

**Tuesday, March 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 – February 14, 2017 Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Program Reports
 - a. Child Protection & Juvenile Justice - Verbal Report from Dori Goddard
 - b. Trauma Informed Care Presentation
 - c. Collective Unit Report
 - d. 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. Request to Carry Over 2016 Donations to 2017 – Aging & Disability Resource Center
 - b. FYI – Resignation Letter from Rachelle Gramann
 - c. Re-organization of ADRC/Aging Program
 - d. Request to Refill the ADRC Director Position
 - e. Deposit for TeleHealth Contract
 - f. State Budget Overview
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
12. Set Next Meeting Date – April 11, 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 Human Services Committee.

Deviation from the order shown may occur.

DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Tuesday, February 14, 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 February 14, 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, Wayne Kudick, Megan Lundahl, Joe Miller, Robert Rau, and Laura Vlies Wotachek

Excused: Tom Leist

Staff Present: Joseph Krebsbach-Director, Cori MacFarlane-Deputy Director, Ken Pabich-County Administrator, JoAnn Bauman-Finance, Department Accountant, Cindy Zellner Ehlers-Children's Services Program Manager, Naomi Spritka-Birth to Three Educator & Service Coordinator, and Shawn Barlament-Office Manager/Recording Secretary.

Board members present established a quorum.

3. **Adopt Agenda-**

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

4. **Approve Minutes-**

Bob Rau motioned to approve minutes from the regular Human Services Board meeting held on January 10, 2017. This was seconded by Joe Miller. All approved.

5. **Correspondence-**

None

6. **Public Comment-**

None

7. **Program Reports-**

a. **Birth to Three Program-**

Cindy Zellner-Ehlers and Naomi Spritka shared the guiding principles of the program. The Birth to Three Program brochure, fact sheet and the Children and Families Supports and Services brochure is attached to these minutes for reference.

b. **Collective Unit Report –**

No questions were asked.

c. **Director's Report**

None

8. **Continuing / Pending Business-**

a. **Resource Center Building Updates**

Construction begins February 20th. The trailer that currently houses several ADRC and Senior Center staff members will need to be moved prior to the new building's completion. Staff will be relocated temporarily for approximately 9 months.

b. Staff Recruitment Updates

- Back ground checks are being completed and an offer should be extended later today for the Administrative Assistant I position.
- The CCS Coordinator interviews will be next Thursday, February 23rd.
- The Business Manager position has been verbally accepted and will start on March 1, 2017.
- Advertising will be placed in national health journals specific to psychiatry for the doctor's replacement as an added effort to recruit. Use of a nurse practitioner supervised by a doctor or telehealth options may be temporary solutions.

c. Vouchers

No questions

9. Topics To Be Referred to the Legislative Committee-

None

10. New Business-

a. FYI - 2016 Grants, Gifts and Donations

A report was shared on the monetary gifts received by the Senior Center and non-direct money contributions such as volunteered hours, food, etc.

b. Resignation Letter from Amy Higginbotham

FYI

c. Request to Refill CSP Case Manager Position

Megan Lundahl moved to refill this position and Wayne Kudick seconded the motion. The vote was unanimous.

d. Completion of Introductory Periods

FYI

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

13. Adjournment:

Robert Tau motioned and Joe Miller seconded to adjourn the meeting. The motion carried. The meeting adjourned at 9:35am.

Respectfully submitted,
Shawn M. Barlament, Recording Secretary

Birth to 3

What is the Parent's Role?

- ◆ Parent actively participates to:
- ◆ identify activities, and learning opportunities the child and family enjoy
- ◆ Try out some of the practices talked about with the coach
- ◆ Decide which practices work or what needs to be done differently
- ◆ Parent's responsiveness to their child is key to promote improved child participation

What is the Early Interventionist's Role?

- ◆ Primary coach supported by a team of skilled professionals
- ◆ Primary coach visits regularly to:
- ◆ Explore activities, learning opportunities, and practices with the parent
- ◆ Try out some of the practices talked about with the family
- ◆ Find out which practices work and what might need to be thought about differently with the team

Birth to 3 Guiding Principles

- Children's optimal development depends on their being viewed first as children and second as children with a disability.
- Children's greatest resource is their family
- Parents are partners in any activity that serves their children.
- Just as children are best supported within the context of family, the family is best supported within the context of the community.
- Professionals are most effective when they can work as a team member with parents and others.
- Collaboration is the best way to provide comprehensive services.
- Early intervention enhances the development of children.

Some brochure contents adapted from Script for Explaining an Evidence-Based Early Intervention Model (D. Rush & M. Shelden, 2008)

Building Upon the Evidence:

- Primary Coach Approach to teaming
- ◆ "...assigns one member of a team as the primary coach, where he or she receives coaching from other team members, and uses coaching with parents and other primary caregivers to support and strengthen their confidence and competence in promoting child learning and development."



Shelden & Rush <http://www.coachinginearlychildhood.org/pcateamingintro.php>

County of Door

"Meet Your Birth to 3 Team"



421 Nebraska Street
Sturgeon Bay, WI 54235
Phone: team (920)746-5200
Direct (920)746-5978
Fax: (920)746-2355

Email:
nspritka@co.door.wi.us

MEET OUR DOOR COUNTY TEAM



Wisconsin's Birth to 3 Program believes in using practices supported by research. These practices are commonly referred to as evidence-based practices. An approach to providing

services and supports to families includes three important components (1) natural learning environment practices; (2) coaching as an interaction style; and (3) a primary coach approach to teaming. This three-component model meets the requirements of Part C of the IDEA and uses family-centered help-giving practices as the foundation for the supports.

Every family has access to a full team of professionals: A primary coach approach to teaming ensures that every family has access to a full team of early interventionists that minimally includes an early childhood educator or special educator, occupational therapist, physical therapist, speech-language pathologist, and a service coordinator.

The team is responsible to support the primary coach through team meetings, to share information and ideas, to participate in joint visits to provide support or answer questions, to attend IFSP meetings, etc.



Cindy Zellner-Ehlers, Director of Developmental Disabilities.

Cindy is a licensed social worker with the State of Wisconsin possessing a degree in social work with an emphasis on children and families. She has worked for the Department for over 29 years overseeing programs and long term support services for individuals with special needs. She administers fiscal oversight, planning and program

development in partnership with a variety of community stakeholders to provide a menu of options for children and families. The Birth to Three Early Intervention Program is just one facet of that menu of options for families. An important facet to Cindy's job is to make sure there is a seamless delivery system and that resources/supports are available to all children as long as they need them throughout their lives.

Rebecca Ullman, Physical Therapist.

I am a Pediatric Physical Therapist for the Door County Birth to Three Program. I actually work for Ministry Door County Hospital, who contracts me out to Birth to Three, and the school districts of Sevastopol, Sturgeon Bay, and Algoma. I have been a Physical Therapist for 15 years and have been specializing in pediatrics for the last 14 years. My goal as a Physical therapist is to help your child achieve the most independent mobility he/she is able to. When I am not at Birth to three, I am running after my own four kids.



Wendi Ray, Speech & Language Therapist.

I have been a part of the Door County Birth to Three Program since 2000. I have had the opportunity to work with families throughout the peninsula. I enjoy being a resource that families can turn to for questions, and solutions in regards to Speech & Language. I think it is also important to not only address the needs a child may have, but focus also on their strengths and the areas they excel



Naomi Spritka, Service Coordinator, & Early Childhood Educator.

I have been an Early Childhood Educator for 20 years. I provide the Service Coordination and Education for Birth to 3. My heart is in meeting the child and family where they are and helping them move

forward from there. Outside of Birth to three, I am a mom of 4 wonderful children and a proud military wife.



Julie Toyne, Speech and Language Therapist.

I have been a Speech-Language Pathologist for over 30 years and a part of the Door County Birth-three program for more than 20. Infants and toddlers delight me so my past work and educational experiences have always been geared toward doing my best to provide for them.



Kelly Oram-Rankin, Occupational Therapist.

I am the Birth to Three Occupation Therapist, as well as the OT for Sevastopol and Gibraltar School Districts. An Occupational Therapist evaluates the child and then identifies things that parents and caregivers can do throughout the day to reinforce a skill and improve sensory processing or enable new learning. My husband & I both grew up in Door County and are happy to be raising our two children in the same community we were brought up in.



Door County Birth to 3 Program Fact Sheet

What is the Birth to 3 Program?

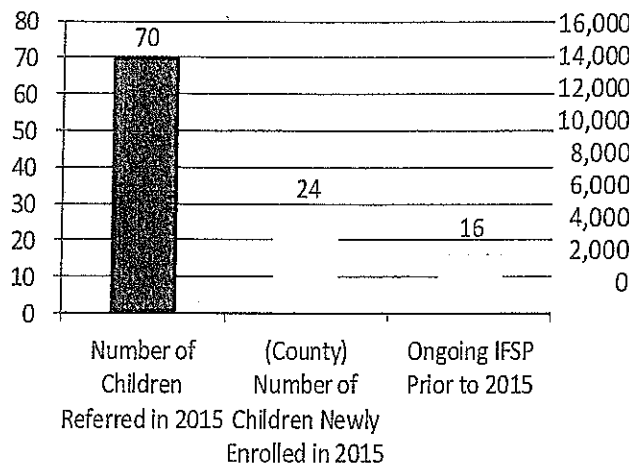
The Birth to 3 Program is Wisconsin's early intervention program that serves children from birth up to the age of three with developmental delays and disabilities and their families.



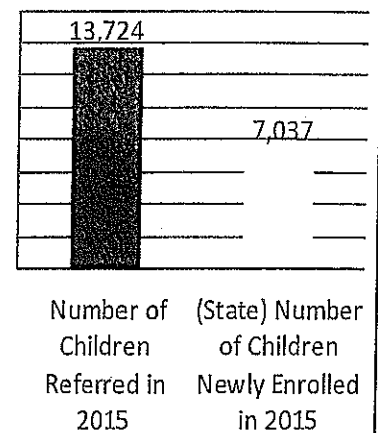
The Birth to 3 Program serves children in all the places they live and play and partners with parents to learn ongoing strategies to support their child's development. In Wisconsin, Birth to 3 Program services are provided through the local county. Please visit the Wisconsin Birth to 3 Program website at (<https://www.dhs.wisconsin.gov/birthto3/index.htm>) for more information.

Physical Area	
Physical Area In square miles	2369.83
Population	
People	28,066
Resident Births	212
Percentage of Pop. Under 5	4.60%
Economic Demographics	
Percent of people who live in Poverty	4.4%
Median Income	38,813.00
Racial Demographics	
Asian	.51%
Black/African American	.86%
Native American American Indian	.76%
Native Hawaiian Pacific Islander	0.04%
White/Caucasian	97.36%
Ethnicity Demographics	
Hispanic	2.52%

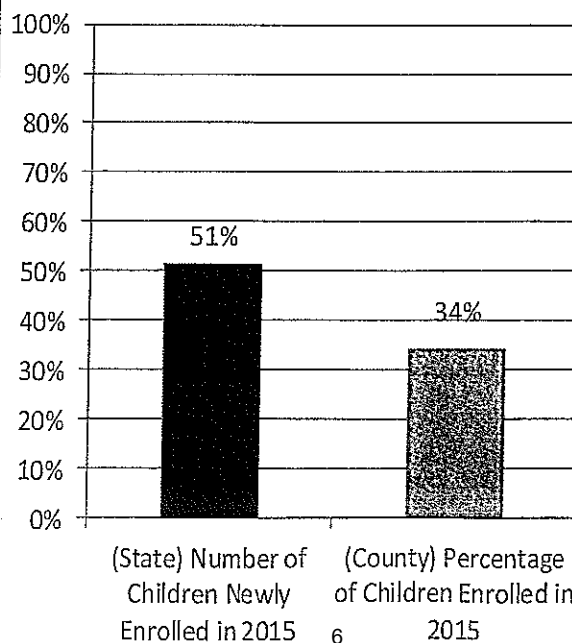
County 2015 Referral and Enrollment



State 2015 Enrollment



Percent of Children Enrolled in 2015 Compared to Referred Children in 2015



The Birth to 3 Program receives ongoing referrals from different community partners and individuals who may have a concern about a child's development.

Door County Birth to 3 Program conducted these activities:

Evaluations Completed in 2015: 91

Ongoing IFSP: 16

Total amount of children in the Program in CY2015: 40

Department of Health Services



Release date 1/3/2016

Door County Birth to 3 Program Fact Sheet

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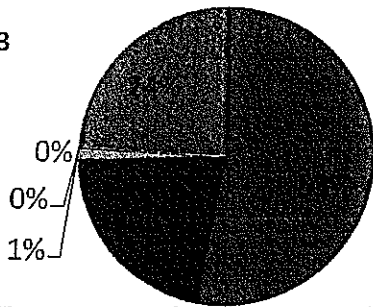


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State and County Fiscal Data: 2015

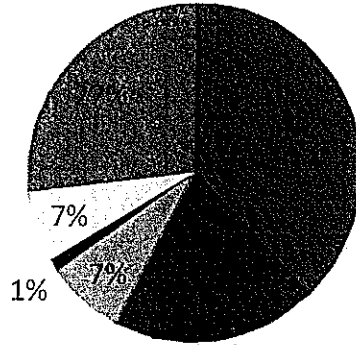
The charts below show the state and local revenue sources for Birth to 3 Program services. The Birth to 3 Program in Wisconsin is funded through multiple revenue sources including state, county, and federal funds as well as public and private insurance.

Door Birth to 3 Program



- Community Aids and County Funds (2012 Actual Cty Revenue) \$173,750.90
- Medicaid \$70,509.13
- Private Insurance \$4,158.53
- Cost Share Amount \$625.00
- Other Revenue \$-
- Birth to 3 Prog Allocation \$78,408.00

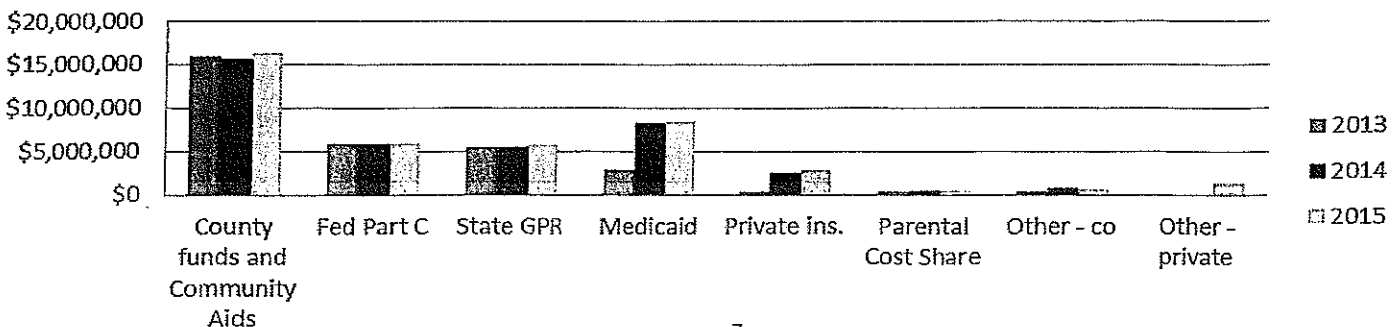
Wisconsin Birth to 3 Program



- Community Aids and County Funds (2012 Actual Cty Revenue) \$16,286,872.97
- Medicaid \$8,618,131.77
- Private Insurance \$3,270,904.59
- Cost Share Amount \$491,447.09
- Other Revenue \$2,929,936.52
- Birth to 3 Prog Allocation \$11,586,796.00

Funding for the Birth to 3 Program

Wisconsin Birth to 3 Program: Revenue Sources CY 2013-2015



We remain committed to:

- Starting where families are
- Offering families a strong knowledge base that helps them make decisions about their options
- Being accessible
- Responding to families in a timely manner
- Staying involved as long as families need/want support



A person's a person, no matter how small. -Dr. Seuss

Our staff...

Service coordinators/facilitators are committed and experienced individuals who assist families in navigating resources within the Department, Community and State. Support is provided based on family need and choice. Staff build on the strengths of the child and family, keeping family at the center of their work.

CHILDREN AND FAMILIES
SUPPORTS AND SERVICES



The door to Door County's Children and Families Support Services are provided at a unified point for intake, application and eligibility determination. A family only needs to go through a single door to apply for a variety of services.



● **BIRTH TO THREE
EARLY INTERVENTION SERVICES** →

if your child is under the age of three and you have concerns about his/her development, this program has experienced staff to evaluate all areas of development and provide the necessary therapies to support your child and family. Research shows, early intervention works.

● **CHILDREN'S LONG TERM
SUPPORT MEDICAID WAIVER** →

provides eligible children and families with a menu of services and supports based on their long term needs. This program serves children with physical disabilities, emotional disabilities, developmental disabilities and/or health impairments.

● **CHILDREN'S COMMUNITY
OPTIONS PROGRAM** →

provides goods and services for community supports for individuals with disabilities with the goal of allowing the child to remain at home (ex. respite care, adaptive equipment, communication aids, etc.).

● **COORDINATED COMMUNITY
SERVICES FOR CHILDREN** →

integrated wraparound coordinated services with a team approach, with specific emphasis on emotional wellness and recovery for children with emotional challenges. This program can assist with securing supports that aid in achieving independence, incorporating the strengths of the child, family and team.

● **COMPREHENSIVE COMMUNITY
SERVICES FOR CHILDREN**



Human Services Board Agency Updates – March 2017

March is Social Worker Appreciation Month. Our agency employs social workers in several different areas, including in our Child Protection, Juvenile Justice and Adult Protective Services Units. We also have social workers serving as managers, case managers, therapists, and a host of other roles. We are so very fortunate to have the incredible social workers we have employed here in Door County!

I. Program Changes and Highlights

- A.** The **Child Protection and Juvenile Justice** team will be presenting in person at this month's meeting. The workers were faced with some very challenging cases the past month. Manager Dori Goddard shares the following about her team, in recognition of Social Worker Appreciation Month: "These are amazing people who dedicate their careers to help children and families improve child and family wellbeing, ensure child and community safety, and promote healthy community involvement through collaboration with schools, medical professionals, law enforcement, as well as with numerous service providers within the department and community. This is a strong team of professionals who live and work by a code of ethics with tremendous integrity and resiliency. What we ask of them to endure with this extremely stressful role can be life altering and challenging for themselves and their own families. Yet, they forge on, offering hope to families within Door County." Similar words of praise apply to each and every one of our social work staff. We thank them for their invaluable contributions.
- B.** The **Behavioral Health** staff continues to display both resilience and professionalism as it enters yet another period of transition. The anticipated loss of several key clinical staff has required those remaining to increase their workloads and absorb additional responsibilities. The team remains focused upon their goal of providing a wide array of quality services to all community members in need.

A representative from Willow Creek, the new psychiatric hospital in Green Bay, came to meet with the crisis team in February to discuss services and referral protocol and to answer questions from staff. We have had only one admission to Willow Creek thus far, but it went very smoothly. Behavioral Health is reaching out to our community partners by maintaining an active presence in two new county initiatives, "Mental Health in the Schools" and "Operation Fresh Start" which will assist incarcerated individuals with their integration back into the community. DCDHS is also sponsoring a training on the topic "Secondary Traumatic Stress" to assist those who work in the helping professions to develop healthy strategies to improve their own self-care and coping skills.

We are exploring new and creative options such as the "telehealth" modality, in our efforts to ensure that psychiatric services will not be interrupted following Dr. O'Rourke's departure in April. Much time was spent this past month by our Director and others researching options for psychiatric care; recruiting/contacting potential providers; developing contracts; writing the telehealth plan, policies and state application; and setting up and testing telehealth technology equipment.

- C. The **Community Support Program (CSP) team** had a state review on Wednesday March 1st and received excellent feedback from the Division of Quality Assurance reviewer. The program will receive another two-year certification with no citations. Special recognition goes to Sheryl Flores, Glen Begrow, Amy Higginbotham, Jodi Alsteen, and Scott Davis for a job well-done, and for all the great work they do each day with our CSP consumers.
- D. The **Birth to Three Program** presented to the Board last month. Thank you to the Board for your questions and feedback regarding this valuable program. We feel honored to support young children with developmental delays with early intervention and support services.
- E. **Children and Families Programs (CCS/CST/CLTS/CCOP):** The Department continues to prepare for state audit of our Children's Long-Term Support (CLTS) program. MetaStar will be the auditing organization, and we've heard from them on the tool they will be using when they review the program. In preparing for this review, we were quick to discover that our programs have multiple forms that need revisions or need to be purged, and our electronic storage drive needs recycling. We developed a work group that will take apart all five programs and ensure staff are using the most up-to-date forms and that our access is easier when doing any of the necessary 'paperwork' to keep us current.

In the CLTS program, we annually need to prepare authorizations to all our vendors on an individual client basis, and this allows vendors to bill a third party (WPS) for those services. A special thank you to Kay Madoche in our billing area for her help and judicious support in getting these out the door. She worked collaboratively with case management staff to meet the needs/demands of the third party billing process.

We are embarking on two upcoming projects to support our efforts to engage families and youth for 2017. We are sponsoring a "My Feelings Matter" poster contest in conjunction with Children's Mental Health of Wisconsin. We hope to host a community viewing of the posters at Door County Library and then forward the posters on to Madison for state competition. We've solicited interest from the schools and Boys and Girls Club to participate. In addition, we are partnering with Young Professionals Group (YP) and the Boys and Girls Club in a family engagement project scheduled for late April. It has been the goal of the team to facilitate at least four family projects for 2017 that promote family joy.

- F. In the **Economic Support Division**, Child Care subsidy payments moved to an Electronic Benefit Transfer (EBT) card payment system as of February. There were some minor systems glitches, such as some consumers who did not have benefits loaded on their cards, which affected a small number of consumers state wide. The state site review for the DHS Management Evaluation Review will be held at Door County on March 7th. State reviewers will come in person to evaluate several program processes in Food Share cases. The last on site review for Door County was in August of 2014. We continue to watch for any state budget developments that may have a great impact on the work that Economic Support does. We anticipate there may be more restrictions and verifications needed for those receiving public assistance, as well as stronger work requirements.
- G. The **Aging and Disability Resource Center (ADRC)** is excited to announce the third installment of our **Aging Mastery Program (AMP)** is starting up again in March. AMP is a ten-week health and wellness class focused on helping older adults gain a new perspective, knowledge and skills from experts in the field to help them master age related topics. Each week we discuss a different topic as it relates to healthy aging. Some of the discussion topics include: Navigating Longevity, Advanced Planning, Sleep and Medication Management. Our Spring AMP class begins on

Wednesday, March 8th from 2:00-4:00pm at the United Methodist Church in Sturgeon Bay and is scheduled to go until Wednesday, May 10th.

- H.** The ADRC and UW-Extension were awarded grant funding to bring the **CareTalks Project** to Door County caregivers and their loved ones. CareTalks is a new series of workshops to help caregivers better communicate with their friend or family member's health care team. The workshops are geared toward helping caregivers learn how to get ready for their doctor visits, ask medical teams the right questions to get the answers they need, overcome barriers to good communication and help them find their way through the health care system. Workshops will occur at the Door County Aging and Disability Resource Center on Tuesdays from 12:00-2:00PM starting May 2nd-May 23rd, 2017 with a wrap-up session on June 20th from 12:00- 2:00PM. If you have questions about this study or would like to sign up, please call Tenley at UW Extension at 920-746-2260.

II. Noteworthy Events

- A.** Come and visit the ADRC sometime in January for one or all of the following scheduled events:
- March 3rd at 12:45pm Alzheimer's Association presents: Effective Communication Strategies
 - March 7th from 10:30am-1pm Blood Pressure Checks
 - March 7th at 11:00am Music with Ken
 - March 10th from 11:30am-1:00pm Anxiety & Depression Screens with Andrea Patza from Aurora
 - March 13th at 12:45pm Nutrition for the Young at Heart: Food Save & So am I
 - March 14th at 4:00pm ADRC Benefit Specialist Program Presents: ABCD's of Medicare: Understanding Your Medicare Options 2017
 - March 15th from 10am-1pm Prescription Drug Drop Off
 - March 16th St. Patrick's Day Celebration with Sugar On The Floor
 - March 20th at 12:45pm Tasty Tidbits: "Kale" with Dietician Carmen
 - March 23rd at Noon Music with George
 - March 24th at 11:45am City Rhythm Choir
 - March 24th at 1pm Low Vision Support Group here at the ADRC
 - March 28th at 12:45pm Public Health Nurses Present: Oral Health
 - March 31st at 12:45pm Meet Founder of Camp Menahga Alice Orr Clark Portrayed by Park Naturalist
- B.** AARP Tax Assistance will once again be available Tuesday, Wednesday and Thursdays until April 13th.
- C.** The Gadget Man: March 6th, 13th and 20th. If you have a new or used laptop, tablet, iPhone or Android phone, call for an appointment today.
- D.** Ask the Athletic Trainer Alyssa Lee Thursday March 9th & 23rd from 9-10am in Exercise Room
- E.** Art for Health from Door County Medical Center will be starting every 2nd & 4th Wednesday of the month at 1pm at the ADRC

III. High-Cost Placements & Other Fiscal Updates

- A.** No particularly high-cost placements to report.
- B.** Managers attended one meeting in Brown County to explore the possibility of expanding the Brown County jail in order to offer juvenile detention services to surrounding counties once again. Preliminary analysis of utilization data from the counties, however, suggests that per diem costs would be far too expensive to make this a viable option. We will continue to utilize Sheboygan County juvenile detention facility for the time being and explore alternative programming options for the future.
- C.** Department staff are busy wrapping up approval of all final 2016 expenditures.

IV. Training & Staff Development

- A. Secondary Traumatic Stress training will be held in our agency on March 9 & 10 (same training repeated on two different days so we can split staff up). The majority of DCDHS staff, along with some of our community partners, are registered to attend.
- B. Economic Support Specialist Jessica Ingersoll recently completed the online course curriculum for Long Term Care cases. Co-worker Jessica Purdy recently began working on the same curriculum. It will be beneficial to have several workers cross-trained to handle long-term care cases in our agency. In the past we relied on a single worker to manage these types of cases.

V. Agency & Community Collaboration

- A. Our **Wisconsin Home Energy Assistance Program (WHEAP)** staff are working with Sturgeon Bay Utilities and WI Public Service to gather information and do outreach to those who have past due balances on their bills. Crisis funds are available for those who qualify. We recently sent outreach letters to 60 consumers and will be sending additional letters out to another 100 households with past due balances. The moratorium ends April 15, after which utility companies can disconnect utilities. Targeted outreach efforts will help reduce those who may face disconnection. Crisis dollars can be awarded in addition to regular benefit dollars for those who qualify.
- B. Our CSP Manager continues to participate in the **Door County Oral Health Coalition**. The group has developed a handout on "Dry Mouth" which is available for distribution in the community. They are working on a bulletin board display to put up in the Government Center and elsewhere in the community and conducted a presentation on oral health for mental health consumers at JAK's Place. The coalition reports that the waiting list had been under 100, but they have been averaging 5 calls per day, so it has begun to climb again. Someone on the list for hygiene might have to wait until August. Those experiencing pain can get in sooner, but there are no openings until the end of March.
- C. Approximately 30 community stakeholders, primarily school personnel and medical/mental health professionals, gathered at Prince of Peace Church on March 8 for a forum on **Mental Health in the Schools**. The group was convened by a planning group consisting of representatives from the Department of Human Services, Door County Public Health Department, United Way, and Sturgeon Bay Public Schools. We had a panel of speakers involved in school-based mental health services in other communities to discuss their experiences, and then those gathered engaged in a cafe' style conversation about mental health needs of students in our community, barriers in addressing those needs and potential solutions. Conversation was lively, and it was exciting to hear many providers express interest in wanting to be part of the solution. Four of the County's school districts were represented. Future conversations on this topic will be planned in the near future.

VI. Sharing our Successes

- A. It is always difficult when a parent begins down the road of dementia. One daughter recently experienced these challenges as she moved her father to Door County from another state per doctor's recommendation. As her father's world changed dramatically, he struggled with the discomfort of being in a new environment and was found outside in the snow without a coat on. Through collaboration between law enforcement and the ADRC, this gentleman and his daughter were provided an immediate appointment with ADRC team members. Upon meeting and listening to both the daughter and her father's experience, it was evident that they were overwhelmed. The daughter was stressed due to multiple responsibilities in addition to the new role of caretaker for her father with dementia. Her father was defensive and fighting for his independence. It was an intense

moment yet, the ADRC staff quickly redirected the conversation through assessment questions that targeted resources that would provide comfort to this aging man and his family. Within an hour the daughter and her father appeared more relaxed as Jennifer Bender, I&A Specialist, and Mary Bink, Elder Benefits Specialist worked together in connecting them with resources and services. This included assistance with the paperwork for transfer of residency with both Social Security and Medicare, and connecting them with activities at the Senior Center and other programs in the community. To date, this family reports they are able to experience increased joy while meandering the journey of dementia effectively together.

- B.** Children and Families Manager Dori Goddard received the following message of appreciation from a school Special Education Teaching Associate at the end of the recent Trauma Informed Parenting course, "I wanted to let you know how much I appreciated and learned from the Caring for Children Who have Experienced Trauma training. It was truly excellent and if I were standing next to you, I'd give you a high-five! I will definitely be able to use what I learned in working not only with our students with special needs, but also with our regular students with whom I have daily contact. Although not all of our teaching staff would be able to attend six sessions of training, I believe it would benefit them to know more about caring for and working with children who have experienced trauma."

- C.** Part of the aforementioned state Management Evaluation Review of our Food Share program is listening in on how our workers handle calls from customers to the Call Center. Remarks from the reviewer on Door County cases included the following: "Excellent job. A review/new health care request was processed correctly. The agent did an excellent job explaining everything to this customer. Excellent customer service. Explained work registration very well," as well as "The agent was easy to understand and explained the process thoroughly. Very good customer service."

**Door County
Human Services
Estimated Cost Analysis
April through December 2017**

	Current	Alternatives		Comparative Alternatives
		Contracted	TeleHealth	
Physician Costs				
Wages and Benefits	155,862.00	115,200.00	172,800.00	
Travel Hours	-	10,800.00	-	
Lodging	-	2,700.00	-	
Total Direct	\$ 155,862.00	\$ 128,700.00	\$ 172,800.00	\$ 44,100.00 25.52%
Other Costs:				
Admin Costs	-	-	3,456.00	
Tech Fee	-	-	5,400.00	
Malpractice Fees	-	-	4,456.80	
Total Other Costs:	\$ -	\$ -	\$ 13,312.80	\$ 13,312.80 100.00%
Total Costs:	\$ 155,862.00	\$ 128,700.00	\$ 186,112.80	\$ 57,412.80 30.85%

* Note positive values show contracted physician benefit

Analysis:

For the purpose of this analysis, amounts were calculated using the last 3 quarters of 2017 and estimated rates from quotes provided by both parties presented. The data used to compute these estimates are based on the maximum number of hours/days chargeable to the County for estimated services to be provided.

Current Physician:

For presentation purposes, the current physician costs were calculated using the actual rate for wages and benefits. This calculation included the projected costs for the last 3 quarters of 2017. The current physician will be departing the County of Door in April of 2017. Costs presented above are for comparative purposes only and are not estimated to be actual cost for the final 3 quarters of 2017.

Contracted Physician:

The estimates presented above are for a Milwaukee base physician whom will commute from Milwaukee area 4 days a month. The 32 hours per month for services charged by this physician are based on 4 onsite days per month. Due to the extended commute, compensation for travel was calculated using their standard hourly rate plus their lodging costs. The standard rate used in these estimates was \$400 per hour and the estimated lodging was calculated using \$100 per night.

Telehealth:

Telehealth services will be provided remotely by LocumTenens.com, LLC. The estimates above were calculated using a standard rate of \$240.00 an hour and 20 hours per week. Telehealth physicians will be available for Door County clients 3 days per week. For the purpose of this analysis, no physicians will be physically onsite and travel expenses were not applicable. The other costs were calculated using rates provided in quotes. The administration and technology fees are fixed, while the malpractice is dependent on insurance market fluctuations.

Prepared March 9, 2017 by Timothy Headrick, Door County Human Services Department

DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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



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

MEMO

To: Human Services Committee
From: Shawn Barlament
Date: 03.14.17
Re: Request for Expenditure Approval

Expenditures since the last committee meeting held 02.14.17:

\$	155.36	Wal-Mart Jan 2017
\$	76.66	Elan Credit Card - Feb 2017
\$	10,026.25	Jan 2017 Foster / Kinship Care Payments #259130
\$	24,720.68	Jan 2017 Foster / Kinship Care Payments #259156
\$	1,050.00	Invoices Paid Prior to March 9, 2017 not included in Batches
\$	36,028.95	

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

\$	19,030.45	Monthly Vouchers - Batch 2 (Feb) #259127 - 2016 Expenses
\$	47,143.54	Monthly Vouchers - Batch 2 (Feb) #259126 - 2017 Expenses
\$	46,437.52	Monthly Vouchers - Batch 1 (Mar) #259157 - 2016 & 2017 Expenses
\$	36,028.95	Expenditures since the last committee meeting held 10.8.16
\$	-	Amounts paid to other County Departments as per above
\$	148,640.46	

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

\$	3,188.44	Monthly Vouchers - Batch 2 (Feb) #259056 - 2016 Expenses
\$	11,971.77	Monthly Vouchers - Batch 2 (Feb) #259124 - 2016 Expenses
\$	56,037.42	Monthly Vouchers - Batch 1 (Mar) #259153 - 2016 & 2017 Expenses
\$	72.00	Elan Credit Card Jan 2017
\$	747.05	Invoices Paid Prior to March 9, 2017 not included in Batches
\$	72,016.68	

\$ 220,657.14 Total Expenditures and Vouchers

VOUCHER

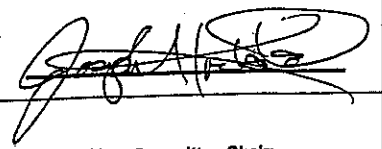
STATE OF WISCONSIN

Door County

Submitted By:

kemadoche

Approved by: Department Head:



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: **Foster/Kinship Care Payroll**

VENDOR ADDRESS:

Added to Voucher Listing

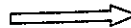
Voucher Listing Signed / Approved

Meeting Date March 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 January 2017 First Batch # 259130		\$ 10,026.25	02.10.17		
VOUCHER TOTAL								\$ 10,026.25	VOUCHER TOTAL		

2/10/17

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

March 14th
MEETING DATE

2017

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

Dept Human Services
DEPARTMENT

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

G/L DATE: 02/2017 Batch Nbr: 259130

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BRITTNEY NICOLE MARIT	21818	01711 020317	EWISACWIS 02/03/2017 0008063756	803.00
OLIVIA I DEREMO	8116	01711 020317	EWISACWIS 02/03/2017 0008017407	232.00
DEB DOYLE	9479	01711 020317	EWISACWIS 02/03/2017 0008000379	1,503.58
DEBOHRA GIBSON	13963	01711 020317	EWISACWIS 02/03/2017 0006910123	232.00
HELEN MAE BAHR	8485	01711 020317	EWISACWIS 02/03/2017 0008059029	464.00
JILL DELCORE	21744	01711 020317	EWISACWIS 02/03/2017 0008063868	428.14
JULIE LITTERAL	18813	01711 020317	EWISACWIS 02/03/2017 0008043242	928.00
JUDITH A PICHETTE	13223	01711 020317	EWISACWIS 02/03/2017 0008034652	232.00
KATHERINE M SMITH	21729	01711 020317	EWISACWIS 02/03/2017 0008064158	384.00
KERRY R TELLER	22155	01711 020317	EWISACWIS 02/03/2017 0008009280	52.39
LOREN R SCHOLL	22022	01711 020317	EWISACWIS 02/03/2017 0008067102	232.00
MONICA G HARRIS	20836	01711 020317	EWISACWIS 02/03/2017 0008057128	232.00
MARYRAE V DUFEK	17937	01711 020317	EWISACWIS 02/03/2017 0008040115	464.00
RACHEL DEMERATH	21964	01711 020317	EWISACWIS 02/03/2017 0008048945	1,594.00
ROBERTA J WIERICHS	19141	01711 020317	EWISACWIS 02/03/2017 0008019587	1,497.40
TONYA J LAURENT	17043	01711 020317	EWISACWIS 02/03/2017 0008059839	628.00
TRACEY LYN WEBORG	22152	01711 020317	EWISACWIS 02/03/2017 0008067849	119.74

Batch Total: \$10,026.25 ****
=====

VOUCHER

STATE OF WISCONSIN

Door County

Submitted By:

kemadoche

Approved by: Department Head:

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: Foster/Kinship Care Payroll

VENDOR ADDRESS:

Added to Voucher Listing

Voucher Listing Signed / Approved
Meeting Date March 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 January 2017 Second Batch # 259156		\$ 24,720.68	02.22.17	
VOUCHER TOTAL								\$ 24,720.68	VOUCHER TOTAL	

2/22/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

* SUMMARY *
SCHEDULE OF VOUCHERS

March 14

2017

MEETING DATE

Dept Human Services
DEPARTMENT

*** SUMMARY FOR COMMITTEE REVIEW ONLY ***

G/L DATE: 02/2017

Batch Nbr: 259156

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMERICAN FOUNDATION OF CNSLNG	7857	01712 022117	EWISACWIS 02/21/2017 0008004685	2,170.62
LUTHERAN SOCIAL SERVICES OF WI	6495	01712 022117	EWISACWIS 02/21/2017 0008035885	11,533.24
NORTHWEST PASSAGE LTD	13477	01712 022117	EWISACWIS 02/21/2017 0008021015	10,904.56
RANDY S WATTERS	22153	01712 022117	EWISACWIS 02/21/2017 0008067949	74.84
SHARYN K NICHOLS	22150	01712 022117	EWISACWIS 02/21/2017 0008067865	37.42

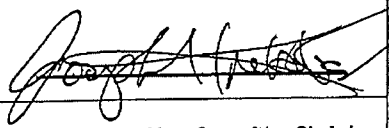
Batch Total: \$24,720.68 ****
=====

VOUCHER

STATE OF WISCONSIN 2016

Door County

Submitted By:
mark

Approved by: Department Head:


Approved by: Committee Chair /
 County Administrator

VENDOR # _____

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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date _____

Hold For Approval / Documentation
 After Processing

PAID BY

CHECK # _____

This Area to be Completed by Finance Department

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
204	23				SUBMITTED FOR PAYMENT, BATCH #259127 - 2016 Human Services vouchers to date. February processing		\$ 19,030.45		various - as attached	
VOUCHER TOTAL							\$ 19,030.45	VOUCHER TOTAL		

2/14/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

* SUMMARY *
SCHEDULE OF VOUCHERS

Human Svcs, 2ND Batch, Feb. 2017
2016 INVOICES

MEETING DATE

Dept Human Services
DEPARTMENT

*** SUMMARY FOR COMMITTEE REVIEW ONLY ***

G/L DATE: 02/2017 Batch Nbr: 259127

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES FOR HEALTHY	17929	17929 NOVDEC	NOV/DEC 2016 MENTORIING	320.00
BAY COUNSELING CLINIC, LLP	21177	21177 NOV2016	NOV 2016 CCS GROUP IND FAM PSYCH	418.20
BOYS & GIRLS CLUB OF DOOR CNTY	2571	2571 JUNNOV16	JUN-NOV CCS	4,681.80
CDW GOVERNMENT INC	5929	5929 DEC2016	IPAD WARRANTY PLAN	1,046.52
DOOR COUNTY MEMORIAL HOSPITAL	8770	8770 DEC2016	DEC '16 OT THERAPY	3,637.40
DOOR COUNTY YMCA	39472	39472 DEC2016	2016 YMCA PROGRAMS	131.50
FAMILY SERVICES	3841	3941 JUNNOV16	JUN-NOV CCS	7,807.65
JODY JESSUP	12361	12361 DEC2016	DEC 2016 NUTRITION SVCS-1.5 HRS	165.00
THE CHANGE COMPANIES	14752	14752 DEC2016	DEC 2016 THERAPY AIDES	822.38

Batch Total: \$19,030.45 ****
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VOUCHER

STATE OF WISCONSIN

2017

Door County

VENDOR # _____

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

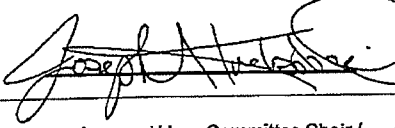
VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

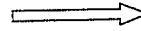
Submitted By:
mark

Approved by: Department Head:


Approved by: Committee Chair /
 County Administrator

Added to Voucher Listing

PAID BY  This Area to be Completed by Finance Department
 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	
204	23				SUBMITTED FOR PAYMENT, BATCH #259126 - 2017 Human Services vouchers to date. February processing		\$ 47,143.54		various - as attached	
VOUCHER TOTAL							\$ 47,143.54	VOUCHER TOTAL		

2/15/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

* SUMMARY *
SCHEDULE OF VOUCHERS

Human Services, 2nd batch, February 2017

MEETING DATE

Dept Human Services
DEPARTMENT

*** SUMMARY FOR COMMITTEE REVIEW ONLY ***

G/L DATE: 02/2017 Batch Nbr: 259126

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMY LEFEVRE	21173	21173 JAN2017	160 JAN EMBLY MILEAGE REIMB	103.57
ADVOCATES-INDEPENDENT LIVINGII	13325	13325 JAN2017	JAN ADMIN CCS-23 HRS INV 2190	514.28
ADVOCATES FOR HEALTHY	17929	17929 JAN2017	JAN '17 CCS IND SKILL DEV-17.7 HRS	5,860.90
BAY COUNSELING CLINIC, LLP	21177	21177 JAN2017	JAN 2017 CCS-9.7 HRS	989.40
BOYS & GIRLS CLUB OF DOOR CNTY	2571	2571 JAN2017	JAN 2017 CCS IND SKILL DEV	1,285.20
BROTOLOC HEALTH CARE SYSTEM IN	3640	3640 JAN2017	JAN CBRF-31 DAYS	5,471.50
CELLCOM WISCONSIN RSA 10	4818	4818 JAN2017H	JAN 2017 CELL CHARGES	470.65
DOREEN GODDARD	8060	8060 FEB2017	TRAUMA PARENTING TRG ACT ITEMS	21.52
DEBRA FEHRMAN	6876	6876 JAN2017	238 JAN EMBLY MILEAGE REIMB	127.33
DOOR COUNTY YMCA	39472	39472 JAN2017	2017 MEMBERSHIP	217.00
EMILY SCHWARK	20081	20081 JAN2017	103 JAN EMBLY MILEAGE REIMB	55.11
ECONO FOODS	9674	9674 HS012017	FOOD PURCHASES	213.74
EMPOWERMENT OPTIONS	15615	15615 JAN2017	JAN AFH-31 DAYS	5,270.00
FAMILY SERVICES	3841	3841 JAN2017	JAN '17 CCS IND/FAMILY PSYCH-7.40 HRS	318.20
TIMOTHY HICKEY	3823	3823 JAN2017	JAN 2017 OWI ASSESSMENTS	585.00
MARK HILL	2006	2006 JAN2017	321 JAN EMBLY MILEAGE REIMB	171.74
HIRN MENTAL HEALTH COUNSELING	17401	17401 JAN2017	JAN/FEB 2017 AODA	2,100.00
INNOVATIVE SERVICES, INC.	5078	5078 JAN2017	JAN 2017 CCS IND SKILL DEV	3,957.90
JOSEFA E KIELAR	22144	22144 JAN2017	FOSTER PARENT TRAINING	127.50
JODY JESSUP	12361	12361 JAN2017	JAN 2017 NUTRITION SVCS-3.75 HRS	357.50
KATHY E SCHULTZ	22015	22015 JAN2017	49 JAN EMBLY MILEAGE REIMB	26.22
PROFESSIONAL GUARDIANSHIPS INC	5008	5008 JAN2017	JAN 2017 GUARDIANSHIP SVCS	218.00

2/15/17
G/L DATE: 02/2017

Batch Nbr: 259126

Page 2

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
WENDY RAY	13022	13022 JAN2017	JAN 2017 B-3 THERAPY	6,377.14
SHERRY PESCH	3394	3394 JAN2017H	JAN REP PAYEE	992.25
MICHAEL P SAYERS PHD	8169	8169 JAN2017	JAN 2017 PSYCH SVCS-45 HRS	3,206.25
SHEBOYGAN COUNTY TREASURER	29071	29071 JAN2017	JAN 2017 JUVENILE DETENTION	475.00
STAGE ROAD INN	13173	13173 FEB2017	TRAUMA PARENTING TRAINING-2/9/17	124.60
STAPLES ADVANTAGE	15069	15069 JAN2017	JAN 2017 OFFICE SUPPLIES-HS	803.59
████████████████████	1862	1862 JAN2017	JAN SPECIAL NEEDS	629.75
JULIE TOYNE	5555	5555 JAN2017	JAN 2017 B-3 THERAPY/MILEAGE	4,872.20
ULINE	2574	2574 JAN2017	MED DISBURSEMENT BAGS	78.40
UW MILWAUKEE	1699	1699 JAN2017	TRAINING-JL	1,122.10

Batch Total: \$47,143.54 ****
=====

VOUCHER

STATE OF WISCONSIN

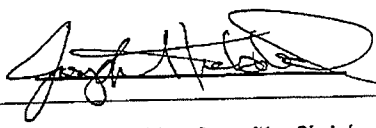
2017

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:
_____mark_____

Approved by: Department Head:


Approved by: Committee Chair /
County Administrator

Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date _____

Hold For Approval / Documentation
After Processing

↓ This Area to be Completed by Finance Department
PAID BY _____
CHECK # * _____

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
204	23				SUBMITTED FOR PAYMENT, BATCH #259157 - 2016 & 2017 Human Services vouchers to date. March processing		\$ 46,437.52		various - as attached	
VOUCHER TOTAL							\$ 46,437.52	VOUCHER TOTAL		

2/28/17

* SUMMARY *
SCHEDULE OF VOUCHERS

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

Human Services, 125 Batch, March 2017

MEETING DATE

Dept Human Services
DEPARTMENT

*** SUMMARY FOR COMMITTEE REVIEW ONLY ***

G/L DATE: 02/2017 Batch Nbr: 259157

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES FOR HEALTHY	17929	17929 DEC2016	DEC16 CCS IND SKILL DEV & ENHANCE-6.4HRS	275.20
AMERICINN LODGE	3478	3478 JAN2017	JAN17 ROOM RENTAL	82.00
BAY COUNSELING CLINIC, LLP	21177	21177 DEC2016	DEC16 CCS GROUP IND &/OR FAM PSYCH-2.10H	1,009.80
DAKOTA LONDO	20957	20957 JAN2017	JAN '17 RAUMA PARENTING TRAIN CHILDCARE	40.00
DC PRINTING LLC	5245	101379 FEB16	OFFICE SUPPLIES	75.00
DOOR COUNTY MEMORIAL HOSPITAL	8770	8770 JAN2017	JAN B-3	7,391.28
DOOR COUNTY YMCA	39472	B9472 JAN2017	YMCA MEMBERSHP	89.88
DYNAMIC FAMILY SOLUTIONS	21410	21410 JAN2017	JAN17 CCS IND PSYCH AUTH-4.7 HRS	479.40
EAU CLAIRE COUNTY	10635	10635 JAN2017	12324/JAN JUV DET CTR	525.00
EMPOWERMENT OPTIONS	15615	15615BJAN2017	JAN CBRF-31 DAYS	5,270.00
FAMILY SERVICES	3841	3841 JAN17 B	JAN17 CCS IND AND/OR FAM PSYCH-1.80 HRS	2,094.10
INNOVATIVE SERVICES, INC.	5078	5078 JAN2017B	JAN17 CCS IND SKILL DEV & ENHAN-65.9 HRS	2,833.70
IPAT INC	13103	13103 FEB2017	306717/FEB17 PROT SERV REPORT	41.00
JEANNE DEMERS	9296	9296 JAN2017	JAN17 DD SPECIAL NEEDS	600.00
JUSTICEPOINT, INC	21360	21360 JAN2017	JAN 2017 MONITORING	227.70
KATHERINE ROTH	22168	22168 DEC2016	MH BLOCK GRANT ENHANCE FUNDS	200.00
KATIE VANLAANEN	19598	19598 JAN2017	JAN '17 TRAUMA PARENTING TRAIN CHILDCARE	40.00
LAKESHORE CAP OFFICE	17200	17200 MAR2017	1ST PYMT OF 2	9,419.12
LANGUAGE LINE SERVICES	14606	14606 JAN2017	JAN INTERPRETER SERV-582 MINS	422.87
SALLY LAURENT	8394	8394 MAR2017	MAR AFH	900.00
[REDACTED]	21872	21872 DEC2016	2016 CCOOP ADD'L FUNDING	749.00
RACHEL MIOTKE	2865	2865 JAN2017	JAN17 DD SPECIAL NEEDS	190.00

2/28/17
G/L DATE: 02/2017

Batch Nbr: 259157

Page 2

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	1766	1766 JAN2017	JAN2017 CHILDREN'S CCOP	520.00
NAOMI SPRITKA	18398	18398 JAN2017	265 JAN EMPLY MILEAGE REIMB	141.78
PHOENIX BEHAVIORAL HEALTH SVC	17442	17442 JAN2017	JAN '17 CCS SVCS	6,069.00
SHERYL FLORES	11392	11392 FEB2017	CSP MOVIE DAY-33 TOTAL PARTICIPANTS	330.91
[REDACTED]	2569	2569 JAN2017	JAN17 CCOP	422.00
SPECIALIZED SERVICES LLC	7694	7694 JAN2017	JAN17 CCS IND SKILL DEV & ENHANC-13 HRS	3,339.28
STAPLES ADVANTAGE	15069	15069 FEB2017	OFFICE SUPPLIES-HS	1,278.54
[REDACTED]	1862	1862 DEC16 B	DEC16 DD SPECIAL NEEDS	429.74
[REDACTED]	3006	3006 FEB2017	SPEC NEEDS/ADAPT AID	849.09
CYNTHIA M ZELLNER EHLERS	39571	39571 FEB2017	191 FEB EMPLY MILEAGE REIMB	102.13

Batch Total: \$46,437.52 ****
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VOUCHER

STATE OF WISCONSIN

2016

Door County

VENDOR # _____

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

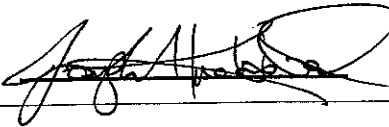
VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:
mark

Approved by: Department Head:


Approved by: Committee Chair /
 County Administrator

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	
204	23				SUBMITTED FOR PAYMENT, BATCH #259123 - 2016 SRC/ADRC vouchers to date. February processing		\$ 3,188.44		various - as attached	
VOUCHER TOTAL								\$ 3,188.44	VOUCHER TOTAL	

2/14/17

* SUMMARY *
SCHEDULE OF VOUCHERS

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

ADRC/SRC 2nd batch, FEB. 2017

MEETING DATE

2016 INVOICES

HS Resource Center
DEPARTMENT

*** SUMMARY FOR COMMITTEE REVIEW ONLY ***

G/L DATE: 12/2016

Batch Nbr: 259123

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BOETTCHER COMMUNICATIONS, LLC	17949	15233 TRANSP	2016 MARKETING 5311	2,025.00
KIM KRAMER	12614	12614 DEC2016	86 DEC EMPLY MILEAGE REIMB	46.44
SHERRY PESCH	3394	3394 DEC16SRC	DEC FIN MGMT-JT	41.00
SIR SPEEDY PRINTING	21959	83543 SRC	2016 CAREGIVER PRINTING	1,076.00

Batch Total: \$3,188.44 ****
=====

VOUCHER

STATE OF WISCONSIN

2017

Door County

Submitted By:

mark

Approved by: Department Head:

Approved by: Committee Chair /
County Administrator

VENDOR # _____

New Vendor (Please Assign New #)

One Time Vendor (Please Assign New #)

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date _____

Hold For Approval / Documentation
After Processing

PAID BY

CHECK # _____

This Area to be Completed by Finance Department

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
204	23				SUBMITTED FOR PAYMENT, BATCH #259124 - 2017 SRC/ADRC vouchers to date. February processing		\$ 11,971.77		various - as attached	
VOUCHER TOTAL							\$ 11,971.77	VOUCHER TOTAL		

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

SCHEDULE OF VOUCHERS

ADRC/SRC, 2nd batch, FEB. 2017

MEETING DATE

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

23 HS Resource Center
DEPARTMENT

DEPARTMENT HEAD

COUNTY BOARD CHAIR / COUNTY CLERK

G/L DATE: 02/2017 Batch Nbr: 259124

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
ADVANCED DISPOSAL SERVICES	18928	3612	52432			JAN DISPOSAL SVCS-SRC	88.41
ADVANCED DISPOSAL SERVICES	18928	3613	52432			JAN DISPOSAL SVCS-SRC	102.17
Vendor Total:							190.58 **
AGING & DISAB PROF ASSOC OF WI	19663	3609	52402			2017 ADPAW MEMBERSHIP-RG	75.00
BARBARA J SNOW	15999	3609	59153	04205		9.40 JAN EMPLY MILEAGE REIMB	5.03
BROTHERS DAIRY	257	3612	53161			RAW FOOD	268.58
BROTHERS DAIRY	257	3613	53161			RAW FOOD	347.42
Vendor Total:							616.00 **
CAROL LENIUS	21443	3611	59153			78 JAN EMPLY MILEAGE REIMB	41.73
NELVIE CAULDWELL	4168	3611	59153			22.2 JAN EMPLY MILEAGE REIMB	11.80
CELLCOM WISCONSIN RSA 10	4818	3609	52206			ADRC/SRC CELL CHGS (02/06-03/05)	67.87
CELLCOM WISCONSIN RSA 10	4818	3611	52206			ADRC/SRC CELL CHGS (02/06-03/05)	27.16
CELLCOM WISCONSIN RSA 10	4818	3616	52206			ADRC/SRC CELL CHGS (02/06-03/05)-BUS	13.58
CELLCOM WISCONSIN RSA 10	4818	3616	52206			ADRC/SRC CELL CHGS (02/06-03/05)-VAN	3.49
Vendor Total:							112.10 **
DOOR-TRAN	16496	3616	52401			JAN STAFF HOURS	600.00
DOOR-TRAN	16496	3616	52401			BACKGROUND CHECK-NEW VOLUNTEER	9.00
Vendor Total:							609.00 **
GORDON FOOD SERVICE, INC	22145	3612	53161			175588591/RAW FOOD	340.61
GORDON FOOD SERVICE, INC	22145	3613	53161			175588591/RAW FOOD	440.61
GORDON FOOD SERVICE, INC	22145	3612	53161	05178		175588591/RAW FOOD-SALAD BAR	19.36

G/L DATE: 02/2017

Batch Nbr: 259124

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
GORDON FOOD SERVICE, INC	22145	3612	53162			175588602/NUTRITIONAL SUPPLIES	21.12
GORDON FOOD SERVICE, INC	22145	3613	53162			175588602/NUTRITIONAL SUPPLIES	24.40
GORDON FOOD SERVICE, INC	22145	3612	53161			175441688/RAW FOOD	239.15
GORDON FOOD SERVICE, INC	22145	3613	53161			175441688/RAW FOOD	309.35
GORDON FOOD SERVICE, INC	22145	3612	53161			8384389/RAW FOOD	2.57CR
GORDON FOOD SERVICE, INC	22145	3613	53161			8384389/RAW FOOD	3.33CR
Vendor Total:							1,388.70 **
KIM KRAMER	12614	3611	59153			59.04 JAN EMPLY MILEAGE REIMB	31.59
LAMERS BUS LINES INC	13104	3615	59141			BREWERS TRIP BUS	1,075.00
TOWN OF LIBERTY GROVE	33170	3612	52428			JAN MEALSITE 10 DAYS @\$9/DAY	90.00
MANNS STORE	18770	3612	53161			RAW FOOD	317.65
MANNS STORE	18770	3613	53161			RAW FOOD	244.86
Vendor Total:							562.51 **
ROBERT A RAHMLow AND	21501	3612	52428			JAN MEALSITE 7 DAYS @ \$8/DAY	56.00
REINHART FOOD SERVICE	26500	3612	53161			966400/RAW FOOD	5.36CR
REINHART FOOD SERVICE	26500	3613	53161			966400/RAW FOOD	6.94CR
REINHART FOOD SERVICE	26500	3612	53161			966298/RAW FOOD	13.89CR
REINHART FOOD SERVICE	26500	3613	53161			966298/RAW FOOD	17.97CR
REINHART FOOD SERVICE	26500	3612	53161			962173/RAW FOOD	15.33
REINHART FOOD SERVICE	26500	3613	53161			962173/RAW FOOD	19.82
REINHART FOOD SERVICE	26500	3612	53161	05178		967474/RAW FOOD-SALAD BAR	148.62
REINHART FOOD SERVICE	26500	3612	53161			967474/RAW FOOD	552.20
REINHART FOOD SERVICE	26500	3613	53161			967474/RAW FOOD	714.32
Vendor Total:							1,406.13 **
SHERRY PESCH	3394	3630	52795			JAN FIN MGMT-JT	41.00
STACEY VOLKMANN	14091	3613	53116			40 JAN EMPLY MILEAGE REIMB-FROZ MEALS	21.40
STACEY VOLKMANN	14091	3612	53116			376 JAN EMPLY MILEAGE REIMB-LG	201.16
Vendor Total:							222.56 **

G/L DATE: 02/2017

Batch Nbr: 259124

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
GOOD SAMARITAN, SCANDIA VILLAGE	27395	3613	52436			JAN MOW	364.00
STAPLES ADVANTAGE	15069	3609	53106			3328611029/JAN ADRC/SRC OFFICE SUPPLIES	15.50
STAPLES ADVANTAGE	15069	3611	53106			3328611029/JAN ADRC/SRC OFFICE SUPPLIES	15.50
STAPLES ADVANTAGE	15069	3609	53106			3328611013-ADRC/SRC JAN OFFICE SUPPLIES	38.42
STAPLES ADVANTAGE	15069	3611	53106			3328611013-ADRC/SRC JAN OFFICE SUPPLIES	38.43
STAPLES ADVANTAGE	15069	3619	53106			3329661318/JAN ADRC/SRC OFFICE SUPPLIES	64.78
STAPLES ADVANTAGE	15069	3609	53106			3329661318/JAN ADRC/SRC OFFICE SUPPLIES	10.58
STAPLES ADVANTAGE	15069	3611	53106			3329661318/JAN ADRC/SRC OFFICE SUPPLIES	10.59
Vendor Total:							193.80 **
SYSCO	9328	3612	53115			135085868/KITCHEN EQUIPMENT	50.03
SYSCO	9328	3613	53115			135085868/KITCHEN EQUIPMENT	57.82
SYSCO	9328	3612	53115			135105420/KITCHEN EQUIPMENT	5.29
SYSCO	9328	3613	53115			135105420/KITCHEN EQUIPMENT	6.11
SYSCO	9328	3612	53115			135098391/KITCHEN EQUIPMENT	42.21
SYSCO	9328	3612	53115			135098391/KITCHEN EQUIPMENT	48.78
SYSCO	9328	3612	53161			135102984/RAW FOOD	275.70
SYSCO	9328	3613	53161			135102984/RAW FOOD	356.65
SYSCO	9328	3612	53161			135099108/RAW FOOD	11.33CR
SYSCO	9328	3613	53161			135099108/RAW FOOD	14.66CR
SYSCO	9328	3612	53161			13501889P/RAW FOOD	3.81CR
SYSCO	9328	3613	53161			13501889P/RAW FOOD	4.93CR
SYSCO	9328	3612	53161			135086209/RAW FOOD	267.55
SYSCO	9328	3613	53161			135086209/RAW FOOD	346.09
SYSCO	9328	3612	53161			135094088/RAW FOOD	377.07
SYSCO	9328	3613	53161			135094088/RAW FOOD	487.77
SYSCO	9328	3612	53161	05178		135094088/RAW FOOD-SALAD BAR	61.48
SYSCO	9328	3612	53161	05178		135077696/RAW FOOD-SALAD BAR	268.41
SYSCO	9328	3612	53161			135077696/RAW FOOD	445.68

G/L DATE: 02/2017

Batch Nbr: 259124

Vendor Name	Vendor No.	Sub Dept	Acct No.	Detl	Sub Proj	Description	Amount
SYSCO	9328	3613	53161			135077696/RAW FOOD	576.53
Vendor Total:							3,638.44 **
ERIN SZAKALA	15638	3611	59153			289 JAN EMBLY MILEAGE REIMB	154.62
TIP TOP CLEANERS	10942	3612	52429			JAN LAUNDRY/KITCHEN	48.80
TIP TOP CLEANERS	10942	3613	52429			JAN LAUNDRY/KITCHEN	56.40
Vendor Total:							105.20 **
WARNER-WEXEL WHOLESALE & POOL	36120	3612	53162			NUTRITIONAL SUPPLIES/CLEANING SUPPLIES	190.30
WARNER-WEXEL WHOLESALE & POOL	36120	3613	53162			NUTRITIONAL SUPPLIES/CLEANING SUPPLIES	204.55
WARNER-WEXEL WHOLESALE & POOL	36120	3612	53133			NUTRITIONAL SUPPLIES/CLEANING SUPPLIES	18.83
WARNER-WEXEL WHOLESALE & POOL	36120	3613	53133			NUTRITIONAL SUPPLIES/CLEANING SUPPLIES	21.76
Vendor Total:							435.44 **
TOWN OF WASHINGTON	33570	3612	52428			JAN MEALSITE 10 DAYS @ \$8/DAY	45.18
TOWN OF WASHINGTON	33570	3613	52428			JAN MEALSITE 10 DAYS @ \$8/DAY	34.82
Vendor Total:							80.00 **
WASHINGTON ISLAND FERRY LINE I	36270	3609	59153	04205		JAN FERRY CHARGES-AZ	53.00
WISCONSIN PUBLIC SERVICE	11363	3611	52203			JAN UTILITIES SRC	342.54
911 LAWN CARE	20083	3614	52706	05165		JAN SNOW REMOVAL-DM	70.00
Schedule Total:							\$11,971.77 ***** =====

VOUCHER

STATE OF WISCONSIN

2017

Door County

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

VENDOR # _____

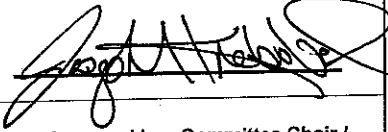
VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:
rmark

Approved by: Department Head:


Approved by: Committee Chair /
 County Administrator

Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date _____

Hold For Approval / Documentation
 After Processing

This Area to be Completed by Finance Department

PAID BY

CHECK # _____

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
204	23				SUBMITTED FOR PAYMENT, BATCH #259153 - 2016 & 2017 ADRC/SRC vouchers to date. March processing		\$ 56,037.42		various - as attached	
VOUCHER TOTAL							\$ 56,037.42	VOUCHER TOTAL		

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

* SUMMARY *
SCHEDULE OF VOUCHERS

ADRC/SRC 2nd Batch, FEB. 2017

MEETING DATE

HS Resource Center
DEPARTMENT

*** SUMMARY FOR COMMITTEE REVIEW ONLY ***

G/L DATE: 02/2017

Batch Nbr: 259124

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVANCED DISPOSAL SERVICES	18928	18928 JAN2017	JAN DISPOSAL SVCS-SRC	190.58
AGING & DISAB PROF ASSOC OF WI	19663	19663 ADRC	2017 ADPAW MEMBERSHIP-RG	75.00
BARBARA J SNOW	15999	15999 JAN2017	9.40 JAN EMPLY MILEAGE REIMB	5.03
BROTHERS DAIRY	257	257 JAN2017	RAW FOOD	616.00
CAROL LENIUS	21443	21443 JAN2017	78 JAN EMPLY MILEAGE REIMB	41.73
NELVIE CAULDWELL	4168	4168 JAN2017	22.2 JAN EMPLY MILEAGE REIMB	11.80
CELLCOM WISCONSIN RSA 10	4818	4818 FEB2017	ADRC/SRC CELL CHGS (02/06-03/05)	112.10
DOOR-TRAN	16496	16496 JAN2017	JAN STAFF HOURS	609.00
GORDON FOOD SERVICE, INC	22145	22145 JAN2017	RAW FOOD	1,388.70
KIM KRAMER	12614	12614 JAN2017	59.04 JAN EMPLY MILEAGE REIMB	31.59
LAMERS BUS LINES INC	13104	1077375 SRC	BREWERS TRIP BUS	1,075.00
TOWN OF LIBERTY GROVE	33170	33170 JAN2017	JAN MEALSITE 10 DAYS @\$9/DAY	90.00
MANN'S STORE	18770	18770 JAN2017	RAW FOOD	562.51
ROBERT A RAHMLow AND	21501	21501 JAN2017	JAN MEALSITE 7 DAYS @ \$8/DAY	56.00
REINHART FOOD SERVICE	26500	26500 JAN2017	RAW FOOD	1,406.13
SHERRY PESCH	3394	3394 JAN2017	JAN FIN MGMT-JT	41.00
STACEY VOLKMANN	14091	14091 JAN2017	416 JAN EMPLY MILEAGE REIMB	222.56
GOOD SAMARITAN, SCANDIA VILLAGE	27395	27395 JAN2017	JAN MOW	364.00
STAPLES ADVANTAGE	15069	15069 JANSRCB	JAN ADRC/SRC OFFICE SUPPLIES	193.80
SYSCO	9328	9328 JAN2017	RAW FOOD/KITCHEN EQUIPMENT	3,638.44
ERIN SZAKALA	15638	15638 JAN2017	289 JAN EMPLY MILEAGE REIMB	154.62
TIP TOP CLEANERS	10942	235724 SRCJAN	JAN LAUNDRY/KITCHEN	105.20

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
WARNER-WEXEL WHOLESALE & POOL	36120	36120 JAN2017	NUTRITIONAL SUPPLIES/CLEANING SUPPLIES	435.44
TOWN OF WASHINGTON	33570	33570 JAN2017	JAN MEALSITE 10 DAYS @ \$8/DAY	80.00
WASHINGTON ISLAND FERRY LINE I	36270	36270 ADRC117	JAN FERRY CHARGES-AZ	53.00
WISCONSIN PUBLIC SERVICE	11363	11363 JANSRC	JAN UTILITIES SRC	342.54
911 LAWN CARE	20083	856738 SRC	JAN SNOW REMOVAL-DM	70.00

Batch Total: \$11,971.77 ****
=====

**Door County
Senior Resource Center
Carryover to Subsequent Year**

	Carryover
Applicable to Subsequent Year	
APS Donations	
Account No. 204-23-48532-04256	917.22
Specified	
Account No. 204-23-48532	185.19
Unspecified	
Account No. 204-23-48505	17,202.56
Total Amount of Carryover Requested	18,304.97

*Note the above accounts are requested to be carried over to 2017

Prepared March 9, 2017 by Timothy Headrick, Door County Humans Services Department

Rachelle Gramann
619 S. 18th Ave.
Sturgeon Bay, WI 54235

February 14, 2017

Mr. Joseph Krebsbach, Director
Door County Human Services
421 Nebraska Street
Sturgeon Bay, WI 54235

Dear Mr. Krebsbach,

Per our conversation today, please accept this letter as formal notification that I am leaving my position as the Director of the Aging & Disability Resource Center of Door County on March 17, 2017.

Thank you for the opportunities you have provided me during my time with Door County. If I can be of any assistance during this transition, please let me know.

Best Regards,

A handwritten signature in black ink that reads "Rachelle Gramann". The signature is written in a cursive style with a large initial "R".

Rachelle Gramann



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

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

Memo

To: Human Services Board
From: Joe Krebsbach
CC: Administrative Committee
Date: March 9, 2017
Re: Request to Refill Aging and Disabilities Resources Center (ADRC) Director
Position


The ADRC Director position is required to meet our contract requirements with the State. This is a critical position in our Department, and filling it is necessary both from a funding standpoint as well as an operational standpoint.

As you are aware, the ADRC of Door County was launched in 2013. Since that time we have had four different ADRC Directors. Both of the last two directors have left the position after about one year. At this point we have determined we need to further refine the position and the responsibilities to make this job more manageable and to ensure we attract the right candidate. We will be making some organizational changes within the department to shift some of the responsibilities of the Director to other staff.

The timing of these changes coincides with the movement into the new building and an integration of the ADRC and Aging programs. Filling the adjusted position with a strong manager as quickly as possible will be important to getting services at the new building off on the right foot.

As this time I am asking for permission to refill the position. I would be glad to discuss the changes that we are looking to make and answer any questions that you may have.

Respectfully submitted,


Joe

Door County Human Resources Form #: 2015-04		Title: Request to Refill Position
Date Created 11/19/2014	Date Revised 07/23/2015	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.

DEPT. HEAD TO COMPLETE:

Department Human Services Position Title: Aging and Disability Resource Center Director

Position Status: Currently vacant Will be vacant Date Vacant: 3/17/17

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: This position was turned over twice in the past two years.

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

Name of Current / Most Recent Incumbent: Rachelle Gramann

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 3/6/17

Financial Information:

Salary Range: Grade K \$28.04 - \$36.86/hr. Is the Position Budgeted: Yes No

Funding Source: Levy % 50 Grant Funded % 50 Other _____ % _____

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO Professional FLSA Status Exempt

Human Resources has performed a position review? JH (HR initial) Date 3-7-17

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

Approvals:

County Administrator [Signature] Date Mar 8, 17

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
ADRC/Aging Program Director

Job Title	ADRC/Aging Program Director	Last Revision	10/26/2015
Department	Human Services	HR Reviewed	01/01/2017
Division	ADRC	Employee Group	General Municipal Employee
Report To	Human Services Director or designee	FLSA Status	Exempt
Pay Grade	K	EEO Code	02 – Professionals

General Summary

This position is responsible for the development, administration, and operation of programs and services offered by the ADRC, Elder & Adult at Risk programs, and the Aging Unit, in accordance with State and Federal laws, rules, and regulations. Some of the key services provided are: information and assistance, benefits counseling, long term care options counseling, health and safety services for elders / adults at risk, as well as a full array of Older Americans' Act services in our Aging Unit. This position is also responsible for the overall coordination and integration of these program areas that serve elderly persons, persons with physical or developmental disabilities, and their families.

Duties and Responsibilities

Essential Job Functions

1. Provides leadership and oversight that promotes and enhances the operations and collaboration of the ADRC, Elder at Risk/Adult at Risk Program and Aging Unit.
2. Ensures core functions of the ADRC and Aging Unit are carried out in compliance with State contracts.
3. Provides direct supervision of ADRC staff.
4. Represents the Department to the Human Services Board, the Aging and Disability Resource Center Advisory Board, and the community.
5. In conjunction with the Human Services Director, determines program specific funding needs and prepares the annual ADRC/Aging program budgets.
6. Monitors expenses and revenues related to all mentioned program areas.
7. Promotes public awareness and understanding of the ADRC and represents the ADRC and its' interests to the news media, community agencies, professional organizations, and the general public.
8. Assists the Aging Program Manager in preparing, implementing, interpreting, and monitoring multi-year Aging Plans and Updates, including budgets, which meet statutory guidelines set by the Older Americans' Act.

General Job Functions

1. Works with staff to develop goals to improve the quality of services and develop programs to best meet the needs of our elderly and disabled adult populations.
2. Works in collaboration with community organizations to identify and maximize services to meet the needs of the elderly and disabled adult population.
3. Serves as a representative and advocate for elderly persons and persons with physical or developmental disabilities on various committees and boards in the community.
4. Promotes, evaluates, and facilitates consumer involvement in planning services.
5. Completes annual performance evaluations on all direct report staff.

Requirements

COUNTY OF DOOR
ADRC/Aging Program Director

Requirements

Training and Experience

1. Graduate of an accredited college or university with a Bachelor's degree in social work or a closely related field. (Master's degree preferred).
2. Three (3) years of progressively responsible experience in a management or administrative capacity, preferably in a governmental setting.
3. Five (5) years of experience in planning, organizing, implementing, and administering programs serving elderly persons and / or persons with physical or developmental disabilities, and their support systems.
4. AIRS certification within 2 years of hire.
5. The County of Door reserves the right to consider candidates whose education and work experience provides comparable knowledge, skills and abilities.

Knowledge, Skills and Abilities Required

1. Knowledge of budgetary, contract, and grant administration processes.
2. Strong leadership qualities, and ability to develop and effectively lead a well-functioning team.
3. Experience with leading innovative projects or systems change.
4. Ability to manage multiple projects simultaneously.
5. Skill in establishing and maintaining community collaborations.
6. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
7. Ability to proficiently use a computer and related office equipment; demonstrating familiarity with required software and database programs.
8. Knowledge of or experience in public benefit programs such as Medicare, Medical Assistance, Medicaid waiver programs, Family Care, etc.
9. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical and Working Conditions

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

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

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.

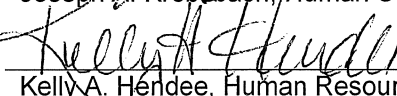
The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:



Joseph A. Krebsbach, Human Services Director

2/7/17
Date



Kelly A. Herdee, Human Resources Director

3-7-17
Date

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

Current Position Title: ADRC/Aging Program Director

Department Human Service Division ADRC / Senior Resource Center

Report to: (position title): This position reports to the Director of the Department of Human Services or designee.

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

This position is responsible for the development, administration, and operation of programs and services offered by the ADRC, Elder & Adult at Risk programs, and the Aging Unit, in accordance with State and Federal laws, rules, and regulations. Some of the key services provided are: information and assistance, benefits counseling, long term care options counseling, health and safety services for elders / adults at risk, as well as a full array of Older Americans' Act services in our Aging Unit. This position is also responsible for the overall coordination and integration of these program areas that serve elderly persons, persons with physical or developmental disabilities and their families.

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.	Promotes public awareness and understanding of the ADRC and represents the ADRC and its' interests to the news media, community agencies, professional organizations, and the general public.	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	For the Elder / Adult at Risk program, assigns new cases and related duties, monitors safety plans and compliance, and provides direct supervision of staff.	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Similar	<input type="checkbox"/>
3.	Provides direct supervision of ADRC staff which delivers I & A services, disability and elderly benefits services, and support staff services.	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Similar	<input type="checkbox"/>
4.	Provides direct supervision for the Aging Program Manager, including assistance with the multi-year Aging Plans and Updates, annual budget, and compliance with Older American's Act requirements.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Provides leadership and oversight that promotes and enhances the operations and collaboration of the ADRC, Elder at Risk / Adult at Risk Program, and the Aging Unit.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Similar	<input type="checkbox"/>
6.	Fiscal oversight of all 3 program areas, including budget preparation, monitoring, and contract negotiation / compliance, in conjunction with the Human Services Director.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Represents the Department to the County Board, Human Services Board, ADRC Advisory Board, and the community.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Similar	<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
Aging Program Manager	1	Social Worker – Adult Protective Services	3
Information & Assistance Specialists	3		
Elderly Benefits Specialist	1		
Disability Benefits Specialist	1		

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

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Instruct / train | <input checked="" type="checkbox"/> Assign Work | <input checked="" type="checkbox"/> Coordinate Activities |
| <input checked="" type="checkbox"/> Review Work | <input checked="" type="checkbox"/> Maintain Standards | <input checked="" type="checkbox"/> Plan Work of Others |
| <input checked="" type="checkbox"/> Act on Employee problems | <input checked="" type="checkbox"/> Schedule/allocate personnel | <input checked="" type="checkbox"/> Schedule work of others |
| <input checked="" type="checkbox"/> Select new employees | | |
| <input checked="" type="checkbox"/> Transfer / promote? | <input checked="" type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Approve?) |
| <input checked="" type="checkbox"/> Performance Evaluations | <input type="checkbox"/> (Recommend?) | <input checked="" type="checkbox"/> (Conduct?) |
| <input checked="" type="checkbox"/> Discipline | <input type="checkbox"/> (Recommend?) | <input checked="" type="checkbox"/> (Conduct?) |
| <input checked="" type="checkbox"/> Discharge | <input type="checkbox"/> (Recommend?) | <input checked="" type="checkbox"/> (Conduct?) |
| <input checked="" type="checkbox"/> Salary Increases | <input checked="" 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) <ul style="list-style-type: none"> Behavioral Health Program Manager Community Support Program Manager Developmental Disabilities Program Manager 	Supervises of Human Services	Daily
Other <u>Departments</u> (list other departments)		
Customers – General Public (list all)	General Public – emphasis on senior population	Daily
Suppliers/Vendors	Update on services	Monthly
Community / Trade / Professional		
Federal / State Gov't =. / Regulatory	Older American's Act, DHS	Weekly
Other (specify):		

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: Social Work / Gerontology / Related Human Services field
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate work or advance degree	Specify:
<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 type="checkbox"/>	One to at least three years' experience required.
<input checked="" 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.	
2.	
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: No

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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Fax machine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other: Paper shredder	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light lifting: 20# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 50# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 60# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy lifting: 100# max	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 50# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 60# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy carrying: 100# max	<input checked="" 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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Activity: Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Running	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Swimming	<input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching up (to high shelf)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching across (work bench)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness/humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibrations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden temp. changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Darkness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

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

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

- Office / indoors
- Shop / warehouse
- Vehicle
- Outdoors
- Other:

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? _____

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

ADRC Director
 _____ 6 Mo _____
ADRC Sub Dept _____

FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
ADRC Director Pay Range K Min Step										
1.00	\$28.04	58,323					34,058			92,381
Current ADRC Director 2017 Budget										
1.00	\$30.28	62,982					11,967			74,949
Total Salary and Benefit Increase										17,432
FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
ADRC Director Pay Range K Control Pt										
1.00	\$32.05	66,664					35,642			102,306
Current ADRC Director 2017 Budget										
1.00	\$30.28	62,982					11,967			74,949
Total Salary and Benefit Increase										27,357

Dept Head Signature Mark E. Janich Finance Director
 Date 3/7/2017

Disclaimer: This Fiscal Impact does not include Step 2 \$28.85, Step 3 \$29.65, Step 4 \$30.45, or Step 5 \$31.25.

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 – **STAFFING**

03-06-2017

