

**Tuesday, October 11, 2016
8:30 a.m.**

HUMAN SERVICES BOARD

*Door County Government Center
Peninsula Room, 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 – September 13, 2016 Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Program Reports
 - a. ADRC - Verbal Report
 - b. Collective Unit Report
 - c. Director's Report
8. Continuing /Pending Business
 - a. Resource Center Building Update
 - b. Staff Recruitment Updates
 - c. Vouchers
9. Topics To Be Referred to the Legislative Committee
10. New Business
 - a. Trauma Assessment
 - b. Position Additions to the Department
 - c. Transportation Program Audit & Grant Application
 - d. WCHSA Regional Meetings
 - e. Resignation of Mary Bittorf
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
12. Set Next Meeting Date – November 8, 2016 & Public Meeting for Transportation
13. **Adjourn** Meeting

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

Deviation from the order shown may occur.

DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Tuesday, September 13, 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 September 13, 2016 meeting of the Door County Human Services Board to order at 8:30am in the Government Center's Peninsula Room.

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

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

Excused: All present

Staff Present: Joseph Krebsbach-Director, Carol Wautlet-Economic Support Manager, JoAnn Bauman-Finance Department Accountant, Jay Livingston-Behavioral Health Program Director, Tanya Kavicky-Mels-Behavioral Health Therapist, Brenda Franco-AODA Counselor, Chris Hanke-Behavioral Health Therapist, Elizabeth Ziolkowski-Behavioral Health Therapist and Shawn Barlament-Office Manager/Recording Secretary.

Others Present: No additional attendees

Board members present established a quorum.

3. **Adopt Agenda-**

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

4. **Approve Minutes-**

Nancy Robillard motioned to approve minutes from the August 9, 2016 Human Services Board meeting. This was seconded by Tom Leist. A correction was requested, Wayne Kudick should be removed from the list of excused absences as he was present at this meeting. All approved.

5. **Correspondence-**

None

6. **Public Comment-**

None

7. **Program Reports-**

a. **Behavioral Health Program – Presentation**

After the Board members introduced themselves, Jay Livingston, Behavioral Health Manager and several of the Behavioral Health team members, Brenda Franco, Chris Hanke, Tanya Kavicky-Mels and Beth Ziolkowski explained their roles on this team. Jay also shared the names and responsibilities of other team members that were unable to attend due to schedule conflicts. A few board members inquired about waitlists, collection of assessment fees and who provides services to locally incarcerated individuals.

b. Collective Unit Report

Board members inquired about particular portions of this report:

- State development of the “Reasonable and Prudent Parenting” standard
- A breakdown per county was not included on the 20,000 individuals in the state that no longer qualify for FoodShare
- Donations and volunteers for Meals on Wheels (MOW).

c. Director’s Report

- As of September 3rd, the psychiatrist’s work hours were reduced to 32 hours per week. Psychiatry services shared between Door and Kewaunee County could be a possibility in the future but currently each county’s solution to providing these services is working well.
- The outcome of the 5310 Grant application for 80% funding for a bus and van is not looking favorable. In November, there will be a public participation meeting for the 85.21 Elderly/Disabled Transportation Plan.

8. Continuing / Pending Business-

a. Door County Public Benefit Fraud

Carol Wautlet, Economic Support Manager, shared a print out with the Board concerning fraud and overpayments (OP) and the difference and answered board members’ questions. (Fraud Info print out is attached to these minutes.)

a. Resource Center Building Updates

The City of Sturgeon Bay has approved the aesthetic exterior/property design of lights, shrubbery, etc. Interior demolition has been delayed. If all approvals are received and schedules maintained, occupancy could take place in January of 2018.

b. Staff Recruitment Updates

29 applications have been received for the new position with Economic Support/Energy Assistance Program. 3 have been selected for interviews that will be conducted at the end of this week. 22 applicants are interested in the 4 - Case Manager positions. 7-8 have be chosen for interviews.

c. Vouchers

No inquiries.

9. Topics To Be Referred to the Legislative Committee-

None at this time.

10. New Business-

a. Resolution Supporting Increase of Funding in Children & Family Aids Allocation

Robert Rau moved and Roy Englebert seconded the motion to forward this resolution to the County Board. The vote was unanimous.

b. Review & Approve 2017 Department of Human Services Budget

Joe Krebsbach reviewed any significant changes or reallocations of revenue or expenses compared to the 2016 budget for both the Human Service and the ADRC budgets. Roy Englebert moved that the Human Services Budget be approved as presented. Nancy Robillard seconded the motion. All were in favor.

c. Review & Approve 2017 Aging and Disability Resource Center Budget

Helen Bacon moved to accept the ADRC Budget as presented and Megan Lundahl seconded the motion. The vote was unanimous.

d. **Contract with Sheboygan County Jail for Juvenile Detention Services**

Joe Krebsbach explained the differences between our previous contract with Brown County for juvenile detention services and the proposed contract with Sheboygan County. The day rate would be less and the department will not need to pay for a minimum number of beds. Nancy Robillard moved to approve the contract with Sheboygan County from October 1, 2016 through December 31, 2018. Helen Bacon seconded the motion and all were in favor.

e. **FYI - Senior Resource Center Change in Open Hours: 8am-6pm to 8am-4:30pm**

Open hours will be changed starting Sep. 19th, as there was limited use of the salad bar until 6pm. This will have no effect on the ADRC as both will now have the same open hours.

f. **Parent Representative to the CCOP/CCS/CST Committee**

Leslie Boden is the newest member of this committee.

g. **FYI - Introductory Period Completed - Jennifer Fitzgerald**

Jennifer has moved to regular employee status.

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

None at this time but suggestions are welcome prior to the next meeting. Please notify the Chair of this Committee or the Director of the department.

12. **Next Meeting Date:**

Tuesday, October 11, 2016 beginning at 8:30am in the Peninsula Room of the Government Center, 421 Nebraska Street, Sturgeon Bay.

13. **Adjournment:**

Tom Leist motioned and Nancy Robillard seconded to adjourn the meeting. The motion carried. The meeting adjourned at 10:40am.

Respectfully submitted,
Shawn M. Barlament, Recording Secretary

FRAUD INFO

Basic information:

- Any case has a potential for fraud
- SWICA'S are dumped every quarter (State Wage Information Collection Agency)
- SWICA's connect to a case whenever there is a discrepancy of more than \$100 of income
- \$100 discrepancy may or may not create an eligibility issue
- Each SWICA needs to be researched
- We get about 1400 discrepancies per year
- Discrepancies arise from wages, unemployment, child support, self-employment, or any other change of income
- Can also come from household changes
- Discrepancies can take anywhere from 10 minutes to 45 minutes to work for each one
- Potential to be dismissed, an overpayment, or fraud

Current Data:

- We have a total of 249 Discrepancies currently
- We have 48 cases that need to be followed up on, and OP's need to be calculated if any (wage verification forms have been returned)
- We have 62 OP's to calculate that we know will be an OP
- We have 22 Fraud cases, of those 4 were screened out, 1 case was charged, another referred but not charged, 16 are currently waiting to be worked by ES,

Issues:

- If person applies on FFM and they put in a low income amount, we automatically get an application and process. Since income may be incorrect, they are eligible and may not really be. This creates an OP later.
- Capitation is the amount of premium the state pays for each BadgerCare case, in addition to claims that are paid. BC cases have a high potential for high OP amounts
- Extra pay checks cause SWICA discrepancies
- Raises also cause discrepancies

FRAUD:

- We make every effort we can to clarify /investigate fraud cases to find accurate info from the client first
- If unable to match information, we investigate further
- If needed, Sherriff's Dept. investigates
- Then, based on that info, we may or may not move forward with fraud charge
- DA has final say



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

Joseph Krebsbach, Director
1st Floor Fax: 920-746-2355
2nd Floor Fax: 920-746-2439
dhs@co.door.wi.us

Human Services Board Agency Updates – October 2016

I. Program Changes and Highlights

- A. The **Children & Families Support Services** team continues to work on outreach efforts to help educate the community on their single point of entry for families wishing to access services for children/youth with disabilities. Families need not worry about the predetermination of which program(s) they may be eligible for or want to access. The functional screen is used as the tool to outline options for families. This assists families with one single assessment, having to only tell their story once. A new brochure, shared with the board last month, continues to be the vehicle for those conversations with community stakeholders, partner agencies and interested families. This past month outreach was made to Family Services, Boys and Girls Club, our local pediatricians, and school staff. This team delivered one radio spot that promoted our services and delivered a common message of easy access and community collaboration.
- B. The **Birth to 3 Early Intervention** annual child count was due October 1. This count provides the State with a snapshot of where our county is in comparison to other rural areas in Wisconsin. On September 16, 2016, we received confirmation that we successfully demonstrated 100% compliance with the performance measures set forth by OSEP as they enforce the Individuals with Disabilities Education Act (IDEA). Door County continues to provide exemplary services to children. Ex: National data states we should be providing services to 2.82% of infants age 0-3, and we are serving 3.04%. We are reaching the families we need to reach.
- C. The DHS Division of Quality Assurance (DQA) came on Sept. 14 to review our **Mental Health and AODA outpatient clinics** as well as our **Crisis program**. All programs were found to be in substantial compliance with no citations, and certifications were renewed for two years for all programs.
- D. The **Comprehensive Community Services (CCS)** team is preparing for a recertification review with DHS/DQA, which will occur sometime in late October. Last year DCDHS was granted a one year certification, primarily because of our vacancy in the Behavioral Health Manager position. We have submitted the pre-review materials and have been diligently administering our own internal quality assurance review with hopes of assuring full compliance with the rule requirements set forth by DHS.
- E. The **Child Protection/Juvenile Justice** unit now has 15 licensed foster homes. We are doing our second round of Trauma Informed Parenting training with Kewaunee County, and it is going well. The CPS/JJ team continues to do great work day in and day out on some very challenging cases. As has been more apparent than ever lately, one case can consume days' worth of work, and they all unselfishly jump in to help one another accomplish the tasks that need to be completed.
- F. The **Community Support Program (CSP)** had one discharge in September, bringing total program enrollment to 54. We have been notified by the State of Wisconsin Departments of Corrections and Health Services that Door County CSP will be receiving two new referrals through

the O.A.R.S. (Opening Avenues to Reentry Success) program by January 1, 2017. These Door County residents have been serving criminal sentences at the Wisconsin Resource Center and have met all of the requirements to participate in O.A.R.S. These clients will require intensive CSP case management along with weekly supervision by the Dept. of Corrections. The team will work together to develop comprehensive Individualized Case Plans before and after these individuals' release to help them successfully reintegrate into the community. The program's goals include enhancing public safety by reducing revocation and recidivism rates, improving the continuity of care for offenders with mental health needs as they are released from prison to the community, encouraging offender involvement in structured activities, and promoting offender self-sufficiency.

- G. **Economic Support (ES)** recently had one ES Specialist resign. Mary Bittorf's last day was September 30. She was with us five short months but will be missed. We are currently recruiting to fill her position.
- H. The Economic Support Division began administering the **Wisconsin Home Energy Assistance Program (WHEAP)** as of October 1. Two ES workers currently process applications in addition to their general Economic Support work. An Energy Specialist was recently hired and will begin on October 11. The Weatherization program will remain at We Are Hope. All Weatherization programs statewide are contracted to non-profit organizations.
- I. At the **ADRC, open enrollment** for Medicare prescription drug plans begins October 15th and runs through December 7. Throughout the open enrollment season our Elder Benefit Specialist Mary Bink, with help from our Disability Benefit Specialist Jess Holland, will provide consumers the opportunity to explore the best option for them and aid with their enrollment. Our fall health promotion classes, **StrongWomen** exercise group and **Aging Mastery Program** are going well, with strong participation in each.

II. Noteworthy Events

- A. The annual **Foster Parent Appreciation Banquet** will be held on October 27 at the Log Den (5:30 Social, 6:15 Dinner). If any board members are interested in attending to honor the dedication and commitment of Door County Foster Families, please contact McKenzie Erikson at 746-2254 by Oct. 20. Cost is \$22 per person.
- B. A training on the **Seven Essential Ingredients of Trauma Informed Care** with trainer Tim Grove (St. Amelian's, Milwaukee) is planned for the morning of November 4, 9:00-noon at Stone Harbor for our agency staff and community partners. Board members interested in learning more are welcomed to attend. Contact Kathy Zak at 746-2349 to register.
- C. As always, plenty of fun, supportive, and informational events are planned at the **ADRC/Senior Center** for October! Here's a sampling:
 - Blood Pressure Screens, October 4th from 9:30-2pm
 - Sunflower Cottage Informational Session, October 5th at 12:15pm
 - Schartner's Farm Tour, October 6th at 1pm
 - Alzheimer's Association presents "The Basics of Memory Loss, Dementia & Alzheimer's Disease", October 7th at 12:45pm
 - Movie Group: "Sully", October 10th at 1pm
 - Flu Shots provided by Public Health, October 12th from 1-2pm
 - Art Show, October 14th from 1:30-3pm
 - Pumpkin picking and ice cream at Schopf's Dairy Farm, October 17th
 - Hearing Health Screening provided by Aveda Hearing, October 18th from 12:45-2:30pm
 - Barb & Ken Warduis present "Wisconsin Lighthouses", October 20th at 12:45pm

- Bears vs. Packers Party, October 20th
- Options for Independent Living presents "Adaptive Equipment and How to Use It", October 21st at 12:30pm
- Bob Ross Estate Planning presents on Long Term Care, October 26th at 12:45pm
- Low Vision Support Group (new), October 28th at 1pm
- Halloween Spooktacular Party, October 31st at Noon

III. High-Cost Placements & Other Fiscal Updates

- A. The **Children's Long Term Support (CLTS) Program** recently received budget figures for 2017. As previously reported, all autism services are now accessible for families under their MA Forward Card, and therefore that service has been removed from the CLTS budget. Plans to continue to support those children and their families through other service arenas is offered. An allocation of what the State is referring to as "grandfathered service allocations" is incorporated in the budget to assist families with this transition. In the **Children's COP (Community Options Program)**, we just recently received program guidelines and procedures which are very similar to the Family Support Program. Receiving delivery of the information this late in the year may make it difficult to expend the entire allocation, understanding we can only carry over 5%. Staff are looking to meet with families and address unmet needs.

IV. Training & Staff Development

- A. **FAMILY VOICES** has developed a three-part online training on care coordination. It is a resource developed *by families for families* which DHS is promoting. Each module includes videos and family stories, allows learners to work at their own pace, and has family centered ideas, tool and resources. It can be found at www.familyvoicesofwisconsin.com/care-coordination. These are the kinds of resources we will continue to provide families that we work with in tandem with the Door County Partnership for Children and Families.
- B. Two Economic Support staff recently attended **WHEAP** Basic Intake training in Green Bay on September 27 & 28, and the Deputy Director attended WHEAP Coordinator training on September 28 and 29. Two other ES staff each attended half-day labs for the **Child Care EBT (Electronic Benefits Transfer) rollout**. One attended the lab session in Madison on 9/13/16, another staff attended the lab in Appleton on 9/21. Having two staff attend these labs were mandatory requirements from DCF. Due to call center staffing requirements, we were not able to send both people on the same day. The EBT rollout is planned for February 2017. Parents with subsidized child care benefits will have a plastic card that benefits will be loaded on to each month, much like the FoodShare Quest cards. Parents will swipe card at the day care to make the payment, DHS will no longer be sending checks to providers or making direct deposits into providers' bank accounts.
- C. Comprehensive Community Services (CCS) Service Facilitators from our county and our consortium partners in Kewaunee and Shawano, along with some of our child protection and juvenile justice staff, will be attending a two-day training on **Collaborative Teaming Principles** on Oct. 12 and 13, delivered by White Pines Consulting. Teaming is a central tenet of both CCS and Coordinated Services Teams (CST), and a value our department has been working to strengthen across program areas. We appreciate our Regional CCS Coordinator Jason Latva's efforts to arrange this training for the Lakeshore Recovery Consortium.

V. Agency & Community Collaboration

- A. The Children & Families Support Services Team continues to work on enhancing and promoting the **Child Alert** program, in collaboration with law enforcement. This program allows for a family to work on creating a profile of their child, updated picture, and specific critical information pertinent to their specific disability, which is then entered into a data base at the police station. In the event

of an emergency, law enforcement would have ready access to critical data. We remain hopeful that this information can become part of our routine intake/assessment process for families who might be interested and updated annually through the relationship between law enforcement and families.

- B. Staff from across divisions (Behavioral Health, Child Protection/Juvenile Justice and Children & Families Support Services) have collaborated to develop a 6-week series of **psycho-educational group sessions** which they are presenting to youth at the Boys and Girls Club. These have been well-received, and our hope is that the Club will partner with one of our other CCS contracted providers to offer similar group sessions on an ongoing basis to address the social/emotional needs of those youth at the club who would benefit from that level of programming, including some of our youth enrolled in CCS.

VI. Sharing our Successes

- A. An adult enrolled in Comprehensive Community Services (CCS) a year ago is making tremendous progress towards her goals. The client struggled with anger management and came up on crisis often due to not having a sense of support and the internal resources to deal with adverse experiences. Through her hard work and determination, the client has successfully not been on crisis for at least 4 months. When the client notices her stress responses, she follows her crisis plan. In addition to managing her anger, the client is getting ready to attend classes at NWTC and is becoming self-assertive with what she wants in her life.
- B. A youth who has received services through our department was also recognized by a community partner, the Boys and Girls Club, for making great progress toward her goals. She was awarded "Most Improved Club Member of the Month. The award notes that her "participation in Teen Center activities and discussions has greatly improved, her social skills with peers and staff have improved, and her respect for essential boundaries and timing has improved significantly...(Her) attitude in the Teen Center has been generally much more curious, open, and it is beautiful to see her growth!"
- C. A gentleman came into the ADRC for the first time and met with an Information & Assistance (I&A) Specialist. She shares this story of their interaction: *As the man sat down at her desk, he started wiping his eyes, "I guess I am just realizing now that I can't do everything that I used to. Sitting here is making me realize that." She asked him what kinds of things he was having trouble with. He shared that he had been losing feeling in his arm, had diminished strength, and was having problems feeding himself. It was becoming difficult to do many of the things he used to do. The I&A suggested that perhaps he should get in to see a doctor, soon, and the man agreed. He then said that with this hand problem he really had a hard time paying bills, as he couldn't write checks anymore. The I&A offered some options to help with this task. They then spent some time sharing stories and talked about other services that might be helpful. He left the office, taking the I&A's card. Several days later, the I&A called and left a message on the man's phone to let him know she was just checking in and hoping he was doing ok. He called an hour later and left her a message. He had been to Urgent Care after their visit and had X-rays and blood work done. He had an appointment with his doctor in a week. He sounded so relieved that he had made these connections. He also had an appointment in a week with one of the people from the brochure on paying bills. "She is coming here to explain how it all works," he said. His voice had a lightness that the I&A had not heard before. He hung up and left another message about 60 seconds later, "I just wanted to thank you so much. I just didn't know what to do or where to go."*
- D. The Trauma Informed Care Core Implementation Team recently reflected on an impact story to share at the upcoming mid-year conference in Wausau (Oct. 17). We opted to share the story of a family that includes a mom and two children, all with significant trauma histories, working with multiple staff

in our agency and community. A year ago, this family was not engaged. They were often not showing up for appointments and were struggling in many areas. Our staff were also struggling with one another as we tried our best to provide services to this family. While everyone had the best of intentions, there were instances where communication broke down, roles were poorly defined, and boundaries were inadvertently crossed, resulting in frustration on many levels.

As a result of our involvement in the Wisconsin Trauma Project, the mother attended Trauma Informed Parenting and learned about Adverse Childhood Experiences and how these impact her family. Both of the children engaged in Trauma Focused – Cognitive Behavioral Therapy with our specially trained therapists. Staff implemented healthier boundaries and ways of communicating with one another around services provided to the family; teaming strengthened. We examined our behaviors and how they might be impacting the family. This family is now more engaged and has made some significant strides. While they may still have a long road ahead of them, everyone is feeling more hopeful.

- E.** The Children & Families Support Services Team is celebrating the addition of Margaret Buhk (16 year contracted case facilitator for our CST/CCS program), Faith McCoy (7 year contracted case facilitator for our CST/CLTS/CCS program) and Andy Roth (2 year contracted case facilitator) to their team as full-time county employees effective October 3. They wish to thank the board for their support in making this happen. These three individuals work diligently to bring quality case management and support to many families here in Door County. Thank you for allowing that work to continue.

HUMAN SERVICES STATISTICS

Updated 09.30.16

UNIT	2013	2014	2015	2016 YTD
ADRC				
I & A Contacts				2807
Elderly Benefits Specialist (EBS) Contacts				277
Disability Benefits Specialist (DBS) Contacts				1356
Adult Protective Service (APS) Referrals	130	215	212	114
Contacts	3700+	3876	4971	4554
Behavioral Health (BH)				
Crisis	176	238	192	144
Inpatient Admissions	67	85	93	54
Inpatient Costs	\$ 193,017.00	\$ 390,092.00	\$ 434,021.00	\$ 126,102.96
Children & Family Services				
Child Welfare Referrals	81	385	440	287
Juvenile Justice Referrals	40	50	90	51
Birth-Three Participants	67	77	70	60
Case Management (FS/CST/CCS/DD)		578	233	132
Community Support Program				
Consumers Enrolled	55	57	62	53
Economic Support				
Badger Care (BC) Total	4523	4375	4333	4198
FoodShare (FS) Total	2714	2529	2351	1998
Consortium Calls			111044+	11902
Senior Resource Center				
Meals-Congregate	14,295	15831	16092	12564
Meals on Wheels	15047	15809	13718	9739
Meals-Frozen	6260	5788	6276	4726
Transportation- SRC Bus & Door2Door	34,254	39000+	42180	5051



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

Joseph Krebsbach, Director
 1st Floor Fax: 920-746-2
 2nd Floor Fax: 920-746-2
dhs@co.door.wi.us

MEMO

To: Human Services Committee
From: Mary Ann Salmon
Date: 10.11.16
Re: Request for Expenditure Approval

Expenditures since the last committee meeting held 9.13.2016:

\$	19.37	Wal-Mart Sept 2016
\$	2,085.26	Elan Credit Card - Sept 2016
\$	25,961.08	Aug Foster / Kinship Care Payments #258807
\$	23,915.90	Sept Foster / Kinship Care Payments #258851
\$	1,261.08	2016 Invoices Paid Prior to August Meeting not included in Batches
\$	53,242.69	

Departmental journal entries not included on the attached voucher list:

\$	255.81	Maintenance Dept. - monthly gas usage - Fleet
\$	28.26	Shred-It - Shredding Aug/Sept
\$	284.07	

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

\$	72,248.43	Monthly Vouchers - Batch 2 (Sept) 258804 2016 Expenses
\$	9,992.50	Monthly Vouchers - Batch 3 (Sept) 258831 2016 Expenses
\$	37,827.36	Monthly Vouchers - Batch 1 (Oct) 258824 2016 Expenses
\$	53,242.69	Expenditures since the last committee meeting held 9.13.16
\$	284.07	Amounts paid to other County Departments as per above
\$	173,595.05	

Total Expenditures and Vouchers for the Senior Resource Center/ADRC since the last meeting

\$	67,938.68	Monthly Vouchers - Batch 2 (Sept) 258815 2016 Expenses
\$	8,085.27	Monthly Vouchers - Batch 1 (Oct) 258841 2016 Expenses
\$	221.94	Walmart Card Aug 2016
\$	343.29	Walmart Card Sept 2016
\$	1,193.42	Elan Credit Card Sept 2016
\$	77,782.60	

\$ 251,377.65 Total Expenditures and Vouchers for approval for 10/2016

9/13/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

October 11
MEETING DATE

2016

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: SEPTEMBER 30, 2016

E/L DATE: 09/2016 Batch Nbr: 258807

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES FOR HEALTHY	17929	01703 091216	EWISACWIS 09/12/2016 0008038182	3,327.02
AMERICAN FOUNDATION OF CNSLNG	7857	01703 091216	EWISACWIS 09/12/2016 0008004685	3,562.36
DAN SANBORN	20518	01703 091216	EWISACWIS 09/12/2016 0008052413	533.33
OLIVIA I DEREMO	8116	01703 091216	EWISACWIS 09/12/2016 0008017407	232.00
DEB DOYLE	9479	01703 091216	EWISACWIS 09/12/2016 0008000379	1,019.84
DEBOHRA GIBSON	13963	01703 091216	EWISACWIS 09/12/2016 0006910123	232.00
HELEN MAE BAHR	8485	01703 091216	EWISACWIS 09/12/2016 0008059029	464.00
JULIE LITTERAL	18813	01703 091216	EWISACWIS 09/12/2016 0008043242	928.00
JUDITH A PICHETTE	13223	01703 091216	EWISACWIS 09/12/2016 0008034652	232.00
KATHERINE M SMITH	21729	01703 091216	EWISACWIS 09/12/2016 0008064158	232.00
LISA IVERSON	19164	01703 091216	EWISACWIS 09/12/2016 0008054023	232.00
MONICA G HARRIS	20836	01703 091216	EWISACWIS 09/12/2016 0008057128	232.00
MARYRAE V DUFEK	17937	01703 091216	EWISACWIS 09/12/2016 0008040115	464.00
NORTHWEST PASSAGE LTD	13477	01703 091216	EWISACWIS 09/12/2016 0008021015	9,500.60
ROBERTA J WIERICHS	19141	01703 091216	EWISACWIS 09/12/2016 0008019587	1,572.40
SHANNON E FINGER	19909	01703 091216	EWISACWIS 09/12/2016 0008057302	1,404.13
TONY BATTEN	16915	01703 091216	EWISACWIS 09/12/2016 0008042309	1,117.40
TONYA J LAURENT	17043	01703 091216	EWISACWIS 09/12/2016 0008059839	676.00

Batch Total: \$25,961.08 ****
=====

10/06/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

October 11, 2016
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 ***

G/L DATE: 10/2016 Batch Nbr: 258851

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMERICAN FOUNDATION OF CNSLNG	7857	01704 100516	EWISACWIS 10/05/2016 0008004685	3,496.80
DAN SANBORN	20518	01704 100516	EWISACWIS 10/05/2016 0008052413	640.00
OLIVIA I DEREMO	8116	01704 100516	EWISACWIS 10/05/2016 0008017407	232.00
DEB DOYLE	9479	01704 100516	EWISACWIS 10/05/2016 0008000379	1,885.00
DEBOHRA GIBSON	13963	01704 100516	EWISACWIS 10/05/2016 0006910123	232.00
HELEN MAE BAHR	8485	01704 100516	EWISACWIS 10/05/2016 0008059029	464.00
JULIE LITTERAL	18813	01704 100516	EWISACWIS 10/05/2016 0008043242	928.00
JUDITH A PICHETTE	13223	01704 100516	EWISACWIS 10/05/2016 0008034652	232.00
KATHERINE M SMITH	21729	01704 100516	EWISACWIS 10/05/2016 0008064158	232.00
LISA IVERSON	19164	01704 100516	EWISACWIS 10/05/2016 0008054023	232.00
MONICA G HARRIS	20836	01704 100516	EWISACWIS 10/05/2016 0008057128	232.00
MARYRAE V DUFEK	17937	01704 100516	EWISACWIS 10/05/2016 0008040115	464.00
NORTHWEST PASSAGE LTD	13477	01704 100516	EWISACWIS 10/05/2016 0008021015	10,183.50
ROBERTA J WIERICHS	19141	01704 100516	EWISACWIS 10/05/2016 0008019587	1,572.40
SHANNON E FINGER	19909	01704 100516	EWISACWIS 10/05/2016 0008057302	1,424.00
TONY BATTEN	16915	01704 100516	EWISACWIS 10/05/2016 0008042309	817.40
TONYA J LAURENT	17043	01704 100516	EWISACWIS 10/05/2016 0008059839	648.80

Batch Total: \$23,915.90 ****
=====

9/21/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

Page 1
DC404RSUM

September 21, 2016
MEETING DATE
2nd 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 ***

G/L DATE: 09/2016 Batch Nbr: 258804

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES-INDEPENDENT LIVINGII	13325	AUG 16	AUG CCS ADMIN/CM	6,395.79
ADVOCATES FOR HEALTHY	17929	AUG 16	AUG CCS SKILL DEV	331.10
JODI ALSTEEN	6222	AUG 2016	86 AUG EMPLY MILEAGE REIMB	46.44
AURORA MEDICAL GROUP INC	21866	JUL 16	JULY DRUG TEST (CHIPS)	67.00
BRITNEY NICOLE MARIT	21818	AUG 16	JUN-JULY RSP 29 NIGHTS	725.00
BAY COUNSELING CLINIC, LLP	21177	AUG 2016	AUG CCS PSYCHOTH	535.40
BELLIN PSYCHIATRIC CENTER	11048	AUG 16	AUG INPNT 3 DAYS	3,879.66
BOYS & GIRLS CLUB OF DOOR CNTY	2571	JUN-JUL 16	JUNE/JULY CCS SKILL DEV	3,315.00
BROTOLOC HEALTH CARE SYSTEM IN	3640	AUG	AUG CBRF 31 DAYS	5,471.50
BROWN CO COMUNITY TREATMNT CNT	16015	JUN 16	JUNE INPNT 2 DAYS	6.00
BROWN COUNTY HUMAN SERVICES	3680	AUG 2016	AUG SHELTER CARE 5 DAYS	1,050.00
CHRIS HANKE	21931	AUG 16	TRAINING (MEALS) GAS	55.00
CELLCOM WISCONSIN RSA 10	4818	417658 SEPT	SEPT HS CELL PHONES	658.73
CLTS	18581	SEPT 16	SEPT CLTS OVERPAYMENT	59.16
DOREEN GODDARD	8060	MAR-AUG 16	616 MAR-AUG EMPL MIL REIMB	332.64
DC PRINTING LLC	5245	101055	SEPT HS ENVELOPES	215.50
IMELDA DELCHAMBRE	8553	AUG 16	AUG BH/ES TRANSLATING SRVC	150.00
DEPARTMENT OF CORRECTIONS	3213	AUG 16	YA AUG JUV CORRECTIONS	9,052.00
EMILY SCHWARK	20081	AUG 16	130 AUG EMPLY MILEAGE REIMB	70.20
ECONO FOODS	9674	AUG 16	AUG CSP PARTY	318.21
FAMILY SERVICES	3841	AUG 16	AUG CCS PSYCH/DEV/HEALTHY FAMILY	13,978.59
MAGDA I GUTIERREZ	2987	SEPT 16	SEPT RSP 2 NIGHTS	50.00

9/21/16
G/L DATE: 09/2016

Batch Nbr: 258804

Page 2

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
HELP OF DOOR COUNTY INC	13420	AUG 16	AUG FAMILY ACCESS 28 HRS	700.00
MARK HILL	2006	AUG 16	293 AUG EMPLY MIL REIMB	158.22
HIRN MENTAL HEALTH COUNSELING	17401	AUG/SEPT 16	AUG/SEPT AODA & OUTPNT	2,820.00
INNOVATIVE SERVICES, INC.	5078	AUG 16	AUG CCS SKILL DEV 51.5 UNITS	2,214.50
JACKIE NITSCHKE CENTER INC	8573	AUG 16	AUG/SEPT INPNT IDP	6,300.00
JUSTICEPOINT, INC	21360	9092016DOORCO	AUG ELEC MONITORING	168.30
JOSEPH A KREBSBACH	11277	AUG 16	54 AUG EMPLY MILEAGE REIMB	29.16
LAKESHORE CAP OFFICE	17200	AUG 16	AUG JUV REST/CSP TECH	3,317.11
LANGUAGE LINE SERVICES	14606	3899838 AUG	AUG INTERPRETER 431 MIN	312.97
	6447	SEPT 16	SEPT CCOP REC-K	120.00
MCKENZIE ERICKSON	21771	AUG 16	210 AUG EMPLY MIL REIMB	113.40
	21872	AUG 16	AUG CCOP SPEC EQUIP G	400.00
NEW PARTNERSHIP	8964	JUL 16	JULY/AUG TRAINING	40.00
OPTIONS LAB, INC	17788	AUG 16	AUG IDP DRUG TESTS	64.00
P.A.T.H.	9779	AUG 16	CCOP PATH CAMP MO	500.00
PACU	20956	SEPT 16	MA RECOVERIES-JH	95.24
PHOENIX BEHAVIORAL HEALTH SVC	17442	AUG 16	AUG CCS PSYCHOEDU 16.9 UNITS	1,723.80
SHERRY PESCH	3394	AUG 16	AUG FIN MNG 46.75 HRS	981.75
STAPLES ADVANTAGE	15069	AUG SEPT 16	AUG/SEPT HS OFFICE SUPPLIES	749.76
SUNSHINE HOUSE INC	31820	10159 JUN	JUNE CCOP RSP/DAYCARE	711.56
TONY BATTEN	16915	AUG 16	JUN-JULY RSP 6 NIGHTS	150.00
UNITED WAY OF DOOR COUNTY	502	SEPT 16	SEPT CRUCIAL CONV CONFERENCE	100.00
KRIS WAGNER MACLEAN	4788	FEB-APR 16	115 FEB-APR EMPLY MIL REIMB	62.10
WE ARE HOPE, INC	19620	AUG 16	AUG LIHEAP CRISIS/PUBL OUTRCH	3,503.64
WI DEPT OF JUSTICE RECORD CHEC	37970	JUN 16	JUNE BKGRD CK G1993	150.00

Batch Total: \$72,248.43 ****
=====

9/28/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

Page 1
DC404RSUM

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 ***

G/L DATE: 09/2016 Batch Nbr: 258831

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
SPECIALIZED SERVICES LLC	7694	AUG 2016	AUG CCS PCW BILLABLE	9,992.50
Batch Total:				\$9,992.50 ****
				=====

10/05/16

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

* SUMMARY *
SCHEDULE OF VOUCHERS

Oct. 5, 2016
MEETING DATE

Dept Human Services
DEPARTMENT

*** SUMMARY FOR COMMITTEE REVIEW ONLY ***

G/L DATE: 10/2016 Batch Nbr: 258824

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES FOR HEALTHY	17929	AUG 2016	AUG CCS SKILL DEV/PSYCHOEDUC	10,952.20
AURORA MEDICAL GROUP INC	21866	978862-SEPT	JULY CHIPS POSITIVE DRUG TEST	8.00
BETH CHISHOLM	2435	AUG 16	71 AUG/SEPT EMBLY MILEAGE REIME	38.34
BROWN COUNTY JAIL	15090	AUG 16	AUG JUV DET 3 DAYS	420.00
BROWN COUNTY HUMAN SERVICES	3680	SEPT 16	SEPT SHELTERCARE 18 DAYS	3,570.00
XXXXXXXXXXXX	21943	AUG 16	AUG CCOP SIB CAMP B	325.00
CLTS	18581	SEPT 2016	SEPT CLTS OVERPAYMENT DS	78.88
DC PRINTING LLC	5245	AUG/SEPT 16	AUG/SEPT B-3 & CHILD BROCHURES	1,133.70
DEBRA FEHRMAN	6876	SEPT 16	181 SEPT EMPL MILEAGE REIME	97.74
EMILY SCHWARK	20081	SEPT 16	152 SEPT EMBLY MILEAGE REIMB	82.08
FAITH ANN MCCOY	18136	2016-9	SEPT CM/SVC COORD 184 HRS	5,152.00
MARK HILL	2006	SEPT 16	341 SEPT EMBLY MM&GAS REIMB	245.03
INNOVATIVE SERVICES, INC.	5078	JUNE 16	JUNE CCS SKILL DEV	4,547.00
SALLY LAURENT	8394	OCT 16	OCT AFH 31 DAYS	900.00
NAOMI SPRITKA	18398	SEPT 16	196 SEPT EMBLY MILEAGE REIMB	105.84
PACU	20956	SEPT 2016	MA RECOVERIES-JH	95.24
PROFESSIONAL GUARDIANSHIPS INC	5008	AUG 16	AUG GUARDIANSHIP SRVCS	198.00
WENDY RAY	13022	SEPT 16	SEPT B-3 THERAPY & MILEAGE	4,960.55
SHERYL FLORES	11392	SEPT 16	SEPT EMPL CSP MOVIE DAY REIMB	217.00
STAPLES ADVANTAGE	15069	SEPT 16	SEPT HS OFFICE SUPPLIES	76.41
TONY BATTEN	16915	SEPT 16	AUG RSP 2 NIGHTS	50.00
TANYA KAVICKY-MELS	21550	SEPT 16	SEPT EMBLY REIMB PARKING FEE	3.00

10/05/16
G/L DATE: 10/2016

Batch Nbr: 258824

Page 2

<u>Vendor Name</u>	<u>Vendor No.</u>	<u>Invoice #</u>	<u>Invoice Description</u>	<u>Amount</u>
JULIE TOYNE	5555	SEPT 16	SEPT B-3 THERAPY	4,260.83
HEIDIANN ULLMAN	242	SEPT 16	SEPT RSP 3 DAYS DT	75.00
WISCONSIN DOCUMENT IMAGING	5999	071367/071371	SEPT HS COPIER CHARGES	235.52
Batch Total:				\$37,827.36 **** =====

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

ADRC/SRC, 2ND Batch, Sept. 2016

MEETING DATE

HS Resource Center
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 ***

G/L DATE: 09/2016 Batch Nbr: 258815

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ABBY VANS INC	16735	18595 AUG2016	D2D TAXI-AUG 2016	54,072.95
ADVANCED DISPOSAL SERVICES	18928	18928 AUG2016	AUG DISPOSAL SVCS-SRC	188.75
ADVOCATES-INDEPENDENT LIVINGII	13325	2097 SRC	AUG SHC-PS	163.37
BARBARA J SNOW	15999	15999 AUG2016	12.20 AUG EMPLY MILEAGE REIMB	6.58
BROTHERS DAIRY	257	257 AUG2016	RAW FOOD	717.95
CAROL LENIUS	21443	21443 AUG2016	418 AUG EMPLY MILEAGE REIMB	225.72
CARMEN SCHROEDER	18153	18153 AUG2016	AUG NUTRITIONIST	90.00
CELLCOM WISCONSIN RSA 10	4818	4818 AUG2016	AUG CELL ADRC/SRC (09/06-10/05)	287.96
CLINICAL & CONSULTING PSYCHOLO	11583	11583 AUG2016	PSYCH EVAL & REPORT PREP-AH	320.00
GANNETT WISCONSIN MEDIA	15904	DC4241221 816	SRC NEWSPAPER SUBSCRIPTION	56.35
HENRY F DITTMER	17282	17282 AUG2016	65.90 AUG MOW MILEAGE REIMB	35.57
GARY HANSON	13074	13074 AUG2016	52 AUG EMPLY MILEAGE REIMB	28.08
JAMIE STEPHAN	17906	17906 AUG2016	1070 AUG MEALSITE/MOW EMPLY MILEAGE REIM	577.80
KIM KRAMER	12614	12614 AUG2016	329 JUL/AUG EMPLY MILEAGE REIMB	206.27
MANNS STORE	18770	18770 AUG2016	RAW FOOD	669.39
MEAT PROCESSORS INC	6544	6544 AUF2016	RAW FOOD	180.03
REINHART FOOD SERVICE	26500	26500 AUG2016	RAW FOOD	3,208.86
STACEY VOLKMANN	14091	14091 AUG2016	225 AUG MEALSITE MILEAGE REIMB-LG	121.50
GOOD SAMARITAN, SCANDIA VILLAGE	27395	27395 AUG2016	AUG MEALS - 122 @ \$4 EA	488.00
STAPLES ADVANTAGE	15069	15069 082016	ADRC/SRC OFFICE SUPPLIES	64.86
SYSCO	9328	9328 AUG2016	RAW FOOD	5,193.37
TIP TOP CLEANERS	10942	10942 AUG2016	AUG LAUNDRY/KITCHEN	128.80

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
WARNER-WEXEL WHOLESALE & POOL	36120	36120 AUG2016	NUTRITIONAL SUPPLIES	506.52
WI INSTITUTE FOR HEALTHY AGING	19612	1713 SRC	LIVING WELL LEADER TRG MARCH 2016-TH	400.00

Batch Total: \$67,938.68 ****
=====

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

* SUMMARY *
SCHEDULE OF VOUCHERS

ADRC/SRC, OCT. 2016, 1st batch.

MEETING DATE

HS Resource Center
DEPARTMENT

*** SUMMARY FOR COMMITTEE REVIEW ONLY ***

G/L DATE: 10/2016

Batch Nbr: 258841

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMY L KONOP	18248	18248 SEP2016	36.30 SEP MOW MILEAGE REIMB	19.60
ANNA ZAHORIK	20950	20950 SEP2016	81 SEP EMPLY MILEAGE REIMB	43.74
BARBARA & KENNETH WARDIUS	21933	21933 SEP2016	OCT ENTERTAINMENT-SRC	125.00
CHARLES G SCHOENFELD	21944	242	SPEAKING FEE-CAREGIVER LUNCHEON	560.00
CHRISTINE WISNIEWSKI	19268	19268 SEP2016	40 SEP MOW MILEAGE REIMB	21.60
COURTIE DEMAREST	1325	1325 SEP2016	11 SEP MOW MILEAGE REIMB	5.94
DOOR-TRAN	16496	16496 272 SRC	SEP STAFF HOURS	647.00
ECONO FOODS	9674	9674 SEP2016	RAW FOOD	1,222.29
GEORGE J KLEIST	17474	17474 SEP2016	41 SEP MOW MILEAGE REIMB	22.14
GREGORY W VIRLEE	19080	19080 SEP2016	30 SEP MOW MILEAGE REIMB	16.20
JOSEPH E HEILMAN	5354	5354 SEP2016	34 SEP MOW MILEAGE REIMB	18.36
JOHN M O'GARA	18116	18116 SEP2016	13.10 SEP MOW MILEAGE REIMB	7.08
JAMES R STIEFVATER	19378	19378 SEP2016	46.40 SEP MOW MILEAGE REIMB	25.05
LISA VANALSTINE	20119	20119 SEP2016	206.10 SEP EMPLY MILEAGE REIMB	111.30
LIFELINE DEPARTMENT \ DCMH	18103	18103 SEP2016	SEP LIFELINE-PS	8.00
OLIVER PRODUCTS	9189	9189 SEP2016	869986 REHEATING INSTRUCTIONS	1,600.00
SANDY PURVES	25789	25789 SEP2016	69.70 SEP MOW MILEAGE REIMB	37.65
ROBIN MARK	20044	20044 SEP2016	51.30 SEP EMPLY MILEAGE REIMB	27.70
STAPLES ADVANTAGE	15069	15069 SEP2016	SEP ADRC/SRC OFFICE SUPPLIES	302.03
STURGEON BAY UTILITIES	30820	30820 SEP2016	SRC UTILITIES	1,365.21
ERIN SZAKALA	15638	15638 AUGSEP	738 AUG/SEP EMPLY MILEAGE REIMB	398.52
WISCONSIN DOCUMENT IMAGING	5999	9200A SRC	SEP B&W COPIES	1,464.11

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
WIL KIL PEST CONTROL	6359	6359 SEP2016	SEP PEST CONTROL SRC	36.75

Batch Total: \$8,085.27 ****
=====

Mary E Bittorf
5770 Hwy 42
Sturgeon Bay WI 54235
920-743-4865
dmbittorf@hotmail.com

9/19/16

Carol Wautlet
Economic Support Manager
Human Services
421 Nebraska St
Sturgeon Bay WI 54235

Carol:

I would like to inform you that I will be resigning from my position as an Economic Support Specialist. My final day with the department will be 9/30/16.

I wish to thank you and the entire Economic Support staff for the opportunities I have been provided and the pleasure of working with such an awesome group of individuals.

Sincerely,

A handwritten signature in black ink that reads "Mary E Bittorf". The signature is written in a cursive style with a large initial "M".

Mary E Bittorf

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

9-1-2016

