

**Tuesday, February 14,  
2017  
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*

**AGENDA**

**HUMAN SERVICES BOARD MEETING**

1. Call Meeting or Order
2. Roll Call- Establishing Quorum
3. **Adopt** Agenda
4. **Approve** Minutes – January 10, 2017 Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Program Reports
  - a. Birth To Three Program - Verbal Report from Naomi Spritka & Cindy Zellner-Ehlers
  - 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. 2016 Grants Gifts and Donations FYI
  - b. Resignation Letter Amy Higginbotham
  - c. Request to Refill CSP Case Manager position
  - d. Completion of Introductory Period FYI
    - i. Tanya Kavicky-Mels
    - ii. Brett Hayner
    - iii. Cassy Schraft
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
12. Set Next Meeting Date – March 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 HUMAN SERVICES BOARD MINUTES

Tuesday, January 10, 2017

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 January 10, 2017 meeting of the Door County Human Services Board to order at 8:30 am in the Government Center's Chambers Room.

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

Present: Chairman Mark Moeller, Helen Bacon, Roy Englebert, Joe Miller, and Robert Rau

Excused: Tom Leist, Megan Lundahl, Wayne Kudick, and Nancy Robillard

Staff Present: Joseph Krebsbach-Director, Cori MacFarlane-Deputy Director, Ken Pabich-County Administrator, JoAnn Bauman-Finance, Department Accountant, Jake Erickson-Aging Program Manager and Shawn Barlament-Office Manager/Recording Secretary.

Others Present: Beth Lokken and Rebecca Davis

Board members present established a quorum.

**3. Adopt Agenda-**

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

**4. Approve Minutes-**

Bob Rau motioned to approve minutes from November 8, 2016 Public Participation Meeting and regular Human Services Board meeting plus the special meeting of December 27, 2016. This was seconded by Helen Bacon. One correction was made to the November 8, 2016 regular meeting minutes. The first paragraph referenced a date the meeting was called to order. This was changed to November 8, 2016 rather than October 11, 2016. All approved.

**5. Correspondence-**

Joe Krebsbach received an invitation to participate in the Wisconsin County Human Service Association (WCHSA) Eastern Region Board Member group meeting on January 20, 2017. This group previously existed. It was initially formed to include Directors and Human Services Board members. Joe invited board members to participate. The invitation email is attached with additional details.

**6. Public Comment-**

None

**7. Program Reports-**

**a. Birth to Three Program-**

This report will be presented at a later date.

**b. Collective Unit Report –**

No questions were asked.

**c. Director's Report**

- 100% time reporting has been initiated department wide in order to maximize revenue from government sources.
- Several services that included meals, transportation and day time crisis calls increased during 2016.
- For the first time since 2008, Child Welfare Referrals have decreased.
- The Clinical Manager (TCM) software updates required by the Affordable Health Care Act are in process. These include certified electronic health records software and meaningful use, such as e-prescribing and secure messaging with other providers.

**8. Continuing / Pending Business-**

**a. Resource Center Building Updates**

Bids are due on January 12<sup>th</sup>. These will be reviewed on January 19<sup>th</sup>.

**b. Staff Recruitment Updates**

- The Administrative Assistant I position is open until January 18<sup>th</sup>.
- The Financial Manager position title is being changed to Business Manager to help draw additional applicants.
- A plan is being developed for the best methods to solicit psychiatrist applicants along with providing temporary psychiatric services during the search for Dr. O'Rourke's replacement.

**c. Vouchers**

A question was answered about a payment to the Sheriff's Department for overtime, meals and lodging when their services were used to assist with the transportation for a child's return to Wisconsin.

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

None

**10. New Business-**

**a. Approval of Amended 3 Year Aging Plan**

Bob Rau moved to approve the annually amended goals for this 3 year plan. Helen Bacon seconded the motion. All were in favor.

**b. Door County Partnership for Children & Families**

This partnership was created to address gaps and overlaps in community wide services available to assist with preparing children for school readiness. Beth Lokken, the library's Youth Services Coordinator, presented the community resources page that she developed and maintains on behalf of this partnership. Rebecca Davis shared her personal family story using resources provided by our department and the community and talked about the website and Facebook page she developed to assist other parents. Candis Dart, the partnership's coordinator employed through United Way, will present further partnership developments in the future.

**c. Children's Justice Act Grant**

The department has applied for this \$5,000 grant to improve the investigation, prosecution and judicial handling of cases of child abuse and neglect, in a manner that limits additional trauma to the child victim.

**d. Request to Refill Regional comprehensive Community Services Coordinator Position**

This one year old position serves three counties, Door, Kewaunee and Shawano. The program is rapidly growing. Jason Latva has done a tremendous job of launching this program in our county and developing program congruency between these counties. This position supports the collaboration between the three counties and establishes procedures that support state mandates for the program. Roy Englebert moved to refill this position. Bob Rau seconded the motion. All approved.

**e. 2016 Budget Update**

Joe presented the estimated comparison of budgeted to actual revenues and expenditures for Human Resources and the ADRC/Senior Resource Center explaining the differences. The financial year will close in 3 months and a final report will be available. These estimates are included with these minutes.

**f. Social Media Policy**

This department policy will be presented next week at the monthly all staff meeting.

**11. 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.

**12. Next Meeting Date:**

Tuesday, February 14, 2017 beginning at 8:30am in the Chambers Room of the Government Center, 421 Nebraska Street, Sturgeon Bay.

**13. Adjournment:**

Joe Miller motioned and Bob Rau seconded to adjourn the meeting. The motion carried. The meeting adjourned at 10:15am.

Respectfully submitted,  
Shawn M. Barlament, Recording Secretary

**From:** DeGrace, Dorothy [<mailto:DDeGrace@co.winnebago.wi.us>]  
**Sent:** Wednesday, January 4, 2017 6:41 PM  
**To:** Barbara Nelson <[barbexdir@co.menominee.wi.us](mailto:barbexdir@co.menominee.wi.us)>; Topel, Bill <[BTopel@co.winnebago.wi.us](mailto:BTopel@co.winnebago.wi.us)>; Chuck Price <[Chuck.price@co.waupaca.wi.us](mailto:Chuck.price@co.waupaca.wi.us)>; Dawn Buchholz <[dawn.buchholz@co.waushara.wi.us](mailto:dawn.buchholz@co.waushara.wi.us)>; Eric Pritzl <[pritzl\\_ej@co.brown.wi.us](mailto:pritzl_ej@co.brown.wi.us)>; Jason Jerome <[jjerome@co.green-lake.wi.us](mailto:jjerome@co.green-lake.wi.us)>; Jean O'Leary <[Jean.OLeary@dhs.wisconsin.gov](mailto:Jean.OLeary@dhs.wisconsin.gov)>; KREBSBACH, JOE <[Jkrebsbach@co.door.wi.us](mailto:Jkrebsbach@co.door.wi.us)>; John Rathman <john>; [rathman@outagamie.org](mailto:rathman@outagamie.org); Kathy Just, Marinette Co. <[ronaldjust@centurytel.net](mailto:ronaldjust@centurytel.net)>; Kelly Bueschel <[kelly2.bueschel@wisconsin.gov](mailto:kelly2.bueschel@wisconsin.gov)>; Kewaunee County <[khskew@kewauneeco.org](mailto:khskew@kewauneeco.org)>; Lana Draeger <[lana.draeger@co.waupaca.wi.us](mailto:lana.draeger@co.waupaca.wi.us)>; Loretta Shellman <[shellmanof@plbb.us](mailto:shellmanof@plbb.us)>; Lynn Brenner <[brenner.lynn@co.calumet.wi.us](mailto:brenner.lynn@co.calumet.wi.us)>; Mandy Stanley <[Mstanley@co.marquette.wi.us](mailto:Mstanley@co.marquette.wi.us)>; Mike Reimer <[mike.reimer@co.oconto.wi.us](mailto:mike.reimer@co.oconto.wi.us)>; Patricia Dodge <[PatriciaDodge@co.manitowoc.wi.us](mailto:PatriciaDodge@co.manitowoc.wi.us)>; Patricia Lancour <[patricia.lancour@fdlco.wi.gov](mailto:patricia.lancour@fdlco.wi.gov)>; Rick Kane <[rick.kane@co.shawano.wi.us](mailto:rick.kane@co.shawano.wi.us)>; Robert Mattice <[matticer@kewauneeco.org](mailto:matticer@kewauneeco.org)>; Robin Elsner <[relsner@marinettecounty.com](mailto:relsner@marinettecounty.com)>; Rosemary Davis <[davisrv@co.outagamie.wi.us](mailto:davisrv@co.outagamie.wi.us)>; Todd Romenesko <[Romenesko.todd@co.calumet.wi.us](mailto:Romenesko.todd@co.calumet.wi.us)>; Tom Eggebrecht <[eggebtde@co.sheboygan.wi.us](mailto:eggebtde@co.sheboygan.wi.us)>  
**Subject:** WCHSA Board Member Meeting

Greetings,

As I mentioned to several directors prior to the holidays, I plan to re-start the WCHSA Eastern Region Board Member group on Friday, January 20 at 10:00 a.m. to noon, followed by lunch in the Fox Valley Technical College, Appleton cafeteria for all those interested in staying. We will be convening in room B123 near entrance 12 at Fox Valley Tech. There is no registration fee and lunch is on your own.

I will be doing introductions and updates from various counties on what's happening, going over hot topics in Human Services and WCHSA, and we will have a presentation from Trish Sarvela from the Partnership Community Health Center in Menasha. She will talk about the role of Federally Qualified Health Centers now and in the future and will touch on likely changes in the Affordable Care Act.

It should be worthwhile for those interested. Would you please find out which of your Board members are likely to go and get back to me with a head count by 1/13/17.

Thanks.

Bill

**Bill Topel, PsyD**  
*Human Services Director*  
*Winnebago County*  
*220 Washington Ave.*  
*Oshkosh, WI 54903*  
*920-236-1195*  
[btopel@co.winnebago.wi.us](mailto:btopel@co.winnebago.wi.us)

/dd



DOOR COUNTY  
**PARTNERSHIP**  
FOR CHILDREN AND FAMILIES

Through collaboration with current service providers and parents we will work to create a welcoming environment with increased access to resources **where families feel equal, respected and supported** so that there is a greater likelihood that children will be successful in school and the entire family unity bond is strengthened.



Partnership members are committed to working together to ensure that Door County children are safe, healthy, ready for, and successful in school

## Connect with us:

Like us on facebook:

[facebook.com/doorcountyparents](https://www.facebook.com/doorcountyparents)

Check out our Website:

[www.doorcountyparents.com](http://www.doorcountyparents.com)

Calendar of Family Friendly Events:

<http://doorcountyparents.com/events/>

Community Resource Listing:

[www.doorcountylibrary.org/community\\_resources](http://www.doorcountylibrary.org/community_resources)

**920-421-3144**

[doorcountypartnership4children@gmail.com](mailto:doorcountypartnership4children@gmail.com)

**Working together to help families become the best that they can be.**

**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

COMPARISON OF BUDGETED TO ACTUAL REVENUES & EXPENDITURES - ESTIMATES AS OF 12/30/2016 - **UNAUDITED**

Prepared January 6, 2017 by JoAnn Baumann, Door County Finance Department

**REVENUES**

<u>Description</u>	<u>Adopted Budget</u>	<u>Expected Total Revenue</u>	<u>% of Budget Realized</u>	<u>Comments</u>
IDP Emergency Supplemental Funds	\$20,000	\$43,007	215.04%	State allocation greater than what was budgeted.
Youth Aids	\$183,897	\$196,408	106.80%	State allocation greater than what was budgeted.
Juvenile Justice Comm. Intervention	\$4,455	\$4,455	100.00%	
Children's COP	\$56,876	\$35,111	61.73%	May have more End-of-Year expenses
Foster Parent Training	\$2,499	\$902	36.09%	
Child Care	\$55,068	\$46,058	83.64%	
Income Maintenance Consortium	\$352,232	\$500,176	142.00%	State allocation greater than what was budgeted. Added one emp.
Promoting Safe & Stable Families	\$38,069	\$38,069	100.00%	
Kinship Care	\$25,578	\$35,794	139.94%	State allocation greater than what was budgeted.
Safe Havens Grant	\$0	\$27,818	N/A	Grant extended through 3/31/16
Adam Walsh Fingerprinting Program	\$500	\$0	0.00%	No separate allocation for 2016; included in BCA
WHEAP	\$54,041	\$75,565	139.83%	Brought WHEAP in-house October 1, so funding to County increased.
Mental Health Block Grant	\$7,665	\$14,972	195.33%	State allocation greater than what was budgeted.
AODA Block Grant	\$46,281	\$28,455	61.48%	May have more End-of-Year expenses
Birth to Three Program	\$78,408	\$78,408	100.00%	
Initiatives for Coordinated Services	\$60,000	\$52,530	87.55%	
CLTS Waiver Program	\$544,513	\$339,692	62.38%	
Community Mental Health Program	\$103,900	\$103,900	100.00%	
Emergency Detention Grant	\$0	\$13,218	N/A	
Trauma Informed Parenting Grant	\$0	\$4,682	N/A	Grant of \$10,000 running into 2017
Trauma Reimbursement	\$0	\$0	N/A	
CCS Internal Revenue	\$0	\$67,326	N/A	MA reimbursement from County Services
CCS Revenue	\$285,944	\$366,730	128.25%	MA reimbursement from Purchased Services
CCS Coordinator Revenue	\$49,887	\$45,032	90.27%	Revenue from Shawano & Kewaunee Counties for Coordinator; less than budgeted because employee does not take ins.
CCS Reconciliation Revenue	\$0	\$44,202	N/A	Reimbursement for 2015 program
Basic County Allocation (BCA)	\$1,108,685	\$1,118,645	100.90%	
WIMCR	\$132,000	\$0	0.00%	Unknown, but large interim payment from last year may be taken back, so to be conservative, no revenue is anticipated.
Collections				NOT ALL SERVICES HAVE BEEN BILLED AT THIS POINT; THESE ARE AMOUNTS RECEIVED AS OF 12/30/16.
----Alcohol & Other Drug Abuse	\$20,000	\$21,270	106.35%	
----Developmental Disabilities	\$81,000	\$81,807	101.00%	
----Mental Health	\$106,000	\$58,353	55.05%	
----Psychiatrist	\$82,500	\$47,839	57.99%	
----Community Support Program	\$271,000	\$250,697	92.51%	
----Intoxicated Driver Program	\$72,000	\$65,454	90.91%	
----PCW Program	\$124,081	\$74,914	60.38%	
----Miscellaneous Collections	\$10,000	\$23,589	235.89%	Several unbudgeted lines had revenue.
Subtotal - Collections	\$766,581	\$623,923	81.39%	
County Tax Levy	\$3,027,235	\$3,027,235	100.00%	
Allowance for Indirect Costs	\$738,091	\$806,809	109.31%	Increased in 2016
Prior Year Revenues	\$0	\$39,225	N/A	2014 IM and Excess Profits from vendor
Transfers In	\$0	\$7,273	N/A	2.2% Health insurance reduction
<b>Total Revenues</b>	<b>\$7,742,405</b>	<b>\$7,785,620</b>	<b>100.56%</b>	

**EXPENDITURES**

<u>Description</u>	<u>Adopted Budget</u>	<u>Expected Total Expenditures</u>	<u>% of Budget Used</u>	<u>Comments</u>
Agency Administration	\$2,165,118	\$2,173,710	100.40%	Includes county-allocated overhead costs (\$806,809 non-cash item budgeted at \$738,091). Also includes Family Care contribution of \$444,304 for 2016.
All Other DCDHS Staff Costs	\$2,854,670	\$2,691,617	94.29%	
Income Maintenance Purchased Services	\$1,000	\$4,057	405.70%	Allocations increased to \$4080
Birth to Three Program	\$183,300	\$213,079	116.25%	
Developmental Disabilities Purch. Services	\$10,000	\$19,082	190.82%	
Behavioral Health	\$486,040	\$267,457	55.03%	
AODA Block Grant	\$46,281	\$34,865	75.33%	
Initiatives for Coordinated Services	\$145,820	\$40,011	27.44%	Moved contracted CM expense budgeted here to individual programs; hired contracted employees as of 10/3/16
Community Support Program	\$261,828	\$27,382	10.46%	Moved \$171,848 to Community Mental Health sub-dept. - separate funding; \$65,980 still budgeted for Specialized Living Arrangements not used.
Mental Health Block Grant	\$7,665	\$19,508	254.51%	Received additional allocation of 14,286
PCW Program	\$119,081	\$78,331	65.78%	Expenses less than budgeted
CLTS Waiver Program	\$512,368	\$399,441	77.96%	Expenses less than budgeted
Alternate Care	\$438,340	\$251,249	57.32%	Sub-Department split; \$196,408 moved to Youth Aids
Children & Families	\$151,003	\$150,559	99.71%	
Juvenile Community Services	\$35,455	\$30,797	86.86%	
WHEAP	\$51,541	\$43,007	83.44%	After 10/1/16, majority of expenses come from staff & admin costs
Miscellaneous	\$0	\$1,500		
Safe Havens Grant	\$0	\$27,817		Grant ended 3/31/16
CCS	\$220,000	\$455,857	207.21%	Growing program; 100% reimbursement through reconciliation the following year.
Children's COP	\$52,895	\$35,111	66.38%	
Community Mental Health	\$0	\$177,774		New sub-department split from CSP expenses for new allocation.
Youth Aids	\$0	\$198,619		New sub-department split from Alternate Care.
<b>Total Expenditures</b>	<b>\$7,742,405</b>	<b>\$7,340,830</b>	<b>94.81%</b>	
<b>Revenues in Excess of Expenditures</b>	<b>\$0</b>	<b>\$444,790</b>		
<b>SUMMARY - 2016 INPATIENT COSTS</b>	<b>Adopted Budget</b>	<b>Actual Results</b>	<b>% of Budget Used</b>	
Behavioral Health	\$400,000	\$201,764	50.44%	
Intoxicated Driver Program	\$20,000	\$7,088	35.44%	
Totals	\$420,000	\$208,852	49.73%	
<b>SUMMARY - 2016 BUDGET VS. ACTUAL</b>	<b>Adopted Budget</b>	<b>Actual Results</b>	<b>Difference</b>	
Total Revenues	\$7,742,405	\$7,785,620	\$43,215	
Total Expenditures	\$7,742,405	\$7,340,830	\$401,575	
Projected Surplus/(Deficit)	\$0	\$444,790	\$444,790	



<b>NOTE:</b>				
This Comparison of Budgeted to Actual Revenues & Expenditures for 2016 is based on several assumptions:				
1. It is based on an estimate of revenues from state and federal sources that will be collected from several State of Wisconsin departments, although not all of these revenues have yet been received; thus, they are subject to adjustment, up or down.				
As noted above, the Collections are amounts received as of 12/30/16; billing statements for December services will not be mailed until the week of January 9th; therefore, Collections revenues should increase.				
2. It is based on an estimate supplied by the Human Services Director of inpatient expenditures for 2016 that have been incurred but not yet been paid as of the date of this report. While the Human Services Director knows which clients have been admitted to inpatient facilities during 2016, the County is the "payer of last resort" for these expenditures, after other sources of payment (directly from the client, from private insurance, and from Medicaid) have been exhausted. As such, the Human Services Director has estimated what the County's remaining responsibility will be for these inpatient costs.				
3. For expenses, estimates were made using all transactions that had been posted by 12/30/16 plus, in some cases, an additional month's estimate for December bills not yet paid. There may be additional expenses coming through that the preparer was unaware of at the time of this compilation.				
4. Expenditures for the CLTS Program are not paid directly by the Department of Human Services to vendors providing the services to our clients; instead they are paid by a third-party administrator (TPA) with whom the State contracts. Amounts shown above for revenues and expenditures in the CLTS Program are based on what has been posted by the TPA on their data warehouse web site. No allowances have been made for late bills or bills that have been received but not processed for whatever reason by the TPA, or not posted yet on the TPA's data warehouse web site.				
5. As stated at the beginning of this report, these results are estimates based on data and knowledge as of 12/30/2016; thus, they are subject to adjustment.				

**DOOR COUNTY SENIOR RESOURCE CENTER/ADRC**

COMPARISON OF BUDGETED TO ACTUAL & ESTIMATED REVENUES & EXPENDITURES - ESTIMATES AS OF 12/30/2016 - **UNAUDITED**

Prepared January 9, 2017 by JoAnn Baumann, Door County Finance Department

**REVENUES**

<u>Description</u>	<u>Adopted Budget</u>	<u>Expected Total Revenue</u>	<u>% of Budget Realized</u>	<u>Comments</u>
Fed USDA	\$22,716	\$21,853	96.20%	
St Ben Spec	\$50,000	\$56,430	112.86%	
St Alzheimers	\$8,593	\$10,917	127.05%	
St Mls C-1	\$64,185	\$72,657	113.20%	
St Mls C-2	\$23,924	\$30,420	127.15%	
St 3-B	\$50,947	\$43,098	84.59%	
St 3-E	\$16,192	\$17,931	110.74%	
St Community Services	\$5,961	\$5,961	100.00%	
St Transportation	\$96,064	\$92,970	96.78%	
St Aid 3-D	\$2,107	\$1,710	81.16%	
St Elder Abuse	\$13,429	\$13,400	99.78%	
OIC Med Grant (SPAP)	\$6,550	\$6,550	100.00%	
SHIP Grant	\$3,000	\$3,000	100.00%	
DOT 5311	\$617,870	\$604,449	97.83%	
JARC/WETAP	\$22,540	\$22,212	98.54%	
St Aid ADRC	\$380,582	\$390,373	102.57%	
St Aid APS	\$0	\$22,783	N/A	
Subtotal - Grants	\$1,384,660	\$1,416,714	102.31%	
Collections				
----Local Collections-Meals Payments	\$30,000	\$47,591	158.64%	
----Transportation Donations	\$4,300	\$4,951	115.14%	
----C-1 Donations	\$53,000	\$46,720	88.15%	
----C-2 Donations	\$44,500	\$31,779	71.41%	
----Unspecified SRC Donations	\$0	\$3,107	N/A	Current year donations
----Specified Donations-SRC	\$0	\$100	N/A	Current year donations
----Specified Donations-APS	\$0	\$0	N/A	No donations in 2016
----Activity Fees	\$1,200	\$2,579	214.92%	Only fees for exercise room or other activities the SRC charges for; offset to Activities expenses
----Miscellaneous Collections	\$0	\$750	N/A	Box lunch revenue to YMCA; offset to expenses
Subtotal - Collections	\$133,000	\$137,577	103.44%	
County Tax Levy	\$597,683	\$597,683	100.00%	
Allowance for Indirect Costs	\$54,350	\$55,577	102.26%	
Interest Revenue-Investments	\$0	\$1,210	N/A	
Other Revenue	\$0	\$6	N/A	Lease payment for buses
Transfers In	\$101,681	\$15,981	15.72%	For Health insurance additional cost (\$3,594), ADRC temporary office space (\$12,387). NOTE: DID NOT INCLUDE ANY TRANSFER FROM TRANSPORTATION RESERVE, ALTHOUGH THERE IS \$86,081 BUDGETED HERE
<b>Total Revenues</b>	<b>\$2,271,374</b>	<b>\$2,224,748</b>	<b>97.95%</b>	





## DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

Joseph Krebsbach, Director

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2<sup>nd</sup> Floor Fax: 920-746-2439

[dhs@co.door.wi.us](mailto:dhs@co.door.wi.us)

### Human Services Board Agency Updates – February 2017

#### I. Program Changes and Highlights

- A.** On January 17 the **Community Support Program** enrolled its 5th OARS (Opening Avenues to Reentry Success) client. The OARS program has been successfully operating since July of 2010 in Wisconsin. The Department of Health Services (DHS) contracts with Lutheran Social Services of Wisconsin to provide a forensic case manager, Rachel Harrison, who coordinates with Door County Department of Corrections OARS Agent, Sara Siefert. CSP staff are then assigned to provide mental health services and intensive case management services in the community.

The program's vision is to enhance public safety by supporting the successful transition, recovery, and self-sufficiency of offenders with mental health needs as they reintegrate into the community.

The program goals for these clients is:

- To enhance public safety by reducing revocation and recidivism rates.
- To improve the continuity of care for offenders with mental health needs they release from prison to the community.
- To encourage offender involvement in structured activities.
- To promote offender self-sufficiency.

OARS clients are required to have a weekly contact with each member making up their Multi-Support Team and once a month the team meets together to review the strengths and weaknesses of the individual and the services that being provided.

- B.** The annual enrollment process for healthcare through the Federally Facilitated Marketplace recently ended on January 31. Our **Economic Support Division** continues to see applications trickle in. Nationally, 9.2 million people applied for healthcare during this year's enrollment. We continue to monitor current events and other announcements regarding the Affordable Care Act and possible upcoming changes which may impact our clients and services. We also await details on some of the changes proposed in the Governor's budget for public assistance recipients. It appears that certain Foodshare recipients may have added work requirements, for example.
- C.** The **Birth to Three Early Intervention Program** is gearing up for our state self-assessment process due to begin February 20. Staff review practices, client format and files, policies and procedures, child find efforts, etc. all in partnership with the state Department of Health Services. The Birth to Three Coordinator/Educator and Children's Services Manager met with four of the five school districts, along with Head Start and the State DHS to review our transition practices when children turn age three and are transitioned out of the program. A new Memorandum of Understanding was signed as we strive to maintain synchronization between all schools and our program.
- D.** The **Children and Family Support Services** team is also preparing for a state audit of our **Children's Long Term Support** (CLTS) program, scheduled for the first quarter of 2017 (no

specific date has been assigned yet). We continue to do due diligence in preparation of this extensive audit process. We visited last week with our state waiver assigned staff (Kimberly Pretzborn) who spent time with us, reviewing issues of concern related to how to operate several programs for a family that is dually enrolled; paperwork requirements and constraints; and sharing stories of the work we do here in Door County. This meeting was scheduled as a result of a mandate that this person visit Door County several times in person each year.

We submitted our **Coordinated Service Team** final 2016 Performance Plan to the State on January 31, 2017. We are researching options to maximize the use of any left-over, unspent **Children's COP (CCOP)** money from 2016 for any local match funding that may have been required to support our CLTS local match clients. The new written guidelines for CCOP are due out any time. We developed our division 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. We are working hard to deal with the post-holiday issues that keep erupting in families' lives, which keep us busy. Staff are attending school IEP meetings with families this time of year. We've seen a number of client transfers from other counties to Door County. We're working to establish relationships with these families and partner to do the best work we can to support them in their transition.

- E.** As reported last month, the **Child Protection and Juvenile Justice** team is delivering their third round of Trauma-Informed Parenting. Thanks goes to Manager Dori Goddard and Foster Care Coordinator McKenzie Erikson for the long hours put into delivering this training, as well as to the staff who have participated in the training sessions, which are offered on evenings and Saturdays. A shortened version of this training is being developed to deliver to community provider groups such as the Emergency Food and Shelter Coalition. Management and staff have held meetings with our new District Attorney, and we are very pleased with the open communication with this office. Social workers continue to do community outreach and education. Social workers also continue to demonstrate exceptional teamwork, working together to cover an extended staff absence this past month.
- F.** The **Behavioral Health** team continues to remain very busy providing Mental Health, AODA, and CCS services to the residents of Door County. We have been able to accommodate individual requests to begin services in a timely manner, often within one week of their initial telephone screening. Therapists have stepped up to cover daytime crisis contacts and screenings in the absence of the Behavioral Health Case Manager who is currently off on an extended leave. In preparation for Dr. O'Rourke's April departure, we have begun helping clients explore other options for medication management services in the event that we are unable to secure psychiatric services immediately via a new hire, or contracting during the interim. All of our staff are currently utilizing the TCM time management tracking system which should enable the finance department to capture additional funding which may have been missed in the past. Trauma Informed Care continues to remain a major focus for all DHS programs, and several of our staff are actively involved in those initiatives and workgroups, in addition to two therapists continuing to deliver Trauma Focused Cognitive Behavioral Therapy.
- G.** The **Aging & Disability Resource Center** team continues to work on outreach efforts to educate community members throughout the county on what is an ADRC and why/when would a person contact the ADRC. Our emphasis is "Know us before you need us". The brochures for the ADRC's Elderly and Disability Benefits have recently been updated and are ready for print. It is our hope to increase our volunteer network significantly in 2017 in preparation for additional services and programs that will be available in our new building. Currently, we are in the process of adding the

Music and Memory Program to our services to provide comfort to those in the community with dementia while easing their caregiver's challenges.

- H. Barb Larson-Herber, a consultant working with the Behavioral Health Training Partnership, met with the Caregiver Coalition recently, including Aging Program Manager Jake Erickson and I&A Specialist Anna Zahorik, to discuss a training and technical assistance opportunity available to the county. Barb is available to assist the group in planning to help make Door County a **Dementia Friendly Community**. There are also "train the trainer" sessions available in the area of first responder crisis response for persons with dementia. The group was quite interested in both opportunities, and we look forward to the benefits that this grant opportunity will afford us.

## II. Noteworthy Events

- A. AARP Volunteers will be at the Senior Center providing assistance with simple **tax returns** for low income, elderly and disabled. The volunteers will be available by appointment February 7th through April 13th on Tuesdays, Wednesdays and Thursdays.
- B. A cafe-style conversation with providers, schools, and community stakeholders on the topic of **School Mental Health** is scheduled for March 8 at Prince of Peace Church at 1:00. The Deputy Director and managers from Children & Families Support Services, Child Protection/Juvenile Justice, and Behavioral Health have been meeting for the past several months with Sturgeon Bay Schools, the United Way and the Door County Public Health Department on this topic. The Department of Public Instruction has developed a Mental Health Framework, and Sturgeon Bay Public School has been awarded a small grant to work on this project for 2017. Governor Walker's recently released budget announced an additional \$6.5 million for youth mental health — \$3 million for schools to hire more social workers, \$2.5 million for schools to provide mental health services to students, and \$1 million to train educators in mental health screening.

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

- A. Nothing to report this month.

## IV. Training & Staff Development

- A. An in-house **Ethics and Boundaries** training was held on January 13. Staff generated many ideas in follow-up to the training. We are exploring the possibility of creating an agency Ethics Committee to consider ethical issues that arise in the Department and to follow up on implementing some of the additional recommendations.
- B. The annual **WI Home Energy Assistance Program (WHEAP)** Conference and Training was held in Wisconsin Dells from January 30 through February 1st. Economic Support Manager Carol Wautlet attended one day of the training for the WHEAP Coordinator role.

## V. Agency & Community Collaboration

- A. On January 27, Behavioral Health Manager Jay Livingston and Juvenile Justice Social Worker Mark Hill presented on a panel discussion at a town hall-style meeting sponsored by the **Door County Alcohol and Other Drug Coalition**. Jay spoke about alcohol and drug abuse issues and services available through our department. Mark's presentation focused on Adverse Childhood Experiences and the impact of positive parenting and strong adult role models in building resiliency in youth.
- B. The **Emergency Food and Shelter Committee** met on January 19<sup>th</sup>. Economic Support Manager Carol Wautlet represents our Department on this group. This community collaborative

group has expressed concerns about possible upcoming changes to public assistance benefits at the state and federal level.

- C. Department staff (Cori McFarlane, Carol Wautlet and Val Bauldry) recently met with the United Way and representatives of the YMCA and Door County Economic Development Corporation to discuss the **lack of child care resources** in Door County. (Cori and Amy Kohnle of the United Way have had previous meetings on this issue, including a discussion with the Family & Child Care Resources and Encompass Child Care in Green Bay.) The group committed to continuing to meet to work together to try to find solutions.
- D. The **Door County Partnership for Children and Families** Executive Committee (of which Cori McFarlane and Dori Goddard are members) held a strategic planning session on January 20. The group reviewed, and slightly revised, the vision for the Partnership and established priorities for the coming year. These priorities include initiating a screening process to identify at-risk children, getting a recently purchased software system (MPOWR) up and running to connect community agencies, and hiring “navigators” or “community connectors” to reach out to families and help connect them with resources in the community. The Partnership’s Collaboration sub-committee is planning two upcoming trainings: Youth Mental Health First Aid, March 21 in the Government Center Peninsula Room; and LGBTQ Sensitivity & Cultural Diversity Training, April 19, two sessions, morning and afternoon, location to be announced.

## VI. Sharing our Successes

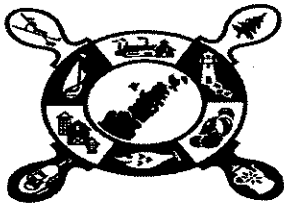
- A. Approximately 100 community leaders attended the Boys and Girls Club Annual Breakfast on February 9 to hear about the great work this organization does in the community. Several Human Services staff were in attendance and beamed with pride as a young man who has been served by our agency spoke to the crowd and was awarded the Teen Member of the Year award. Bryce LeGrave is a 16-year-old sophomore at Sturgeon Bay High School. Bryce is the son of Evonne LaCrosse and step-father Aaron LaCrosse. Bryce was referred to the Department of Human Services in May of 2016 for truancy issues. Bryce had struggled in school and in his home during the previous year. He was credit deficient and owed his family money due to stealing from them. As he shared in his speech, he was down and didn’t feel he had a lot going for him. Now, one year later, Bryce has worked very hard to turn things around for himself. Bryce has rejoined the high school soccer team, held employment at Sonny’s Italian Restaurant, is earning grades of A’s and B’s, and feels happy and hopeful about his future. This turn-around was assisted by support from several dedicated staff in our agency, Bryce’s involvement in the Boys and Girls Club, and ongoing support from his school and family. We are very proud of Bryce’s accomplishments! *(Shared with permission of Bryce and his parents.)*
- B. Our Economic Support workers spend up to 50% of their time on the call center, taking calls from customers in the consortium from any of the five counties. This sometimes means callers have a wait time before their call is taken. Recently a caller made it a point to call back a few days later to specifically say that Jill Whitman was a big help to him with his case. He also admitted that he was somewhat disgruntled and difficult. He wanted her supervisor to know that she was a great help and was very patient.
- C. Economic Support managers also listen in on calls for each worker monthly for quality review on cases. This can be a live call or a recording. Our Economic Support Manager recently listened to a live call on the call center being handled by Eric Olson. The caller’s case had some complicated issues, somewhat due to the fact that many people were working on the case via the call center without resolution, but also due to system issues. Eric provided excellent service, and the caller

thanked Eric about five times in the call, very appreciative of his expertise to work through the system issues and help her. Neither the caller nor Eric knew the supervisor was listening.

- D.** Two of our behavioral health staff, Amy Higgenbotham (Community Support Program Case Manager) and Beth Ziolkowski (Mental Health Therapist) passed exams to earn their therapy licenses this past month. Recently hired Social Worker Brett Hayner also passed his exam for social work licensing. Congratulations to these employees on their accomplishments!

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





**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

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

Joseph Krebsbach, Director  
 1<sup>st</sup> Floor Fax: 920-746-2355  
 2<sup>nd</sup> Floor Fax: 920-746-2349  
[dhs@co.door.wi.us](mailto:dhs@co.door.wi.us)

MEMO

**To:** Human Services Committee  
**From:** Shawn Barlament  
**Date:** 02.14.17  
**Re:** Request for Expenditure Approval

Expenditures since the last committee meeting held 01.10.17:

\$	159.58	Wal-Mart Jan 2017
\$	2,284.38	Elan Credit Card - Feb 2017
\$	20,908.25	Dec 2016 Foster / Kinship Care Payments #259030
\$	12,597.16	Dec 2016 Foster / Kinship Care Payments #259043
\$	<b>35,949.37</b>	

Departmental journal entries not included on the attached voucher list:

\$	33.48	Shred-It - Shredding Nov & Dec 2016
\$	<b>33.48</b>	

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

\$	103,792.37	Monthly Vouchers - Batch 2 (Jan) #259050 - 2016 Expenses
\$	2,752.94	Monthly Vouchers - Batch 2 (Jan) #259065 - 2017 Expenses
\$	4,183.66	Monthly Vouchers - Batch 1 (Feb) #259103 - 2016 Expenses
\$	1,525.81	Monthly Vouchers - Batch 1 (Feb) #259102 - 2017 Expenses
\$	35,949.37	Expenditures since the last committee meeting held 10.8.16
\$	33.48	Amounts paid to other County Departments as per above
\$	<b>148,237.63</b>	

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

\$	69,466.21	Monthly Vouchers - Batch 2 (Jan) #259056 - 2016 Expenses
\$	510.11	Monthly Vouchers - Batch 2 (Jan) #259057 - 2017 Expenses
\$	7,250.36	Monthly Vouchers - Batch 1 (Feb) #259096 - 2016 Expenses
\$	1,999.13	Monthly Vouchers - Batch 1 (Feb) #259097 - 2017 Expenses
\$	312.39	Walmart Card Jan 2017
\$	1,397.76	Elan Credit Card Jan 2017
\$	<b>80,935.96</b>	

\$ **229,173.59** Total Expenditures and Vouchers for approval for 12/2016



1/06/17

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

*February 14*  
MEETING DATE

*2017*

Dept Human Services  
DEPARTMENT

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

G/L DATE: 01/2017 Batch Nbr: 259030

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BRITTNEY NICOLE MARIT	21818	01709 010517	EWISACWIS 01/05/2017 0008063756	803.00
OLIVIA I DEREMO	8116	01709 010517	EWISACWIS 01/05/2017 0008017407	232.00
DEB DOYLE	9479	01709 010517	EWISACWIS 01/05/2017 0008000379	1,965.00
DEBOHRA GIBSON	13963	01709 010517	EWISACWIS 01/05/2017 0006910123	232.00
HELEN MAE BAHR	8485	01709 010517	EWISACWIS 01/05/2017 0008059029	464.00
JULIE LITTERAL	18813	01709 010517	EWISACWIS 01/05/2017 0008043242	928.00
JUDITH A PICHETTE	13223	01709 010517	EWISACWIS 01/05/2017 0008034652	232.00
KATHERINE M SMITH	21729	01709 010517	EWISACWIS 01/05/2017 0008064158	354.58
LISA IVERSON	19164	01709 010517	EWISACWIS 01/05/2017 0008054023	217.03
LOREN R SCHOLL	22022	01709 010517	EWISACWIS 01/05/2017 0008067102	232.00
MONICA G HARRIS	20836	01709 010517	EWISACWIS 01/05/2017 0008057128	232.00
MARYRAE V DUFEK	17937	01709 010517	EWISACWIS 01/05/2017 0008040115	464.00
NORTHWEST PASSAGE LTD	13477	01709 010517	EWISACWIS 01/05/2017 0008021015	10,522.95
RACHEL DEMERATH	21964	01709 010517	EWISACWIS 01/05/2017 0008048945	1,594.00
ROBERTA J WIERICHS	19141	01709 010517	EWISACWIS 01/05/2017 0008019587	1,523.33
TONY BATTEN	16915	01709 010517	EWISACWIS 01/05/2017 0008042309	284.36
TONYA J LAURENT	17043	01709 010517	EWISACWIS 01/05/2017 0008059839	628.00

Batch Total: \$20,908.25 \*\*\*\*  
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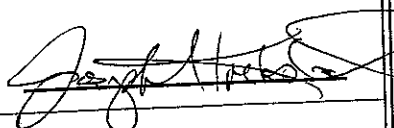
VOUCHER

STATE OF WISCONSIN

Door County

Submitted By:  
kemadoche

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Approved by: Department Head:  


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Approved by: Committee Chair:  
\_\_\_\_\_

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

VENDOR #

VENDOR NAME: **Door County Department of Human Services**

VENDOR ADDRESS:

VENDOR ADDRESS: **2016 Foster/Kinship Care Payroll**

VENDOR ADDRESS:

Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date February 14, 2017

Hold For Approval / Documentation After Processing

↓ This Area to be Completed by Finance Department

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

Fund	Dept	Sub Dept	Account Number	Detail	Sub-Project	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47					eWisacwis Foster/Kinship Care Payroll for December 2016 Second Batch # 259043		\$ 12,597.16	01.11.17		
								<b>\$ 12,597.16</b>	<b>← VOUCHER TOTAL</b>		
<b>VOUCHER TOTAL</b>											

1/11/17

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

February 14, 2016  
MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 01/2017      Batch Nbr: 259043

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMERICAN FOUNDATION OF CNSLNG	7857	01710 010917	EWISACWIS 01/09/2017 0008004685	2,032.36
LUTHERAN SOCIAL SERVICES OF WI	6495	01710 010917	EWISACWIS 01/09/2017 0008035885	10,564.80
Batch Total:				\$12,597.16 **** =====

**VOUCHER**

STATE OF WISCONSIN

2016

Door County

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

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

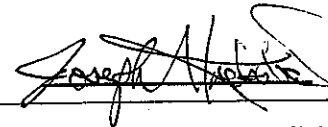
VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:  
bsixel

Approved by: Department Head:  


Approved by: Committee Chair /  
 County Administrator

Added to Voucher Listing

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	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
240	47			SUBMITTED FOR PAYMENT, BATCH #259050 2nd Batch Processing 2017-2016 Invoices		\$103,792.37		various - as attached
VOUCHER TOTAL						\$ 103,792.37	VOUCHER TOTAL	

\* SUMMARY \*  
SCHEDULE OF VOUCHERSCOUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI2016 Vouchers  
January 18, 2017 - 2nd Batch  
MEETING DATEDept Human Services  
DEPARTMENT

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

G/L DATE: 12/2016 Batch Nbr: 259050

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMY LEFEVRE	21173	NOV & DEC 16	NOV & DEC EMPLY MILEAGE REIMB	109.62
ADVOCATES-INDEPENDENT LIVINGII	13325	DEC 16	DEC CCS ADMIN	687.57
ADVOCATES FOR HEALTHY	17929	DEC 16	DEC CCS IND SKILL DEV	6,353.10
AMERICAN FOUNDATION OF CNSLNG	7857	AUG-NOV 16	AUG-NOV CCS IND PSYCH	2,305.20
BETH CHISHOLM	2435	DEC 16	228 DEC EMPLY MILEAGE REIMB	123.12
BAETEN COUNSELING	20427	DEC 16	DEC CCS IND PSYCHOTH	204.00
BARNES & NOBLE BOOKSELLERS	8124	3374293	NOV/BOOKS/TIC LIBRARY	1,114.80
BAY COUNSELING CLINIC, LLP	21177	MAY-DEC 16	MAY-DEC CCS IND PSYCH	2,733.60
BOYS & GIRLS CLUB OF DOOR CNTY	2571	JUN-DEC 16	JUN-DEC CCS IND SKILL DEV	2,679.20
BROTOLOC HEALTH CARE SYSTEM IN	3640	DEC 16	DEC CBRF 31 DAYS	5,471.50
BROWN CO COMUNITY TREATMNT CNT	16015	MAR-APR 16	MAR&APR-NOV&DEC INPNT STAY	18,042.18
CDW GOVERNMENT INC	5929	GKD0586 DEC	6 IPADS	3,900.00
CELLCOM WISCONSIN RSA 10	4818	DEC 16	DEC CCS/HS CELL PHONE CHGS	826.47
DC PRINTING LLC	5245	101308	DEC 16 HS OFFICE SUPPLIES	171.00
DEBRA FEHRMAN	6876	DEC 16	428 DEC EMPLY MILEAGE REIMB	231.12
DOOR COUNTY YMCA	39472	OCT & DEC 16	OCT & DEC RESPITE	127.00
DYNAMIC FAMILY SOLUTIONS	21410	DEC 16	DEC CCS IND PSYCH 4.9 UNITS	499.80
EMILY SCHWARK	20081	DEC 16	194 DEC EMPLY MILEAGE REIMB	104.76
ECONO FOODS	9674	DEC 16	CSP HOLIDAY LUNCH	751.44
EMPOWERMENT OPTIONS	15615	DEC 16	DEC AFH 31 DAYS	10,540.00
FAMILY SERVICES	3841	NOV & DEC 16	NOV/DEC FAMILIES/PAR ED/CRISIS	13,073.03
MARK HILL	2006	DEC 16	DEC EMPLY MILEAGE REIMB	183.60

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
HIRN MENTAL HEALTH COUNSELING	17401	DEC 16	DEC AODA 48 HRS	1,920.00
INNOVATIVE SERVICES, INC.	5078	DEC 16	DEC CCS SKILL DEV	8,769.50
JEAN E BLANCHARD	21062	DEC 16	DEC CCOP SPECIALIZED EQUIPMENT	49.00
JAMIE LOWIS	20961	NOV 16	NOV EMPLY MILEAGE REIMB	64.80
JUSTICEPOINT, INC	21360	DEC 16	YA DEC GPS USER	534.60
MARY KROLL	4143	DEC 16	MEDICAL & SPECIALIZED EQUIPMENT	532.97
LAKESHORE CAP OFFICE	17200	DEC 16	DEC JUV REST/CSP/PEER SPEC	2,544.97
LANGUAGE LINE SERVICES	14606	3980343	DEC INTERPR 465 MINUTES	326.75
MCKENZIE ERICKSON	21771	DEC 16	DEC EMPLY MILEAGE REIMB	112.86
MARYANN SALMON	22090	DEC 16	DEC EMPLY EXPENSE REIMB	726.77
DEVEN MOHRBACHER	1766	NOV & DEC 16	NOV & DEC CCOP CHILD CARE	1,318.26
NAOMI SPRITKA	18398	DEC 16	218 DEC EMPLY MILEAGE REIMB	117.72
OPTIONS LAB, INC	17788	6206 DEC 16	DEC IDP&AODA DRUG SCREENS	160.00
PHOENIX BEHAVIORAL HEALTH SVC	17442	DEC 16	DEC CCS IND PSYCH	3,437.40
PROFESSIONAL GUARDIANSHIPS INC	5008	DEC 16	DEC GUARDIANSHIP SRVCS	198.00
SHERRY PESCH	3394	DEC 16	DEC DD,FC & CSP BK SRVCS	897.75
AMANDA SALLINEN	2569	DEC 16	DEC CHILDCARE	476.00
MICHAEL P SAYERS PHD	8169	DEC 16	DEC PSYCHO SRVCS	2,565.00
JEAN SEVERSON	28575	NOV & DEC 16	NOV & DEC EMPLY MILEAGE REIMB	116.10
SHEBOYGAN COUNTY TREASURER	29071	89455	DEC SHELTER CARE	630.00
SPECIALIZED SERVICES LLC	7694	DEC 16	CCS IND SKILL DEV	7,560.50
STAPLES ADVANTAGE	15069	DEC 2016	DEC HS OFFICE SUPPLIES	311.31
UWSP	7086	CRISIS-66	2016 CRISIS INTERVENTION CONFERENCE	190.00

Batch Total: \$103,792.37 \*\*\*\*  
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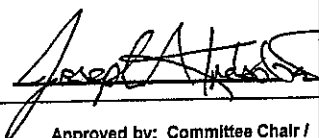
**VOUCHER**

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

↓ This Area to be Completed by Finance Department ↓

PAID BY \_\_\_\_\_

CHECK # \_\_\_\_\_

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 #259065 JANUARY 2017 - 2ND Batch Processing		\$2,752.94		various - as attached	
VOUCHER TOTAL							\$ 2,752.94	VOUCHER TOTAL		

1/18/17

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

2017 Vouchers

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

January 18, 2017 2nd Batch  
MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 01/2017      Batch Nbr: 259065

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ABBY VANS INC	16735	JAN 17	DOOR2DOOR COUPON BOOKS	245.00
HIRN MENTAL HEALTH COUNSELING	17401	JAN 17	JAN AODA & W.I. OUTPNT	900.00
HOPE UCC	3578	JAN 17	USE OF FELLOWSHIP HALL (12/20/17)	200.00
LORI LEMENS	6447	JAN 17	JAN ED/ALTERNATIVE ACTIVITIES	299.99
MICHAEL F BLOEDORN	22089	JAN 17	JAN TRAINING-ETHICS & BOUNDARIES	750.00
MCKENZIE ERICKSON	21771	JAN 17	23 EMPLY MILEAGE REIMB	12.31
STAPLES ADVANTAGE	15069	JAN 17	JAN 2017 HS OFFICE SUPPLIES	287.61
CITY OF STURGEON BAY PARKS DEP	11280	JAN 17	RESERVE SUNSET PARK PAV 8/18/17	58.03

Batch Total:      \$2,752.94      \*\*\*\*  
=====

**VOUCHER**  
**STATE OF WISCONSIN** **2016**  
**Door County**

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

Approved by: Department Head:

*[Signature]*

Approved by: Committee Chair /  
 County Administrator

\_\_\_\_\_

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

New Vendor (Please Assign New #)

One Time Vendor (Please Assign New #)

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

Voucher Listing Signed / Approved

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

Hold For Approval / Documentation  
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CHECK # \_\_\_\_\_

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH #259103 FEBRUARY 2017 - 1ST Batch Processing		\$4,183.66		various - as attached	
					2016 Expenses					
VOUCHER TOTAL							\$ 4,183.66	VOUCHER TOTAL		

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

*2016 Vouchers*

*Feb. 1, 2017 - 1st Batch*  
MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 02/2017      Batch Nbr: 259103

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BAY COUNSELING CLINIC, LLP	21177	NOV 2016	NOV CCS IND PSYCHOTHERAPY	479.40
BOYS & GIRLS CLUB OF DOOR CNTY	2571	DEC 16	DEC CCS SKILL DEV	435.20
DOOR COUNTY YMCA	39472	DEC 2016	2016 CCOP EXPENDITURES	1,303.00
FAMILY SERVICES	3841	SEPT-NOV	SEPT-NOV CCS SKILL DEV	666.50
HELP OF DOOR COUNTY INC	13420	DEC 16	DEC FAMILY ACCESS SOLUTIONS	725.00
THE LOG DEN	8955	OCT 2016	OCT FOSTER PARENT BANQUET	549.56
HEIDIANN ULLMAN	242	DEC 2016	DEC RESPITE 1 NIGHT	25.00

Batch Total:      \$4,183.66      \*\*\*\*  
=====

**VOUCHER**

STATE OF WISCONSIN

2017

Door County

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

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

VENDOR NAME: Door County Dept of Human Services

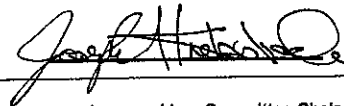
VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:  
bsixel

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Approved by: Department Head:  


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

Added to Voucher Listing

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

Hold For Approval / Documentation  
 After Processing



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

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
240	47				SUBMITTED FOR PAYMENT, BATCH #259102 FEBRUARY 2017 - 1ST Batch Processing		\$1,525.81		various - as attached
VOUCHER TOTAL							\$ 1,525.81	VOUCHER TOTAL	

2/01/17

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

*Feb. 1, 2017 - 1st Batch*  
MEETING DATE

*2017 Vouchers*

Dept Human Services  
DEPARTMENT

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

G/L DATE: 02/2017      Batch Nbr: 259102

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BELLIN MEMORIAL HOSPITAL, INC	6795	27169	JAN RELEASE OF INFORMATION	27.76
DOREEN GODDARD	8060	JAN 17	JAN EMBLY REIMB EXPENSES	13.72
DOOR COUNTY YMCA	39472	JAN 17	JAN YMCA MEMBERSHIP	103.30
SALLY LAURENT	8394	FEB 17	FEB AFH 28 DAYS	900.00
NIGHTENGALE MOTEL	8999	16-121	JAN (1 NIGHT STAY)	75.00
STAPLES ADVANTAGE	15069	JAN 2017	JAN HS OFFICE SUPPLIES	381.03
HEIDIANN ULLMAN	242	JAN 17	JAN RESPITE 1 NIGHT	25.00

Batch Total:            \$1,525.81    \*\*\*\*  
=====



\* SUMMARY \*  
SCHEDULE OF VOUCHERS

ADRC/SRC, 2<sup>nd</sup> batch, JAN. 2017  
2016 INVOICES

MEETING DATE

HS Resource Center  
DEPARTMENT

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

G/L DATE: 12/2016 Batch Nbr: 259056

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
e-pill, LCC	6317	26456 2NDSUB	E-PILL MD2 MED MACHINES	2,209.65
ABBY VANS INC	16735	18620 SRC DEC	D2D TAXI-DECEMBER 2016 HOURS	52,124.10
ADVANCED DISPOSAL SERVICES	18928	18928 DEC2016	DEC WASTE DISPOSAL-SRC	195.75
BROTHERS DAIRY	257	257 DEC2016	RAW FOOD	569.00
CARMEN SCHROEDER	18153	18153 DEC2016	NUTRITIONIST DEC2016	180.00
NELVIE CAULDWELL	4168	4168 DEC2016	15.4 DEC EMPLY MILEAGE REIMB	8.33
DOOR-TRAN	16496	16496 3Q164Q2	3Q16 AND 4Q16 JARC/WETAP PYMT	1,130.00
LANGUAGE LINE SERVICES	14606	14606 SRCADRC	ADRC DEC LANGUAGELINE BILL	18.00
TOWN OF LIBERTY GROVE	33170	33170 DEC2016	DEC MEALSITE-11 DAYS @ \$9/DAY	99.00
MANNS STORE	18770	18770 DEC2016	RAW FOOD	393.22
ROBERT A RAHMLow AND	21501	21501 DEC2016	DEC MEALSITE-9 DAYS @ \$8/DAY	72.00
REINHART FOOD SERVICE	26500	26500 DEC2016	RAW FOOD	3,887.23
GOOD SAMARITAN, SCANDIA VILLAGE	27395	27395 DEC2016	DEC MEALS	396.00
SPECIALIZED SERVICES LLC	7694	1817 DEC16 2	REMAINDER OF BALANCE SHC-GL	29.51
STAPLES ADVANTAGE	15069	3325392027SRC	DEC OFFICE SUPPLIES ADRC/SRC	39.85
STURGEON BAY UTILITIES	30820	30820 DEC2016	DEC UTILITIES SRC	1,237.15
SYSCO	9328	9328 DEC2016	DEC RAW FOOD/NUTRITIONAL SUPPLIES	5,128.72
T R COCHART TIRE CENTER	5725	166896 SRC	FLAT REPAIR SRC BUS	20.00
TIP TOP CLEANERS	10942	10942 DEC2016	DEC LAUNDRY/KITCHEN	170.70
SUZANNE WAGNER	374	374 DEC2016	15 DEC MOW MILEAGE REIMB	8.10
WARNER-WEXEL WHOLESALE & POOL	36120	36120 DEC2016	NUTRITIONAL SUPPLIES	869.79
TOWN OF WASHINGTON	33570	33570 DEC2016	AUG/DEC MEALSITE-8 DAYS @ \$8/DAY	160.00



Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
WISCONSIN DOCUMENT IMAGING	5999	94838A SRC	B/W COPIES-SRC DEC	184.56
WISCONSIN PUBLIC SERVICE	11363	11363 DEC2016	DEC UTILITIES-SRC	300.55
911 LAWN CARE	20083	856725 ADRC	DEC SNOW REMOVAL-DM	35.00

Batch Total: \$69,466.21 \*\*\*\*  
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1/17/17

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

ADRC/SRC, 2<sup>nd</sup> Batch, JAN. 2017  
2017 INVOICES

MEETING DATE

HS Resource Center  
DEPARTMENT

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

G/L DATE: 01/2017      Batch Nbr: 259057

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
CELLCOM WISCONSIN RSA 10	4818	4818 JAN2017	ADRC/SRC CELL SVCS (01/06-02/05)	291.95
GARY HANSON	13074	13074 JAN2017	53 JAN EMPLY MILEAGE REIMB	28.36
JIM OLSON FORD LINCOLN, LLC	20492	20492 15237	SRC BUS-O/F, BULB REPLACEMENT	83.05
WI ASSOC OF BENEFIT SPECIALIST	10193	10193 2017	WABS MEMBERSHIP-MB & JH	70.00
WIL KIL PEST CONTROL	6359	6359 JAN2017	JAN PEST CONTROL-SRC	36.75

Batch Total:                      \$510.11      \*\*\*\*  
=====



1/31/17

2016 INVOICES

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

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

*ADRC/SRC, 1<sup>st</sup> batch, Feb. 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: 12/2016

Batch Nbr: 259096

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ENERGETIX	14200	A121641950	RANDOM DRAW BREATH TEST-JC	35.00
N E W CURATIVE\SENIOR AIDES PR	11446	11446 4Q16	4Q16 SR. AIDE PAYMENT-RK	150.00
STAPLES ADVANTAGE	15069	3326541417SRC	ADRC/SRC DEC OFFICE SUPPLIES	76.99
SUNSHINE HOUSE INC	31820	31820 4Q16	4Q16 TRANSP EXP PYMT	6,988.37
Batch Total:				\$7,250.36 **** =====



COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

*ADRC/SRC, 1st Batch, Feb. 2017*

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

HS Resource Center  
DEPARTMENT

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

G/L DATE: 02/2017      Batch Nbr: 259097

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMY L KONOP	18248	18248 JAN2017	51.40 JAN MOW MILEAGE REIMB	27.50
CARMEN SCHROEDER	18153	18153 JAN2017	JAN NUTRITIONIST	165.00
CHRISTINE WISNIEWSKI	19268	19268 JAN2017	36 JAN MOW MILEAGE REIMB	19.26
ECONO FOODS	9674	9674 JAN2017	RAW FOOD	1,118.06
GEORGE J KLEIST	17474	17474 JAN2017	20 JAN MOW MILEAGE REIMB	10.72
GREGORY W VIRLEE	19080	19080 JAN2017	25 JAN MOW MILEAGE REIMB	13.39
HENRY F DITTMER	17282	17282 JAN2017	59.20 JAN MOW MILEAGE REIMB	31.68
JOSEPH E HEILMAN	5354	5354 JAN2017	15 JAN MOW MILEAGE REIMB	8.04
JENNIFER BENDER	20934	20934 JAN2017	49.20 JAN EMBLY MILEAGE REIMB	26.33
JOHN M O'GARA	18116	18116 JAN2017	12.60 JAN MOW MILEAGE REIMB	6.76
JAMIE STEPHAN	17906	17906 JAN2017	515 JAN EMBLY MILEAGE REIMB	275.53
JAMES R STIEFVATER	19378	19378 JAN2017	47.50 JAN MOW MILEAGE REIMB	25.41
KATHLEEN ASH	19673	19673 JAN2017	5 JAN EMBLY MILEAGE REIMB	2.68
ROBIN MARK	20044	20044 JAN2017	59.50 JAN EMBLY MILEAGE REIMB	31.83
STAPLES ADVANTAGE	15069	15069 JANSRC	3327769253 JAN ADRC/SRC OFFICE SUPPLIES	42.93
ARNE THOMPSON	13154	13154 JAN2017	64.20 JAN EMBLY MILEAGE REIMB	34.35
SUZANNE WAGNER	374	374 JAN2017	27 JAN MOW MILEAGE REIMB	14.85
WI ASSOC OF BENEFIT SPECIALIST	10193	10193 JAN2017	EBS MANDATORY GWAAR TRG-MB	100.00
WISCONSIN DOCUMENT IMAGING	5999	85304A SRC	STAPLES FOR NEW COPIER	44.81

Batch Total:            \$1,999.13      \*\*\*\*  
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Date: February 2, 2017

To: County Board

From: Joseph Krebsbach

Re: 2016 Donations

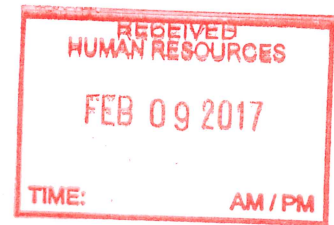
The following Gifts Grants and donations were all received specific to the Senior Center or for Senior Services.

Elaine Gabert for Halloween Party expenses .....	\$100.00
Walter Burnap .....	\$500.00
M. Martinez .....	\$26.00
St. Paul's Lutheran Church .....	\$300.00
Tax prep donations.....	\$2,541.00
Veterans of Foreign Wars-Door Co. Post 3088 – Vet's Day lunches .....	\$150.00
Miscellaneous cash & memorials.....	<u>\$40.51</u>
	\$3,657.51

The following were not direct money contributions but noteworthy nonetheless:

CVS – bread & coffee donations.....valued at.....	\$182.33
Scaturios – bread donation.....valued at .....	\$123.50
Alexander's Restaurant - Meat & bread donations..... valued at.....	\$4,914.31
Lakeshore Cap – bread donation.....valued at.....	\$165.59
Maas Floral – poinsettia donation.....valued at.....	\$224.82
Volunteered Hours...3,900.5 total Hrs. valued at 22.48/ hr .....	\$87,683.24





Amy Higginbotham  
1126 N. 8<sup>th</sup> Court  
Sturgeon Bay, WI 54235  
(920) 559-9001  
[Mrs.higgy@rocketmail.com](mailto:Mrs.higgy@rocketmail.com)

Joe Kresbach  
Door County Department of Human Services  
421 Nebraska Street  
Sturgeon Bay, WI 54235  
(920) 746-7155

February 3, 2017

To whom it may concern:

This letter is written to inform you of my resignation from the Community Support Case Manager effect April 28<sup>th</sup>, 2017. I have spoken with my supervisor Sheryl Flores and the rest of the CSP team so they are aware of my resignation.

I am hoping this will give ample time to make a smooth transition for the team, clients and on-call coverage. If I can help with making this transition easier, please let me know.

Sincerely,

A handwritten signature in black ink that reads 'Amy Higginbotham'. The signature is written in a cursive, flowing style.

Amy Higginbotham



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

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

## Memo

To: Human Services Board

From: Joe Krebsbach

CC: Administrative Committee

Date: February 9, 2017

Re: Request to Refill Community Support Program (CSP) Case Manager position

---

The CSP Program serves our residents with a severe and persistent mental illness. We have three Case Management positions in this program. A case manager by statute cannot have more than 20 cases. The program currently serves 53 consumers, with another admission scheduled for March. The goal of this program is to help these individuals integrate into our community and to keep them out of hospital placements. Providing services in the community is much more cost effective and provides better outcomes for our consumers.

I would be glad to answer any questions that you have about the program or the need for the position. I am respectfully requesting permission to refill the position.

Joe

## Request to Refill Position

Must follow the process in the Administrative Manual, Section 2.04 – Creation and Classification of Positions.

### DEPT. HEAD TO COMPLETE:

Department Human Services Position Title: Community Support Case Manager

Position Status:  Currently vacant  Will be vacant Date Vacant: April 28<sup>th</sup>, 2017

Full Time  Part Time  Limited Term  Project Hours per week: 40

Reason for Vacancy:  Separation  Transfer  Retirement  Resignation  Death

Discuss turnover with the department in the previous 18-24 months: 8 Refills since Jan. 2016

Transfer: why is the new position more attractive to employee than current one? \_\_\_\_\_

Name of Current / Most Recent Incumbent: Amy Higginbotham

Is office space, furniture, and office equipment available?  Yes  No

If not, explain plan to obtain: \_\_\_\_\_

Reviewed, updated, and submitted to Human Resources:

Job Analysis Questionnaire

Job Description

Completed by: Joe Krebsbach Date 1-9-17

### Financial Information:

Salary Range: H - \$22.56 - \$25.78 Is the Position Budgeted:  Yes  No

Funding Source:  Levy % 100  Grant Funded % \_\_\_\_\_  Other \_\_\_\_\_ % \_\_\_\_\_

Fiscal Impact, from Finance Department, completed and attached

### HR TO COMPLETE:

EEO Professional FLSA Status Exempt

Human Resources has performed a position review? KH (HR initial)

The Job Analysis and Job Description have both been updated and signed? KH (HR initial)

### Approvals:

County Administrator \_\_\_\_\_ Date \_\_\_\_\_

Oversight Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.

I want to participate  I do not wish to participate

Administrative Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.

I want to participate  I do not wish to participate

## County of Door

### Case Manager-Community Support Program

<b>Job Title</b>	Community Support Program Case Manager/Worker	<b>Last Revision</b>	10/26/2015
<b>Department</b>	Human Services	<b>HR Reviewed</b>	01/01/2017
<b>Division</b>	Community Support Program	<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Community Support Program Manager	<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	H	<b>EEO Code</b>	02 – Professionals

#### General Summary

Responsible for a wide range of highly creative case management services, provide individualized client centered treatment to facilitate, assist and enhance the ability of persons diagnosed with chronic persistent mental illness live in the community and reduce their risk of hospitalization.

#### Duties and Responsibilities

##### Essential Job Functions

1. Maintain a regular schedule of supportive 1:1 contacts both in-home and office contacts to monitor the client's day to day functioning, and symptoms.
2. Report medical/psychiatric concerns directly to CSP Coordinator and prescribing psychiatrist.
3. Provide support, crisis intervention, assist in development of natural supports, make necessary referrals for services, assist with activities of daily living and advocate for their clients to maximize their functional level as displayed by the consumer's community adjustment.
4. Complete required paperwork for state certification to include daily documentation of all 1:1 contacts and collateral contacts as well as treatment plans and crisis plans every 6 months,
5. Attend all psychiatric appointments and medical appointments as time allows.
6. Assist as necessary clients applying for Disability Benefits, Medicaid Applications and Reviews, Rental Assistance / Housing Authority, Energy Assistance, Payee Services, etc.
7. Provides coordination, including transportation as necessary, to ensure client attendance at clinical/medical appointments and other services necessary in the clients' case plans and/or for the client's well being.
8. Works with family members and significant others to provide support, education and maximize participation in clients' treatment programs.
9. Participates, along with other CSP staff, in organizing, facilitating and conducting large social, recreational and/or educational events or programs.

##### General Job Functions

1. Monitors Commitments and WATTS Reviews as needed.
2. Provides after hours emergency "On-call" services on rotating basis with other clinical staff.
3. Performs other related duties as assigned by the Program Director which may involve CCS case facilitation.

#### Requirements

##### Training and Experience

1. Graduate of a certified college or university with a Bachelors Degree in Social Work or related field required. MSW degree preferred.

**County of Door**  
**Case Manager-Community Support Program**

2. Two years of services working with individuals with severe and persistent mental illness required.
3. Complete State on-line training to be approved as screener for MH/AODA functional screen within six months.
4. Complete 40 hours of Crisis Services training to meet HFS 34 Crisis Orientation within 3 months.
5. Current valid Wisconsin drivers license required and automobile in good working condition.

**Knowledge, Skills and Abilities Required**

1. Demonstrated knowledge of the principles and practice of community mental health services and the ability to work therapeutically; deliver a broad range of intervention services to individuals with chronic persistent mental illness and their families.
2. Good organizational skills to assess arrange and conduct a variety of services as appropriate in often rapidly changing situations.
3. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
4. Maturity, good judgment and a high degree of patience.
5. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
6. Basic computer skills. Working knowledge of Word and Outlook are used for documentation and scheduling.

**Physical & 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.

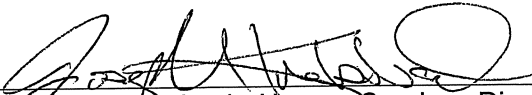
Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and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

Client's residences may have varying degrees of limits and potential harm or injury to self. Driving vehicle at all times of the day in varying climates.

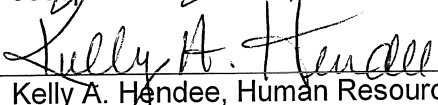
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

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

2/9/17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kelly A. Hendee, Human Resources Director

2/9/17  
\_\_\_\_\_  
Date

Door County Human Resources Form #: 2015-05		Title: <b>Job Analysis Questionnaire</b>
Date Created 04/2015	Date Revised 10/2015	Admin. Manual or Handbook Reference: <b>Administrative Manual, Section 2.04 – Creation &amp; Classification of Positions</b>

Current Position Title: Case Manager – Community Support Program

Department Human Services Division Community Support Program

Report to: (position title): Reports to the Community Support Manager.

**A. Job Summary (Purpose):** Use two or three brief, **specific** statements to summarize the overall purpose of the job.

Responsible for a wide range of highly creative case management services; provide individualized client centered treatment to facilitate, assist and enhance the ability of persons diagnosed with chronic persistent mental illness live in the community and reduce their risk of hospitalization. 50% of the work week consists of assisting consumers with activities of daily living in the community. Reports directly to the Community Support Coordinator, works as part of the multidisciplinary team consisting of psychiatrist, RN, MSW, CM and Mental Health Technician.

**B. Fundamental duties of the position**

- Write one duty per numbered space.
- Rank the duties in order of importance. The most important duty should be number one.
- After listing the specific duties, enter the percentage of time spent on each.
- Indicate which of the items are essential, which is determined considering the following:
  - Does the position exist to perform this function? OR
  - Are there a limited number of employees who can do this duty? Particularly, to the extent that if this position did not perform this duty, it would not get done? OR
  - Does the function require highly specialized skills or expertise that most other employees do not possess? Would the person be hired specifically because of their skill or expertise in performing the function? (i.e. A draftsman is hired because of their skill in precision drawing).

If "yes" can be answered to any of the above, mark "yes" in the "essential function" column.
- Indicate whether other employees in the department perform this function.

Item No.	Duty	% of Total Time	Essential		Do Others Perform the Same Duty?	
			Yes	No	Yes	No
1.	Direct case management responsibility for caseload of 18 to 20 individuals with chronic persistent mental illness; 50% of supportive 1:1 contact is in the community; remainder in office or other medical settings.	60	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Responsible for maintaining CSP Treatment plan on each consumer yearly; 6 month TX plan reviews; MH/AODA functional screens yearly and daily documentation of all supportive 1:1 contacts, phone calls and collateral contacts.	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Provide after hour Crisis On-Call Service on a rotating basis along with Behavioral Health clinical staff.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Works with Corporation Counsel to complete Emergency Detention orders, Commitment Extensions and WATTS Reviews as required by DCDHS on assigned cases.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Work with family members and significant others to provide support, education and maximize participation in client's treatment groups and larger socialization groups in community settings.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Supervisory Responsibility:** Write the position titles of all employees who report directly to you. Also, indicate the number of employees who in turn report to them. Write "none" if this is not applicable.

Position Title	# of Employees who in turn report to them	Position Title	# of Employees who in turn report to them
None			

Check below those supervisory responsibilities that are a part of your job:

- |   |  |  |                                     |
|---|--|--|-------------------------------------|
| <input type="checkbox"/> Instruct / train         | <input type="checkbox"/> Assign Work                   | <input type="checkbox"/> Coordinate Activities   |                                     |
| <input type="checkbox"/> Review Work              | <input checked="" type="checkbox"/> Maintain Standards | <input type="checkbox"/> Plan Work of Others     |                                     |
| <input type="checkbox"/> Act on Employee problems | <input type="checkbox"/> Schedule/allocate personnel   | <input type="checkbox"/> Schedule work of others |                                     |
| <input type="checkbox"/> Select new employees     |  |  |                                     |
| <input type="checkbox"/> Transfer / promote?      | <input type="checkbox"/> (Recommend?)                  | <input type="checkbox"/> (Approve?)              |                                     |
| <input type="checkbox"/> Performance Evaluations  | <input type="checkbox"/> (Recommend?)                  | <input type="checkbox"/> (Conduct?)              | <input type="checkbox"/> (Approve?) |
| <input type="checkbox"/> Discipline               | <input type="checkbox"/> (Recommend?)                  | <input type="checkbox"/> (Conduct?)              | <input type="checkbox"/> (Approve?) |
| <input type="checkbox"/> Discharge                | <input type="checkbox"/> (Recommend?)                  | <input type="checkbox"/> (Conduct?)              | <input type="checkbox"/> (Approve?) |
| <input type="checkbox"/> Salary Increases         | <input type="checkbox"/> (Recommend?)                  | <input type="checkbox"/> (Conduct?)              | <input type="checkbox"/> (Approve?) |

**C. Work Relationships:** For any of the contacts listed below that you have regarding company business, indicate the frequency (e.g. daily, weekly, monthly, etc.) and nature or purpose (e.g. obtain /provide information, negotiate contracts, etc.) of the contact.

CONTACT	PURPOSE OF CONTACT	FREQUENCY
<u>Employees</u> in same or other department(s) Behavioral Health Staff and Behavioral Health Manager	DCDHS Crisis Team meets for Crisis Debriefing 8:10 am on Mondays.	Weekly
Other <u>Departments</u> (list other departments) Economic Support	Assist CSP consumers complete Medicaid and Food Share Reviews.	Every 6 months/as scheduled.
Customers – General Public (list all) Consumers referred to CSP by Clinic Psychiatrist. Door County residents in need of mental health crisis intervention.	Provide case management services for caseload not to exceed 20 certified CSP consumers. Crisis on-call provider as part of a rotating schedule.	Daily CM services. Weekly crisis rotation.
Suppliers/Vendors Family Services Crisis Center – 24/7 phone coverage	Take initial crisis calls 24/7 and dispatch mobile crisis workers as needed.	Weekly
Community / Trade / Professional Housing allowance	Assist clients with rental assistance and housing inspections.	Every 6 months as scheduled for consumer.
Federal / State Gov't =. / Regulatory HFS-63	CSP is certified by the Dept. of Health and Family Services.	Participate in agency site visits/recertification as scheduled
Other (specify): Lakeshore Cap, Inc.	Assist CSP clients to access food commodities.	Monthly

**D. Minimum Education , Experience and Certification Requirements**

**Education:** Check the statement below which indicates the educational requirements for the job (not necessarily your educational background). If a higher degree of education is preferred, please check the appropriate column.

Required	Preferred:		
<input type="checkbox"/>	<input type="checkbox"/>	No formal education	
<input type="checkbox"/>	<input type="checkbox"/>	Less than high school education	
<input type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent	
<input type="checkbox"/>	<input type="checkbox"/>	Associate's degree or equivalent	Major:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree or equivalent	Major: BSW – Social Work with three year's experience with CMI population
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate work or advance degree	Specify: MSW with one year work experience with CMI population
<input type="checkbox"/>	<input type="checkbox"/>	Professional license required (list below under certification)	

**Experience:** Check the amount of experience needed to perform this job (not the experience you brought to the job)

<input type="checkbox"/>	No previous experience required.
<input type="checkbox"/>	Up to one year of experience required.
<input checked="" type="checkbox"/>	One to at least three years' experience required.
<input type="checkbox"/>	Over three years and up to and including six years' experience required.
<input type="checkbox"/>	Over six years and up to and including nine years' experience required.
<input type="checkbox"/>	Over ten (10) years of experience required.
<input type="checkbox"/>	Experience in related field
<input type="checkbox"/>	Experience in (specify):

**Certification:** List any licenses, certifications, statutory requirements or registrations required for this position. Use the exact name of license, certification, etc.

1.	MSW Licensed to practice in the State of WI with proof of 3000 hours supervised practice.		
2.	BSW Licensed to practice in the State of WI with three years direct work experience with adults (CMI population)		
3.			
4.			
5.			
6.	Valid State of Wisconsin Driver's License Required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> CDL	Endorsement Required:	



**E. Equipment and Machinery:** Indicate equipment and/or machinery that is necessary to accomplish the job, and the amount of time per week which involves using each piece of equipment.

No.	Equipment Used	Freq.	Daily	Weekly	Monthly	As Needed
1.	No equipment used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Basic office equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Typewriter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Computer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Copy machine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Calculator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Fax machine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Hand Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Hammers, wrenches, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Electrical power tools: saws, drills, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Gas power tools: weed-eater, chain-saw, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Yard/Garden tools: shovel, rake, broom, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Weapons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Handguns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Rifle/Shotgun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Baton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Communication Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Telephone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Cell Phone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Mobile data terminal (MDT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Pager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Vehicles:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Automobiles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Light truck (pick-up)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Heavy truck (dump truck, fire truck, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Construction/heavy equipment (loader, tractor, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g. Boat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Medical Apparatus/Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. First aid equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Oxygen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Electronic monitoring equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Patient transport apparatus (spine board, stretcher, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Miscellaneous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**F. Physical Demands:** For each of the activities, please answer the questions asked regarding the intensity, precision and frequency of the listed items.

	Not Required	Required only in unusual situations	Required for 1 hour or less per shift	Required for approx. 2 hours per shift	Required for approx. 4 hours per shift	Required for 6 or more hours per shift
Activity: Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light lifting: 10# max and occasional lifting of small articles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light lifting: 20# max	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 50# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 60# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy lifting: 100# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy lifting: in excess of 100#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light carrying: 10# max	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light carrying: 20# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 50# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 60# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy carrying: 100# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy carrying: in excess of 100#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Running	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Swimming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Physically controlling another person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Climbing stairs or ladders up or down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs/routine non-emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs emergency – i.e. pursuit of suspect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – routine – i.e. changing light bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – emergency – i.e. Fire truck aerial ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing while carrying – i.e. carrying parts, stretcher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching up (to high shelf)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching across (work bench)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching down (to floor)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**G. Working Conditions – Environmental Conditions:** Check any conditions encountered on an annual basis

Condition	Rarely	Occasionally	Constantly	Seasonally
Dirt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness/humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibrations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden temp. changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Darkness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Health and Safety:** Check any of the following encountered on the job and note the frequency each is encountered

Electrical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights above 10 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bodily Injury – physical attack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving vehicles/traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (allergies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**H. Additional Physical Requirements:** List any additional physical activities, not previously listed, which are required in the position. Also list the frequency with which the activity is performed.

Demonstrate knowledge of the principles and practice of community mental health services and the ability to work therapeutically; deliver a broad range of intervention services to individuals with chronic persistent mental illness and their families. Good organizational skills to assess arrange and conduct a variety of services in rapidly changing crisis situations both in and out of the office. Staff must display maturity, good judgment and a high degree of patience in stressful work situations. Automobile in good working condition, proof of auto insurance, with valid driver's license; must use own vehicle when county vehicle is not available to transport clients to and from appointments. Basic computer skills to operate Word and Outlook programs. 50% of service hours are to be provided in client's home or community settings.

**I. Location:** Check the location where the majority of the work is performed.

- Office / indoors
- Shop / warehouse
- Vehicle
- Outdoors
- Other: Client's home, JAK's Place, Medical Appointments, etc. – 50%

**Supervisor Review:**

I. Your signature below indicates that you have reviewed this questionnaire. If you want to make revisions, please enter them in the margins in the appropriate spaces. Use extra paper if you need to, numbering your comments to match the items in question. These items will be reviewed with you before a final position description is prepared.

II. How many employees under your supervisor perform the same job described above by this employee? Three

III. Supervisor Comments \_\_\_\_\_

**Signature Approvals**

Supervisor \_\_\_\_\_  
 Name Title Date

Dept. Head \_\_\_\_\_  
 Name Title Date

# REQUEST FOR FISCAL IMPACT INFORMATION

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

CHANGE FTE/Hours

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

CHANGE JOB CLASS/STEP

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

Position Title  
 Effective Date  
 Department

Case Manager - CSP

\_\_\_\_\_ 6 Mo \_\_\_\_\_  
Human Services Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Case Manager - CSP Pay Range H Min Step</b>									
1.00	\$22.56	46,925				31,900			78,825
<b>Current Case Manager - CSP 2017 Budget</b>									
1.00	\$26.52	55,162				33,465			88,627
<b>Total Salary and Benefit Decrease</b>									<b>(9,802)</b>
FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Case Manager - CSP Pay Range H Control Pt</b>									
1.00	\$25.78	53,622				33,172			86,794
<b>Current Case Manager - CSP 2017 Budget</b>									
1.00	\$26.52	55,162				33,465			88,627
<b>Total Salary and Benefit Decrease</b>									<b>(1,833)</b>

Dept Head Signature

*Mark E. Janich*

Finance Director

Date

*2/9/2017*

**Disclaimer: This Fiscal Impact does not include Step 2 \$23.20, Step 3 \$23.85, Step 4 \$24.49, or Step 5 \$25.14.**

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**

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

Joseph Krebsbach, Director  
1<sup>st</sup> Floor Fax: 920-746-2355  
2<sup>nd</sup> Floor Fax: 920-746-2349  
dhs@co.door.wi.us

February 9, 2017

Human Services Board  
Chairman: Mark Moeller  
421 Nebraska St.  
Sturgeon Bay, WI 54235

RE: Completion of Introductory Period

Employee Name: Tanya Kavicky-Mels  
Position: Behavioral Health Psychotherapist  
Start Date: May 23, 2016

Tanya Kavicky-Mels has successfully completed her six month probationary period as a psychotherapist with the Behavioral Health Program. She was initially hired as a Case Manager and subsequently transferred to her current role in May, 2016. She possesses excellent clinical judgement and skills which translates well when working with very challenging children and family cases. She has played a vital role in assisting all of DHS in our journey to become a Trauma Informed Care Agency. She arrived at DHS approximately one year ago with a wealth of knowledge and experience surrounding TIC which she obtained while working in the San Diego area. Tanya is also an active member of the on-call crisis team and tirelessly performs her duties 24/7 during her scheduled shifts.

Tanya Kavicky-Mels has satisfactorily completed her introductory period and I unequivocally recommend that she be transferred to regular status effective November 23, 2016.

Sincerely,

Jay Livingston LPC, SAC  
Behavioral Health Program Manager  
Department of Human Services

CC: Administrative Committee  
Human Resources Department



**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

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[dhs@co.door.wi.us](mailto:dhs@co.door.wi.us)

February 2, 2017

Human Services Board  
Chairman: Mark Moeller  
421 Nebraska St.  
Sturgeon Bay, WI 54235

RE: Completion of Introductory Period

Employee Name: Brett Hayner

Position: Social Worker

Start Date: May 23, 2016

Brett Hayner has successfully completed all requirements of his introductory period. He has completed all necessary orientation and training and has passed the exam to obtain his certification as a Social Worker in the state of Wisconsin. Brett has built his caseload over the past several months and has been a nice addition to the Children and Families Division in his role as Juvenile Justice social worker. It is without reservation that I recommend that Brett move to regular status effective February 24, 2017.

Sincerely,

A handwritten signature in black ink, appearing to read "Dori Goddard", is written over a horizontal line.

Dori Goddard  
Children & Families Manager  
Department of Human Services

CC: Administrative Committee  
Human Resources Department



**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

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Sturgeon Bay WI 54235  
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2<sup>nd</sup> Floor Fax: 920-746-2349  
dhs@co.door.wi.us

February 9, 2017

Human Services Board  
Chairman: Mark Moeller  
421 Nebraska St.  
Sturgeon Bay, WI 54235

RE: Completion of Introductory Period

Employee Name: Cassy Schraft  
Position: Behavioral Health Psychotherapist  
Start Date: August 15, 2016

Cassy Schraft will be successfully completing her six month probationary period as a psychotherapist with the Behavioral Health Program. She has integrated quickly into our BH clinical team and also serves as a Service Facilitator for clients in our CCS Program. She possesses the skills and knowledge to function independently when necessary and she continually exhibits sound judgement when required to make difficult decisions as part of her 24/7 crisis on-call responsibilities. Her enthusiastic and positive demeanor has been a true asset to our team on a daily basis and she has earned the respect of her colleagues in a relatively short period of time. She exhibits strong collaborative skills which are invaluable to the multifaceted role her position involves.

Cassy Schraft will have successfully completed her introductory period on February 15, 2017, and I would unequivocally recommend that she be transferred to regular status at that time.

Sincerely,

Jay Livingston LPC,SAC  
Behavioral Health Program Manager  
Department of Human Services

CC: Administrative Committee  
Human Resource Department

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

02-01-2017

