

**Tuesday, May 9, 2017  
4:00 p.m.**

**HUMAN SERVICES BOARD**

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

*Oversight Board for the Department of Human Services*

**AGENDA**

**PUBLIC HEARING**

1. Call Public Hearing to Order at 4:00pm
2. Introductions
3. Ground Rules for Public Hearing
4. Public Comments
5. Adjourn the Public Hearing

**HUMAN SERVICES BOARD MEETING**

1. Call Meeting or Order
2. Roll Call-Establishing Quorum
3. **Adopt** Agenda
4. **Approve** Minutes – April 11, 2016 Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Discussion of Public Participation Meeting
8. Program Reports
  - a. Written Collective Unit Report
9. Continuing /Pending Business
  - a. Resource Center Building Update
  - b. Staff Recruitment Updates
  - c. Vouchers
10. Topics To Be Referred to the Legislative Committee
11. New Business
  - a. Duties of Committees
  - b. FYI – Potential Interns
  - c. Request to Refill Behavioral Health Therapist Position
  - d. FYI - Completion of Introductory Period – Mary Ann Salmon
  - e. Disruptive Behavior Policy & Appeal Policy for Transportation Program
12. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
13. Set Next Meeting Date – Tuesday, June 13 , 2017
14. Meeting Per Diem Code
15. **Adjourn** Meeting

*Deviation from the order shown may occur*

# DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Tuesday, April 11, 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 April 11, 2017 meeting of the Door County Human Services Board to order at 8:30 am in the Government Center's Chambers Room.

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

Present: Chairman Mark Moeller, Helen Bacon, Roy Englebert, Megan Lundahl, Wayne Kudick, Joe Miller, Robert Rau, and Laura Vlies Wotachek

Excused: Tom Leist

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

Board members present established a quorum.

3. **Adopt Agenda-**

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

4. **Approve Minutes-**

Helen Bacon motioned to approve minutes from the regular Human Services Board meeting held on March 14, 2017. This was seconded by Roy Englebert. One correction will be made as Robert Rau's name was spelled incorrectly in the motion to adjourn the meeting. All approved.

5. **Correspondence-**

None

6. **Public Comment-**

None

7. **Program Reports-**

a. **Children's Long Term Care Services (CLTS) Overview/Update – Verbal Report**

Cindy Zellner-Ehlers, the program's manager, shared the history of the program as it evolved from Adult Long Term Care Program in 2003 through the current process of a single point of entry for the child's family, the determination of eligibility through a functional screen, the assignment of a service coordinator to help the family navigate and decide on the most beneficial services available for the child. Cindy also highlighted many of the successful and various services provided to recipients throughout the years.

b. **Written Collective Unit Report –**

No questions were asked.

**8. Continuing / Pending Business-**

**a. Resource Center Building Updates**

**1. Staff move to the Government Center**

- The 3 members of the Adult Protective Services (APS) team moved from the ADRC/SRC trailer to the Government Center's previous Real Property office suite on the 2<sup>nd</sup> floor next to the current Community Support Program (CSP) office suite.
- The 2 staff remaining in the trailer will move next Monday. The Disability Benefits Specialist will move to the Government Center in Joe's previous office next to the doctor's office and the ADRC Information & Assistance (I&A) Specialist will move back to the ADRC/SRC main building and share an office with another I&A Specialist until the move to the new center.

**b. Psychiatric Service Update**

- Dr. O'Rourke has agreed to provide Telehealth Services as a part-time employee 24 hours per week with a commitment of 1 day per month on site for clients that require face to face interaction. The doctor is aware that the department continues to recruit for a full-time psychiatrist and is comfortable with her current agreement to provide services.
- Joe recently attended a psychiatric convention in Kohler, Wisconsin and spoke with 15+ doctors. At this time no one was interested in full time employment.
- Several counties in the state are already using Telehealth and several psychiatrists at the convention confirmed that this is a viable solution that is accepted.

**c. Staff Recruitment Updates**

- The ADRC Director position will remain posted for another 3 days.
- We have a verbal acceptance and start date of April 17th for the CSP Case Manager position.

**d. Vouchers**

No questions asked.

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

Helen Bacon shared that Mike Gallagher, our US Representative, will be conducting public listening sessions similar to those that Wisconsin Assembly Representative Joel Kitchens leads. She suggested that this committee should consider referring federal topics also.

**10. New Business-**

**a. Regional WCSA Meeting**

Joe plans to attend this meeting via conference call but offered to travel to the meeting if any of the board members were available April 21<sup>st</sup> for the 10am meeting.

**b. Review of 2016 Annual Report**

No questions were asked.

**c. Door County Community Foundation Sustainability Grant**

Cori McFarlane explained that the department has applied for this \$5,100 grant to expand Trauma Informed Care through training and activities. A response to the grant application is anticipated in 5 weeks.

**d. State Budget Overview**

This information was shared for the potential impact to our programs.

**e. Introductory Period Completions**

Four employees, Margaret Buhk, Kathy Fairchild, Faith McCoy and Kathy Schultz have completed their introductory periods and will move to standard full-time employment status.

**f. FYI -Resignation Letter – Chris Hanke**

**g. FYI -Retirement Letter – Jean Severson**

**h. Request to Refill Case Manager – Children and Family Support Services**

Bob Rau moved and Helen Bacon seconded the motion to refill this position. The vote was unanimous.

**i. Aging Unit Self-Assessment for 2016**

Helen Bacon motioned to accept this assessment. Bob Rau seconded the motion and all were in favor.

**j. Food Service RFP**

Joe, Jake Erickson and Tim Headrick have reviewed the proposals and have selected Healthcare Procurement Solutions, LLC (HPS) to contract with in order to reduce food costs by 10-15%, a \$12,000-\$15,000 savings.

**k. Establish May & July Dates/Times for 2 Budget Public Participation Meetings**

Dates selected were May 9, 2017 at 4pm and July 11, 2017 at the regularly scheduled meeting time of 8:30am.

**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 Human Services Department.

**12. Next Meeting Date:**

Tuesday, May 9, 2017 beginning at 4:00pm in the Chambers Room of the Government Center, 421 Nebraska Street, Sturgeon Bay.

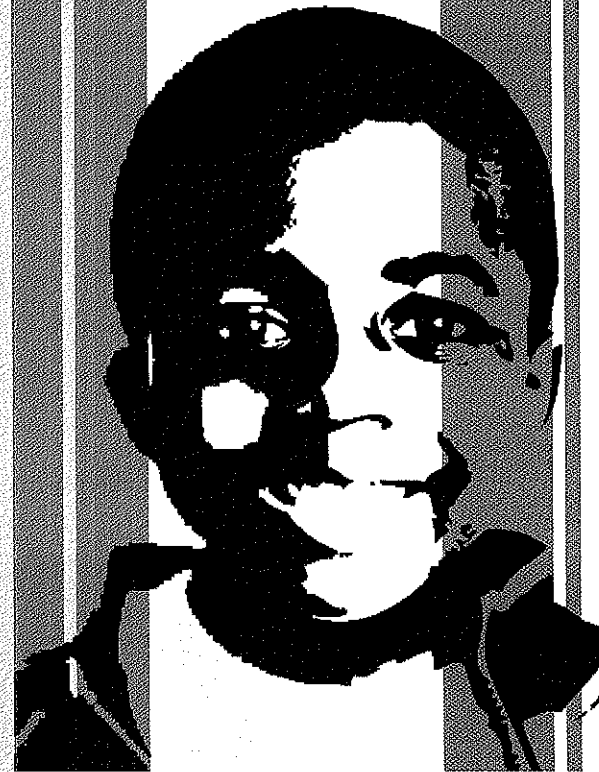
**13. Adjournment:**

Laura Vlies Wotachek motioned and Joe Miller seconded to adjourn the meeting. The motion carried. The meeting adjourned at 9:50am.

Respectfully submitted,  
Shawn M. Barlament, Recording Secretary

**We remain committed to:**

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



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

**Our staff...**

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

CHILDREN AND FAMILIES  
SUPPORTS AND SERVICES



**Door County Department  
of Human Services**

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



- **BIRTH TO THREE  
EARLY INTERVENTION SERVICES**



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

- **CHILDREN'S LONG TERM  
SUPPORT MEDICAID WAIVER**



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

- **CHILDREN'S COMMUNITY  
OPTIONS PROGRAM**



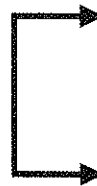
provides goods and services for community supports for individuals with disabilities with the goal of allowing the child to remain at home (ex. respite care, adaptive equipment, communication aids, etc.).

- **COORDINATED COMMUNITY  
SERVICES FOR CHILDREN**



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

- **COMPREHENSIVE COMMUNITY  
SERVICES FOR CHILDREN**





## 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)

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

#### I. Program Changes and Highlights

- A. Our Birth to Three Early Intervention Program** remains active in development of our State Performance Plan which will highlight our learning around the primary provider coaching model, increased child find activities, and maintenance of data and outcome driven practices. The draft of this document has been prepared, and State review is pending. We have dedicated time to the Door County Children and Families Partnership around the issue of early assessment, sharing the tools and resources we use as a program. The goal of unifying our practices around the area of early assessment throughout the county is paramount. Birth to Three will remain an integral part of the options available for families.
- B. CCS/CST/CCOP:** We recently hosted Wisconsin Family Ties for educational purposes at our oversight committee. This was an opportunity to promote and potentially recruit parent peer specialists in our area. A parent peer specialist is a parent or caregiver of a child with emotional or behavioral disorders or other special needs who is specifically trained for an information, support and advocacy role. The parent peer specialist is typically employed by an organization other than the service-providing agencies.

We presented on parent advocacy and legislative platforming on parent issues at the Parents as Partners Conference at the Landmark Resort earlier in the month. This conference, hosted by CESA 7, was an opportunity to provide education to parents wishing to learn more about parent advocacy.

The "My Feelings Matter" poster contest for the State of Wisconsin had five submissions from Door County. The Door County Library hosted a showing prior to the mailing of our submissions. Special thanks go to the Door County Library and the Boys and Girls Club for their collaboration and success in having Door County artwork represented. Good luck participants!

Staff participated in the Big Blue Chair event with the Boys and Girls Club, facilitating a sensory building experience for the 40+ children and their families who participated. The event was held April 25 at Martin Park.

We continue to see and use the various programs available through our Department as a platform for advocacy and change in the system on how we support children with special needs. This last month has been filled with projects and opportunities to do that kind of advocacy. We continue to maintain our single point of entry for all referrals to the Children's Programs, influencing the ever changing landscape of support services to families through the creative use of these programs.

- C. May is National Foster Parent Recognition Month.** Our **Child Protective Services/Juvenile Justice** team currently has fifteen licensed level 2 foster homes. These families are open to providing respite and/or placement of children in need of out of home care. Foster parents are required to participate in a total of 40 hours of training within the first two years of licensure and

an additional ten hours of training each year thereafter. The families also participate in an extensive home study process and background checks. The level of commitment by Door County foster parents is admirable. They provide unconditional love and care for our most vulnerable population. They work collaboratively with the Department's social workers and birth parents to ensure the best outcomes for children and families. There is always a need for additional foster homes, and the best source of recruitment is word of mouth. In recognition of the value these extraordinary families bring to Door County, there is an annual spring gathering to honor foster families' dedication.

Wisconsin data indicates that in 2015 there was a child population of 1,294,626 with 7,168 children in out of home care. Door County 2015 data indicates a child population of 4,529 (down from 4,938 in 2011). In 2015, there were 19 children placed outside the parental home in Door County. Currently, there are 16 children in out of home care and 12 in voluntary Kinship placement with relatives. It is significant to note that six of the current out of home care placements began in the first quarter of 2017. This is a high placement rate in any given quarter for our county. Although the number of new referrals to our system is slightly lower than a year ago, the complexity of the cases is more significant and requires more social worker time, more teaming of cases, more court appearances, more transporting, and more documentation requirements.

- D.** The **Community Support Program** team said goodbye to Amy Higginbotham on 4/28/17. Amy will be joining the staff at the new Bellin Health Clinic on 3rd Ave. as a full time Behavioral Health Therapist. In her new position she will be assisting patients in accessing telehealth services connecting them with Psychiatrist located at Bellin Psychiatric Center in Green Bay. We all wish Amy well in her new career! We would also like to welcome Nicole Kahler, BSW as the newest member of the Community Support Team. Nicole (Nikki) graduated with her Bachelor of Social Work with Human Development Minor in May of 2016 from the University of Wisconsin-Green Bay. Nikki was previously employed at the Crisis Center of Family Services in Green Bay and will be joining the DCDHS Crisis Team rotation in mid-June.
- E.** The **Economic Support** team reports that the moratorium from utility companies that prevents disconnection for unpaid balances on utility bills ended April 15. Energy staff were proactive, sending letters to clients in danger of disconnection alerting them of additional resources, and continue to work with clients and utility companies to avoid disconnection. The after-hours heat emergency requirement officially ends May 15; this means staff will no longer be on call after hours. The requirement begins again on October 1st.
- F.** April was a busy month for the **Behavioral Health Program**. Door County Department of Human Services joined many other county private healthcare agencies, when it officially rolled out its TeleHealth program for psychiatric services. There has been a nation-wide shortage of psychiatrists for some time now, and the TeleHealth evolved as a means to maximize access to a limited resource. It has been particularly helpful for rural areas whose population base is not large enough to support a resident psychiatrist. Our clinical staff remains busy seeing clients in addition to participating in the Crisis On-Call rotation, which experienced a particularly busy month.
- G.** 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 starting with a Kickoff Session on Thursday, June 8th



from Noon-2pm followed with workshops on Tuesdays, June 13th, 20th and 27th from Noon-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.

- H.** May 1st officially kicked off the **2017 Older Americans Month celebration**. Each May, organizations nationwide celebrate older Americans and their contributions to our economy, politics and the arts, and to raise awareness about the issues facing seniors nationwide. This year's theme, "Age Out Loud", highlights how older adults are remaining more independent and engaged in their communities, bringing a fresh look to what it means to age in this country.

## **II. Noteworthy Events**

- A.** The Economic Support Manager presented information on poverty in Door County at the ALICE (Asset Limited Income Constrained Employed) presentation sponsored by the League of Women Voters Eileen Bohn Series. This event was held Saturday, April 22 at the Baileys Harbor Town Hall. Charlene Mouille, Executive Director of United Way of Wisconsin was the keynote speaker. The event was aimed at recognizing the struggles of those who are employed but still struggle financially. The presentation is available online at [https://archive.org/details/ALICE\\_in\\_Door\\_County](https://archive.org/details/ALICE_in_Door_County)
- B.** The Aging and Disability Resource Center is planning an upcoming day trip on Thursday, June 8th to Miller Park to see the Milwaukee Brewers take on the San Francisco Giants. The trip will include the following: round trip deluxe motor coach ride, tailgate party with food and refreshments and field level seats on the first base line. Tickets to go are \$45.00 and you must sign up at the front desk as soon as possible. Please help us spread the news. We would love to have a full bus.
- C.** In addition, come and visit the ADRC sometime in May for one or all of the following scheduled events:
- Tuesday, May 2nd from 10:30-1pm Blood Pressure Checks
  - Tuesday, May 2nd at Noon Music with Ken
  - Friday, May 5th from 8:30am-1pm, Free Foot Care Clinic
  - Friday, May 12th from 1:15-3pm Free Manicures w/Paul Mitchell Beauty School
  - Friday, May 12th at 11:30am Music with Ben Larson
  - Monday, May 15th at 1pm, Day Trip to Lautenbach's Orchard
  - Wednesday, May 17th at Noon Door Tran Presents: Transportation Services
  - Friday, May 19th at 11:30am Tasty Tidbits: A New Twist on Coleslaw with Carmen Schroeder
  - Tuesday, May 23rd Public Health Presents: Sun Safety
  - Thursday, May 25th at 12:15am Music with George
  - Tuesday, May 30th at 12:45pm Grief Support Group facilitated by AseraCare Hospice

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

Nothing new to report this month. Inpatient mental health costs continue to run high for the year, as reported last month.

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

- A.** Many agency staff attended a cultural diversity training at Hope Church on April 19 entitled "Taking Steps to be More Inclusive of LGBTQ+ and Other Diverse Groups", presented by Dr. Stacie Christian, UWGB.
- B.** All staff also completed mandatory, county-wide harassment training in April.

- C. Three Economic Support staff attended the WI Association of Public Assistance Fraud (WAPAF) training in Wisconsin Dells for in-depth training on fraud and the processing of overpayments and case discrepancies.
- D. Three staff attended a conference on Secondary Traumatic Stress hosted by Sheboygan County Department of Health and Human Services. Laura van Denoot Lipsky, author of the book *Trauma Stewardship*, which we distributed to all agency staff at the first of the year as part of our trauma informed care initiative, was the keynote speaker.

## V. Agency & Community Collaboration

- A. The **Door County Partnership for Children and Families**, of which Human Services is a founding/executive member, recently celebrated its two year anniversary. A reception was held at the Door County Fire Company on Friday, May 5 to celebrate our accomplishments. This amazing group of over 30 community partners is working together to support families. Our mission is to connect people to resources through a family-centered approach in order to achieve social emotional well-being and school success. Some of the Partnership's accomplishments to date include development of a comprehensive community resource directory housed on the Library's website, sponsorship of powerful training series for young children and their parents – "Raising a Thinking Child" and "I Can Problem Solve" (provided with support from UW Extension and the Public Health Department), several great community training events, and development of a parent website and Facebook page. [Check them out and share! <http://doorcountyparents.com/> or Facebook @ "The Village."] Going forward, the Partnership's goals include a focus on screening of infants for early identification of risk factors, hiring Community Connectors to help families feel more supported and connect with needed resources, and implementation/expansion of a shared data base for community providers.
- B. We continue to participate in the Oral Health Partnership. This group is sponsoring a **Healthy Smiles for Mom and Baby Project**. This is a collaboration between the Dental Clinic, Door County Public Health, and the Oral Health Alliance of Wisconsin. The goal is to create a more formalized process and coordinated effort to ensure that pregnant women are getting the dental care they need. The process will help make sure that women are actually going to the dental clinic and getting the necessary treatment. They are working with the Oral Health Alliance of Wisconsin to do process stream mapping to create a process. They will then do some testing to ensure that it works.
- C. Our agency continues to enjoy a close collaborative relationship with **Jak's Place**. Jak's Place is offering a FREE professionally facilitated support group led by a member of the Green Bay Vet Center. This group will assist combat veterans having trouble adjusting to civilian life. Almost all service members have reactions after returning from war, some within months and others within years. All are welcome. The Combat Veterans Support Group will meet on Tuesday mornings June 13th through August 15th from 10:00am to 11:00am at Jak's Place (future new location) 1623 Rhode Island Street, Sturgeon Bay. Personal reservations and brief assessment are required prior to joining the group. Interested individuals should contact Jak's Place at 920-818-0525 to make an appointment.

## VI. Sharing our Successes

- A. The Fostering Futures (Trauma Informed Care) Core Implementation Team attended a statewide Summit in Wausau on April 26 along with the other Fostering Futures counties. This was an opportunity for counties to share our successes and challenges one year into the project and gain insight from the coaches from the National Council on Behavioral Health and the Wisconsin

Fostering Futures team. Our team came away with a sense of great accomplishment, feeling that we have come a very long way after just one year on our journey of organizational transformation. Our presentation included the highlighting of a client success story as well as the transformation of our physical space and our work on Secondary Traumatic Stress.

- B.** A consumer recently wrote an email to convey his appreciation for the help he received from the county's energy assistance staff and We Are Hope staff for WHEAP and furnace assistance.



**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

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

MEMO

**To:** Human Services Committee  
**From:** Ashley LaLuzerne  
**Date:** 05.09.2017  
**Re:** Request for Expenditure Approval

Expenditures since the last committee meeting held 04.11.17:

\$	100.16	Wal-Mart Mar 2017
\$	1,355.76	Elan Credit Card Mar-Apr 2017
\$	13,262.14	Mar 2017 Foster / Kinship Care Payments #259259
\$	11,161.20	Mar 2017 Foster / Kinship Care Payments #259260
\$	10,631.58	Mar 2017 Foster / Kinship Care Payments #259261
\$	<b>36,510.84</b>	

Departmental journal entries not included on the attached voucher list:

\$	40.00	Finger Printing - DC Jail Apr 2017
\$	2,911.16	IS Charges Apr 2017
\$	571.36	Maintenance Dept. Jan-Mar 2017 gas usage - Fleet
\$	185.76	Shred-It - Shredding Jan-May 2017
\$	70.92	Maintenance Dept. - office supplies
\$	<b>3,779.20</b>	

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

\$	65,203.97	Monthly Vouchers - Batch 2 Totals (Apr) CF/BH/CC/CP/MX
\$	35,097.57	Monthly Vouchers - Batch 1 Totals (May) CCS/BH/CF/CP/MIX/CSP
\$	36,510.84	Expenditures since the last committee meeting held 10.8.16
\$	3,779.20	Amounts paid to other County Departments as per above
\$	<b>140,591.58</b>	

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

\$	59,035.33	Monthly Vouchers - Batch 2 (Apr) #259256
\$	18,558.94	Monthly Vouchers - Batch 1 (May) #259276
\$	287.24	Walmart Card Mar-Apr 2017
\$	202.36	Elan Credit Card Mar-Apr 2017
\$	<b>78,083.87</b>	

\$ **218,675.45** Total Expenditures and Vouchers



4/18/17

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

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

*May 09, 2017*  
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: 259259

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMERICAN FOUNDATION OF CNSLNG	7857	01715 041017	EWISACWIS 04/10/2017 0008004685	2,170.62
NORTHWEST PASSAGE LTD	13477	01715 041017	EWISACWIS 04/10/2017 0008021015	9,497.52
RACHEL DEMERATH	21964	01715 041017	EWISACWIS 04/10/2017 0008048945	1,594.00

Batch Total:      \$13,262.14      \*\*\*\*  
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4/18/17

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

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

May 09, 2017  
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: 259260

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
LUTHERAN SOCIAL SERVICES OF WI	6495	01716 041717	EWISACWIS 04/17/2017 0008035885	11,161.20
Batch Total:				\$11,161.20 **** =====





4/18/17

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

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

*May 09, 2017*

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: 259261

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BRITTNEY NICOLE MARIT	21818	01714 040517	EWISACWIS 04/05/2017 0008063756	790.61
OLIVIA I DEREMO	8116	01714 040517	EWISACWIS 04/05/2017 0008017407	232.00
DEB DOYLE	9479	01714 040517	EWISACWIS 04/05/2017 0008000379	2,477.77
DEBOHRA GIBSON	13963	01714 040517	EWISACWIS 04/05/2017 0006910123	232.00
HELEN MAE BAHR	8485	01714 040517	EWISACWIS 04/05/2017 0008059029	44.90
JILL DELCORE	21744	01714 040517	EWISACWIS 04/05/2017 0008063868	948.00
JULIE LITTERAL	18813	01714 040517	EWISACWIS 04/05/2017 0008043242	928.00
JUDITH A PICHETTE	13223	01714 040517	EWISACWIS 04/05/2017 0008034652	232.00
KATHERINE M SMITH	21729	01714 040517	EWISACWIS 04/05/2017 0008064158	384.00
LOREN R SCHOLL	22022	01714 040517	EWISACWIS 04/05/2017 0008067102	232.00
MONICA G HARRIS	20836	01714 040517	EWISACWIS 04/05/2017 0008057128	232.00
MARYRAE V DUFEK	17937	01714 040517	EWISACWIS 04/05/2017 0008040115	464.00
RANDY S WATTERS	22153	01714 040517	EWISACWIS 04/05/2017 0008067949	464.00
ROBERTA J WIERICHS	19141	01714 040517	EWISACWIS 04/05/2017 0008019587	1,497.40
SHARYN K NICHOLS	22150	01714 040517	EWISACWIS 04/05/2017 0008067865	232.00
TONY BATTEN	16915	01714 040517	EWISACWIS 04/05/2017 0008042309	241.28
TONYA J LAURENT	17043	01714 040517	EWISACWIS 04/05/2017 0008059839	458.84
TRACEY LYN WEBORG	22152	01714 040517	EWISACWIS 04/05/2017 0008067849	464.00
HEIDIANN ULLMAN	242	01714 040517	EWISACWIS 04/05/2017 0008015044	76.78

Batch Total:      \$10,631.58      \*\*\*\*  
=====



4/20/17

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

HS April 2017  
2nd Batch

MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 04/2017

Batch Nbr:41917CF

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AURORA MEDICAL GROUP INC	21866	526027	JAN 17 DRUG SCREENS	166.00
[REDACTED]	15976	15976 APR2017	APR 2017 MEDICAL EXPENSES NOT COVERED	708.90
[REDACTED]	5012	5012 APR2017	APR 2017 SERVICES IN BETWEEN PROGRAMS	145.00
D.C YOUNG MEN'S CHRISTIAN ASSC	20431	20431 JAN2016	JAN 2016 DAY CARE EXPENSES	264.00
ECONO FOODS	9674	9674MAR2017	MARCH 2017 LUNCH FOR STS TRAINING	364.96
HELP OF DOOR COUNTY INC	13420	13420 MAR2017	MAR 2017 FAS SUPERVISED VISITS 50.5 HRS	1,262.50
JUSTICEPOINT, INC	21360	1113	MAR 17 ELEC MONITOR 31 DAYS	153.45
[REDACTED]	21581	21581 APR2017	APR 2017 RECREATION	805.00
[REDACTED]	21507	21507 APR2017	APR 2017 PARENT EDUCATION	974.00
RMR SERVICES, TRANSLATING &	8409	543	MARCH 2017 INTERPRETER SERVICES	38.57
SHEBOYGAN COUNTY TREASURER	29071	91076	MARCH 2017 JUV DETENTION	1,330.00

Batch Total: \$6,212.38 \*\*\*\*  
=====

**VOUCHER**

STATE OF WISCONSIN

2017

Door County

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

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

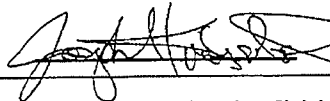
VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:  
alaluzerne

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 41917BH April 2017 - 2ND Batch Processing		\$18,834.60		various - as attached	
VOUCHER TOTAL							\$ 18,834.60	VOUCHER TOTAL		

4/19/17

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

HS April 2017  
2nd Batch

MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 04/2017

Batch Nbr:41917BH

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES FOR HEALTHY	17929	17929 MAR2017	MARCH 2017 CCS SERVICES	6,043.40
BROWN CO COMUNITY TREATMNT CNT	16015	16015-JAN2017	AUG/NOV 2016 & JAN 2017 INPATIENT	3,733.50
DYNAMIC FAMILY SOLUTIONS	21410	21410MAR2017	MARCH 2017 CCS SERVICES	499.80
FAMILY SERVICES	3841	3841 MAR2017	MARCH 2017 CRISIS CENTER/CCS SERVICES	2,031.30
HIRN MENTAL HEALTH COUNSELING	17401	17401 MAR2017	MAR/APR 2017 AODA/OUTPATIENT SERVICES	2,820.00
INNOVATIVE SERVICES, INC.	5078	5078 MAR2017	MARCH 2017 CCS SERVICES	3,706.60

Batch Total: \$18,834.60 \*\*\*\*  
=====



4/18/17

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

HS April 2017  
2nd Batch

MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 04/2017

Batch Nbr:41917CC

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES-INDEPENDENT LIVINGII	13325	2226	MARCH 2017 CCS ADMIN 21.5 HRS	490.20
ADVOCATES FOR HEALTHY	17929	2485	MARCH 2017 IND SKILLS DEV 17.2 HRS	1,169.60
AMERICAN FOUNDATION OF CNSLNG	7857	7857 MAR2017	MAR 2017 CCS IND PSYCH	928.20
BAY COUNSELING CLINIC, LLP	21177	21177 MAR2017	MARCH 2017 CCS SERVICES	1,020.00
BOYS & GIRLS CLUB OF DOOR CNTY	2571	2571 MAR2017	JAN/MARCH 2017 CCS SERVICES	1,730.60
DYNAMIC FAMILY SOLUTIONS	21410	21410 MAR2017	MAR 2017 CCS IND PSYCH 3.6 HRS	367.20
FAMILY SERVICES	3841	3841 FEBU2017	FEB 2017 CCS SERVICES	1,982.80
FAMILY SERVICES	3841	3841MAR2017	MARCH 2017 CCS SERVICES	3,486.40
Vendor Total:				5,469.20 **
INNOVATIVE SERVICES, INC.	5078	5078 MAR2017	MARCH 2017 CCS SERVICES	5,847.60
PHOENIX BEHAVIORAL HEALTH SVC	17442	17442 MAR2017	MARCH 2017 CCS SERVICES	5,977.20
SPECIALIZED SERVICES LLC	7694	1843	FEB 2017 PCW SERVICES 141.5 HRS	2,275.32
SPECIALIZED SERVICES LLC	7694	7694 MAR2017	MARCH 2017 CCS SERVICES	5,798.20
Vendor Total:				8,073.52 **
WASHINGTON ISLAND FERRY LINE I	36270	36270 MAR2017	HS MARCH 2017 WASH ISLAND FERRY	39.50
Batch Total:				\$31,112.82 **** =====



**VOUCHER**

STATE OF WISCONSIN

2017

Door County

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

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

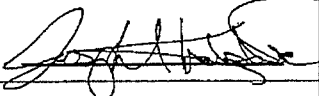
VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:  
alaluzeme

Approved by: Department Head:  


Approved by: Committee Chair /  
 County Administrator

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

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

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 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 41917CP April 2017 - 2ND Batch Processing		\$6,856.50		various - as attached	
VOUCHER TOTAL							\$ 6,856.50	VOUCHER TOTAL		

4/18/17

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

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

Page 1  
DC404RSUM

HS April 2017  
2nd Batch

MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 04/2017

Batch Nbr:41917CP

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BROTOLOC HEALTH CARE SYSTEM IN	3640	1059180	MARCH 2017 CBRF 31 DAYS	5,471.50
LAMBEAU FIELD ATRIUM LLC	22241	22241 APR2017	CSP LAMBEAU FIELD TRIP-JUNE 22, 2017	540.00
SHERRY PESCH	3394	3394 APR2017	APR 2017 REP PAYEE BOOKKEEPING SERVICE	840.00
STREUS PHARMACY INC	9617	9617 APR2017	MARCH 2017 CSP MEDICAL SUPPLIES	5.00

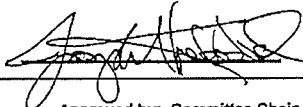
Batch Total: \$6,856.50 \*\*\*\*  
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**VOUCHER**

STATE OF WISCONSIN

2017

Door County

Submitted By: _____
alaluzerne
Approved by: Department Head:  _____

Approved by: Committee Chair / County Administrator _____

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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

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Voucher Listing Signed / Approved  
 Meeting Date \_\_\_\_\_  
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Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH 41917MX April 2017 - 2ND Batch Processing		\$2,187.67		various - as attached	
VOUCHER TOTAL							\$ 2,187.67	VOUCHER TOTAL		

4/18/17

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

Page 1  
DC404RSUM

HS April 2017  
2nd Batch

MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 04/2017 Batch Nbr:41917MX

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMY LEFEVRE	21173	21173 MAR2017	MAR 17 EMP MILEAGE REIM 167 MI	89.35
CELLCOM WISCONSIN RSA 10	4818	350908	APRIL 2017 HS/CCS CELL PHONE BILL	633.27
EMILY SCHWARK	20081	20081 MAR2017	MAR 17 EMPLOY MILEAGE REIM 154 MI	82.39
ELIZABETH SECREST	22233	22233 MAR2017	MAR 2017 EMPLOY MILEAGE REIM 220 MI	117.70
GANNETT WISCONSIN MEDIA	15904	DC0032463	HS SUBSCRIPTION 4-26-17 TO 4-30-18	56.36
MARK HILL	2006	2006 MAR2017	MAR 2017 EMPLOY MILEAGE/MEAL REIM	202.69
LANGUAGE LINE SERVICES	14606	4041064	MAR 2017 INTERPRETER SERVICE 336 MIN	243.82
NAOMI SPRITKA	18398	18398 MAR2017	MAR 17 EMP MILEAGE REIM 271 MI	144.99
OPTIONS LAB, INC	17788	6362	FEB 2017 DRUG SCREENS	192.00
STAPLES ADVANTAGE	15069	3335113041	MAR 2017 HS OFFICE SUPPLIES	144.04
KRIS WAGNER MACLEAN	4788	4788 JAN2017	JAN 17 EMP MILEAGE REIM 116 MI	62.06
WCHSA SPRING CONFERENCE	11602	11602 APR2017	2017 WCHSA SPRING CONF REG FEE	219.00

Batch Total: \$2,187.67 \*\*\*\*  
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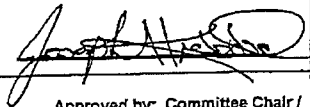
**VOUCHER**

STATE OF WISCONSIN

2017

Door County

Submitted By:  
alaluzerne

Approved by: Department Head:  


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

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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

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

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

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 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 5317CCS MAY 2017 - 1ST Batch Processing		\$8,491.40		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 5317BH MAY 2017 - 1ST Batch Processing		\$ 2,765.00		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 5317CF MAY 2017 - 1ST Batch Processing		\$8,631.38		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 5317CP MAY 2017 - 1ST Batch Processing		\$12,114.99		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 5317MIX MAY 2017 - 1ST Batch Processing		\$ 1,043.70		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 5317CSP MAY 2017 - 1ST Batch Processing		\$ 2,051.10		various - as attached	
VOUCHER TOTAL							\$35,097.57	VOUCHER TOTAL		

5/02/17

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

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

*HS May 2017 1st Batch*

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

Dept Human Services  
DEPARTMENT

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

G/L DATE: 05/2017

Batch Nbr:5317CCS

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BOYS & GIRLS CLUB OF DOOR CNTY	2571	2571 MAR 2017	FEB 2017 CCS SERVICES	1,111.80
FAMILY SERVICES	3841	3841 2016/17	APRIL 2016-FEB 2017 CCS SERVICES	3,123.95
INNOVATIVE SERVICES, INC.	5078	5078 FEB2017	FEB 2017 CCS SERVICES	3,062.25
PHOENIX BEHAVIORAL HEALTH SVC	17442	17442 APR2017	JAN 2017 CCS SERVICES	1,193.40
Batch Total:				\$8,491.40 **** =====

5/02/17

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

Page 1  
DC404RSUM

HS May 2017 1st Batch

MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 05/2017

Batch Nbr:5317BH

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
DC PRINTING LLC	5245	101540 AP2017	APRIL 17 APPROVED DRIVER SAFETY BROCHURE	88.00
OPTIONS LAB, INC	17788	6307 JAN2017	JAN 2017 DRUG SCREENS	112.00
MICHAEL P SAYERS PHD	8169	8169 APR2017	APRIL 2017 PSYCH SERVICES 36 HOURS	2,565.00
Batch Total:				\$2,765.00 **** =====

5/01/17

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

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

MEETING DATE

*HS May 2017 1st Batch*

Dept Human Services  
DEPARTMENT

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

G/L DATE: 05/2017

Batch Nbr:5317CF

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
DC PRINTING LLC	5245	101520 AP2017	APRIL 2017 CHILDRENS SERVICES BROCHURES	403.20
SPECIALIZED SERVICES LLC	7694	1857 MAR2017	MARCH 2017 PCW SERVICES	2,560.74
<b>[REDACTED]</b>	1862	1862 APR2017	APRIL 2017 ALTERNATIVE ACTIVITIES 403.01	1,500.00
JULIE TOYNE	5555	5555 APR2017	APRIL 2017 B-3 THERAPY/MILEAGE/SUPPLIES	4,167.44
Batch Total:				\$8,631.38 **** =====



5/01/17

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

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

*Hs May 2017 1st Batch*

MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 05/2017 Batch Nbr:5317CP

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BRITTNEY NICOLE MARIT	21818	21818 APR2017	APRIL 2017 ONE DAY OF RESPITE	30.00
DEPARTMENT OF CORRECTIONS	3213	3213 APR2017	MAR 2017 2 DAYS YA CORRECTIONS	584.00
FAMILY SERVICES	3841	3841 APR2017	JAN, FEB, MAR 2017 SELF SERVICES	4,988.00
HABITAT FOR HUMANITY RESTORE	17340	1340 APR 2017	APRIL 2017 BUNK BED PURCHASE	30.00
LAKESHORE CAP OFFICE	17200	17200 APR2017	MAR 2017 JUVENILE REST AND COMMUN SERVIC	3,367.99
SONNYS PIZZERIA	9434	9434 APR2017	APRIL 2017 GIFT CARDS FOR FOSTER PARENTS	250.00
TEAM LEADERSHIP CENTER INC	9942	9942 APRI2017	APRIL 2017 TEAM LEADERSHIP CENTER	2,000.00
WI DEPT OF JUSTICE RECORD CHEC	37970	37970 APR2017	JULY 2016-MARCH 2017 BACKGRND CHECKS	865.00

Batch Total: \$12,114.99 \*\*\*\*  
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5/01/17

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

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

HS May 2017 1st Batch

MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 05/2017

Batch Nbr:5317MIX

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
JODI ALSTEEN	6222	6222 FEB 2017	FEB 2017 EMPLOY MILEAGE REIM 171 MI	91.49
BROWN COUNTY HUMAN SERVICES	3680	3680 MAR2017	MARCH 2017 CHILD CARE CERT	361.12
ELIZABETH SECREST	22233	22233 APR2017	APRIL 2017 CCS COORD MILEAGE 289 MI	154.62
ELIZABETH ZIOLKOWSKI	21809	21809 APR2017	APRIL 17 MEAL EXPENSE TIC CONFERENCE	19.00
GIPAW	10656	10656 APR2017	GIPAW CONFERENCE REGISTRATION FEE	100.00
STAPLES ADVANTAGE	15069	3336785820	APRIL 2017 HS OFFICE SUPPLIES	195.47
TANYA KAVICKY-MELS	21550	21550 APR2017	MEAL EXPENSE FOR APRIL 17 TIC CONFER	17.00
UW-MADISON	19282	4172017-160	3/7-3/9 INIT ASSESS REGISTRATION FEE	75.00
WJCIA	35669	35669 APR2017	APRIL 2017 WJCIA 2017 SPRING TRAINING	30.00

Batch Total: \$1,043.70 \*\*\*\*  
=====

5/01/17

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

Page 1  
DC404RSUM

HS May 2017 1st Batch

MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 05/2017

Batch Nbr:5317CSP

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
LAKESHORE CAP OFFICE	17200	17200-MAR2017	MARCH 2017 CSP TECH/PEER SPECIALIST	1,151.10
SALLY LAURENT	8394	8394 MAY2017	MAY 2017 AFH SERVICES	900.00
Batch Total:				\$2,051.10 **** =====

# VOUCHER

STATE OF WISCONSIN

2017

Door County

New Vendor (Please Assign New #)

One Time Vendor (Please Assign New #)

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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

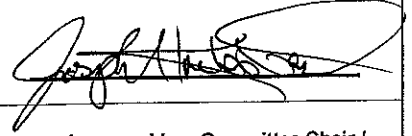
VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:

rmark

Approved by: Department Head:



Approved by: Committee Chair /  
County Administrator

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

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After Processing

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

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
204	23				SUBMITTED FOR PAYMENT, BATCH #259256 - 2017 Human Services vouchers to date. April processing		\$ 59,035.33		various - as attached	
<b>VOUCHER TOTAL</b>							<b>\$ 59,035.33</b>	<b>VOUCHER TOTAL</b>		

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

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

*ADRC/sec, 2<sup>nd</sup> batch, April 2017*

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

HS Resource Center  
DEPARTMENT

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

G/L DATE: 04/2017

Batch Nbr: 259256

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMY L KONOP	18248	18248 APR2017	23.3 APR MOW MILEAGE REIMB	12.47
ABBY VANS INC	16735	16735 MAR2017	MAR D2D TAXI	54,452.79
ADVANCED DISPOSAL SERVICES	18928	18928 MAR2017	SRC DISPOSAL SVCS	200.55
BETTY M JORGENSEN	18612	18612 MAR2017	12 MAR EMPLY MILEAGE REIMB	6.42
BARBARA J SNOW	15999	15999 MAR2017	13.20 MAR EMPLY MILEAGE REIMB	7.08
CHRISTINE ANDERSEN	19077	19077 APR2017	APR CAREGIVER SUPPT GRP-W.I.	37.50
CARMEN SCHROEDER	18153	18153 MAR2017	MAR NEWSLETTER/MENU PLANNING	180.00
NELVIE CAULDWELL	4168	4168 MAR2017	10 MAR EMPLY MILEAGE REIMB	5.35
CELLCOM WISCONSIN RSA 10	4818	4818 APR2017	APR ADRC/SRC CELL CHARGES	200.71
JOSEPH E HEILMAN	5354	5354 FEB2017	16 FEB MOW MILEAGE REIMB	8.57
KEYSTONE PSYCHOLOGY LLC	2288	2288 1859	PSYCH EVAL-SG	700.00
KIM KRAMER	12614	12614 FEB/MAR	104 FEB/MAR EMPLY MILEAGE REIMB	55.64
LISA VANALSTINE	20119	20119 MAR2017	141 MAR EMPLY MILEAGE REIMB	75.45
LAU'S AUTO CARE CENTER	7754	7754 25690	O/C SRC VAN	28.95
MANNS STORE	18770	18770 MAR2017	MAR RAW FOOD	718.97
GOOD SAMARITAN, SCANDIA VILLAGE	27395	27395 MAR2017	MAR MOW	512.00
STAPLES ADVANTAGE	15069	15069 MARADRC	3335113008/ADRC/SRC SUPPLIES	10.99
STURGEON BAY UTILITIES	30820	30820 032017	SRC UTILITIES-MAR	1,027.47
SUNSHINE HOUSE INC	31820	31820 15759	MAR RSP-ADULT DAY SVCS-WT	300.00
WAND	9654	9654 APR2017	WAND CONF-JE	85.00
WDOR AM & FM	129	129 FEB/MAR	FEB AND MAR SRC RADIO ADS	356.61
WISCONSIN MEDIA	13278	437009 SRC	RFP NOTICE/RAW FOOD CONTRACT	16.06

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
WIL KIL PEST CONTROL	6359	6359 APR2017	APRIL PEST CONTROL-SRC	36.75

Batch Total: \$59,035.33 \*\*\*\*  
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**VOUCHER**

STATE OF WISCONSIN

2017

Door County

New Vendor (Please Assign New #)

One Time Vendor (Please Assign New #)

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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:


rmark



Approved by: Department Head:

*[Signature]*

Approved by: Committee Chair /  
County Administrator

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PAID BY \_\_\_\_\_  
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After Processing

Fund	Dept	Sub Dept	Account Number	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
204	23			SUBMITTED FOR PAYMENT, BATCH #259276 - 2017 Human Services vouchers to date. May processing		\$ 18,558.94		various - as attached
<b>VOUCHER TOTAL</b>						<b>\$ 18,558.94</b>	<b>VOUCHER TOTAL</b>	

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

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

*ADRC/SEC, 1<sup>st</sup> batch, MAY. 2017*

MEETING DATE

HS Resource Center  
DEPARTMENT

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

G/L DATE: 05/2017

Batch Nbr: 259276

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ANNA ZAHORIK	20950	20950 APR2017	251 APR EMPLY MILEAGE REIMB	134.30
ADVOCATES-INDEPENDENT LIVINGII	13325	13325 2894SRC	GEN RSP-MH	178.11
BARBARA J SNOW	15999	15999 APR2017	19.80 APR EMPLY MILEAGE REIMB	10.62
BROTHERS DAIRY	257	257 APR2017	APR RAW FOOD	631.00
CARMEN SCHROEDER	18153	18153 APR2017	APR NEWSLETTER/MENU REVIEW/TASTY TIDBITS	195.00
CHRISTINE WISNIEWSKI	19268	19268 APR2017	25 APR MOW MILEAGE REIMB	13.38
NELVIE CAULDWELL	4168	4168 APR2017	22 APR EMPLY MILEAGE REIMB	11.80
DOOR-TRAN	16496	16496 APR2017	APR STAFF HOURS	609.00
ECONO FOODS	9674	9674 APR2017	APR RAW FOOD	770.69
GEORGE J KLEIST	17474	17474 APR2017	20 APR MOW MILEAGE REIMB	10.72
GREGORY W VIRLEE	19080	19080 APR2017	47 APR MOW MILEAGE REIMB	25.15
GORDON FOOD SERVICE, INC	22145	22145 APR2017	APR RAW FOOD/NUTRITIONAL SUPPLIES	2,676.93
HENRY F DITTMER	17282	17282 MARAPR	103.50 MAR/APR MOW MILEAGE REIMB	55.39
JOSEPH E HEILMAN	5354	5354 APR2017	18 APR MOW MILEAGE REIMB	9.63
JENNIFER BENDER	20934	20934 APR2017	83.10 APR EMPLY MILEAGE REIMB	44.44
JESSICA HOLLAND	19650	19650 MARAPR	146.60 MAR/APR EMPLY MILEAGE REIMB	78.43
JOHN M O'GARA	18116	18116 APR2017	38.80 APR MOW MILEAGE REIMB	20.76
JAMIE STEPHAN	17906	17906 APR2017	640 APR MEALSITE MILEAGE REIMB	342.40
JIM OLSON FORD LINCOLN, LLC	20492	17149 APR2017	O/C SRC BUS	37.94
KATHLEEN ASH	19673	19673 APR2017	8 APR EMPLY MILEAGE REIMB	4.28
LISA VANALSTINE	20119	20119 APR2017	253.50 APR EMPLY MILEAGE REIMB	135.64
TOWN OF LIBERTY GROVE	33170	33170 APR2017	APR MEALSITE 8 DAYS @ \$9/DAY	72.00



Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
MEAT PROCESSORS INC	6544	6544 APR2017	APR RAW FOOD	422.74
ROBIN MARK	20044	20044 APR2017	60.30 APR EMPLY MILEAGE REIMB	32.26
ROBERT A RAHMLow AND	21501	21501 APR2017	APR MEALSITE 8 DAYS @ \$8/DAY	64.00
STACEY VOLKMANN	14091	14091 APR2017	406 APR MEALSITE MILEAGE REIMB	217.21
SCATUROS BAKERY & CAFE	9525	9525 826958	REFRESHMENTS VOLUNTEER APPRECIATION	360.00
STAPLES ADVANTAGE	15069	15069 APR2017	ADRC/SRC SUPPLIES	138.18
STURGEON BAY UTILITIES	30820	30820 APR2017	SRC UTILITIES	264.67
SUNSHINE HOUSE INC	31820	31820 1Q17	1Q17 5311 PAYMENT	7,046.48
SYSCO	9328	9328 APR2017	APR RAW FOOD/NUTRITIONAL SUPPLIES	3,524.47
TIP TOP CLEANERS	10942	10942 APR2017	APR LAUNDRY/KITCHEN	113.25
SUZANNE WAGNER	374	374 APR2017	12 APR MOW MILEAGE REIMB	6.42
WARNER-WEXEL WHOLESALE & POOL	36120	36120 APR2017	APR NUTRITIONAL SUPPLIES	301.65

Batch Total: \$18,558.94 \*\*\*\*  
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# DUTIES OF COMMITTEES

*2014 (as approved at CB Organizational meeting 4/15/14)*

## PREAMBLE

The principal purpose here is to delineate, without limitation by reason of enumeration herein, the primary roles, responsibilities, and authority of Door County's committees, commissions, and boards.

In any county that has a county administrator:

- The county administrator is the chief administrative officer of the county, and coordinates and directs all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in elected officers (See: Section 59.18 Wisconsin Statutes).
- The various county committees, commissions, and boards are policy making bodies only, determining the broad outlines and principles governing such administrative and management powers.

One objective here is to define and strike a balance between the administrative and management functions and policy making function of county government.

References to the Wisconsin Statutes or Wisconsin Administrative Code are to those in full force and effect on the date this document is approved or as thereafter amended or revised

This document is subject and subordinate to the Wisconsin Statutes and Wisconsin Administrative Code.

## FISCAL MATTERS APPLICABLE TO ALL COMMITTEES

### 1. Annual Budget

The County Administrator and Finance Director will, annually, prepare a proposed budget for submission to the Finance Committee. The Finance Committee will review and approve or modify and approve the proposed budget, and then refer the same (in relevant part) to each departmental oversight committee. The oversight committees will review and approve or modify and approve the proposed budget, and refer the same to the Finance Committee. The Finance Committee will report the final proposed budget to County Board for consideration and action in accordance with Section 65.90 Wisconsin Statutes.

### 2. Capital Improvements ("C.I.P.")

Each oversight committee is responsible for reviewing and approving all capital item requests, those that pertain to the CIP, prior to the departments submitting them for inclusion in the proposed CIP.

### 3. Payment Vouchers ("PV")

Each oversight committee is empowered to review and authorize payment for all proper claims and expenses for the departments

# DUTIES OF COMMITTEES

## STANDING

### **(7) Human Services Board**

Oversight for Human Services Department

1. The Human Services Board was created by adoption of Resolution Number 2012-87 on December 11, 2012.. The powers and duties of the Human Services Board are as set forth in Section 46.23., Wisconsin Statutes.

2 0 1 6  
RULES OF ORDER & ORGANIZATION OF ALL  
STANDING & SPECIAL  
COMMITTEES

**I. Committee Organization**

- A. The first member listed on any committee shall be the Chairperson. The Chairperson shall appoint a secretary to record minutes of all the committee meetings. Each committee should elect a Vice-Chairperson.
- B. The County Board Chairperson, Vice Chairperson, or other person designated to perform the Chairperson's duties, is an ex-officio member of all committees. An ex-officio member has the same rights and privileges as, but none of the obligations of, all other members. Generally an ex-officio member does not have the right to vote and should not be counted in determining the number required for a quorum or whether a quorum is present at a meeting. If a quorum is not present at a meeting, then an ex-officio member may be counted in determining whether a quorum is present and may vote.

**II. Quorum**

- A. A majority of the entire membership elected to the committee shall constitute a quorum. A quorum must initially be established, and continue to exist, in order for a committee to transact business.
- B. If for some reason a member is unable to attend a Committee or County Board meeting, let the Chairperson or department head know.

**III. Per Diem and Expenses**

- A. Recognizing that the Door County Board of Supervisors exercises legislative, administrative and policy making powers, the following rules cover the payment of per diem and expenses.
- B. Requests for payment shall be presented, on an approved form, to the County Board Chairperson, Committee Chairperson, or County Clerk, for approval.
- C. Requests for payment should not be submitted, and payment will not be authorized, unless the requester attended at least 50% of the meeting.
- D. Requests for payment should not be submitted, and payment will not be authorized except for mileage reimbursement, for any meeting if a quorum is not established.

**[IV. - VI. Effective April 18, 2016 (Per Resolution 2015-89)]**

**IV. Compensation**

- A. Each Supervisor shall be paid by the County as follows:
  - 1. A daily per diem rate of one-hundred fifty dollars (\$150.<sup>00</sup>) for County Board meeting that s/he actually attends.
  - 2. Fifty dollars (\$50.<sup>00</sup>) plus an hourly rate of twenty five dollars (\$25.<sup>00</sup>) for each hour above one-hour (up to eight-hours / \$225.<sup>00</sup> per day) that s/he actually attends, including:
    - a) a meeting (i.e., a timely noticed and properly convened meeting, with a quorum present) of a sub-unit (i.e., commission, committee, or board) of the County Board of which they are a member or an invitee (i.e., expressly invited or authorized to attend by the sub-unit's chairperson on a matter within the authorized concern of the sub-unit);
    - b) a meeting of a commission, committee or board of another local unit of government or the state as an invitee (i.e., expressly invited to attend by the commission's, committee's or board's chairperson and authorized in advance in writing to attend by the County Board Chairperson or her/his designee);
    - c) face-to-face meetings with County (or other local unit of government, state, or federal) officials or employees if related to official County business and authorized in advance and in writing by the chairperson of the sub-unit or, in the case of a chairperson of a sub-unit, the County Board Chairperson or designee;
    - d) an official legislative, administrative, or court proceeding or hearing, in which s/he is directed or required to take part, in their official capacity as a Supervisor;
    - e) the Wisconsin Counties Association's ("WCA") Annual Conference;

- f) the WCA's Annual Legislative Exchange; or
  - g) the biennial Door/Kewaunee County Legislative Days.
3. Twenty-five dollars (\$25.<sup>00</sup>) per hour for all hours (up to eight (8) hours / \$200.<sup>00</sup> per day) that s/he attends any other conference, convention, institute, meeting, school, training session, or workshop *provided* their attendance is approved in advance and in writing by the chairperson of the sub-unit or, in the case of a chairperson of a sub-unit, the County Board Chairperson or designee, or County Board.
  4. Hourly Rates will be prorated as follows:
    - a) The hourly rate is to be prorated at twelve dollars and fifty cents (\$12.50) per one-half hour.
    - b) Any fraction of an hour shall be rounded off to the nearest half-hour.
  5. A Supervisor may only receive compensation under IV. A. 1. (i.e., is not allowed pay under IV. A. 2. or 3.) on days that the County Board meets.
  6. The hourly rate of twenty five dollars (\$25.<sup>00</sup>) will be paid for time spent (portal-to-portal) in out-of-county travel under, and subject to the same limitations as, IV. A. 2. & 3.
- B. Additional compensation for the Chairperson/Vice-Chairperson
1. The County Board Chairperson will receive a monthly allowance of eight hundred and fifty dollars (\$850.<sup>00</sup>) per month.
  2. The County Board Vice-Chairperson will receive the applicable per diem and reimbursement if filling in for the County Board Chairperson or asked to attend a meeting by the County Board Chairperson.
  3. A chairperson of a sub-unit (i.e., committee, commission, or board) of the County Board will receive an additional allowance of twenty dollars (\$20.<sup>00</sup>) per meeting.

## V. Reimbursement for Expenses

- A. Mileage/Meals / Lodging Allowances
1. Each supervisor shall receive mileage for each mile traveled in going to and returning from meetings, proceedings, hearings, conferences, conventions, institutes, schools, training sessions, or workshops (as contemplated by *Section IV. A. 1, 2. & 3.* above) by the most usual traveled route at the rate established by the County Board under § 59.22 Wis. Stats. as the standard mileage allowance for all County employees and officers. In addition, a supervisor residing on Washington Island is eligible to be reimbursed for one round-trip ferry ticket per day.
  2. Authorized meal expenses, incurred by a Supervisor while on official County business outside of the County, shall be reimbursed as set forth in *Door County's Administrative Manual (Section 2.15 Expense Reimbursement, A. Meal Expenses, 1.-3.)*.
  3. Authorized lodging expenses, incurred by a Supervisor while on official County business outside of the County, shall be reimbursed as set forth in *Door County's Administrative Manual (Section 2.15 Expense Reimbursement, D. Lodging)*.
  4. In-county meal and lodging expenses are eligible for reimbursement if incurred for authorized in-county events.
  5. Reimbursement can only be made for allowable expenses actually incurred.
- B. A Supervisor residing on Washington Island will, if an overnight stay on the mainland is necessary due to a meeting (as contemplated by *Section IV. A.* above) be eligible for reimbursement for in-county meals (up to seventeen dollars (\$17.<sup>00</sup>) per day), in-county lodging at the going rate per night), and one round-trip ferry ticket. This is in addition to, and not in lieu of, other compensation and reimbursement set forth herein.

## VI. Compensation / Reimbursement Procedure

- A. All requests for compensation or reimbursement must (as a condition precedent to payment) be timely submitted (to the Finance Department) on properly completed and fully executed per diem / reimbursement request form(s), accompanied by any required documentation.
- B. These forms and instructions are available in the office of County Clerk, the Finance Department, and on-line @ <http://map.co.door.wi.us/Agendas-Minutes/CountyBoard/Misc/2013> and the County Board website.

## **VII. Miscellaneous**

- A. The above is intended, and should be deemed, to fix the compensation and reimbursement, establish additional compensation, and increase the number of days for which compensation and reimbursement may be paid for Supervisors as allowed under Ch. 59, Wis. Stats.
- B. The above is intended, and should be deemed as, the different amount fixed as a maximum by the County Board for Highway Committee members as contemplated by § 83.015(1)(b), Wis. Stats.
- C. The purpose of any function for which a Board member claims a per diem, mileage or other reimbursement, must be specifically stated and become part of the committee minutes and the voucher thereof, must be co-signed by another committee member and must be approved by the committee.
- D. Whether board members, serving as members of an Ad-Hoc committee, shall receive compensation in the form of per diems, mileage or allowable expenses for attendance at Ad Hoc Committee meetings shall be determined at the time of the creation of the Ad Hoc Committee.

## **VIII. Agenda and Minutes [Wisconsin's Open Meetings Law (Sec. 19.81 - 19.90 Wis. Stats) Applies]**

- A. Every meeting shall be preceded by public notice, consistent with Sec. 19.84 Wis. Stats. or as otherwise required by any other statute. Such public notice shall, at a minimum, be given in the following manner:
  - 1. By communication from the chairperson or such person's designee to the public, to those news media who have filed a written request for such notices, and to the official newspaper (i.e., Door County Advocate).
  - 2. By posting meeting notices in one or more places likely to be seen by the general public. As a rule, notice should be posted at three different locations within Door County.
  - 3. Meeting notices may also be posted at the County's website as a supplement to other public notices, but web posting should not be used as a substitute for other methods of notice. If a meeting notice is posted on the County's website, amendments to the notice should also be posted.
  - 4. Every public notice of a meeting of a governmental body shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof.
  - 5. The public notice of a meeting of a governmental body may provide for a period of public comment, during which the body may receive information from members of the public.
  - 6. Public notice of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting.
  - 7. Separate public notice shall be given for each meeting of a governmental body at a time and date reasonably proximate to the time and date of the meeting.
- B. The Chair of the committee, commission, or board, in coordination with the respective department head(s), is responsible for the preparation of an agenda for all meetings. The chairperson of the committee, commission, or board must approve the final agenda prior to distribution to other committee, commission, or board members.
- C. The secretary of the committee, commission, or board shall be responsible for providing copies of such agenda to other committee members, forty-eight (48) hours prior to such meeting. An electronic or paper agenda shall be posted on a board for public inspection and note thereon the date and time of such posting and the name or initials of the person doing the posting. Likewise, an agenda shall be delivered to the County Clerk's Office.
- D. Informational material for items identified on the agenda shall also be provided for review by the membership, when available, at the same time as forwarding the notice of the meeting to allow review and research by the committee members.

- E. A full agenda (notice with supporting documents) shall be furnished to the Administrator as specified above.
- F. Consistent with Sec. 19.88(3) Wis. Stats., the minutes must include the motions and roll call votes of each meeting. As long as the body creates and preserves a reasonably intelligible description of the essential substantive elements of every motion made, who initiated and seconded the motion, the outcome of any vote on the motion, and, if a roll-call vote, how each member voted, it is not required by the open meetings law to take more formal or detailed minutes of other aspects of the meeting. Although the minutes should also accurately reflect the substance of the meeting.
- G. Other statutes outside the open meetings law, however, may prescribe particular minute-taking requirements for certain bodies and officials that go beyond what is required by the open meetings law. For instance, Sec. 59.23(2)(a) Wis. Stats. requires a county clerk to, among other things, keep and record in a book therefor true minutes of all the proceedings of the board; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the board, if required by any member present; and perform all duties prescribed by law or required by the board in connection with its meetings and transactions.
- H. Minutes of all meetings shall be filed with the County Clerk's Office within ten (10) days of the meeting.

**IX. Authorization to Speak or Perform Limited Duties**

A member of a standing, special committee, or commission may perform limited duties or speak for the entire committee or commission only when specifically authorized by the committee or commission.

**X. Budget**

The County's annual budget process is governed by, and comports with, Sec. 65.90 Wis. Stats.

**XI. Vouchers**

Copies of Vouchers will be submitted to the appropriate over-sight committee for its information

**XII. Other**

All Committees shall be governed by the same applicable rules adopted for the Door County Board. If there are no rules specified for a particular situation, Roberts Rules of Order (current and authorized edition) will apply.

To: Joe Krebsbach, Director of Human Services

RE: Student Internship

I would like to bring in an accounting intern for this summer. Starting June 1 and ending on August 31. The intern will take part in operational accounting and work on the items listed below:

- Assist with processing invoices and completing voucher packets
- Assist with processing billing and cash collections
- Assist business manager with monthly budget analysis and tracking
- Assist business manager with fiscal report preparation and recommendations
- Assist business manager with efficiency and internal control evaluations
- Gain an understanding of governmental accounting and structure
- Apply skills learned in course work to benefit department business office

If you have any questions, please let me know. Thank you.

Timothy Headrick

Business Manager



# Memo

To: Joe Krebsbach, Director  
From: Dori Goddard  
Date: 4/12/2017  
Re: 2017/2018 Intern Request

*Approved*  
*Joe Krebsbach*

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Respectfully requesting approval for a UWGB social worker student to complete their internship requirements within the Department in the CPS/JJ program area. The internship is for a total of 240 hours over the academic year. The intern would be starting approximately September 11<sup>th</sup> 2017 and finishing May 4<sup>th</sup> 2018. Her participation and role would include shadowing all workers, training on wisacwis, standards, investigations, etc. and eventually case management assignment. Both the agency field instructor and the school instructor will monitor the internship with significant performance oversight.

Thank you for the time reviewing this request,

*Dori Goddard*  
Dori Goddard, MSW  
CFS CPS/JJ Manager

## MEMO

To: Joe Krebsbach, DCDHS Director

From: Sheryl Flores, LCSW

Date: 5/4/17

Re: September 2017 -2018 MSW Internship Request

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Respectfully requesting approval for a University of Wisconsin – Green Bay School of Social Work, Advanced Standing MSW student to complete their internship requirements within the Department in the Community Support Program. The internship is or a total of 240 hours over the academic year. The intern would be starting approximately September 11<sup>th</sup> 2017 and finishing May 4<sup>th</sup> 2018. Her participation and role would include shadowing all CSP case managers, training on providing direct case management services to individuals with major mental illness. Eventually the intern will be assigned three client's to co-case manage. Both the agency field instructor and the academic field liaison will monitor the internship with significant performance oversight.

Thank you for the time reviewing this request,

Sheryl Flores, LCSW

CSP Manager

To: Joe Krebsbach, Director

From: Jay Livingston

Date: May 04, 2017

Re: Internship Request for Summer 2017

The purpose of this letter is to formally request permission to offer an internship to Erika Nelson, a graduate student in Lakeland's Community Counseling Program. She would begin working June 05, 2017 as part of her Practicum and would be finished on August 11, 2017. During the 12 – 15 hours per week with our Behavioral Health Program she would engage in the full spectrum of "Therapist" responsibilities including individual therapy, Mental Health and AODA screenings, TELEHEALTH, clinical staffings, and supervision. I would assume the responsibility of supervising Ms. Nelson and would work in conjunction with her Lakeland University Practicum Supervisor to monitor and evaluate all aspects of her performance.

Respectfully Submitted,



Jay Livingston, LPC, SAC

Behavioral Health Program Manager



## 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)

*Date: 3 May, 2017*

*To: Joe Krebsbach, Program Director*

*From: Cindy Zellner Ehlers, Program Manager  
Children and Families*

*Re: 2017-2018 Student Intern*

*Please know that on behalf of my Children and Families Support Services Unit here at Door County Human Services we are requesting permission and approval by the Oversight Board to accept a UW-Green Bay social worker student for the school year Fall,2017- Spring,2018. This internship would afford a student an opportunity and venue to explore the field of social work, providing first-hand experience in the work that we do to support children with special needs in our community. She would officially start 9/6/2017 through 5/8/2018 for a total of 480 hours. We anticipate a schedule of 16 hours per week/ two days per week.*

*The Department would commit to affording this student a spectrum of experiences shadowing staff in the Birth to Three Program and other Children's Programs, review of the regulations associated with each of the program, introducing the student to the variety of tasks related to case management services, overseeing projects in partnership with staff, and learning the versatility and variation of the field of social work.*

*The student intern would be supervised and performance monitored by both this writer as the field instructor and her college instructor on a regular basis. This writer would assure all county policies related to the County of Door Administrative Manual, Sec. 204 were adhered to in order for the agency to allow a student intern this opportunity.*



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

---

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

## Memo

To: Human Services Board  
From: Joe Krebsbach  
CC: Administrative Committee  
Date: May 3, 2017  
Re: Request to Refill Behavioral Health Therapist

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The Behavioral Health position was vacated by Chris Henke in March of this year. We initially absorbed Chris's clients with our existing staff. This was possible because one of our newer staff did not have a full case load at that time.

We took some time to evaluate needs within this division with hopes of restructuring some of the work load and potentially using the resources differently. However, after only two months we have staff with full caseloads and we have had to institute a waiting list for AODA consumers. This is the first time in well over a year that we needed to institute this waiting list.

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

Joe

## Request to Refill Position

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

### DEPT. HEAD TO COMPLETE:

Department Human Services Position Title: Behavioral Health Therapist

Position Status:  Currently vacant  Will be vacant Date Vacant: March 29, 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: Chris Henke

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 5-1-17

### Financial Information:

Salary Range: K Is the Position Budgeted:  Yes  No

Funding Source:  Levy % 80  Grant Funded % \_\_\_\_\_  Other Some revenue generated % 20

Fiscal Impact, from Finance Department, completed and attached

### HR TO COMPLETE:

EEO \_\_\_\_\_ FLSA Status \_\_\_\_\_

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

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

### Approvals:

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

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

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

I want to participate  I do not wish to participate

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

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

I want to participate  I do not wish to participate

**County of Door**  
Behavioral Health Therapist (Certified)

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

**General Summary**

The Behavioral Health Therapist reports directly to the Behavioral Health Program Manager and is responsible for conducting effective and professional direct therapy for county residents affected by mental illness and/or alcohol or drug abuse or dependency.

**Duties and Responsibilities**

***Essential Job Functions***

1. Provide direct service therapy to clients with mental health and/or substance use disorders and their families. This will include individual, couples, family therapy, primary treatment and continued care groups, as necessary for the population of clients at any given time.
2. Provide screenings, intake, assessment, diagnosis, and case management to Door County residents with mental illness or chemical dependency issues. Complete treatment plans with clients to address those needs and work with a multidisciplinary team to provide the needed level of care.
3. Develop and maintain accurate case management records of assessment, treatment and current status/condition as required by state statutes and administrative rules. Comply with DHS Chapter 35 and 75 requirements.
4. Assist in developing and providing ancillary groups or special services to other community programs relative to special needs populations, i.e., youth, elderly, women, minorities and others as deemed necessary.
5. Provide recovery services to individuals enrolled in Comprehensive Community Services, consistent with Department of Human Services Chapter 36 requirements, which may include services in the office, home, or community. Participate in CCS team meetings as needed.
6. Provide service planning and oversight of clients on mental health commitment.
7. Conduct necessary team/staff meetings to review services and crisis planning.

***General Job Functions***

1. Provide 24-hour on-call crisis services on a rotational schedule to include but not limited to consultation to law enforcement, hospital, and other individuals who need crisis services. Employee must remain within 50 minute response time to Door County Memorial Hospital while on crisis call. Abide by DHS Chapter 34 requirements.
2. Coordinate inpatient psychiatric treatment with other staff members and community and state agencies. This includes ongoing case management of services, (follow-along and follow-up) as needed.

## **County of Door**

### **Behavioral Health Therapist (Certified)**

3. Provide educational information and consultation to community groups and individuals regarding Department services and various issues relative to mental health, chemical addiction and emotional wellness.
4. Present training in the area of psychotherapy, addictions and patient treatment to community, medical professionals, and staff members as needed.
5. Serve as a member of a multidisciplinary agency clinical team. Participate in client staffing, offer cross-disciplinary training to staff, and cooperate as a team member in the delivery of treatment to consumers with co-occurring disorders.

#### **Requirements**

1. Graduate of a certified college with a Master's Degree in Social Work, Counseling, Psychology, or related area.
2. Wisconsin Clinical Professional Counselor, Licensed Clinical Social Worker, and/or certified Clinical Substance Abuse Counselor. Dually-certified to serve individuals with co-occurring disorders strongly preferred.
3. Current valid Wisconsin driver's license required.

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

1. Knowledge of and experience in working with clients with Mental Health and AODA diagnosis.
2. Knowledge of and experience with prevention, intervention, assessment and treatment modalities.
3. Ability to read, comprehend, and communicate, both orally and in writing as well as effectively administer by written and oral communications.
4. Able to effectively conduct interviews and counseling with AODA and MH clients.
5. Capable of conducting successful crisis intervention assessment and disposition.
6. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
7. Possess emotional maturity, sound judgment and capable of working among a dynamic team of professionals.
8. Knowledge of basic computer operation and familiarity with word processing and data entry software.
9. Knowledge of DHS 34 Crisis Services and DHS 35 Comprehensive Community Services preferred but will educate.

#### **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).

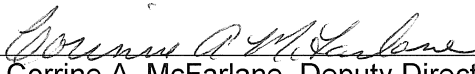
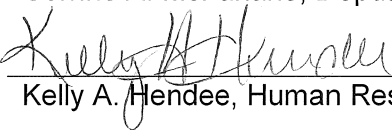


**County of Door**  
**Behavioral Health Therapist (Certified)**

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:

 Corrine A. McFarlane, Deputy Director	5/3/17 Date
 Kelly A. Hendee, Human Resources Director	5/3/17 Date

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

Current Position Title: Behavioral Health Therapist

Department Human Services Division Behavioral Health

Report to: (position title): Reports to the Behavioral Health Program Manager.

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

The Behavioral Health Therapist will be responsible for conducting effective and professional direct therapy for county residents affected by mental illness and/or alcohol or drug abuse or dependency.

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

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

Item No.	Duty	% of Total Time	Essential		Do Others Perform the Same Duty?	
			Yes	No	Yes	No
1.	Direct outpatient clinical services – including intakes, diagnosis, individual/family/couple’s therapy and group work.	50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Documentation of all pertinent clinical information as required by HFS guidelines.	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Crisis intervention response – 24 hour-direct services, recommend disposition, & follow-up (court).	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Consultation/Supervision-clinical staffing, team meetings; co-workers, Psychiatrist and Psychologist.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Case management-phone calls, collateral contacts, monitoring commitments.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Collaboration with outside agencies.	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Insurance paperwork for reimbursement.	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

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

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

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

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

CONTACT	PURPOSE OF CONTACT	FREQUENCY
Employees in same or other department(s) Behavioral Health Team, CSP Team, Social Workers/Case Mangers from all DHS divisions	Clinical supervision, coordination of care, referrals	Daily
Other Departments (list other departments)		
Customers – General Public (list all) Consumers seeking mental health/AODA treatment	Service delivery/treatment	Daily
Suppliers/Vendors		
Community / Trade / Professional Law enforcement, hospitals, community counseling agencies. Community groups seeking education.	Facilitation of emergency detentions, assessment of crisis cases, consultation Education	Weekly/Monthly
Federal / State Gov't =. / Regulatory DHS/Division of Mental Health & Substance Abuse Services; Division of Quality Assurance	Regulatory oversight Technical assistance	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 type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree or equivalent	Major:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Graduate work or advance degree	Specify: Master's Degree in Human Services Field
<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 type="checkbox"/>	One to at least three years' experience required.
<input checked="" type="checkbox"/>	Over three years and up to and including six years' experience required.
<input type="checkbox"/>	Over six years and up to and including nine years' experience required.
<input type="checkbox"/>	Over ten (10) years of experience required.
<input checked="" type="checkbox"/>	Experience in related field
<input checked="" type="checkbox"/>	Experience in (specify): Clinical mental health services

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

1.	Licensed Clinical Social Worker/Licensed Professional Counselor		
2.	30 hours of continuing education units every two years.		
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Calculator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Fax machine	<input checked="" 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"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Mobile data terminal (MDT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Pager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Vehicles:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Automobiles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Light truck (pick-up)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Heavy truck (dump truck, fire truck, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Construction/heavy equipment (loader, tractor, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g. Boat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Medical Apparatus/Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. First aid equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Oxygen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Electronic monitoring equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Patient transport apparatus (spine board, stretcher, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Miscellaneous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

	Not Required	Required only in unusual situations	Required for 1 hour or less per shift	Required for approx. 2 hours per shift	Required for approx. 4 hours per shift	Required for 6 or more hours per shift
Activity: Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light lifting: 10# max and occasional lifting of small articles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light lifting: 20# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 50# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 60# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy lifting: 100# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy lifting: in excess of 100#	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light carrying: 10# max	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light carrying: 20# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 50# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 60# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy carrying: 100# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy carrying: in excess of 100#	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Running	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Swimming	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Physically controlling another person	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs/routine non-emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs emergency – i.e. pursuit of suspect	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – routine – i.e. changing light bulbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – emergency – i.e. Fire truck aerial ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing while carrying – i.e. carrying parts, stretcher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching up (to high shelf)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching across (work bench)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching down (to floor)	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Health and Safety: Check any of the following encountered on the job and note the frequency each is encountered</b>				
Electrical hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights above 10 ft.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bodily Injury – physical attack	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving vehicles/traffic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (allergies)	<input checked="" 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 \_\_\_\_\_

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**Signature Approvals**

Supervisor \_\_\_\_\_

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

Dept. Head *Deanne A. M. Yarbome* \_\_\_\_\_ *Deputy Director* \_\_\_\_\_ *5/3/17* \_\_\_\_\_

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

# REQUEST FOR FISCAL IMPACT INFORMATION

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

CHANGE FTE/Hours

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

CHANGE JOB CLASS/STEP

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

Position Title  
 Effective Date  
 Department

Behavioral Health Therapist  
 \_\_\_\_\_ 6 Mo \_\_\_\_\_  
Human Servicess Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS		TOTAL SALARY and Benefits
<b>Behavioral Health Therapist Step 1</b>								
1.00	\$28.04	58,323				34,074		92,397
<b>Current Behavioral Health Therapist 2017 Budget</b>								
1.00	\$28.04	58,323				20,288		78,611
<b>Total Salary and Benefit Increase</b>								<b>13,786</b>
FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS		TOTAL SALARY and Benefits
<b>Behavioral Health Therapist Control Point</b>								
1.00	\$32.05	66,664				35,658		102,322
<b>Current Behavioral Health Therapist 2017 Budget</b>								
1.00	\$28.04	58,323				20,288		78,611
<b>Total Salary and Benefit Increase</b>								<b>23,711</b>

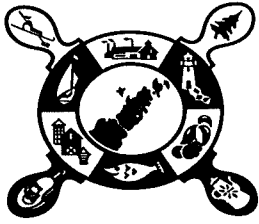
Dept Head Signature Mark E. Janich  
 Date 5/2/2017

Finance Director

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

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





**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

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)

April 28, 2017

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

RE: Completion of Introductory Period

Employee Name: Mary Ann Salmon  
Position: Economic Support Specialist  
Start Date: November 14, 2016

Mary Ann has been an excellent addition to our Economic Support Unit. Requirements in the initial period for this position consist of satisfactory completion of state mandated training within the first six months, while learning to apply policies for multiple public assistance programs used to determine eligibility with accuracy and timeliness. Workers are expected to handle the daily workload while increasingly learning to manage a caseload of up to 550 cases.

Mary Ann has completed all of the required trainings for Economic Support programs, except for the Child Care Subsidy training which she is scheduled to attend at the end of May. She has demonstrated the ability to learn the programs quickly and applies relevant policies as expected. Mary Ann has had a case load for the past month, and will go on call center in May. This is consistent with the expectation for all workers at this point in time. Mary Ann is invested in her work, the clients we serve and the Economic Support team.

She will complete her introductory period and successfully move to regular status as of May 14, 2017.

Sincerely,

Carol Wautlet  
Economic Support Manager  
Department of Human Services

CC: Administrative Committee  
Human Resources Department

Effective Date:	11/23/16
Updated:	

# COUNTY OF DOOR

## DISRUPTIVE BEHAVIOR/DIRECT THREAT POLICY

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Outlined here is **COUNTY OF DOOR’s** administrative process for sanctioning ADA and Shared-Ride Program riders who engage in violent, seriously disruptive or illegal conduct (“conduct offenses”) while using **COUNTY OF DOOR** service, and/or who pose a significant risk to others (“direct threat”).

The following definitions are applicable throughout this document:

**49 CFR § 37.5 – Appendix D:**

If a person is violent, seriously disruptive, or engaging in illegal conduct...the provider may, consistent with established procedures for all riders, refuse to carry the passenger.

**29 CFR § 36.208:**

...a person who poses a significant risk to others may be excluded [from service] if reasonable modifications to the public accommodation’s policies, practices, or procedures will not eliminate that risk.

**1. Definitions**

**Conduct** prohibited under these headings includes:

- Destruction of public property (the vehicle, and/or its furnishings)
- Doing violence to others or to oneself
- Behavior that is seriously unruly, seriously disruptive, threatening, or frightening to others
- Behavior that interferes with the safe operation of the vehicle
- Engaging in illegal conduct.
- Other conduct judged by **COUNTY OF DOOR** to represent an actual or potential threat to the health, safety or wellbeing of oneself, the operator, other passengers, and/or **COUNTY OF DOOR** or contracted personnel

**Direct threat** is defined by Federal regulations as posing a “significant risk to others”;

This includes both **safety issues** and **highly infectious diseases or conditions** such as TB, when and if “reasonable modifications to ... policies, practices or procedures will not eliminate ... risk.”

**With regard to “direct threat”**, U. S. Department of Justice (“USDOJ”) regulations state in 28 CFR § 36.208b:

In determining whether an individual poses a direct threat to the health or safety of others, a public accommodation must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures will mitigate the risk.

**Involuntary non-violent behavior that is disability-related and which does not pose a direct threat** (such as involuntary verbal outbursts), U.S. Department of Transportation (“USDOT”) ADA Regulations state in 49 CFR § 37.5b (“Nondiscrimination”):

It is not discrimination under this part for an entity to refuse to provide service to an individual with disabilities because that individual engages in violent, seriously disruptive, or illegal conduct. However, an entity shall not refuse to provide service to an individual with disabilities solely because the individual's disability results in appearance or involuntary behavior that may offend, annoy, or inconvenience employees of the entity or other persons.

The Preamble to 49 CFR § 37.125h states an important reminder:

...it is only in very few and compelling situations that an entity is entitled to refuse service to an otherwise eligible person....

## 2. Regulatory Basis

### A. ADA

**Riders:** USDOJ and USDOT regulations as cited in Sec. 1 above.

### B. Shared-Ride Program

**Riders:** Decisions about refusing service to shared-ride program riders are left to **COUNTY OF DOOR’s** discretion. Shared-ride program regulations

contain no restriction against requiring riders to be accompanied by an attendant. This policy applies to both ADA and shared-ride program riders.

### 3. Responsibilities

- A. **Only COUNTY OF DOOR has the right to suspend service or impose sanctions on riders.** Contract transit providers/lessees are required to protect their own and Authority vehicles and property, document all incidents, and report these promptly to **COUNTY OF DOOR**.
- B. **COUNTY OF DOOR is responsible for recording all incidents.**
- C. Carrier transit provider/lessees and **COUNTY OF DOOR** staff must be mindful of the **critical importance of maintaining confidentiality** concerning information about riders' identity, personal circumstances, disability status, etc.

### 4. Due Process Requirement

In suspending service for cause, **COUNTY OF DOOR Appeals Policy** and process must be followed. **COUNTY OF DOOR** must provide administrative due process to the customer, as follows:

- A. Adequate documentation must be on file to support the decision that a cause for suspension has been identified and carefully investigated, and that action is warranted.
- B. If sanctions are imposed, the customer must be notified ahead of time in writing or in accessible format.
  - If an immediate sanction is imposed, a verbal notification must be swiftly followed by the required written or accessible format notice.
- C. The notice must identify the basis for the proposed action with specifics and describe the proposed sanction. It must notify the customer of his/her right to appeal and how to file an appeal.
- D. Decisions must be subject to appeal in a hearing before the Independent Appeals Board (see Appeals Policy). The Board's decision is final and binding. In that hearing:
  - The rider has the right to present written and oral information and arguments.
  - The rider has the right to representation or to bring a supporting person.
  - Relevant records and personnel must be made available to the rider.
  - Other persons can testify.
  - See **Appeals Policy** attached.



County of Door  
Transportation App

- E. **Burden of Proof:** The burden of proof rests with the Appellant (rider). The rider must submit evidence sufficient to support granting the appeal.
- F. **Hearing Process:**
  - Opening remarks by Appellant and then by Human Services Director. These opening remarks are intended to acquaint the Appeals Board with the case and set out, in a general way, each side's case.
  - Appellant presents real and testimonial evidence first.

- Human Services Director presents real and testimonial evidence second.
- Appellant may offer rebuttal real and testimonial evidence.
- Closing remarks by Appellant and then by Human Services Director. These closing remarks are intended to be a brief summation of each side's position on the contested issues and the reasons each is entitled to prevail.
- Appellant and Human Services Director may cross-examine witnesses of the other side.
- County Administrator may swear witnesses and will mark and preserve exhibits.
- The proceedings shall be audio recorded.
- The rules of evidence should be adhered to, but do not strictly apply.
- The hearing shall be informal in nature.

## 5. Mandatory Administrative Progression in Addressing Conduct Offenses and Direct Threats

### A. Severity of Incident:

- (1) **Level One Offenses:** This category principally includes conduct that interferes with the safe operation of a vehicle or conduct offenses that do not threaten others.

- Fare evasion or fare non-payment related incident
- Use of alcohol or other illicit substance
- Equipment tampering
- Actions which impede or deny other rider's access to service
- Threatening/abusive telephone calls; intentionally tying up telephone lines
- Fraudulent use of paratransit service.
- Providing false information for the purpose of obtaining service
- Interfering with the safe operation of the vehicle. Examples include, but are not limited to:
  - Disruptive behavior (ex. yelling, throwing items, banging on windows, etc.)
  - Removing seat belt
  - Abusive language
  - Littering, creating an unsanitary environmental condition
  - Smoking, having an open flame
  - Failure to follow direction of operator
  - Exhibiting inappropriate personal hygiene, i.e. an individual whose bodily hygiene is so offensive as to constitute a nuisance to other passengers
  - Other unsafe conduct (determined at COUNTY OF DOOR's discretion)

- (2) **Level Two Offenses:** This category principally includes circumstances representing direct threat and may result in refusal of further paratransit service. Conduct that threatens the safety or wellbeing of others includes but is not limited to:

- Assault of driver or other passenger(s)
- Physical aggression or intimidation

- Verbal or Sexual harassment
- Serious health-related conditions or conduct impacting public health. Examples include, but are not limited to:
  - bed bugs
  - TB or other contagious conditions
  - Spitting
  - urinating/defecating
  - discharge of bodily fluids
  - open wounds
- Failure to maintain control of a service animal
- Vandalism/Destruction or damage to property
- Unauthorized operation (or attempt to operate) a COUNTY OF DOOR or Contracted vehicle
- Any criminal conduct

## **B. Required COUNTY OF DOOR/Carrier Responses; Penalties**

### **Level One Response:**

- **COUNTY OF DOOR**/Contract Transit Provider/Lessee response
  - For any of the Level One Offenses, persons will be given a first warning by the Driver not to engage in the conduct.
  - If further warning by the Driver is necessary for failure of the passenger to comply, the Driver must report and supervision must document incident.
  - If necessary, the Driver may contact its Supervisor to be called to the scene.
- **COUNTY OF DOOR** response
  - Informs rider of infraction and notifies if future trips are being suspended.
  - Records incident; issues letter informing rider of violation and penalty (if any).

### **Penalties for Level One Offenses**

**On 1<sup>st</sup> offense:** COUNTY OF DOOR issues warning notification letter notifying rider of incident and advising of **COUNTY OF DOOR's** policy and informing that if another incident occurs, sanctions will be imposed as follows:

- 2<sup>nd</sup> offense (within 2 years): 14 day Suspension (subject to appeal)
- 3<sup>rd</sup> offense (within 2 years): 30 day Suspension (subject to appeal)
- Subsequent offenses (within 2 years): 90 day Suspension (subject to appeal); further suspensions up to and including refusal of service will be determined at the exclusive discretion of Director of Human Services and/or County Administrator or designee.

### **Level Two Response:**

- **COUNTY OF DOOR**/Contract Transit Provider/Lessee response
  - Driver must report incident to Supervisor
  - Driver is authorized to request police assistance, if necessary

- COUNTY OF DOOR/Contract Transit Provider/Lessee must report incident to COUNTY OF DOOR immediately
- COUNTY OF DOOR/Contract Transit Provider/Lessee must document incident
- **COUNTY OF DOOR** response
  - Informs rider of infraction and notifies if future trips are being suspended;
  - Records incident in file; issues letter informing rider of violation and penalty (if any).

**Penalties for Level Two Offenses**

- Level Two Offenses will result in immediate suspension pending outcome of investigation; offenders may be subject to additional suspension up to and including permanent suspension and possible criminal prosecution.
- Cases of infectious disease or other health related conduct will result in suspension until documentation attests that contagion is no longer a risk.
- Suspensions to be issued as follows:
  - 1<sup>st</sup> offense: 30 day service suspension (subject to appeal)
  - 2<sup>nd</sup> offense (within 5 years): suspensions up to and including refusal of service will be determined at exclusive discretion of Director of Human Services and/or County Administrator or designee. (subject to appeal)

**6. Contingency to refusal of service**

**49 CFR § 37.5 – Appendix D:**

A requirement for an attendant is inconsistent with the general nondiscrimination principle that prohibits policies that unnecessarily impose requirements on individuals with disabilities that are not imposed on others.... If an entity may legitimately refuse service to someone, it may condition service to him on actions that would mitigate the problem.

- A. In the case of subsequent and repeated offenses, **COUNTY OF DOOR** may offer continued service provided the individual be accompanied by a Personal Care Attendant. This offer is a contingency to lengthy suspension or refusal of service if such a remedy will mitigate future conduct violations.
  - Contingency to be offered in letter informing rider of penalty
  - Contingency may not be offered if presence of an attendant cannot reasonably eliminate risk of recurrence.
- B. If it has been determined that a rider may be refused transportation and rider has accepted and agreed to service contingent upon conditions set by **COUNTY OF DOOR, COUNTY OF DOOR** will not transport rider when they are not accompanied by an attendant.

- C. Offer of contingency and conditions of service provision may be reviewed when **COUNTY OF DOOR** receives adequate documentation that effective steps have been taken to mitigate further conduct violations.
- **COUNTY OF DOOR** will permit rider to resume travel without Personal Care Attendant upon receipt of satisfactory proof of action taken and consistent performance.
  - Further conduct incidents will result in refusal of service

## **7. Conduct offenses by Attendants or Companions**

In the case of a customer with an aggressive, threatening, or disruptive Personal Care Attendant or companion, USDOT regulations permit the following:

- A.** Denial of transportation to offending party should they seek to accompany eligible rider on a vehicle as a companion or PCA.
- Eligible rider must be given advanced written notice indicating party is not permitted to accompany them on vehicles due to the specified actions by him/her.
- B. COUNTY OF DOOR**, Contract Transit Provider/Lessee, or both, may seek to prosecute the offending party



## County of Door – Transportation Appeals Process

**A.** Any appeal by or on behalf of the party subject to a suspension order shall be submitted in writing to the Transportation Manager, Robin Mark, Door County Human Services, 421 Nebraska St., Sturgeon Bay, WI 54235, within (10) ten days after service by mail of the Transportation Manager's determination. The communication shall state with specificity the grounds for the appeal.

The determination of the Transportation Manager to suspend an individual shall be stayed pending an appeal to the Human Services Director. The Human Services Director shall review and may reconsider or modify the decision to suspend an individual, following investigation of the matter and shall specify in writing within (14) fourteen business days of receipt of the appeal the reasons for rescission or modification, if applicable, to the appellant.

The Human Services Director will seek review of a draft written response by the County's Corporate Council before issuing the response to an individual subject to a suspension order.

**B.** The aggrieved party may appeal the Human Services Director's determination within (10) ten days after service by mail of the Human Services Director's determination, by written notice of appeal filed with both the Human Services Director and the County Administrator, Government Center, 421 Nebraska St., Sturgeon Bay, WI 54235. The County Administrator shall appoint a special Transit Suspension Appeals Board consisting of (3) three members of the Human Services Board to hear the appeal. This special Board shall hold a hearing within 30 days after the notice has been filed. Notice of the hearing including a statement of the time, place and nature of the hearing shall be mailed to the aggrieved party and the Human Services Director at least ten (10) days prior to the hearing. Suspension orders for Level I violations shall be stayed pending appeal to the Appeals Board. Suspension orders for Level II violations shall not be stayed pending an appeal, unless the Appeals Board finds that a stay is warranted and necessary under the particular circumstances. A request for stay shall be made in writing by the aggrieved party stating the specific reasons for the request.

**C. Hearing:** At the hearing, the appellant may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses of the other party. The County Administrator shall conduct the hearing and shall follow the Rules of Evidence provided in Wisconsin Statute Section 227.45, for administrative proceedings. The staff shall record all of the proceedings on tape.

**D. Decision:** Within 30 days of the completion of the hearing, the Appeals Board shall issue a written decision stating the reasons therefore. The Board shall make a finding on whether it is more probable than not that the suspended individual engaged in the conduct which was the basis for the suspension. Based on testimony and the evidence in the record, the Board shall have the power to affirm or reverse the written determination or to remand it to the Human Services Director with instructions for reconsideration consistent with its decision. The decision, except for remand, shall be a final determination for the purposes of judicial review.

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

05-01-2017

