

**Tuesday, June 13, 2017
9:30 a.m.**

HUMAN SERVICES BOARD

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

*Oversight Board for the Department of Human
Services*

AGENDA

HUMAN SERVICES BOARD MEETING

1. Call Meeting or Order
2. Roll Call-Establishing Quorum
3. **Adopt** Agenda
4. **Approve** Minutes – May 9, 2017 Public Participation Meeting & Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Program Reports
 - a. Aging Program Verbal Report – Jake Erickson
 - 1.) Consideration of Moving Forestville Meal Site to Brussels
 - b. Written Collective Unit Report
8. Continuing /Pending Business
 - a. Resource Center Building Update
 - b. Staff Recruitment Updates
 - c. Vouchers
9. Topics To Be Referred to the Legislative Committee
10. New Business
 - a. General Duties of Committees and Rules of Human Services Committee – Review/Revise and/or Reaffirm
 - b. Retirement Letter – Jay Livingston
 - c. Request to Refill Behavioral Health Manager Position
 - d. Recognition of Jean Severson's Service
 - e. Structural Changes in Personal Care (PC) Program
 - f. Out-Sourcing Crisis Services
 - g. Lincoln Hills Update
 - h. Local Impact on the Potential Federal Government Changes for Veterans.
 - i. Year to Date Budget Update
 - j. 2017 1st Quarter Fiscal Update
 - k. Discussion on the Building Name/Signage for 916 North 14th Avenue
 - l. Aging & Disability Resource Center (ADRC) Fundraising Considerations
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
12. Set Next Regular Meeting & Public Participation Meeting Date – Tuesday, July 11 , 2017
13. Meeting Per Diem Code
14. **Adjourn** Meeting

Deviation from the order shown may occur

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

Posted _____, 2017 _____

DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

PUBLIC PARTICIPATION PROCESS MEETING (2018 Budget Public Hearing)

******* Tuesday, May 9, 2016 at 4:00 p.m. *******

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

The Door County Human Services Board held the first of two public participation meetings. The purpose of the meeting was to receive public comments regarding the programs, services and budget currently provided by the Department of Human Services. The Notice of the Public Hearing appeared in the May 6, 2016 issue of the local newspaper, the Door County Advocate and on radio announcements. The affidavit of publication is attached to these minutes.

Roy Englebort served as Interim Chair as Mark Moeller was excused. Roy called the Public Participation Process Meeting to order at 4:00 p.m. The Human Service Board members introduced themselves. The public participation meeting process formalities were shared. A written sign-in sheet for the public guests present and those that wished to speak was provided to the Recording Secretary and to the Chairman to acknowledge requests. This list is also attached to these minutes.

Only one individual from the public was in attendance and did not wish to address the board on any topics related to this meeting.

Mr. Englebort asked if anyone else wished to add any comments and then thanked the public for their participation.

The Public Participation Meeting was adjourned at 4:03 p.m.

Respectfully submitted,
Shawn M. Barlament – Recording Secretary

Door County Department of Human Services
 Public Participation Meeting - Budget, Programming & Administration for 2017
 Tuesday, May 9, 2017 4:00pm Peninsula Room

Please Print

	Name	Organization	"X" If You Wish to Speak
1	JULIE DAVIS	Boys+Girls Club	
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#15094

Door County Advocate



JUN 01 2017

STATE OF WISCONSIN
BROWN COUNTY

DOOR CO HUMAN SERVICES

421 NEBRASKA ST
STURGEON BAY

WI 542352225

PUBLIC MEETING NOTICE

The Door County Department of Human Services will hold the first of two public participation meetings on Tuesday, May 9, 2017, beginning at 4:00p.m. in the Peninsula Room at the Door County Government Center. The second meeting will be held Tuesday, July 11, 2017 at 8:30a.m. in the Chambers Room of the Door County Government Center. Both rooms are located on the ground floor at 421 Nebraska Street, Sturgeon Bay, WI. The Government Center is accessible to those with special needs.

The purpose of the meetings is to provide the public with opportunities to offer comment to the Department of Human Services' board members and staff regarding any aspect of the agency administration, programming or budget for 2018. The agency provides a comprehensive array of statutorily defined services to Door County residents experiencing challenges in the areas of mental health, alcohol and other drug abuse, mental illness, developmental disabilities, child protection, juvenile justice, economic support, long term care, adult protective services and aging, as well as the Aging and Disability Resource Center.

Those unable to attend the meeting who would like to offer comments regarding agency programs or budget may submit their written statements to the Door County Department of Human Services in care of Joseph Krebsbach, Director, at 421 Nebraska Street, Sturgeon Bay, WI 54235. Additionally, citizens may offer comments via email to sbarlament@co.door.wi.us.

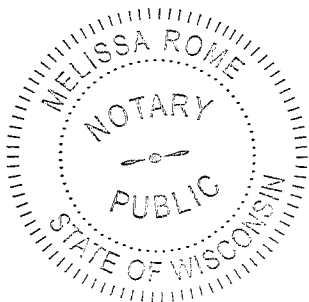
The regular open board meetings of the department will begin immediately after the conclusion of the public participation process meetings.
RUN: May 3 & 6, 2017 WNAXLP

Being duly sworn, doth depose and say that she/he is an authorized representative of the Door County Advocate, a newspaper published in Door County, Wisconsin, and that an advertisement of which the annexed is a true copy, taken from said paper, which was published therein on:

Account Number: GWM-530170
Order Number: 0002090027
No. of Affidavits: 1
Total Ad Cost: \$31.49
Published Dates: 05/03/17

HS Public Meeting Notice Ad
240.47.3900.53109

(Signed) [Signature] (Date) 5/26/2017
Legal Clerk



Signed and sworn before me

[Signature]

My commission expires 1-12-2021

DOOR CO HUMAN SERVICES
Re: Public Meeting Notice

GANNETT WI MEDIA
435 EAST WALNUT ST.
PO BOX 23430
GREEN BAY, WI 54305-3430

GANNETT
Wisconsin Media
Delivering Customers. Driving Results.

PHONE 1-877-943-0446
FAX 877-943-0443
EMAIL legals@doorcountyadvocate.com

DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Tuesday, May 9, 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-**

Interim Chair Roy Englebert called the May 9, 2017 meeting of the Door County Human Services Board to order at 4:04pm immediately after the Public Participation Meeting was adjourned in the Government Center's Peninsula Room.

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

Present: Interim Chair Roy Englebert, Tom Leist, Megan Lundahl, Wayne Kudick, Joe Miller, Robert Rau, and Laura Vlies Wotachek. Mark Moeller joined the meeting later.

Excused: Helen Bacon

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

Others Present: Julie Davis-Chief Executive Officer, Boys & Girls Club of Door County

Board members present established a quorum.

3. **Adopt Agenda-**

A motion was made by Tom Leist and seconded by Joe Miller to adopt the agenda. All were in favor.

4. **Approve Minutes-**

Megan Lundahl motioned to approve minutes from the regular Human Services Board meeting held on April 9, 2017. This was seconded by Tom Leist. All approved.

5. **Correspondence-**

None

6. **Public Comment-**

None

7. **Discussion of Public Participation Meeting**

No discussion as there were no public comments during the meeting.

8. **Program Reports-**

a. **Written Collective Unit Report –**

Laura Vlies Wotachek inquired about outreach to the community to increase the number of licensed foster homes during National Foster Parent Recognition Month. During May a dinner is scheduled to thank the current fostering families.

9. **Continuing / Pending Business-**

a. **Resource Center Building Updates**

- Last month it was reported that the 3 of 5 staff members housed in the trailer had moved to the Government Center. The remaining staff has now moved to their temporary locations until the new center is completed.

- The trailer will be removed between May 13th-16th.
- Furniture and equipment have been ordered.
- Renovation and construction are on schedule. When you drive by you are able to see that the concrete floors have been poured.

b. Staff Recruitment Updates

- The ADRC Director position will be posted longer in order to pull a larger pool of applicants.
- Nicole Kahler started April 17th in the CSP Case Manager position. The department was fortunate to have Amy Higginbotham give an extended leave notice so she was able to introduce Nicole to clients face to face.
- Interviews will be held tomorrow to potentially fill 2 Children's Services Case Manager position due to an employee's retirement and another employee's inability to fulfill the introductory period.
- The department continues to pursue filling the psychiatrist's full-time position. Dr. O'Rourke has agreed to provide telehealth services on a part-time basis with one day per month committed to in-office appointments.

c. Vouchers

- One inquiry was asked about two listings for Wal-Mart credit cards payments on the Voucher Memorandum. The department has two cards, one for the Government Center and the other for the ADRC/SRC. This would be the same for the MasterCard credit cards.
- Another inquiry was about the Abby Vans payment. This pays an hourly rate for Door 2 Door rides through our Federal 53.11 Transportation Grant.

10. Topics To Be Referred to the Legislative Committee-

None at this time.

11. New Business-

a. Duties of Committees

This provides information for new committee members and those re-appointed.

b. FYI – Potential Interns

Over the years the department has established a pattern of using interns when available. There are several requests for different programs. Potential applicants will interview.

c. Request to Refill Behavioral Health Therapist Position

Mark Moeller moved that the position be refilled. Laura Vlies Wotachek seconded the motion. All were in favor.

d. FYI – Completion of Introductory Period – Mary Ann Salmon

Mary Ann has been with the department since August 2014. Six months ago she accepted an Economic Support Specialist position. She will now move to standard employment status.

e. Disruptive Behavior Policy & Appeal Policy for Transportation Program

Bob Rau moved to accept this policy. Megan Lundahl seconded the motion. Three members of this board, chosen by the County Administrator, will have a role in this policy should an individual appeal for the second time for the same occurrence. Robin Mark, Transportation Specialist, will make the initial decision with the Director handling the first appeal, either supporting or denying the decision. The vote was unanimous.

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

Suggestions are:

- Structural changes in Personal Care (PC) Program
- Out-sourcing Crisis Services
- Lincoln Hills Update
- Local Impact on the potential federal government changes for veterans.

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

13. Next Meeting Date:

Tuesday, June 13, 2017 beginning at 9:30am in the Chambers Room of the Government Center, 421 Nebraska Street, Sturgeon Bay.

14. Adjournment:

Megan Lundahl motioned and Joe Miller seconded to adjourn the meeting. The motion carried. The meeting adjourned at 4:46pm.

Respectfully submitted,
Shawn M. Barlament, Recording Secretary



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

Joseph Krebsbach, Director
1st Floor Fax: 920-746-2355
2nd Floor Fax: 920-746-2439
dhs@co.door.wi.us

Human Services Board Written Agency Updates – June 2017

I. Program Changes and Highlights

- A.** The **Behavioral Health Program** anticipates the arrival of summer in Door County with hope that the atypical volume of crisis calls we responded to the past several months has plateaued. With the anticipated arrival of 200,000-plus tourists over the course of the next few months, we can certainly expect an influx of individuals in need of Crisis, Mental Health, and AODA services. We are currently recruiting to fill a vacant Behavioral Health Therapist position and hope to find an individual capable of working with both Mental Health and AODA clients. Fortunately, our new "Telehealth Psychiatry" program is up and running after experiencing only a few minor glitches. Many of our clients who are utilizing this service for the first time, report feeling very comfortable with this new technology. This is encouraging news as we move forward in the ever-changing world of healthcare. Door County is fortunate to have a dedicated team of Mental Health and AODA professionals who work diligently behind the scenes to meet the needs of its residents. Shrouded by the veils of confidentiality, these individuals assist people who are often struggling with the most difficult time in their lives. Please consider taking the time to recognize these unsung professionals for all that they do.
- B.** We met with law enforcement, jail, and hospital staff and also sent out letters to a wide array of community partners to notify them that we are implementing a change to our **Crisis Response** protocol this month. Effective June 1, 2017, all crisis calls are now going through the Family Services Crisis Center for triaging. (The Crisis Center has been serving as our crisis hotline and handling a portion of our calls already since 2013. We are simply expanding this role to more fully utilize our existing contract.) What does this mean? Individuals wishing to report a crisis at any time will call the Crisis Center at 920-746-2588. Trained crisis workers at the Crisis Center will complete an initial screening over the phone to examine the nature, extent, and urgency of the problem to determine the type of response necessary. If it is determined that a mobile response is needed, Family Services will dispatch a County crisis worker to respond and complete an on-site assessment.
- C.** The **Community Support Program** asks that we share the following update from JAK's Place (a Program of Lakeshore CAP, Inc.) JAK's Place is a mental health drop-in and social resource center for anyone whose life has been affected by mental illness. Many of our CSP clients attend programming at JAK's Place, and our CSP staff facilitate some of the groups there. Lots of exciting things are happening at JAK's Place! The week of May 22nd JAK's was closed to allow for the move to their new location. On May 31st JAK's opened at the new building located at 1623 Rhode Island Street. This new facility will allow for program expansion in the future. At a recent strategic planning meeting with the JAK's Advisory Committee, it was determined the focus will be on adolescent programming in the coming year. Human Services' staff look forward to working with them on this planning as we explore ways that they might be able to meet the needs of some of our youth, potentially through the Comprehensive Community Services program.

- D.** Since **Juvenile Justice** (JJ) was moved from DOJ to DCF, state workgroups are being developed to address standard practices for juveniles, risk assessment options, data collection, and intake training requirements. There is a lack of resources statewide for juveniles in need of more intensive services. Some counties in the state are sending youth to programming in other states, such as Boys Town and Youth Village.

Our JJ team here in Door County continues to look at creative programming options for youth. Working in collaboration with the Team Leadership Center, the Leadership by Choice Program will again be offered for youth this summer. This program is funded by a state grant that is targeted for delinquent youth. The program encompasses an array of skill building, accountability, and leadership development activities that will build youth competency and community connections. The **Child Protection/Juvenile Justice** team also recently hosted a presentation on the Wisconsin Challenge Academy. The Challenge Academy is an alternative education program on the grounds of Fort McCoy, designed to reclaim the lives of at-risk youth and produce graduates with the values, skills, education and self-discipline necessary to succeed as adults. It serves males 16 & 9 months through age 19 who have been expelled, dropped out, are not attending school, or are over one year behind in credits. It is fully funded through DPI, so there is no cost to the family or to the county. We have seen great success with some of the young men we've sent through the program.

Two of the newest CPS/JJ social workers, McKenzie Erickson and Brett Hayner, recently celebrated their one year anniversaries with the Department, and they are getting rave reviews from the community. The seven social workers that make up this team are an amazing group of people who define resilience, compassion, and determination.

- E.** Our **Birth to Three Early Intervention Program** is finishing up with the development of our state-directed county personal performance plan where we will highlight our work on the continued emphasis on primary provider service delivery and our child find efforts. We've had a number of children in our program transition to the school system and applaud the team for their collaboration and commitment to smooth and seamless educational and special needs support with the various school districts.
- F.** The **Children and Families Support Services** programs (CCS/CST/CLTS/CCOP) are focusing on internal quality assurance strategies to assure compliance with all paperwork aspects of the various programs. Each area has different standards, and staff remain committed to excellence in this arena. As the team incorporates their own self-audit process, they are looking at ways to continue to streamline and merge systems, and are relying more and more on tracking strategies through TCM and tools developed at the local and state level.

This team is currently undergoing tremendous personal and professional change. Jean Severson has announced her intent to retire June 12, 2017, after over 25 years of service to this department and the families of Door County with special needs children. Jean has committed her career to helping families maintain a true sense of hope during challenging times and a resource expert in helping them gain access to the much needed resources that help them sustain that hope and courage to break barriers, advocate, and maintain community life for all. She has been and always will be a beacon of that hope and a steward of advocacy for children. We will miss her tremendously—and frankly, have a hard time thinking about how the ship will run without her humor, her creative style, her passion and investment in others. You are loved, Jean, by many!

As we say goodbye to Jean, we welcome two new staff to the team, to the agency and to our community - Danielle Nyman and Laura Hall. As a Board you will have opportunity to meet them soon. They both bring a wealth of knowledge, skill and commitment to the lives of youth with special needs and we are thrilled to have them here! They now begin the intense work of learning the new programs and making those connections with families.

We look to new beginnings and always treasure the work Jean has done in her legacy here with Door County Human Services.

- G.** From our **Aging and Disability Resource Center & Aging Services**: June 15th is recognized as **World Elder Abuse Awareness Day**. This is a day that is set aside to raise a greater recognition of the under-identified and often unspoken problem of elder abuse and neglect. In Door County alone there were a total of 247 reports of elder abuse and neglect that were investigated. To represent the number of individual reports of elder abuse and neglect, there will be 247 pinwheels set out front of the ADRC/Senior Center from June 12th to June 23rd. The state of WI shared our APS team's pinwheel idea as it received a lot of attention statewide. Furthermore, throughout the month of June we have scheduled number of educational presentations and events to help shed a brighter light on this ever increasing concern here in Door County.

The **Senior Farmer's Market Nutrition Program (SFMNP)** is back! Starting June 1, SFMNP vouchers are available. These vouchers offer our older adults an opportunity to purchase fresh, locally grown fruits and vegetables from local certified farmers. The SFMNP vouchers can be obtained from June 1 through October 31.

On May 31, Anna Zahorik, ADRC Information & Assistance Specialist, presented her first class of a two-part educational caregiver series for friends and family members caring for someone with **dementia**. During the class, Anna discussed ways to communicate in tough situations, the importance of advance directives, environmental home safety, ways to take care of yourself as the caregiver, information about the WI Silver Alert Program, a basic overview and early detection of dementia. Seven participants attended. The next class is scheduled for Tuesday, June 6th from 12:45-2:45pm. The training is free.

II. Noteworthy Events

- A. CareTalks**, a series of workshops to help caregivers better communicate with their friend or family member's health care team) - Kickoff Session is Thursday, June 8, Noon-2pm at the ADRC, followed with workshops on Tuesdays, June 13th, 20th and 27th from Noon-2:00pm. If you have questions about CareTalks or would like to sign up, please call Tenley at UW Extension at 920-746-2260.
- B.** Come and visit the **ADRC** sometime in May for one or all of these other scheduled events:
- Tuesday, June 6th from 10:30-1pm Blood Pressure Checks
 - Tuesday, June 6th at 11am Music with Ken
 - Thursday, June 8th Brewers Day Trip
 - Friday, June 9th at 11:45am New Horizons Community Band performance
 - Tuesday, June 13th at 12:15pm Dr. Staudenmaier presents "Aging Gracefully"
 - Wednesday, June 14th at 12:30pm Kari Orn from the Dept. of Justice presents "The Silver Alert Program"
 - Thursday, June 15th at 11:45am Father's Day Celebration w/ Steven Shultz and the Las Vegas Review
 - Friday, June 16th at 11:30am Tasty Tidbits: Dairy w/Dietician Carmen

- Monday, June 26th at Noon Officer Chad Mielke from the Sturgeon Bay Police Department presents "Scams"
- Wednesday, June 28th at 12:45pm Technology Workshop w/ U.S. Cellular
- Thursday, June 29th at 12:45pm Judy Gregory from Help of Door County to discuss Elder Abuse
- Friday, June 30th at 12:45pm Steve Graf presents "Up & Down: Chronicles of a Bridge Operator"
- The Gadget Man can assist you with new or advanced laptops, tablets, iPhones and Androids. *Call for an appointment.* He will be at the ADRC of Door County on June 5th and 19th from 8:00-11:00 am.

- C. The Door County Partnership for Children and Families, Cradle to Career, and Public Health are hosting the 1st Annual **Safe Kids Door County** event on Saturday, August 19th at the Door County Fairgrounds. This is a FREE event for families, featuring many different interactive and informative safety activities.
- D. Human Services and the DC Partnership for Children & Families continue to co-host monthly **Trauma Informed Care Lunch and Learns** on the 4th Monday of each month from Noon to 1:00 p.m. in the Peninsula Room of the Government Center. Join us on June 26 for a short video and discussion on the topic of *Resilience*.

III. High-Cost Placements & Other Fiscal Updates

- A. We continue to monitor budget developments and anticipate upcoming changes in **Economic Support** and public assistance. Proposed changes include work requirements for certain medical assistance recipients, expanding the current work requirements for Food Share, imposing asset limits on Food Share households, and increased mandatory drug testing. (FoodShare recipients who are Drug Felons are already subject to drug testing.)
- B. We continue to run higher than anticipated **inpatient psychiatric costs**, due to a greater number of admissions than usual in recent months and a few long-term placements. One placement which began at Winnebago in March remains inpatient, now having moved to Mendota. (Additional detail to be provided in separate financial report.)

IV. Training & Staff Development

- A. Our new CSP Case Manager Nikki Kahler recently completed her **crisis training** on our internal policies and procedures and is now shadowing staff on-call in June. She will be ready to join to on-call rotation shortly. Crisis workers are required to have 8 hours of training annually, following their initial training. We are planning an 8-hour in-service crisis training day for our crisis team on June 8. The training will include an overview of Chapter 51 and 55 statutes by our managers and DA Karyn Behling, review of policies and procedures, discussion of how trauma impacts the individuals we encounter in crisis and how a trauma-informed approach can make a difference, and discussion with our APS staff about Emergency Protective Placements
- B. One Economic Support Specialist attended a three-day training for **Child Care subsidy** authorizations from May 30 through June 1. This training is mandatory for Economic Support workers.

V. Agency & Community Collaboration

- A. Economic Support is again collaborating with the Sturgeon Bay Parks Department to participate in the **"Double Your Bucks" campaign**. This program allows Food Share recipients to get extra voucher "dollars" to use at local Farmer's Markets. Recipients can receive an additional \$25 per household. The funding comes from Ministry Door County Hospital. The Parks Department prepares the mailing for about 1,000 households. Economic Support prepares the address labels

from our client database and sends out the voucher letters that clients use to pick up their additional dollars.

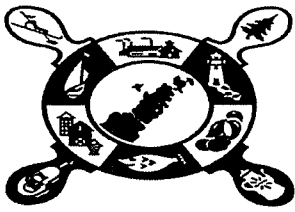
- B.** Efforts continue to make Door County a more “Dementia Friendly” community. In addition to the Dementia training that Anna Zahorik presented at the ADRC (discussed above), there was also a Approaching Alzheimer’s First Responders training on Washington Island in May. Vicki Johnson from the Alzheimer’s Association presented along with Sharon Locklin of the Behavioral Health Training Partnership (based at UWGB) and retired police officer Mike Green. The following day, Vicki presented “Praise in Purple” at Bethel Church. The First Responders training is part of a regional crisis grant focused on improving services for individuals with dementia.

Another part of this initiative is technical assistance community members in Northern Door have been receiving from consultant Barb Larson-Herber to develop a plan to enhance services and supports for aging residents. Two planning sessions have now been held in Baileys Harbor, with another planned for later June. The intent is to develop a standing coalition of concerned agency representatives and citizen members to implement the plan and ensure forward progress continues.

VI. Sharing our Successes

- A.** Many of you know our Adult Protective Services Social Worker Kim Kramer is multi-talented. But did you know she is also an accomplished blogger? Kim submitted a 500 word post to the National Center on Elder Abuse Blog. This is a national campaign geared at engaging states and organizations across the country in how to improve services and supports to prevent and address elder abuse issues. Kim’s blog, entitled Improving Resources and Enhancing Lives, was accepted. You can view it here: http://gero.usc.edu/cda_blog/WEADD/index.html. We are very proud of this recognition at the national level!
- B.** As part of our Secondary Traumatic Stress work to support staff in the workplace, we have placed Compliments of Kindness boxes in each of the work areas. Staff have been sharing wonderful, uplifting messages with one another, which we share at all agency messages and post on our shared drive for all to see. While there are dozens of examples we could share, we choose this one today: One of Jay Livingston’s staff shared this message via e-mail recently, “It is a pleasure to work for you. You are an amazing Program Manager. You have so much knowledge and experience. Your open door policy and always willing to be there for the team. We are grateful to have you lead us. Thank you for all that you do for us.”

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



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

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

MEMO

To: Human Services Committee
From: Ashley LaLuzerne
Date: 06.13.2017
Re: Request for Expenditure Approval

Expenditures since the last committee meeting held 05.09.17:

\$	392.44	Wal-Mart April 2017
\$	14,767.70	April 2017 Foster / Kinship Care Payments #259299
\$	216.53	April 2017 Foster / Kinship Care Payments #259319
\$	15,376.67	

Departmental journal entries not included on the attached voucher list:

\$	119.30	IS Charges May 2017
\$	380.90	Maintenance Dept. April 2017 gas usage - Fleet
\$	500.20	

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

\$	86,370.77	Monthly Vouchers - Batch 2 Totals (May) CS/MX/CP/CC/CF/BH
\$	15,376.67	Expenditures since the last committee meeting held 5.9.17
\$	500.20	Amounts paid to other County Departments as per above
\$	102,247.64	

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

\$	6,823.94	Monthly Vouchers - Batch 2 (May) #259302
\$	385.97	Walmart Card April-May 2017
\$	1,062.58	Elan Credit Card April-May 2017
\$	8,272.49	

\$ 110,520.13 Total Expenditures and Vouchers

VOUCHER

STATE OF WISCONSIN

2017

Door County

Submitted By:

kemadoche 05.09.17

Approved by: Department Head:

[Handwritten Signature]

Approved by: Committee Chair / County Administrator

VENDOR # _____

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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: _____

VENDOR ADDRESS: MONTHLY FOSTER/KINSHIP CARE PAYROLL

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date 06.13.17

Hold For Approval / Documentation After Processing

This Area to be Completed by Finance Department

PAID BY _____
CHECK # _____

Fund	Dept	Sub Dept	Account Number	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47			2017 Foster/Kinship Care for April 2017 First Batch	1	\$ 14,767.70	05.09.17	BATCH # 259299	
VOUCHER TOTAL						\$ 14,767.70	VOUCHER TOTAL		

5/09/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

June 13th

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 ***

FOSTER CARE CHECK DATE: MAY 31, 2017

G/L DATE: 05/2017 Batch Nbr: 259299

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMERICAN FOUNDATION OF CNSLNG	7857	01717 050817	EWISACWIS 05/08/2017 0008004685	2,100.60
BRITTNEY NICOLE MARIT	21818	01717 050817	EWISACWIS 05/08/2017 0008063756	787.00
OLIVIA I DEREMO	8116	01717 050817	EWISACWIS 05/08/2017 0008017407	232.00
DEB DOYLE	9479	01717 050817	EWISACWIS 05/08/2017 0008000379	2,397.80
DEBOHRA GIBSON	13963	01717 050817	EWISACWIS 05/08/2017 0006910123	232.00
JILL DELCORE	21744	01717 050817	EWISACWIS 05/08/2017 0008063868	1,211.00
JULIE LITTERAL	18813	01717 050817	EWISACWIS 05/08/2017 0008043242	928.00
JUDITH A PICHETTE	13223	01717 050817	EWISACWIS 05/08/2017 0008034652	232.00
KATHERINE M SMITH	21729	01717 050817	EWISACWIS 05/08/2017 0008064158	384.00
LOREN R SCHOLL	22022	01717 050817	EWISACWIS 05/08/2017 0008067102	232.00
MONICA G HARRIS	20836	01717 050817	EWISACWIS 05/08/2017 0008057128	232.00
MARYRAE V DUFEK	17937	01717 050817	EWISACWIS 05/08/2017 0008040115	464.00
RACHEL DEMERATH	21964	01717 050817	EWISACWIS 05/08/2017 0008048945	1,594.00
RANDY S WATTERS	22153	01717 050817	EWISACWIS 05/08/2017 0008067949	464.00
SHARYN K NICHOLS	22150	01717 050817	EWISACWIS 05/08/2017 0008067865	232.00
TONY BATTEN	16915	01717 050817	EWISACWIS 05/08/2017 0008042309	886.30
TONYA J LAURENT	17043	01717 050817	EWISACWIS 05/08/2017 0008059839	400.00
TRACEY LYN WEBORG	22152	01717 050817	EWISACWIS 05/08/2017 0008067849	464.00
HEIDIANN ULLMAN	242	01717 050817	EWISACWIS 05/08/2017 0008015044	1,295.00

Batch Total: \$14,767.70 ****

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5/18/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

June 13th
MEETING DATE

2017

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: 259319

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
LINDA J RAMEY	22265	01718 051517	EWISACWIS 05/15/2017 0008039144	216.53
Batch Total:				\$216.53 ****
				=====

VOUCHER

STATE OF WISCONSIN

2017

Door County

VENDOR # _____

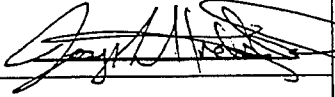
New Vendor (Please Assign New #)
 One Time Vendor (Please Assign New #)

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: <u>alaluzerne</u>
Approved by: Department Head: 
Approved by: Committee Chair / County Administrator

Added to Voucher Listing

↓ This Area to be Completed by Finance Department ↓

PAID BY _____
CHECK # _____

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

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH 51717CS MAY 2017 - 2ND Batch Processing		\$16,982.20		various - as attached	
VOUCHER TOTAL →							\$ 16,982.20	← VOUCHER TOTAL		

5/17/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

HS May 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: 05/2017

Batch Nbr:51717CS

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BROTOLOC HEALTH CARE SYSTEM IN	3640	3640 APR2017	APRIL 2017 CBRF 30 DAYS	5,295.00
EMPOWERMENT OPTIONS	15615	15615 APR2017	APRIL 2017 AFH 30 DAYS	10,200.00
LAKESHORE CAP, INC.	17200	17200 04/2017	APRIL 2017 CSP TECH/PEER SPECIALIST	668.20
SHERRY PESCH	3394	3394 APR 2017	APR 17 REP PAYEE BK SERVICES 39 HRS	819.00

Batch Total: \$16,982.20 ****
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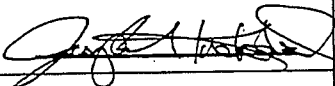
VOUCHER

STATE OF WISCONSIN

2017

Door County

Submitted By:
alaluzeme

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 # _____

Voucher Listing Signed / Approved
 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 51717MX MAY 2017 - 2ND Batch Processing		\$3,417.55		various - as attached	
VOUCHER TOTAL							\$ 3,417.55	VOUCHER TOTAL		

5/17/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

HS May 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: 05/2017 Batch Nbr:51717MX

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMY LEFEVRE	21173	21173 APR2017	APRIL 17 EMP MILEAGE REIM 149 MI	79.72
BRETT HAYNER	22222	22222 MAY2017	APRIL/MAY 2017 EMP MILEAGE REIM	128.40
CELLCOM WISCONSIN RSA 10	4818	470930 MAY17	MAY 2017 CCS/HS/WHEAP CELL PHONES	654.28
DEBRA FEHRMAN	6876	6876 APR 2017	APR 2017 EMP MILEAGE REIM 136 MI	72.76
EMILY SCHWARK	20081	20081 APR2017	APR 17 EMP MILEAGE REIM 77 MI	41.20
ECONO FOODS	9674	9674 APR2017	APR 2017 PURCHASES DD/CSP	90.15
MARK HILL	2006	2006 APR2017	APRIL 2017 EMP MILEAGE REIM 394 MI	210.80
KATHY E SCHULTZ	22015	22015 APR2017	APR 17 EMP MILEAGE/MEAL REIM	129.23
KALAHARI RESORT & CONVENTION C	14317	14317 MAY2017	AUTISM CONF HOTEL STAY 42617-42917	654.00
JOSEPH A KREBSBACH	11277	11277 MAY2017	MAY 2017 EMPLOYEE MEAL REIMBURSEMENT	20.95
LANGUAGE LINE SERVICES	14606	14606 APR2017	APRIL 2017 HS INTERPRETER SER 261 MIN	189.74
NICOLE KAHLER	22267	22267 MAY2017	MAY 2017 EMP MILEAGE REIM 164 MI	87.74
NAOMI SPRITKA	18398	18398 APR2017	APR 2017 EMP MILEAGE REIM 82 MI	43.87
SHERYL FLORES	11392	11392 MAY2017	MARCH-MAY 2017 EMP MILEAGE REIM	89.08
JEAN SEVERSON	28575	28575 APR2017	MARCH/APRIL 2017 EMP MILEAGE REIM 219 MI	117.17
STAPLES ADVANTAGE	15069	15069 AP2017	APRIL 2017 HS SUPPLIES	583.70
TANYA KAVICKY-MELS	21550	21550 MAY2017	MAY 17 EMP PARKING FEE REIM	4.00
WISCONSIN DOCUMENT IMAGING	5999	77043 APR17	APRIL 2017 8025E 5648 BLACK PRINTS	77.38
CYNTHIA M ZELLNER EHLERS	39571	39571 APR2017	APR 17 EMP MILEAGE REIM 268 MI	143.38

Batch Total: \$3,417.55 ****
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VOUCHER

STATE OF WISCONSIN

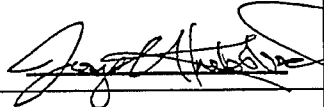
2017

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

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 51717CP MAY 2017 - 2ND Batch Processing		\$16,163.20		various - as attached	
VOUCHER TOTAL							\$ 16,163.20	← VOUCHER TOTAL		

5/17/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

HS May 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: 05/2017 Batch Nbr:51717CP

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BRITTNEY NICOLE MARIT	21818	21818 MAY2017	MAY 2017 BUNKBED PURCHASE/RESPITE 1 NT	376.05
BARNES & NOBLE BOOKSELLERS	8124	3458299 APR17	APR 17 TRAUMA STEWARDSHIP EMP BOOKS (8)	127.68
D.C YOUNG MEN'S CHRISTIAN ASSC	20431	20431 2015	JULY-DEC 2015 CHILD CARE EXPENSES	1,230.00
DEPARTMENT OF CORRECTIONS	3213	3213 APR2017	APRIL 2017 30 DAYS YA CORRECTIONS	8,760.00
HELP OF DOOR COUNTY INC	13420	13420 APR2017	APRIL 2017 FAS SERVICES 42.75 HRS	1,068.75
JEFFERSON ST INN	14675	14675 APR2017	HOTEL STAY TIC TRNING 4-24-17 TO 4-25-17	328.00
JUSTICEPOINT, INC	21360	1165 APR2017	APRIL 2017 ELECTRONIC MONITOR 30 DAYS	148.50
LAKESHORE CAP, INC.	17200	17200 AP2017	APRIL 2017 JUV RESTI & COMM SERVICE	2,720.22
OPTIONS LAB, INC	17788	6436 MAR2017	MARCH 2017 DRUG SCREENS	64.00
SHEBOYGAN COUNTY TREASURER	29071	29071 APR2017	APRIL 2017 JUV BOARDERS (4)	1,140.00
TONY BATTEN	16915	16915 MAY2017	MAY 2017 RESPITE FOR 2 NIGHTS	60.00
WI DEPT OF JUSTICE RECORD CHCC	37970	37970 APR2017	APR 2017 BCKGRND CHECKS & FINGERPRINTING	140.00

Batch Total: \$16,163.20 ****
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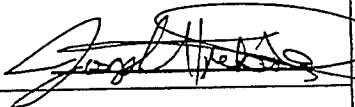
VOUCHER

STATE OF WISCONSIN

2017

Door County

Submitted By:
alaluzeme

Approved by: Department Head:


Approved by: Committee Chair /
 County Administrator

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

VENDOR NAME: Door County Dept of Human Services
 VENDOR ADDRESS: c/o Dept Human Services
 VENDOR ADDRESS: MONTHLY MEETING VOUCHERS
 VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date _____

Hold For Approval / Documentation
After Processing

↓ This Area to be Completed by Finance Department ↓

PAID BY _____
 CHECK # _____

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH 51717CC MAY 2017 - 2ND Batch Processing		\$21,198.80		various - as attached	
VOUCHER TOTAL →							\$ 21,198.80	← VOUCHER TOTAL		

5/17/17

* SUMMARY *
SCHEDULE OF VOUCHERS

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

HS May 2017 2nd Batch

MEETING DATE

Dept Human Services
DEPARTMENT

*** SUMMARY FOR COMMITTEE REVIEW ONLY ***

G/L DATE: 05/2017

Batch Nbr:51717CC

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES FOR HEALTHY	17929	2528 APR 2017	APRIL 2017 CCS SERVICES	8,196.10
BAY COUNSELING CLINIC, LLP	21177	21177 APR2017	APRIL 2017 CCS SERVICES	632.40
DYNAMIC FAMILY SOLUTIONS	21410	21410 APR2017	APRIL 2017 CCS SERVICES	255.00
FAMILY SERVICES	3841	3841 APR2017	APRIL 2017 CCS SERVICES/SELF	6,981.10
INNOVATIVE SERVICES, INC.	5078	5078 FB2017	FEB/APRIL 2017 CCS SERVICES	5,134.20

Batch Total: \$21,198.80 ****
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5/17/17

* SUMMARY *
SCHEDULE OF VOUCHERS

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

MEETING DATE

HS May 2017 2nd Batch

Dept Human Services
DEPARTMENT

*** SUMMARY FOR COMMITTEE REVIEW ONLY ***

G/L DATE: 05/2017 Batch Nbr:51717CF

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES-INDEPENDENT LIVINGII	13325	13325 APR2017	APRIL 2017 ADMIN CCS 16.75 HRS	381.90
AUTISM SOCIETY OF WISCONSIN	4611	878 APR2017	APRIL 27-29 2017 AUTISM CONFERENCE	725.00
BOYS & GIRLS CLUB OF DOOR CNTY	2571	2571 MAY2017	MAY 2017 BOYS & GIRLS CLUB PROGRAMS	942.50
DEMMIN PROPERTIES LLC	13586	13586 MAY2017	FAMILY MOVE SUPPORT W/ RENT,SEC DEPOSIT	695.00
DOOR COUNTY MEMORIAL HOSPITAL	8770	8770 APR2017	APRIL 2017 OT/PT THERAPY AND MILES	10,034.22
DOOR COUNTY YMCA	39472	39472 APR2017	APRIL 2017 YMCA CLASSES/SUMMER CAMP	841.50
[REDACTED]	8626	8626 MAY2017	MAY 2017 RECREATIONAL FEES/EXPENSES	200.00
[REDACTED]	21312	21312 MAY2017	MAY 2017 CCOP ITEMS	290.00
MOONBEACH/CAMP AWESUM	21039	21039 MAY2017	CAMP AWESUM YOUTH CAMP 62617-7117	1,343.00
P.A.T.H.	9779	9779 MAY 2017	MAY 2017 P.A.T.H. CAMP	550.00
PROFESSIONAL GUARDIANSHIPS INC	5008	5008 APR2017	APRIL 2017 GUARDIANSHIP SERVICES	218.00
WENDY RAY	13022	13022 APR2017	APR 2017 B-3 THERAPY HOURS/MILEAGE	4,923.00
SPECIALIZED SERVICES LLC	7694	7694 APR2017	APRIL 2017 PCW SERVICES 167.5 HRS	2,693.40
[REDACTED]	16594	16594 MAY2017	MAY 2017 RESPITE/RECREATION	1,508.00
WASHINGTON ISLAND FERRY LINE I	36270	36270 APR2017	APRIL 2017 EMP FERRY TRIP	39.50

Batch Total: \$25,385.02 ****
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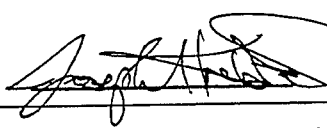
VOUCHER

STATE OF WISCONSIN

2017

Door County

Submitted By:
alaluzeme

Approved by: Department Head:


Approved by: Committee Chair /
 County Administrator

VENDOR # _____

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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

↓ This Area to be Completed by Finance Department ↓

PAID BY _____
 CHECK # _____

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

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH 51717BH MAY 2017 - 2ND Batch Processing		\$3,224.00		various - as attached	
VOUCHER TOTAL							\$ 3,224.00	VOUCHER TOTAL		

5/17/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

HS May 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: 05/2017

Batch Nbr:51717BH

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
HIRN MENTAL HEALTH COUNSELING	17401	17401 APR2017	APR/MAY 2017 AODA/WASH INSLAND OUTPATIEN	2,220.00
OPTIONS LAB, INC	17788	6541 APR2017	APRIL 2017 IDP/AODA DRUG SCREENS (9)	304.00
TIMOTHY HICKEY	3823	3823 APR2017	APRIL 2017 OWI ASSESSMENTS (14)	700.00

Batch Total: \$3,224.00 ****
=====

5/16/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

* SUMMARY *
SCHEDULE OF VOUCHERS

ADec/Src, 2nd batch, MAY, 2017

MEETING DATE

HS Resource Center
DEPARTMENT

*** SUMMARY FOR COMMITTEE REVIEW ONLY ***

G/L DATE: 05/2017

Batch Nbr: 259302

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVANCED DISPOSAL SERVICES	18928	18928 APR2017	APR DISPOSAL SVCS-SRC	200.31
BOETTCHER COMMUNICATIONS, LLC	17949	17949 15454	TRANSP MKTG	1,596.73
CHRISTINE ANDERSEN	19077	19077 MAY2017	MAY CAREGIVER SUPPORT	37.50
CELLCOM WISCONSIN RSA 10	4818	4818 MAY2017	ADRC/SRC CELL CHGS - M(05/06 - 06/05)	201.01
KIM KRAMER	12614	12614 APR2017	31 APR EMPLY MILEAGE REIMB	16.59
NANCY KURSCHNER	7092	7092 APR2017	52 APR MOW MILEAGE REIMB	27.84
MANN'S STORE	18770	18770 APR2017	APR RAW FOOD	514.86
N E W CURATIVE\SENIOR AIDES PR	11446	11446 1Q17SRC	1Q17 SR. AIDE PAYMENT	200.00
CONSTANCE ROCKWELL	26890	26890 JAN-MAR	321 JAN/MAR EMPLY MILEAGE REIMB-MEALSITE	171.76
GOOD SAMARITAN, SCANDIA VILLAGE	27395	27395 APR2017	APR MEALS	500.00
SIR SPEEDY PRINTING	21959	84427 ADRC	ADRC ENVELOPES-2 BOXES	100.44
STAPLES ADVANTAGE	15069	15069ADRC SRC	3338360328/ADRC/SRC OFFICE SUPPLIES	240.51
STURGEON BAY UTILITIES	30820	30820 MAY2017	APR UTILITIES SRC	1,021.60
STURGEON BAY UTILITIES	30820	30820MAY2017	SRC UTILITIES	1,021.60
Vendor Total:				2,043.20 **
SUNSHINE HOUSE INC	31820	31820 APR/MAY	APR/MAY RSP DAY SVCS-WT	510.00
SUZANNE WAGNER	374	374 MAY2017	22 MAY MOW MILEAGE REIMB	11.78
TOWN OF WASHINGTON	33570	33570 APR2017	APR MEALSITE 10 DAYS @ \$8/DAY	80.00
WDOR AM & FM	129	129 2410SRC	APR ADV SRC	168.00
WISCONSIN PUBLIC SERVICE	11363	11363 APR2017	APR UTILITIES-SRC	203.41

Batch Total: \$6,823.94 ****
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DUTIES OF COMMITTEES

2017 (as proposed at CB re-organizational meeting 4/18/17)

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.

4. Contracts / Agreements

Contracts with a term greater than 1 year shall be approved by the oversight committee. Contracts with terms over 3 years or that were not part of the approved budget shall be recommended for approval to Finance Committee and the County Board.

June 01, 2017

Joseph Krebsbach, Director

Cc: Cori McFarland, Deputy Director

Kelly Hendee, Human Resources

To Whom It May Concern:

The purpose of this letter is to notify you of my intent to retire from my position as Behavioral Health Program Manager, Department of Human Services, effective October 01, 2017. Considering that this date falls on a weekend, I anticipate that my final work day will be Friday September 29, 2017. I appreciate having had the opportunity to be employed by Door County for the past six years and I look forward to assisting with the transition process during the next 4 months.

Sincerely,

Jay Livingston MS, LPC, SAC

Behavioral Health Program Manager

Door County Department of Human Services
First Quarter - Comparison of Budgeted to Actual Revenues
 Prepared by Timothy Headrick on 5/23/2017, Door County Department of Human Services

GL Account 240-47	Description	Amended Budget	Amounts Received/Accrued	% of Budget Received/Accrued	Expected Target %	Comment
41110.240	Tax Levy	2,965,338	2,965,338	100%	25%	Recognized as available at start of year
43117	IDP Emergency Funds	20,000	-	0%	25%	Awarded at end of year, based on expenditures
43605.4101	BCA - DCF	336,029	84,525	25%	25%	Basic County Allocation - DCF
43605.4102	BCA-DHS	783,368	104,027	13%	25%	Basic County Allocation - DHS
43605.4109	Youth Aids	195,071	1,275	1%	25%	Claimable based on expenditures
43605.4110	Juv Justice Community Intervention	5,470	-	0%	25%	Claimable based on expenditures
43605.4124	Children's COP	56,876	374	1%	25%	Claimable based on expenditures
43605.4184	Foster Care Training	2,401	49	2%	25%	Claimable at 40% of expenditures
43606.4208	Child Care Fraud	2,688	1,196	44%	25%	Contracted
43606.4210	IM Consortium	500,000	104,352	21%	25%	50% percent match over allocation with IM admin costs
43606.4212	Child Care Admin. & Operations	41,000	6,997	17%	25%	Allocation for internal costs
43606.4213	Child Care Certifications	500	-	0%	25%	Claimable based on expenditures
43608.4178	Safe & Stable Families	38,069	-	0%	25%	Claimable based on expenditures
43608.4181	Kinship Benefits	39,909	3,188	8%	25%	Allocation program and staff costs
43608.4185	Kinship Assessments	3,722	134	4%	25%	Claimable based on expenditures
43609.4209	WHEAP	50,539	4,550	9%	25%	Claimable based on expenditures
43703	Mental Health Block Grant	7,665	276	4%	25%	Claimable based on expenditures
43704	AODA Block Grant	46,219	587	1%	25%	Claimable based on expenditures
43705	Birth to Three	78,408	-	0%	25%	Claimable based on expenditures
43713	CST (formerly ICS/ISP)	60,000	-	0%	25%	Claimable based on expenditures
43717	CLTS	375,202	30,423	8%	25%	Admin, TPA less Case management billing
43730	Community Mental Health	103,623	900	1%	25%	Claimable based on expenditures
43732	Trauma Informed Parenting Grant	-	860	N/A	N/A	Trauma grant
46640	AODA	20,500	4,744	23%	25%	Billed revenue - outpatient, inpatient, CM
46642	CLTS	70,500	21,544	31%	25%	Billed revenue - B-3, DD, CM
46643	MH	66,000	25,967	39%	25%	Billed revenue - outpatient, inpatient, CM
4664	CCS (billed)	205,000	64,638	32%	25%	Billed revenue - paid at less reimbursed at year end 100%
46645	CSP	253,000	77,079	30%	25%	Billed revenue - outpatient, inpatient, CM
46646	IDP	66,500	21,604	32%	25%	Billed revenue - OWI, outpatient, inpatient, CM
46648	PCW Revenue	116,000	18,640	16%	25%	Personal Care - AFH
46649	WIMCR Revenue	100,000	-	0%	25%	Year end -cost based payment for Medicaid Enrolled community based services
46652-58	Collections (Recoveries)	9,000	4,740	53%	25%	Collections for client responsibilities previously written off
46659	CCS (funding)	867,500	143,163	17%	25%	Reimbursement of costs not collected through billing
46660	Trauma Reimbursement	1,500	-	0%	25%	Based on Trauma Costs
46661	MA Recoveries	-	291	N/A	N/A	MA Recoveries
47120	Client Rep. Payee Reimbursement	13,000	4,184	32%	25%	Reimbursement of costs for rep payee program
48123	Misc. Administrative Revenues	-	462	N/A	N/A	MISC
48515	Offset for Allocated Indirect Costs	735,506	245,169	33%	25%	Allocation for indirect costs
48530	Donations	-	375	N/A	N/A	Donations
49120	Prior Year Revenues	-	30,130	N/A	N/A	Revenues/Expenses related to Prior Year
Total Human Services		8,236,103	3,971,781	48%	25%	

Door County Department of Human Services
First Quarter - Comparison of Budget to Actual Expenditures
 Prepared by Timothy Headrick on 5/23/2017, Door County Department of Human Services

GL Account 240-47	Description	Amended Budget	Amounts Paid/Accrued	% of Budget Expended	Expected/Target %	Comment
Admin, Labor, and Overhead						
3900	Agency Administration	2,169,548	606,954	28%	25%	Support staff salary and benefits, all admin and indirect costs
3906	Adult LT Support Staff	629,343	195,907	31%	25%	Program salary and benefits
3909	Income Maintenance Staff	581,296	172,705	30%	25%	Program salary and benefits
3912	Behavioral Health Staff	825,641	237,377	29%	25%	Program salary and benefits
3913	PS - IM Contracts	1,000	-	0%	25%	Program salary and benefits
3915	Children's LT Support Staff	646,199	190,060	29%	25%	Program salary and benefits
3918	CSP Community Support Program Staff	467,527	141,683	30%	25%	Program salary and benefits
3921	PCW Staff	51,386	15,821	31%	25%	Program salary and benefits
	Total Labor and Overhead	5,371,940	1,560,507	29%	25%	
Direct Expenditures						
3923	PS - Birth to Three	218,300	46,906	21%	25%	Purchased services - speech/language, PT/OT
3924	PS - Dev Disabilities	8,000	4,873	61%	25%	Purchased services - special needs
3926	PS - Behavioral Health	473,400	37,564	8%	25%	Purchased services - inpatient, psychologist, meds, drug screen
3928	AODA Block Grant	46,219	6,622	14%	25%	Purchased services - AODA services and prevention
3929	Initial Coordinated Serv	17,000	382	2%	25%	Purchased services - healthy families training, parent/caregiver
3930	PS - CSP Program	40,000	9,315	23%	25%	Meds, rep payee, psych tech
3931	Mental Health Block Grant	7,665	1,697	22%	25%	Direct mental health program expenses
3932	PS - PCW	116,000	14,488	12%	25%	Adult family homes - less billed revenue
3945	CLTS	285,202	-	0%	25%	Claims paid by TPA at State contracted rates
3949	Alternate Care	137,845	34,000	25%	25%	Juvenile detention, foster/kinship care, placements, shelter care
3950	Children and Families	153,053	14,512	9%	25%	In home educator, parent training, supervised visitation, SACWIS
3951	Juvenile Comm Service	34,470	5,314	15%	25%	Juvenile justice and restitution
3953	WHEAP	-	50	N/A	N/A	WHEAP operating - phone
3958	CCS	801,500	101,792	13%	25%	Purchased services - direct program
3959	Children's COP	56,876	7,249	13%	25%	Purchased services - children direct program
3960	Community Mental Health	152,177	42,761	28%	25%	Purchased services - AFH, CBRF's, peer specialist, Corp Guardianship
3961	Youth Aids	316,456	62,517	20%	25%	Institutional placements, foster care placements, direct program
	Total Direct Expenditures	2,864,163	390,041	14%	25%	
	Total Human Services	8,236,103	1,950,548	24%	25%	

Door County Department of Human Services

First Quarter Inpatient Costs and Projection

Prepared by Timothy Headrick on 5/23/2017, Door County Department of Human Services

1st Quarter Actual Expenditure - By Facility					
Facility	January	February	March	Total Quarter	Budget Quarter
WHMI	23,780	9,827	49,962	83,570	90,365
Brown County	1,210	-	-	1,210	1,308
Bellin	-	-	-	-	-
Willow Creek	-	-	7,700	7,700	8,326
Total	24,990	9,827	57,662	92,480	100,000

2nd Quarter Projected Expenditure - By Facility					
Facility	April	May	June	Total Quarter	Budget Quarter
WHMI	74,300	49,781.33	49,781.33	173,863	75,405
Brown County	2,365	2,365	2,365	7,094	3,077
Bellin	925	925	925	2,774	1,203
Willow Creek	16,500	23,100	7,242	46,842	20,315
Total	94,090	76,170	60,312	230,572	100,000

Analysis:

The purpose of this analysis is to disclose potential high inpatient costs and project the financial impact prospectively. This analysis uses actual first quarter expenditures and second quarter projections based on inpatient costs expected to be incurred. Facilities were allocated budget lines using a percentage of total current or projected expenditures to total quarterly budget. Second quarter projections include partial actual data for April expenditures and estimates based on costs related to clients with extended inpatient commitments. The interpretation of these projections should be made with understanding of the inherent unpredictable nature of these costs. Estimates were prepared based on current cost trends and likely cost outcomes. While projections and estimates are useful for making informed decisions, they are approximations with inherent limitations in regards to accuracy and may differ from actual results. Decisions made that rely on projections or estimates should take into account these limitations.

**Door County Department of Human Services
First Quarter Inpatient Costs and Projection**

Prepared by Timothy Headrick on 5/23/2017, Door County Department of Human Services

2017 Inpatient Expenditure Projection					
1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual	2017
<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Projected</u>	<u>Budget</u>
92,480	230,572	122,707	122,707	568,466	400,000

Projection:

This projections illustrates possible outcomes for the current fiscal year using actual current and historical costs. Management has identified several clients that are considered to be high cost due the length and extent of inpatient stays. This annual projection attempts to estimate the costs for the remaining fiscal year based on known and expected costs. Estimated were made in several ways and this projection is considered to be "middle of the road" in terms of being a conservative estimate. The unpredictable nature of these expenditures requires a wider margin of error when reflecting an annual projection. The first quarter should be considered actual and the remaining quarters as projections. While projections and estimates are useful for making informed decisions, they are approximations with inherent limitations in regards to accuracy and may differ from actual results. Decisions made that rely on projections or estimates should take into account these limitations

Door County SRC/ADRC
First Quarter - Comparison of Budgeted to Actual Revenues
 Prepared by Timothy Headrick on 5/23/2017, Door County Department of Human Services

GL Account 204.23	Description	Amended Budget	Amounts Received/Accrued	% of Budget Received/Accrued	Expected/Target %	Comment
41110	General Property Tax Levy	607,820	607,820	100%	25%	Recognized as available at start of year
	Nutrition Programs					
43802	USDA C-2 (Home-Delivered Meals)	21,853	-	0%	25%	Reimbursement for claimable meal costs
43805	Title III C-1 (Congregate Meals)	72,716	4,896	7%	25%	
43806	Title III C-2 (Home-Delivered Meals)	30,314	4,618	15%	25%	Reimbursement for claimable meal costs
	Total Nutrition Programs	124,883	9,514	8%	25%	
	Aging Programs					
43803	Benefit Specialist	56,000	5,448	10%	25%	Reimbursable based one staff allocation
43804	Alzheimer's & Family Caregiver Supp.	19,795	-	0%	25%	Reimbursable based on costs, local match
43807	Title III B Supportive Services	42,976	4,641	11%	25%	Reimbursement based on claimable expenditure:
43810	Title III E National Family Caregiver	17,869	262	1%	25%	Reimbursable at 75% of costs
43811	Senior Community Services	5,961	100	2%	25%	Reimbursement based on claimable expenditure:
43813	Title III D Disease Prev/Health Promo	2,113	-	0%	25%	Reimbursement based on claimable expenditure:
43814	State Aid - Elder Abuse	13,429	-	0%	25%	Reimbursement based on claimable expenditure:
43816	OIC Medicare Grant - SPAP	6,550	-	0%	25%	Reimbursement based on claimable expenditure:
43818	SHIP Grant	3,000	662	22%	25%	Reimbursement based on claimable expenditure:
43822	State ADRC Funding	402,000	18,805	5%	25%	Reimbursement based on claimable expenditure:
43823	State Aid APS	22,783	-	0%	25%	Reimbursement based on claimable expenditure:
	Total Aging Programs	592,476	29,918	5%	25%	Reimbursement based on claimable expenditure:
	Transportation					
43812	State Aid - Transportation - 85.21	94,527	94,527	100%	25%	Received entire amount allocated
43819	DOT 5311 Program	616,632	-	0%	25%	Receive throughout the year based on contract
49208	Transfer from Transportation Reserve	84,543	-	0%	25%	To cover transportation shortfall
	Total Transportation	795,702	94,527	12%	25%	
	Client Payments - SRC					
46600.04162	Local Collections	38,072	8,690	23%	25%	Meal site collections and delivered meals
46600.04168	Transportation Services	5,000	1,642	33%	25%	
46600.042	C-1 Congregate Meals	55,000	7,211	13%	25%	Senior Center bus collections
46600.04201	C-2 Home-Delivered Meals	35,000	7,595	22%	25%	Meal site donations
	Total Client Payments - SRC	133,072	25,138	19%	25%	Delivered meal donations
	Other Revenue					
48109	Interest Revenue - Investments	500	463	93%	25%	Interest on reserve
48403	Misc Receipts	0	20	N/A	N/A	MISC
48505	Donations-Unspecified	0	18,560	N/A	N/A	Donation carryover
48532	Donations-Specified	0	530	N/A	N/A	Donation carryover
48532.04256	Donations-Specified for APS	0	917	N/A	N/A	Donation carryover
48533	Activity Fees - SRC	1,200	360	30%	25%	Fees collected
	Total Other Revenue	1,700	20,851	1227%	25%	
48516	Indirect Cost Offset - ADRC	29,175	9,725	33%	25%	Allocated for indirect costs
49110.1	Transfer from General Fund	8,710	0	0%	25%	Year end if necessary
49201	Transfer from Fund Balance	106,400	0	0%	25%	Year end to cover current year deficit
49204	Transfer from Vehicle Replacement Fund	26,600	0	0%	25%	For Senior Center bus purchase
			38			
	Total SRC/ADRC	2,426,538	797,493	33%	25%	

Door County SRC/ADRC
First Quarter - Comparison of Budgeted to Actual Expenses
 Prepared by Timothy Headrick on 5/23/2017, Door County Department of Human Services

GL Account 204-23	Description	Amended Budget	Amounts Paid/Accrued	% of Budget Expended	Expected/Target %	Comment
3609	ADRC	450,022	138,489	31%	25%	Overhead and operations
3610	SRC Expenditures Paid from Donations Account	-	633	N/A	N/A	For activities
3611	SRC Administration	660,401	333	0%	25%	Salaries and benefits, supplies, training
3612	C-1 Congregate Meals	86,863	54,319	63%	25%	Costs of operating meal sites
3613	C-2 Home Delivered Meals	92,937	50,675	55%	25%	Food, delivery and direct costs
3614	Title III B Supportive Services	7,416	24,378	329%	25%	Home care and support staff
3615	Senior Community Services	5,500	9,239	168%	25%	Activities and advertising
3616	SRC Transportation	244,742	35,884	15%	25%	Senior Center bus costs - budget includes bus purchase
3617	Alzheimer's Family & Caregiver Support	15,640	1,015	6%	25%	Purchased Services - respite care
3618	Title III D Preventive Health	2,347	73	3%	25%	Healthy Aging Training
3619	Benefit Specialist	96,309	19,323	20%	25%	Staff allocation and direct program
3623	Title III E Caregivers Support Program	17,869	2,473	14%	25%	Purchased Services - respite, home care and support
3624	OCI Medicare Transition Grant	3,275	3,275	100%	25%	Received entire amount for S&W allocation
3626	DOT 5311 Transportation	688,960	158,461	23%	25%	Expenditures net of Abby Van's collections (77,771.75)
3629	SHIP Grant	3,000	3,000	100%	25%	Received entire amount for S&W allocation
3630	Adults & Elderly	51,257	107,933	211%	25%	Staff allocation and direct program
Total SRC/ADRC		2,426,538	609,503	25%	25%	

Door County SRC/ADRC
First Quarter Transportation Analysis with Projection
 Prepared by Timothy Headrick on 5/23/2017, Door County Department of Human Services

1st Quarter Transportation Expenditures with Projection				
	<u>1st Quarter Expenditures</u>	<u>Passengers Served</u>	<u>Annualized Projections</u>	<u>2017 Amended Budget</u>
Sunshine House	7,046	4,497	28,186	27,041
Abby Van's	182,180	10,781	726,003	696,506
Total	\$ 189,226	15,278	\$ 754,189	\$ 723,547

Senior Resource Transportation Expenditures with Projection				
	<u>1st Quarter Expenditures</u>	<u>Passengers Served</u>	<u>Annualized Projections</u>	<u>2017 Amended Budget</u>
Door Tran	1,858	52	7,432	8,000
Senior Center	23,804	1,708	228,216	244,742
Total	\$ 25,662	1,760	\$ 235,648	\$ 252,742

Revenues - By Source				
	<u>1st Quarter Actual</u>	<u>1st Quarter Budget</u>	<u>Annualized Projection</u>	<u>2017 Amended Budget</u>
<u>Collections</u>				
Abby Van's	27,718	26,372.50	110,873	105,490
Door Tran				
Senior Center	2,114	1,250	8,456	5,000
<u>Grant Funding</u>				
State Aid 85.21	-	23,631.75	94,527	94,527
Federal Awards 5311	-	154,158	616,632	616,632
<u>Local Funding</u>				
Transfer - Reserve	-	6,650	26,600	26,600
Estimated Tax Levy	33,187	23,632	132,749	94,527
Total	63,020	235,694	989,837	942,776

Door County SRC/ADRC
First Quarter Transportation Analysis with Projection

Prepared by Timothy Headrick on 5/23/2017, Door County Department of Human Services

Analysis:

This analysis compares budget to actual expenditures and revenues. A projection was also prepared based on actual first quarter results. These annual projections were limited to the maximum expenditures limits pertaining to the respective agreements. 2017 contract limits for Abby Van's and Sunshine house are \$726,003 and \$40,000 respectively. Projections for the Senior Center include the purchase of a bus which was also included in the 2017 budget. Revenues collected by other organizations are dependent on volume and extent of services provided. Grant funding is limited to the respective grant contract awards but may vary depending on actual expenditures. The use of local funding is dependent on the other revenues collected and the actual expenditure activity. Local funding is typically used last after all other funding sources have exhausted.

Projection:

This projections illustrates possible outcomes for the current fiscal year using actual current and historical costs. This annual projection attempts to estimate the costs for the remaining fiscal year based on known and expected costs to the extent of contracted limits. Estimates were made in several ways and this projection is considered to be a conservative estimate. The first quarter should be considered actual and the annual information as a projection. While projections and estimates are useful for making informed decisions, they are approximations with inherent limitations in regards to accuracy and may differ from actual results. Decisions made that rely on projections or estimates should take into account these limitations

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

05-01-2017

