

**Wednesday,  
August 9, 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 – July 12, 2016 Public Participation Meeting & Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Program Reports
  - a. Children’s Services – Presentation by Cindy Zellner-Ehlers & Staff
  - b. Collective Unit Report
  - c. Director’s Report
8. Continuing /Pending Business
  - a. Resource Center Building Update
  - b. Staff Recruitment Updates
  - c. Budget Update
  - d. Vouchers
9. Topics To Be Referred to the Legislative Committee
10. New Business
  - a. Kitchen Staffing at the Senior Center
  - b. Moving Energy Assistance Program In House
    - 1.) Creation of Position
    - 2.) Elimination of Current Position
  - c. Request for New Position – Financial Manager
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
12. Set Next Meeting Date – Tuesday, September 13, 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 DEPARTMENT OF HUMAN SERVICES**

**PUBLIC PARTICIPATION PROCESS MEETING (2017 Budget Public Hearing)**

**\*\*\*\*\* Wednesday, July 12, 2016 at 8:00a.m. \*\*\*\*\***

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

The Door County Human Services Board held the second of two public participation meetings. The purpose of the meeting was to receive public comments regarding the programs, services and budget currently provided by the Department of Human Services. The Notice of Public Hearing appeared in the July 6, 2016 and July 9, 2016 issues of the local newspaper, the Door County Advocate and on radio announcements.

Chairman Mark Moeller called the Public Participation Process Meeting to order at 8:00 a.m. Human Service Board members and staff present introduced themselves. The Chair then shared the public participation meeting process formalities. A written sign-in sheet for the public guests present and those that wished to speak was provided to the Recording Secretary and to the Chairman to acknowledge requests. This list is attached to these minutes.

Mr. Moeller asked those individuals to speak before the Board and the following is a compilation of the public comments made. No written correspondence was received prior to the meeting regarding the 2017 budget.

**1. Steve McCarthy – Curative Connections:**

Steve shared that last year their business name changed from NEW Curative to Curative Connections. The new name shared their goal of connecting people to the individualized wrap around services that they want for continued independence. Currently, due to their experience with the Sister Bay Adult Day Care, they are helping Sunshine House establish and grow an adult day care here in Sturgeon Bay. Steve encouraged the department's support.

Mr. Moeller asked if anyone else wished to add any comments and then thanked the public for their participation.

The Public Participation Meeting was adjourned at 8:34 a.m.

Respectfully submitted,  
Shawn M. Barlament – Recording Secretary

Door County Department of Human Services  
 Public Participation Meeting - Budget, Programming & Administration for 2017  
 Wednesday, July 12, 2016 8:30am

# Please Print

|    | Name           | Organization          | "X" If You Wish to Speak |
|----|----------------|-----------------------|--------------------------|
| 1  | Pam Busch      | Door-Tran             |                          |
| 2  | Susan Kohout   | County Bd.            |                          |
| 3  | Stevie McCarty | Curative Connections  | X                        |
| 4  | Diana Brown    | "                     |                          |
| 5  | Wanda Ann      | Sunshine House Inc    |                          |
| 6  | Diane Felhofer | Family Services - TIC |                          |
| 7  | Barb Snow      | ADRC                  |                          |
| 8  |                |                       |                          |
| 9  |                |                       |                          |
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| 19 |                |                       |                          |
| 20 |                |                       |                          |

# Door County Advocate

STATE OF WISCONSIN  
BROWN COUNTY

DOOR CO HR/HUMAN SERVICES  
421 NEBRASKA ST  
STURGEON BAY, WI 54235-2225

Being duly sworn, doth depose and say that he/she is an authorized representative of the Door County Advocate, a newspaper published in Door County, Wisconsin, and that an advertisement of which the annexed is a true copy, taken from said paper, which was published therein on:

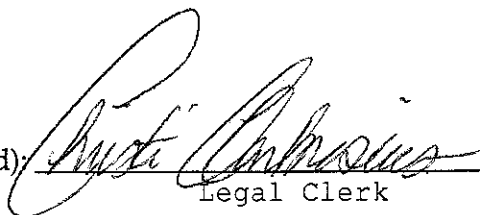
Account Number: 279155

Ad Number: 5002017309

Published Date: July 6, 2016

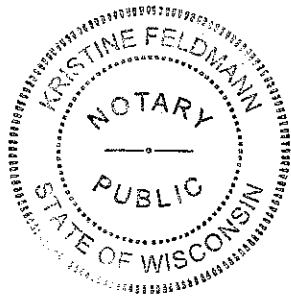
Published Date: July 9, 2016

(Signed)

  
Legal Clerk

Date:

7-11-16



Signed, and sworn to before me

  
Notary Public,  
Brown County, Wisconsin

My commission expires 12-7-19

## **PUBLIC MEETING NOTICE**

The Door County Department of Human Services will hold the second of two public participation meetings on Tuesday, July 12, 2016 at 8:30a.m. This meeting will take place in the Door County Government Center in the Chambers Room, located on the ground floor at 421 Nebraska Street, Sturgeon Bay, WI. The Government Center is accessible to those with special needs.

The purpose of the meeting is to provide the public with opportunity to offer comment to the Department of Human Services' board members and staff regarding any aspect of agency administration, programming or budget for 2017.

The agency provides a comprehensive array of statutorily defined services to Door County residents experiencing challenges in the areas of mental health, alcohol and other drug abuse, mental illness, developmental disabilities, child protection / juvenile justice, economic support, long term care, adult protective services, and aging, as well as our newest assistance program – the Aging and Disability Resource Center.

Those unable to attend the meeting who would like to offer comments regarding agency programs or budget may submit their written statements to the Department of Human Services in care of Joseph Krebsbach, Director at 421 Nebraska Street, Sturgeon Bay, WI 54235. Additionally, citizens may offer comments via email to [sbarlament@co.door.wi.us](mailto:sbarlament@co.door.wi.us).

The regular open board meeting of the department will occur immediately upon conclusion of the public participation process meeting.

WI-5002017309

WNAXLP

# DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Tuesday, July 12, 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 July 12, 2016 meeting of the Door County Human Services Board to order at 8:34am after the Public Participation Meeting concluded at the Government Center's Chamber Room.

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

Present: Chairman Mark Moeller, Helen Bacon, Roy Englebert, Tom Leist, Megan Lundahl, Joe Miller, Robert Rau and Nancy Robillard.

Excused: Wayne Kudick

Staff Present: Ken Pabich-County Administrator, Joseph Krebsbach-Director, Cori McFarlane-Deputy Director, Dr. Colleen O'Rourke-Psychiatrist, Doreen Goddard-Children & Families Manager, Cindy Zellner-Ehlers-Children's Service Program Manager, Beth Chisholm-Children & Families Unit, Barbara Snow-Administrative Assistant/Senior Resource Center, Naomi Spritka-Birth to Three Educator, Elizabeth Ziolkowski-Behavioral Health Therapist, Tanya Kavicky-Mels-Behavioral Health Therapist and Shawn Barlament-Office Manager/Recording Secretary.

Others Present: Susan Kohout-Door County Board and Gina Felhofer-Family Services of Northeast Wisconsin

Board members present established a quorum.

3. **Adopt Agenda-**

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

4. **Approve Minutes-**

Nancy Robillard motioned to approve minutes from the June 22, 2016 Human Services Board meeting and Public Participation Meeting. This was seconded by Megan Lundahl. All approved.

5. **Correspondence-**

None

6. **Public Comment-**

None

7. **Discussion of Public Participation Meeting**

Cori McFarlane was interested in obtaining more information about Curative Connection's service offerings.

8. **Program Reports-**

a. **Trauma Informed Care – Staff Presentation**

The work group from the department's Trauma Informed Care Organizational Change Initiative presented a compelling "Fostering Futures" PowerPoint (attached to these minutes) on how this will fit with our mission and vision. The information shared generated positive comments and questions from the board members.

**b. Collective Unit Report**

No questions asked.

**c. Director's Report**

Joe shared that our focus as a department is tied to our department's vision statement: "To become the best Human Services agency in the State with excellent customer service, where staff enjoy coming to work."

9. **Continuing / Pending Business-**

**a. Family Care Updates**

- Our department received a contract addendum from the state titled, "Institution for Mental Disease Rebalancing Initiative (IMD RI)". This can provide up to 50% reimbursement for costs incurred during the last half of 2016 for a Family Care member that has been admitted to an IMD through emergency detention after the first 72 hours of their stay. \$450,000 has been allotted to this rebalancing effort and will be allocated based on each county's percentage of the total reimbursement requested by all counties.
- Recently our department has received no notification from the MCOs when two Protective Placement clients were moved.

**b. Resource Center Building Updates**

Joe was recently involved in a daylong meeting with Venture Architects staff and specific County staff members regarding the building. This meeting included a Furniture, Fixtures and Equipment (FF&E) needs discussion. A projected budget will be presented to the property Committee on the 20<sup>th</sup> and if approved moved to the County Board agenda on July 26<sup>th</sup> for a decision regarding whether or not to go to the next phase of the project.

**c. Staff Recruitment Updates**

Interviews have been scheduled for the Behavioral Health Therapist.

**d. Contracted Staff vs. Employee Status**

This discussion will be under New Business 11.b. Request to Move Contracted Staff into County Positions on this meeting agenda.

**e. Vouchers**

No questions asked.

10. **Topics To Be Referred to the Legislative Committee-**

At this time there are no topics to be referred.

11. **New Business-**

**a. Door County Public Benefit Fraud Report with Comparisons to state.**

Several reports were shared in the Agenda packet. One of these reports is related to IPV) which stands for Intentional Program Violations. In addition to IPV and fraud cases, there are also overpayments that occur often. Staff then need to investigate to recoup those funds. Each county's Economic Support unit pursues IPV's and overpayment dependent on the county's case load and available staff. There is currently one fraud investigator hired for the consortium. Joe explained that although there is often a great deal of conversation about fraud, the majority of participants use the system as it should be.

**b. Request to Move Contracted Staff into County Positions**

Tom Leist moved to hire 4 additional internal staff positions for the Children & Families Support Service Unit plus one additional Comprehensive Community Service (CCS) case manager. Robert Rau seconded the motion. Discussion ensued regarding the current staffing configuration that includes the use of contracted staff and the challenges this presents plus the impact on budget. It was clarified that if approved, the current 3 contractors would need to apply for the positions in order to be considered a part of the candidate pool. The motion was unanimously approved.

**c. Proposed Decrease in Psychiatric Hours**

Helen Bacon moved to decrease psychiatric services from 40 hours per week to 32 hours while continuing with a full employee benefit package, including approval to explore contracting some psychiatric services to Kewaunee County. Joe Miller seconded the motion. Joe Krebsbach discussed the changes that have happened over the past couple of years that have led to this request for change in hours at this time. He also explained that Kewaunee County has recently asked for the possibility of contracting for some psychiatric time following this proposed change. All were in favor.

**d. 5310 Grant Application**

Roy Englebert motioned to allow permission to pursue the 5310 Transportation Grant to request 80% funding for the Senior Resource Center bus and van. Nancy Robillard seconded the motion. All were in favor.

**e. Increased Hours for Disability Benefits Specialist (DBS) Position for 2017**

Megan Lundahl moved and Joe Miller seconded the motion to increase the DBS position's hours from 28 to 32. The motion approval was unanimous.

**f. Donation From Advocates for Independent Living (AIL)**

Roy Englebert moved to accept the donation from AIL for radio advertising. Nancy Robillard seconded the motion. This donation will assist the ADRC with their public outreach requirements. Direction from the county's Corp Counsel has been obtained for this endeavor. All were in favor.

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

Doreen Goddard and Cori McFarlane are researching alternative care for children now that Brown County has advised that their Juvenile Detention Center no longer has bed space available effective October 1, 2016.

**13. Next Meeting Date:**

Tuesday, August 9, 2016 beginning at 8:30am in the Chambers Room of the Government Center, 421 Nebraska Street, Sturgeon Bay.

**14. Adjournment:**

Robert Rau motioned and Megan Lundahl seconded to adjourn the meeting. The motion carried. The meeting adjourned at 10:53am.

Respectfully submitted,  
Shawn M. Barlament, Recording Secretary



# Fostering Futures

Door County DHS's Trauma Informed Care  
Organizational Change Initiative

# What you should know:

- ▶ Trauma Informed Care is NOT more work.
- ▶ It IS about doing things differently.
  
- ▶ Trauma Informed Care is NOT a new program or specific treatment interventions.
- ▶ It IS a philosophical shift in our culture of care.
  
- ▶ TIC will impact our physical environment, training, business decisions, policies & procedures.
- ▶ TIC is an evolution. This will not happen overnight!

# Our Trauma Informed Care Vision:

**Providing help for today and hope for tomorrow  
by fostering a safe community that values  
your voice, your choice, your future.**

# Trauma:

- ▶ Results from an event, series of events or set of circumstances that has a profound effect on one's psychological development or well-being.
- ▶ Often involves a physiological, social and/or spiritual impact.
- ▶ We each have a **UNIQUE** and **INDIVIDUAL** response to and experience of the same traumatic event.

# Adverse Childhood Experiences (ACEs):

- ▶ Potentially traumatic events that occur before age 18 that can have negative, lasting effects on health and well-being.
- ▶ Can range from physical, emotional, or sexual abuse to parental divorce or the incarceration of a parent or guardian.
- ▶ Numerous studies have shown a direct connection between ACEs and negative behavioral and health outcomes, such as obesity, alcoholism, diabetes, smoking, depression and suicide risk later in life.

# Universal Precautions:

- ▶ Medical providers: Approach everyone as though they carry germs; i.e, wear gloves and masks, change equipment between patients, scrubbing protocol.
- ▶ Human service agencies: Treat everyone we encounter as though they have had adverse experiences...
  - ❖ With Kindness, Respect, Compassion
  - ❖ In an environment that fosters Safety and Trust
  - ❖ This includes our clients and our co-workers!

- ▶ What's *wrong* with you? ->
  - ▶ What *happened* to you?

## Resilience

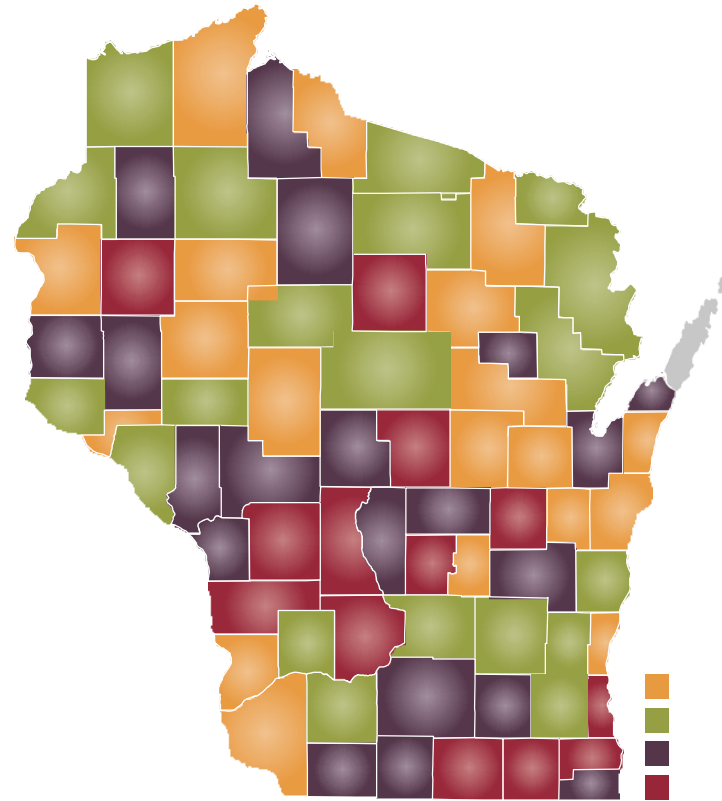
- ▶ What's **STRONG** with you?

# Why now?

- ▶ Pivotal time in our agency's development as a new Dept. of Human Services.
- ▶ Fits with our mission & vision.
- ▶ An alarming 15-20% of Door County's adult residents have four or more ACE's!

Yellow <10%; Green 10-15%

Purple 15-20%; Red >20%





# Human and Social Impacts

- ▶ Untreated trauma can have severe negative impacts on a person's physical and emotional well-being.
- ▶ Trauma has been linked to hallucinations and delusions, depression, suicidal tendencies, chronic anxiety, hostility, poor social skills, eating disorders, and dissociation.
- ▶ Trauma victims are at a much higher risk for co-occurring mental health and substance abuse disorders, violence victimization and perpetration, self-injury, and a host of other coping mechanisms which themselves have devastating human, social, and economic costs.
- ▶ Between 51 percent and 98 percent of public mental health clients diagnosed with severe mental illness have trauma histories, and prevalence rates within substance abuse treatment programs and other social services are similar.
- ▶ In children, trauma may be incorrectly diagnosed as depression, attention deficit hyperactivity disorder (ADHD), oppositional defiant disorder (ODD), conduct disorder, generalized anxiety disorder, separation anxiety disorder, and reactive attachment disorder.

# Financial Costs

- ▶ Untreated trauma strains the financial resources of health care and behavioral health services, decreases productivity in the workplace, increases reliance on public welfare, and increases incarceration rates.
- ▶ The economic costs of untreated trauma-related alcohol and drug abuse alone were estimated at \$160.7 billion in 2000.
- ▶ The estimated cost to society of child abuse and neglect is \$94 billion per year, or \$258 million per day.
- ▶ For child abuse survivors, long-term psychiatric and medical health care costs are estimated at \$100 billion per year.

# Let's put this in perspective...

(Note the following is a little out of date, but powerful nonetheless.)

The “ACE” Study The Tragic Consequences of Unaddressed Childhood Trauma. Presented by Ann Jennings Ph.D Federal Roundtable on Women and Trauma April 29, 2010

<http://www.slideserve.com/step/the-ace-study-the-tragic-consequences-of-unaddressed-childhood-trauma/>



## Anna's Story



This is Anna at age one  
and a half



This is Anna years  
later – in a mental  
institution

**What happened?**



Anna  
Caroline  
Jennings  
1960 - 1992



## The Costs Are High

### 1992 Analysis of Cost of Anna's Care

- Over 17 years, Anna was hospitalized a total of 4,124 days. At **\$648 a day** the cost was **\$2,639,360**.
- Other costs – entitlements, residential treatment, case management, legal, medical – were estimated to be over **\$1,000,000**, bringing **total cost to nearly \$4,000,000**.
- Adjusted for inflation (2005) total cost = **\$5,417,032**

## The financial burden to society of childhood abuse and trauma is staggering.

- **Annual Direct Costs:** Hospitalization, Mental Health Care System, Child Welfare Service System and Law Enforcement = **\$33,101,302,133.00**
- **Annual Indirect Costs:** Special Education, Juvenile Delinquency, Mental Health and Health Care, Adult Criminal Justice System, Lost productivity to Society = **\$70,652,715,359.00**
- **Total Annual Cost:** **\$103,754,017,492.00** (Over \$184 million dollars a day)

Economic Impact Study. (September, 2007). Prevent Child Abuse America



## 1992 Analysis of Cost of Anna's Care

- Intensive trauma based psychotherapy, figured at \$150 a session, 2 sessions a week, for 17 years, would have cost a total of **\$265,200** - (compared to **\$2,639,360**)
- Had trauma been recognized and treated at age 3, **costs would have been significantly less.**
- If parents had been trauma-informed, **the abuse may not have occurred.**

“

*In my beginning is my end.*

”

- T.S. Eliot, Four Quartets



NEVER DOUBT  
THAT A SMALL GROUP  
OF THOUGHTFUL COMMITTED CITIZENS  
CAN CHANGE THE WORLD:  
INDEED IT'S THE ONLY THING  
THAT EVER HAS.

MARGARET HEAD



## 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)

### Human Services Board Agency Updates – August 2016

#### I. Program Changes and Highlights

- A. Economic Support** – Food Share on Demand continues, but the impact on call center is less than expected. The Consortium is considering monitoring activity for possible changes to call center staffing for September with less workers scheduled to be on call center.

The state has continued to emphasize that counties review cases for discrepancies in reported earnings vs. what clients claim as income. Researching these is very time consuming. In some cases, this results in an overpayment of benefits issued, which requires the client to repay the amount of those benefits. Some cases are also referred for fraud, if appropriate. We are seeing an increase in Fair Hearing appeals with regard to overpayment cases. This means clients are disputing the money they are required to repay. The Fair Hearing is a legal process wherein the county Economic Support staff present their case to an Administrative Law Judge, and the client presents their argument; typically these hearings are by telephone. Many of the overpayments are amounts totaling thousands of dollars. These hearings are a time consuming process. Last year Door County had four Fair Hearings all year. This year we have already had four, with four more scheduled. This is a pattern in the Consortium but also statewide as efforts are made to recoup dollars from benefits overpaid.

- B.** There are a number of changes coming in 2017 related to the **Children's Long Term Support Waiver Program** that are directly related to the State of Wisconsin's renewal of this Federal application S1915(c) home and community based services waiver, renewed every 5 years. Some of the key highlights include elimination of early and periodic screening, diagnostic and treatment services (autism treatment, nursing services, personal care worker services, specialized medical and therapeutic supplies, and some counseling services) with expectation that all clients in need of this services in these arenas will access them through the MA card; the addition of the child care services, training for unpaid caregivers, and relocation services for children relocating from more restrictive settings. Audits will be done differently- they will be conducted with a more thorough lens on outcome achievement. The State will now manage our waiting list for children services. And a rate setting system will be implemented by the State to manage our rates and our contracts. These are some monumental changes in how we do business supporting children and families.
- C.** Our new brochure for **Children and Families Support Services Unit** has gone to print and may be available at the time of the Board meeting for viewing. We are very pleased with the result and hope to use this as a vital piece to our outreach to the community on the various programs available to children and families. The most important promotion is our single point of entry and having interested families/families in need access supports regardless of the alphabet soup program affiliation and more about accessing support through one door. We welcome the opportunity to share this with you.

- D. We reported last month that the Brown County jail has given notice that they will no longer accept out of county placements for secure **juvenile detention** as of October 1. We have been communicating with Sheboygan County and are optimistic we will be able to contract with them for this service. We are also having conversations with a community provider regarding the possibility of developing alternative community-based programming to address delinquent behavior, including a day report center, behavioral de-escalation in the home and community, and alternative 72-hour hold placement options. In the meantime, our staff are working across disciplines to develop proactive crisis plans for youth developed in multiple systems of care (juvenile justice/child protection, behavioral health, and children and families support services). We have developed a comprehensive, uniform crisis plan format for use across the entire department.
- E. Our Foster Care Coordinator has completed licensure of a **new foster home** for our community. Two more are pending.
- F. The **Behavioral Health Division** is preparing for a **recertification site visit** by DHS Division of Quality Assurance on September 30. They will be reviewing our outpatient Mental Health and AODA clinics, as well as our certified crisis program. Application packets for recertification were submitted to the state on July 29. In addition, the Behavioral Health team and support staff are preparing for a credentialing review by Optum, one of the HMO's. This review is scheduled for August 3.
- G. We are happy to report that we have convinced an **OWI assessor** from several years back to return and help us out for at least the next few couple of months. Perry Ackeret will be conducting assessments a couple of days a week while we continue to look for a more permanent assessor. Former Behavioral Health Manager Tina Baeten was here a couple of days in July doing assessments for us as well.
- H. The final report on the **Emergency Detention Enhancement Grant**, which ended June 30, was submitted to the Wisconsin Department of Health Services was submitted July 29, 2016. Notable accomplishments of the grant include the following: Our contracted consultant completed a comprehensive study with recommendations for future structure and staffing of our emergency detention system; we delivered several excellent trainings, resulting in our crisis team and community partners being better prepared to respond to emergency mental health needs of children and of elders with dementia; we developed a new, consistent crisis plan format to be used agency-wide and are developing DHS 34 crisis plans for youth at risk of mental health crises; we completely reviewed and updated our crisis policy manual and conducted a day-long training session for the entire crisis team and community partners, including law enforcement and hospital staff on procedures to improve consistency and compliance with DHS 34 regulations; we invested in technology upgrades to improve the efficiency of our mobile crisis team; we made progress on building relationships and studying the feasibility of using telehealth to enhance crisis assessment services on Washington Island, discovering that the technology barriers that we thought existed really don't (thus saving us a significant amount of money and allowing this project to continue beyond the end of the grant cycle). Notably, the crisis team is fully staffed and fully trained. We have experienced no turnover since the fall of 2015, with the exception of a vacancy created by an internal promotion (to fill our Behavioral Health Manager position).
- I. The month of July was quite a busy month at the **Senior Center/ADRC**. On July 6<sup>th</sup>, Chad Mielke from the Sturgeon Bay Police Department presented on "How to Detect and Prevent Scams." On July 8<sup>th</sup> ADRC staff conducted memory screens for interested consumers, and in the afternoon Vicki Johnson from the Alzheimer's Association gave a presentation on "Healthy Living for your Brain and Body." On July 11<sup>th</sup>, we had 22 excited travelers take part in our Northern Door Day Trip

to visit the Bargains Unlimited second hand store in Sister Bay, the Liberty Grove meal site for lunch, and stop for an afternoon snack on the way home at the Yum Yum Tree in Baileys Harbor. On July 19th someone from the office of Bob Ross Estate Planning gave a presentation on "Wills vs. Trusts." On July 22nd a curator from the Maritime Museum presented on the "History of Death's Door Passageway." On July 26th the truly amazing team of talented nurses from our Public Health Department presented on "Bone Health." That presentation was a part of the collaborative effort known as "The Grapevine Project" we have been working together on all year long. Lastly, on July 29th Carmen Schroeder, a licensed Dietician from Ministry, started her monthly ongoing nutrition education series titled, "Tasty Tidbits."

- J.** In addition to all the great educational and social activities at the **ADRC**, our Information & Assistance workers had 228 contacts, Elderly Benefit Specialist had 29 contacts, and we had 17 Adult Protective Service intakes. The Family Care waiting list is now at 87.

## **II. Noteworthy Events**

- A.** Consumers and supporters of the **Community Support Program** will join together for a summer picnic, August 12 at Sunset Park. This annual event provides a wonderful opportunity for consumers to work on socialization skills while celebrating successes big and small.
- B.** Come and visit the **ADRC/Senior Center** sometime in August for one or all of the following scheduled events:
- August 2nd at 12:45pm "Growing Older in Door County" open discussion
  - August 3rd at Noon "Meet the Candidates running for District Attorney: Ray Pelrine and Colleen Nordin"
  - August 16th at 12:45pm Sturgeon Bay Cinema Day Trip
  - August 19th at 12:45pm Door County Historical Society presents "Sturgeon Bay Then & Now"
  - August 26th for lunch Packer Tailgating Party with Mary Jane Sorgel "The Original Golden Girl"
  - August 29th at 9am Seaquist Orchard Day Trip
  - August 30th at 10:30am "Strong Women" Fitness Group Info Session
  - August 30th at 2pm Ice Cream Social

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

- A.** Our Juvenile Justice unit made its first placement at the Division of Juvenile Corrections (DJC) GROW Academy. This is an alternative to placement at Lincoln Hills Correctional Institute. In contrast to the traditional juvenile incarceration model, the Grow Academy offers an evidence-based, correctional program consisting of an agriculturally-based educational curriculum, community partnerships, and cognitive-behavioral treatment to reduce recidivism among youth. It teaches youth the skills to successfully reintegrate into and be productive members of their communities. The Grow Academy is a residential program offering comprehensive treatment for youth that consists of: 24/7 supervision, agricultural curriculum, engagement in local food economy through community partnerships, evidenced-based skill development to help youth identify, control, and change thinking. It's typically a four month program, and the youth earn an accredited certificate in the food industry that would allow them to become managers within the food industry when they complete the program. The cost, \$292.00 per day, is comparable to Lincoln Hills, but we are hoping for better outcomes.

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

- A.** A training for all Economic Support staff in the consortium is planned for early October. Due to many new workers and constant policy changes, it is important to have regular trainings. Two workers completed their child care training in July. This is an in-person 3 day training offered by DCF.

- B. Crisis Services managers from Door, Brown, & Kewaunee Counties will be hosting 4 two-hour training session for Care Wisconsin and Lakeland Care District providers, along with county crisis workers, on Sept 13 and 20 at the Neville Museum in Green Bay. A member from each organization will be seated on a question and answer panel. The program will be an overview of Emergency Detention (Chapter 51) criteria, crisis planning, and Chapter 55 protective placements. The goal is to clarify roles and responsibilities of MCOs and county crisis workers in the crisis planning, prevention and response for residents enrolled in Family Care. These three counties and two MCO's recently developed a crisis protocol to help define how to address these matters. The protocol has been incorporated into Door County's Crisis Policy and Procedure Manual.

## V. Agency & Community Collaboration

- A. Our **Birth to Three Program** team had opportunity to meet the new pediatrician in town, Dr. Arnold. We took this opportunity to update our Memorandum of Understanding with Pediatricians which helps define each of our roles and responsibilities in working together to serve children in our community who have developmental needs. We remain so pleased with our relationships with the medical community (physicians, Public Health Department, Children's Hospital, neonatal intensive care units in Green Bay, etc.) to collaborate and aggressively partner to address the needs of all children.
- B. The Directors and Economic Support Managers from the **Bay Lake Consortium** met on July 25, for a facilitated discussion focused on ways to enhance the partnership. The Brown County Director and Door County Deputy Director co-facilitated the discussion. There is a recognition that there are some inequities throughout the consortium, and we are looking for solutions. The group committed to some preliminary action steps aimed at helping build more equity. These include consortium meetings for workers (next one planned for Oct.), reviewing workload models used by other consortia, and conducting an inventory of management contributions and reviewing roles and responsibilities of the managers in the consortium. Future meetings are planned.

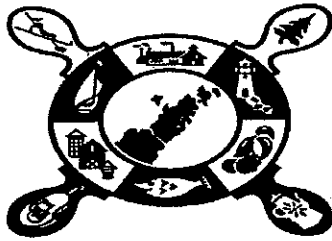
## VI. Sharing our Successes

- The Community Support Program would like to celebrate the success of one of our consumers who has been working with us since 2009 when her mental health symptoms became so severe she had to go on disability after working full time as a cashier. Over the past 5 years the consumer has worked with the Division of Vocational Rehabilitation and utilized the assistance of a job coach. In 2015, she completed a work experience placement. The work experience unfortunately did not lead to a paid position, and the consumer had virtually given up on the goal of finding a part time job. Fast forward to May 2016 - While out in the community running errands, she noticed a Help Wanted sign in the window at Dollar Tree and with the assistance of her case manager completed the application and got an interview. Afterwards it was recommended that she write a thank you letter to the store manager for the chance to interview. The CSP team is very proud to report that this consumer has been hired to work 12 hours a week as a cashier at Dollar Tree.
- A Juvenile Justice worker recently wrote a letter to Judge Ehlers to accompany a termination order request for a young man on his caseload. The memo read, in part: "I am writing this memo...not only because of my pride for (this young man's) effort, but noting that (his) progress is not a common sight for most juvenile justice workers." The memo outlines a story of a young man who had to be removed from the school setting due to making threats of harm to his peers and the school principle. He and his family received multiple interventions and supports, including weeks of inpatient psychiatric care, day treatment services, individual and family therapy, parent education, community service. Support came from multiple Human Services staff, several supportive foster parents, the Boys and Girls Club, the Sturgeon Bay School District, The Promise Grant, and community providers. Through much hard work on his part and the dedication of those supporting him, he has learned to control his emotional

impulses, follow rules and expectations in his home, school and community, and become a role model for those around him. This was a true success story!

- One of our Children and Families Social Workers received a thank you letter from a client after the Trauma Informed Parenting training series, thanking her and others on the team. The mother names each of the workers on "her team" and thanks them all. She states, "Me and my girls are strong and will keep getting stronger as days go by. It just takes time and patience and understanding. WE WILL SURVIVE." As the social worker states, "The note...displays how well our department works together even in the chaos at times and the impact we make on the people we work with...As workers in this field, we do not always get thank you's or to see the end results.....It is empowering to us to see that we make a difference in a variety of ways even if it is simply through a change in a viewpoint or mindset."
- A client who is currently participating in Trauma Focused-Cognitive Behavioral Therapy, a new approach being practiced by some of our Behavioral Health practitioners, has been making strides in calming down and learning more about his trauma triggers. The client is able to tell his parents when he needs a break and takes it. That is a wonderful step in the right direction for this individual!
- A therapist in the Behavioral Health Division recently received this praise from a co-worker, "I want to acknowledge Beth Ziolkowski. She has been very helpful teaching me about the agency and CCS procedures. More importantly, she is fostering open communication necessary for us to work on difficult cases and be able to keep each other accountable!"
- C is a happy and determined nearly three-year-old little boy who has been involved with the Birth to 3 early intervention program since he was 11 months old. He was first referred to the Birth to 3 team having been born prematurely at just 30 weeks gestation and was presenting with global developmental delays. Through open communications between family and therapists, C was referred for additional medical testing and was later diagnosed with cerebral palsy. We have had the privilege to provide early intervention in-home services, and C has received all remedial therapies, service coordination in conjunction with visits to CHOW for specialized medical supports. We have successfully incorporated the role of a Children's Long Term Support case manager into this family's home to aide in future supports this child and family will need upon graduation from the Birth to 3 program. We have referred and supported the family through the transition and planning of services that he will be receiving from his local education agency when school begins in September 2016. It was our heartfelt privilege to sit with the family and our LEA partners, and as we began this meeting it was commented, "Look at all these people around this table who love this little boy and are invested in his future." We feel blessed to be able to be part of these families and their journeys and so thankful we have the internal and external partners who cherish these opportunities as we do.





**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

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

Joseph Krebsbach, Direc  
 1<sup>st</sup> Floor Fax: 920-746-2  
 2<sup>nd</sup> Floor Fax: 920-746-2  
 dhs@co.door.wi.us

MEMO

**To:** Human Services Committee  
**From:** Mary Ann Salmon  
**Date:** 8.9.16  
**Re:** Request for Expenditure Approval

**Expenditures since the last committee meeting held 7.12.2016:**

|    |                  |  |
|----|------------------|--|
| \$ | 113.99           | Wal-Mart July 2016   |
| \$ | 20,944.13        | June Foster / Kinship Care Payments #258687                        |
| \$ | 9,413.40         | 2016 Invoices Paid Prior to August Meeting not included in Batches |
| \$ | <b>30,471.52</b> |  |

**Departmental journal entries not included on the attached voucher list:**

|    |               |   |
|----|---------------|---|
| \$ | 40.00         | Finger Printing - DC Jail (May) 2016          |
| \$ | 276.22        | Maintenance Dept. - monthly gas usage - Fleet |
| \$ | 88.74         | Cintas - Shredding                            |
| \$ | 0.66          | Lamination Fees                               |
| \$ | <b>405.62</b> |   |

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

|    |                   |  |
|----|-------------------|--|
| \$ | 78,633.54         | Monthly Vouchers - Batch 2 (July) 258685 2016 Expenses     |
| \$ | 57,973.67         | Monthly Vouchers - Batch 1 (August) 258715 2016 Expenses   |
| \$ | 30,471.52         | Expenditures since the last committee meeting held 7.12.16 |
| \$ | 405.62            | Amounts paid to other County Departments as per above      |
| \$ | <b>167,484.35</b> |  |

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

|    |                   |  |
|----|-------------------|--|
| \$ | 73,786.00         | Monthly Vouchers - Batch 2 (July) #258686 - 2016 Expenses    |
| \$ | 19,434.94         | Monthly Vouchers - Batch 1 (August) #258710 - 2016 Expenses  |
| \$ | <b>93,220.94</b>  |  |
| \$ | <b>260,705.29</b> | <b>Total Expenditures and Vouchers for approval for 2016</b> |



7/13/16

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

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

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: JULY 29, 2016

G/L DATE: 07/2016 Batch Nbr: 258687

| Vendor Name             | Vendor No. | Invoice #    | Invoice Description             | Amount   |
|-------------------------|------------|--------------|---------------------------------|----------|
| DAN SANBORN             | 20518      | 01701 071116 | EWISACWIS 07/11/2016 0008052413 | 640.00   |
| OLIVIA I DEREMO         | 8116       | 01701 071116 | EWISACWIS 07/11/2016 0008017407 | 232.00   |
| DEB DOYLE               | 9479       | 01701 071116 | EWISACWIS 07/11/2016 0008000379 | 751.00   |
| HELEN MAE BAHR          | 8485       | 01701 071116 | EWISACWIS 07/11/2016 0008059029 | 464.00   |
| JULIE LITTERAL          | 18813      | 01701 071116 | EWISACWIS 07/11/2016 0008043242 | 928.00   |
| JEN NEITZKE             | 20371      | 01701 071116 | EWISACWIS 07/11/2016 0008064352 | 464.00   |
| JUDITH A PICHETTE       | 13223      | 01701 071116 | EWISACWIS 07/11/2016 0008034652 | 232.00   |
| RICHARD & JOYCE JOHNSON | 9215       | 01701 071116 | EWISACWIS 07/11/2016 0008026706 | 186.67   |
| KATHERINE M SMITH       | 21729      | 01701 071116 | EWISACWIS 07/11/2016 0008064158 | 232.00   |
| LISA IVERSON            | 19164      | 01701 071116 | EWISACWIS 07/11/2016 0008054023 | 232.00   |
| MONICA G HARRIS         | 20836      | 01701 071116 | EWISACWIS 07/11/2016 0008057128 | 232.00   |
| MARYRAE V DUFEK         | 17937      | 01701 071116 | EWISACWIS 07/11/2016 0008040115 | 464.00   |
| ROBERTA J WIERICHS      | 19141      | 01701 071116 | EWISACWIS 07/11/2016 0008019587 | 1,572.40 |
| RAWHIDE INC             | 14219      | 01701 071116 | EWISACWIS 07/11/2016 0008011092 | 9,201.60 |
| SHANNON E FINGER        | 19909      | 01701 071116 | EWISACWIS 07/11/2016 0008057302 | 1,464.90 |
| TONY BATTEN             | 16915      | 01701 071116 | EWISACWIS 07/11/2016 0008042309 | 817.40   |
| TONYA J LAURENT         | 17043      | 01701 071116 | EWISACWIS 07/11/2016 0008059839 | 676.00   |
| VICKI J HOFFMAN         | 21216      | 01701 071116 | EWISACWIS 07/11/2016 0008060405 | 2,154.16 |

Batch Total: \$20,944.13 \*\*\*  
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# VOUCHER

STATE OF WISCONSIN

2016

Door County

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

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

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

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Approved by: Department Head:  
  
*[Signature]*

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Approved by: Committee Chair /  
County Administrator  
  
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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 |  |
|---------------|------|----------|----------------|--------|--|-----------|--------------|---------------|-----------------------|--|
| 240           | 47   |          |                |        | SUBMITTED FOR PAYMENT, BATCH #258685<br>JULY 2016 - 2nd Batch Processing |           | \$78,633.54  |               | various - as attached |  |
|               |      |          |                |        |  |           |              |               |                       |  |
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| VOUCHER TOTAL |      |          |                |        |  |           | \$ 78,633.54 | VOUCHER TOTAL |                       |  |

7/26/16

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

*July 29, 2016 - 2nd Batch*  
MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 07/2016 Batch Mbr: 258685

| Vendor Name                    | Vendor No. | Invoice #     | Invoice Description                  | Amount    |
|--------------------------------|------------|---------------|--------------------------------------|-----------|
| AMY LEFEVRE                    | 21173      | MAY 16        | MAY&JUNE EMBLY MILEAGE REIMB         | 103.14    |
| ADVOCATES FOR HEALTHY          | 17929      | JUN 16        | JUNE CCS SKILL DEV                   | 6,317.20  |
| BAETEN COUNSELING              | 20427      | JUN & JUL 16  | JUN & JULY OWI ASSESS & CRISIS       | 958.75    |
| BAY COUNSELING CLINIC, LLP     | 21177      | 20160705/06   | JUN CCS PSYCHOTH                     | 1,147.60  |
| BELLIN PSYCHIATRIC CENTER      | 11048      | MAR 16        | MARCH INPT 5 DAYS                    | 5,937.50  |
| BERRY                          | 804        | JUL 16        | JULY ADV DIG/PRINT                   | 53.55     |
| BROTOLOC HEALTH CARE SYSTEM IN | 3640       | 1055824 JUN   | JUNE CBRF 30 DAYS                    | 5,295.00  |
| BROWN COUNTY JAIL              | 15090      | JUN 16        | JUNE JUV DET 32 DAYS                 | 4,480.00  |
| BROWN COUNTY HUMAN SERVICES    | 3680       | JUN 16        | MAY & JUNE SHELTER CARE              | 1,680.00  |
| CELLCOM WISCONSIN RSA 10       | 4818       | 165843 JUL    | HS CELL PHONE 7/6/16-8/5/16          | 666.19    |
| EMILY SCHWARK                  | 20081      | JUN 16        | 229 JUNE EMBLY MILEAGE REIMB         | 123.66    |
| FAITH ANN MCCOY                | 18136      | 2016-6 JUN    | JUN CM/SVC COORD 192.5 HRS           | 5,390.00  |
| FAMILY SERVICES                | 3841       | NOV-FEB-MAY J | CRISIS CTR/PAR EDU/HEALTHLY FAMILIES | 23,501.68 |
| MAGDA I GUTIERREZ              | 2987       | JUN 16        | JUNE RSP 3 NIGHTS                    | 75.00     |
| <del>XXXXXXXXXX</del>          | 4026       | JUL 16        | JULY CHILD COP REC                   | 65.00     |
| HELP OF DOOR COUNTY INC        | 13420      | MAY 16        | MAY FAMILY ACC 64.6 HRS              | 1,615.00  |
| MARK HILL                      | 2006       | JUN 16        | 233 JUNE EMPL MILEAGE REIMB          | 125.82    |
| HIRN MENTAL HEALTH COUNSELING  | 17401      | JUN & JUL 16  | JUNE & JULY AODA & OUTPT             | 2,760.00  |
| INNOVATIVE SERVICES, INC.      | 5078       | 20160706 JUN  | JUNE CCS SKILLS DEV                  | 3,968.90  |
| IPAT INC                       | 13103      | 303331 JUN    | JUN PROT SVC REPORT                  | 60.00     |
| JUSTICEPOINT, INC              | 21360      | MAY 16        | YA MAY & JUNE ELECT MONITORING       | 356.45    |
| LAKESHORE CAP OFFICE           | 17200      | JUN 16        | JUN JUV RES/COMM SVC                 | 3,042.94  |

7/26/16  
G/L DATE: 07/2016

Batch Nbr: 258685

Page 2

| Vendor Name                    | Vendor No. | Invoice #    | Invoice Description             | Amount   |
|--------------------------------|------------|--------------|---------------------------------|----------|
| LANGUAGE LINE SERVICES         | 14606      | JUN 16       | JUN TRANSLATION SRVCS           | 34.14    |
| MCKENZIE ERICKSON              | 21771      | MAY & JUN 16 | 397 MAY&JUN EMPLY MILEAGE REIMB | 214.38   |
| THE MOORING PROGRAMS INC       | 15265      | JUN 16       | JUNE INPNT 30 DAYS              | 3,240.00 |
| NICHOLAS J LEE                 | 21718      | JUL 16       | JULY CHILLD CARE                | 90.00    |
| NAOMI SPRITKA                  | 18398      | JUN 16       | 283 JUNE EMPL MILEAGE REIMB     | 152.82   |
| PACU                           | 20956      | JUL 16       | FOOD STAMP FRAUD/TBENNETT       | 3,157.49 |
| PROFESSIONAL GUARDIANSHIPS INC | 5008       | MAY&JUN 16   | MAY & JUNE GUARDIANSHIP SRVC    | 396.00   |
| SHERRY PESCH                   | 3394       | JUN 16       | JUNE BKKP.CSP,DD,FC             | 1,023.75 |
| STAPLES ADVANTAGE              | 15069      | JUN & JUL 16 | JUNE&JULY OFFICE SUPPLIES       | 776.43   |
| WE ARE HOPE, INC               | 19620      | JUN 16       | JUNE LIHEAP CRISIS              | 1,642.65 |
| WI DEPT OF JUSTICE RECORD CHEC | 37970      | MAY&JUNE 16  | MAY&JUN BKGRD                   | 65.50    |
| ZION EVANGELICAL LUTHERAN CHCH | 21723      | MAY 16       | MAY DAYCARE 3 DAYS              | 117.00   |

Batch Total: \$78,633.54 \*\*\*\*  
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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:

*Joseph H. Holsinger*

Approved by: Committee Chair / County Administrator

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 \_\_\_\_\_

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| Fund          | Dept | Sub Dept | Account Number | Detail | Description  | @ Cost/Ea | Total Amount | Invoice Date | Vendor Invoice Number |
|---------------|------|----------|----------------|--------|--|-----------|--------------|--------------|-----------------------|
| 240           | 47   |          |                |        | SUBMITTED FOR PAYMENT, BATCH #258715<br>AUGUST 2016 - 1ST Batch Processing |           | \$57,973.67  |              | various - as attached |
|               |      |          |                |        |  |           |              |              |                       |
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| VOUCHER TOTAL |      |          |                |        |  |           |              | \$ 57,973.67 | VOUCHER TOTAL         |

8/03/16

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

*Aug 4<sup>th</sup> 3, 2016 - 1st Batch*  
MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 08/2016 Batch Nbr: 258715

| Vendor Name                    | Vendor No. | Invoice #     | Invoice Description             | Amount    |
|--------------------------------|------------|---------------|---------------------------------|-----------|
| ADVOCATES FOR HEALTHY          | 17929      | MAR THRU JUNE | MARCH THRU JUNE SERVICES        | 3,408.00  |
| BETH CHISHOLM                  | 2435       | JUL 16        | 15 JULY EMBLY MILEAGE REIMB     | 8.10      |
| BAY COUNSELING CLINIC, LLP     | 21177      | APR-JUN 16    | APR-JUNE CCS PSCHOTH            | 1,040.40  |
| BELLIN PSYCHIATRIC CENTER      | 11048      | MAY 16        | MAR PSYCH SRVCS                 | 2,131.00  |
| CORPORATE GUARDIANS OF NEW     | 17122      | MAR-JUNE 16   | MARCH-JUNE GUARDIANSHIPS        | 1,200.00  |
| DEBRA FEHRMAN                  | 6876       | JUL 16        | 57 JULY EMBLY MILEAGE REIMB     | 30.78     |
| DOOR COUNTY MEMORIAL HOSPITAL  | 8770       | JUN 16        | JUNE OT & PT B-3                | 6,704.98  |
| EMILY SCHWARK                  | 20081      | JUL 16        | 295 JULY EMBLY MILEAGE REIMB    | 159.30    |
| ELIZABETH ZIOLKOWSKI           | 21809      | JUL 16        | JUL-EMPLY REIMB ONLINE TRAINING | 29.99     |
| FAMILY SERVICES.               | 3841       | OCT-JUNE      | OCT-JUNE CCS SKILL DEV          | 3,828.20  |
| MAGDA I GUTIERREZ              | 2987       | JUL 16        | JULY RSP 4 NIGHTS               | 115.00    |
| HELP OF DOOR COUNTY INC        | 13420      | JUN 16        | JUNE FAMILY ACC 66.5 HRS        | 1,662.50  |
| INNOVATIVE SERVICES, INC.      | 5078       | MAY 16        | MAY CCS SKILL DEV               | 7,425.60  |
| SALLY LAURENT                  | 8394       | AUG 16        | AUGUST AFH 31 DAYS              | 900.00    |
| LIFESKILLS DEVELOPMENT CENTER  | 16380      | JUL 16        | JULY SVC COORDINATOR            | 5,945.00  |
| MCKENZIE ERICKSON              | 21771      | JUL 16        | JULY EMBLY MILES & MISC/CLIENT  | 151.13    |
| OCONOMOWOC DEV TRAINING CENTER | 6476       | 032016RATE    | MAR (1 DAY) INST PLACEMENT      | 76.10     |
| PROFESSIONAL GUARDIANSHIPS INC | 5008       | APR 16        | APRIL GUARDIANSHIP SRVCS        | 198.00    |
| WENDY RAY                      | 13022      | JUL 16        | JULY B-3 THERAPY                | 4,756.30  |
| SHERRY PESCH                   | 3394       | JUL 16        | JULY CSP DD FC BKKP             | 819.00    |
| MICHAEL P SAYERS PHD           | 8169       | JUL 16        | JULY PSYCHOLOGICAL SRVCS        | 1,923.75  |
| SPECIALIZED SERVICES LLC       | 7694       | JUN 16        | JUNE PCW CCS HRS                | 10,192.52 |



8/03/16  
G/E DATE: 08/2016

Batch Nbr: 258715

Page 2

| Vendor Name                    | Vendor No. | Invoice #   | Invoice Description    | Amount                    |
|--------------------------------|------------|-------------|------------------------|---------------------------|
| JULIE TOYNE                    | 5555       | JUL 16      | JULY B-3 SLP SERVICES  | 4,599.08                  |
| WISCONSIN DOCUMENT IMAGING     | 5999       | 69811/69815 | JULY HS COPIER CHARGES | 368.94                    |
| WI SOCIAL SERVICES ASSOCIATION | 10611      | JUN 16      | JUNE WSSA CONFERENCE   | 300.00                    |
|                                |            |             | Batch Total:           | \$57,973.67 ****<br>===== |



\* SUMMARY \*  
SCHEDULE OF VOUCHERS

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

ADRC/SRC 2<sup>nd</sup> batch, July, 2016

MEETING DATE

HS Resource Center  
DEPARTMENT

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

G/L DATE: 07/2016 Batch Nbr: 258686

| Vendor Name                     | Vendor No. | Invoice #     | Invoice Description                   | Amount    |
|---------------------------------|------------|---------------|---------------------------------------|-----------|
| AMY L KONOP                     | 18248      | 18248 JUL2016 | 20.6 JULY MOW MILEAGE REIMB           | 11.12     |
| ABBY VANS INC                   | 16735      | 18587 062016  | JUN D2D TAXI                          | 52,050.47 |
| ADVANCED DISPOSAL SERVICES      | 18928      | 18928 JUN2016 | JUN DISPOSAL CHARGES-SRC              | 189.56    |
| ADVOCATES-INDEPENDENT LIVINGII  | 13325      | 13325 0616SRC | JUL SHC-PS                            | 419.40    |
| BOETTCHER COMMUNICATIONS, LLC   | 17949      | 14631 SRC     | 5311 D2D MARKETING                    | 5,830.00  |
| BROTHERS DAIRY                  | 257        | 257 JUN2016   | JUN RAW FOOD                          | 607.00    |
| CELLCOM WISCONSIN RSA 10        | 4818       | 4818 JUN2016  | ADRC/SRC CELL CHARGES (06/06 - 07/05) | 289.72    |
| CORPORATE GUARDIANS OF NEW      | 17122      | 7188 APS      | MAY/JUN GUARDIANSHIP-DB               | 200.00    |
| DOOR-TRAN                       | 16496      | 234 062016SRC | JUN STAFF HOURS/POSTAGE               | 647.00    |
| GOING GARBAGE & RECYCLING INC   | 10397      | 375966 APS    | JUN DUMPSTER CHGS-APS                 | 334.67    |
| GWAAR, INC                      | 13841      | 13841 SRCJE   | 2016 FC COORD TRG-JE                  | 30.00     |
| GARY HANSON                     | 13074      | 13074 JUL2016 | 115 JUL EMBLY MILEAGE REIMB           | 62.10     |
| JOHN M O'GARA                   | 18116      | 18116 JUL2016 | 7.8 JUL MOW MILEAGE REIMB             | 4.22      |
| JAMIE STEPHAN                   | 17906      | 17906 JUN2016 | 642 JUN EMBLY MILEAGE REIMB           | 346.68    |
| KIM KRAMER                      | 12614      | 12614 MAYJUN  | 452 MAY/JUN EMBLY MILEAGE REIMB       | 333.33    |
| LAU'S AUTO CARE CENTER          | 7754       | 7754 0616SRC  | O/C SRC VAN                           | 28.95     |
| MANN'S STORE                    | 18770      | 18770 JUN2016 | JUN RAW FOOD                          | 525.07    |
| MEAT PROCESSORS INC             | 6544       | 6544 JUN2016  | JUN RAW FOOD                          | 500.00    |
| PATRICIA E SHERMAN              | 21722      | 21722 AUG2016 | ENTERTAINMENT SRC                     | 75.00     |
| REINHART FOOD SERVICE           | 26500      | 26500 JUN2016 | JUN RAW FOOD                          | 3,718.75  |
| STACEY VOLKMANN                 | 14091      | 14091 JUN2016 | 304 JUN EMBLY MILEAGE REIMB           | 164.16    |
| GOOD SAMARITAN, SCANDIA VILLAGE | 27395      | 27395 JUN2016 | JUN MEALS-95 @ \$4/MEAL               | 380.00    |

| Vendor Name                     | Vendor No. | Invoice #     | Invoice Description               | Amount   |
|---------------------------------|------------|---------------|-----------------------------------|----------|
| STAPLES ADVANTAGE               | 15069      | 15069 JUN16SR | JUN ADRC/SRC OFFICE SUPPLIES      | 250.00   |
| STURGEON BAY UTILITIES          | 30820      | 30820 062016  | JUN UTILITIES-SRC                 | 1,002.97 |
| SYSCO                           | 9328       | 9328 JUN2016  | JUN RAW FOOD/NUTRITIONAL SUPPLIES | 4,363.84 |
| TIP TOP CLEANERS                | 10942      | 330730 SRC    | JUNE CLEANING/LAUNDRY-KITCHEN     | 114.80   |
| UNITED HOME HEALTH SERVICIS,LLC | 20955      | 20955 JUL2016 | JUL SHC-MP                        | 555.57   |
| WARNER-WEXEL WHOLESALE & POOL   | 36120      | 36120 JUN2016 | JUN NUTRITIONAL SUPPLIES          | 568.56   |
| TOWN OF WASHINGTON              | 33570      | 33570 JUN2016 | JUN MEALSITE 10 DAYS@ \$8/DAY     | 80.00    |
| WASHINGTON ISLAND FERRY LINE I  | 36270      | 466 SRC 0622  | FERRY CHARGES-ADRC JB             | 39.50    |
| WISCONSIN PUBLIC SERVICE        | 11363      | 11363 0616SRC | JUN UTILITIES-SRC                 | 63.56    |

Batch Total: \$73,786.00 \*\*\*\*  
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COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

*ADRC/SEC, 1st Batch, August, 2016*

MEETING DATE \_\_\_\_\_

TO FINANCE DIRECTOR: All vouchers reviewed and approved by Board at regular meeting on the above date. You are requested to issue checks to each of the parties listed below for the amounts appearing after their respective names.

23 HS Resource Center  
DEPARTMENT



DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 08/2016 Batch Nbr: 258710

| Vendor Name                    | Vendor No. | Sub Dept | Acct No. | Detl  | Sub Proj | Description                   | Amount      |
|--------------------------------|------------|----------|----------|-------|----------|-------------------------------|-------------|
| ANNA VANLANNEN                 | 20950      | 3609     | 59153    | 04205 |          | 116 JUL EMPLY MILEAGE REIMB   | 62.64       |
| CAROL LENIUS                   | 21443      | 3611     | 59153    |       |          | 373 JUL EMPLY MILEAGE REIMB   | 201.42      |
| CHRISTINE WISNIEWSKI           | 19268      | 3613     | 53116    |       |          | 22 JUL MOW MILEAGE REIMB      | 11.88       |
| DAVID C NATWICK                | 19302      | 3613     | 53116    |       |          | 35.40 JUL MOW MILEAGE REIMB   | 19.12       |
| DE CLEENE TRUCK REPAIR & REFRG | 13457      | 3616     | 52301    |       |          | A/C REPAIR SRC BUS            | 1,957.03    |
| COURTIE DEMAREST               | 1325       | 3613     | 53116    |       |          | 6 JUL MOW MILEAGE REIME       | 3.24        |
| DOOR-TRAN                      | 16496      | 3626     | 52401    | 04258 |          | 1Q16 JARC/WETAP PAYMENT       | 706.00      |
| DOOR-TRAN                      | 16496      | 3626     | 52401    | 04258 |          | 2Q16 JARC/WETAP PAYMENT       | 706.00      |
| Vendor Total:                  |            |          |          |       |          |                               | 1,412.00 ** |
| ECONO FOODS                    | 9674       | 3612     | 53161    |       |          | RAW FOOD                      | 233.03      |
| ECONO FOODS                    | 9674       | 3613     | 53161    |       |          | RAW FOOD                      | 266.49      |
| ECONO FOODS                    | 9674       | 3612     | 53161    | 05178 |          | RAW FOOD-SALAD BAR            | 148.79      |
| Vendor Total:                  |            |          |          |       |          |                               | 648.31 **   |
| GEORGE J KLEIST                | 17474      | 3613     | 53116    |       |          | 30 JUL MOW MILEAGE REIMB      | 16.20       |
| GREGORY W VIRLEE               | 19080      | 3613     | 53116    |       |          | 24 JUL MOW MILEAGE REIMB      | 12.96       |
| GENERAL MAINTENANCE CORP       | 7759       | 3612     | 52701    |       |          | BI ANNUAL CLEANING SRC        | 438.00      |
| HENRY F DITTMER                | 17282      | 3613     | 53116    |       |          | 30.70 JUL MOW MILEAGE REIMB   | 16.57       |
| GARY HANSON                    | 13074      | 3611     | 59153    |       |          | 52 JUL EMPLY MILEAGE REIMB    | 28.08       |
| JOSEPH E HEILMAN               | 5354       | 3613     | 53116    |       |          | 31 JUL MOW MILEAGE REIMB      | 16.74       |
| JACOB ERICKSON                 | 19382      | 3611     | 59153    |       |          | 164 JUL EMPLY MILEAGE REIMB   | 88.56       |
| JESSICA HOLLAND                | 19650      | 3609     | 59153    | 04205 |          | 44.00 JUN EMPLY MILEAGE REIMB | 18.36       |

G/L DATE: 08/2016

Batch Nbr: 258710

| Vendor Name                | Vendor No. | Sub Dept | Acct No. | Detl  | Sub Proj | Description                         | Amount    |
|----------------------------|------------|----------|----------|-------|----------|-------------------------------------|-----------|
| JESSICA HOLLAND            | 19650      | 3609     | 59153    | 04205 |          | 62.50 JUL EMPLY MILEAGE REIMB       | 32.51     |
| Vendor Total:              |            |          |          |       |          |                                     | 50.87 **  |
| JAMIE STEPHAN              | 17906      | 3613     | 53116    |       |          | 30 JUL FRZN MEAL MILEAGE REIMB      | 16.20     |
| JAMIE STEPHAN              | 17906      | 3612     | 53116    |       |          | 207 JUL MEALSITE MILEAGE REIMB-LG   | 111.78    |
| JAMIE STEPHAN              | 17906      | 3612     | 53116    |       |          | 240 JUL MEALSITE MILEAGE REIMB-FV   | 129.60    |
| JAMIE STEPHAN              | 17906      | 3612     | 53116    |       |          | 405 JUL MEALSITE MILEAGE REIMB-BH   | 218.70    |
| Vendor Total:              |            |          |          |       |          |                                     | 476.28 ** |
| JAMES R STIEFVATER         | 19378      | 3613     | 53116    |       |          | 35.70 JUL MOW MILEAGE REIMB         | 19.27     |
| LISA VANALSTINE            | 20119      | 3609     | 59153    | 04205 |          | 63.60 JUN EMPLY MILEAGE REIMB       | 34.34     |
| LISA VANALSTINE            | 20119      | 3609     | 59153    | 04205 |          | 5.00 JUL EMPLY MILEAGE REIMB        | 2.70      |
| Vendor Total:              |            |          |          |       |          |                                     | 37.04 **  |
| TOWN OF LIBERTY GROVE      | 33170      | 3612     | 52428    |       |          | JUL MEALSITE 12 DAYS@\$9/DAY        | 108.00    |
| LIFELINE DEPARTMENT \ DCMH | 18103      | 3630     | 52795    |       |          | JUL LIFELINE-LT                     | 35.00     |
| LIFELINE DEPARTMENT \ DCMH | 18103      | 3623     | 52790    |       |          | JUL LIFELINE-PS                     | 35.00     |
| Vendor Total:              |            |          |          |       |          |                                     | 70.00 **  |
| SANDY PURVES               | 25789      | 3613     | 53116    |       |          | 69 JUL MOW MILEAGE REIMB            | 37.26     |
| ROBIN MARK                 | 20044      | 3611     | 59153    |       |          | 47.10 JUL EMPLY MILEAGE REIMB       | 25.43     |
| ROBERT A RAHMLow AND       | 21501      | 3612     | 52428    |       |          | JUL MEALSITE 8 DAYS@\$8/DAY         | 64.00     |
| STACEY VOLKMANN            | 14091      | 3612     | 53116    |       |          | 289 JUL MEALSITE MILEAGE REIMB      | 156.06    |
| STAPLES ADVANTAGE          | 15069      | 3611     | 53106    |       |          | 3308726642-ADRC/SRC OFFICE SUPPLIES | 1.73      |
| STAPLES ADVANTAGE          | 15069      | 3609     | 53106    |       |          | 3308726642-ADRC/SRC OFFICE SUPPLIES | 1.72      |
| STAPLES ADVANTAGE          | 15069      | 3609     | 53106    |       |          | 3308422154-ADRC/SRC OFFICE SUPPLIES | 17.94     |
| STAPLES ADVANTAGE          | 15069      | 3609     | 53106    |       |          | 3308647332-ADRC/SRC OFFICE SUPPLIES | 2.65      |
| STAPLES ADVANTAGE          | 15069      | 3611     | 53106    |       |          | 3308647332-ADRC/SRC OFFICE SUPPLIES | 2.65      |
| STAPLES ADVANTAGE          | 15069      | 3611     | 53106    |       |          | 3308726641-ADRC/SRC OFFICE SUPPLIES | 57.98     |
| STAPLES ADVANTAGE          | 15069      | 3609     | 53106    |       |          | 3308726641-ADRC/SRC OFFICE SUPPLIES | 82.44     |
| STAPLES ADVANTAGE          | 15069      | 3609     | 53106    |       |          | 3308726641-ADRC/SRC OFFICE SUPPLIES | 57.97     |
| STAPLES ADVANTAGE          | 15069      | 3609     | 53106    |       |          | 3309143146-ADRC/SRC OFFICE SUPPLIES | 18.49     |
| Vendor Total:              |            |          |          |       |          |                                     | 243.57 ** |

G/L DATE: 08/2016

Batch Nbr: 258710

| Vendor Name                     | Vendor No. | Sub Dept | Acct No. | Detl  | Sub Proj | Description                     | Amount                    |
|---------------------------------|------------|----------|----------|-------|----------|---------------------------------|---------------------------|
| SUNSHINE HOUSE INC              | 31820      | 3626     | 52401    |       |          | 2Q16 5311 OPERATING EXP PAYMENT | 11,241.32                 |
| ERIN SZAKALA                    | 15638      | 3611     | 59153    |       |          | 313 JUL EMPLY MILEAGE REIMB     | 169.02                    |
| ERIN SZAKALA                    | 15638      | 3611     | 59153    |       |          | 270 JUN EMPLY MILEAGE REIMB     | 145.80                    |
| Vendor Total:                   |            |          |          |       |          |                                 | 314.82 **                 |
| UNITED HOME HEALTH SERVICIS,LLC | 20955      | 3630     | 52795    |       |          | JUL SHC-MP                      | 403.90                    |
| UNITED HOME HEALTH SERVICIS,LLC | 20955      | 3623     | 52706    | 05135 |          | JUL RSP-TN                      | 37.33                     |
| Vendor Total:                   |            |          |          |       |          |                                 | 441.23 **                 |
| SUZANNE WAGNER                  | 374        | 3613     | 53116    |       |          | 22 JUL MOW MILEAGE REIMB        | 11.88                     |
| WISCONSIN DOCUMENT IMAGING      | 5999       | 3611     | 55107    |       |          | B/W COPIES                      | 624.16                    |
| WISCONSIN DOCUMENT IMAGING      | 5999       | 3611     | 55107    |       |          | COLOR COPIES                    | 544.25                    |
| Vendor Total:                   |            |          |          |       |          |                                 | 1,168.41 **               |
| WIL KIL PEST CONTROL            | 6359       | 3611     | 52203    |       |          | AUG PEST CONTROL-SRC            | 36.75                     |
| Schedule Total:                 |            |          |          |       |          |                                 | \$19,434.94 ****<br>===== |





**Door County**  
**DEPARTMENT OF HUMAN SERVICES**  
421 Nebraska Street  
Sturgeon Bay, WI 54235

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**Joseph Krebsbach**  
Program Director  
(920) 746-7155  
Fax: (920) 746-2439

## Memo

**To:** Human Service Committee  
**From:** Joe Krebsbach  
**CC:** Administrative and Finance Committee  
**Date:** 8-4-16  
**Re: Staffing Kitchen**

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I am writing regarding staffing in the Kitchen at the Senior Center. In 2013, we let go one of our employees who was a full time cook in the kitchen. At that time, we did not bring forward a request to refill the position as we explored options. For quite some time, we managed the kitchen using LTE staff.

Over time, we lost some of the LTE staff we were using and in mid-2014 we moved to using two employees to fill the second kitchen role. Over the course of 12 months, these staff members became eligible to move into the retirement system due to the number of hours they worked. Again this year they are both working an average of 24 hours per week. Given the number of hours, the employees will qualify for County benefits.

We did have the anticipated costs in the budget for 2016 but as approved part time employees. In working on the budget for 2017, I realized that although we have been doing this now going on just over two years, I did not bring this back to the board for approval.

At this point I have explored options to move forward. At this time, I suggest that we continue with our current staffing pattern for 2017. That would leave us our chef who is full time and then two-part time employees at 24 hours per week. The cost for the two-part time positions is reflected in the fiscal impact provided. The cost for these three employees as well as the LTE's is currently figured at this point in the 2017 budget minus the cost of insurance. If either of these employees takes advantage of the county insurance the budget will need to be adjusted.

I look forward to answering any questions when we meet.

Respectfully

Joseph A. Krebsbach

# REQUEST FOR FISCAL IMPACT INFORMATION

|  |  |
|--|--|
| <b>RECLASSIFICATION</b><br>_____<br>FTE/Hours<br>_____<br>Job Class<br>_____<br>Step<br>_____<br>Rate<br>_____ | <b>CHANGE FTE/Hours</b><br>From _____ TO _____<br><b>CHANGE JOB CLASS/STEP</b><br>From _____ TO _____<br>_____ |
| Position Title<br>_____<br>Effective Date<br>_____<br>Department<br>_____                                      | <b>Senior Center Kitchen Employees</b><br>_____<br>6 Mo<br>_____<br>Sub Dept<br><b>Senior Center</b><br>_____  |

| FTE/Hrs  | @ Rate  | 2017<br>TOTAL<br>SALARY |  |  |  |  | 2017<br>TOTAL<br>BENEFITS |  |  | TOTAL SALARY<br>and Benefits             |
|--|---------|-------------------------|--|--|--|--|---------------------------|--|--|--|
| <b>Full Time Cook Pay Range 20 Mid Step</b>              |         |                         |  |  |  |  |                           |  |  |  |
| 1.00   | \$13.98 | 29,078                  |  |  |  |  | 28,535                    |  |  | 57,613                                   |
| <b>Part-Time Cook 350 hours per year</b>                 |         |                         |  |  |  |  |                           |  |  |  |
|  | \$14.00 | 4,900                   |  |  |  |  | 937                       |  |  | 5,837                                    |
|  |         |                         |  |  |  |  |                           |  |  | <b>Sub-Total</b>                         |
|  |         |                         |  |  |  |  |                           |  |  | <b>63,450</b>                            |
| <b>Current 2017 Budget 2 LTE's @ 1,248 hrs/year Each</b> |         |                         |  |  |  |  |                           |  |  |  |
|  | \$14.00 | 34,944                  |  |  |  |  | 6,682                     |  |  | 41,626                                   |
|  |         |                         |  |  |  |  |                           |  |  | <b>Total Salary and Benefit Increase</b> |
|  |         |                         |  |  |  |  |                           |  |  | <b>21,824</b>                            |
| <b>Part-Time Cook 1,400 hours per year w/ Insurance</b>  |         |                         |  |  |  |  |                           |  |  |  |
|  | \$14.00 | 19,600                  |  |  |  |  | 18,490                    |  |  | 38,090                                   |
| <b>Part-Time Cook 1,400 hours per year w/ Insurance</b>  |         |                         |  |  |  |  |                           |  |  |  |
|  | \$14.00 | 19,600                  |  |  |  |  | 18,490                    |  |  | 38,090                                   |
|  |         |                         |  |  |  |  |                           |  |  | <b>Sub-Total</b>                         |
|  |         |                         |  |  |  |  |                           |  |  | <b>76,180</b>                            |
| <b>Current 2017 Budget 2 LTE's @ 1,248 hrs/year Each</b> |         |                         |  |  |  |  |                           |  |  |  |
|  | \$14.00 | 34,944                  |  |  |  |  | 6,682                     |  |  | 41,626                                   |
|  |         |                         |  |  |  |  |                           |  |  | <b>Total Salary and Benefit Increase</b> |
|  |         |                         |  |  |  |  |                           |  |  | <b>34,554</b>                            |

Dept Head Signature

*Mark E. Janich*

Finance Director

Date

7/25/2016

**Disclaimer:**

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.

# County of Door

## Wisconsin Home Energy Assistance Program/Resource Specialist

Status: Non-exempt  
Department: Human Services  
EEO:

Pay Range:  
Revision Date:  
HR Reviewed:

### **GENERAL SUMMARY**

This position is responsible for determining eligibility requirements for the Wisconsin Home Energy Assistance Programs (WHEAP), including seasonal program applications, emergency fuel assistance, counseling for energy conservation and energy budgets, proactive co-payment plans, targeted outreach services, and emergency furnace repair and replacement. This position is also responsible for providing primary customer service to all customers of the Economic Support Division, answering routine questions, pre-screening for program eligibility, collecting, scanning, and entering basic eligibility information to assist in the eligibility determination process for Food Share, Medicaid/BadgerCare, Wisconsin Shares Child Care assistance.

### **Duties and Responsibilities**

#### ***Essential Job Functions***

1. Conducts interviews with applicants for WHEAP to obtain financial and non-financial information necessary to determine eligibility; clarifies discrepancies; and analyzes the needs of the client in order to make necessary referrals to other programs. Determine eligibility for heating assistance, crisis assistance, co-payment programs, furnace program and cooling assistance program.
2. Secures, analyzes, interprets, and determines validity of client statements and documentation such as legal documents, income tax forms, real estate contracts, evidence of immigration status, and financial, medical and employment records.
3. Determines initial and continued eligibility level within required time limits by applying complex program policies and rules.
4. Utilizes multiple complex computer programs and databases to record, research, investigate and verify information to assist in determining eligibility and computing benefit levels, including CARES, CWW, WHEAP, KIDS, Forward Health Portal, CSAW, CCPI & CCPC, and SAVE.
5. Determines benefits for crisis assistance and all co-payment programs; key co-payment contracts into system; maintain accurate records.
6. Assists in training back-up WHEAP workers.
7. On an as needed basis, travels to do outreach and conduct home visits or take applications at a site other than the Government Center when applicants are unable to come to the office.
8. Provides customer service to walk-in customers requesting economic support services, providing general information about public assistance programs and community resources. Assists customers with beginning the application process.
9. Collects eligibility documentation from applicants and recipients of public assistance programs; scans and keys documentation into data systems.
10. Takes incoming telephone calls to the Economic Support Division, answering routine inquiries and directing call as appropriate. Assesses customer needs in emergency situations and refers accordingly.

#### ***General Job Functions***

1. Partner with other community agencies to coordinate services for individuals and families.
2. Maintain current case documentation of all new applications, reviews, and changes.
3. Regularly meet with the Economic Support Manager for supervision/training purposes.
4. Strictly follow Federal and State laws and regulations, County and Department policies and procedures in regard to individual medical privacy, other confidentiality protocols, and information systems security.

## County of Door

### Wisconsin Home Energy Assistance Program/Resource Specialist

#### Reporting Relationships

Reports to the Economic Support Manager.

#### REQUIREMENTS

##### ***Training and Experience***

1. High School Diploma required. Two-year or four-year college degree in human services, financial planning or related field preferred.
2. Two to three years' experience in social/human services or public service agency performing eligibility determination or case management strongly preferred. A combination of related education and work experience may also be considered.

##### ***Knowledge, Skills, and Abilities Required***

1. *Knowledge of available community resources.*
2. *Ability to listen carefully, communicate respectfully and engage in conflict resolution and problem-solving.*
3. *Ability to speak and write clearly.*
4. *Successful public contact/customer service experience.*
5. *Ability to plan and work independently and organize workload in order to meet deadlines.*
6. *Ability to explain basic budgeting and personal finance needs to clients.*
7. *Ability to utilize the WHEAP, CARES, CWW, Microsoft and other related computer systems.*
8. *Ability to recognize and respect the needs and beliefs of individuals, while demonstrating a consistent approach to engaging clients and offering services to support them.*
9. *Ability to establish and maintain positive working relationships with clients, co-workers, supervisors, and collateral agencies.*
10. *Ability to accept supervision and work collaboratively within the agency and community.*

##### ***Physical & Working Conditions***

There is little or no discomfort from temperature, dust, wetness, or the like in the general office environment. Potential for physical harm exists during contact with angry or irate members of the public, but such situations can usually be defused/avoided by taking proper precautionary measures.. A good portion of the work will be in the community, so exposure to the elements will be part of this position.

In an effort to provide the continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

This position may require office hours at locations other than the main department office in the Door County Government Center, such as at the Aging and Disability Resource Center or other community locations.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

*Approvals:*

---

Joseph A. Krebsbach, Human Services Director

Date

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Kelly A. Hendee, Human Resources Director

Date

# REQUEST FOR FISCAL IMPACT INFORMATION

\_\_\_\_\_ RECLASSIFICATION  
 \_\_\_\_\_ FTE/Hours  
 \_\_\_\_\_ Job Class  
 \_\_\_\_\_ Step  
 \_\_\_\_\_ Rate

CHANGE FTE/Hours  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP  
 From \_\_\_\_\_ TO \_\_\_\_\_

Position Title \_\_\_\_\_  
 Effective Date \_\_\_\_\_  
 Department \_\_\_\_\_

**New Position**  
 \_\_\_\_\_  
 6 Mo  
**Human Services** Sub Dept \_\_\_\_\_

| FTE/Hrs   | @ Rate  | 2016<br>TOTAL<br>SALARY |  |  |  |  | 2016<br>TOTAL<br>BENEFITS |  |  | TOTAL SALARY<br>and Benefits |
|---|---------|-------------------------|--|--|--|--|---------------------------|--|--|------------------------------|
| <b>New Position Human Services Pay Range 16 Min Step 10/1/2016 - 12/31/2016</b> |         |                         |  |  |  |  |                           |  |  |                              |
| 1.00  | \$15.89 | 8,263                   |  |  |  |  | 6,944                     |  |  | 15,207                       |
| Proposed Eliminated Position Current Budget for 2016                            |         |                         |  |  |  |  |                           |  |  |                              |
| 1.00  | \$18.55 | 9,646                   |  |  |  |  | 7,146                     |  |  | 16,792                       |
| <b>Total Salary and Benefit Decrease</b>  |         |                         |  |  |  |  |                           |  |  | <b>(1,585)</b>               |
| <b>New Position Human Services Pay Range 16 Mid Step 10/1/2016 - 12/31/2016</b> |         |                         |  |  |  |  |                           |  |  |                              |
| 1.00  | \$18.69 | 9,719                   |  |  |  |  | 7,156                     |  |  | 16,875                       |
| Proposed Eliminated Position Current Budget for 2016                            |         |                         |  |  |  |  |                           |  |  |                              |
| 1.00  | \$18.55 | 9,646                   |  |  |  |  | 7,146                     |  |  | 16,792                       |
| <b>Total Salary and Benefit Increase</b>  |         |                         |  |  |  |  |                           |  |  | <b>83</b>                    |

\_\_\_\_\_ Dept Head Signature Mark E. Janich Finance Director  
 \_\_\_\_\_ Date 8/3/2016

**Disclaimer: This Fiscal Impact does not include Step 1 \$16.35, Step 2 \$16.82, Step 3 \$17.29, Step 4 \$17.76, or Step 5 \$18.22.**

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# REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION  
 \_\_\_\_\_  
 FTE/Hours  
 \_\_\_\_\_  
 Job Class  
 \_\_\_\_\_  
 Step  
 \_\_\_\_\_  
 Rate  
 \_\_\_\_\_

CHANGE FTE/Hours  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP  
 From \_\_\_\_\_ TO \_\_\_\_\_

Position Title  
 Effective Date  
 Department

**New Position**  
 \_\_\_\_\_  
 6 Mo  
 \_\_\_\_\_  
**Human Services** Sub Dept \_\_\_\_\_

| FTE/Hrs  | @ Rate  | 2017<br>TOTAL<br>SALARY |  |  |  |  | 2017<br>TOTAL<br>BENEFITS |  |  | TOTAL SALARY<br>and Benefits |
|--|---------|-------------------------|--|--|--|--|---------------------------|--|--|------------------------------|
| <b>New Position Human Services Pay Range 16 Min Step</b> |         |                         |  |  |  |  |                           |  |  |                              |
| 1.00   | \$15.89 | 33,051                  |  |  |  |  | 27,834                    |  |  | 60,885                       |
| <b>Proposed Eliminated Position 2017 Budget</b>          |         |                         |  |  |  |  |                           |  |  |                              |
| 1.00   | \$18.60 | 38,688                  |  |  |  |  | 28,664                    |  |  | 67,352                       |
| <b>Total Salary and Benefit Decrease</b>                 |         |                         |  |  |  |  |                           |  |  | <b>(6,467)</b>               |
| <b>New Position Human Services Pay Range 16 Mid Step</b> |         |                         |  |  |  |  |                           |  |  |                              |
| 1.00   | \$18.69 | 38,875                  |  |  |  |  | 28,691                    |  |  | 67,566                       |
| <b>Proposed Eliminated Position 2017 Budget</b>          |         |                         |  |  |  |  |                           |  |  |                              |
| 1.00   | \$18.60 | 38,688                  |  |  |  |  | 28,664                    |  |  | 67,352                       |
| <b>Total Salary and Benefit Increase</b>                 |         |                         |  |  |  |  |                           |  |  | <b>214</b>                   |

Dept Head Signature

*Mark E. Janich*

Finance Director

Date

8/3/2016

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# County of Door Financial Manager

Status: Exempt  
Department: Human Services  
EEO: 02 - Professional

Pay Range:  
Revision Date:  
HR Reviewed:

## **GENERAL SUMMARY**

This advanced position serves as primary manager of all financial, accounting, program/grant compliance and management information systems within the Department of Human Services. This role includes the Aging and Disabilities Resource Center and Aging program departments. Directs and supervises the work of accounting, information system, and financial staff within the Department. Responsible for overall management and direction of fiscal operations of the department, including but not limited to budgeting, purchasing, accounting, and fiscal compliance.

## **Duties and Responsibilities**

### ***Essential Job Functions***

1. Prepares and compiles the annual Human Services budget in conjunction with the Director of Human Services and County Finance Department within the timeframes and directives provided by the Director.
2. Responsible for the on-going monitoring and analysis of the Human Services budget, providing support and fiscal guidance to the Director and other department management staff. This is to include the ADRC/Aging programs and transportation.
3. Monitors Department financial systems and maintains compliance with acceptable governmental accounting principles.
4. Responsible for assisting with a variety of required state reports to Federal, State, and County funding sources in an accurate and timely manner; provides ongoing analysis and uses knowledge of funding regulations and allowable costs to maximize revenues from a variety of complex funding sources.
5. Analyzes and approves contract agency financial and compliance program audits in accordance with Federal, State and County governmental rules and regulation. Identifies specific questionable costs and resulting overpayments.
6. Responsible for coordinating all Uniform Grant Guidance activities for the Department of Human Services.
7. Responsible for the management of information systems technology in the department.
8. Responsible for ensuring that the department is continuing to meet HIPAA requirements.
9. Monitors programs and functions for compliance with appropriate County, State and Federal regulations.
10. Responsible for management of agency overhead.
11. Responsible for overseeing the development and monitoring of purchase of service contracts insuring compliance with insurance, certification/licensing and civil rights requirements and establishing or negotiating the rates paid for services provided.
12. Oversees systems for the collection of first and third party fees from clients and insurance companies and the administration of a client fee discounting/write-off system.
13. Oversees the billing and rate setting functions of the department for internal and purchased contracted services; responsible for ensuring the accuracy and timeliness of billing and maximization of revenues through billing of appropriate state and federal funding sources.
14. Responsible for the oversight of department cash accounts and timely reconciliation.
15. Responsible for the supervision, evaluation, performance management and development of assigned county staff. Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

# County of Door Financial Manager

## **General Job Functions**

1. Works with Finance Department to prepare year-end financial audit worksheets for Independent auditors, coordinate audit, and establish systems to improve fiscal accountability and internal control mechanisms.
2. Prepares reports as requested by the Director, DHHS Board, State of Wisconsin, County Finance Department, etc.
3. Identifies areas of Department operations that are inefficient and develop new procedures or recommends system design changes to promote efficiency.
4. Make presentations to staff, the Human Services Board, County Administrator and/or the County Board on budget and other financial issues as needed.
5. Accessible to managers to discuss any fiscal related questions provide them with any needed information to aid in decision making in a timely and professional demeanor.
6. Attends local, regional and statewide meetings and trainings to learn about new programs that may be beneficial to the department which could have the potential for billing and capturing of revenues.
7. Responsible for training and support to staff in the department to utilize technology and programs to maximize efficiencies and current technologies.

## **Reporting Relationships**

This position works under the direct supervision of the Director of Human Services and in coordination with the Door County Finance Department.

## **REQUIREMENTS**

### **Training and Experience**

1. Bachelor's Degree in Accounting, Business or related field.
2. Minimum of three years of appropriate work experience with a preference for county fiscal operations and management experience.

### **Knowledge, Skills, and Abilities Required**

1. Working knowledge of accounting and Generally Accepted Accounting Principles.
2. Proficient knowledge of computers, including word processing, spreadsheet and/or data base software.
3. Ability to communicate effectively orally and in writing.
4. Ability to establish and maintain effective working relationships.
5. Ability to effectively meet and deal with the public.
6. Ability to maintain appropriate confidentiality
7. Ability to work simultaneously on several competing priorities.
8. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
9. Ability to write reports, business correspondence, and procedure manuals.
10. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
11. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
12. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
13. Comprehensive knowledge of governmental and non-profit accounting principles.
14. Comprehensive knowledge of relational databases and the ability to manage financial and information systems.



**County of Door  
Financial Manager**

- 15. Ability to rapidly learn the functions and procedures of the organization, laws and regulations governing the administration of the Department of Human Services.
- 16. Ability to provide effective leadership and plan and direct the work of others.
- 17. Ability to exercise judgment and discretion in the application and interpretation of department policies and regulations.
- 18. Ability to initiate and implement administrative procedures and to evaluate their effectiveness.

**Physical & Working Conditions**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. There is little or no discomfort from temperature, dust, wetness, or the like in the general office environment. The noise level in the work environment is usually quiet.

In an effort to provide the continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

*Approvals:*

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Joseph A. Krebsbach, Human Services Director

Date

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Kelly A. Hendee, Human Resources Director

Date

# REQUEST FOR FISCAL IMPACT INFORMATION

\_\_\_\_\_ RECLASSIFICATION  
 \_\_\_\_\_ FTE/Hours  
 \_\_\_\_\_ Job Class  
 \_\_\_\_\_ Step  
 \_\_\_\_\_ Rate

CHANGE FTE/Hours

From \_\_\_\_\_ TO \_\_\_\_\_

CHANGE JOB CLASS/STEP

From \_\_\_\_\_ TO \_\_\_\_\_

DRAFT

Position Title Financial Manager  
 Effective Date \_\_\_\_\_ 6 Mo \_\_\_\_\_  
 Department Human Services Sub Dept \_\_\_\_\_

| FTE/Hrs                                       | @ Rate  | 2017 TOTAL SALARY |  |  |  | 2017 TOTAL BENEFITS |  |  | TOTAL SALARY and Benefits |
|---|---------|-------------------|--|--|--|---------------------|--|--|---------------------------|
| <b>Financial Manager Pay Range 9 Min Step</b> |         |                   |  |  |  |                     |  |  |                           |
| 1.00  | \$26.40 | 54,912            |  |  |  | 33,475              |  |  | 88,387                    |
|   |         |                   |  |  |  |                     |  |  | -                         |
| <b>Total Salary and Benefit Decrease</b>      |         |                   |  |  |  |                     |  |  | <b>88,387</b>             |
| FTE/Hrs                                       | @ Rate  | 2017 TOTAL SALARY |  |  |  | 2017 TOTAL BENEFITS |  |  | TOTAL SALARY and Benefits |
| <b>Financial Manager Pay Range 9 Mid Step</b> |         |                   |  |  |  |                     |  |  |                           |
| 1.00  | \$31.06 | 64,605            |  |  |  | 35,328              |  |  | 99,933                    |
|   |         |                   |  |  |  |                     |  |  | -                         |
| <b>Total Salary and Benefit Increase</b>      |         |                   |  |  |  |                     |  |  | <b>99,933</b>             |

DRAFT

\_\_\_\_\_ Dept Head Signature Mark E. Jamieson Finance Director  
 \_\_\_\_\_ Date 8/4/2016 SW

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

8-1-2016

