</b>	<b>VOUCHER TOTAL</b>		

4/06/16

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

MEETING DATE

Dept Human Services  
DEPARTMENT

\*\*\* SUMMARY FOR COMMITTEE REVIEW ONLY \*\*\*

G/L DATE: 04/2016      Batch Nbr: 258502

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
CATHY LINDAL	9975	01619 040516	EWISACWIS 04/05/2016 0008042566	150.77
DOROTHY FULTON	21444	01619 040516	EWISACWIS 04/05/2016 0008025793	592.00
OLIVIA I DEREMO	8116	01619 040516	EWISACWIS 04/05/2016 0008017407	232.00
DEB DOYLE	9479	01619 040516	EWISACWIS 04/05/2016 0008000379	628.23
DEBOHRA GIBSON	13963	01619 040516	EWISACWIS 04/05/2016 0006910123	232.00
JULIE LITTERAL	18813	01619 040516	EWISACWIS 04/05/2016 0008043242	928.00
JUDITH A PICHETTE	13223	01619 040516	EWISACWIS 04/05/2016 0008034652	232.00
JEFFERY S SAFER	21033	01619 040516	EWISACWIS 04/05/2016 0008049774	1,256.00
LISA IVERSON	19164	01619 040516	EWISACWIS 04/05/2016 0008054023	232.00
MARYRAE V DUFEK	17937	01619 040516	EWISACWIS 04/05/2016 0008040115	464.00
ROBERTA J WIERICHS	19141	01619 040516	EWISACWIS 04/05/2016 0008019587	1,572.40
RAWHIDE INC	14219	01619 040516	EWISACWIS 04/05/2016 0008011092	10,564.80
SHANNON E FINGER	19909	01619 040516	EWISACWIS 04/05/2016 0008057302	620.00
TONY BATTEN	16915	01619 040516	EWISACWIS 04/05/2016 0008042309	833.40
TONYA J LAURENT	17043	01619 040516	EWISACWIS 04/05/2016 0008059839	676.00
HEIDIANN ULLMAN	242	01619 040516	EWISACWIS 04/05/2016 0008015044	13.55
VICKI J HOFFMAN	21216	01619 040516	EWISACWIS 04/05/2016 0008060405	1,906.77

Batch Total:      \$21,133.92      \*\*\*\*  
=====

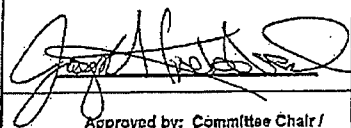
**VOUCHER**

STATE OF WISCONSIN

2016

Door County

Submitted By: \_\_\_\_\_  
 bsixel

Approved by: Department Head:  


Approved by: Committee Chair /  
 County Administrator  
 \_\_\_\_\_

VENDOR # \_\_\_\_\_

New Vendor (Please Assign New #)  
 One Time Vendor (Please Assign New #)

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date \_\_\_\_\_

Hold For Approval / Documentation  
 After Processing

This Area to be Completed by Finance Department

PAID BY \_\_\_\_\_  
 CHECK # \_\_\_\_\_

Fund	Dept	Sub Dept	Account Number	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47			SUBMITTED FOR PAYMENT, BATCH #258441 MARCH 2016 - 2ND Batch Processing	EA	\$80,024.12		various - as attached	
				VOUCHERS ARE FOR 2015 & 2016 EXPENSES					
VOUCHER TOTAL						\$ 80,024.12	VOUCHER TOTAL		

3/16/16

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

*March 16, 2016 - 2nd Batch*  
MEETING DATE

Dept Human Services  
DEPARTMENT

\*\*\* SUMMARY FOR COMMITTEE REVIEW ONLY \*\*\*

G/L DATE: 03/2016 Batch Nbr: 258441

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMY LEFEVRE	21173	FEB 2016	105 FEB EMPLY MILEAGE REIMB	56.70
ADVOCATES-INDEPENDENT LIVINGII	13325	1947 FEB	FEB CCS ADMIN DD PCW	6,871.35
ADVOCATES FOR HEALTHY	17929	FEB 20160304	FEB SKILLS DEV 9.3 UNITS	632.40
	8870	MAR 2016	MAR 2016 CHILD'S COP SPEC EQUIP	827.99
BAY COUNSELING CLINIC, LLP	21177	FEB 2016	FEB CCS IND PSYCHOTHERAPY	234.60
BERRY	804	00429688-1	MAR ADV PRINT/DIG	53.55
BROTOLOC HEALTH CARE SYSTEM IN	3640	1054567	FEB CBRF 29 DAYS	5,118.50
IMELDA DELCHAMBRE	8553	FEB 2016	FEB TRANS SVC	90.00
DYNAMIC FAMILY SOLUTIONS	21410	MARCH 2016	JAN PSYCHO EDUCATION 0.8 UNITS	81.60
EMILY SCHWARK	20081	FEB 2016	91 FEB EMPLY MILEAGE REIMB	49.14
ECONO FOODS	9674	FEB 2016	FEB CSP SUPPLIES	50.32
FAITH ANN MCCOY	18136	FEB 2016-2	FEB CM SVC COORD	4,886.00
FAMILY SERVICES	3841	JAN & FEB	PARENT EDC/HEALTHYFAM/CRISIS CTR	23,224.18
FLS BANNERS	3487	DEC 2015	DEC 2015 AODA DISPLAYS	823.00
MARK HILL	2006	FEB 2016	352 FEB EMPLY MILEAGE REIMB	190.08
HIRN MENTAL HEALTH COUNSELING	17401	MARCH 2016	MAR MH WASH IS OUTPT	420.00
INNOVATIVE SERVICES, INC.	5078	OCT15 FEB16	CCS SKILL DEVELOPMENT	14,852.20
IPAT INC	13103	301414 FEB	FEB PROTECTIVE SRVC REPORT	60.00
JUSTICEPOINT, INC	21360	3102016DOORCO	YA FEB ELEC MONITORING	143.55
KAYLA O'DELL	20292	FEB 2016	196 FEB EMPLY MILEAGE REIMB	105.84
LANGUAGE LINE SERVICES	14606	3782636-FEB	FEB INTERPRETER SRVCS	15.60
LIFESKILLS DEVELOPMENT CENTER	16380	2026 FEB	FEB SVC COORD 128 HRS	4,736.00



3/15/16  
G/L DATE: 03/2016

Batch Nbr: 258441

Page 2

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
NAOMI SPRITKA	18398	FEB 2016	320 FEB EMPLY MILEAGE REIMB	172.80
NCS PEARSON INC	11760	MAR 2016	MAR 2016 B-3 TESTING SUPPLIES	390.08
NEW PARTNERSHIP	8964	03201698	FEB TRAINING(3)SUICIDE/TRAUMA	120.00
OPTUMINSIGHT INC	19024	80011852329	MAR EVAL & MNG ADVISOR CODING	51.98
PROFESSIONAL GUARDIANSHIPS INC	5008	FEB 2016	FEB GUARDIANSHIP SRVCS	198.00
SHERRY PESCH	3394	FEB 2016	FEB REP PAYEE SRVCS, FC DD & CSP	1,197.00
	18258	MAR 2016	March RSP TWO NIGHTS	50.00
JEAN SEVERSON	28575	JAN 2016	126 JAN EMPLY MILEAGE REIMB	68.04
SPECIALIZED SERVICES LLC	7694	1693 FEB	FEB PCW 166.5 HRS	2,677.32
STAPLES ADVANTAGE	15069	FEB 2016	FEB HS OFFICE SUPPLIES	102.07
JULIE TOYNE	5555	FEB 2016	FEB B-3 THERAPY & MILEAGE	4,007.22
WE ARE HOPE, INC	19620	FEB 2016	FEB LIHEAP COSTS	7,397.01
WI DEPT OF JUSTICE RECORD CHEC	37970	JAN/FEB	JAN & FEB BACKGROUND CHECKS	70.00

Batch Total: \$80,024.12 \*\*\*\*  
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**VOUCHER**

STATE OF WISCONSIN

2016

Door County

VENDOR # \_\_\_\_\_

 New Vendor (Please Assign New #)  
 One Time Vendor (Please Assign New #)

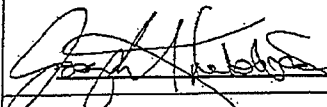
VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:  
bsixel

Approved by: Department Head:  


Approved by: Committee Chair /  
 County Administrator

Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date \_\_\_\_\_

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 After Processing

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PAID BY  
 CHECK # \_\_\_\_\_

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH #258479 APRIL 2016 - 1ST Batch Processing	EA	\$60,676.02		various - as attache	
					VOUCHERS ARE FOR 2015 & 2016 EXPENSES					
VOUCHER TOTAL							\$60,676.02	VOUCHER TOTAL		

4/06/16

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

*HS 1st Batch, April 6, 2016*

MEETING DATE

Dept Human Services  
DEPARTMENT

\*\*\* SUMMARY FOR COMMITTEE REVIEW ONLY \*\*\*

G/L DATE: 04/2016 Batch#Nbr:258479

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMY LEFEVRE	21173	MAR 16	211 MAR EMPLY MILEAGE REIMB	113.94
BETH CHISHOLM	2435	MAR 16	270 MAR EMPLY MILEAGE REIMB	145.80
BAETEN COUNSELING	20427	MAR 16	MAR OWI (12)	600.00
BAY COUNSELING CLINIC, LLP	21177	20160323	MARCH PSYCH&RECKP	336.60
BROWN CO COMUNITY TREATMNT CNT	16015	NOV 2015	NOV 2015 INPAT 7 DAYS	21.00
CELLCOM WISCONSIN RSA 10	4818	640782	MAR CCS&HS CELLPHONE	749.35
CORNERSTONE OF STURGEON BA	12482	1704 MAR	MARCH CERF 31 DAYS	1,950.00
DC PRINTING LLC	5245	100749 MAR	MAR HS ENV3000	171.00
DEBRA FEHRMAN	6876	MAR 16	135 MAR EMPLY MILEAGE REIMB	72.90
DEPARTMENT OF CORRECTIONS	3213	4100000000195	YA FEB 29 DYS CORRECTIONS	8,236.00
EMPOWERMENT OPTIONS	15615	FEB 16	FEB AFH 29 DAYS	9,860.00
FAITH ANN MCCOY	18136	2016-3	MAR CM/SVC COORD	5,040.00
FAMILY SERVICES	3841	NOV DEC JAN	OCT/NOV/DEC/JAN&FEB SKILL DEV	2,141.40
MAGDA I GUTIERREZ	2987	FEB/MAR/APR	FEB/MAR/APR RSP 6 NIGHTS	150.00
[REDACTED]	20162	DEC 2015	DEC 2015 FSP-C THERAPY	48.00
KAYLA O'DELL	20292	MAR 16	165 MAR EMPLY MILEAGE REIMB	89.10
LAKESHORE CAP OFFICE	17200	FEB 16	FEB JUV REST & COM SRVC	2,729.58
SALLY LAURENT	8394	APR 16	APR AFH 30 DAYS	900.00
LIFELINE DEPARTMENT \ DCMH	18103	MAR 16	MARCH HS LIFELINE	70.00
LIFESKILLS DEVELOPMENT CENTER	16380	2027 MAR	MAR LEAD SVC COORDINATOR	5,920.00
[REDACTED]	17545	APR 16	APR SPEC EQUIPMENT-G	150.00
[REDACTED]	2865	DEC 2015	YA 2015 PARENT REFUND	64.58

4/06/16  
G/L DATE: 04/2016

Batch Nbr: 258479

Page 2

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
NAOMI SPRIKKA	18398	MAR 16	407 MAR EMPLY MILEAGE REIMB	219.78
OCONTO COUNTY DEPT OF HUMAN SR	12853	APR 16	APRIL 2016 WAPAF TRAINING	50.00
WENDY RAY	13022	MAR 16	MAR B-3 THERAPY	6,518.20
SHERYL FLORES	11392	FEB&MAR 2016	168 FEB&MAR EMPL MIL REIMB	279.72
[REDACTED]	18258	MAR 16	MAR RSP 4 NIGHTS	100.00
MICHAEL P SAYERS PHD	8169	MAR 16	MAR PSYCH SRVCS	3,206.25
SPECIALIZED SERVICES LLC	7694	FEB 16	FEB 16 SKILL DEV	5,262.50
STAPLES ADVANTAGE	15069	3296464767	MAR HS OFFICE SUPPLIES	66.52
JULIE TOYNE	5555	MAR 16	MAR B-3 THERAPY	5,065.96
WISCONSIN DOCUMENT IMAGING	5999	MAR 16	MAR HS LEASED COPIERS	347.84

Batch Total: \$60,676.02 \*\*\*\*  
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# VOUCHER

STATE OF WISCONSIN

2016

Door County

VENDOR # \_\_\_\_\_

- New Vendor (Please Assign New #)  
 One Time Vendor (Please Assign New #)

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:

\_\_\_\_\_

rmark

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Approved by: Department Head:



Approved by: Committee Chair / County Administrator

\_\_\_\_\_

Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date \_\_\_\_\_

Hold For Approval / Documentation After Processing

PAID BY  
CHECK # \_\_\_\_\_

↓ This Area to be Completed by Finance Department ↓

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
204	23				SUBMITTED FOR PAYMENT, BATCH #258450 - 2016 SRC/ADRC vouchers to date. March processing		\$ 20,467.32		various - as attached	
<b>VOUCHER TOTAL</b>							<b>\$ 20,467.32</b>	<b>← VOUCHER TOTAL</b>		

3/15/16

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

*ADRC/SRC, MAR. 2016, 2<sup>nd</sup> batch*

MEETING DATE

HS Resource Center  
DEPARTMENT

\*\*\* SUMMARY FOR COMMITTEE REVIEW ONLY \*\*\*

G/L DATE: 03/2016 Batch Nbr: 258450

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVANCED DISPOSAL SERVICES	18928	18928 FEB2016	FEB DISPOSAL SERVICES-SRC	172.34
ADVOCATES-INDEPENDENT LIVINGII	13325	1945 SRC0216	FEB SHC-BA	814.59
BARBARA J SNOW	15999	15999 FEB2016	11.20 FEB EMPLY MILEAGE REIMB	6.04
BROTHERS DAIRY	257	257 FEB2016	FEB RAW FOOD	578.00
CARMEN SCHROEDER	18153	18153 FEB2016	FEB MENU REVIEW	90.00
NELVIE CAULDWELL	4168	4168 FEB2016	24.20 FEB EMPLY MILEAGE REIMB	13.09
CELLCOM WISCONSIN RSA 10	4818	4818 MAR2016	ADRC/SRC MAR CELL (03/06 - 04/05)	291.70
JOHN FULKERSON	2150	2150 FEB2016	FEB MEALSITE 8 DAYS @ \$8/DAY	64.00
HENRY F DITTMER	17282	17282 FEB2016	71.80 FEB MOW MILEAGE REIMB	38.77
JIM OLSON FORD LINCOLN, LLC	20492	FEB SRC BUS	SRC O/F CHANGE	52.17
LAU'S AUTO CARE CENTER	7754	7754 022016	INVOICES 23094 & 23208-SRC VAN	142.38
TOWN OF LIBERTY GROVE	33170	33170 FEB2016	FEB MEALSITE 13 DAYS @ \$9/DAY	117.00
MANNS STORE	18770	18770 FEB2016	FEB RAW FOOD-W.I.	621.41
MEAT PROCESSORS INC	6544	6544 FEB2016	FEB RAW FOOD	625.11
N E W CURATIVE REHABILITATION	6470	6470 JAN2016	JAN SHC-SG	190.98
NATIONAL PEN CO, LLC	20503	108506730ADRC	MARKETING MATERIALS-PENS	541.90
OLIVER PRODUCTS	9189	953052 852963	TRAY-3COMP-DEEP 560/CASE	1,600.00
JUDITH ORTHOBER	5668	5668 FEB2016	592 FEB MEALSITE MILEAGE REIMB	319.68
PIP PRINTING	25032	71292 ADRC	ADRC MARKETING MATERIALS	428.57
REINHART FOOD SERVICE	26500	26500 FEB2016	FEB NUTRITIONAL SUPPLIES/RAW FOOD	3,062.88
GOOD SAMARITAN, SCANDIA VILLAGE	27395	27395 FEB2016	FEB MOW CHARGE	72.00
SETON	21508	9330251202SRC	MDS LABELS-SRC	93.25

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
SPECIALIZED SERVICES LLC	7694	1686 FEB2016	FEB FINANCIAL MGMT-CK	21.90
STAPLES ADVANTAGE	15069	15069 FEB2016	FEB OFFICE SUPPLIES ADRC/SRC	105.93
STURGEON BAY UTILITIES	30820	30820 FEB2016	FEB UTILITIES-SRC	1,120.42
SYSCO	9328	9328 FEB2016	FEB RAW FOOD/NUTRITIONAL SUPPLIES	5,570.94
ERIN SZAKALA	15638	15638 JAN2016	250 JAN EMPLY MILEAGE REIMB	135.00
TIP TOP CLEANERS	10942	789066 SRC	FEB LAUNDRY/KITCHEN	105.00
UNITED HOME HEALTH SERVICIS,LLC	20955	20955AFEB2016	FEB MILEAGE REIMBURSEMENT	2,612.98
UNITED WAY OF DOOR COUNTY	502	502 FEB2016	TRAINING-RG & KK	30.00
WARNER-WEXEL WHOLESALE & POOL	36120	36120 FEB2016	FEB NUTRITIONAL SUPPLIES	349.56
TOWN OF WASHINGTON	33570	33570 FEB2016	FEB MEALSITE 11 DAYS @ \$8/DAY	88.00
WI ASSOC OF BENEFIT SPECIALIST	10193	10193 FEB2016	ANNUAL MANDATORY EBS TRAINING	75.00
WI ASSOCIATION OF SENIOR CENTE	37513	37513 MAR2016	2016 ANNUAL MEMBERSHIP	65.00
WISCONSIN PUBLIC SERVICE	11363	11363 022016	FEB UTILITIES-SRC	251.73

Batch Total: \$20,467.32 \*\*\*\*  
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# VOUCHER

STATE OF WISCONSIN

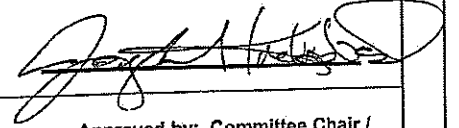
2016

Door County

Submitted By:

mark

Approved by: Department Head:



Approved by: Committee Chair /  
County Administrator

VENDOR # \_\_\_\_\_

New Vendor (Please Assign New #)

One Time Vendor (Please Assign New #)

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

Voucher Listing Signed / Approved  
Meeting Date \_\_\_\_\_

Hold For Approval / Documentation  
After Processing

PAID BY  
CHECK # \_\_\_\_\_

This Area to be Completed by Finance Department

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
204	23				SUBMITTED FOR PAYMENT, BATCH #258481 - 2016 SRC/ADRC vouchers to date. April processing		\$ 59,545.26		various - as attached
VOUCHER TOTAL							\$ 59,545.26	VOUCHER TOTAL	



4/06/16

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

ADRC/SRC 1<sup>st</sup> batch, April, 2016

MEETING DATE

HS Resource Center  
DEPARTMENT

\*\*\* SUMMARY FOR COMMITTEE REVIEW ONLY \*\*\*

G/L DATE: 04/2016

Batch Nbr: 258481

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMY L KONOP	18248	18248 MAR2016	45 MAR MOW MILEAGE REIMB	24.30
ANNA VANLANNEN	20950	20950 MAR2016	193 MAR EMPLY MILEAGE REIMB	104.22
ABBY VANS INC	16735	18570 SRC	FEB D2D TAXI	49,477.35
BOETTCHER COMMUNICATIONS, LLC	17949	14217 SRC	TRANSP MKTG	1,625.00
CAROL LENIUS	21443	21443 MAR2016	112 MAR EMPLY MILEAGE REIMB	60.48
CHRISTINE WISNIEWSKI	19268	19268 MAR2016	22 MAR MOW MILEAGE REIMB	11.88
NELVIE CAULDWELL	4168	4168 MAR2016	24.2 MAR EMPLY MILEAGE REIMB	13.09
CORPORATE GUARDIANS OF NEW	17122	6690 SRC	JAN AND FEB GUARDIANSHIP-DB	400.00
DAVID C NATWICK	19302	19302 MAR2016	21.7 MAR MOW MILEAGE REIMB	11.72
COURTIE DEMAREST	1325	1325 MAR2016	10 MAR MOW MILEAGE REIMB	5.40
DOOR-TRAN	16496	207 MAR2016	MAR STAFF HOURS	750.00
ECONO FOODS	9674	9674 MAR2016	RAW FOOD-MAR	845.67
GEORGE J KLEIST	17474	17474 MAR2016	23.50 MAR MOW MILEAGE REIMB	12.70
GREGORY W VIRLEE	19080	19080 MAR2016	9 MAR MOW MILEAGE REIMB	4.86
HENRY F DITTMER	17282	17282 MAR2016	57 MAR MOW MILEAGE REIMB	30.78
JOSEPH E HEILMAN	5354	5354 MAR2016	30 MAR MOW MILEAGE REIMB	16.20
HENKEL FLOORING SERVICE LLC	6241	2834 SRC	FEB SNOW REMOVAL-CP	110.00
JAMES D NEWMAN	17792	17792 MAR2016	39.60 MAR MOW MILEAGE REIMB	21.39
JOHN M O'GARA	18116	18116 MAR2016	13.7 MAR MOW MILEAGE REIMB	7.40
JAMIE STEPHAN	17906	17906 MAR2016	227 MAR EMPLY MILEAGE REIMB	122.58
JIM OLSON FORD LINCOLN, LLC	20492	20492 SRCMAR	BUS EXHAUST REPAIR SRC	610.03
KIM KRAMER	12614	12614 MAR2016	32 MAR EMPLY MILEAGE REIMB	17.28

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
NANCY KURSCHNER	7092	7092 MAR2016	94 MAR MOW MILEAGE REIMB	50.76
LISA VANALSTINE	20119	20119 MAR2016	99 MAR EMPLY MILEAGE REIMB	53.46
TOWN OF LIBERTY GROVE	33170	33170 MAR2016	MAR MEALSITE 9 DAYS @ \$9/DAY	81.00
LIFELINE DEPARTMENT \ DCMH	18103	18103 MAR16	MAR LIFELINE-PS	105.00
MARGARET B HATALA	21056	21056 MAR2016	FEB/MAR CAREGIVER SUPPORT GROUP	268.36
JUDITH ORTHOBER	5668	5668 MAR2016	498 MAR EMPLY MILEAGE REIMB	268.92
ROBIN MARK	20044	20044 MAR2016	64 MAR EMPLY MILEAGE REIMB	34.56
ROBERT A RAHMLow AND	21501	21501 MAR2016	MAR MEALSITE 9 DAYS @ \$8/DAY	72.00
SHERRY PESCH	3394	EB0332 SRC	FEB FIN MGMT SVC-JT	41.00
STACEY VOLKMANN	14091	14091 MAR2016	346 MAR EMPLY MILEAGE REIMB	186.84
GOOD SAMARITAN, SCANDIA VILLAGE	27395	27395 MAR2016	MAR MOW CHARGE	248.00
STAPLES ADVANTAGE	15069	15069 MAR2016	MAR OFFICE SUPPLIES ADRC/SRC	179.97
UNITED HOME HEALTH SERVICES, LLC	20955	20955BMAR2016	MAR SHC-MK	2,339.74
SUZANNE WAGNER	374	374 MAR2016	28 MAR MOW MILEAGE REIMB	15.12
TOWN OF WASHINGTON	33570	33570 MAR2016	MAR MEALSITE 11 DAYS @ \$8/DAY	88.00
WISCONSIN DOCUMENT IMAGING	5999	5999 0316 SRC	MAR BLACK COPIES	1,193.45
WIL KIL PEST CONTROL	6359	6359 MAR2016	MAR PEST CONTROL SRC	36.75

Batch Total: \$59,545.26 \*\*\*\*  
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**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES (DHS)  
2015 Annual Report**

2015 was a year of significant change for DHS. We had a significant level of staff turnover including four members of the Management team. One of those changes was the retirement of Deputy Director Roger Tepe in February. Our new Deputy Director, Cori McFarlane, began in May. Much of the year was spent preparing for the transition to Family Care, which was completed in September. This moved the county out of providing long term care services for elderly individuals, adults with developmental disabilities, and adults with physical disabilities. This had a significant impact on the clients, staff, and the DHS budget.

**Mission Statement**

“The primary mission of the Door County Department of Human Services is to enhance the human well-being throughout an individual’s life-span and to help meet the needs of individuals and families while promoting safety and self-sufficiency in a manner that demonstrates respect and dignity.”

**SUMMARY OF RESPONSIBILITIES**

The department provided a large array of services that will be covered below alphabetically.

**AGING AND DISABILITY RESOURCE CENTER (ADRC)** – Patti Peterson provided management of this division through June. We then brought in interim Director Michael VanDyke for the remainder of the year. This unit was crucial in the transition to Family Care and we hired two LTE’s, who worked for six months to provide options counseling to individuals who moved from the County system to Family Care.

The Aging and Disability Resource Center is “one stop shop” for the general public to get information and assistance on services and programs for the frail elderly and persons with developmental or physical disabilities. The primary goal of the program is to help individuals who are over the age of 60, physically or developmentally disabled stay in the community as long and as independently as possible.

The major services offered are: Information and Assistance, Long Term Care Options Counseling, Elderly and Disability Benefit Specialists (to help consumers with issues regarding Medicare and Medicaid, Screening for Family Care Eligibility, and Outreach and Marketing. We had 4971 contacts with individuals over the course of the year.

A subdivision of the ADRC provides Adult Protective Services (APS). Workers in APS investigate reports of suspected self-neglect, neglect, abuse or financial exploitation of frail elderly or individuals affected by developmental disability, alcoholism, or mental illness. In 2015 the APS staff investigated 212 new reports.

In addition to their new investigations, the social workers in this unit provide ongoing case management for vulnerable seniors. This included 31 WATTS reviews, 9 comprehensive Evaluation and 10 Protective Placements/Guardianship cases. This is an increased volume of ongoing cases, some of them remaining from the Family Care transition. As a result of the added work load, one additional staff member was added to APS in 2015.

**AGING UNIT (SENIOR RESOURCE CENTER)** – Judy Dobbins provided the management for this division through June. She was replaced by Jake Erickson as the Aging Program Manager.

The aging unit along with the ADRC focuses on keeping our senior population healthy and independent so they can live in their own homes as long as possible. One of the most significant services to accomplish this includes the meals program. We have congregate meal sites in Sturgeon Bay, Forestville, Baileys Harbor, Liberty Grove, and Washington Island. The unit also provides the Meals on Wheels program in the immediate Sturgeon Bay

area, and on a limited basis near Sister Bay and on Washington Island. In addition to the hot meals program we provide frozen meals to seniors throughout the county. In 2015 we provided 16,092 meals on site, 13,718 Meals on Wheels, and 6,276 frozen meals. Total Meals Provided in 2015: 36,086.

In addition to the meals, the Aging Unit provides Information and Assistance, Benefits Counseling, Transportation, Alzheimer's & National Family Caregiver Support Programs, Senior Citizen/Low Income Free Tax Assistance, and Activities programming. The activities program focuses on evidence based programs that include exercise, preventive health and other educational experiences to enhance and promote independence by encouraging socialization, good nutrition, and many volunteer opportunities.

**BEHAVIORAL HEALTH DIVISION** – Manager currently vacant

The Behavioral Health Unit is responsible for providing services to individuals suffering from mental health, alcohol and/or drug problems. This unit oversees and manages traditional outpatient counseling services. We also contract and manage services for residential treatment/inpatient care.

In 2014-2015 the Behavioral Health Unit went through significant staff changes. Currently, five of the six staff in this division have been with the county less than two years. In the midst of this transition, we also began a new program called Comprehensive Community Services. This program will to provide a new array of services with matching revenue to support it.

In 2015, 393 received counseling services and 341 individuals received medication management. 122 individuals who received OWI's received assessments and were monitored for compliance.

The Behavioral Health staff along with the Community Support staff are responsible for providing 24/7 crisis services to Door County citizens. The staff works in partnership with law enforcement and other community partners to assess and provide safety planning for individuals who may be a danger to themselves or others. In 2015, we provided crisis services to 192 individuals and their families.

**CHILDREN AND FAMILY SERVICES DIVISION/Child Protective Services & Juvenile Justice** – Doreen Goddard, Manager

This program area serves children and juveniles from birth to age 18, as well as their families. We provided initial screening of referrals related to child abuse and neglect or at risk of abuse or neglect. If these reports are substantiated we provide ongoing supervision of these families. This unit also provides supervision of delinquent youth or juveniles in need of protective placement. We also directly provided or contracted for services such as foster care, kinship care, electronic monitoring, shelter care, secure detention, restitution and community service, and parent education. We continue to see a steady increase in referrals over the past several years in all program areas. In child welfare we received 440 referrals which was a 23% increase over 2014. In juvenile justice the number of referrals increased from 50 in 2014, to 90 in 2015.

**COMMUNITY SUPPORT PROGRAM** – Sheryl Flores, Manager

The CSP program is an off shoot of the Behavioral Health Division. The primary goal of the program is to help individuals with severe and persistent mental illness to lead normal lives and be able to stay in the community. This population often has high incidents of inpatient care. By providing services such as case management, medication management, group counseling or activities, and maintaining community partnerships, we are better able to help these individual stay out of Mental Health Institutions. In 2015 we served 62 individuals in this program.

**DEVELOPMENTAL DISABILITIES / LONG TERM CARE UNIT** – Cindy Zellner-Ehlers, Manager

This unit has seen the most significant change in Human Services in the past 20 years. All 186 adult clients with developmental disabilities or who were designated as frail elderly clients that the county previously served, were transitioned to Family Care.

Many of these clients had been working with their case managers for over twenty years. This transition was difficult for both consumers and staff, and the planning and work that went into it took months. As a result of this change, six County positions were eliminated.

The result of this change leaves only Children's Services in this division. As a result, beginning in 2016 we have renamed the unit Family Support Services.

The program areas that remain include:

- BIRTH TO THREE EARLY INTERVENTION PROGRAM  
Service delivery for these children includes: Special Instruction/Teacher services, Speech and Language Therapy, Occupational Therapy, Physical Therapy, Service Coordination and other ancillary support services. Seventy children and their families received this service in 2015.
- FAMILY SUPPORT PROGRAM/CHILDREN'S LONG TERM SUPPORT  
Service includes: Information/referral, coordination of the use of community resources and other case management services, limited funding to assist families, networking families with other supports. We served 135 children and their families in these programs.
- PERSONAL CARE PROGRAM  
Service includes: Access to in-home personal care supports to assist individuals with disabilities with the necessary care, supervision and medical supports to live as independently as possible. We serviced 62 individuals in this program. Many of the clients who received personal care services were transitioned to the Family Care Program. We will transition this program to serve more children in 2016. We continue to run this program as it offsets the cost of placement for many of our mental health clients.
- COORDINATED SERVICES TEAMS (CST)/COMPREHENSIVE COMMUNITY SERVICES (CCS)  
This program area's primary responsibility is to provide services to children and their families where the child's mental health and behavioral issues are significantly affecting their lives. The goal here is to help improve functioning in home, school and community and avoid the need for placement out of the home. We served 33 families in these programs. We anticipate the CCS caseload to continue to grow in 2016 and beyond.

#### **ECONOMIC SUPPORT UNIT** – Carol Wautlet, Manager

Our Economic Support Unit provided county – wide eligibility determination for major financial programs such as Medical Assistance, BadgerCare Food Share (Food Stamps), Caretaker Supplement, and Wisconsin Shares (subsidized Child Care). In addition, staff networked with numerous other community agencies to obtain supplementary financial assistance for current recipients, as well as for those who didn't qualify for our regular financial-related programs.

There was a monthly average of 2,351 Door County FoodShare recipients in 2015. There were 4,333 Medicaid/Badger Care Recipients. Our Wisconsin Shares Program served 66 families. This program provides lower income families a subsidy so they can afford child care and can continue to stay gainfully employed.

Through this unit, we also contract for the Energy Assistance program. The energy assistance program provided help with paying bills and emergency heating assistance for 1090 households in 2015.

#### **TRANSPORTATION PROGRAM** – Joe Krebsbach/Robin Mark

The Door County Department of Human Services manages the operations of the Door County Public Transit System which includes the Door 2 Door taxi program. The program is funded through Federal and State transportation funds. The program provided over 42,180 rides to individuals in 2015. This is a 7.4% increase from the previous year.

**KNOWLEDGE SHARING IN 2015**

A large part of the services done in Human Services are related to collaboration and partnering with other community resources. Individual staff members often provide education to community members, or partner agencies throughout the year. Listed below are some of the more consistent areas staff have been involved in in the past year.

- Interdisciplinary Team for Adults and Elders at Risk – involving multiple community agencies
- Senior Resource Center education programs – on various topics
- Child foster home recruitment and training
- Door County Chapter of the National Alliance for the Mentally Ill and JAK’s Place Boards.
- Fiscal Support and participation in the Door County AODA Coalition.
- Participation in Mental Health Focus Group
- Participation in Child Health Team
- Emergency Food and Shelter Network
- Door County Job Center Management Team
- Community forums regarding the transition to Family Care
- Radio spots regarding Birth to Three Early Intervention
- 82 participants in monthly provider trainings
- Education webinar training for parents on autism program changes
- Training for our regional CCS Consortium partners and providers
- Agency-based trainings on Client Rights, Civil Rights, Trauma and Crisis Planning
- Outreach to hospital and law enforcement on crisis services
- Door County Partnership for Children and Families (founding member; ongoing participation in executive committee and various sub-committees)
- Participation on Cradle to Career Steering Committee
- Caregiver Coalition
- Memory Café

**BUDGET STATUS**

The Human Services budget is actually broken into two separate budgets. The one labeled Human Services covers all program areas with the exception of the ADRC and Aging Programs.

	<b><u>2014</u></b>		
	<b><u>Human Services</u></b>	<b><u>ADRC/Aging</u></b>	<b><u>Total</u></b>
Adopted Total 2014 Budget	\$13,860,872	\$1,942,097	<b>\$15,802,969</b>
2014 Budgeted Revenue	\$10,571,032	\$1,344,287	<b>\$11,915,319</b>
2014 Levy Appropriation	\$3,289,840	\$597,810	<b>\$3,878,650</b>
Actual Total 2014 Budget	\$13,043,886	\$1,996,794	<b>\$15,040,680</b>
2014 Actual Revenue	\$10,380,769	\$1,519,527	<b>\$11,900,296</b>
2014 Actual Appropriation	\$2,66,117	\$447,267	<b>\$3,140,384</b>

	<b><u>2015</u></b>		
	<b><u>Fund 240</u></b>	<b><u>Fund 204</u></b>	<b><u>Total</u></b>
Adopted Total 2015 Budget	\$13,397,464	\$2,215,101	<b>\$16,312,565</b>
2015 Budgeted Revenue	\$10,080,133	\$1,665,007	<b>\$12,745,140</b>
2015 Levy Appropriation	\$3,317,331	\$550,094	<b>\$3,867,425</b>
Actual Total 2015 Budget	\$11,304,939	\$2,178,024	<b>\$13,482,962</b>
2015 Actual Revenue	\$8,583,077	\$1,703,399	<b>\$10,286,476</b>
2015 Actual Appropriation	\$2,721,861	\$474,625	<b>\$3,196,486</b>

The amounts shown above were prepared by JoAnn Baumann, Door County Finance Department, on March 21, 2015. These amounts are unaudited, and are subject to adjustment.

## **ISSUES, CONCERNS AND RESTRAINTS**

- Our rapidly aging population will continue to increase service needs for this population.
- We continue a multi-year trend of increased referrals related to child abuse and neglect. 2015 also brought an increase of 40 Juvenile Justice referrals. At our current staffing level, keeping up on these referrals will be a significant challenge.
- The number of new staff creates a challenge as staff try and learn their roles in the face of increased referrals in almost all program areas.
- We have such a high demand for service in program areas, we are unable to do any true prevention work to try and change these trends.
- Continuation of State imposed 0% property tax levy limits. Rates for contracted services continue to rise without significant ways to increase revenues to offset those cost of business increases.

## **GOALS AND OBJECTIVES ACHIEVED IN FULL OR PART DURING 2015**

- Complete implementation of Comprehensive Community Services (CCS) – We have moved clients into this program although not as rapidly as we had hoped for.
- Increase revenue by use of CCS program – Reconciliation of these accounts will not be completed until Dec. 2016 based on State process so unsure at this time.
- Stabilize the work force – We continued to have vacancies to fill in 2015. We continue to work on staff moral/satisfaction.
- Complete the transition from the County Based Waiver System to Family Care while continuing to provide high quality service to our customers. - Completed successfully.
- Develop plan for new Senior Center and obtain County Board approval – Still in process.
- Provide up to date required training for all staff members in areas to improve social work skills. – Many staff have been provided training but this is an ongoing need in 2016.

## **2016 GOALS AND OBJECTIVES**

- Improve Staff satisfaction by 10 % as measured by two staff surveys. Focusing on teamwork, trust and communication.
- Improve Customer service in all program areas, as indicated by customer service survey responses.
- Increase ADRC outreach and congregate meal participation by 10%.
- Increase the number of Licensed Foster Homes.
- Reduce Recidivism of Open SPS and JJ Cases.
- Implement Harm Reduction Group for CSP consumers.
- Utilize SAMHSA's Wellness Initiative to increase health service coordination with our CSP consumers
- Increase certified child care providers.
- Move toward a Trauma Informed Agency response

Respectfully submitted by:

Joseph A. Krebsbach, Human Services Director



DOOR COUNTY  
**Draft**

Resolution No. 2016-█

CHILDREN'S COMMUNITY OPTIONS PROGRAM AND CHILDREN'S  
COMMUNITY OPTIONS ADVISORY COMMITTEE

ROLL CALL Board Members	Aye	Nay	Exc.
Will be updated			
After April election			

**BOARD ACTION**

Vote Required: Majority Vote of a Quorum

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Motion to Approve      Adopted

1st \_\_\_\_\_ Defeated

2nd \_\_\_\_\_

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Exc: \_\_\_\_\_

Reviewed by: \_\_\_\_\_, Corp. Counsel

Reviewed by: \_\_\_\_\_, Administrator

**FISCAL IMPACT:** There is no Fiscal Impact associated with the adoption of this resolution. MEJ

**Certification:**  
I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 19<sup>th</sup> day of April, 2016 by the Door County Board of Supervisors.

\_\_\_\_\_  
Jill M. Lau  
County Clerk, Door County

1    **TO THE DOOR COUNTY BOARD OF SUPERVISORS:**

2

3        **WHEREAS,** Section 1535 of 2015 Wisconsin Act 55 created

4        § 46.272, Wis. Stats. titled “Children’s Community Options Program”; and

5

6        **WHEREAS,** Door County’s participation in the § 46.272, Wis. Stats.

7        Children’s Community Options Program will be of benefit to children and

8        families in need; and

9

10       **WHEREAS,** Each participating county is required to, among other

11       things, create and appoint members to a Children’s Community Options

12       Advisory Committee as provided in § 46.272(4)(a)1 - 3, Wis. Stats.; and

13

14       **WHEREAS,** The Door County Department of Human Services *and*

15       Human Services Board each recommend: Door County’s participation in

16       the Children’s Community Options Program; *and* the creation of, and

17       appointment of members to, a Children’s Community Options Advisory

18       Committee consistent with § 46.272, Wis. Stats.

19

20       **NOW, THEREFORE, BE IT RESOLVED,** That the Door County Board

21       of Supervisors does hereby support Door County’s participation in the

22       § 46.272, Wis. Stats. Children’s Community Options Program.

23

24       **BE IT FURTHER RESOLVED,** That the Door County Board of

25       Supervisors does hereby create an eight (8) member Children’s

26       Community Options Advisory Committee with the composition and the

27       duties specified under § 46.272(4), Wis. Stats.

28

29       **BE IT FURTHER RESOLVED,** That the Door County Board of

30       Supervisors hereby confirms appointment of the inaugural members of the

31       Children’s Community Options Advisory Committee as set forth in

32       Addendum A, attached hereto and incorporated herein by reference.

**SUBMITTED BY:**  
**Human Services Board**

\_\_\_\_\_  
Mark Moeller, Chairman

\_\_\_\_\_  
Roy Englebert

\_\_\_\_\_  
Susan Kohout

\_\_\_\_\_  
Helen Bacon

\_\_\_\_\_  
Paul Kok

\_\_\_\_\_  
Wayne Kudick  
Thomas Leist  
Joe Miller  
Robert Rau



**MEMBERSHIP RECOMMENDATIONS**

**CCS/CST Coordinating Committee**

- \* \_\_\_\_\_, Chairperson
- Sheryl Flores (*Interim, pending hire of BH Manager*)
- Cindy Zellner-Ehlers
- Dori Goddard
- Ann Smejkal
- Kathie Birmingham
- Julie Davis
- Seth Wiederanders
- Jeremy Porter
- Barb Snow
- Sandy Hilmer
- Amy Caibaiosai
- Rebecca Davis

**Children’s COP Advisory Committee**

- \* \_\_\_\_\_, Chairperson
- Cindy Zellner-Ehlers
- Ann Smejkal
- Kathie Birmingham
- Mary Ellen Smith
- Antonio Sorenson
- Amy Caibaiosai
- Rebecca Davis

*Members appointed by the County Administrator, subject to confirmation by the County Board.*

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Notes:

- With the implementation of Family Care in Door County, there is no longer need for the §§ 46.27(3) & (4), Wis. Stats. Long Term Support Planning Committee, so the Long Term Support Planning Committee will cease to exist effective April 19, 2016.
- With the implementation of Children’s Community Options Program in Door County, there is no longer need for the §§ 46.985(3), Wis. Stats. Family Support Advisory Committee, so the Family Support Advisory Committee will cease to exist effective April 19, 2016.
- The Comprehensive Community Services (“CCS”) Coordinating Committee and the Coordinated Services Teams (“CST”) Coordinating Committee will be merged into a single 13 member CCS CST Coordinating Committee.

DOOR COUNTY DEPARTMENT OF HUMAN SERVICES – **STAFFING**

4-1-2016

