

**Tuesday, April 11, 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 – March 14, 2017 Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Program Reports
  - a. Children’s Long Term Care Services (CLTS) Overview/Update - Verbal Report
  - b. Written Collective Unit Report
8. Continuing / Pending Business
  - a. Resource Center Building Update
    1. Staff move to Government Center
  - b. Psychiatric Service Update
  - c. Staff Recruitment Updates
  - d. Vouchers
9. Topics To Be Referred to the Legislative Committee
10. New Business
  - a. Regional WCSA Meeting
  - b. Review 2016 Annual Report
  - c. Door County Community Foundation Sustainability Grant – Cori M
  - d. State Budget Overview
  - e. Introductory Period Completions
    - Kathy Fairchild -Margaret Buhk
    - Faith McCoy -Kathy Schultz
  - f. Resignation Letter – Chris Hanke
  - g. Retirement Letter – Jean Severson
  - h. Request to Refill Case Manager – Children & Family Support Services
  - i. Aging Unit Self-Assessment for 2016
  - j. Food Service RFP
  - k. Establish May & July Dates/Times for 2 Budget Public Participation Meetings
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
12. Set Next Meeting Date – May 9, 2017
13. **Adjourn** Meeting

*Deviation from the order shown may occur.*

□

*In compliance with the Americans with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Office of the County Clerk at (920)746 2200. Notification 72 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.*

# DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Tuesday, March 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 March 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 Englebort, Megan Lundahl, Joe Miller, Robert Rau, and Laura Vlies Wotachek

Excused: Wayne Kudick and Tom Leist

Staff Present: Joseph Krebsbach-Director; Cori MacFarlane-Deputy Director; Ken Pabich-County Administrator; JoAnn Bauman-Finance, Department Accountant; Dori Goddard-Children & Families Manager; Beth Chisholm, McKenzie Erickson, Deb Fehrman, Brett Hayner, Mark Hill, Amy LeFevre, Emily Schwark-Children & Families Social Workers; Jennifer Bender-Information & Assistance Specialist at the ADRC; and Shawn Barlament-Office Manager/Recording Secretary.

Board members present established a quorum.

3. **Adopt Agenda-**

A motion was made by Roy Englebort 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 February 14, 2017. This was seconded by Megan Lundahl. All approved.

5. **Correspondence-**

None

6. **Public Comment-**

None

7. **Program Reports-**

a. **Child Protection & Juvenile Justice – Verbal Report**

All members of this unit introduced themselves, shared the number of years they have been employed by the county and the main responsibility they contribute to this team.

Mark Hill introduced Bryce LeGrave and his family. Bryce shared his past issues of depression, defiance and school failure until he and his family were provided support through our department's programs. Currently he is achieving Bs and Cs in school, is employed, is on the school soccer team and was awarded the Boys & Girls Club Member of the Year award. Bryce's father also thanked the county for their support and belief in his son.

Mark also shared excerpts from his recent presentations to community gatherings about our Trauma Informed Care initiative.

b. **Trauma Informed Care Presentation**

Jennifer Bender, a member of our Trauma Informed Care Environmental Group, explained what guided the department's lobby transformation to provide a safe, warm and welcome environment. Through thrifty

use of a specific TIC grant fund, the group achieved fantastic results that are appreciated by our customers and staff.

Beth Chisholm informed the board about the recent Secondary Traumatic Stress Training attended by the majority of the department and extended an invitation to the Trauma Informed Care Lunch and Learns for the county and community members. The invitation is attached.

**c. Collective Unit Report –**

No questions were asked.

**d. Director's Report**

- Tim Headricks, the department's new business manager, was introduced.
- The department is looking at ways to relieve social workers of CCS financial responsibilities.
- We have received a letter of resignation from Chris Hanke, one of our Behavioral Health Therapists. His last day will be March 29<sup>th</sup>.
- The department is considering other means of crisis coverage due to the current shortfall of 3 team members and the effects on recruiting new employees.
- A request for proposals (RFP) will be sent out to try to reduce food costs at the Senior Resource Center. Jake Erickson and Grant Thomas have been proactively working on this as meals are expected to increase with the new building.
- Joe will participate in a conference call concerning the Reformed Health Care Act and how it will affect program areas.
- Due to a larger work volume, the department is considering contracting out a portion of our billing for Mental Health and AODA services.

**8. Continuing / Pending Business-**

**a. Resource Center Building Updates**

- Construction is underway.
- The trailer, that has been providing additional office space, needs to be removed by May 1<sup>st</sup> due to construction needs. Staff currently located in the trailer will be moved in 3-4 weeks with some returning to the ADRC and others to the Government Center.
- Grant funding is available for integration of the ADRC and the Senior Resource Center. The new building provides a great opportunity to pursue this integration.
- Ken Pabich and Joe have had conversations about ongoing funding for programs and possible naming rights for rooms at the new center based on contributions.

**b. Staff Recruitment Updates**

- Elizabeth Secrest has accepted the Comprehensive Community Services (CCS) Coordinator position and begins March 20<sup>th</sup>.
- Recruitment for the CSP Case Manager ends today. Interviews will be scheduled for next week Wednesday, March 22<sup>nd</sup>.
- Several options are being pursued to replace our psychiatrist. Jay Livingston and Joe plan to attend a Psychiatric Convention in Kohler to recruit. Telehealth negotiations have been narrowed down to 3 contractors. Brown County has a new doctor and sharing may be a possibility.

**c. Vouchers**

No questions

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

None

**10. New Business-**

**a. Request to Carry Over 2016 Donations to 2017 – Aging & Disability Resource Center**

Helen Bacon moved to carry over monies in the APS specified and unspecified donation lines to the 2017 budget. Roy Englebert seconded the motion. The motion passed unanimously.

**b. Re-organization of ADRC/Aging Program**

Due to the difficulty in keeping the ADRC Director position filled we are exploring options to reorganize the ADRC workload. Options being considered were discussed. The integration grant could provide an opportunity for a consultant on this matter.

**c. Request to Refill the ADRC Director Position**

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

**d. Deposit for TeleHealth Contract**

One of the potential vendors for psychiatric services requires a deposit that would be used in the event the county would be late in paying for services. If the deposit was not used all money would be returned. Laura Vlies Wotachek moved to pay the \$15,000.00 deposit for this service. Bob Rau seconded the motion. All were in favor.

**e. State Budget Overview**

Joe will provide an overview and how it affects our department at the next monthly meeting.

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

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

**12. Next Meeting Date:**

Tuesday, April 11, 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 9:54am.

Respectfully submitted,  
Shawn M. Barlament, Recording Secretary

# SAVE THE DATES!

Please join us for monthly

## **Trauma Informed Care Lunch & Learn sessions**

Each month will feature a Trauma Informed Care topic, video, or presentation

**On the 4th Monday of each Month  
Beginning March 27th, 2017**

**12:00 - 1:00 p.m.**

**Peninsula Room,  
Door County Government Center**

421 Nebraska Street, Sturgeon Bay

### **Questions?**

Contact Candis Dart,

Door County Partnership for Children and Families at  
[doorcountypartnership4children@gmail.com](mailto:doorcountypartnership4children@gmail.com)



Door County Department  
of Human Services

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



DOOR COUNTY  
**PARTNERSHIP**  
FOR CHILDREN AND FAMILIES



## DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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### Human Services Board Written Agency Updates – April 2017

#### I. Program Changes and Highlights

- A.** April is **Child Abuse Awareness Month!** Please check out our **Child Protective Services** team's display in the Library's showcase. The National theme is "Say Something, Do Something for Kids!" During 2016, there were 216 births in Door County, and we would like to prevent those born from experiencing childhood trauma. The department received 391 child welfare type reports during 2016. We have a significant increase in formal CHIPS (Child in need of Protective Services) proceedings during the first three months of 2017, resulting in a 67% increase in the first quarter of 2017 compared to the entire calendar year of 2016.
- B.** April is also **National Volunteer Recognition Month.** During the past year, more than 712 volunteers dedicated over 7000 hours of time to the **ADRC.** We couldn't do what we do without them!
- C.** 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 throughout 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.
- D.** We are looking forward to bringing the **"Music and Memory"** program to the Door County community. At the beginning of this year we had a few staff members go through training on how the program works and what it includes. The "Music and Memory" program is a non-profit organization that brings personalized music into the lives of the elderly through digital music technology, vastly improving quality of life. We plan on working with family caregivers to create and provide personalized playlists using iPods and related digital audio systems that enable those struggling with Alzheimer's, dementia and other cognitive and physical challenges to reconnect with the world through music-triggered memories.
- E.** March was a busy month for the **Behavioral Health** team due to several factors. We saw an increase in the number of Crisis Calls which translates into more referrals for Mental Health and AODA therapy. Our CCS (Comprehensive Community Services) program continues to witness steady growth for both children and adults. The recent departure of one of our Co-Occurring Disorders therapists has required other clinicians to absorb his caseload in addition to adding new clients who come to our agency requesting services.

We are very happy to have Elizabeth Secrest on board as our new Regional CCS Manager, working with the Lakeshore Recovery Consortium, serving Door, Kewaunee and Shawano Counties.

Elizabeth is busy getting to know the staff, arranging several trainings for the region, and reaching out to all of our contracted providers.

We are pleased to announce that Dr. Colleen O'Rourke has agreed to continue providing psychiatric services for Door County Residents via a new modality – telehealth. This will allow for her existing patients to continue seeing her via an internet connection, thereby minimizing the impact of being required to transition to a new psychiatrist. We look forward to utilizing a new technology (for us) which is becoming increasingly more prevalent throughout the country. We have written our policies and procedures, and the state Division of Quality Assurance has conducted a site visit and granted our telehealth certification. The next few weeks will be filled with communicating to clients and community stakeholders about the change, training staff on the procedures, and ensuring the technology and supporting protocol are in place and ready to go. April 27 will be our first day of scheduled telehealth appointments. We will also have the doctor on-site one day per month to see patients for whom telehealth is not a viable option.

**F. The Community Support Program** continues to run an Art Group every Tuesday at 2:30 and Games Group on Wednesdays from 1:30 to 3:00 at **JAK's Place**. We are excited about new programming being offered at the mental health drop-in center, which serves not only our clients, but others in the community struggling with mental illness as well. Starting in April, the following will be available:

- Mondays – April 3 through May 8th 3:45 to 5:00 Cooking with Magda –“Roll with it Baby” Come learn how to cook rolled foods (Egg rolls, Breakfast Burritos and more).
- Mondays – The 2nd and 4th Monday of the Month 6:00 to 7:00 Open Support Group is an opportunity to talk with others who have family members, significant others or friends living with mental illness.
- Tuesdays – June 13th through August 15th 12:30 to 2:00 Combat Veterans Support Group. If you are a combat veteran having trouble adjusting to civilian life this professionally facilitated support group can provide counseling assistance. Please call JAK's Place to schedule your personal reservation. This will be a closed group of 10.
- Wednesdays – April 19th through June 7th 10 to 11 Depression and Anxiety Support Group.
- Wednesdays – April 12th through May 31 6:30 to 7:30 p.m. Women's Cancer Support Group.

People may have noticed the FOR SALE sign on the front of JAK's Place; construction has started on the new building located at 1623 Rhode Island Street which was previously the home of the Community Clinic. Once the program relocates there are plans in the works to expand hours and services.

**G.** The site review for the **Food Share** Management Evaluation Review was held at Door County on March 7th. State reviewers came in person to evaluate several program processes in Food Share cases. All feedback given was very positive; evaluators noted a high level of customer service both on case work and on the call center. A final report will be sent to the consortium soon.

**H. Children and Family Support Services Team:**

- Later this month our **Birth to Three Program** will be conducting our Performance Implementation Plan (PIP) with the State. This is a B-3 Program mandate that reinforces our county efforts to be comparable and consistent with the State's direction on early intervention. We remain confident we will do well.
- The Department is continuing to prepare for State audit of our **Children's Long Term Support** program scheduled for the first quarter of 2017; no specific date has been assigned yet. We continue to do due diligence in preparation of this extensive audit process. We've assisted in the completion of a number of reconciliation reports for our programs with Finance as we close out

2016. We recently received the final version of the CCOP guidelines for full implementation, sharing this information internally as we look to make allocations to families for goods and services they need. It is important to note that CCOP is seen by the State as the funding of last resort.

- Other program highlights include our recruitment of the schools and the Boys and Girls Club to participate in the **State's poster contest of "My Feelings Matter"**. Youth prepared their posters and in collaboration and assistance from the Door County Library a showing was conducted prior to the posters moving on to Madison for judging. A special thank you to the Door County Library and all the participants. We look to do something similar with the Boys and Girls Club in late April, celebrating mental health awareness.

## II. Noteworthy Events

- A. Our Trauma Informed Care core implementation team will be attending a state **Fostering Futures Summit** meeting with other Fostering Futures counties on April 25 to hear from state and national experts in the field, share our progress to date, and learn from other counties' experience.
- B. We have staff participating in efforts to make Door County a more Dementia Friendly Community. Information and Assistance Specialist Anna Zahorik at the ADRC has been training as a Dementia Care Specialist. Last fall we sponsored a community training on the topic. We have also recently been approached by the Behavioral Health Training Partnership out of UWGB to participate in a community-wide training and technical assistance opportunity. As a part of this initiative, the **Northern Door County Dementia Capable Advisory Committee** is hosting a meeting of community leaders and residents of Northern Door interested in enhancing support to aging community members. The goal of this initial meeting is to identify the supportive services in Northern Door, as well as what the community perceives as gaps in care. The meeting is scheduled for Thursday, April 13th, 10:00-11:30 at Ridges Sanctuary, Baileys Harbor
- C. Come and visit the ADRC sometime in January for one or all of the following scheduled events:
  - April 4th from 10:30-1pm Blood Pressure Checks
  - April 4th at 12:45pm "How to Say No to Telemarketers" with Mike Green
  - April 4th Music with Ken
  - April 5th at Noon Music with Jess Holland
  - April 7th at 11:30am Tasty Tidbits: Beets with Carmen Schroeder
  - April 10th at 12:45pm Nutrition for the Young at Heart: Energize Your Life
  - April 14th at Noon Spring Fling with Pianist Mark Hendee
  - April 17th April Day Trip: Bargains Unlimited depart at 9:30am
  - April 18th at 10:30am Craft Class Flower Pot Decorating
  - April 18th at 12:45pm "Severe Weather Safety" with Mike Green
  - April 19th at 11am Advanced Care Planning with Door County Medical Center
  - April 20<sup>th</sup>, 8:30am-1pm Foot Care Clinic, with foot soak, massage with lotion, and nail cutting
  - April 21st at 12:45pm Posture, Positioning & Body Mechanics with Physical Therapist Vicki
  - April 25th at 12:45pm "Aging Gracefully" with Dr. Staudenmaier
  - April 27th at Noon Music with George

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

- A. We currently have two mental health clients that are expected to be in Winnebago Mental Health Institute long term, a month or longer, at a cost of approximately \$1,000 a day. One of these individuals has been assigned 1:1 staffing since he's been there, which will result in additional costs.
- B. We have a new placement at Lincoln Hills, a juvenile correctional facility that is a last resort to rehabilitate youth from engaging in delinquent behaviors and criminal thinking.



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

- A.** All staff participated in mandatory county-wide training on Harassment in late March and early April.
- B.** As discussed in last month's report, we brought in Mike Bloedorn, retired Director of Washington County Department of Social Services, to train all of our staff on Secondary Traumatic Stress (STS). *STS is a form of stress that is the result of indirect exposure to trauma. It arises from a helping professional working with traumatized individuals. If it is ignored or goes left unattended, it can have very serious consequences – very similar to those of PTSD (which results from direct exposure to trauma, oftentimes associated with professions such as combat veterans or law enforcement). The impacts of STS are individualized, because they are closely tied to our own unique perception of the trauma.* This was an excellent training which resulted in each employee developing an individual action plan to combat the effects of STS. Collectively we also generated many pages of ideas for addressing STS at the individual, unit/team, supervisory, and organizational level. We have established a Secondary Traumatic Stress work group to take these ideas and develop a comprehensive work plan to begin to transform our agency and ensure we are paying attention to STS on an ongoing basis.

#### **V. Agency & Community Collaboration**

- A.** We continue our initiative on becoming a trauma informed community by presenting training to the non-profit emergency food and shelter organizations in April. Dori Goddard and McKenzie Erickson became trainers to help keep the momentum moving forward in becoming a trauma informed county.
- B.** Dori Goddard also did a presentation as she does every year to a class of students in the social work program at UWGB. The presentation was about supervising social workers, public versus private social work practice, burnout and Secondary Traumatic Stress, and ethics and boundaries.
- C.** Two of our social workers, Mark Hill and McKenzie Erickson, presented at the Lions Club meeting about our services and foster care more specifically.

#### **VI. Sharing our Successes**

- A.** A case manager/RN in our Children and Families Support Services team recently received a very special thank you letter from an Adult Family Home provider who cares for her father and brother under Family Care. She spoke very highly of the support and coaching she received for our Long Term Support/Developmental Disabilities staff prior to the Family Care transition. Here's an excerpt, "If there is any reason at all for people to appreciate the care I give to my father and brother, it is because I have had the privilege of working with and learning from the best. You and Cindy Ehlers were a huge part of this journey I am on, and without your support, understanding and guidance over the years, I would have been left in the dust when it comes to knowing how to best provide for (them)...So many beautiful case workers who were part of the Door County team that guided and managed the Adult Family Homes for so many years, have been a huge source of strength for me, because of the compassion and care you took with your clients and their care providers/families. Thank you! What you have taught me and have given me as a caregiver as you worked to provide your services to the people of Door County through the years, has given me a strong basis for advocacy and dealing with all the other extenuating circumstances that go along with providing care for those with special needs and the elderly."

## HUMAN SERVICES STATISTICS

UNIT	2013	2014	2015	2016	2017 YTD
<b>ADRC</b>					
I & A Contacts				3064	
Elderly Benefits Specialist (EBS) Contacts				473	
Disability Benefits Specialist (DBS) Contacts				1820	
Adult Protective Service (APS) Referrals	130	215	212	183	
Total Contacts	3700+	3876	4971	5540	
<b>Behavioral Health (BH)</b>					
Crisis	176	238	192	165	45
Inpatient Admissions	67	85	93	67	22
Inpatient Costs	\$ 193,017.00	\$ 390,092.00	\$ 434,021.00	\$ 188,215.87	\$ -
<b>Children &amp; Family Services</b>					
Child Welfare Referrals	81	385	440	393	107
Juvenile Justice Referrals	40	50	90	69	14
Birth-Three Participants	67	77	70	73	75
Case Management (FS/CST/CCS/DD)		578	233	143	160
<b>Community Support Program</b>					
Consumers Enrolled	55	57	62	53	52
<b>Economic Support</b>					
Badger Care (BC) Total	4523	4375	4333	4169	4249
FoodShare (FS) Total	2714	2529	2351	2007	2075
Consortium Calls			111044+	12972	42,372
WI Home Energy Assistance				557	769
<b>Senior Resource Center</b>					
Meals-Congregate	14,295	15831	16092	17802	3682
Meals on Wheels	15047	15809	13718	14293	3729
Meals-Frozen	6260	5788	6276	6245	1244
Transportation- SRC Bus & Door2Door	34,254	39000+	42180	48503	8422

**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

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



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 2<sup>nd</sup> Floor Fax: 920-746-2349  
[dhs@co.door.wi.us](mailto:dhs@co.door.wi.us)

MEMO

**To:** Human Services Committee  
**From:** Shawn Barlament  
**Date:** 04.11.17  
**Re:** Request for Expenditure Approval

Expenditures since the last committee meeting held 02.14.17:

\$	320.83	Wal-Mart - Mar 2017
\$	853.63	Elan Credit Card - Mar 2017
\$	33,637.36	Feb 2017 Foster / Kinship Care Payments #259197
\$	90.37	Invoices Paid Prior to April 6, 2017 not included in Batches
\$	<b>34,902.19</b>	

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

\$	68,964.09	Monthly Vouchers - Batch 2 (Mar) #259181
\$	73,029.43	Monthly Vouchers - Batch 1 (Apr) #MIXED,#BH,#CCS,#C&F,#CSP,#CLTS
\$	34,902.19	Expenditures since the last committee meeting held 10.8.16
\$	<b>176,895.71</b>	

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

\$	14,540.61	Monthly Vouchers - Batch 2 (Mar) #259180
\$	63,958.50	Monthly Vouchers - Batch 1 (Apr) #259206
\$	391.43	Walmart Card - Mar 2017
\$	130.93	Elan Credit Card Jan 2017
\$	<b>79,021.47</b>	

\$ **255,917.18** Total Expenditures and Vouchers



\* SUMMARY \*  
SCHEDULE OF VOUCHERS

04-11-2017

MEETING DATE

Dept Human Services  
DEPARTMENT

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

FOSTER CARE CHECK DATE: MARCH 31, 2017

G/L DATE: 03/2017 Batch Nbr: 259197

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMERICAN FOUNDATION OF CNSLNG	7857	01713 031317	EWISACWIS 03/13/2017 0008004685	1,960.56
BRITTNEY NICOLE MARIT	21818	01713 031317	EWISACWIS 03/13/2017 0008063756	801.00
OLIVIA I DEREMO	8116	01713 031317	EWISACWIS 03/13/2017 0008017407	232.00
DEB DOYLE	9479	01713 031317	EWISACWIS 03/13/2017 0008000379	1,208.00
DEBOHRA GIBSON	13963	01713 031317	EWISACWIS 03/13/2017 0006910123	232.00
HELEN MAE BAHR	8485	01713 031317	EWISACWIS 03/13/2017 0008059029	464.00
JILL DELCORE	21744	01713 031317	EWISACWIS 03/13/2017 0008063868	948.00
JULIE LITTERAL	18813	01713 031317	EWISACWIS 03/13/2017 0008043242	928.00
JUDITH A PICHETTE	13223	01713 031317	EWISACWIS 03/13/2017 0008034652	232.00
KATHERINE M SMITH	21729	01713 031317	EWISACWIS 03/13/2017 0008064158	384.00
KERRY R TELLER	22155	01713 031317	EWISACWIS 03/13/2017 0008009280	174.00
LOREN R SCHOLL	22022	01713 031317	EWISACWIS 03/13/2017 0008067102	232.00
LUTHERAN SOCIAL SERVICES OF WI	6495	01713 031317	EWISACWIS 03/13/2017 0008035885	10,417.12
MONICA G HARRIS	20836	01713 031317	EWISACWIS 03/13/2017 0008057128	232.00
MARYRAE V DUFEK	17937	01713 031317	EWISACWIS 03/13/2017 0008040115	464.00
NORTHWEST PASSAGE LTD	13477	01713 031317	EWISACWIS 03/13/2017 0008021015	9,849.28
RACHEL DEMERATH	21964	01713 031317	EWISACWIS 03/13/2017 0008048945	1,594.00
RANDY S WATTERS	22153	01713 031317	EWISACWIS 03/13/2017 0008067949	464.00
ROBERTA J WIERICHS	19141	01713 031317	EWISACWIS 03/13/2017 0008019587	1,497.40
SHARYN K NICHOLS	22150	01713 031317	EWISACWIS 03/13/2017 0008067865	232.00
TONYA J LAURENT	17043	01713 031317	EWISACWIS 03/13/2017 0008059839	628.00

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
TRACEY LYN WEBORG	22152	01713 031317	EWISACWIS 03/13/2017 0008067849	464.00

Batch Total: \$33,637.36 \*\*\*\*  
=====



3/15/17

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

Human Services, Mar 2017, 2nd Batch

MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 03/2017 Batch Nbr: 259181

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES-INDEPENDENT LIVINGII	13325	13325 FEB2017	CCS ADMIN:DATA TRACKING	559.00
ADVOCATES FOR HEALTHY	17929	17929 FEB2017	FEB 2017 CCS WELLNESS MGMT/RECOVERY	7,087.30
AMERICAN FOUNDATION OF CNSLNG	7857	7857 FEB2017	CCS IND PSYCHOTHERAPY	1,356.60
AMERICINN LODGE	3478	3478 FEB2017	FEB2017 WRAP SERV-1 NIGHT STAY	82.00
BETH CHISHOLM	2435	2435 JAN2017	JAN EMP MILEAGE REIM 125 MI	66.88
BAY COUNSELING CLINIC, LLP	21177	21177 FEB2017	FEB 2017 CCS IND PSYCH	499.80
[REDACTED]	5012	5012 FEB2017	FEB2017 COP MENTORING & SUPPLIES	117.30
BOYS & GIRLS CLUB OF DOOR CNTY	2571	2571 DEC2016	2016 CCS IND SKILL DEVELP	2,788.00
BROTOLOC HEALTH CARE SYSTEM IN	3640	3640 FEB2017	FEB201728 DAYS CBRF	4,942.00
BROWN COUNTY HUMAN SERVICES	3680	3680 AUG2016	AUG-DEC2016 CHILD CARE CERT	1,682.85
CORPORATE GUARDIANS OF NEW	17122	17122 JAN2017	JAN/FEB2017 GUARDIANSHIP SERVICE	400.00
[REDACTED]S	21935	21935 MARCH17	MARCH 2017 SPECIAL NEEDS CAR RENTAL	112.00
DEBRA FEHRMAN	6876	6876 FEB2017	FEB EMPY MILEAGE REIM 251 MI	134.29
DEB DOYLE	9479	9479JANFEB17	JAN/FEB RESPITE	100.00
DYNAMIC FAMILY SOLUTIONS	21410	21410 FEB2017	FEB 2017 CCS IND PSYCH	622.20
EMILY SCHWARK	20081	20081 FEB2017	FEB EMPY MILEAGE REIM 168 MI	89.88
EMPOWERMENT OPTIONS	15615	15615 FEB2017	FEB2017 28 DAYS CBRF	9,520.00
FAMILY SERVICES	3841	3841 JANFEB17	JAN/FEB CRISIS CENTER	3,533.70
FEDEX	6704	6704 FEB2017	FEB RETURN SHIPPING	19.19
[REDACTED]	4026	4026 MAR2017	MARCH 2017 MENTOR	336.00
MARK HILL	2006	2006 FEB2017	FEB 2017 EMP MILEAGE REIM 604 MI	323.14
HIRN MENTAL HEALTH COUNSELING	17401	17401 FEB2017	FEB/MARCH 2017 AODA ASSESSMENTS	2,340.00



3/15/17  
G/L DATE: 03/2017

Batch Nbr: 259181

Page 2

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
INNOVATIVE SERVICES, INC.	5078	5078 FEB2017	FEB2017 CCS IND SKILL DEV&ENHANCE	335.40
[REDACTED]	17593	17593 FEB2017	FEB2017 AUTISM CONFERENCE REG	270.00
LANGUAGE LINE SERVICES	14606	14606 FEB2017	FEB2017 INTERPRETER 389 MIN	283.04
MCKENZIE ERICKSON	21771	21771 JAN2017	JAN EMPLY MILEAGE REIM 392 MI	209.73
NAOMI SPRITKA	18398	18398 FEB2017	FEB EMPY MILEAGE REIM 228 MI	121.98
NORTHWEST PASSAGE LTD	13477	13477DEC2016	OCT/NOV MISC OUT OF HOME	2,600.00
OPTIONS LAB, INC	17788	17788 FEB2017	FEB 2017 DRUG TEST	40.00
PHOENIX BEHAVIORAL HEALTH SVC	17442	17442 1116 17	NOV16/JAN17 CCS IND PSYCH	12,464.40
PROFESSIONAL GUARDIANSHIPS INC	5008	5008 FEB2017	FEB 2017 GUARDIANSHIP SERVICES	218.00
WENDY RAY	13022	13022 FEB2017	FEB B-3	5,402.00
MICHAEL P SAYERS PHD	8169	8169 FEB2017	FEB PSYCH SERV 36 HOURS	2,565.00
JEAN SEVERSON	28575	28575 JAN/FEB	JAN/FEB 2017 MILEAGE	90.96
SHEBOYGAN COUNTY TREASURER	29071	29071 FEB2017	FEB2017 JUV DETENTION	380.00
SPECIALIZED SERVICES LLC	7694	7694 JAN17	JAN2017 CCS IND SKILL DEV	1,074.40
STAPLES ADVANTAGE	15069	15069 FEB17	FEB OFFICE SUPPLIES	529.42
STREUS PHARMACY INC	9617	9617 FEB 2017	FEB 2017 MH BLOCK GRANT SUPPLIES CSP	12.96
TIMOTHY HICKEY	3823	3823 FEB2017	FEB 2017 OWI ASSESSMENTS	670.00
THE PLAZA HOTEL	3917	3917 MAR2017	CONF3-6-9-17INTASSESCONF ID58796	70.00
JULIE TOYNE	5555	5555 FEB 2017	FEB 2017 B3 THERAPY	4,139.33
HEIDIANN ULLMAN	242	242 FEB2017	MAR RESPITE 2NIGHTS	50.00
UW-MADISON	19282	19282 OCT2016	OCT2016 ONGOING CASE PLANNING TRAINING	50.00
WI ENERGY CONSERVATION CORP	4276	4276 JAN2017	JAN2017 HOME ENERGY PLUS CON 2 DAYS	150.00
WISCONSIN MEDIA	14651	14651 JUN2016	JUNE/JULY2016 PPP MEETING NOTICE	525.34

Batch Total: \$68,964.09 \*\*\*\*  
=====

**VOUCHER**

STATE OF WISCONSIN

2017

Door County

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

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

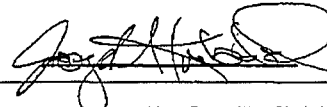
VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:  
alajuzerne

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	
240	47				SUBMITTED FOR PAYMENT, BATCH MIXED April 2017 - 1ST Batch Processing		\$4,823.69		various - as attached	
VOUCHER TOTAL							\$	4,823.69	← VOUCHER TOTAL	

4/04/17

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

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

Page 1  
DC404RSUM

MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 04/2017 Batch Nbr:MIXED

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMY LEFEVRE	21173	21173FEB2017	EMPLOY MILEAGE/MEAL REIM	69.00
AUTISM SOCIETY OF WISCONSIN	4611	814/815	APRIL27-29 AUTISM CONF REG FEE	540.00
CELLCOM WISCONSIN RSA 10	4818	209190	MARCH HS CELLPHONES	687.28
ECONO FOODS	9674	9674 FEB2017	FEB 2017 PURCHASES	447.25
JAY LIVINGSTON	17542	17542 MAR2017	CSIT CERTIFICATION FEE	150.00
KATHY E SCHULTZ	22015	22015 MAR2017	MAR 2017 EMPY MILEAGE REIM	42.80
MCKENZIE ERICKSON	21771	21771 MAR2017	FEB/MAR EMP MILEAGE REIM	373.45
SHERYL FLORES	11392	11392FEB2017	FEB/MARCH EMPLOY MILEAGE REIM	56.72
STAPLES ADVANTAGE	15069	15069MAR2017	MARCH HS OFFICE SUPPLIES	733.01
TANYA KAVICKY-MELS	21550	21550 MAR2017	MARCH EMPLOY MILEAGE REIM	6.42
THE PLAZA HOTEL	3917	76260	MAR6-9 INITIAL ASSES CONF	140.00
WCHSA Treasurer	616	2017 DUES	WCHSA 2017 DUES	1,000.00
WHSFMA SPRING WORKSHOP	2306	2306 MAR2017	MAY3-5 WHSFMA CONF REGISTRATION FEE	175.00
WISCONSIN DOCUMENT IMAGING	5999	75462/96982A	FEB/MARCH HS ADMIN	402.76

Batch Total: \$4,823.69 \*\*\*\*  
=====

**VOUCHER**

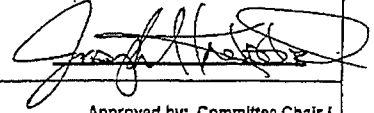
STATE OF WISCONSIN  
Door County

2017

Submitted By:

alaluzerne

Approved by: Department Head:



Approved by: Committee Chair /  
County Administrator

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

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	
240	47				SUBMITTED FOR PAYMENT, BATCH BH April 2017 - 1ST Batch Processing		\$3,238.00		various - as attached	
VOUCHER TOTAL							\$ 3,238.00	VOUCHER TOTAL		

4/04/17

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

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

Page 1  
DC404RSUM

MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 04/2017 Batch Nbr: BH

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
MICHAEL P SAYERS PHD	8169	8169 MAR2017	MARCH PSYCH SERV 35 HRS	2,493.75
HEIDI E STANGEL	9257	225470	FEB 2017 INTERPRETOR SERVICE	74.25
TIMOTHY HICKEY	3823	3823 MAR2017	MARCH OWI ASSESSMENTS	670.00
Batch Total:				\$3,238.00 **** =====

**VOUCHER**

STATE OF WISCONSIN

2017

Door County

Submitted By:  
 \_\_\_\_\_  
 alaluzerne

Approved by: Department Head:  
 \_\_\_\_\_

*[Signature]*  
 Approved by: Committee Chair /  
 County Administrator  
 \_\_\_\_\_

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

New Vendor (Please Assign New #)  
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VENDOR NAME: Door County Dept of Human Services

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- 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	@ Cos/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH CCS April 2017 - 1ST Batch Processing		\$20,340.00		various - as attached	
VOUCHER TOTAL							\$ 20,340.00	VOUCHER TOTAL		

4/04/17

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

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 04/2017 Batch Nbr:CCS

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES FOR HEALTHY	17929	2071 JULY2016	JULY 2016 HRLY SERVICES	800.00
ADVOCATES FOR HEALTHY	17929	2072 AUG2016	AUG 2016 HRLY SERVICES	600.00
Vendor Total:				1,400.00 **
AMERICAN FOUNDATION OF CNSLNG	7857	7857 DEC2016	DEC16 CCS IND PSYCH	1,162.80
BARTEN COUNSELING	20427	20427 MAR2017	JAN/MAR 2017 CCS IND PSYCH	306.00
BAY COUNSELING CLINIC, LLP	21177	21177JAN2017	JAN/FEB CCS IND PSYCH	632.40
DYNAMIC FAMILY SOLUTIONS	21410	21410JAN2017	JAN/FEB 2017 CCS SERVICES	499.80
FAMILY SERVICES	3841	3841 FEB2017	CCS IND SKILL DEV & ENHANCE	5,711.30
INNOVATIVE SERVICES, INC.	5078	5078FEB2017	FEB 2017 CCS IND SKILL DEV & ENHANCEMENT	1,144.60
PHOENIX BEHAVIORAL HEALTH SVC	17442	17442 FEB2017	FEB17 CCS IND AND/OR FAMILY PSYCH	1,315.80
SPECIALIZED SERVICES LLC	7694	7694JAN2017	JAN 2017 CCS IND SKILL DEV & ENHANC	8,167.30
Batch Total:				\$20,340.00 **** =====

**VOUCHER**

STATE OF WISCONSIN

2017

Door County

VENDOR # \_\_\_\_\_  New Vendor (Please Assign New #)  
 One Time Vendor (Please Assign New #)

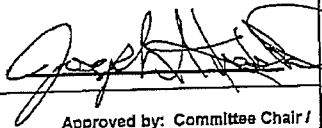
VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:  
alaluzerne

Approved by: Department Head:  


Approved by: Committee Chair /  
 County Administrator

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Voucher Listing Signed / Approved

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

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 After Processing

This Area to be Completed by Finance Department

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

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH C&F April 2017 - 1ST Batch Processing		\$9,663.40		various - as attached	
VOUCHER TOTAL							\$ 9,663.40	VOUCHER TOTAL		



4/04/17

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

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 04/2017 Batch Nbr:C&F

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMY D'ADDARIO	21733	21733 MAR2017	MARCH 17 WI TRAUMA PROJECT	3,428.74
BRETT HAYNER	22222	22222 MAR2017	SUPPLIES FOR LIBRARY DISPLAY	34.19
BRITNEY NICOLE MARIT	21818	21818 MAR2017	MARCH17 RESPITE 2 DAYS	50.00
DONNA BURNS	22009	0140169	MARCH 17 TRAUMA WORKSHOP/MILEAGE	1,099.91
DC PRINTING LLC	5245	101455	MAR 2017 TEMP PHYSICAL CUSTODY FORMS	225.10
HEATHER MOORE	19699	19699 FEB2017	FEB 12 2017 RESPITE ONE NIGHT	30.00
HELP OF DOOR COUNTY INC	13420	13420 FEB2017	JAN/FEB 2017 FAMILY ACCESS SOLUTIONS	1,293.75
JUSTICEPOINT, INC	21360	1067	YA ELEC MON 28 DAYS	138.60
LAKESHORE CAP OFFICE	17200	17200FEB2017	FEB 2017 JUVENILE REST/COMMUNITY SERVICE	2,793.11
MARY E CRAM	22151	22151 FEB2017	CHILDCARE FOR 2 SUNDAYS (TIP) 5 HRS	150.00
TONY BATTEN	16915	16915 MAR2017	MAR 21-APR 3 2017 RESPITE 14 NIGHTS	420.00

Batch Total: \$9,663.40 \*\*\*\*  
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**VOUCHER**

STATE OF WISCONSIN

2017

Door County

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

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

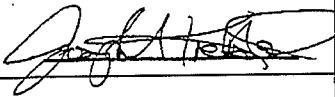
VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

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

Approved by: Department Head:  


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

Added to Voucher Listing

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

This Area to be Completed by Finance Department

Voucher Listing Signed / Approved  
 Meeting Date \_\_\_\_\_  
 Hold For Approval / Documentation  
 After Processing

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
240	47				SUBMITTED FOR PAYMENT, BATCH CSP April 2017 - 1ST Batch Processing		\$13,792.95		various - as attached
<b>VOUCHER TOTAL</b>								<b>\$ 13,792.95</b>	<b>VOUCHER TOTAL</b>

4/04/17

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

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 04/2017

Batch Nbr:CSP

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BROWN CO COMUNITY TREATMNT CNT	16015	16015 JAN2017	JAN 2017 INPAT CARE	501.30
EMPOWERMENT OPTIONS	15615	15615 MAR2017	MAR 17 CBRF 31 DAYS	10,540.00
LAKESHORE CAP OFFICE	17200	17200 FEB2017	FEB 2017 CSP TECH/SPECIALIST	1,022.15
SALLY LAURENT	8394	8394 APR2017	APR 2017 AFH 30 DAYS	900.00
SHERRY PESCH	3394	3394 FEB2017	REP PAYEE BOOKKEEPING SERVICE	829.50

Batch Total: \$13,792.95 \*\*\*\*  
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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

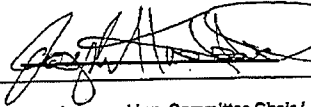
VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:  
alaluzerne

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Approved by: Department Head:  


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

Added to Voucher Listing

Voucher Listing Signed / Approved

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

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

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH CLTS April 2017 - 1ST Batch Processing		\$21,171.39		various - as attached	
VOUCHER TOTAL							\$ 21,171.39	VOUCHER TOTAL		

4/04/17

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

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 04/2017      Batch Nbr:CLTS

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
DOOR COUNTY MEMORIAL HOSPITAL	8770	8770 FEB2017	FEB 2017 B-3 PT/OT THERAPY & MILEAGE	7,513.97
FAMILY SERVICES	3841	3841FEB2017	FEB 2017 SELF SERVICES	103.20
[REDACTED]	4026	4026 MARC2017	MAR2017 MENTORING	480.00
[REDACTED]	7918	7918 APR2017	DOOR COUNTY SAY SUMMER SOCCER	35.00
[REDACTED]	21062	21062 MAR2017	MAR2017 RESPITE/RECREATIONAL ACTIVITES	126.46
[REDACTED]	20162	20162 APR2017	APRIL 2017 SUMMER CAMP SERVICES	1,225.00
[REDACTED]	19662	19662 MAR2017	REIM FOR MUSIC LESSONS	960.00
PROFESSIONAL GUARDIANSHIPS INC	5008	5008 MARC2017	MARCH 2017 GUARDIANSHIP SERVICES	218.00
WENDY RAY	13022	13022 MAR2017	MARCH B-3 THERAPY/MILES	5,733.78
[REDACTED]	1862	1862 MAR2017	MAR2017 MEDICAL TRANSPORTATION	150.00
JULIE TOYNE	5555	5555 MAR2017	MAR 17 B-3 THERAPY/MILEAGE	4,625.98

Batch Total:      \$21,171.39      \*\*\*\*  
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ADRC/SRC, 2<sup>nd</sup> batch, March, 2017

MEETING DATE

HS Resource Center  
DEPARTMENT

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

G/L DATE: 03/2017

Batch Nbr: 259180

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVANCED DISPOSAL SERVICES	18928	18928 FEB2017	FEB DISPOSAL SVCS-SRC	200.67
BARBARA J SNOW	15999	15999 FEB2017	16 FEB EMPLY MILEAGE REIMB	8.56
BROTHERS DAIRY	257	257 FEB2017	FEB RAW FOOD	615.68
CHRISTINE ANDERSEN	19077	19077 MAR2017	MAR CAREGIVER SUPPORT FACILITATION	12.50
CAROL LENIUS	21443	21443 FEB2017	156 FEB EMPLY MILEAGE REIMB	83.49
CARMEN SCHROEDER	18153	18153 FEB2017	FEB/MAR NUTRITIONAL	225.00
CELLCOM WISCONSIN RSA 10	4818	4818 MAR2017	SRC/ADRC CELL CHARGES (03/06-04/05)	200.91
CORPORATE GUARDIANS OF NEW	17122	17122 7790SRC	JAN/FEB GUARDIANSHIP-DB	200.00
DOOR-TRAN	16496	16496 346SRC	FEB STAFF HOURS/OFFICE SUPPLIES	649.00
GORDON FOOD SERVICE, INC	22145	22145 FEB2017	FEB RAW FOOD	3,044.59
HENRY F DITTMER	17282	17282 FEB2017	37.30 FEB MOW MILEAGE REIMB	19.95
JAMES R STIEFVATER	19378	19378 FEB2017	35.30 FEB MOW MILEAGE REIMB	18.89
JIM OLSON FORD LINCOLN, LLC	20492	16229 SRC BUS	REPAIR STEERING COLUMN/REPLACE STARTER	1,223.68
LISA VANALSTINE	20119	20119 JANFEB	JAN/FEB EMPLY MILEAGE REIMB	112.38
TOWN OF LIBERTY GROVE	33170	33170 FEB2017	FEB MEALSITE-10 DAYS @ \$9/DAY	90.00
MANNS STORE	18770	18770 FEB2017	FEB RAW FOOD	546.33
MEAT PROCESSORS INC	6544	6544 FEB2017	FEB RAW FOOD	344.74
NATIONAL PEN CO, LLC	20503	109165543 ADR	ADRC MARKETING ITEMS	458.45
ROBIN MARK	20044	20044 FEB2017	62.70 FEB EMPLY MILEAGE REIMB	33.54
ROBERT A RAHMLow AND	21501	21501 FEB2017	FEB MEALSITE-8 DAYS @ \$8/DAY	64.00
STACEY VOLKMANN	14091	14091 FEB2017	466 FEB EMPLY MILEAGE REIMB MEALSITES	249.31
GOOD SAMARITAN, SCANDIA VILLAGE	27395	27395 FEB2017	FEB MEALS	400.00

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
SIR SPEEDY PRINTING	21959	21959 83951	TRANSP LAM PROJECT	21.40
STAPLES ADVANTAGE	15069	15069 0217SRC	ADRC/SRC FEB OFFICE SUPPLIES	194.46
SYSKO	9328	9328 FEB2017	FEB RAW FOOD/NUTRITIONAL SUPPLIES	4,152.05
TIP TOP CLEANERS	10942	10942 FEB2017	235733/FEB LAUNDRY/KITCHEN	90.00
WARNER-WEXEL WHOLESALE & POOL	36120	36120 FEB2017	FEB NUTRITIONAL SUPPLIES/CLEANING SUPP	801.16
TOWN OF WASHINGTON	33570	33570 FEB2017	FEB MEALSITE-10 DAYS @ \$8/DAY	80.00
WISCONSIN PUBLIC SERVICE	11363	11363 FEB2017	FEB UTILITIES SRC	281.12
WIL KIL PEST CONTROL	6359	3075258 SRC	FEB PEST CONTROL-SRC	36.75
WULF BROTHERS	8615	198085 SRC	REPLACEMENT PART FOR SRC FIREPLACE	32.00
911 LAWN CARE	20083	20083 755998	FEB/MAR SNOW REMOVAL	50.00

Batch Total: \$14,540.61 \*\*\*\*  
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\* SUMMARY \*  
SCHEDULE OF VOUCHERSCOUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WIADRC/SRC, 1<sup>st</sup> batch, April 2017

MEETING DATE

HS Resource Center  
DEPARTMENT

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

G/L DATE: 04/2017

Batch Nbr: 259206

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ABBY VANS INC	16735	16735 FEB2017	D2D TAXI-FEB 2017	47,893.29
BROTHERS DAIRY	257	257 MAR2017	MAR RAW FOOD	759.00
CAROL LENIUS	21443	21443 MAR2017	250 MAR EMPLY MILEAGE REIMB	133.77
DOOR-TRAN	16496	19496 MAR2017	MAR STAFF HOURS	600.00
ECONO FOODS	9674	9674 MAR2017	MAR RAW FOOD	673.27
GEORGE J KLEIST	17474	17474 MAR2017	30 MAR MOW MILEAGE REIMB	16.08
GREGORY W VIRLEE	19080	19080 MAR2017	52 MAR MOW MILEAGE REIMB	27.85
GORDON FOOD SERVICE, INC	22145	22145 MAR2017	MAR RAW FOOD/NUTRITIONAL SUPPLIES	3,946.46
JENNIFER BENDER	20934	20934 MAR2017	121.62 MAR EMPLY MILEAGE REIMB	65.06
JENNIFER FITZGERALD	21883	21883 FEB2017	93.20 FEB/MAR EMPLY MILEAGE REIMB	49.86
JOHN M O'GARA	18116	18116 MAR2017	27.70 MAR MOW MILEAGE REIMB	14.83
JAMIE STEPHAN	17906	17906 MAR2017	888 MAR MEALSITE/MOW MILEAGE REIMB	475.08
JAMES R STIEFVATER	19378	19378 MAR2017	46.90 MAR MOW MILEAGE REIMB	25.08
KATHLEEN ASH	19673	19673 MAR2017	3.1 MAR EMPLY MILEAGE REIMB	1.66
NANCY KURSCHNER	7092	7092 MAR2017	84 MAR MOW MILEAGE REIMB	44.96
MEAT PROCESSORS INC	6544	6544 MAR2017	MAR RAW FOOD	249.10
OLIVER PRODUCTS	9189	9189 MAR2017	TRAY-3COMP-DEEP 560/CSE COEX	1,640.00
ROBIN MARK	20044	20044 MAR2017	70.80 MAR EMPLY MILEAGE REIMB	38.41
ROBERT A RAHMLow AND	21501	21501 MAR2017	MAR MEALSITE 8 DAYS @\$8/DAY	64.00
STACEY VOLKMANN	14091	14091 MAR2017	308 MAR MEALSITE/MOW MILEAGE REIMB	164.78
SEPTIC MAINENANCE OF DOOR COUN	11045	17-0369	SRC KITCHEN DRAIN	355.00
STAPLES ADVANTAGE	15069	15069 MAR2017	ADRC/SRC OFFICE SUPPLIES	164.96

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
STURGEON BAY UTILITIES	30820	30820 MAR2017	FEB UTILITIES SRC	1,040.48
SYSCO	9328	9328 MAR2017	MAR RAW FOOD/NUTRITIONAL SUPPLIES	4,186.92
TIP TOP CLEANERS	10942	10942 MAR2017	MAR LAUNDRY/KITCHEN	112.50
SUZANNE WAGNER	374	374 MAR2017	25 MAR MOW MILEAGE REIMB	13.38
WARNER-WEXEL WHOLESALE & POOL	36120	36120 MAR2017	MAR NUTRITIONAL SUPPLIES	816.33
TOWN OF WASHINGTON	33570	33570 MAR2017	MAR MEALSITE 11 DAYS @ \$8/DAY	88.00
WISCONSIN PUBLIC SERVICE	11363	11363 MAR2017	MAR UTILITIES/SRC	263.64
WIL KIL PEST CONTROL	6359	6359 MAR2017	MAR PEST CONTROL-SRC	36.75
911 LAWN CARE	20083	20083 117556	MAR SNOW REMOVAL-DM	25.00

Batch Total: \$63,985.50 \*\*\*\*  
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**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES (DHS)  
2016 Annual Report**

**Mission Statement**

“The primary mission of the Door County Department of Human Services is to enhance human well-being throughout an individual’s life-span and to help meet the needs of individuals and families while promoting safety and self-sufficiency in a manner that demonstrates respect and dignity.”

**SUMMARY OF RESPONSIBILITIES**

The department provided a large array of services that will be covered below alphabetically.

**AGING AND DISABILITY RESOURCE CENTER (ADRC)** – In February 2016, Rachele Gramann was hired as the Director of the ADRC.

The Aging and Disability Resource Center is “one stop shop” for citizens to get information and assistance on services and programs for those over the age of 60, as well as individuals with a developmental or physical disability. The primary goal of the program is to help individuals connect to resources and stay independent in the community as long as possible.

The major services offered are: Information and Assistance, Long Term Care Options Counseling, Elderly and Disability Benefit Specialists (to help consumers with issues regarding Medicare and Medicaid), Screening for Family Care Eligibility, and Outreach and Marketing. We had 4072 contacts with individuals over the course of the year.

*Aging Services is a subdivision of the ADRC, managed by Jake Erickson.* The Aging Services unit also focuses on keeping our senior population healthy and independent so they can live in their own homes as long as possible. One of the most significant services to accomplish this includes the meals program. We have congregate meal sites in Sturgeon Bay, Forestville, Baileys Harbor, Liberty Grove, and Washington Island. The unit also provides the Meals on Wheels program in the immediate Sturgeon Bay area, and on a limited basis near Sister Bay and on Washington Island. In addition to the hot meals program, we provide frozen meals to seniors throughout the county. In 2016 we provided 16,326 meals on site, 13,210 Meals on Wheels, and 6,094 frozen meals. Total Meals Provided in 2016: 36,630.

Other services provided by our Aging staff include: Benefits Counseling, Transportation, Alzheimer’s & National Family Caregiver Support Programs, Senior Citizen/Low Income Free Tax Assistance, and Activities programming. The activities program focuses on evidence based programs that include exercise, preventive health and other educational experiences to enhance and promote independence by encouraging socialization and good nutrition. Volunteers help with these services and many other volunteer opportunities.

Another subdivision of the ADRC provides Adult Protective Services (APS). Workers in APS investigate reports of suspected self-neglect, neglect, abuse or financial exploitation of frail elderly or individuals affected by developmental disability, alcoholism, or mental illness. In 2016 the APS staff investigated 195 new reports.

In addition to these new investigations, the social workers in this unit provide ongoing case management for vulnerable seniors. This included 41 WATTS reviews, 9 comprehensive evaluations, and 15 Protective Placements/Guardianship cases in 2016.

**BEHAVIORAL HEALTH DIVISION** – Jay Livingston became the manager of the BH program in June of 2016.

This unit is responsible for providing counseling and case management services to individuals suffering from mental health, alcohol and/or drug problems. We also contract and manage services for residential treatment and inpatient care.

In 2016, we saw continued changes to our Behavioral Health services. Most significant was the growth in the Comprehensive Community Services (CCS) Program. This program provides an array of services to individuals with Mental Health and Alcohol and Drug problems. The CCS program is provided to adults through the BH Team, while children's CCS services are managed by staff in the Children & Family Support Services team.

In 2016, 392 individuals received counseling services, and 347 individuals received medication management. 142 individuals who received OWI's were assessed and were monitored for compliance with their Drivers Safety Plans. Our Psychiatrist Dr. O'Rourke provided services to 349 individuals.

The Behavioral Health staff along with the Community Support staff are responsible for providing 24/7 crisis services to Door County citizens. The staff works in partnership with law enforcement and other community partners to assess and provide safety planning for individuals who may be a danger to themselves or others. In 2016, we provided crisis services to 167 individuals and their families.

**CHILDREN AND FAMILY SERVICES DIVISION/Child Protective Services & Juvenile Justice** – Doreen Goddard, Manager

This program area serves children and juveniles from birth to age 18 as well as their families. Social workers provide initial screening of referrals related to child abuse and neglect. If these reports are substantiated we provide ongoing supervision of these families. This unit also provides supervision of delinquent youth or juveniles in need of protective placement. We recruit, train and license foster care families to support children who are in need of a placement out of their homes. We also directly provided or contracted for services such as electronic monitoring, shelter care, secure detention, restitution, community service, and parent education. In 2016, we saw the first decrease in referrals since 2010. We provided services at the following levels; Child welfare received 391 referrals, Juvenile Justice had 71 new cases.

**\* CHILDREN AND FAMILY SUPPORT SERVICES** -- Cindy Zellner-Ehlers, Manager

This Division of the department was renamed in 2016 following the transition to Family care in 2015. This area again saw some significant changes in 2016. With the addition of the Comprehensive Community Services program in 2015, we were able to provide higher levels of service to children and families with mental health issues. One of the changes we made in 2016 to adjust to this new delivery system was to move in-house some previously contracted positions. Four new positions were added to this department in Oct. of 2016.

The program areas that are included in this area are:

- **BIRTH TO THREE EARLY INTERVENTION PROGRAM**  
Service delivery for these children includes: Special Instruction/Teacher services, Speech and Language Therapy, Occupational Therapy, Physical Therapy, Service Coordination and other ancillary support services. Eighty-one children and their families received this service in 2016.
- **CHILDREN'S LONG TERM SUPPORT**  
Service includes: Information/referral, coordination of the use of community resources and other case management services, limited funding to assist families, networking families with other supports. We served 107 children and their families in these programs.
- **COMPREHENSIVE COMMUNITY SERVICES**  
CCS provides mental health services to individuals and families in collaboration with other community partners. The goal is to help improve functioning in home, school and community and avoid the need for placement out of the home. We have increased the use of contracted services for these families and have worked more with existing services such as Boys & Girls Club and Family Services in new ways. We served 30 individuals and families in this program in 2016.
- **COORDINATED SERVICES TEAMS (CST)**  
This program provides team-based, wrap-around services similar to the CCS program for children or families that do not meet the criteria for CCS. We served 22 families in this program.

- **PERSONAL CARE PROGRAM**

With the transition to Family care, we saw a significant change to this program as well. We now only have about ten to twelve clients open at a time. In 2016 we started providing care to more children. This program continues to help offset the cost of placement for some of our Community Support Program clients.

**COMMUNITY SUPPORT PROGRAM** – Sheryl Flores, Manager

The CSP program is an off-shoot of the Behavioral Health Division. The primary goal of the program is to help individuals with severe and persistent mental illness to lead normal lives and stay in the community. This population often has high incidents of inpatient care. By providing services such as case management, medication management, group counseling or activities, and maintaining community partnerships, we are better able to help these individuals stay out of mental health institutions. In 2016 we served 55 individuals in this program.

**ECONOMIC SUPPORT UNIT** – Carol Wautlet, Manager

Our Economic Support Unit provided eligibility determinations as part of a 5-county consortium for major financial programs such as Medical Assistance, BadgerCare, Food Share (Food Stamps), Caretaker Supplement, and Wisconsin Shares (subsidized Child Care). In addition, staff networked with numerous other community agencies to obtain supplementary financial assistance for current recipients, as well as for those who didn't qualify for our regular financial-related programs.

There was a monthly average of 2,111 Door County FoodShare recipients in 2016. There were 4,251 Medicaid/Badger Care Recipients. Our Wisconsin Shares Program served an average of 35 children per month. This program provides lower income families a subsidy so they can afford child care and can continue to stay gainfully employed.

In October of 2016, we also moved the Energy Assistance program in house. Previous to this, we have contracted this program out. The energy assistance program provides individuals help with heating bills and emergency heating assistance. 988 households received assistance in 2016.

**TRANSPORTATION PROGRAM** – Joe Krebsbach/Robin Mark

The Department manages the operations of both the Senior Center Bus and the County's Public Transit System. The Door 2 Door Shared Ride Taxi system is contracted through Abby Vans. 2016 was the first year since beginning in 2016 that we did not have an increase in ridership in the Door 2 Door system. However, we had a 12.8% increase in ridership on the Senior Center Bus. D2D provided 42,043 rides and the Bus provided 6589 rides in 2016.

**KNOWLEDGE SHARING IN 2016**

A large part of the services done in Human Services are related to collaboration and partnering with other community resources. Individual staff members often provide education to community members or partner agencies throughout the year. Listed below are some of the more consistent areas staff have been involved in in the past year.

- Interdisciplinary Team for Adults and Elders at Risk – involving multiple community agencies
- Senior Resource Center education programs – on various topics
- Child foster home recruitment and training
- Fiscal support and participation in the Door County AODA Coalition.
- Participation in Mental Health Focus Group
- Participation in Child Health Team
- Emergency Food and Shelter Network
- Training for our regional CCS Consortium partners and providers
- Agency-based trainings on Crisis Services, Trauma Informed Care, and Secondary Traumatic Stress

- Outreach to hospital and law enforcement on crisis services
- Door County Partnership for Children and Families (founding member; ongoing participation in executive committee and various sub-committees)
- Mental Health in the Schools initiative
- Caregiver Coalition
- Coordinated Community Response
- Cradle to Career
- Trauma Informed Parenting Training
- Coordinated Community Response Team
- Child Health Team

**BUDGET STATUS**

The Human Services budget is broken into two separate budgets. The one labeled Fund 240 covers all program areas except for the ADRC and Aging Programs. These are included in the Fund 204.

<b>2015</b>			
	<b>Fund 240</b>	<b>Fund 204</b>	<b>Total</b>
-			
Adopted Total 2015 Budget	\$14,397,464	\$2,215,101	\$16,612,565
2015 Budgeted Revenue	\$11,080,133	\$1,665,007	\$12,745,140
2015 Levy Appropriation	\$3,317,331	\$550,094	\$3,867,425
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Actual Total 2015 Budget	\$11,326,347	\$2,182,532	\$13,508,880
2015 Actual Revenue	\$9,068,289 *	\$1,732,023 **	\$10,800,312
2015 Actual Appropriation	\$2,258,059	\$450,509	\$2,708,568
	Excess Appropriation from Budgeted		\$1,158,857

<b>2016</b>			
	<b>Fund 240</b>	<b>Fund 204</b>	<b>Total</b>
-			
Adopted Total 2016 Budget	\$7,742,405	\$2,271,374	\$10,013,779
2016 Budgeted Revenue	\$4,715,170	\$1,673,691	\$6,388,861
2016 Levy Appropriation	\$3,027,235	\$597,683	\$3,624,918
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Actual Total 2016 Budget	\$7,373,679	\$2,255,182	\$9,628,861
2016 Actual Revenue	\$5,067,205	\$1,677,966 ***	\$6,745,171
2016 Actual Appropriation	\$2,306,474	\$577,215	\$2,883,690
	Excess Appropriation from Budgeted		\$741,228

*The amounts shown above were prepared by JoAnn Baumann, Door County Finance Department, on March 22, 2017. These amounts are unaudited, and are subject to adjustment. (Does not include year-end accruals other than Inpatient.)*

**ISSUES, CONCERNS AND RESTRAINTS**

- We continue to have increased staff and contracted services costs with no new levy possible. This requires us to continue to explore new opportunities. While this in itself is not a bad thing, we continue to look for ways to scale back services. We also struggle to do prevention efforts which in the end likely causes increased need for service.
- We also continue to work with a high level of new staff requiring more learning and the loss of some of our institutional knowledge. This will likely continue in the coming years.

## **GOALS AND OBJECTIVES ACHIEVED IN FULL OR PART DURING 2016**

- One of our most significant accomplishments in 2016 was our move to a more Trauma Informed Agency. We have done several trainings for our staff, remodeled our lobby, and worked with Community Partners to improve the delivery of services across systems.
- Implemented Harm Reduction Group for CSP consumers.
- Increased the number of Foster Care providers.
- Increased our outreach efforts at the ADRC.
- Decreased the number of inpatient admissions.

## **2016 GOALS AND OBJECTIVES**

- Our overall agency goals remain increased staff moral/satisfaction and improved customer service.
- Increase use of data to track out outcomes and performance in each division.
- Increase the number of opportunities for staff development.
- Increase community awareness of the ADRC and services through increased outreach.
- Increase support and quality of life to those suffering from Dementia and their caregivers.
- Increase volunteer participation in aging programs, from the meals program to volunteer guardians.
- Increase our number of follow-up contacts at the ADRC.
- Increase clinical productivity in the BH program.
- 100% timeliness on initial assessments within 60 days on Child Welfare cases.
- Meet state standards for monthly contacts in child welfare.
- Improved collaboration with community partners.
- Improve single point of entry into our children's services division so families and community partners know how to access services available.
- Advance use of Child Safety/Alert program
- Increase the number of Mental Health outreach services provides at JAK's Place
- Increase the number of community based socialization opportunities for our Mental Health population.
- Get additional staff trained in Long Term Care provisions in the ES Division
- Increased training related to fraud detection in ES Division
- Enhance Wisconsin Energy Assistance Outreach





**Summary of Governor's Budget  
Recommendations for  
Counties and Other Local Agencies  
2017 – 2019 Biennium**

**February 8, 2017**

**DEPARTMENT OF CHILDREN AND FAMILIES  
2017-19 Governor's Recommendations**

**Child Welfare**

**Children and Families Allocation**

- Increases CFA by \$5 million annually, beginning in CY 2018. Provides \$1.25 million FED in SFY 18 and \$5.0 million FED in SFY 19 from IV-E funding. With the foster care rate increase described below, the CFA will total approximately \$74.5 million annually.
- Provides \$346,700 GPR and \$113,900 FED annually to fully fund the foster care rate increase that took effect in CY 15. This is not additional funding for the CFA. These costs had been covered with alternative funding sources in SFY 16 and SFY 17.

**Foster Care and Kinship Care Rate Increase**

- Provides a foster care rate increase of 2.5% in CY 2018 and another 2.5% in CY 2019, an increase of \$284,200 (\$213,900 GPR) in SFY 18 and \$855,900 (\$644,300 GPR) in SFY 19.
- Provides a Kinship Care rate increase of 2.5% in CY 2018 and another 2.5% in CY 2019. Along with anticipated growth in the program, results in an increase of \$577,100 in Temporary Assistance for Needy Families (TANF) block grant funding in SFY 18 and \$1,306,200 in TANF funding in SFY 19.

**Home Visiting**

- Increase TANF funding for home visiting by \$3,900,000 in SFY 18 and SFY 19 to reduce the incidence of child abuse and neglect through the Family Foundations Home Visiting program.
- Currently, \$812,000 TANF is provided annually to support home visiting services in Milwaukee. With this increase, a total of \$4,712,000 TANF funds annually will be available for home visiting services on a statewide basis.

**In Home Safety Services**

- Increase TANF funding by \$889,800 in SFY 18 and by \$1,921,600 in SFY 19 to expand in-home safety services (IHSS) to families involved with child welfare on a statewide basis. Expansion would begin in CY 17. The total available in each year is \$6,282,500 in SFY 18 and \$7,314,300 in SFY 19.
- Require counties to provide matching funds at the same rate as provided under Children and Family Aids (9.89%) in order to receive the IHSS funding.

**Fostering Futures/Connections Count**

- Maintain current level of funding for the Connections Count Program at \$360,300 annually.
- Provide additional TANF funding of \$200,000 in SFY 19 in order to provide additional trauma-informed training to Wisconsin communities.

**Families and Schools Together (FAST)**

- Provide TANF funds of \$250,000 in SFY 18 and SFY 19 for the FAST program. FAST is a model that connects schools, families and communities in order to enhance family

functioning, promote academic success of children, and prevent substance abuse, delinquency and child maltreatment.

- The funding will be provided to five Milwaukee elementary schools to be chosen by the Department.

### **Services for Victims of Sex Trafficking**

- Maintains funding for services of victims of sex trafficking in SFY 18 at \$2 million GPR and increases funding in SFY 19 by an additional \$2 million GPR, resulting in a total of \$4 million available in SFY 19.
- Under current law, original juvenile (not adult) court jurisdiction applies to any child who meets certain criteria, including that the child has been a victim of, or is at substantial risk of becoming the victim of, certain types of abuse. The bill modifies current law to expand original juvenile court, not adult court, jurisdiction to include any sex trafficked child or a child who is at substantial risk of becoming sex trafficked.

### **Tribal High-Cost Placement Funding**

- Provides an additional \$247,500 annually in tribal gaming revenue for the Tribal High-Cost Fund for out-of-home care placements of Indian children made by tribal courts. Total funding in each year of the biennium would be \$642,500.
- Continues to fund the tribal high-cost delinquency placements at \$75,000. However, consolidates the child welfare and juvenile tribal high-cost appropriations to provide additional funding flexibility to allow underspending from one appropriation to support additional needs in the other.

### **Young Adult Employment Assistance Tax Credit**

- Creates a refundable state tax credit to assist young adults between the ages of 18 and 20 who have aged out of foster care or whose supplemental security income ended at age 18 equal to 125% of the amount of the federal earned income tax credit for childless adults provided that the federal credit could be claimed if claimants met the age requirements, beginning with tax year 2018.

### **State Foster Care, Guardianship & Adoption Assistance**

- Maintains current base funding of \$97,905,800 (\$54,078,600 GPR) based on recent caseload and expenditure data.

### **Juvenile Justice**

- Maintains current base funding for youth aids at \$90.8 million (\$88.6 million GPR).
- No change to funding formula.

### **Child Care**

- Assumes 1.0% increase in Shares program utilization in SFY 2018 and another 1.0% increase in SFY 19, along with some migration of children to higher quality providers.
- No change to child care provider reimbursement rates.

- Continues funding for the electronic benefit transfer MyWICChildCare (MWCC) program from switching from attendance based authorizations to prospective authorizations (\$13.2 million).
- Provide \$164,000 FED in SFY 2018 for child care IT system changes and \$1,798,600 FED in SFY 2019 for subsidy increases to mitigate the cliff effect of increased child care costs once a family is no longer eligible due to income increases.
  - Beginning in SFY 2019, once families reach 200% of the federal poverty level, they will remain eligible for the Wisconsin Shares program based on income, but will be required to have an increase in their copayment \$1 for every \$3 in additional income to phase-out the Wisconsin Shares benefit.
- Provide \$11,927,800 FED in SFY 2018 and \$26,027,800 FED in SFY 2019 in additional funding to comply with new federal requirements under the Child Care and Development Block Grant Reauthorization.
  - Requirement that once eligible, a family must remain eligible for a 12-month period (\$14.1 million in SFY 2019).
  - Requirement that once eligible, a family that loses a job or other qualifying activity must be allowed to remain eligible for a three-month period to find another job or qualifying activity (\$8.4 million annually).
  - New health and safety training requirements that will result in certified providers becoming licensed providers (\$1.1 million annually).
  - Increased monitoring requirements, including inspecting premises and records of any child care program established by a school board that receives funding from Wisconsin Shares (\$300,000 annually for DECE staff to increase monitoring activities).
  - Required child care IT system changes (\$2.1 million annually).
- Other CCDBG required statutory changes
  - Asset Limit for Wisconsin Shares participants: family must have total liquid assets that do not exceed \$25,000.
  - A family who has a child that reaches age 13 will remain eligible until the time of redetermination of eligibility (12-month eligibility period).
  - Centralization of criminal background checks: Effective September 30, 2018, DCF will now be responsible for all background checks instead of child care providers conducting background checks on their employees and local agencies doing background checks for certified providers.
  - Immunization requirements may only be waived for health or religious reasons.
  - If there is a temporary break (3 months or less) in employment or other qualifying activity, the family remains eligible during this break. For this temporary break, there is no requirement to look for a qualifying Wisconsin Shares activity (e.g. job search) because it is assumed the parent will return to the job after the temporary break.

## **W-2 and TANF-Related Programs**

### **Wisconsin Works and Related Programs**

- W-2 benefits – Decreases W-2 benefits by \$28,826,700 in each year of the biennium to reflect declining W-2 caseloads and decreased benefit spending. Funding for W-2 Benefits totals \$54,173,300 in each year of the biennium.

- Expands drug screening, testing, and treatment to new W-2 participants, excluding those in unsubsidized employment and women caring for a newborn or who have an at-risk pregnancy. Requirements would apply to all adults in a W-2 benefit group.
  - No additional funding is provided to W-2 agencies for screening, testing, or treatment.
  - If an individual fails to comply or successfully complete treatment, the child could receive partial benefit payments through a designated payee for the period of time the parent is ineligible for W-2 for no longer than 12 months.
- W-2 agency contracts -- Decreases funding for W-2 services and administration contracts by \$3,336,500 in each year of the biennium to reflect declining caseloads to more closely reflect actual expenditures.
- Directs \$2,700,000 of existing GPR funding be provided in each year of the biennium to create a \$50 monthly W-2 worker supplement for participants who meet federal work participation rate requirements after transitioning to case management follow-up. Eligible recipients could receive the monthly supplement for up to 12 months while they continue to receive case management services. The monthly supplement costs would be supported from the existing TANF MOE GPR appropriation.
- Provides \$1 million in SFY19 to expand Transitional Jobs to additional rural counties.
- Emergency Assistance – Re-estimate program costs to decrease funding by \$1.4 million to \$7,000,000 in each year of the biennium.
- Statutory change to amend Learnfare to allow W-2 benefit sanctions on the basis of school attendance for children in W-2 assistance groups, rather than enrollment.

#### **Other TANF-Related Programs**

- SSI Caretaker Supplement – Re-estimate program costs to decrease funding by \$3,999,100 TANF in each year for projected expenditures in the SSI Caretaker Supplement program administered by the Department of Health Services.
- Provides an additional \$100,000 TANF in each year for grants to Wisconsin Boys and Girls Clubs of America for a Boys and Girls Club for Milwaukee Public Schools.
- EITC: Provides \$13.0 million in additional TANF funding in SFY19 to account for the TANF-eligible portion of a proposed increase in the state Earned Income Tax Credit for filers with one dependent child.
- Provide new TANF funding or increased TANF funding for the following child welfare programs described in detail under the Child Welfare section:
  - Kinship Care
  - Fostering Futures
  - In Home Safety Services
  - Home Visiting
  - FAST
- Provide TANF funding as shown under the New Initiatives section:
  - Offender Reentry
  - Academic and Career Planning Enhancement
  - Public Messaging Campaign
  - Early Learning Texting Intervention
  - Early Absenteeism
  - Employment Services for Homeless Grants

## **Child Support**

- Maintains current GPR funding to counties for child support local assistance at \$8.5 million in each year and \$300,000 in each year for identifying children with health insurance.
- Provide \$412,500 (\$140,300 GPR) in SFY 18 and \$553,600 (\$188,300 GPR) in SFY 19 for changes to child support, including the following:
  - Establish a five-county pilot program in SFY 19, based on the current Supporting Parents Supporting Kids child support waiver demonstration operating in Brown and Kenosha Counties, to provide work supports for low-income noncustodial parents who are unable to pay child support due to unemployment or underemployment.
  - Require cooperation in the establishment and enforcement of a child support order and in the establishment of paternity to be eligible for FoodShare benefits. Noncustodial parents are ineligible to participate in FoodShare in a month in which the individual is obligated by court order to provide support payments and is delinquent in making payments, unless:
    - The delinquency balance is less than three months of the court-ordered support payment amount;
    - A court or a county child support agency is allowing the individual to delay payments;
    - The individual is complying with a payment plan approved by a child support agency; or
    - The individual is participating in an employment and training program, as determined by DCF.
- Establish a state refundable individual income tax credit for noncustodial parents (NCPs) who are meeting their obligated levels of child support payments. The credit will equal 7.5% of the federal Earned Income Tax Credit (EITC) for which the NCP claimant would have been eligible if he or she had a qualifying child under the EITC if:
  - The NCP claimant did not claim the state EITC, is at least 18 years old, and is a full-year resident of Wisconsin;
  - The NCP claimant is the parent of at least one child who did not reside with him or her; and
  - The NCP claimant was subject to a court order, for at least one-half of the tax year, requiring him or her to make child support payments, and the Department of Revenue has verified that the claimant did in fact make such payments.

## **New Initiatives**

### **Project Position for Pilot Programs**

- Provides 1.0 FTE project position to administer pilot programs funded with TANF (\$48,700 FED in SFY 2018, \$64,900 FED in SFY 2019, and 0.75 FTE) and the Summer Melt pilot program (\$16,200 GPR in SFY 2018 and \$21,700 GPR , and 0.25 FTE).

### **Summer Melt**

- Provide \$118,800 GPR in SFY 19 to establish a two-year pilot program to test the effectiveness and scalability of text message-based interventions aimed at increasing the share of college-intending high school seniors who successfully enroll in a postsecondary educational institution.

- DCF will provide competitive grants to eligible school districts to administer the program and provide access to a message delivery platform at no cost to eligible school districts. Grants may be used to offset a portion of school or school district costs associated with the program.
- Require the Department of Children and Families (DCF) and the Department of Public Instruction (DPI) to enter into a memorandum of understanding that details the role of each Department in developing and implementing the pilot program and conducting an evaluation at the end of the program.
- Require DCF and DPI to publish guidelines for the competitive grant process, including how to apply, who is eligible, and selection criteria.

### **Offender Reentry**

- Provide \$187,500 TANF in SFY 2018 and \$250,000 TANF in SFY 2019 to create a five-year offender reentry demonstration project focused on noncustodial fathers returning to certain neighborhoods in Milwaukee.
- By June 30, 2023, the Department is required to conduct an evaluation of the demonstration project.

### **Academic and Career Planning Enhancement**

- Provide \$50,000 TANF in SFY 2018 to develop Success Sequence-related instruction and materials to be incorporated into DPI's academic and career planning services provided to students. The Success Sequence refers to the concept that economic success is more likely if an individual:
  - graduates high school;
  - maintains a full-time job or has a partner who does; and
  - has children while married and after age 21.
- Content will be developed jointly between DCF and DPI, subject to DCF approval.
- Content will be rolled out statewide by the 2019-20 school year.

### **Public Messaging Campaign**

- Provide \$400,000 TANF in SFY 2018 and \$600,000 TANF in SFY 2019 for a statewide public messaging campaign on the Success Sequence, the involvement of fathers in the lives of their children, and implications of teenage pregnancy.

### **Early Learning Texting Intervention**

- Provide \$35,000 TANF in SFY 2018 and \$60,000 TANF in SFY 2019 to create a two-year pilot program that uses a text message-based intervention for four-year-old kindergarten students in Head Start programs to improve early literacy and increase parental involvement in education.
- DCF and DPI must enter a memorandum of understanding that details the role of each Department in establishing the pilot program.

### **Early Absenteeism**

- Provide \$500,000 TANF in SFY 2019 to create a performance-based grant program to assist public elementary schools with high rates of chronic absenteeism in early grades. Chronic absenteeism means the absence of a student from school for 10% or more of the school year.

- A school is eligible for a grant if the school experiences chronic absenteeism in early grades. Priority will be given to applicant schools that have higher numbers of chronically absent students in early grades than other applicant schools. Other criteria, as determined by DCF, may be considered.
- Require a pay for success model that makes continuation of funding in the second year (SFY 2020) contingent on achieving the year-over-year reduction in chronic absenteeism specified in the grant agreement. DCF must consult with DPI to determine the appropriate absenteeism reduction goal for grant recipients.
- DCF and DPI must cooperate and exchange data to determine grant eligibility, reviewing grant applications, developing outcome measurements, verifying outcomes for grant recipients, and any other actions the Departments agree are necessary.
- The program will sunset at the end of SFY 2020.

### **Study and Report on Population Overlap**

- Require a study of the population overlap of families that receive public benefits and children who are chronically absent from school, with a report due to the Governor and appropriate standing committees of the Legislature on or before December 30, 2018.
  - The Departments of Children and Families, Public Instruction, Health Services, and Workforce Development are required to collaborate on this study along with any other relevant programs or agencies.

### **Employment Services for Homeless Grants**

- Provide \$500,000 TANF annually to the Department of Administration to administer a program that provides intensive case management services to homeless families, focused on providing financial management, employment, school continuation, and enrolling unemployed or underemployed parents in W-2 or FSET.
- Annual grants of \$50,000 will be provided to certain shelters under the program.



**Governor's 2017-19 Biennial Budget**  
**Selected Department of Health Services Items**

*Medicaid Cost to Continue*

- Provides \$279.4 million GPR increase to fund Medicaid services under existing eligibility, benefits, provider rates, and rate setting methodologies.
- Provides an increase of \$4.2 million GPR for a cost-to-continue re-estimate of the SeniorCare program; maintains current eligibility and benefits coverage under the program.

*Medicaid Long Term Care*

- Provides \$39.2 million All Funds (\$15.9 million GPR) over the biennium to serve children currently waiting for Children's Long Term Supports (CLTS) Medicaid Waiver. The amount provided is the estimated funding needed to serve all children on current waitlists.
  - The bill authorizes DHS to require counties to maintain a specified level of contribution for CLTS services.
  - Directs counties to cooperate with DHS on an equitable funding methodology and county contribution mechanism.
- Nursing home rate increase equal to 2% in FY 18 and an additional 2% in FY 19, plus an increase to the Behavioral/Cognitive Impairment (BEHCI) incentive payment. Includes a 1%/1% increase for Intermediate Care Facilities for people with Intellectual Disabilities (ICFs-ID).
  - Maintains current Medicaid supplemental payment for county homes.
- Personal care provider rate increase equal to 2% in FY 18 and an additional 2% in FY 19.
- Continues the ongoing expansion of Family Care into the remaining counties through January 2018.
- Maintains current funding levels and statutes for Aging and Disability Resource Centers.
- For the Birth to 3 program, includes a statutory change allowing the Birth to 3 GPR appropriation to fund the non-federal share of any newly implemented Birth to 3 Medicaid services for counties.

- Provides funding for IRIS Ombudsman services and 4.0 FTE PR for the Board on Aging and Long Term Care for that function.
- Provides \$50,000 GPR per year to support Alzheimer’s research at the UW-Madison Alzheimer’s Disease Research Center. This follows the the Speaker’s Task Force on Alzheimer’s and Dementia and is consistent with 2015 Assembly Bill 784.

*Other Medicaid Items*

- Provides funding and staff resources for the initial stages of the Medicaid Management Information System (MMIS) procurement (\$86.9 million All Funds (\$10.4 million GPR) and 8.0 FTE over the biennium)
- Eliminates the Ambulatory Surgical Center Assessment, effective in FY 18.
  - Federal policy changes had limited the amount of FED that could be claimed through the assessment.
  - Assumes a reduction of (\$7,287,900) FED and (\$10,000,000) SEG revenue. Provides \$5,239,700 GPR to replace what was the net gain to the Medicaid program from the assessment.

*Mental Health*

- Creates a Children’s Crisis Treatment Facility provider certification category
  - Up to 8 beds; intended for short term (non-emergency detention) placements.
  - DHS determines the number of certifications to issue.
  - Budget provides \$1,245,500 PR over the biennium to support the provider during its initial years of operation.
  - On an ongoing basis, it is expected that the provider will enter into purchase of services contracts with individual counties for placements of county residents.
  - Counties can bill Medicaid under the existing crisis intervention benefit.
  - This provision is intended as alternative to institutional placements for children in crisis.
- Adds 73 FTE and \$7.2 million All Funds per year to staff two additional treatment units for forensic patients at Mendota Mental Health Institute, totaling 40 beds. The additional positions will staff forensic treatment beds in temporary locations until renovations for the new Mendota units are complete in 2020.
  - The additional beds will help the Department reduce waiting time for forensic patients on the admissions list and reduce population pressures in county jails

- Costs for the new positions will be funded with mental health institutes program revenue balances for the first 18 months, with the remainder funded with GPR.
- Funds a fourth peer-run respite center in the state with a focus on veterans in the Milwaukee area. Allocates \$450,000 PR in mental health institute program revenue in FY 19.
- Increases funding for the Child Psychiatry Consultation Program from \$500,000 GPR to \$1,000,000 GPR per year.

*Income Maintenance*

- Maintains Consortia contracts at CY 17 levels through CY 19. Combines the base allocation, the Affordable Care Act workload supplemental payment, and the FSET workload supplemental payment into a single allocation.
- Maintains current staffing and funding for Milwaukee Enrollment Services (MILES)
- Provides additional funding for IM workload related to initiatives in the Governor’s Wisconsin for Works for Everyone Initiative (details below)

*Wisconsin Works for Everyone – DHS Items*

- Reforms the Medicaid Purchase Plan (MAPP) to eliminate barriers to work for people with disabilities and strengthen work requirements.
  - Eliminates the current “premium cliff”; establishes a minimum \$25 monthly premium for all enrollees, with an additional 3% premium for any income above 100% FPL
  - Requires enrollees to prove gainful employment and earned income or prove in-kind work income by federal tax filing documentation.
  - Increases the income eligibility limit for the Elderly, Blind, Disabled (EBD) Medically Needy eligibility group to 100% FPL
- Re-establishes FoodShare work requirements for non-disabled parents whose children are school age, namely to require they participate in the Food Share Employment and Training (FSET) program. The change would begin with a pilot in selected regions in April 2019.
  - The budget provides an increase to IM consortia contracts of \$268,400 All Funds in State Fiscal Year 2019 to respond to the additional workload in the selected pilot regions.

- Directs income maintenance agencies to refer all non-elderly, non-disabled FoodShare participants to FSET agencies for voluntary participation, effective in July 2018.
- Restores child support cooperation requirements for FoodShare participants effective July 2018.
  - The budget provides an increase to IM consortia contracts of \$58,200 All Funds per year to respond to the additional workload.
- Offers employment and training services for Medicaid childless adult enrollees effective April 2019.
  - The budget provides an increase to IM consortia contracts of \$1,465,600 All Funds in State Fiscal Year 2019 to respond to the additional workload.
- Establishes a liquid-asset limit for FoodShare enrollees of up to \$25,000 effective July 2018.
  - The budget provides an increase to IM consortia contracts of \$1,085,000 All Funds in State Fiscal Year 2019 to respond to the additional workload.
  - Assumption is that the requirement would be implemented through a self-attestation by the applicant.



## DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

Joseph Krebsbach, Director  
1<sup>st</sup> Floor Fax: 920-746-2355  
2<sup>nd</sup> Floor Fax: 920-746-2439  
[dhs@co.door.wi.us](mailto:dhs@co.door.wi.us)

March 6, 2017

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

RE: Completion of Introductory Period

Employee Name: Kathy Fairchild  
Position: WHEAP/Resource Specialist  
Start Date: October 11, 2016

Kathy has been a very sound employee in her first six months of employment as the WI Home Energy Assistance Program /ES Resource Specialist. Requirements in the initial period for this position consist of learning WHEAP policy, navigation of the WHEAP databases, entering applications timely and accurately, meeting with clients in person or processing applications over the telephone. Other duties are answering clients questions regarding eligibility, making furnace and weatherization referrals, collaboration with utility companies, outreach and crisis efforts. Kathy also has a role in learning support functions for Economic Support, which requires satisfactory completion of state mandated training within the first six months.

Kathy continually demonstrates competence in her understanding of policies of the WHEAP program. She regularly handles all of the WHEAP appointments on her own, in addition to scheduling appointments and returning client's calls as well as handling crisis calls. While we do have two employees who can help process WHEAP applications, Kathy has been able to do all of the required WHEAP case work on her own after her second week of employment, with only limited help. Kathy has continually demonstrated the ability to learn the programs and apply the policies with accuracy and timeliness. She continues to demonstrate practical knowledge while acting diligently in cases where quality control or other concerns may be an issue.

Kathy works independently and has a full case load. She is a great team player and often assists her co-workers. She has been a remarkable addition to the Economic Support team and to Door County Human Services. She will complete her introductory period and successfully moves to regular status as of April 11, 2017.

Sincerely,

Carol Wautlet  
Economic Support Manager  
Department of Human Services

CC: Administrative Committee  
Human Resources Department



**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

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

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

April 3, 2017

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

RE: Completion on Introductory Period

Employee Name: Faith Johnson-McCoy

Position: Children and Families Support and Service Case Manager

Start Date: October 1,2016

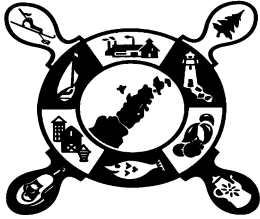
As of April, Faith will have successfully completed her six month introductory period. She has mastered to transition from contracted case manager to county case manager with the utmost professionalism and ease. She has demonstrated all of the necessary required elements to achieve a smooth transition. It is noteworthy to the Board that Faith has provided amazing mentoring to the other staff in teaching 1:1 the various aspects of program responsibilities related to the paperwork requirements. She is eager to assist others and patient in answering their questions and hearing their concerns when there are questions. Her leadership and capacity to operate as a full-fledged team member is truly appreciated and deservedly recognized.

As her supervisor, I strongly recommend successful completion of her probation and recommend full time status of her employment.

Sincerely,

Cindy Zellner Ehlers  
Children and Families Program Manager  
Department of Human Services

CC: Administrative Committee  
Human Resources Department



**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

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

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

April 4, 2017

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

RE: Completion on Introductory Period

Employee Name: Margaret Buhk

Position: Children and Families Support and Service Case Manager

Start Date: October 1, 2016

As of April, Margaret will have successfully completed her six month introductory period. She has mastered to transition from contracted case manager to county case manager with the utmost professionalism and ease. She has demonstrated all of the necessary required elements to achieve a smooth transition. She has extensive experience and a knowledge base of the elements of service coordination, particularly in the area of CCS and CST, which she clearly continues to demonstrate on a very professional and committed manner. It is noteworthy also that Margaret took a significant reduction in pay to continue to work for the Department rendering service coordination services and serving her clients. She has demonstrated the utmost professionalism in this transition and needs to be commended for such actions—particularly since it was a pay reduction from contracted to county employment.

As her supervisor, I strongly recommend successful completion of her probation and recommend full time status of her employment.

Sincerely,

Cindy Zellner Ehlers  
Children and Families Program Manager  
Department of Human Services

CC: Administrative Committee  
Human Resources Department



**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

421 Nebraska Street  
Sturgeon Bay WI 54235  
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Joseph Krebsbach, Director  
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2<sup>nd</sup> Floor Fax: 920-746-2349  
[dhs@co.door.wi.us](mailto:dhs@co.door.wi.us)

April 4, 2017

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

RE: Completion on Introductory Period

Employee Name: Kathy Schultz

Position: Children and Families Support and Service Case Manager

Start Date: October 1, 2016

As of April, Kathy will have successfully completed her six month introductory period. She has demonstrated all of the necessary required elements to achieve learn the position of service coordinator, serving children and families. She obtained additional learning in the various programs to move her into a capacity to bill for her services which she has done with great effort and attention to details. She is to be commended for her quick learning and the professionalism she presents in her work. She is clearly a welcomed additional to our team and has embraced all aspects of the job requirements.

As her supervisor, I strongly recommend successful completion of her probation and recommend full time status of her employment.

Sincerely,

Cindy Zellner Ehlers  
Children and Families Program Manager  
Department of Human Services

CC: Administrative Committee  
Human Resources Department



RECEIVED 2/22/17  
J. J. Hanke

2/21/17

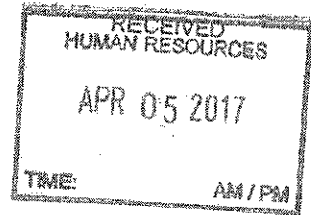
Mr. Jay Livingston,

I am writing to inform that I am resigning from my position as a Behavioral Health Therapist with Door County Department of Human Services. My last day of work will be March 29<sup>th</sup>, 2017. I want to thank you for the opportunity of working for Door County and wish everyone in the department the very best that life has to offer.

Sincerely,



Christopher Hanke



April 4, 2017

Mr. Joe Krebsbach, Director  
Door County Department of Human Services  
421 Nebraska  
Sturgeon Bay, WI 54235

Dear Joe,

It is with many emotions that I write this letter stating my retirement date of June 12, 2017, from Door County Department of Human Services.

My work family, and families of children that I have worked with for many years, will remain in my heart forever.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Jean Severson".

Jean Severson

Cc: Cindy Zellner-Ehlers  
Cori McFarlane



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

*OK* From: Joe Krebsbach

CC: Administrative Committee

Date: April 5, 2017

Re: Request to Refill Case Manager -- Children position

---

We have a pending retirement in the Children's & Families Support Services Division. On June 12, 2017, Jean Severson will be leaving the department after over 21 years of service. Jean currently has a case load of 37 children and their families. Her specialty is working with kids with a variety of disabilities. She works with families and community resources to help kids from age 3 to 18 overcome those disabilities to be successful in the home, school and community. This position is funded through a combination of tax levy and case management revenue.

We are hopeful to hire someone one to two weeks prior to Jean's departure. This would allow us to transition these children and families to the new worker with Jean's assistance. The ability to do this type of case transition is best practice, and easier for these families.

I respectfully ask for permission to refill this position and any subsequent position if filled internally. I would be glad to answer any questions that you have about the need for the position.

## Request to Refill Position

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

### DEPT. HEAD TO COMPLETE:

Department Human Services Position Title: Case Manager - Children and Families

Position Status:  Currently vacant  Will be vacant Date Vacant: June 12, 2017

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

Reason for Vacancy:  Separation  Transfer  Retirement  Resignation  Death

Discuss turnover with the department in the previous 18-24 months: Improved decreased turnover in 2016

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

Name of Current / Most Recent Incumbent: Jean Severson

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 04/04/17

### Financial Information:

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

Funding Source:  Levy % 55  Grant Funded % \_\_\_\_\_  Other Case management billing % 45

Fiscal impact, from Finance Department, completed and attached

### HR TO COMPLETE:

EEO 02-PROFESSIONALS FLSA Status EXEMPT

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

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

### Approvals:

County Administrator Ken Fabich/EF Date 4/5/2017

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

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

I want to participate  I do not wish to participate

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

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

I want to participate  I do not wish to participate

**County of Door**  
**Case Manager – Children & Families**

<b>Job Title</b>	Case Manager-Children and Families	<b>Last Revision</b>	4/5//2017
<b>Department</b>	Human Services	<b>HR Reviewed</b>	
<b>Division</b>	Children & Families	<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Children's Services Program Manager	<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	H	<b>EEO Code</b>	02 – Professionals

**General Summary**

This advanced position is responsible for a wide range of individualized, client centered, and trauma-informed case management with individuals affected by a wide variety of disabilities. The case manager performs intake functions and screens individuals presenting to the county system for services. The case manager provides assessment, resource development and coordination of services to children and youth with disabilities living within the county; conducts ongoing monitoring of needs, services, goals, and plans to assure the most appropriate level of support. A primary focus of this position will be the Children's Long Term Support program.

**Duties and Responsibilities**

**Essential Job Functions**

1. Develops and maintains knowledge of specific program requirements set forth by Wis. Stats. related to children's services, i.e., Children's Long Term Support (CLTS) waivers, Children's Community Options Program, Comprehensive Community Services, Coordinated Services Teams, and Targeted Case Management – with an emphasis on CLTS.
2. Completes child functional screens (state screen certified) to determine all program eligibility; completes other state required program documents and tools as assigned.
3. Identifies needs and strengths, and makes individual assessments regarding the nature of a client's abilities, disabilities and potential for maximized community and family living.
4. Prepares and maintains treatment plans and individual progress notes for each assigned client.
5. Assists clients and families to obtain all available resources (financial, social, remedial) to enable clients to reach established goals and objectives.
6. Monitors, reviews and provides follow-up consultation to ensure client needs are being met.
7. Procures and authorizes services to be delivered by service providers. Monitors the quality and quantity of purchased services to ensure they are consistent with the individual's goals set forth on the treatment plan and in compliance with authorized hours. Follows up with the provider in a timely manner when adjustments are needed.
8. Prepares state and federally mandated reports regarding individuals on caseload related to the Social Security Administration, Medical Assistance Waiver programs, and case management functions.
9. Advocates on behalf of clients to ensure needs are met need and client rights are protected, enhancing natural supports to the greatest extent possible.
10. Conducts and/or participates in community awareness, education, resource development, and option exploration activities.

**General Job Functions**

1. Provides regular supportive contacts with the service providers, team members, and other community partners.

## **County of Door**

### **Case Manager – Children & Families**

2. Performs other Children's Services case management services as may be required.
3. Participates in weekly team meetings to review client/clinical supervision issues and receive division program updates.
4. Strictly follow federal and state laws and regulations, county and departmental policies and procedures in regard to privacy, security and confidentiality of individuals' personal and health information.

#### **Requirements**

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

1. Bachelor's degree in Social Work, Psychology, Sociology, Special Education with a concentration in human development.
2. Two (2) years demonstrated experience working with individuals with disabilities. Experience working with children/youth preferred.
3. Current valid Wisconsin driver's license required and access to a reliable standard automobile.

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

1. Ability to conduct a comprehensive individual assessment, develop individual service plans and activities, and work creatively and independently.
2. Ability to listen carefully, communicate respectfully and engage in conflict resolution and problem-solving.
3. Ability to read, comprehend, and communicate, both orally and in writing, as well as effectively administer program requirements by written and oral communications.
4. Ability to perform basic mathematical calculations; ability to compare invoices to authorizations and service notes and resolve discrepancies.
5. Ability to use tact and courtesy in maintaining an effective working relationship with clients, department employees, county supervisors, county officials, and the general public.
6. Ability to prioritize multiple tasks in an organized, efficient manner.
7. Required to complete training and pass Department of Health Services exams to become certified as a children's functional screener and Child & Adolescent Needs Assessment (CANS) assessor within three months of hire.

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

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

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

Very frequent face to face and over the telephone oral communication with clients, their families and the public. Sitting and standing are required 100% of the time spent on the job. Occasional climbing of stairs.


Work includes driving vehicle to visit clients in their homes and other community settings; interacting with and observing actions of clients to assess needs. Occasional pushing of clients in wheel chairs (20-40 lbs.). Frequent writing or typing of case notes.

**County of Door**  
**Case Manager – Children & Families**

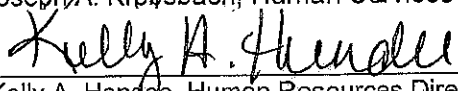
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

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

4/5/17  
\_\_\_\_\_  
Date

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

4/5/2017  
\_\_\_\_\_  
Date

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

Current Position Title: Case Manager - Children's

Department Human Services Division Children and Family Support Service

Report to: (position title): Reports and receives ongoing supervision and direction from Disabilities Coordinator

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

Provide ongoing support to adults who have developmental disabilities, assess ongoing case plans appropriate to clients needs, family support, legal support, monitoring of health and safety, Medical Assistance Wavier Plans and applications.

**B. Fundamental duties of the position**

1. Write one duty per numbered space.
2. Rank the duties in order of importance. The most important duty should be number one.
3. After listing the specific duties, enter the percentage of time spent on each.
4. Indicate which of the items are essential, which is determined considering the following:
  - a. Does the position exist to perform this function? OR
  - b. 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
  - c. 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.
5. 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.	Identified needs and makes individual assessments regarding the nature of a client's abilities, disabilities and potential for maximized community living.	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Assists clients to obtain all available resources (financial, social, remedial) to enable clients to reach established goals and objectives.	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Monitors, reviews and provides follow-up consultation to ensure client needs are being met.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Prepares and maintains treatment plans on individual clients.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Prepares reports regarding the developmentally disabled persons for court review, Social Security Administration, Medical Assistance Wavier programs and case management.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Monitors services provided by contract agencies and/or individual providers.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Advocates on behalf of clients needs and clients rights, enhancing natural supports whenever feasible.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Conducts and/or participates in community awareness, education, resource development, and option exploration activities.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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

Position Title	# of Employees who in turn report to them	Position Title	# of Employees who in turn report to them

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

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Instruct / train         | <input type="checkbox"/> Assign Work                 | <input type="checkbox"/> Coordinate Activities   |
| <input type="checkbox"/> Review Work              | <input type="checkbox"/> Maintain Standards          | <input type="checkbox"/> Plan Work of Others     |
| <input type="checkbox"/> Act on Employee problems | <input type="checkbox"/> Schedule/allocate personnel | <input type="checkbox"/> Schedule work of others |
| <input type="checkbox"/> Select new employees     |  |  |
| <input type="checkbox"/> Transfer / promote?      | <input type="checkbox"/> (Recommend?)                | <input type="checkbox"/> (Approve?)              |
| <input type="checkbox"/> Performance Evaluations  | <input type="checkbox"/> (Recommend?)                | <input type="checkbox"/> (Conduct?)              |
| <input type="checkbox"/> Discipline               | <input type="checkbox"/> (Recommend?)                | <input type="checkbox"/> (Approve?)              |
| <input type="checkbox"/> Discharge                | <input type="checkbox"/> (Recommend?)                | <input type="checkbox"/> (Conduct?)              |
| <input type="checkbox"/> Salary Increases         | <input type="checkbox"/> (Recommend?)                | <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
Employees in same or other department(s) DHS colleagues	Daily contact for purposes of coordinating client services	Daily
Other Departments (list other departments) Public Health, Courts, UW-Extension, Library, Information Systems, ADRC, Maintenance, Human Resources	Coordination of services; referrals; team process case management	Daily; at least weekly
Customers – General Public (list all) Clients and Families, civic groups, newspapers, media	Prevention work assessment, planning and ongoing case management	As needed
Suppliers/Vendors Printing, promotional vendors regarding children's services	Prevention work	As needed
Community / Trade / Professional Schools, physicians, specialist, YMCA, contracted vendors	Coordination of services, referral, agency networking	Weekly
Federal / State Gov't = , / Regulatory State agencies, DVR, DOL, Department of Justice	Job compliance/reviews consultation, guidance on rules	Monthly or as needed
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, Psychology, Sociology, Special Education with a concentration in human development.
<input type="checkbox"/>	<input type="checkbox"/>	Graduate work or advance degree	Specify:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Professional license required (list below under certification)	

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

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

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

1.	Long Term Support Function Screen Certification – Children	
2.	Medical Assistance Waiver Certification	
3.		
4.		
5.		
6.	Valid State of Wisconsin Driver's License Required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> CDL	Endorsement Required:

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

No.	Equipment Used	Freq.	Daily	Weekly	Monthly	As Needed
1.	No equipment used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Basic office equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Typewriter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Computer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Copy machine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Calculator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Fax machine	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Hand Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Hammers, wrenches, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Electrical power tools: saws, drills, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Gas power tools: weed-eater, chain-saw, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Yard/Garden tools: shovel, rake, broom, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Weapons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Handguns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Rifle/Shotgun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Baton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Communication Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Telephone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Light truck (pick-up)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Heavy truck (dump truck, fire truck, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Construction/heavy equipment (loader, tractor, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g. Boat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Medical Apparatus/Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. First aid equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light lifting: 20# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 50# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 60# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy lifting: 100# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy lifting: in excess of 100#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light carrying: 10# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light carrying: 20# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 50# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 60# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy carrying: 100# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy carrying: in excess of 100#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Running	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Swimming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Physically controlling another person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Climbing stairs or ladders up or down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs/routine non-emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs emergency – i.e. pursuit of suspect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – routine – i.e. changing light bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – emergency – i.e. Fire truck aerial ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing while carrying – i.e. carrying parts, stretcher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching up (to high shelf)	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching down (to floor)	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving vehicles/traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

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

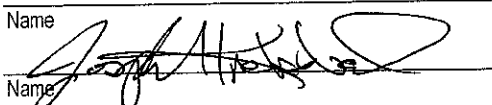
- Office / indoors
- Shop / warehouse
- Vehicle
- Outdoors
- Other:

**Supervisor Review:**

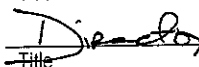
- I. Your signature below indicates that you have reviewed this questionnaire. If you want to make revisions, please enter them in the margins in the appropriate spaces. Use extra paper if you need to, numbering your comments to match the items in question. These items will be reviewed with you before 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 \_\_\_\_\_  
 Dept. Head   
 Name \_\_\_\_\_

Title

  
 Title \_\_\_\_\_

Date

4/5/17  
 Date

# REQUEST FOR FISCAL IMPACT INFORMATION

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

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

Position Title  
 Effective Date  
 Department

**Case Manager - Developmental Disability**  
 \_\_\_\_\_  
 6 Mo  
 \_\_\_\_\_  
**Human Services** Sub Dept

FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS		TOTAL SALARY and Benefits
<b>Case Manager - Developmental Disability Pay Range H Step 1</b>								
1.00	\$22.56	46,925				31,907		78,832
<b>Current Case Manager Developmental Disability 2017 Budget</b>								
1.00	\$32.18	66,934				21,992		88,926
<b>Total Salary and Benefit Decrease</b>								<b>(10,094)</b>
<b>Case Manager - Developmental Disability Pay Range H Control Point</b>								
1.00	\$25.78	53,622				33,179		86,801
<b>Current Case Manager Developmental Disability 2017 Budget</b>								
1.00	\$32.18	66,934				21,992		88,926
<b>Total Salary and Benefit Decrease</b>								<b>(2,125)</b>

Dept Head Signature

*Mark E. Janich*

Finance Director

Date

4/5/2017

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

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

**BUREAU OF AGING AND DISABILITY RESOURCES  
AGING UNIT SELF-ASSESSMENT FOR 2016**

**County/Tribe:** Door County

**Name of Aging Unit Director:** Vacant

<b>Approved by Commission on Aging?</b>	Yes		No	x	<b>Date approved</b>	On Upcoming Agenda in April
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**Part I: Compliance With the Wisconsin Elders' Act**  
*Refer to Section 3-D (Statutory Requirements for the Structure of the Aging Unit) in your 2016-2018 Aging Plan*

	Yes	No	Describe Change
<b>Has the organization of the <i>Aging Unit</i> changed this past year?</b>		x	
<b>Has the organization of the <i>Commission on Aging</i> changed this past year?</b>		x	
<b>Does the aging unit have a full-time aging director?</b>	x		
<b>Is the membership of the Commission on Aging in Compliance?</b> <i>Members of a county or tribal commission on aging shall serve no more than 2 consecutive 3-year terms. In the case of county board members, the requirement is 3 consecutive 2-year terms.</i>	x		

**Members of the Commission on Aging (please list)**

**Official Name of the Aging Unit's Policy-Making Body:** Door County Human Services Board

Name of Individual	Age 60 and Older (x)	Elected Official (x)	Mo./Year first term began	Mo./Year final term ends
<b>Chairperson: Mark Moeller</b>		x	01/2005	12/2020
<b>Helen Bacon</b>	x	x	01/2016	12/2017
<b>Roy Englebert</b>	x	x	01/2013	12/2018
<b>Tom Leist</b>	x		01/2015	12/2017
<b>Wayne Kudick</b>	x		01/2016	12/2021
<b>Megan Lundahl</b>		x	01/2017	12/2018
<b>Joe Miller</b>	x		01/2015	12/2017
<b>Robert Rau</b>	x		01/2016	12/2018
<b>Laura Vlies Wotacheck</b>		x	01/2017	12/2021

## Part II: Activities to Help Older People Advocate for Themselves

### 1. What does the aging unit do to inform older people about the issues that affect their lives?

A monthly newsletter is distributed both on-line and in hard copy to keep the older adults and adults living with a disability residing in Door County informed on issues that affect their lives. Starting on January 1<sup>st</sup> of this year we revamped and improved the way we print and distribute that monthly publication. We have partnered with Logistical Publications, Inc. (LPi) to help us with the compiling and printing of that newsletter. Before working with LPi we printed in house roughly 900 copies of our newsletter a month. After the switch to working with LPi they print and ship us 1500 copies of our newsletter a month. This has allowed us to broaden our scope of individuals, especially older adults, we reach on a monthly basis with issues or information that affect their lives. Contributing to our newsletter on a monthly basis with community news and educational articles are the following local agencies and groups: Door County Caregiver Coalition, HELP of Door County Elder Abuse Advocate, Elder Benefit Specialist, Door County Housing Authority, Door County Medical Center Dietitian, Sunflower Cottage Adult Day Program and Door Tran.

Starting in 2016 the Aging Unit and the Door County Public Health Department partnered together to start a "Grapevine Community Health Initiative." Every other month a Public Health nurse was scheduled to present on a health topic specific to older adults. Throughout 2016 the following topics were discussed: "The Healthy Aging Brain", "Diabetes Prevention", "How to Protect Yourself from Mosquitoes & Ticks", "Bone Health" and "Heart Health".

Starting in 2016 the Aging Unit and the Door County YMCA partnered together to bring the Aging Mastery Program to our Door County community. We held two ten week "Aging Mastery Program" classes. Our first class was held in Sturgeon Bay and the Fall class was held in Northern Door County. The Aging Mastery Program encouraged the participants who took the class to develop behavioral changes that improve the overall health and well-being of the individual.

In January of 2016 Thrivent Financial presented to our seniors about financial fitness. They discussed the ways our financial situation can change as we age and discussed the things older adults should be aware of as it relates to overall financial health and retirement.

On the 4<sup>th</sup> Tuesday of every month the Aging Unit partnered with the Kidney Smart program. Certified kidney care educators came in and taught our participants how to create an action plan to manage their kidney disease and overall kidney health.

Starting in March of 2016 UW-Extension partnered with the Aging Unit in offering a ten week strength based exercise group for women. The StrongWomen Program is based upon years of research on how strength training and proper nutrition improve the overall health of women of all ages. There was a ten week Spring and Fall class averaging about 25 women in each class.

Throughout the year the Aging Unit partnered with AseraCare Hospice to present a grief and loss seminar. The free seminar was an opportunity for our consumers to learn more about practical ways to help them on their grief journey and understand their natural grief responses.



Twice in June the Aging Unit partnered with a local pharmacist to provide a Brown-Bag Check-Up event. During this time consumers had the opportunity to sign up for 30 minute free consultations with a pharmacist to review their medications. The pharmacist also checked to make sure medications matched current medical records.

On June 13<sup>th</sup> the Aging Unit and ADRC scheduled Fire Chief Tim Dietman to present to our participants on being “Safe at Home”. During his presentation Tim discussed the many things to consider when keeping your home and self safe at home.

On July 19<sup>th</sup> we had an attorney from the Bob Ross Estate Planning office come in and give a presentation on the different types of advanced directives and why they are so important to have.

Starting in July of 2016 the Aging Unit and ADRC started a monthly nutritional education series titled “Tasty Tidbits”. During which a certified dietician came in and taught our participants how to eat healthier, how to read nutritional labels properly and how to incorporate more variety in their diets. Every month the dietician would focus on a specific food and discuss the many benefits of said food item.

Starting in September of 2016 the Aging Unit and ADRC in partnership with the State of WI’s Office for the Visually Impaired and Blind created a Low Vision Support Group. The support group met every 4<sup>th</sup> Friday of the month from 1-3pm. The support group was facilitated by Angie Zalig from the Office for the Visually Impaired and Blind. During the support group time participants were encouraged to share frustrations, challenges and they shared resources and other pieces of helpful information.

On September 20<sup>th</sup> and November 29<sup>th</sup> Dr. Staudenmaier gave a lunch and learn presentation titled “Aging Gracefully”. During his presentation Dr. Staudenmaier discussed the latest research on inflammation and the effects on our body with age. He also talked about current trends in treatment and prevention of inflammation driven diseases. After his presentation participants were encouraged to ask questions.

On October 18<sup>th</sup> Avada Hearing provided hearing health screens for our participants and offered free resource sharing and brief consultations.

On October 21<sup>st</sup> Options for Independent Living gave a presentation to our participants on the different types of adaptive equipment. They also brought a lot of pieces of equipment for our participants to try out.

On October 26<sup>th</sup> an employee from the Bob Ross Estate Planning office presented on “Long Term Care”. During the presentation our participants learned more about the long term care laws and Medicaid regulations.

In November we recognized the month as National Memory Screening month and as such held a memory screening event. On November 4<sup>th</sup> we offered free 10 minute screenings by qualified professionals. During the month we also offered free blood pressure checks on November 1<sup>st</sup> and held a Cholesterol Screening event partnered with Public Health on November 22.

In November Wisconsin Public Service held a presentation on “Saving Energy and Money Through Energy Conservation.” Scott McFarland, our local Veteran’s Affairs Officer held a presentation on Veteran Benefits and things to consider if you are eligible to receive those benefits. We also started a monthly nutrition education program entitled, “Nutrition for the Young at Heart.” We partnered with UW-Extension on that program.

In December we held a free foot care clinic for two days in partnership with NWTC and their nursing program. The clinic included a foot soak, massage with lotion, nail-cutting and blood pressure check.

## **2. How does the aging unit teach older people to act as advocates?**

At every Senior Advisory/Nutrition Council meeting the document “Seniors Really in Charge” is read and acts as a constant reminder that the older adults living in our community should remain in charge of their own lives and decisions affecting their lives.

Throughout 2016 the Aging Unit helped enhance, advertise and/or facilitate the following monthly support groups: Memory Café, Caregiver Support Groups, Stroke Support Group and the Low Vision Support Group. Each of the following groups mentioned above work on teaching people how to become better advocates for themselves or a loved one they are caring for. Throughout the year each group also will periodically schedule a guest speakers to discuss local community topics and resources.

On Monday, May 2<sup>nd</sup> the Aging Unit invited State Legislative Representative Joel Kitchens to come and talk to our older adults during lunch. During that time our Seniors could discuss concerns or acknowledgements with Representative Joel Kitchens.

On June 10<sup>th</sup> we had Tara Pierre, a financial advisor from Edward Jones, come and present on “How to Outsmart Scammers.” During Tara’s presentation she discussed the dos and don’ts when dealing with a potential scam artist.

Starting in July the Aging Unit and ADRC partnered with the Alzheimer’s Association on advocating for yourself and loved ones with dementia. The Alzheimer’s Association gave monthly presentations on the following topics: “Healthy Living for your Brain and Body”, “Dementia Conversations”, “Caregiving Stress”, “The Basics: Memory Loss, Dementia & Alzheimer’s” and “Know the 10 Signs”. In the morning a few of our ADRC staff conducted memory screens for registered participants.

On August 2<sup>nd</sup> the Aging Unity and ADRC were a host site for a community conversation titled, "Growing Older in Door County." During the event a member from the Door County Community Foundation facilitated a conversation with our participants on what it was like to grow older in Door County. They also discussed challenges and obstacles older adults faced in our community specifically. Lastly, participants were asked what they thought our community could do to overcome those obstacles and become a more aging friendly place.

On August 3<sup>rd</sup> the Aging Unit and ADRC invited both candidates running for District Attorney, Ray Pelrine and Colleen Nordin to come to our facility and discuss their campaign platforms. Our participants were also given the opportunity to ask questions and weigh in on what they felt were major issues facing our community.

On November 22<sup>nd</sup> we had a few Public Health nurses provide a QPR Suicide Prevention training for our participants and some staff as well. During the training participants learned how to respond appropriately to someone who was struggling with thoughts of taking their life and what to do in terms of follow up.

### **3. How does the aging unit advocate on behalf of the older people it serves?**

The Door County Aging Unit advocates on behalf of older people largely through collaboration with other organizations and agencies throughout our community, direct service with consumers and their families and in the creation of resources and programs that meet a need within our community. We have staff who regularly on a monthly basis participate on an Interdisciplinary Team to share resources, knowledge and make recommendations to better serve our high risk older adults. Our Aging Unit also leads and facilitates a monthly Caregiver Coalition meeting. During that time we meet with other community organizations to advocate for those who are caring for an older loved one. The mission of our Caregiver Coalition is to explore and make recommendations on how to meet the needs of our people who are in a caregiving role.

Additionally, our Aging Unit and ADRC is a member of a number of community oriented advocacy groups the following are a few: the Northern Door County Health and Wellness group, the Door County Senior Network group, the Oral Health Committee and the Growing Older in Door County Initiative.

On June 24<sup>th</sup> the Aging Unit in partnership with the Door County Human Services Department and the Behavioral Health Training Partnership hosted a Community Dementia Response Summit. This event was open to professionals only. During the event participants were provided an overview of dementia, a first responder training, skill-building for caregivers. To wrap up the community summit we held an open discussion centered on the steps the Door County community could take to become more of a dementia friendly community. This final segment was led by Sue Konkel, a Dementia Care Specialist.

**Part III: Progress on the Aging Unit Plan for Serving Older People**

Aging Unit Plan Goals	Progress Notes <i>(briefly summarize only those activities completed as of Dec. of each year; explain if a goal was not accomplished)</i>	Check if Done		
		2016	2017	2018

**Focus Area 6-A. Involvement of Older People in Aging-Related Program Development and Planning**

<p>In order to increase the visibility of the Advisory groups; ADRC, Senior Advisory Committee and Nutrition Counsel, the ADRC Director and Aging Unit Manger will work with the three committees to explore options for increased advertisement, collaboration, and information sharing to the policy making boards. By December 2016, the group will have three action recommendations, one in each area for implementation in 2017.</p>	<p>This goal was accomplished. Throughout 2016 the ADRC and Aging Unit met to discuss future programmatic development and planning. The ADRC Director and Aging Unit Manager worked with their prospective advisory groups to explore options for increased advertisement, collaboration and information sharing in order to boost each advisory group’s visibility. We increased their partnered outreach efforts throughout the year. On several occasions one of our advisory committee members partnered with a staff member in conducting an outreach presentation. Our advisory groups also sponsored several events we held at our facility. For instance, in May they sponsored an ADRC/Aging Unit Open House. During the event several advisory committee members were recognized and gave a presentation on different aspects of our organization. Lastly, the third action recommendation was to increase the advisory committee member’s volunteer involvement. A number of our committee members volunteered to help out at one of larger monthly celebrations and in other program areas like our community garden or in facilitating our arts and crafts group.</p>	<p>X</p>		
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<p>In order to increase older adults knowledge of programs or services available to them, including the impact local state and federal legislators have on those services, the Aging Unit Manger will work with the Learning in Retirement Group to present three programs specific to aging services to their curriculum before December 31st-2017.2018</p>				
<p>In an effort to enhance the Aging Unit and ADRC's operational effectiveness within the community we serve, both units will work towards building a more integrative arrangement by December 2017. This will include the following tasks: designating one agency name which is the "Aging and Disability Resource Center (ADRC) of Door County." In addition to one agency name there will also be one agency phone number, which is 920.746.2372(ADRC). There will also be work towards creating one comprehensive marketing plan which will include one unified brand and website. Having one comprehensive marketing plan will further promote our agency as one entity and support a greater "one stop shop" philosophy. Lastly, the ADRC Director and Aging Unit Manager will work to combine the Senior Services Advisory Committee with the ADRC Advisory Committee, keeping the Nutritional Advisory Council separate. (2017 Amendment)</p>				
<p><b>Focus 6-B. The Elder Nutrition Program</b></p>				
<p>To increase access to fresh produce and enhance eating habits of our older population, the Aging Unit will offer weekly on-site vendors for farmer's market and increase participation of the evening soup and salad bar by 25% offered by the Sturgeon Bay Meal site by December 2016.</p>	<p>This goal was not accomplished due to a shortage in staff and a change in our hours of operation. Our evening soup and salad bar program ran from 3:30-5:30 pm Monday-Friday. In September of last year we made the decision to change our hours of operation from 7:30am-6:00pm to 8:00am-4:30pm. This decision also meant the discontinuation of our evening soup and salad bar program. However, agency-wide we focused on increasing the overall Elder Nutrition Meal Program participation through increased advertisement and outreach efforts. In 2015 our Elder Nutrition Program served a total of 42,180 meals and in 2016 we served a total of 48,503 meals.</p>	<p>X</p>		

To improve the coordination of meals for individuals being discharged from medical care, the ADRC will work with discharging units at local medical facilities including those in Brown County. By December of 2017, we will have a referral form to be included with all discharges for individuals over the age of 60				
To improve access to nutritious options throughout the county and reach more of our older population, <del>we will add two additional meal distribution locations for our frozen meal program in the county by December 31, 2018.</del> we will work to relocate our Southern Door meal site from the Forestville community to the Brussels community by December 31, 2018.				
<b>Focus 6-C. Services in Support of Caregivers</b>				
To increase the availability of Caregiver support, by the end of 2016, Door County will have 8 individuals trained in caregiver program facilitation.	The Aging Unit and ADRC accomplished this goal. Throughout last year we had four individuals get trained in facilitating the Powerful Tools for Caregiving evidence based program and four individuals get trained in a caregiver support group facilitation training.	X		
To continue with efforts to increase availability of Caregiver support groups, by December 2017 we will have caregiver support programs in <del>three</del> four geographical locations throughout the county.				
By the end of 2018, Door County will have an average participation of six or more caregivers attending our caregiver programs in each of our locations.				
<b>Focus 6-D. Services to People With Dementia</b>				
To increase the knowledge of available community resources regarding Alzheimer's and other dementias the Caregiver Coalition, ADRC and Aging Unit will identify six additional opportunities to provide the Door County Resource Guide in addition to the medical providers in the county by December 2016.	This goal was accomplished by reaching out to our community partners, including medical providers, and provided them copies of our Door County Community Resource Guide. Some of the partners included the following: Door County Medical Center, Neighbor-to-Neighbor, Sunflower Cottage, Aurora Clinic and the Alzheimer's Association to name a few.	X		
To raise awareness and understanding of dementia and its impact on our community, <del>will promote monthly Memory Care Café sessions in Sturgeon</del>				

<p>By December 2017 the Aging Unit and ADRC will designate one staff member to complete additional dementia specific training by December 2017. This one staff member will also be tasked with the responsibility of conducting several outreach and educational events related to dementia throughout the year 2017 and moving forward.</p>				
<p>To help students understand the challenges of Alzheimer’s disease, the Aging Manager will work in collaboration with the hospital to offer a Virtual Dementia Tour as part of the Life Skills programs to each of the school district by December of 2018.</p>				
<p><b>Focus 6-E. Healthy Aging</b></p>				
<p>To provide ongoing education regarding health, by December 2016 we will provide a minimum of three evidence-based training programs such as living well with chronic illness in Sturgeon Bay.</p>	<p>This goal was accomplished. Throughout last year the Aging Unit and ADRC offered three different evidence based classes. The three programs were the following: Aging Mastery Program, Strong Women and a Grapevine Health Initiative through the WI Women’s Health Foundation.</p>	<p>X</p>		
<p>To increase the availability of healthy activities to our older population, we will complete a feasibility study by December 2017 to determine the interest in programming and location options for providing healthy physical activity programs or classes in the county.</p>				
<p>To provide additional healthy activities by December 2018, we will provide at least two additional programs at sites where there is a demand based upon the above mentioned feasibility study.</p>				
<p><b>Focus 6-F. Local Priorities</b></p>				
<p>To continue to enhance our current transportation system which has been crucial to the mobility of our senior population and to help reduce isolation, we will look to have an increase in local financial support. The goal will be to add at least one additional taxi to the system by December of 2016.</p>	<p>In 2016 we did not add an additional taxi vehicle. However, there was a need to increase the amount of available transportation hours on Saturdays. The purpose for increasing the hours on Saturday was due to an increase in ridership demand for available transportation on Saturdays. A total of 8 additional hours were added to the regular Saturday transportation schedule.</p>	<p>X</p>		

<p>We have significantly increased the number of socialization events/activities at the Sturgeon Bay meal site. In 2017, one additional special event will be held at the other four locations.</p>				
<p>Through collaboration with community partners we will work to identify need and options for adult day services. The goal is to work with at least one community partner to develop one to two sites where day services are available five days per week by December 2018.</p>				

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**Part IV: Progress on the Aging Unit Plan for Serving Older People – National Family Caregiver Support Program (NFCSP)**

*This section is not required for tribal aging units.*

**Minimum Service Requirements:** *The minimum service requirements of NFCSP must be provided by the aging unit or contracted with another agency. Please indicate who provides these services.*

Service	Aging Unit (X)	Other Agency (please list)
Information to caregivers about available services	X	
Assistance to caregivers in gaining access to the services	X	
Individual counseling, support groups, and training to caregivers	X	
Respite care	X	
Supplemental services (e.g., transportation, assistive devices, home modifications, adaptive aids, emergency response systems, supplies, etc.)	X	

**Caregiver Coordination:** *To ensure coordination of caregiver services in the county, the aging unit shall convene or be a member of a local family-caregiver coalition or coordinating committee with other local providers who currently provide support services to family caregivers.*

**Does the aging unit belong to a local caregiver coalition?**

YES       NO

**Name of Coalition:** \_\_\_\_\_

**If YES, please provide a brief update on coalition activities conducted each year.**

**If NO, please explain plan for compliance.**

**2016 Activities:**

The Caregiver Coalition continued to meet regularly (six times a year) to plan, implement and advocate for support and services to caregivers in our community.

The Caregiver Support Groups of Door County, initiated by the Aging Unit in 2001 continues to be professionally facilitated and offered at several locations throughout Door County. We changed from hiring someone from outside our Aging Unit to facilitate those support groups to having our own staff facilitate those support groups. As a result of this change we had four staff members receive caregiver support group facilitation training. Since the change we have seen an overall increase in the level of participation in our caregiver support groups across the board.

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The Coalition continued to offer monthly Memory Cafe events for those individuals who might be experiencing minor to moderate memory loss.

On Tuesday May 17<sup>th</sup> our Caregiver Coalition hosted a Dementia-Friendly Communities panel discussion. The presentation was from 10-12pm at NWTC, a local technical college. During the panel discussion a number of our Coalition members presented on the Dementia Friendly Communities concept and what that could mean for the Door County community.

The Coalition hosted our annual Caregiver Appreciation Luncheon on Tuesday, November 1<sup>st</sup>. We had 85 participants take part in this free event, which included opportunities for relaxation, socialization and education. There was a keynote speaker. The keynote speaker was Charles Schoenfeld who shared with our group his experiences as a professional CNA and caregiver.

**2017 Activities:**

**2018 Activities:**

**Part V: Significant Accomplishments or Issues Not Included in the Aging Unit Plan**

*(Unplanned accomplishments or issues that had a significant impact on the aging unit's activities during the previous year. This is not meetings attended or actions that fit under plan goal objectives but may reflect noteworthy events or achievements.) This section is not required.*

Throughout 2016 a large focus for our Aging Unit/ADRC staff was a new building project. The new building project was approved and construction has started. We hope to move into our new ADRC/Aging Unit building the first of the year in 2018.

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**Part VI: Coordination Between Titles III and VI**

*If the county includes part or all of a federally-recognized tribe, indicate how the county aging unit and the tribal aging unit have worked together in the previous year to coordinate and ensure the provision of services to tribal elders.*

*If the county does not include part or all of a federally-recognized tribe, please indicate: Not Applicable*

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

04-06-2017

