

¹
Tuesday, January 10, 2016
8:30 a.m.

HUMAN SERVICES BOARD

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

Oversight Board for the Department of Human Services

***REVISED AGENDA**

HUMAN SERVICES BOARD MEETING

1. Call Meeting or Order
2. Roll Call- Establishing Quorum
3. **Adopt** Agenda
4. **Approve** Minutes – November 8, 2016 Public Participation and Human Services Board Meeting and December 27, 2016 Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Program Reports
 - a. Birth To Three Program - Verbal Report from Naomi Spritka
 - b. Collective Unit Report & Statistical 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. Approval of Amended 3 Year Aging Plan
 - b. FYI – Door County Partnership
 - c. FYI - Children's Justice Act Grant
 - d. Request to Refill Regional Comprehensive Community Services Coordinator Position
 - e. *FYI – 2016 Budget Update
 - f. *Social Media Policy
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
12. Set Next Meeting Date – February 14, 2017
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 FOR PROPOSED 2017- 85.21
ELDERLY/DISABLED TRANSPORTATION PROGRAM & 5311 PUBLIC TRANSIT
PROGRAM********* Tuesday, November 8, 2016 at 8:30 a.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 a public participation meeting for the purpose of receiving public comments regarding the 2017 – 85.21 Elderly/Disabled Transportation Program (Senior Resource Center Bus & Van) and the 5311 Public Transit Program of the Door County Department of Human Services. The Notice of Public Hearing for the 85.21 Transportation Plan appeared in the October 29, 2016 issue of the Door County Advocate and the notice for the 5311 Public Transit Plan appeared in the October 8 and 29, 2016 issues.

Chairman Mark Moeller called the Public Participation Process Meeting to order at 8:30 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 was available if public guests were present and wished to speak. No public guests were present to register.

Joseph Krebsbach, Director of the Door County Department of Human Services, explained that the State 85.21 Transportation Grant would not change and would continue to cover the Senior Center bus and van maintenance and fuel expenses along with a full-time employee position. The change to the federal 5311 grant would be a 24 hour advanced reservation request for services in the Northern Door area rather than the current daily on demand request. He also proposed that the Door 2 Door service be extended to the far southern portion of the county. This expansion would also utilize a 24 hour advance reservation system. (A map is attached to these minutes for reference.)

No written correspondence was received prior to the meeting regarding the proposed plans.

There were no additional comments when Mr. Moeller asked if anyone else wished to contribute any comments regarding the transportation plans.

The Public Participation Meeting was adjourned at 8:53 a.m.

Respectfully submitted,
Shawn M. Barlament – Recording Secretary

DOOR 2 DOOR RIDES

What is it?

Door 2 Door Rides is a wheelchair accessible, public shared ride taxi and connector service based in Door County, Wisconsin.

Who can ride?

Everyone can ride. Children 3 and under must be accompanied.

What areas does it cover?

Shared Ride Taxi Service

Sturgeon Bay Core Zone includes the City of Sturgeon Bay and a 3 mile radius extending out from the Michigan Street Bridge.

South Zone covers all of the Towns of Gardner, Nasewupee, Sturgeon Bay and Sevastopol, but not including the area that is within the Sturgeon Bay Core Zone

North Zone covers all of the Towns of Egg Harbor, Jacksonport, Baileys Harbor, Gibraltar, and the southern portion of Liberty Grove. The northern edge of the North Zone is Highview and Seaquist Roads. It includes the Villages of Egg Harbor, Ephraim, and Sister Bay.

Far North Sub-Zone covers the northern portion of the Town of Liberty Grove. The southern boundary of the Far North Sub-Zone is Highview and Seaquist Roads. It includes service to Ellison Bay, Gills Rock, and the Northport Ferry Dock.

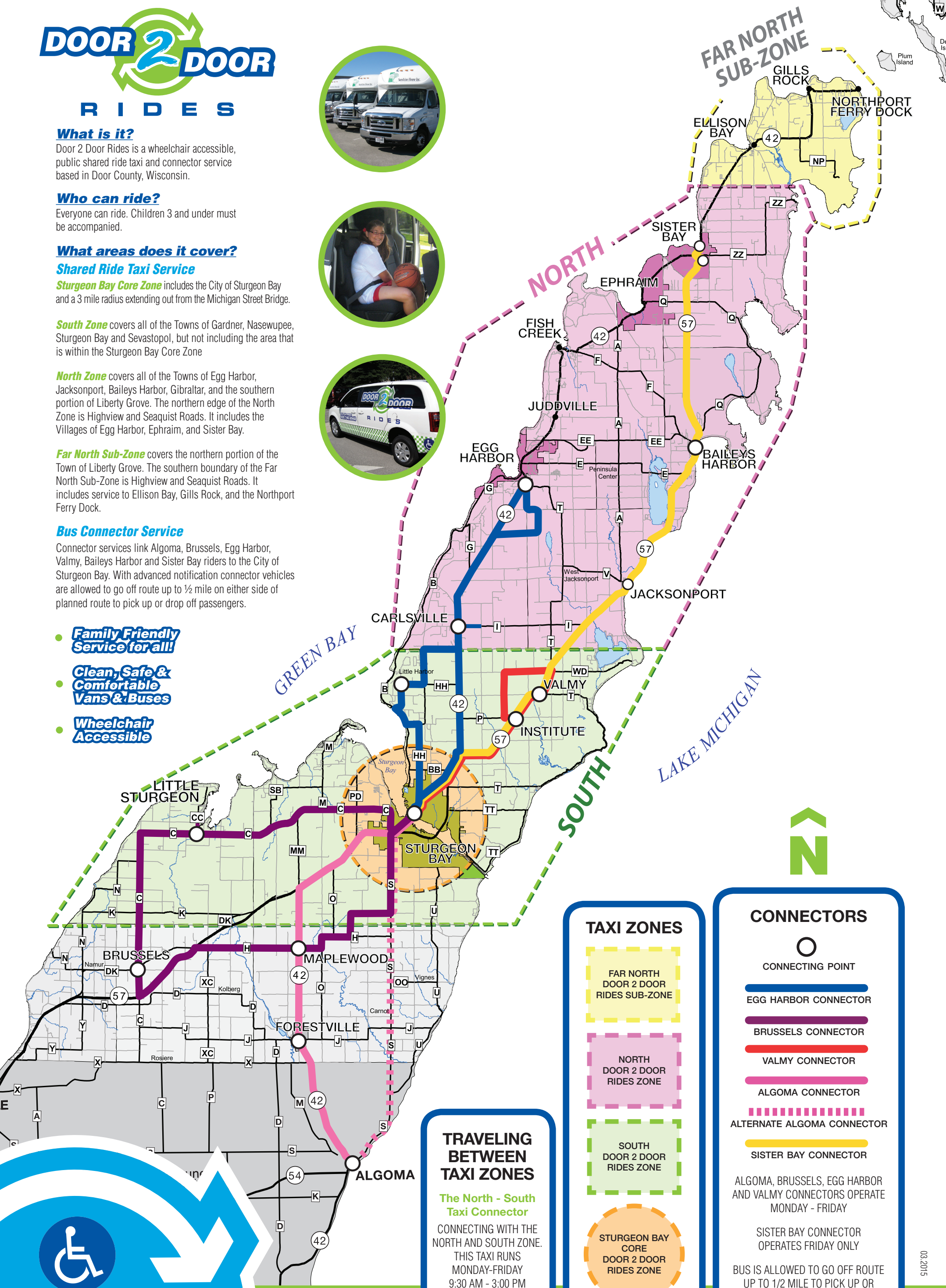
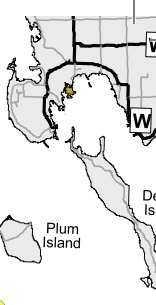
Bus Connector Service

Connector services link Algoma, Brussels, Egg Harbor, Valmy, Baileys Harbor and Sister Bay riders to the City of Sturgeon Bay. With advanced notification connector vehicles are allowed to go off route up to 1/2 mile on either side of planned route to pick up or drop off passengers.

● **Family Friendly Service for all!**

● **Clean, Safe & Comfortable Vans & Buses**

● **Wheelchair Accessible**



TRAVELING BETWEEN TAXI ZONES
The North - South Taxi Connector
 CONNECTING WITH THE NORTH AND SOUTH ZONE.
 THIS TAXI RUNS MONDAY-FRIDAY 9:30 AM - 3:00 PM (APPROX.)

TAXI ZONES

- FAR NORTH DOOR 2 DOOR RIDES SUB-ZONE
- NORTH DOOR 2 DOOR RIDES ZONE
- SOUTH DOOR 2 DOOR RIDES ZONE
- STURGEON BAY CORE DOOR 2 DOOR RIDES ZONE

CONNECTORS

- CONNECTING POINT
- EGG HARBOR CONNECTOR
- BRUSSELS CONNECTOR
- VALMY CONNECTOR
- ALGOMA CONNECTOR
- ALTERNATE ALGOMA CONNECTOR
- SISTER BAY CONNECTOR

ALGOMA, BRUSSELS, EGG HARBOR AND VALMY CONNECTORS OPERATE MONDAY - FRIDAY

SISTER BAY CONNECTOR OPERATES FRIDAY ONLY

BUS IS ALLOWED TO GO OFF ROUTE UP TO 1/2 MILE TO PICK UP OR DROP OFF PASSENGERS



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DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Tuesday, November 8, 2016

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

1. **Call to Order-**

Chair Mark Moeller called the October 11, 2016 meeting of the Door County Human Services Board to order at 8:53 am in the Government Center's Chambers Room immediately after the close of the Public Hearing for the Proposed 2017- 85.21 Elderly/Disabled Transportation Plan (SRC Bus & Van) & the 5311 Public Transit Plan.

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

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

Excused: Wayne Kudick and Joe Miller

Staff Present: Joseph Krebsbach-Director, Cori MacFarlane-Deputy Director, Ken Pabich-County Administrator, JoAnn Bauman-Finance, Department Accountant, Robin Mark-Transportation/Accounts Specialist, and Shawn Barlament-Office Manager/Recording Secretary.

Others Present: Susan Kohout-County Board Supervisor

Board members present established a quorum.

3. **Adopt Agenda-**

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

4. **Approve Minutes-**

Megan Lundahl motioned to approve minutes from the October 11, 2016 Human Services Board meeting. This was seconded by Bob Rau. All approved.

5. **Correspondence-**

None

6. **Public Comment-**

None

7. **Comment/Discussion of Public Participation Meeting**

Bob Rau motioned to accept proposed changes to the transportation plans. Tom Leist seconded the motion. Hours, fares, vehicle replacement funds/plans and getting the word out on the availability of this county wide service were topics of discussion. All were in favor.

8. **Program Reports-**

a. **Collective Unit Report**

No questions were asked.

b. Director's Report

Last Friday, 90% of the department staff and many community partners attended a presentation by Tim Grove titled "Seven Essential Ingredients for Implementation of Trauma Informed Care" to aid in understanding.

9. Continuing / Pending Business-

a. Resource Center Building Updates

The soda blast cleaning of the interior has been completed. The gas tanks to the south of the building will be removed mid-November. Venture Architects will present to the Property Committee this month and request for bids will go out in early December.

b. Staff Recruitment Updates

There is only one vacancy at this time within the Support staff.

c. Vouchers

No inquiries.

10. Topics To Be Referred to the Legislative Committee-

None

11. New Business-

a. Review of DCDHS Board Roles and Responsibilities

Joe Krebsbach asked Corporation Council for their perspective. The board's focus should be on current programs and services. When the board identifies unmet needs it should be referred to the Legislative Committee.

b. FYI – Committee Member Changes

These changes will be approved at the next County Board meeting.

c. Request to Refill Administrative Assistant III – Front Desk

Roy Englebert motioned to refill this position and Tom Leist seconded the motion. All were in favor.

d. Completion of Employment Introductory Period – Jay Livingston

Human Resources will be advised of the successful completion.

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

Other suggestions are welcome prior to the next meeting. Please notify the Chair of this Committee or the Director of the department.

13. Next Meeting Date:

Tuesday, January 10, 2017 beginning at 8:30am in the Chambers Room of the Government Center, 421 Nebraska Street, Sturgeon Bay.

14. Adjournment:

Nancy Robillard motioned and Tom Leist seconded to adjourn the meeting. The motion carried. The meeting adjourned at 9:37am.

Respectfully submitted,
Shawn M. Barlament, Recording Secretary

MINUTES
Tuesday, December 27, 2016

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

Call Meeting to Order

Chairman Moeller called the December 27, 2016 Human Services Board meeting to order at 8:30 a.m.

Roll Call – Establish a Quorum

Members present: Mark Moeller, Megan Lundahl, Nancy Robillard, Robert Rau, Helen Bacon, Roy Englebert, and Tom Leist. Wayne Kudick was excused.

Others present: Administrator Ken Pabich, Human Services Director Joe Krebsbach, Humane Services Deputy Director Cori McFarlane, CC Counsel Grant Thomas, Finance Director Mark Janiak, HR Director Kelly Hendee, and County Clerk Jill Lau.

"These minutes have **not** been reviewed by the oversight committee and are subject to approval at the next regular committee meeting."

Adopt Agenda

Motion by Leist, seconded by Englebert to approve the agenda. Motion carried by unanimous voice vote.

New Business

Resignation Letter from Dr. O'Rourke

FYI.

Request to Refill Psychiatrist Position

Humane Services Director Joe Krebsbach explained at the moment the Doctor does not have a case load high enough to warrant a full-time position however, the request is for permission to recruit full-time. Krebsbach is exploring collaboration with Kewaunee County. The current rate of pay with benefits is approximately \$256/hr. If the County contracts the hourly rate is currently \$310/hr. Hiring a full-time psychiatrist is more cost effective than contracting. Other options are also being explored. Krebsbach is proposing a 3 day/2 day split with Kewaunee County.

Motion by Rau, seconded by Englebert to approve the request to refill the psychiatrist position. Krebsbach further explained psychiatric services must be provided by the county. CC Thomas noted the county is not required to provide a particular level of service. Krebsbach noted psychiatric services provided affects other services and costs. Krebsbach has discussed a partnership with Door County Medical Center; discussions have not moved beyond the initial discussion as there doesn't appear to be an interest from DCMC at this time. Motion carried by unanimous voice vote.

Retirement Letter from Betty Sixel

FYI.

Request to Refill Administrative Assistant I

Human Services Director Krebsbach explained this is the position that pays the bills.

Motion by Robillard, seconded by Lundahl to approve the request to refill the Administrative Assistant I position. Motion carried by unanimous voice vote.

Adjourn Meeting

Motion by Lundahl, seconded by Leist to adjourn. Time: 8:40 a.m. Motion carried.

Respectfully submitted by Jill M. Lau, County Clerk

Human Services Board Agency Updates – January 2017

Happy New Year and thank you for your continued support of our programs throughout the year! We appreciate your leadership as board members. Our first report of the New Year follows...

I. Program Changes and Highlights

- A. The Wisconsin Shares **Child Care Subsidy** Program will be transitioning to an Electronic Benefit (EBT) card in February. This change will simplify the billing and accounting process for child care providers. Providers will no longer need to submit attendance reports to obtain subsidy payments. Payments will be made directly by parents to their child care providers using an EBT card, prior to services being rendered, mirroring private pay practices. (Payments can be made online, over the phone, or by swiping the card at the provider's place of business.) In preparation for this change, the Economic Support staff have been busy transitioning all child care authorizations into a new child care authorization system called EBT CSAW. 100% of Door County authorization have been successfully transitioned ahead of schedule.
- B. The **Behavioral Health** Division was very active in December 2016 providing Mental Health and AODA outpatient services to the residents of Door County. AODA groups are currently operating close to full capacity, and new clients are typically able to access services without delay. Mental Health services are also accessible as needed without the need for a waiting list. We are currently in the planning phase as we prepare for the retirement of Dr. Colleen O'Rourke in April of this year. Psychiatric services are not available anywhere else in Door County, and we hope to have a plan in place which will minimize the impact upon our clients during the transition process.
- C. Our internal **Crisis Team** provided 199 crisis intervention assessments in 2016. This is down about 50 calls from 2017. 50% of the crisis contacts were during work hours. Our new Behavioral Health Crisis Case Manager handled the majority of the daytime crisis intervention reports in 2016. The Family Services crisis phone line handled 284 calls in 2016, totaling 35 hours and 42 minutes. This is an increase over 2014 and 2015 (227 calls and 192 calls respectively).
- D. The Children and Family Support Services Team was instrumental in working with Susan Fernandez (formerly IS) and JoAnn Baumann (Finance) in piloting a new **100% time reporting** process in our TCM system in Nov./Dec. Beginning in January, this time reporting is expanding to the Behavioral Health team and Community Support Program. We are confident that these new time reporting procedures will help to ensure we are compliant with state reporting requirements as well as maximizing our ability to capture revenues.
- E. The **Community Support Program** recently submitted its annual recertification packet and is awaiting a site visit from the state, likely to occur in February. The CSP team would like to share that the National Alliance on Mental Illness (NAMI) wants to start 2017 off on a new campaign focused on "Stamping out Stigma!" Learn how to be stigma free in three steps:
 - 1) Live It! Learn about mental health by educating yourself and others.

- 2) Share It! Share Stigma Free on social media, strive to listen, tell your own story and see the person not the illness.
 - 3) Show It! Take action on mental health issues, raise awareness and make a difference. Get involved at www.nami.org/stigmafree
- F.** The **ADRC** received the first publication of our brand new **monthly newsletter** from Logistical Publications, Inc. out of Milwaukee. We are very pleased with the end result and encourage anyone to stop by and grab a copy for you and a friend. If you are a member of a church group or other collective, please help us distribute our new newsletters. Come by and grab some for your group.
- G.** On Thursday, January 5th beginning at 1:00pm, the ADRC will hold a public participation meeting to gather public input on the changes to the original **Aging Unit Plan** for 2016-2018. A draft copy of the amended Aging Unit Plan for 2016-2018 will be available for inspection by request at the ADRC and other meal sites before the public meeting.
- H.** Community **Juvenile Justice** services moved from the Department of Corrections to the Department of Children and Families in 2016. With this move, there has been discussion around formalizing the juvenile justice standards to create more statewide consistency, and work groups are forming to begin looking at this issue. Institutional corrections has remained with the Department of Corrections. Utilization of the state-run correctional facilities, Lincoln Hills and Copper Lake, has gone down, resulting in rates going up. The Division of Juvenile Corrections Administrator John Paquin was a guest at the Jan. 5 WCHSA meeting to talk with counties about what is happening at Lincoln Hills/Copper Lake, DJC's approach to working with juvenile offenders, and what is happening in juvenile corrections across the state. Following this presentation, county directors, managers and supervisors met further discuss needs and plans related to juvenile justice. Our CPS/JJ Manager, Dori Goddard attended this meeting.
- I.** Our **Birth to Three Early Intervention Program** is gearing up for our state/self-assessment process due the first quarter of 2017. We review our practices, client format and files, policies and procedures, child find efforts, etc. all in partnership with the state Department of Health Services. We are also planning a meeting with the five school districts early this month to focus on the unified transitional practices of helping children enrolled in our program, transition to early childhood programming in a seamless manner—planning for a unified process throughout the county in all five districts.
- J.** The Department is preparing for State audit of our **Children's Long Term Support** program scheduled for the first quarter of 2017—no specific date has been assigned. We will prepare an internal self-assessment/review in preparation for this process. This program is quite extensive in its paperwork requirements and it will be necessary to perform a quality assurance strategy similar to that which we used when undergoing out CCS recertification. We also submitted our **Children's Community Options Program (CCOP)** plan with committee approval; planning last minute allocations for 2016; and updating our CCOP family information for distribution in 2017.
- K.** Other news from the **Children and Families Support Services Team**: As already highlighted, the division piloted a daily time study reporting system using our TCM system. A special thank you to the staff for their courage, patience, and steadfast commitment with a positive attitude. This will now be incorporated in their already busy days with hopeful efficiency in capturing additional funds and limiting double reporting in several systems in our agency. We continue to look to refine our invoice practices and communication with vendors on billing under all programs. Our partnerships are valuable. We look to develop our goals for 2017 with much emphasis on increased efficiency

around the paperwork, increasing our program referrals, offering at least four projects that will involve families and youth, and looking at prevention marketing. Watch for specifics.

II. Noteworthy Events

- A.** The Children and Families Division is seeking parents and caregivers to participate in the third series of **Trauma Informed Parenting** classes. This 5-week series, which begins January 21, will help adults learn about the effects of traumatic stress on children and teach them skills to help build resilience. Meals and childcare are provided. Registration is due by January 6.
- B.** Come and visit the ADRC sometime in January for one or all of the following scheduled events:
- January 3rd at Noon: Music with Ken Pollack
 - January 3rd from 10:30am-1pm: Blood Pressure Checks
 - January 4th at Noon: Music with Jess Holland
 - January 5th at 1pm: Public Hearing for 2017 Aging Plan Amendments
 - January 5th at Noon: Parkinson's Support Group
 - January 6th at 12:45pm: Pharmacist Diane from Aurora presents, "Label Reading and Med Packs"
 - January 11th at 1pm: Art for Health
 - January 12th at 11:30am: Stroke Support Group
 - January 13th at 12:45pm: Physical Therapist Victoria from Aurora presents, "Winter Safety & Safety at Home"
 - January 16th at 12:45pm: Imelda Delchambre from UW-Extension presents, "Nutrition for the Young at Heart Program – Dining Out"
 - January 20th at 12:45pm: Transportation Workshop with Door-Tran
 - January 23rd at 12:45pm: Gay Pustaver from FISC Money Managers presents, "Conversations for Financial Wellness"
 - January 25th at 1pm: Art for Health
 - January 27th at 1pm: Low Vision Support Group
 - January 30th at 12:45pm: Carmen Schroeder from Door County Medical Center presents, "Tasty Tidbits – Whole Grains"
 - January 31st at 12:45pm: Barb Chisholm presents, "The Peshtigo Fire"
 - As always, if you need technical support with a brand new Christmas gadget or device schedule an appointment with our Gadget Man! In January he will be at the ADRC on January 5, 11, 19 and 26th from 8:00am-11:00am.

III. High-Cost Placements & Other Fiscal Updates

- A.** It is highly likely that we will have a **corrections placement** at Lincoln Hills in the near future. This is a case in which multiple other placement options have been tried unsuccessfully, and corrections seems to be the most appropriate response at this time. The budget impact will not be significant, as the individual is already in a high-cost residential placement.

IV. Training & Staff Development

- A.** We brought the Door County Civility Project's "**Speak Your Peace**" training in for our staff on December 13. The training was delivered in two sessions, morning and afternoon, with an All Agency staff meeting and holiday luncheon in between. The training provided good reminders for all of us about the ingredients for effective communication and peaceful relationships.
- B.** The Department will be hosting an in-house **Ethics and Boundaries** training for all staff on Friday, January 13. While some professions such as social workers and therapists require Ethics and Boundaries every two years as a condition of licensure, this training will be beneficial for all staff, as it will provide an opportunity to discuss real-life ethical dilemmas that challenge all of us on

a day to day basis working in the human services field. We will have an opportunity to explore different perspectives that various professionals bring to their work, and how our different backgrounds and beliefs can sometimes lead to conflict in the workplace, particularly when we are engaged in team-based practice.

- C. A staff workgroup is working with the Behavioral Health Training Partnership to bring in-house training to staff in March on **Secondary Traumatic Stress (STS)**. This is one critical piece of our efforts to become a trauma informed organization. Much research points to the fact that human services workers are significantly impacted by the work they do on a daily basis with individuals who have experienced trauma. The effects on staff can be indistinguishable from those experienced by someone with Post Traumatic Stress Syndrome, and just as devastating. The training is intended to teach staff what STS is, explore effective self-care strategies, and help us as individuals and as an agency develop post-training action plans to combat the effects of STS.

V. Agency & Community Collaboration

- A. The CSP Manager continues to represent our Department on the Door County **Oral Health Coalition**. The Coalition accomplished many things in 2016. The Door County Public Health Needs Assessment continued to support oral health as a priority in Door County. Fluoride Varnish has been done for many populations including children and adults through the Dental Clinic, Seal-A-Smile, NWTC, and other providers. Seal-A-Smile is still in action and serving multiple schools with sealants and varnish. A mobile dental clinic for seniors living in residential facilities was started with the Skilled Nursing Facility of Door County Medical Center. Also, community education has been provided to multiple audiences in multiple venues. The adult wait list for the dental clinic is down from 300 to approximately 100, and children are being seen within two months.
- B. Our agency has been working with neighboring counties in the region for several years to try to develop options for **youth crisis diversion**. One provider, Advocates for Healthy Transitional Living, has now come forward with a foster home in Suamico that is crisis certified. The foster parents have received all necessary training for foster home certification as well as the minimal training to allow us to bill Medicaid under DHS 34 crisis services (for a portion of the cost). This home could be an option for us to utilize in situations in which we need short-term (up to 5-days) crisis stabilization services for youth when diversion from psychiatric hospitalization is appropriate but return home is not possible. In addition to providing crisis stabilization, the home can also be used for planned respite or as part of a pre-planned service in a crisis response plan.
- C. The Child Protection/Juvenile Justice Team and Deputy Director met with Police Chief Arleigh Porter on December 2. Chief Porter had recently attended a 3-day training seminar in Louisville, Kentucky focused on **youth and juvenile justice issues** that was attended by about 40 law enforcement agencies from around the country. He was interested in talking about services in our community and brainstorming around ideas for ongoing collaboration.
- D. The Deputy Director met with staff from UW-Extension, Public Health and the Door County Partnership for Children and Families to discuss the agency's **Trauma Informed Care** initiative, follow-up on the recent trauma training provided by Tim Grove, and discuss ways to sustain the momentum and energy around TIC in the community, and particularly in other county program areas. One of the options being explored for 2017 is "Lunch and Learn" sessions in the Government on TIC related topics.

VI. Sharing our Successes

- A. An elderly man was referred to Adult Protective Services (APS) for possible financial exploitation by his son, who was responsible for handling his finances via an informal arrangement. An

investigation determined that the son was indeed using thousands of dollars of the elderly man's money each month to pay his own bills. This had been taking place for at least a year (likely much longer), and the elderly man had no knowledge of it. Although he had established significant financial security due to a lifetime of hard work and careful saving, this man was now in jeopardy of not having enough funds to pay for his own care needs because of the abuse. By building a trusting relationship with the client, APS was able to support him in making the difficult decision to remove his son's access to his accounts and assist him in hiring a professional money management service to take over financial management responsibilities. He is now actively involved in monthly bill paying and future financial planning and is kept abreast of his overall financial situation. The client did experience bullying and intimidation from his son in retaliation but, with support, remained steadfast in his decision. Although a referral to law enforcement for possible criminal charges was offered as an option, the client – as is usually the case in these situations – chose not to involve the police.

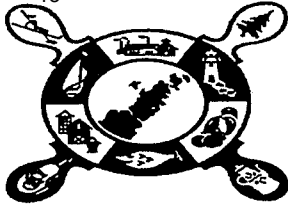
During the course of the investigation, an additional concern arose regarding the client's safety in his current living environment due to his physical limitations. APS worked together with the client, an in-home care provider, and the financial management entity to explore and ultimately secure an alternate apartment that better suits his needs. As a result of the initial referral to APS and the ensuing collaboration with the client and other community agencies, this client's finances are now protected and he has a safe residence in the community with access to the services and resources he needs. In addition, he was able to regain the dignity and independence of being actively involved in the decisions that determine how he lives and what supports he receives.

- B.** At a recent Door County Partnership for Children and Families meeting, the mom of one of the children served by our Department, presented the parent website she designed, (<http://doorcountyparents.com/>) to serve as a platform for parents and providers for the Partnership. (Check it out!) She shared her story of working with our agency and praised the work of specific workers - Beth Chisholm, Margaret Buhk, and Kathy Schultz. As she talked about the services these ladies provided to her family, it was clear that their approaches were trauma informed. She was so appreciative that she decided to serve on our CST/CCS Committee and the Partnership, and to design and maintain this website as a way to give back and to help other families connect with needed resources.

*Providing help for today and hope for tomorrow
By fostering a safe community that values
Your voice, Your Choice, Your Future.*

HUMAN SERVICES STATISTICS

UNIT	2013	2014	2015	2016 YTD
ADRC				
I & A Contacts				3064
Elderly Benefits Specialist (EBS) Contacts				473
Disability Benefits Specialist (DBS) Contacts				1820
Adult Protective Service (APS) Referrals	130	215	212	183
Total Contacts	3700+	3876	4971	5540
Behavioral Health (BH)				
Crisis	176	238	192	165
Inpatient Admissions	67	85	93	67
Inpatient Costs	\$ 193,017.00	\$ 390,092.00	\$ 434,021.00	\$ 188,215.87
Children & Family Services				
Child Welfare Referrals	81	385	440	393
Juvenile Justice Referrals	40	50	90	69
Birth-Three Participants	67	77	70	73
Case Management (FS/CST/CCS/DD)		578	233	143
Community Support Program				
Consumers Enrolled	55	57	62	53
Economic Support				
Badger Care (BC) Total	4523	4375	4333	4169
FoodShare (FS) Total	2714	2529	2351	2007
Consortium Calls			111044+	12972
WI Home Energy Assistance				557
Senior Resource Center				
Meals-Congregate	14,295	15831	16092	17802
Meals on Wheels	15047	15809	13718	14293
Meals-Frozen	6260	5788	6276	6245
Transportation- SRC Bus & Door2Door	34,254	39000+	42180	48503


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: 920-746-2349
dhs@co.door.wi.us
MEMO

To: Human Services Committee
From: Shawn Barlament
Date: 01.10.17
Re: Request for Expenditure Approval

Expenditures since the last committee meeting held 11.8.2016:

\$	302.38	Wal-Mart Oct 2016
\$	2,311.90	Elan Credit Card - Nov 2016
\$	3,616.37	Elan Credit Card - Dec 2016
\$	677.72	Elan Credit Card - Jan 2017
\$	11,271.91	Oct. Foster / Kinship Care Payments #258908
\$	26,212.51	Oct. Foster / Kinship Care Payments #258910
\$	11,122.21	Nov. Foster / Kinship Care Payments #258963
\$	25,460.17	Nov. Foster / Kinship Care Payments #258973
\$	6,215.36	2016 Invoices Paid Prior to January 5, 2017 not included in Batches
\$	87,190.53	

Departmental journal entries not included on the attached voucher list:

\$	446.38	Maintenance Dept. - Oct & Nov gas usage - Fleet
\$	59.40	Shred-It - Shredding Nov & Dec 2016
\$	505.78	

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

\$	90,918.65	Monthly Vouchers - Batch 2 (Nov) #258914 2016 Expenses
\$	99,413.64	Monthly Vouchers - Batch 1 (Dec) #258936 2016 Expenses
\$	76,285.63	Monthly Vouchers - Batch 2 (Dec) #258986 2016 Expenses
\$	41,105.23	Monthly Vouchers - Batch 1 (Jan) #259014 - 2016 Expenses
\$	3,073.00	Monthly Vouchers - Batch 1 (Jan) #259022 - 2017 Expenses
\$	87,190.53	Expenditures since the last committee meeting held 10.8.16
\$	505.78	Amounts paid to other County Departments as per above
\$	398,492.46	

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

\$	70,852.56	Monthly Vouchers - Batch 2 (Nov) #258929 2016 Expenses
\$	5,597.21	Monthly Vouchers - Batch 1 (Dec) #258949 2016 Expenses
\$	69,573.94	Monthly Vouchers - Batch 2 (Dec) #258982 - 2016 Expenses
\$	10,955.59	Monthly Vouchers - Batch 1 (Jan) #259017 - 2016 Expenses
\$	895.00	Monthly Vouchers - Batch 1 (Jan) #259018 - 2017 Expenses
\$	256.56	Walmart Card Nov 2016
\$	158,130.86	

\$	556,623.32	Total Expenditures and Vouchers for approval for 12/2016
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11/17/16

COUNTY OF ¹⁵ JR
STATE OF WISCONSIN
STURGEON BAY, WI

* S U M M A R Y *
SCHEDULE OF P U B L I C U C H E R S

Nov. 16, 2016 - 2nd Batch
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: 11/2016 Batch Nbr: 258914

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMY LEFEVRE	21173	OCT & NOV	OCT & NOV MEALS & MILEAGE REIMB	78.06
ADVOCATES-INDEPENDENT LIVINGII	13325	OCT 16	OCT CCS ADMIN 35.25 UNITS	788.19
ADVOCATES FOR HEALTHY	17929	OCT 16	OCT CCS SKILL DEV	5,876.50
BETH CHISHOLM	2435	OCT 16	172 OCT EMPLY MILEAGE REIMB	92.88
BAY COUNSELING CLINIC, LLP	21177	SEPT & OCT 16	SEPT & OCT CCS PSYCHOTH	3,011.20
BOYS & GIRLS CLUB OF DOOR CNTY	2571	SEPT 2016	SEPT CCS IND SKILL DEV	1,795.20
BROTOLOC HEALTH CARE SYSTEM IN	3640	OCT 16	OCT CBRF 31 DAYS	5,471.50
BROWN CO COMUNITY TREATMNT CNT	16015	AUG 16	AUG INPNT 2 DAYS	6.00
BROWN COUNTY JAIL	15090	JULY 16	JULY JUV DETENTION	1,120.00
BROWN COUNTY HUMAN SERVICES	3680	OCT 16	OCT SHELTER CARE 4 DAYS	630.00
CELLCOM WISCONSIN RSA 10	4818	681524	NOV CCS/HS CELL PHONES	689.16
IMELDA DELCHAMBRE	8553	OCT 16	OCT TRANSLATE	150.00
DEPARTMENT OF CORRECTIONS	3213	410-000001035	YA OCT JUV CORRECTIONS	9,052.00
DOOR COUNTY YMCA	39472	SEPT & OCT 16	SEPT&OCT YMCA MEMBERSHIP REN	259.20
DRFIRST.COM, INC	21998	69177747947	OCT PRESCRIPTION SOFTWARE	750.00
DYNAMIC FAMILY SOLUTIONS	21410	OCT 16	OCT CCS IND PSYCHOTH	744.60
ECONO FOODS	9674	SEPT & OCT	SEPT & OCT SUPPLIES	206.41
EMPOWERMENT OPTIONS	15615	OCT 16	OCT AFH 31 DAYS	10,540.00
FAMILY SERVICES	3841	SEPT&OCT 16	OCT HEALTHY FAM&PARENT ED&CCS	13,474.39
FOND DU LAC COUNTY	21947	AUG 16	AUG & OCT INPNT	9,615.00
HELP OF DOOR COUNTY INC	13420	OCT 16	OCT FAMILY ACCESS 23.25 HRS	581.25
HIRN MENTAL HEALTH COUNSELING	17401	OCT & NOV	OCT & NOV AODA & OUTPNT SRVCS	2,820.00

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
INNOVATIVE SERVICES, INC.	5078	OCT 16	OCT CCS SKILLS DEV 28.1 UNITS	3,960.30
JACKIE NITSCHKE CENTER INC	8573	SEPT 16	SEPT AODA OUTPT SRVCS	787.50
JUSTICEPOINT, INC	21360	OCT 2016	YA OCT GPS USER	546.15
DEBRA KARAS	13724	NOV 16	NOV EMPLY CCS MEAL REIMB	66.57
LAKESHORE CAP OFFICE	17200	OCT 16	OCT JUV REST & CS	3,207.90
LANGUAGE LINE SERVICES	14606	3939357	OCT INTERPR SRVCS	433.05
LIFELINE DEPARTMENT \ DCMH	18103	JUL-OCT	JUL-OCT DCMH-LIFELINE	140.00
MCKENZIE ERICKSON	21771	OCT 16	338 OCT EMPLY MILEAGE REIMB	182.52
NEW PARTNERSHIP	8964	11201698	AUG-NOV TRAINING SESSIONS	150.00
OPTIONS LAB, INC	17788	6046	OCT DRUG SCREENS (7)	112.00
PROFESSIONAL GUARDIANSHIPS INC	5008	OCT 16	OCT GUARDIANSHIP SRVCS	198.00
RMR SERVICES, TRANSLATING &	8409	517	OCT INTERPRETING SRVCS	31.11
SHERRY PESCH	3394	OCT 16	OCT DD,FC & CSP BKBP HRS	971.25
MICHAEL P SAYERS PHD	8169	OCT 16	OCT PSYCHOLOGICAL SRVCS	2,565.00
JEAN SEVERSON	28575	OCT 16	188 OCT EMPLY MILEAGE REIMB	101.52
SHEBOYGAN COUNTY TREASURER	29071	88235	OCT SHELTER CARE	1,980.00
SPECIALIZED SERVICES LLC	7694	OCT 16	OCT CCS SKILL DEV & PCW HRS	5,876.78
STAPLES ADVANTAGE	15069	OCT&NOV16	OCT HS OFFICE SUPPLIES	950.41
STONE HARBOR RESORT & CNFRNC C	12402	RSH20C98	NOV CONFERENCE-ENHANCEMENT FUNDS	520.48
TONY BATTEN	16915	NOV 16	NOV CF CONF REIMB	206.06
TANYA KAVICKY-MELS	21550	NOV 16	OCT EMPLY EXPENSE REIMB	5.51
UW-MADISON	19282	10122016-160	JUL-AUG EMPLY TRAINING	100.00
WJCIA	35669	OCT 16	OCT WJCIA CC	75.00

Batch Total: \$90,918.65 ****
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December 7, 2016 - 1st Budget
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: 12/2016 Batch Nbr: 258936

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES-INDEPENDENT LIVINGII	13325	NOV 16	NOV CCS ADMIN	933.53
ADVOCATES FOR HEALTHY	17929	JUN/JUL/SEPT	CCS PEER SUPPORT	5,361.60
JODI ALSTEEN	6222	SEPT 16	176 SEPT EMPLY MILEAGE REIMB	95.04
BETH CHISHOLM	2435	OCT & NOV	OCT & NOV MM & GAS	104.96
BOYS & GIRLS CLUB OF DOOR CNTY	2571	OCT 16	AUG & OCT CCS SKILL DEV	2,631.60
BROTOLOC HEALTH CARE SYSTEM IN	3640	NOV 16	NOV CBRF 30 DAYS	5,295.00
DONNA BURNS	22009	0140143	WI TRAUMA PROJECT	1,146.47
DEBRA FEHRMAN	6876	NOV 16	358 NOV EMPLY MILEAGE REIMB	193.32
DOOR COUNTY MEMORIAL HOSPITAL	8770	OCT 16	OCT B-3 OT/PT THERAPY	5,662.31
DOOR COUNTY YMCA	39472	NOV 16	YMCA ANNUAL MEMBERSHIP	215.70
EMILY SCHWARK	20081	NOV 16	188 NOV EMPLY MILEAGE REIMB	101.52
ELIZABETH ZIOLKOWSKI	21809	OCT 16	OCT EMPLY MEAL REIMB	17.00
ECONO FOODS	9674	NOV 16	NOV MH BLOCK GRANT	71.53
EMPOWERMENT OPTIONS	15615	NOV 16	NOV CBRF 30 DAYS	10,200.00
FAMILY SERVICES	3841	OCT 16	OCT CCS SKILL DEV	872.50
MARK HILL	2006	NOV 16	214 NOV EMPLY MILEAGE REIMB	115.56
HUEHNS FUNERAL HOME	14161	J38301-5329	DC RESIDENT BURIAL-M.B.	1,500.00
INNOVATIVE SERVICES, INC.	5078	AUG-OCT 16	AUG SEPT/OCT CCS SKILL DEV	27,273.90
IPAT INC	13103	305740 NOV	NOV PROTECTIVE SERV REPORT	60.00
[REDACTED]	18129	NOV 16	NOV RECREATIONAL ACTIVITIES	105.99
JOE KREBSBACH	6299	NOV & DEC	LODGING & TRAUMA INFORMED PROJECT	203.62
KURT KANE MAGIC	21951	NOV 16	CSP HOLIDAY ENTERTAINMENT	150.00

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	1766	NOV 16	OCT CHILD CARE	910.00
NEW PARTNERSHIP	8964	11201698 SEPT	SEPT TRAINING/CONFERENCE	30.00
PERRY ACKERT	1831	NOV 16	NOV OWI ASSESSMENTS-7	525.00
PROFESSIONAL GUARDIANSHIPS INC	5008	NOV 16	NOV GUARDIANSHIP SRVCS	198.00
WENDY RAY	13022	NOV 16	B-3 THERAPY HRS & MILEAGE	5,606.76
SHERYL FLORES	11392	NOV 16	68 NOV EMPLY MILEAGE REIMB	36.72
SETH WIEDERANDERS	21495	NOV 16	WEEKLY TOPS FEE	12.00
[REDACTED]	2569	NOV 16	NOV CHILD CARE	442.00
MICHAEL P SAYERS PHD	8169	NOV 16	NOV PSYCH SERVICES 45 HRS	3,206.25
SCOTT DAVIS	19806	NOV 16	NOV CPR COURSE & MASK	53.48
JEAN SEVERSON	28575	NOV 16	MH ENHANCEMENT MEALS & GAS	789.84
SPECIALIZED SERVICES LLC	7694	OCT 2016	OCT CCS SKILL DEV	1,015.50
STAPLES ADVANTAGE	15069	NOV 16	NOV HS SUPPLIES	297.57
TANYA KAVICKY-MELS	21550	OCT & NOV	OCT & NOV MEALS/MILEAGE	20.24
[REDACTED]	1862	DEC 16	DEC DD SPECIAL NEEDS	2,212.00
JULIE TOYNE	5555	NOV 16	NOV B-3 THERAPY & MILEAGE	5,320.36
UNITED WAY OF DOOR COUNTY	502	NOV 16	SRVCS PROVIDED BY AODA COALITION	15,000.00
UWSP	7086	MHSUR-06	MH & SUBSTANCE USE TRAINING	190.00
WASHINGTON ISLAND FERRY LINE I	36270	69628	HS-WASHINGTON ISLAND FERRY	53.00
WCHSA SPRING CONFERENCE	11602	DEC 16	DEC WCHSA FALL CONFERENCE	180.00
WISCONSIN DOCUMENT IMAGING	5999	OCT & NOV	NOV HS COPY BILLING	1,003.77

Batch Total: \$99,413.64 ****
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12/20/16

COUNTY OF ²¹ .R
STATE OF WISCONSIN
STURGEON BAY, WI

* S U M M Y *
SCHEDULE OF JCHERS

December 21, 2016
MEETING DATE

2nd Batch

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: 12/2016 Batch Nbr: 258986

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES FOR HEALTHY	17929	NOV 16	NOV CCS SKILL DEV	7,754.90
BAETEN COUNSELING	20427	OCT & NOV 16	OCT & NOV PSYCHOTHERAPY	408.00
BAY COUNSELING CLINIC, LLP	21177	NOV 16	NOV CCS PSYCHOTHERAPY	377.00
BROWN COUNTY HUMAN SERVICES	3680	DEC 16	DEC SHELTER CARE	630.00
MARGARET BUHK	14481	NOV 16	CHILD.COME FIRST CONF-REIMB	565.46
████████████████████	11365	NOV 16	HOMEMAKER, MEDICAL, RESPITE & TRANSP	1,360.00
CELLCOM WISCONSIN RSA 10	4818	813411 DEC	DEC CCS/HS CELL PHONES	983.09
CLINICAL DATA SOLUTIONS LLC	15237	3886 DEC	DEC EMR SETUP & FEES	479.00
CORPORATE GUARDIANS OF NEW	17122	OCT-DEC 16	OCT-DEC GUARDIANSHIP SERVICES	600.00
DEPARTMENT OF CORRECTIONS	3213	NOV 16	YA CORRECTIONS 14 DAYS	4,088.00
DOOR COUNTY MEMORIAL HOSPITAL	8770	NOV 16	NOV OT/PT THERAPY	5,010.41
DOOR COUNTY YMCA	39472	OCT-SEPT 17	YMCA MEMBERSHIP DUES	154.40
DYNAMIC FAMILY SOLUTIONS	21410	NOV 16	NOV CCS PSYCHOTHERAPY	499.80
FAMILY SERVICES	3841	NOV 16	HEALTH FAMILIES, PAR ED/CRISIS	11,349.59
MAGDA I GUTIERREZ	2987	DEC 16	DEC WRAPAROUND SERVICES	25.00
HELP OF DOOR COUNTY INC	13420	NOV 16	NOV FAMILY ACCESS SOLUTIONS	481.25
TIMOTHY HICKEY	3823	DEC 16	DEC OWI ASSESSMENTS (6)	300.00
HIRN MENTAL HEALTH COUNSELING	17401	NOV & DEC	NOV & DEC W.I. OUTPT/AODA	2,100.00
INNOVATIVE SERVICES, INC.	5078	NOV 16	NOV CCS SKILL DEV	11,029.70
JASON LATVA	22026	OCT-DEC	720 OCT-NOV & DEC EMPLOY MIL REIMB	388.80
JUSTICEPOINT, INC	21360	12082016DOOR	NOV GPS USERS	524.70
KATHY E SCHULTZ	22015	NOV 16	NOV MEALS & MILEAGE REIMB	71.37

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
LAKESHORE CAP OFFICE	17200	NOV 16	NOV CSP&PEER SPECIALIST HRS	2,955.04
LANGUAGE LINE SERVICES	14606	3959370 NOV	NOV INTERPRETER	541.44
SALLY LAURENT	8394	DEC 16	DEC AFH 31 DAYS	900.00
LIFELINE DEPARTMENT \ DCMH	18103	DEC 16	DEC LIFELINE	35.00
MILWAUKEE CHILD WELFARE	22029	DEC 16	SAFE STRUCTURED FAMILY TRAINING	40.00
NAOMI SPRITKA	18398	NOV 16	185 NOV EMPLY MILEAGE REIMB	99.90
NOVA COUNSELING CENTER	14058	NOV 16	NOV BH INPATIENT	468.15
OPTIONS LAB, INC	17788	6128 NOV	NOV DRUG SCREENS-6	96.00
SHANNON E FINGER	19909	DEC 16	DEC RESPITE 2 NIGHTS	50.00
SHERRY PESCH	3394	NOV 16	NOV DD,FC & CSP BKBP HRS	950.25
SAINTA, INC	21993	NOV 16	NOV TRAINING & MILEAGE	2,639.50
JEAN SEVERSON	28575	NOV 2016	TIC ENVIRONMENT IMPROVEMENT	109.36
SHEBOYGAN COUNTY TREASURER	29071	NOV 16	NOV SHELTER CARE	990.00
SPECIALIZED SERVICES LLC	7694	1811 NOV	NOV PCW & CCS HRS	9,440.54
HEIDI E STANGEL	9257	225465	DEC INTERPRETER SRVCS	66.00
STAPLES ADVANTAGE	15069	DEC 16	DEC HS SUPPLIES	287.34
SUNSHINE HOUSE INC	31820	10161	AUG CCOP RSP/DAYCARE	711.56
TANYA KAVICKY-MELS	21550	DEC 16	DEC TIC ENVIRONMENT IMP/MILEAGE	305.73
ULINE	2574	DEC 16	DEC HS OFFICE SUPPLIES	59.18
UNITED WAY OF DOOR COUNTY	502	OCT-DEC	OCT-DEC TRAUMA INF COORDINATOR HRS	3,200.00
██████████	19828	NOV & DEC 16	NOV & DEC RESPITE/LODGING	1,647.49
KRIS WAGNER MACLEAN	4788	OCT 16	42 OCT EMPLY MILEAGE REIMB	22.68
WISCONSIN FAMILY TIES	16706	159CCF2016	CCF CONFERENCE FEES	1,490.00

Batch Total: \$76,285.63 *****
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1/03/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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


2016

January 4, 2017 - 1st Batch
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: 01/2017 Batch Nbr: 259014

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMY HIGGINBOTHAM	20222	SEPT-DEC 16	SEPT-DEC MILEAGE REIMB	263.52
ADVOCATES FOR HEALTHY	17929	2110	SEPT RESPITE 1 DAY	130.00
JODI ALSTEEN	6222	OCT 16	299 OCT EMPLY MILEAGE REIMB	161.46
BAETEN COUNSELING	20427	OCT & NOV	OCT & NOV CCS IND PSYCH	408.00
BARNES & NOBLE BOOKSELLERS	8124	7330251	BOOKS/TIC LIBRARY	673.58
BAY COUNSELING CLINIC, LLP	21177	NOV & DEC 16	NOV & DEC CCS PSYCHOTHERAPY	714.00
BEAR GRAPHICS INC	2140	0760588	WALL CALENDARS (12)	42.08
BOYS & GIRLS CLUB OF DOOR CNTY	2571	JUN-AUG 16	CCS IND SKILL DEV	6,222.00
BROWN COUNTY HUMAN SERVICES	3680	DEC 2016	FRAUD PREVENTION & INVEST	2,348.57
IMELDA DELCHAMBRE	8553	NOV 16	NOV BH TRANSLATION	30.00
FAMILY SERVICES	3841	NOV 2016	NOV CCS IND SKILL DEV	1,638.30
IPAT INC	13103	DEC 16	DEC PROT SRVC REPORTS (2)	80.00
NATIONAL BUSINESS FURNITURE	22051	ZJ944574-OFF	DEC HS WAIT ROOM FURNITURE	1,186.20
	20202	OCT-DEC 16	OCT-DEC RESPITE 8 HRS	94.95
WENDY RAY	13022	DEC 16	DEC B-3 THERAPY & MILEAGE	6,220.39
SHERYL FLORES	11392	DEC 16	73 DEC EMPLY MILEAGE REIMB	39.42
SPECIALIZED SERVICES LLC	7694	AUG & OCT	CCS IND SKILL DEV	1,821.00
ST ELIZABETH HOSPITAL	13141	NOV 16	INPT STAY 6 DAYS	8,490.96
STAPLES ADVANTAGE	15069	DEC 2016	DEC HS OFFICE SUPPLIES/DESK	904.29
JULIE TOYNE	5555	DEC 16	DEC B-3 THERAPY & MILEAGE	4,234.86
UNITED WAY OF DOOR COUNTY	502	DEC 16	2016 AODA PREVENTION ACTIVITIES	3,500.00
UW-MADISON	19282	12132016-160	BALANCE DUE CANS TRAINING	25.00

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
WISCONSIN DOCUMENT IMAGING	5999	073757/073764	DEC HS COPY CHARGES	220.45
115 CLUB	8348	DEC 16	CONTRIBUTION TO 115 CLUB	1,656.20

Batch Total: \$41,105.23 ****
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VOUCHER

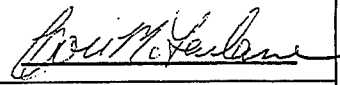
STATE OF WISCONSIN

2017

Door County

Submitted By:

 bsixel

Approved by: Department Head:


Approved by: Committee Chair /
 County Administrator

VENDOR # _____

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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

PAID BY
 CHECK # _____

This Area to be Completed by Finance Department

Voucher Listing Signed / Approved
 Meeting Date _____

Hold For Approval / Documentation
 After Processing

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH #259022 JANUARY 2017 - 1ST Batch Processing		\$3,073.00		various - as attached	
VOUCHER TOTAL							\$ 3,073.00	VOUCHER TOTAL		

1/04/17
27
COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

* S U M M R Y *
SCHEDULE OF VOUCHERS

2017

January 4, 2017 - *Let's Catch*
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: 01/2017 Batch Nbr: 259022

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BEHAVIORAL HEALTH CERTIF SECTN	8240	2159	CERIFICATION RENEWAL MARCH 2017	550.00
BOYS & GIRLS CLUB OF DOOR CNTY	2571	2554	MEMBERSHIP FEES	20.00
DOOR COUNTY YMCA	39472	0148744	MEMBERSHIP FEES	54.00
SALLY LAURENT	8394	JAN 17	JAN AFH 31 DAYS	900.00
NCS PEARSON INC	11760	1467342	2017 LICENSING FEE	99.00
NEW PARTNERSHIP	8964	JAN 17	JAN 2017 ANNUAL CONTRIBUTION	1,450.00

Batch Total: \$3,073.00 ****
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ADRC/SRC, NOV. 2016, 2nd Batch

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: 11/2016 Batch Nbr: 258929

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMY L KONOP	18248	18248 NOV2016	31.6 OCT MOW MILEAGE REIMB	17.06
ABBY VANS INC	16735	18607 OCT2016	D2D TAXI-OCTOBER 2016	52,151.65
ADVANCED DISPOSAL SERVICES	18928	18928 OCT2016	SRC DISPOSAL SVCS	189.90
BAY ELECTRONICS INC	2370	001056 SRCBUS	SRC BUS MONITOR REPLACEMENT-LABOR	106.25
BOETTCHER COMMUNICATIONS, LLC	17949	14988 SRC	5311 MARKETING	1,495.67
BROTHERS DAIRY	257	257 OCT2016	RAW FOOD	646.00
CARMEN SCHROEDER	18153	18153 OCT2016	BAUILLEYS HARBOR SITE SURVEY	225.00
NELVIE CAULDWELL	4168	4168 OCT2016	24.2 OCT EMPLY MILEAGE REIMB	13.09
CELLCOM WISCONSIN RSA 10	4818	4818 NOV2016	NOV CELL SVC ADRC/SRC (11/06-12/05)	287.40
DOOR-TRAN	16496	297 OCT2016	OCT STAFF HOURS	600.00
JENNIFER BENDER	20934	20934 OCT2016	96 OCT EMPLY MILEAGE REIMB	51.84
JENNIFER FITZGERALD	21883	21883 NOV2016	SRC TRIP EMPLY REIMB	3.00
JAMIE STEPHAN	17906	17906 OCT2016	OCT MEALSITE MILEAGE REIMB	340.20
KIM KRAMER	12614	12614 OCT2016	130 OCT EMPLY MILEAGE REIMB	70.20
TOWN OF LIBERTY GROVE	33170	33170 OCT2016	MEALSITE REIMB 12 DAYS@\$9/DAY	108.00
MANNS STORE	18770	18770 OCT2016	RAW FOOD	529.22
MEAT PROCESSORS INC	6544	6544 OCT2016	RAW FOOD	501.41
ROBERT A RAHMLow AND	21501	21501 OCT2016	MEALSITE REIMB 8 DAYS@\$8/DAY	64.00
RONALD L VANDENBUSCH	20669	20669 DEC2016	SRC ENTERTAINMENT-NEW YEARS PARTY	150.00
REINHART FOOD SERVICE	26500	26500 OCT2016	RAW FOOD	3,142.41
SHERRY PESCH	3394	3394 SEPOCT16	SEP/OCT FIN MGMT-JT	82.00
STACEY VOLKMANN	14091	14091 OCT2016	OCT MEALSITE MILEAGE REIMB	275.94

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
GOOD SAMARITAN, SCANDIA VILLAGE	27395	27395 OCT2016	OCT MOW	352.00
STAPLES ADVANTAGE	15069	15069 OCTSRC	OCT SRC/ADRC SUPPLIES	237.74
STONE HARBOR RESORT & CNFRNC C	12402	RSH1ECFA SRC	2016 CAREGIVER LUNCHEON	1,596.00
STURGEON BAY UTILITIES	30820	30820 102016	SEP UTILITIES-SRC	1,012.29
SYSCO	9328	9328 OCT2016	RAW FOOD/NUTRITIONAL SUPPLIES	5,159.82
TIP TOP CLEANERS	10942	335665 OCT16	OCT LAUNDRY/KITCHEN	118.30
SUZANNE WAGNER	374	374 OCT2016	48 OCT MOW MILEAGE REIMB	25.92
WARNER-WEXEL WHOLESALE & POOL	36120	36120 OCT2016	NUTRITIONAL SUPPLIES	567.51
TOWN OF WASHINGTON	33570	33570 OCT2016	NOV MEALSITE 11 DAYS@\$8/DAY	88.00
WASHINGTON ISLAND FERRY LINE I	36270	466 OCT16ADRC	FERRY TRIPS ADRC/SRC	158.00
WDOR AM & FM	129	129 SRCOCT16	RADIO MKTG-SRC	174.00
WISCONSIN MEDIA	13278	13278 250440	5311/85.21 TRANSP GRANT PUBLIC NOTICES	190.25
WISCONSIN PUBLIC SERVICE	11363	11363 OCT2016	OCT UTILITIES-SRC	85.74
WIL KIL PEST CONTROL	6359	6359 NOV2016	SRC PEST CONTROL	36.75

Batch Total: \$70,852.56 ****
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12/07/16

COUNTY OF ³² L
STATE OF WISCONSIN
STURGEON BAY, WI

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

ADRC/SRC, 1st Batch, DEC. 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: 12/2016 Batch Nbr: 258949

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ANNA ZAHORIK	20950	20950 OCTNOV6	40 OCT/NOV EMPLY MILEAGE REIMB	21.60
BAY ELECTRONICS INC	2370	01074 SRC BUS	REPLACE BACK UP CAMERA IN BUS	344.00
CAROL LENIUS	21443	21443 NOV2016	917 SEP/OCT/NOV EMPLY MILEAGE REIMB	495.18
NELVIE CAULDWELL	4168	4168 NOV2016	22 NOV EMPLY MILEAGE REIMB	11.90
COURTIE DEMAREST	1325	1325 NOV2016	12 NOV MOW MILEAGE REIMB	6.48
DOOR-TRAN	16496	16496 300 SRC	NOV STAFF HOURS/POSTAGE	797.00
ECONO FOODS	9674	9674 NOV2016	RAW FOOD	730.80
GEORGE J KLEIST	17474	17474 NOV2016	15 NOV MOW MILEAGE REIMB	8.10
GREGORY W VIRLEE	19080	19080 NOV2016	15 NOV MOW MILEAGE REIMB	8.10
HENRY F DITTMER	17282	17282 NOV2016	50.20 NOV MOW MILEAGE REIMB	27.11
JOSEPH E HEILMAN	5354	5354 NOV2016	15 NOV MOW MILEAGE REIMB	8.10
JENNIFER BENDER	20934	20934 NOV2016	68.9 NOV EMPLY MILEAGE EXP REIMB	37.18
JESSICA HOLLAND	19650	19650 NOV2016	67.60 NOV EMPLY MILEAGE REIMB	36.51
JOHN M O'GARA	18116	18116 NOV2016	21.20 NOV MOW MILEAGE REIMB	11.44
JAMIE STEPHAN	17906	17906 NOV2016	525 NOV EMPLY MILEAGE REIMB	283.50
NANCY KURSCHNER	7092	7092 NOV2016	62 NOV MOW MILEAGE REIMB	33.48
LISA VANALSTINE	20119	20119 NOV2016	101 NOV EMPLY MILEAGE REIMB	54.54
TOWN OF LIBERTY GROVE	33170	33170 NOV2016	NOV MEALSITE 10 DAYS @ \$9/DAY	90.00
ROBIN MARK	20044	20044 NOV2016	71.80 NOV EMPLY MILEAGE REIMB	38.77
ROBERT A RAHMLow AND	21501	21501 NOV2016	NOV MEALSITE 7 DAYS @ \$8/DAY	56.00
RMR SERVICES, TRANSLATING &	8409	522 517 ADRC	OCT/NOV TRANSLATING SVCS-ADRC	59.86
SHERRY PESCH	3394	EB03430 SRC	AUG FIN MGMT-JT	41.00

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
GOOD SAMARITAN, SCANDIA VILLAGE	27395	27395 NOV2016	NOV MOW	360.00
SIR SPEEDY PRINTING	21959	83302 ADRC	ADRC ENVELOPES	68.13
STAPLES ADVANTAGE	15069	15069 NOV2016	ADRC/SRC OFFICE SUPPLIES	260.19
SUNSHINE HOUSE INC	31820	36354 ADRC	8 HRS DY SVC-E.B.	120.00
SUZANNE WAGNER	374	374 NOV2016	22 NOV MOW MILEAGE REIMB	11.88
TOWN OF WASHINGTON	33570	33570 NOV2016	NOV MEALSITE 10 DAYS @ \$8/DAY	80.00
WISCONSIN DOCUMENT IMAGING	5999	93695A SRC 11	NOV BLACK AND WHITE COPIES	1,337.00
WISCONSIN PUBLIC SERVICE	11363	11363 NOV2016	SRC NOV UTILITIES	159.36

Batch Total: \$5,597.21 ****
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COUNTY OF ³⁵ R
STATE OF WISCONSIN
STURGEON BAY, WI

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

Adrc/sec, Dec. 2016, 2nd batch.

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: 12/2016 Batch Nbr: 258982

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
e-pill, LCC	6317	6317 26456	MED MACHINES AND SUPPLIES	2,209.65
A & J VANS INC	14807	51216 SRC	SRC VAN RAMP MTCE	60.50
ABBY VANS INC	16735	18612 NOV2016	D2D TAXI-NOV 2016 HOURS	51,031.45
ADVANCED DISPOSAL SERVICES	18928	18928 NOV2016	SRC DISPOSAL SVCS	189.90
BEST WESTERN MARITIME INN	2974	2974 NOV2016	CLIENT LODGING-RC	520.00
BROTHERS DAIRY	257	257 NOV2016	RAW FOOD	611.00
CARMEN SCHROEDER	18153	18153 NOV2016	MENU/NEWSLETTER/NUT SVCS/MILEAGE REIMB	259.44
CELLCOM WISCONSIN RSA 10	4818	4818 DEC2016	ADRC/SRC CELL CHARGES (12/06-01/05)	287.97
CORPORATE GUARDIANS OF NEW	17122	17122 7450	SEP/OCT/NOV/DEC GUARDIANSHIP-DB	400.00
HI HEALTHINNOVATIONS	22045	22045 395063	HEARING AID ASSIST-KC	780.00
JACOB ERICKSON	19382	19382 NOV2016	180 NOV EMBLY MILEAGE REIMB-AGE MASTERY	97.20
JENNIFER FITZGERALD	21883	21883 DEC2016	EMPLY REIMB-ACTIVITIES CHAPERONE	7.50
JOHN M O'GARA	18116	18116 DEC2016	9.40 DEC MOW MILEAGE REIMB	5.07
JAMES R STIEFVATER	19378	19378 NOV2016	34.40 OCT/NOV MOW MILEAGE REIMB	18.57
KIM KRAMER	12614	12614 NOV2016	238 NOV EMBLY MILEAGE REIMB	128.52
LANGUAGE LINE SERVICES	14606	14606 SRC	9020531444/SRC TRANS SVCS	55.44
LAU'S AUTO CARE CENTER	7754	25018 SRC	SRC VAN BRAKES/WIPER BLADES	246.70
MARY L ANDERSON	22040	22040 NOV2016	RSP REIMB	1,035.00
MANNS STORE	18770	18770 NOV2016	RAW FOOD	533.41
MEAT PROCESSORS INC	6544	6544 NOV2016	RAW FOOD	334.56
OLIVER PRODUCTS	9189	9189 DEC2016	877139 877204 NUT SUPP	1,450.00
REINHART FOOD SERVICE	26500	26500 NOV2016	RAW FOOD	2,120.08

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
RUNAWAY LODGE@VALMY LLC	22019	22019 NOV2016	CLIENT LODGING-RC	830.00
SHERRY PESCH	3394	3394 EB03431	NOV FIN MGMT-JT	41.00
STACEY VOLKMANN	14091	14091 NOV2016	442 NOV MEALSITE MILEAGE REIMB	238.68
STAPLES ADVANTAGE	15069	15069 DEC2016	ADRC/SRC OFFICE SUPPLIES	65.37
STONE HARBOR RESORT & CNFRNC C	12402	12402 4566NOV	CAREGIVER LUNCHEON	37.65
STURGEON BAY UTILITIES	30820	30820 SRC1116	SRC UTILITIES	1,147.01
SYSCO	9328	9328 NOV2016	NUTRITIONAL SUPPLIES/RAW FOOD	3,899.06
ERIN SZAKALA	15638	15638 NOV2016	148 NOV EMPLY MILEAGE REIMB	79.92
TIP TOP CLEANERS	10942	335687 SRC	KITCHEN/LAUNDRY	107.10
WARNER-WEXEL WHOLESALE & POOL	36120	36120 NOV2016	NUTRITIONAL SUPPLIES	493.44
WDOR AM & FM	129	129 SRC	SRC RADIO ADVERTISING NOV AND DEC	216.00
WIL KIL PEST CONTROL	6359	6359 DEC2016	DEC PEST CONTROL-SRC	36.75

Batch Total: \$69,573.94 ****
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COUNTY OF ³⁸ DOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

ADDC/SRC 15th Batch, JAN. 2017

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: 01/2017 Batch Nbr: 259017

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMY L KONOP	18248	18248 DEC2016	44.40 DEC MOW MILEAGE REIMB	23.97
BARBARA J SNOW	15999	15999 DEC2016	32.50 DEC EMPLY MILEAGE REIMB	17.55
BAYSIDE HOME MEDICAL	21172	201177 122016	ADAPT AID FOR CLIENT-GL	600.00
BEST WESTERN MARITIME INN	2974	20326 DEC2016	LODGING-NC	53.00
CAROL LENIUS	21443	21443 DEC2016	175 DEC EMPLY MILEAGE REIMB	94.50
CHRISTINE WISNIEWSKI	19268	19268 DEC2016	22 DEC MOW MILEAGE REIMB	11.88
COURTIE DEMAREST	1325	1325 DEC2016	19.50 DEC MOW MILEAGE REIMB	10.53
DOOR-TRAN	16496	16496 322	DEC STAFF HOURS	600.00
ECONO FOODS	9674	9674 DEC2016	RAW FOOD	911.13
FLS BANNERS	3487	3487 88771	MARKETING MATERIALS	740.28
GEORGE J KLEIST	17474	17474 DEC2016	25 DEC MOW MILEAGE REIMB	13.50
GREGORY W VIRLEE	19080	19080 DEC2016	26 DEC MOW MILEAGE REIMB	14.04
HENRY F DITTMER	17282	17282 DEC2016	38.40 DEC MOW MILEAGE REIMB	20.74
HEALTHCARE INTERACTIVE INC	22064	22064 32210	SAVVY CAREGIVER DVD SET-AFCSP	66.90
JOSEPH E HEILMAN	5354	5354 DEC2016	21 DEC MOW MILEAGE REIMB	11.34
JENNIFER BENDER	20934	20934 DEC2016	49 DEC EMPLY MILEAGE REIMB	26.46
JESSICA HOLLAND	19650	19650 DEC2016	19.60 DEC EMPLY MILEAGE REIMB	10.58
JAMIE STEPHAN	17906	17906 DEC2016	709 DEC EMPLY MILEAGE REIMB	382.86
JAMES R STIEFVATER	19378	19378 DEC2016	33.20 DEC MOW MILEAGE REIMB	17.94
JIM OLSON FORD LINCOLN, LLC	20492	20492 14708	SRC BUS REPAIRS	27.78
JOURNEYWORKS PUBLISHING	3168	120263A	CAREGIVER CARDS	486.75
NANCY KURSCHNER	7092	7092 DEC2016	48 DEC MOW MILEAGE REIMB	25.92

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
LISA VANALSTINE	20119	20119 DEC2016	59.90 DEC EMPLY MILEAGE REIMB	32.35
MINISTRY DC MEDICAL CENTER	19277	19277 DEC2016	6557682/6559367 MED PYMTS-FE	4,014.45
NEW SURGICAL ASSOCIATES SC	22063	6920 DEC2016	MED ACCT PAYMENT-FE	144.60
NIGHTENGALE MOTEL	8999	16-120 SRC	LODGING-SB	422.00
ROBIN MARK	20044	20044 DEC2016	41.80 DEC EMPLY MILEAGE REIMB	22.57
STACEY VOLKMANN	14091	14091 DEC2016	408 DEC EMPLY MILEAGE REIMB	220.32
SPECIALIZED SERVICES LLC	7694	1817 ADRC1216	SHC-GL	106.45
STAPLES ADVANTAGE	15069	3323873051SRC	ADRC/SRC OFFICE SUPPLIES	93.38
ERIN SZAKALA	15638	15638 DEC2016	91 DEC EMPLY MILEAGE REIMB	49.14
TRAINING SYSTEMS	22060	SO31 DEC2016	MOUTH CARE W/OUT A BATTLE DVD-AFCSP	65.02
UNITED HOME HEALTH SERVICIS, LLC	20955	20955 DEC2016	DEC RSP 22.75 HRS-DW	450.22
WISCONSIN DOCUMENT IMAGING	5999	5999 SRC1216	BLACK & WHITE COPIES	1,097.44
911 LAWN CARE	20083	856721 856722	SNOW REMOVAL-DM	70.00

Batch Total: \$10,955.59 ****
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1/03/17

2017 INVOICES

COUNTY OF ⁴¹ JEFFERSON
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

ADDC/SRE - 1st batch, JAN. 2017

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

Bruce M. LaSalle
DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 01/2017 Batch Nbr: 259018

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
SCHEDULEPLUS LLC	20673	3611	52302			2017 SCHEDULEPLUS SOFTWARE SUPPT	720.00
VERNON L NUSSBAUM	20789	3615	59124			VAL DAY ENTERTAINMENT	100.00
WI ASSOCIATION OF SENIOR CENTE	37513	3611	52402			2017 WASC MEMBRSHP FEE-JE	75.00

Schedule Total: \$895.00 ****
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Section 6 – Goals for the Plan Period

Section 6-A – Involvement of Older People in Aging-Related Program Development and Planning

a. Involvement of Older People in Aging-Related Program Development and Planning

- 1) In order to increase the visibility of the Advisory groups; ADRC, Senior Advisory Committee and Nutrition Counsel, the ADRC Director and Aging Unit Manger will work with the three committees to explore options for increased advertisement, collaboration, and information sharing to the policy making boards. By December 2016, the group will have three action recommendations, one in each area for implementation in 2017.
- 2) In an effort to enhance the Aging Unit and ADRC's operational effectiveness within the community we serve, both units will work towards building a more integrative arrangement by December 2017. This will include the following tasks: designating one agency name which is the "Aging and Disability Resource Center (ADRC) of Door County." In addition to one agency name there will also be one agency phone number, which is 920.746.2372(ADRC). There will also be work towards creating one comprehensive marketing plan which will include one unified brand and website. Having one comprehensive marketing plan will further promote our agency as one entity and support a greater "one stop shop" philosophy. Lastly, the ADRC Director and Aging Unit Manager will work to combine the Senior Services Advisory Committee with the ADRC Advisory Committee, keeping the Nutritional Advisory Council separate.
- 3) In order to increase older adults' knowledge of programs or services available to them, including the impact local state and federal legislators have on those services, the ADRC Director and Aging Unit Manger will work with the Learning in Retirement Group to present three programs specific to aging services within their curriculum before December 31st 2018.

Section 6 – Goals for the Plan Period

Section 6-B – The Elder Nutrition Program

b. The Elder Nutrition Program

- 1) To increase access to fresh produce and enhance eating habits of our older population, the Aging Unit will offer weekly on-site vendors for farmer's market and increase participation of the evening soup and salad bar by 25% offered by the Sturgeon Bay Meal site by December 2016. In May 2016, the Aging Unit and ADRC made the decision to discontinue the evening soup and salad bar program offered at the Sturgeon Bay meal site. The reason for the discontinuation of the evening soup and salad bar program had to do with a difficulty in staffing and a lack of participation. Additionally, the ADRC changed their hours of operation from 7:00 a.m. - 6:00 p.m. Monday thru Friday to 8:00 a.m. - 4:30 p.m. Monday thru Friday.

- 2) To improve access to nutritious options throughout the county and reach more of our older population, we will work to relocate our Southern Door meal site from the Forestville community to the Brussels community by December 31, 2017.
- 3) To increase the coordination of meals for individuals being discharged from medical care, the ADRC will work with discharging units at local medical facilities including those in Brown County. By December of 2018, we will have a referral form to be included with all discharges for individuals over the age of 60.

<p>Section 6 – Goals for the Plan Period Section 6-C – Services in Support of Caregivers</p>

c. Services in Support of Caregivers

- 1) To increase the availability of Caregiver support, by the end of 2016, Door County will have 8 individuals trained in caregiver program facilitation. Throughout the year 2016, the ADRC was successful in training 4 new Powerful Tools for Caregiving facilitators and 4 new Caregiver Support Group facilitators.
- 2) To continue with efforts to increase availability of Caregiver support groups, by December 2017 we will have caregiver support programs in four geographical locations throughout the county.
- 3) By the end of 2018, Door County will have an average participation of six or more caregivers attending our caregiver programs in each of our locations.

<p>Section 6 – Goals for the Plan Period Section 6-D – Services to People With Dementia</p>
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d. Services to People With Dementia

- 1) To increase the knowledge of available community resources regarding Alzheimer's and other dementias the Caregiver Coalition, ADRC and Aging Unit will identify six additional opportunities to provide the Door County Resource Guide in addition to the medical providers in the county by December 2016.
- 2) To raise awareness and understanding of dementia and its impact on our community, the Aging Unit and ADRC will designate one staff member to complete additional dementia specific training by December 2017. This one staff member will also be tasked with the responsibility of conducting several outreach and educational events related to dementia throughout the year 2017 and moving forward.
- 3) To help students understand the challenges of Alzheimer's disease, the Aging Manager will work in collaboration with the hospital to offer a Virtual Dementia Tour as part of the Life Skills programs to each of the school district by December of 2018.

Section 6 – Goals for the Plan Period
Section 6-E – Healthy Aging

e. Healthy Aging

- 1) To provide ongoing education regarding health, by December 2016 we will provide a minimum of three evidence-based training programs such as living well with chronic illness in Sturgeon Bay.
- 2) To increase the availability of healthy activities to our older population, we will complete an interest study by December 2017 to determine the interest in programming and location options for providing healthy physical activity programs or classes in the county.
- 3) To provide additional healthy activities by December 2018, we will provide at least two additional programs at sites where there is a demand based upon the above mentioned interest study.

Section 6 – Goals for the Plan Period
Section 6-F – Local Priorities

f. Local Priorities

- 1) To continue to enhance our current transportation system which has been crucial to the mobility of our senior population and to help reduce isolation, we will look to have an increase in local financial support. The goal will be to add at least one additional taxi to the system by December of 2016.
- 2) We have significantly increased the number of socialization events/activities at the Sturgeon Bay meal site. In 2017, one additional special event will be held at the other four locations.
- 3) Through collaboration with community partners we will work to identify need and options for adult day services. The goal is to work with at least one community partner to develop one to two sites where day services are available five days per week by December 2018.

January 4, 2017

Joe Krebsbach
421 Nebraska St
Sturgeon Bay, WI 54235

RE: Jason Latva

I have been offered a position in Manitowoc County which I will be accepting. This position gives me the opportunity to get back in AODA and also work from one location, both big positives for me. I am leaving knowing that the CCS program is in what I feel to be very good shape

Door County has been a great experience for me and gave me an opportunity to grow as a person and professional. I would be more than happy to help with anything in the transition. My last day will be Tuesday, January 24.

Thank you,


Jason W. Latva



County of Door
DEPARTMENT OF COMMUNITY PROGRAMS
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Joseph Krebsbach
Program Director
(920) 746-2345
Fax: (920) 746-2439

Memo

To: Human Services Board
From: Joe Krebsbach
CC: Administrative Committee
Date: January 5, 2017
Re: Request to Refill Regional Comprehensive Community Services
Coordinator

The CCS Coordinator position was created in 2016 and although the position is a Door County position, it is shared between Door, Kewaunee, and Shawano Counties. This includes sharing the person's time and costs equally between the three counties.

The CCS program was new to each of the three counties in 2015, and it is growing rapidly. In 2016, in Door County, we provided services with a revenue of over \$400,000 and we anticipate this to double in 2017. Each of the other counties over a \$1,000,000 in revenues for 2016. The position is responsible to oversee that we are meeting all of the state requirements for this program. It is a crucial position to make sure that we are following the rules set up by the state in a very administrative heavy program.

I am respectfully requesting permission to refill the position as soon as possible.

Joe

County of Door Comprehensive Community Services Coordinator CCS

Job Title	CCS Coordinator	Last Revision	1/5/2017
Department	Human Services	HR Reviewed	
Division	Behavioral Health	Employee Group	General Municipal Employee
Report To	Behavioral Health Program Manager, collaboration with tri-county CCS Administrators	FLSA Status	Exempt
Pay Grade	J	EEO Code	02 – Professionals

General Summary

Provides Comprehensive Community Services program oversight and coordination across a three county (Door, Kewaunee, and Shawano) regional shared service model. This includes technical assistance and training; quality assurance and quality improvement processes; and provider network development and support. Responsible for consultation with CCS Administrators and Clinical Program Managers within each of the three counties to ensure consistent implementation of the CCS program across the region. Recruits and develops contracts with service providers in accordance with DHS 36.10. Upholds CCS program values, assists with developing appropriate policies and procedures and participates in state recertification site reviews and audits for each program location. Oversees the CCS Regional Steering Committee and acts as a liaison to each partnering county. Travel between the counties within the consortium and to provider locations region-wide is required.

Duties and Responsibilities

Essential Job Functions

1. Policies, Procedures, Technical Assistance & Training
 - Respond in a timely manner to day-to-day requests for technical assistance (programmatic, fiscal and information systems related) from CCS staff and service providers.
 - Develop policies and procedures to assist with uniform implementation of CCS rules and regulations across the consortium.
 - Develop resources, tools, brochures, handbooks, and templates to assist staff and providers in implementing program requirements.
 - Identify training needs; provide a lead role in facilitating, coordinating and/or delivering trainings and orientations as needed for staff and providers in the region.
 - Work with contracted administrative agency to ensure all staff and providers meet training requirements.
 - Partner with State of Wisconsin Department of Health Services and regional training partnerships to obtain information and resources needed by the region.

2. Quality Assurance, Monitoring, and Quality Improvement
 - Implement comprehensive Quality Assurance process for Consortium, to include routine auditing of staff and provider records to ensure compliance with DHS 36 regulations.
 - Ensure consistency across the region in proper Medicaid documentation for internally employed staff and external contractors through regular review of documentation across the region.

County of Door

Comprehensive Community Services Coordinator CCS

- Compile quality assurance findings and follow up on identified concerns; work with CCS Administrators and Program Directors to implement corrective actions as needed.
 - Conduct and compile results of consumer satisfaction surveys.
 - Analyze data, develop reports, and identify areas needing attention. Develop quality improvement initiatives in particular counties or region-wide to address deficits.
 - Lead regional QI Committee. Revise Quality Assurance/Quality Improvement Plan as needed to reflect any new QA/QI procedures put into place.
 - Assist in preparation for State recertification site reviews and audits through chart reviews, submission of application materials to DHS/DQA, and compilation of supporting materials. Participate in site reviews at each county location.
 - Serve as the point person for the State DHS, assuring that all certification requirements are met.
3. Provider Network Development & Support
- Identify gaps in the provider network and outreach to provider community to fill these gaps through contract development and negotiation.
 - In partnership with contracted administrative agency and CCS Administrators, ensure all new and existing providers have submitted all necessary components of application packet and meet all credentialing requirements.
 - Maintain positive relationships with provider network through ongoing communication and technical support.
 - Monitor quality of contracted services and work with CCS Administrators and Service Directors to address any identified deficiencies.
4. Reports and Database Management
- Assure that all required state reporting is completed in a timely manner and information shared with local and regional coordinating committees.
 - Develop and maintain a regional CCS database and resource folder of shared information including:
 - 1) Regional steering committee minutes and recommendations.
 - 2) Maintenance of a provider network directory.
 - 3) Calendar of events including training and other CCS events and activities.
 - 4) Quality Assurance/Quality Improvement reports
 - 5) Summary of regional CCS information and statistics.
 - 6) Policies and procedures
 - 7) Forms, tools, resources
 - Aid the local CCS Administrators, Service Directors and IT staff in identifying and implementing enhancements to the case management software system (TCM).
 - Coordinate with DHS and DCF data and program analysts to interface with state and regional datasets.
5. Regional Steering Committee
- Convene and facilitate regional CCS Steering Committee.
 - Serve as a liaison to each of the local CCS Coordinating Committees.
 - Follow up on all recommendations of the Steering Committee and report back on actions taken.

County of Door

Comprehensive Community Services Coordinator CCS

Requirements

Training and Experience

1. A Bachelor's degree required.
2. Masters preferred in Psychology, Social Work like field or 1-2 years' experience providing psychosocial rehabilitative services to individuals with mental health and substance use disorders, in a CCS or a related program.

Knowledge, Skills, and Abilities Required

1. Requires thorough knowledge of clinical social work methods and procedures.
2. Requires working knowledge of services available in the treatment of individuals in a community setting.
3. Requires working knowledge of the preparation and maintenance of case records.
4. Ability to read, analyze, and interpret state statutes and local policies.
5. Ability to effectively present information to top management, public groups, and/or boards of directors.
6. Ability to define problems, collect data, establish facts, and draw valid conclusions.
7. Ability to operate a computer using word processing and related functions, and the ability to operate other office machines.
8. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
9. Requires ability to successfully facilitate committees/group discussion.
10. Requires ability to establish and maintain satisfactory working relationships with co-workers, contractors, state staff, stakeholders, and the general public.
11. Requires completion of CCS recovery based training.
12. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical and Working Conditions

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

This position may require office hours at locations in each of the three counties. Travel to various offices within consortium required on a regular basis.

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.

In an effort to provide for 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.

County of Door

Comprehensive Community Services Coordinator CCS

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

Kelly A. Hendee, Human Resources Director

Date

DRAFT

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

Comprehensive Comm Services Coord (CCS)
 _____ 6 Mo _____
Human Services Sub Dept _____

FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Comprehensive Comm Services Coord (CCS) Pay Range J Min Step										
1.00	\$26.22	54,538					33,338			87,876
Current Comprehensive Comm Services Coord (CCS) 2017 Budget ★										
1.00	\$23.98	49,878					9,477			59,355
Total Salary and Benefit Increase										28,521
FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Comprehensive Comm Services Coord (CCS) Pay Range J Control Pt										
1.00	\$29.96	62,317					34,816			97,133
Current Comprehensive Comm Services Coord (CCS) 2017 Budget ★										
1.00	\$23.98	49,878					9,477			59,355
Total Salary and Benefit Increase										37,778

Dept Head Signature

Mark E. Janich

Finance Director

Date

1/5/2017



These were the amounts included in the 2017 budget. As a result of the Carlson-Dettman Compensation Plan the incumbent in this position would have had their hourly wage increase to \$25.10 on 1/1/2017 and then \$26.22 on 7/2/2017. This would have raised their total 2017 salary/benefit cost to \$63,514.

Disclaimer: This Fiscal Impact does not include Step 2 \$26.96, Step 3 \$27.71, Step 4 \$28.46, or Step 5 \$29.21.

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.

Door County Department of Human Services

Social Media & Technology Use Policy

1. Purpose

This policy is intended to provide a framework for use of social media when authorized by the Department as part of an employee's job duties and to provide general guidelines for the personal use of social media by all Door County Department of Human Services (DCDHS) employees. This policy also provides guidelines for the use of email, texting, and voice mail when communicating with clients.

County-owned technology resources are the property of the County, as is all data created, entered, received, stored, or transmitted via County-owned equipment. All use of social media, email, texting and similar technology is subject to all County policies, including but not limited to the Administrative Manual Chapter 5 "Computers, Network and Equipment" and the Employee Handbook Chapter XVII, Sections G ("Confidential and Private Information"), H ("HIPAA"), and I ("Conflict of Interest"), the Department of Human Services Confidentiality Policy, as well as existing harassment policies. Please refer to each of these policies for additional information.

Note that where specific social media platforms (i.e., Facebook) are named, the intent is that this policy would also apply to other similar platforms currently in existence as well as future technologies not specifically mentioned.

2. County Sponsored Social Media Sites

A department must sponsor all County social media sites, and creation of a new site must be approved by the County Administrator and Corporation Counsel. Currently Human Services does not sponsor any social media sites, and there are no imminent plans to do so. Human Services does have a generic Facebook account (with no content and no ability for external parties to post or comment), which may be logged into with supervisory permission to access other sites as needed. (See section 4 below.)

3. Employee Personal Use of Social Media

- a. Employees will not use their government-issued e-mail account or address for their primary username or login for personal social media profiles and/or platforms.
- b. Employees may not attribute personal statements, opinions or beliefs to Door County when engaging in personal social networking. If an employee expresses his or her beliefs and/or opinions, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Door County.
- c. Additionally, a formal disclaimer of the above is required during personal social networking when:
 - Referring to work done by the County
 - Commenting on any County-related matters;
 - Reporting comments made by others on any County-related matter;
 - Providing a hyperlink to the County website;

- Creating or referencing forums on county-related topics (such as Twitter hash tags or Facebook groups)
- d. Use of social media for personal use should in no way interfere with job duties. Time spent on social media sites should be limited to personal break times.
- e. Maintain confidentiality – Do not post confidential or proprietary information about Door County, our clients or our employees. Use good ethical judgment (professional Codes such as the NASW Code of Ethics provide good guidance) and follow County policies and federal requirements, such as the Health Insurance Portability and Accountability Act (HIPAA) and the Family Education Rights and Privacy Act (FERPA).
- f. Maintain privacy – Do not discuss a situation involving named or pictured individuals on a social media platform without their permission. As a guideline, do not post anything that you would not present in any public forum.
- g. Do no harm – Whether you are navigating social media platforms on or off the job, do not let your social media presence harm Door County or you.
- h. Be aware of your association with the County and that at all times you serve as an ambassador of the County to the public. Your profile and any related content should be consistent with how you wish to present yourself to your colleagues, supervisors, and the public.
- i. Be aware of liability – You are responsible for what you post on social media platforms personally and professionally. Be sure that what you post today will not come back to haunt you.
- j. Avoid conflicts of interest and dual roles – For example, employees may not send or accept Facebook friend requests to or from clients. (Note: The definition of who constitutes a “client” may vary depending on your unit and role. If you have any questions on this matter, please seek guidance from your supervisor. Please review any potential conflicts with your supervisor.) In addition, employees should refrain from sending or receiving Facebook friend requests to or from Department managers/ supervisors or contracted providers, including foster parents. *(Exception: Some sites, such as LinkedIn are used primarily for professional networking. It may be appropriate for employees to be “linked” to past or current supervisors on these sites.)*
- k. Personal social media platforms may be subject to legal discovery, including subpoenas, in legal proceedings.

4. Use of Social Media Sites for Job-Related Duties

In general, DCDHS does not condone use of social media to either communicate with clients or “check-up” on clients. However, there are a few specific situations where accessing a client’s social media page to gather information may be warranted. For example, Economic Support Specialists are allowed, and even encouraged in state training, to utilize information on social media sites as an investigative tool in cases of suspected fraud. Juvenile Justice and Child Protection workers may occasionally utilize social media to verify compliance with court orders or to identify safety risks or potential placement resources, and Adult Protective Services may also use it for investigative purposes. When such use of Social Media is being considered, the following guidelines should be followed:

- a. Obtain supervisory approval.

- b. Ensure the intent of the access is in concert with our agency mission and vision and defensible in terms of ethical standards governing your position and any state policies governing your work.
- c. In general, therapists, counselors, and case managers have no valid business reason to access a client's social media account and should not do so.
- d. Staff with investigative responsibilities within the scope of their job duties (Economic Support, Child Protection, Juvenile Justice, Adult Protective Services) MAY have a valid business reason. Even in these cases, exercise prudence, consult with your supervisor, and carefully weigh your need to obtain information with the impact that accessing this information may have on the professional-client relationship.
- e. Communication should be one-way, not interactive (i.e., no commenting on anyone's site, no "liking" posts, etc.) Exception: Child Protection Social Workers engaged in family finding activities are permitted to private message a child's relatives who may be potential placement resources.
- f. Whenever information obtained from social media is utilized in making decisions on casework, the source or the information must be clearly documented in the case record (i.e., include a screen shot).
- g. Log in to the generic "Door County Human Services Worker" Facebook account to perform any justified work-related access of a client's Facebook pages. Do not utilize your own personal Facebook page to check on client-related information.

5. Use of Technology to Communicate with Clients

DCDHS recognizes that e-mail, texting, and other technologies are becoming increasingly common means of communication. In our human services work, it is necessary to balance the convenience provided by these electronic tools with our need to abide by regulations governing confidentiality, privacy and security. There are also practical concerns regarding record retention mandates and clinical record keeping, which become more challenging when communicating via text or email as opposed to mailed, written notices.

In general, HIPAA allows covered entities and their business associates to communicate Electronic Protected Health Information (e-PHI) with clients/patients via e-mails and texts if either (1) the e-mails and texts are encrypted and/or are otherwise secure; or (2) the covered entity or business associate first warns the patient that the communication is not secure and the patient elects to communicate via unsecure e-mail or text anyway.

Each individual employee (and independent contractor) must verify issues of security, privacy and confidentiality - and record retention - before using a particular means of communication with a client.

- a. Have clients sign the Information Technology Usage Authorization Form, which informs them of the inherent risks associated with the various technologies, and gives them the opportunity to grant or withhold consent.
- b. Always encrypt emails containing e-PHI, even when sending messages to the client who is the subject of the information, by putting Z-Secure in the subject line. This adds another layer to the overall security and confidentiality. The client may respond to us via non-secure e-mail, and we have no control over that,

nor are we responsible for communications they initiate. However, we must secure what goes out on our end.

- c. **Limits on Text Communications:** Texting is only allowed on county owned phones and only with client consent. Texts will be limited to communication of basic information (i.e., appointment notices/reminders/confirmations, phone numbers, coordination of transportation). Refrain from texting any sensitive medical/mental health related information. Avoid back and forth dialogues via text messaging. Direct telephone conversations, face-to-face, or mailed correspondence are more appropriate means of delivering this type of information.
- d. All text communication should be documented in a client's file, just like a telephone call.
- e. To promote the health and wellbeing of our workers and to protect the safety of our clients and liability of the agency, please refrain from using your cell phone to communicate with clients outside of work hours, unless you are the designated on-call worker. Be explicit with clients that they are not to contact your cell phone number (by voice or text) after hours, as you will not be responding to these calls. Ensure clients have the correct after-hours contacts for on-call/crisis situations.
- f. **Limits on Voice Mail Messages:** Due to confidentiality and privacy concerns, voice mail messages should only be left if we have client consent to do so. Voice mail messages will also be limited to communication of basic information as noted in c above. Sensitive medical/mental health related information should not be left on voice mail.
- g. **Limits on Recording Pictures or Images of Clients:** Personal devices are never to be used to capture, record, or store pictures or images of clients. If such images are needed for authorized purposes related to the treatment or care of clients, they should be obtained by authorized persons and only on county-issued equipment. Distribution of photographs or other images to any other entity outside of the Department of Human Services without written permission is prohibited, unless specifically allowed under law.

6. Employer Monitoring

Employees have no expectation of privacy while using the County's technology resources for any purpose. The County has the ability to monitor all such use and may limit employee access and/or withdraw content deemed inappropriate, outside the scope of an employee's authority, or in violation of County policy as determined by the Department Director and/or Human Resources Director.

7. Discipline for Violations

The County will investigate and respond to all reports of violations of this policy. Violations may result in disciplinary action up to and including termination.

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

01-05-2017

