

**Tuesday, July 11, 2017
8:30 a.m.**

HUMAN SERVICES BOARD

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

Oversight Board for the Department of Human Services

AGENDA

PUBLIC HEARING

1. Call Public Hearing to Order at 8:30am
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 – June 13, 2017 Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Discussion of Public Participation Meeting
8. Program Reports
 - a. Written Collective Unit Report
 - b. 2nd Quarter Written Statistical Program 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. Review Lincoln County Resolution and Recommendation
 - b. Hunger Outreach
 - c. Resignation – Erin Szakala
 - d. Request to Refill - Adult Case Manager Position
 - e. Request to Refill – Assistant ADRC Director Position
 - f. Wisconsin County Human Services Association (WCHSA) Update
 - g. FYI - Completion of Introductory Periods – Kirsten Foss
12. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
13. Set Next Meeting Date – Tuesday, August 8 , 2017
14. Meeting Per Diem Code
15. **Adjourn** Meeting

Deviation from the order shown may occur

DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Tuesday, June 13, 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 June 13, 2017 meeting of the Door County Human Services Board to order at 9:30am in the Government Center's Chambers Room.

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

Present: Chair Mark Moeller, Helen Bacon, Roy Englebort, Wayne Kudick, Megan Lundahl, Joe Miller and Laura Vlies Wotachek.

Excused: Tom Leist and Robert Rau

Staff Present: Joseph Krebsbach-Director; Cori MacFarlane-Deputy Director; Ken Pabich-County Administrator; JoAnn Bauman-Department Accountant from Finance; Tim Hendricks-Business Manager, Jake Erickson-Aging Program Manager, Cindy Zellner-Ehlers-Children's Services Manager, Margaret Buhk, Laura Hall, Danielle Nyman, Gloria Schneider, Naomi Spritka, and Kris Wagner-Maclean-Children's Services Team and Shawn Barlament-Office Manager/Recording Secretary.

Others Present: Jean and Darrel Severson

Board members present established a quorum.

3. **Adopt Agenda-**

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

4. **Approve Minutes-**

Megan Lundahl motioned to approve minutes from the Public Participation Meeting and the regular Human Services Board meeting held on May 9, 2017. This was seconded by Laura Vlies Wotachek. All approved.

5. **Correspondence-**

None

6. **Public Comment-**

None

7. **Program Reports-**

a. **Aging Program Verbal Report**

Jake Erickson, Aging Program Director, shared info on programs and activities being offered at the center:

- Elder Nutrition Program that includes Meals on Wheels within the Sturgeon Bay limits, frozen meals beyond Sturgeon Bay and congregate meals at the center that support socialization beyond the nutritional value.
- Caregiver Support Program throughout the county in Forestville, Sister Bay and Sturgeon Bay.
- Health & Wellness programs that provide, exercise, strengthening, fall preventions, etc. Recently "Strong Women" was a several week program that was well attended. There have been conversations with the YMCA for offering additional programs.
- Many activities take place throughout the year for holidays, special occasions such as Mardi Gras and outside of the center that have included Brewer games.

Questions were asked about pinwheels displayed outside of the center representing the 247 Elder Abuse cases in 2016. The majority of cases are self-neglect situations then financial abuse and physical abuse.

1. Consideration of Moving Forestville Meal Site to Brussels

Forestville demographics at the meal site have changed over the years and the majority of community members are now individuals below the age of 60 and families with young children. The number of participants at this meal site has diminished to under 8. After conversation with this group, all would be willing to consider traveling to a different location or participate in the frozen meal program. The Brussels Community Center may be able to offer access to other services besides the meal program. An example would be the Baileys Harbor meal site location that offers an exercise program before the noon meal.

b. Written Collective Unit Report –

No inquiries were made about content.

8. Continuing / Pending Business-

a. Resource Center Building Updates

- Renovation and construction continue to be on target. Photos of progress will be shared via email from Joe to the board.

b. Staff Recruitment Updates

- There will be follow-up interviews for the ADRC Director position this Thursday from the four conducted on Monday, June 5th.
- There have been no applicants for the Behavioral Health Therapist since it was posted.

c. Vouchers

No questions asked.

9. Topics To Be Referred to the Legislative Committee-

None at this time.

10. New Business-

a. General Duties of Committees and Rules of Human Service Committee-Review/Revise and/or Reaffirm

This is a revised version from last month's meeting information.

b. Retirement Letter – Jay Livingston

FYI

c. Request to Refill Behavioral Health Manager Position

Roy Englebert moved to fill this position and any open positions that may be created by filling from an internal applicant. Megan Lundahl seconded the motion. The vote was unanimous.

d. Recognition of Jean Severson's Service

The department recognized Jean's years of service with a certificate and flowers. Cori MacFarlane shared "Core Values/Principles of Human Services Work" (attached to these minutes) that represents all that Jean has given to her clients and her position. Joe Krebsbach shared Jean's level of creativity to get the job done. Jean never doubted that there was a solution. Cindy asked that Joe read a plaque created especially for Jean that represents what Jean stood for throughout her years of service with the county. Many of Jean's work teammates were in attendance. Introductions were made and comments shared on Jean's dedication and the rewards of working with her.

e. Structural Changes in Personal Care (PC) Program

The state has taken a managed care approach for this program. A third party will conduct the initial and the 6 month follow-up assessments rather than our nurse and medical assistance will pay for care rather than tax levy funds.

f. Out-Sourcing Crisis Services

In 2018 the department is considering contracting for this 24/7 service. On June 1st, we began using our contracted crisis phone service to assist with triage before a Behavioral Health Program or Community Service Program (CSP) team member is called as part of crisis call rotation. Other counties have

contracted for this service in an effort to assist with attracting applicants to these particular positions and to help with work/life balance for current employees.

g. Lincoln Hills Update

In early 2016 there were abuse allegations at this facility. As a result there were turnovers in administrative personnel, additional staff hired with all participating in further training. Our county has used Lincoln Hills 2 times in the past 25 years. It is the last resort for the most grievous offenses. When our youth clients are placed there, case managers, the youth and our social worker all participate in regularly scheduled care meetings. Our staff have regular contact with the youth placed there to monitor for concerns.

h. Local Impact on the Potential Federal Government Changes for Veterans

These changes would not have much impact on our department and our service offerings

i. Year to Date Budget Update

j. 2017 1st Quarter Fiscal Update

Both New Business items i. & j. covered the same topic.

- More significant information will likely be shared with the 2nd and 3rd quarter comparisons rather than this 1st quarter. Inpatient costs are at 75% of the annual \$400,000 budget due to 3 long-term hospitalizations.
- The ADRC/Senior Resource Center budget has a \$15,000 shortfall with transportation grant funding and our transportation reserve fund. In 2018, there will no longer be a reserve for operating expenses.

j. Discussion on the Building Name/Signage for 916 North 14th Avenue

Ken Pabich brought concerns from the Property Committee on naming the building only the "ADRC". Joe was asked to bring back name options to the next meeting. This committee will then make a recommendation that Joe can offer to the Property Committee.

k. Aging & Disability Resource Center (ADRC) Fundraising Considerations

Consideration is being given to partnering with the Door County Community Foundation to manage possible donations and needs/wants of this program and building.

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:

The next regular meeting will be held Tuesday, July 11, 2017 immediately after the Public Participation Meeting scheduled for 8:30am in the Chambers Room of the Government Center, 421 Nebraska Street, Sturgeon Bay.

13. Meeting Per Diem Code

361

14. Adjournment:

Joe Miller motioned and Laura Vlies Wotachek seconded to adjourn the meeting. The motion carried. The meeting adjourned at 11:34pm.

Respectfully submitted,
Shawn M. Barlament, Recording Secretary

Core Values / Principles of Human Services Work

(Adapted from the Wisconsin Collaborative Systems of Care website, *CST Handbook (2014 update)* by White Pines Consulting, Inc. www.mwwb.net, and *Practice Guidelines: Core Elements for Responding to Mental Health Crisis*, Rockville, MD: Center for Mental Health Services, SAMHSA, 2009 for use by the Behavioral Health Training Partnership trainings)

- **Person Centered/Consumer Driven** -Consumer needs and goals are the central focus of treatment. The consumer is actively involved and takes ownership in all aspects of planning, which is empowering and increases the likelihood of success.
- **Strength-Based / Recovery-Focused** -Belief in growth and recovery and identification of consumer/family strengths that support strategies to meet their needs.
- **Collaboration Across Systems**-A cooperative process of providers working with consumer/families, where there is understanding of each other and a commitment and willingness to work together.
- **Team Approach** — Team member (including consumer/families) strengths and skills are used to develop a plan that leads to success and positive outcomes for consumers/families.
- **Builds on Natural Supports**-In addition to formal supports, consumers/families identify their natural supports in the community and these resources are utilized creatively and flexibly, empowering them to develop a network of community supports.
- **Ensuring Safety**—When protective services are involved or when a consumer presents at risk to harm self or others, the plan involves keeping the person safe through least restrictive means possible while also protecting the community through good supervision and monitoring.
- **Culturally Responsive** — Understanding of the issues specific to gender, age, ethnicity, disability and sexual orientation and making adjustments to address these unique circumstances.
- **Healthy Interdependence** -Developing resiliency so that consumers/families rely on others only to the extent necessary to learn and maintain new skills and behaviors.
- **Unconditional Care**-A commitment on the part of the system to be there when needed, and care is not dependent upon what the consumer/family does or does not do.
- **Trauma Informed Approach** -Understanding that past trauma has an impact on how the world is perceived, both as consumers and providers, and approaching each other in a manner that does not re-traumatize or compound the trauma.
- **Outcome Oriented**— Goals are identified, agreed upon and understood by all team members including identification of roles and responsibilities of each member of the team. Progress is monitored and success defined by all team members

Human Services Board Written Agency Updates – July 2017

I. Program Changes and Highlights

- A.** Through State grant funds and in partnership with Team Leadership Center, the **Child Protection/Juvenile Justice** team was once again able to provide a unique programming opportunity for youth. Funds are earmarked for interventions for juveniles at risk of offending and serious juvenile offenders. The program was developed to include both cognitive and physical endurance activities. Through the multi-faceted programming, the goals are to build leadership skills, self-esteem, respect and trust, positive peer relations, emotional regulation, conflict resolution, and physical agility. This programming occurs over multiple days with a recognition ceremony for participants in which family members, court officials, and school personnel are invited.

We currently have 14 voluntary Kinship cases. Kinship Care provides financial support for caregivers providing care for a relative child residing with them. We have 10 children placed in foster care and five placed in court ordered kinship care with a relative. One juvenile continues placement at Lincoln Hills.

- B.** The **Community Support Program** staff treated 27 consumers to a guided tour of Lambeau Field and lunch at Golden Coral, followed by a visit to the new Packer Hall of Fame on June 22. After the group returned to Sturgeon Bay several of the CSP consumers called to report how much they enjoyed the interactive exhibits and to say thank you for the day trip.
- C.** The **Economic Support Division** sent an informational mailing to 1044 Food Share households in June with information about the added Food Share dollars available when using Farmer's Markets. This is a collaborative effort between Door County Human Services, Sturgeon Bay Parks Department, and Door County Memorial Hospital.
- D.** On Friday, June 23rd the **Aging and Disability Resource Center**, in partnership with Christine Anderson and the Washington Island Community Health Program (WICHP), held an Open House for residents on Washington Island to learn more about the programs and services we have to offer. The event went really well with roughly 40 individuals stopping by to learn more about what we do.

The Senior Farmer's Market Nutrition Program (SFMNP) is back! SFMNP 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 1st until October 31st. In addition to offering vouchers, every Thursday from 11am-1pm we have Charley Burdeau setting up his own farm stand.

- E.** We are in need of **Meals on Wheels** (MOWs) volunteers. Please help us in our recruitment efforts. MOWs volunteers touch the lives of older adults with their time and service. They make a profound difference in our participants' lives by brightening their day, showing them that people care, and helping them feel in touch. Volunteers are essential in providing care and compassion to older

adults in need of nutrition assistance. With the help of dedicated volunteers, the Aging and Disability Resource Center of Door County is able to serve the many older adults in need of meal assistance throughout Door County. Our Meals on Wheels volunteers contribute primarily in the delivery of a hot or frozen meal. Volunteer drivers are greatly needed.

As a MOWs volunteer, you:

- Help older adults maintain an independent lifestyle;
- Brighten the days of isolated and lonely older adults;
- Work directly with your community;
- Develop friendships with older adults and other kindhearted volunteers;
- Fulfill community service or internship hours for school; and to
- Make a difference, have fun, and be inspired!

If you are interested in volunteering or know someone who might be interested, please contact the Aging and Disability Resource Center of Door County at (920)746-2372 or email us at ADRC@co.door.wi.us.

- F.** The focus of the **Birth to Three** early intervention program this month has been on review of our practices around parental cost share and updating some of our forms associated with this requirement and practice within the program. We've had a number of children transitioning and planning for their school early childhood program enrollment. Summer is a very busy time for families, so staff have been working diligently to schedule visits in accordance with family availability.
- G.** In the other **Children and Families Support Services** programs (CST, CCS, CLTS and CCOP), new staff, Laura Hall and Danielle Nyman have been working really hard on their orientation to the various programs they will be involved with and the State required trainings which take over 40 hours of dedicated learning and testing. They've been successful in becoming officially certified in all aspects and are cleared for takeoff! Both will apprentice under another staff person, learning and shadowing what we believe to be best practice in service coordination. We are happy to have them here, and both are a great addition to the team! This team has seen a great deal of change over the last two months, and staff are to be commended for their tenacity and commitment to getting the tasks done that need to be done and rendering the work with a heart and spirit that emulates one more time Human Services mission and values.

Staff have been working with our Business Unit on the new guidelines and procedures associated with the Children's Community Options Program. This program, as shared in the past, is a rendition of the former Family Support Program, with some programmatic changes that require procedural changes and some revisions in the conversations we have with families on how to access support services. The team is continuing their work on standardizing forms and doing some file revisions that incorporate a self-audit process. We anticipate State program review in CLTS later this year.

As of July 1, 2017, Disability Determinations issued by the state Disability Determination Bureau are no longer required for children seeking entry into the Children's Long Term Support Waiver Program. This will streamline the eligibility determination process and reduce delays for families seeking supports to meet the needs of their children with disabilities. A disability determination will still be needed to access Katie Beckett Medicaid.

- H.** The **Behavioral Health** Program has witnessed a steady increase in crisis-related events this past month as the influx of summer residents continues. We have been working closely with our community partners, primarily law enforcement and medical facilities, in an attempt to coordinate access to the appropriate Behavioral Health services to those in need. This process has become

increasingly more difficult in recent years primarily due to changes in statutory requirements for hospitals and other treatment facilities, and the complexities inherent to our nation's ever-changing healthcare system.

II. Noteworthy Events

- A.** Come and visit the ADRC sometime in July for one or all of the following scheduled events:
- Friday, July 7th at 12:45pm Alzheimer's Association presents: Understanding & Responding to Dementia
 - Tuesday, July 11th at 11:45am Brother Day Music
 - Thursday, July 13th from 11:30am-1:00pm Stroke Support Group facilitated by Christy W. from Door County Medical Center
 - Monday, July 17th Depart at 10am Day Trip to the Door County Historical Museum
 - Tuesday, July 18th at 12:45pm HELP of Door County presents Neglect and Financial Exploitation
 - Wednesday, July 19th at Noon Birch Creek Ambassadors Performance
 - Thursday, July 20th at 11am Music with Ken
 - Friday, July 21st at 12:45pm Learn About Amplified Phone Captel
 - Tuesday, July 25th at 12:45pm Public Health Nurses present: Starting the Conversation
 - Tuesday, July 25th at 1:45pm Ice Cream Social
 - Thursday, July 27th at 12:15pm Music with George
 - Friday, July 28th at 11:30am Tasty Tidbits: "Fruits" w/Dietician Carmen Schroeder
 - Friday, July 28th from 1-2:30pm Low Vision Support Group
 - "Ask the Athletic Trainer" is offered Thursday, July 13th & 27th from 1-2pm in the exercise room. Please call the front desk at 746-2372 for an appointment.

III. High-Cost Placements & Other Fiscal Updates

- A.** The Wisconsin Department of Children and Families is making a change to the eWISACWIS system in July that will prevent referrals from going over to the child support agency automatically as they do now for out of home care cases during the first 6 months a child is placed in foster care or another out of home setting. We budgeted \$43,000 in child support revenue for this year, so this change is likely to have a significant impact on our budget. The reason for the change is that research has shown that not charging parents child support during those early months, and keeping more financial resources in the home, can have an impact on returning children home more quickly to a more stable living situation.

IV. Training & Staff Development

- A.** Human Services hosted a training event, along with other community partners, provided to us through Write On Door County. This organization brought in author Zoe Zolbrod. Ms. Zolbrod has written a memoir that recounts her experience of being abused as a young child by an older cousin. (See more info on her website: <https://zoezolbrod.com/>.) She leads workshops on writing about trauma as a form of healing and building resilience. The workshop was held on Fri., June 30 in the Government Center's Peninsula Room.
- B.** On July 28, we are bringing Dr. Ron Diamond to Door County to training our Comprehensive Community Services (CCS) consortium staff and providers on Ethics and Boundaries. While licensed therapists and social workers receive regular training on this topic, the paraprofessional staff employed in the CCS program frequently do not have access to training on this important topic. We are excited about the opportunity to have this training tailored to the unique needs of the CCS program and staff, and to address some of the specific challenges we have encountered in our area.

- C. One Economic Support worker completed the New Worker Training for Child Care in Sheboygan held from 5/30 – 6/1.

V. Agency & Community Collaboration

- A. The Deputy Director and ADRC Information and Assistance Specialist Anna Zahorik participated in another planning session of the **Northern Door Aging Network** on June 26. The group continued work on a mission and vision statement, priority goals and action planning under the facilitation of Barb Larson-Herber, a consultant with the Behavioral Health Training Partnership based out of UWGB. The focus of the group is to foster connections among provider agencies and community members for the sharing of ideas and resources in order to provide a holistic approach to meet the needs of the aging population in Northern Door County.
- B. The Assistant Corporation Counsel, Director, Deputy Director, CSP Manager, and Crisis Case Manager met with staff at the **Door County Medical Center** to debrief the handling of a particularly challenging crisis situation involving a senior citizen with dementia. The discussion was productive, with increased understanding on both sides about roles and legal limitations. It was decided that a community conversation should be scheduled with provider agencies to brainstorm solutions to the lack of appropriate placement resources for individuals with dementia, particularly those exhibiting challenging behaviors.
- C. Representatives from Human Services participated in a second community conversation around **Mental Health in the Schools** on June 27. The goal is to create a service model which will partner therapists from different agencies to provide their services directly in the schools for students with a variety of needs. Sturgeon Bay and Sevastopol Schools were represented at this meeting. Once again, they spoke of the significant need for mental health supports in the school, as students of all ages present with extreme behavioral outbursts, uncontrollable anger, difficulty coping with home and family stressors, depression and anxiety, suicidal ideation, etc. The hope is to have some school-based service in at least some of the schools by mid-fall 2017.

VI. Sharing our Successes

- A. Last year, in an effort to move toward our vision of becoming *"the best human services agency in the state, with excellent customer service, where staff love coming to work,"* we implemented the "Shining Star Award" for excellence in customer service. Building off of a suggestion that Jean Severson made last month while being recognized by the board upon her retirement, that the board should recognize contributions of our staff while they are still working for us, we have decided it would be worthwhile to share with you the monthly Shining Star Award winner. The winner of this award is selected by staff. The team of one month's winner is charged with selecting the winner for the next month.

In May, Kirstin Foss awarded the Shining Star to Office Manager Shawn Barlament. Noting that our customers are internal as well as external, Kirstin complimented Shawn for her excellence in service to the support team and the rest of the Human Services Department. She noted that Shawn always gives "thoughtful answers to questions" that will benefit staff, our customers, and the agency in the long term. Shawn, thank you for all that you do to keep our Department running smoothly and providing excellent customer service. You are truly a Shining Star!

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

HUMAN SERVICES STATISTICS

Updated 07.01.17

UNIT	2013	2014	2015	2016	2017 YTD
ADRC					
I & A Consumers				3064	1952
Elderly Benefits Specialist (EBS) Consumers				473	402
Disability Benefits Specialist (DBS) Consumers				1820	904
Adult Protective Service (APS) Referrals	130	215	212	183	92
Total Consumers	3700+	3876	4971	5540	3350
Behavioral Health (BH)					
Crisis	176	238	192	165	81
Inpatient Admissions	67	85	93	67	35
Inpatient Costs	\$ 193,017.00	\$ 390,092.00	\$ 434,021.00	\$ 188,215.87	\$ 39,231.00
Children & Family Services					
Child Welfare Referrals	81	385	440	393	167
Juvenile Justice Referrals	40	50	90	69	32
Birth-Three Participants	67	77	70	73	50
Case Management (FS/CST/CCS/DD)		578	233	143	174
Community Support Program					
Consumers Enrolled	55	57	62	53	50
Economic Support					
Badger Care (BC) Total	4523	4375	4333	4169	4187
FoodShare (FS) Total	2714	2529	2351	2007	1986
Consortium Calls			111044+	12972	55,328
WI Home Energy Assistance				557	923
Senior Resource Center					
Meals-Congregate	14,295	15831	16092	17802	7145
Meals on Wheels	15047	15809	13718	14293	7417
Meals-Frozen	6260	5788	6276	6245	2394
Transportation- SRC Bus & Door2Door	34,254	39000+	42180	48503	19706



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: 07.12.2017
Re: Request for Expenditure Approval

Expenditures since the last committee meeting held 06.13.17:

\$	1,171.22	Elan Credit Card April-May 2017
\$	347.08	Elan Credit Card May-June 2017
\$	14,004.72	May 2017 Foster / Kinship Care Payments #259362 & #259343
\$	3,939.76	Invoices Paid Prior to July 12, 2017 not included in Batches
\$	19,462.78	

Departmental journal entries not included on the attached voucher list:

\$	424.75	Maintenance Dept. May 2017 gas usage - Fleet
\$	424.75	

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

\$	71,455.19	Monthly Vouchers - Batch 1 Totals (June) CSP/CP/BH/MIX/CCS/CF
\$	44,176.16	Monthly Vouchers - Batch 2 Totals (June) CS/MX/CP/CC/CF/BH
\$	19,462.78	Expenditures since the last committee meeting held 06.13.17
\$	424.75	Amounts paid to other County Departments as per above
\$	135,518.88	

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

\$	64,406.62	Monthly Vouchers - Batch 1 (June) #259337
\$	54,075.69	Monthly Vouchers - Batch 2 (June) #259370
\$	469.53	Walmart Card May-June 2017
\$	394.87	Elan Credit Card May-June 2017
\$	119,346.71	

\$	254,865.59	Total Expenditures and Vouchers
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VOUCHER

STATE OF WISCONSIN

2017

Door County

VENDOR # _____

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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: _____

VENDOR ADDRESS: MONTHLY FOSTER/KINSHIP CARE PAYROLL

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:

sbarlament 06.06.17

Approved by: Department Head:



Approved by: Committee Chair /
County Administrator

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	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				2017 Foster/Kinship Care for May-1st Batch	1	\$ 11,834.10	06.06.17	BATCH # 259343	
VOUCHER TOTAL							\$ 11,834.10	VOUCHER TOTAL		

6/06/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

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: JUNE 30, 2017

G/L DATE: 06/2017 Batch Nbr: 259343

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	21818	01719 060517	EWISACWIS 06/05/2017 0008063756	917.32
[REDACTED]	8116	01719 060517	EWISACWIS 06/05/2017 0008017407	232.00
[REDACTED]	9479	01719 060517	EWISACWIS 06/05/2017 0008000379	2,189.00
[REDACTED]	13963	01719 060517	EWISACWIS 06/05/2017 0006910123	232.00
[REDACTED]	21744	01719 060517	EWISACWIS 06/05/2017 0008063868	948.00
[REDACTED]	18813	01719 060517	EWISACWIS 06/05/2017 0008043242	928.00
[REDACTED]	13223	01719 060517	EWISACWIS 06/05/2017 0008034652	232.00
[REDACTED]	21729	01719 060517	EWISACWIS 06/05/2017 0008064158	384.00
[REDACTED]	22265	01719 060517	EWISACWIS 06/05/2017 0008039144	232.00
[REDACTED]	22022	01719 060517	EWISACWIS 06/05/2017 0008067102	232.00
[REDACTED]	20836	01719 060517	EWISACWIS 06/05/2017 0008057128	232.00
[REDACTED]	17937	01719 060517	EWISACWIS 06/05/2017 0008040115	464.00
[REDACTED]	21964	01719 060517	EWISACWIS 06/05/2017 0008048945	1,568.19
[REDACTED]	22153	01719 060517	EWISACWIS 06/05/2017 0008067949	464.00
[REDACTED]	22150	01719 060517	EWISACWIS 06/05/2017 0008067865	187.10
[REDACTED]	16915	01719 060517	EWISACWIS 06/05/2017 0008042309	623.30
[REDACTED]	17043	01719 060517	EWISACWIS 06/05/2017 0008059839	400.00
[REDACTED]	22152	01719 060517	EWISACWIS 06/05/2017 0008067849	374.19
[REDACTED]	242	01719 060517	EWISACWIS 06/05/2017 0008015044	995.00

Batch Total: \$11,834.10 ****
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6/13/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

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: JUNE 30, 2017

G/L DATE: 06/2017 Batch Nbr: 259362

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMERICAN FOUNDATION OF CNSLNG	7857	01720 061217	EWISACWIS 06/12/2017 0008004685	2,170.62
Batch Total:				\$2,170.62 **** =====

VOUCHER

STATE OF WISCONSIN

2017

Door County

Submitted By:

alaluzerne

Approved by: Department Head:

[Signature]

Approved by: Committee Chair /
County Administrator

VENDOR # _____

New Vendor (Please Assign New #)
 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 51717CSP MAY 2017 - 2ND Batch Processing		\$17,075.50		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 51717CP MAY 2017 - 2ND Batch Processing		\$ 3,230.00		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 51717BH MAY 2017 - 2ND Batch Processing		\$1,177.30		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 51717MIX MAY 2017 - 2ND Batch Processing		\$1,967.46		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 51717CCS MAY 2017 - 2ND Batch Processing		\$ 30,550.00		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 51717CF MAY 2017 - 2ND Batch Processing		\$ 17,454.93		various - as attached	
VOUCHER TOTAL							\$71,455.19	VOUCHER TOTAL		

6/06/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

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: 06/2017 Batch Nbr:6717CSP

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BROTOLOC HEALTH CARE SYSTEM IN	3640	3640 MAY2017	MAY 2017 CBRF 31 DAYS	5,471.50
EMPOWERMENT OPTIONS	15615	15615 MAY2017	MAY 2017 CBRF 31 DAYS	10,540.00
██████████	8394	8394 MAY 2017	MAY 2017 ADULT FAMILY HOME CARE	900.00
SHERYL FLORES	11392	11392 MA2017	MAY 2017 MOVIE DAY TICKETS (20 CLIENTS)	164.00
Batch Total:				\$17,075.50 **** =====

6/06/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI


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

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: 06/2017 Batch Nbr:6717CP

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
	21818	21818 052017	RESPITE CARE 4 NIGHTS	70.00
WI DEPT OF JUSTICE CRIME INFO	4331	4331 MAY2017	MARCH/MAY BACKGROUND CHECKS (16)	160.00
TEAM LEADERSHIP CENTER INC	9942	9942 JUN 2017	JUNE 2017 TLC PERSONAL CHALLENGE	3,000.00
Batch Total:				\$3,230.00 *****

VOUCHER

STATE OF WISCONSIN

2017

Door County

VENDOR # _____

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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:

alaluzerne

Approved by: Department Head:

[Handwritten Signature]

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 _____
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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 6717BH JUNE 2017 - 1ST Batch Processing		\$1,177.30		various - as attached	
VOUCHER TOTAL							\$	1,177.30	← VOUCHER TOTAL	

6/06/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

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: 06/2017

Batch Nbr:6717BH

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
IPAT INC	13103	13103 MAY2017	MAY 2017 PSYCH EVAL PERSONALITY TEST (3)	124.50
NCS PEARSON INC	11760	11760 MAY2017	MAY 2017 MMPI-2 EXTENDED PROF Q ADMIN	52.80
TIMOTHY HICKEY	3823	3823 MAY2017	MAY 2017 OWI ASSESSMENTS (20)	1,000.00 ✓

Batch Total: \$1,177.30 *****
=====


VOUCHER

STATE OF WISCONSIN

2017

Door County

Submitted By:
alaluzerne

Approved by: Department Head:


Approved by: Committee Chair /
 County Administrator

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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 6717MIX JUNE 2017 - 1ST Batch Processing		\$1,967.46		various - as attached	
VOUCHER TOTAL							\$ 1,967.46	VOUCHER TOTAL		

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

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: 06/2017 Batch Nbr:6717MIX

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMY LEFEVRE	21173	21173 MAY2017	MAY 2017 EMP MILEAGE/MEAL REIM	61.10
BETH CHISHOLM	2435	2435 MAY2017	MAY 2017 EMP MILEAGE REIM 62 MI	33.17
DC PRINTING LLC	5245	101617 05/17	MAY 2017 HS ENVELOPES	153.00
DEBRA FEHRMAN	6876	6876 MAY2017	MAY 2017 EMP MILEAGE REIM 303 MI	162.11
EMILY SCHWARK	20081	20081 MAY2017	MAY 2017 EMP MILEAGE REIM 45 MI	24.08
ELIZABETH SECREST	22233	22233 MAY2017	MAY 2017 EMP MILEAGE REIM 405 MI	216.68
GANNETT WISCONSIN MEDIA	15904	15904 MAY 17	HS 1ST FLOOR SUB 6/1/17 TO 5/31/18	56.35
MARK HILL	2006	2006 MAY 2017	MAY 2017 EMP MILEAGE REIM 387 MI	207.05
KATHY E SCHULTZ	22015	22015 MAY2017	MAY 2017 EMP MILEAGE REIM 50 MI	26.75
NICOLE KAHLER	22267	22267 JUN2017	MAY/JUNE 2017 EMP MILEAGE REIM	31.57
SHERYL FLORES	11392	11392 052017	MAY 2017 EMP MILEAGE REIM 88.7 MI	47.45
STAPLES ADVANTAGE	15069	15069 05/2017	MAY 2017 HS OFFICE SUPPLIES	363.39
TANYA KAVICKY-MELS	21550	21550 MA2017	MAY 2017 EMP MILEAGE REIM 10 MI	10.35
WISCONSIN DOCUMENT IMAGING	5999	5999 MAY 17	MAY 2017 HS BLACK TONER FOR ES	574.41

Batch Total: \$1,967.46 ****
=====

VOUCHER

STATE OF WISCONSIN

2017

Door County

Submitted By:

alaluzerne

Approved by: Department Head:

Approved by: Committee Chair / County Administrator

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VENDOR NAME: Door County Dept of Human Services

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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 6717CCS JUNE 2017 - 1ST Batch Processing		\$30,550.00		various - as attached	
VOUCHER TOTAL								\$ 30,550.00	VOUCHER TOTAL	

6/07/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

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: 06/2017 Batch Nbr:6717CCS

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES-INDEPENDENT LIVINGII	13325	13325 MAY2017	MAY 2017 CCS ADMIN 28.25 HRS	644.10
ADVOCATES FOR HEALTHY	17929	17929 AP2017	JAN-APRIL 2017 CCS SERVICES	3,486.40
BAY COUNSELING CLINIC, LLP	21177	21177 AP2017	FEB/APRIL 2017 CCS SERVICES	918.00
BOYS & GIRLS CLUB OF DOOR CNTY	2571	2571 AP2017	APRIL 2017 CCS SERVICES	1,407.60
DYNAMIC FAMILY SOLUTIONS	21410	21410 AP2017	APRIL 2017 CCS SERVICES 2.9 HRS	238.00
FAMILY SERVICES	3841	3841 AP2017	APRIL 2017 CCS SERVICES	3,350.60
INNOVATIVE SERVICES, INC.	5078	5078 APRI2017	APRIL 2017 CCS SERVICES	5,120.70
PHOENIX BEHAVIORAL HEALTH SVC	17442	17442 AP2017	MARCH/APRIL 2017 CCS SERVICES	9,424.80
SPECIALIZED SERVICES LLC	7694	7694 AP2017	APRIL 2017 CCS SERVICES	5,959.80

Batch Total: \$30,550.00 ****
=====

VOUCHER
STATE OF WISCONSIN
Door County

2017

Submitted By: <u>alaluzerne</u>
Approved by: Department Head: <i>[Signature]</i>
Approved by: Committee Chair / County Administrator _____

VENDOR # _____ New Vendor (Please Assign New #)
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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 6717CF JUNE 2017 - 1ST Batch Processing		\$17,454.93		various - as attached	
VOUCHER TOTAL							\$ 17,454.93	VOUCHER TOTAL		

6/07/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

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: 06/2017

Batch Nbr:6717CF

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	8870	8870 MAY 2017	MAY 2017 403.01 REC/ALT ACTIVITES	400.00
BOYS & GIRLS CLUB OF DOOR CNTY	2571	2571 MAY2017	MAY 2017 MEMBERSHIP/SUMMER CAMP REG	865.00
KALAHARI RESORT & CONVENTION C	14317	14317 052017	APRIL 2017 AUTISM CONFERENCE LODGING	6,482.99
[REDACTED]	6447	6447 MAY2017	MAY 2017 REC/ALTERNATIVE ACTIVITIES	600.00
P.A.T.H.	9779	9779 MAY2017	MAY 2017 P.A.T.H. CAMP	550.00
WENDY RAY	13022	13022 MAY2017	MAY 2017 B3 THERAPY/MILES	6,846.94
[REDACTED]	22245	22245 MAY2017	APRIL/MAY OVERNIGHT RESPITE CARE	910.00
[REDACTED]	21046	21046 MAY2017	MAY 2017 CCOP RESPITE/TRANS/TRAINING	800.00

Batch Total: \$17,454.93 ****
=====

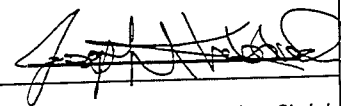
VOUCHER

STATE OF WISCONSIN

2017

Door County

Submitted By:
alaluzerne 06.21.2017

Approved by: Department Head:


Approved by: Committee Chair /
 County Administrator

VENDOR # _____

New Vendor (Please Assign New #)
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- Meeting Date _____
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Fund	Dept	Sub Dept	Account Number	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
240	47			SUBMITTED FOR PAYMENT, BATCH 62117CF June 2017- 2ND Batch Processing		\$17,858.89		various - as attached
240	47			SUBMITTED FOR PAYMENT, BATCH 062117MX June 2017 - 2ND Batch Processing		\$ 1,327.19		various - as attached
240	47			SUBMITTED FOR PAYMENT, BATCH 062117CP June 2017 - 2ND Batch Processing		\$1,763.45		various - as attached
240	47			SUBMITTED FOR PAYMENT, BATCH 062117CC June 2017 - 2ND Batch Processing		\$14,340.00		various - as attached
240	47			SUBMITTED FOR PAYMENT, BATCH 062117BH June 2017 - 2ND Batch Processing		\$ 7,401.25		various - as attached
240	47			SUBMITTED FOR PAYMENT, BATCH 062117CS June 2017 - 2ND Batch Processing		\$ 1,485.38		various - as attached
VOUCHER TOTAL						\$44,176.16	← VOUCHER TOTAL	

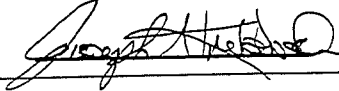
VOUCHER

STATE OF WISCONSIN

2017

Door County

Submitted By:
alaluzerne 06.21.2017

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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After Processing

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 CHECK # _____

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH 62117CF JUNE 2017 - 2nd Batch Processing		\$17,858.89		various - as attached	
VOUCHER TOTAL								\$ 17,858.89	← VOUCHER TOTAL	

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

* SUMMARY *
SCHEDULE OF VOUCHERS

MEETING DATE

Dept Human Services
DEPARTMENT

*** SUMMARY FOR COMMITTEE REVIEW ONLY ***

G/L DATE: 06/2017 Batch Nbr:62117CF

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	8870	8870 JUN2017	JUNE 2017 403.01 RECREATION #2	400.00
[REDACTED]	5012	5012 JUNE2017	APRIL/MAY 2017 513.00 MENTORING	264.00
BOYS & GIRLS CLUB OF DOOR CNTY	2571	2571 JUN2017	JUNE 2017 SUMMER CAMP FEE/REG	2,210.75
[REDACTED]	13320	13320 JUN2017	JUNE 2017 403.01 RECREATION/LEISURE	200.00
DOOR COUNTY YMCA	39472	39472 JUN2017	JUNE 2017 12 MO ANNUAL MEMBERSHIP	216.00
[REDACTED]	21312	21312 JUN2017	JUNE 2017 CCOP PURCHASE	51.50
[REDACTED]	21062	21062 MAY2017	MAY 2017 403.01 REC ACTIV	126.46
[REDACTED]	18129	18129 JUN2017	JUNE 2017 403.01 RECREATION	500.00
[REDACTED]	22317	22317 JUN2017	JUNE 2017 CCOP PURCHASE	4,083.11
JODY JESSUP	12361	12361 MAR2017	MAR 2017 NUTRITION EDUCATION	165.00
[REDACTED]	4143	4143 MAY 2017	MAY/JUNE 2017 112.5,112.52,112.55,403.01	878.91
[REDACTED]	6447	6447 JUNE2017	JUNE 2017 403.01 RECREATION	425.00
[REDACTED]	21507	21507 JUN2017	JUNE 2017 403.01 RECREATION	200.00
PROFESSIONAL GUARDIANSHIPS INC	5008	5008 MAY2017	MAY 2017 GUARDIANSHIP SERVICES	218.00
[REDACTED]	2569	2569 MAY2017	MAY 2017 101,113,112.99	1,086.77
SPECIALIZED SERVICES LLC	7694	7694 MAY2017	MAY 2017 PCW SERVICES 176 HRS	2,830.08
[REDACTED]	16594	16594 JUN2017	JUNE 2017 403.01 RECREATION	200.00
JULIE TOYNE	5555	5555 MAY2017	MAY 2017 B3 HOURS, MILES, SUPPLIES	3,803.31

Batch Total: \$17,858.89 ****
=====

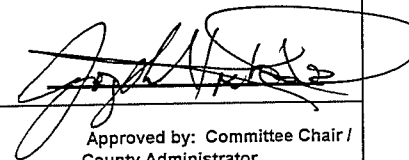
VOUCHER

STATE OF WISCONSIN

2017

Door County

Submitted By:
alaluzerne 06.21.2017

Approved by: Department Head:


Approved by: Committee Chair /
 County Administrator

New Vendor (Please Assign New #)

One Time Vendor (Please Assign New #)

VENDOR # _____

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

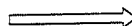
VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing



This Area to be Completed by Finance Department



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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 62117MX JUNE 2017 - 2nd Batch Processing		\$1,327.19		various - as attached
VOUCHER TOTAL →							\$ 1,327.19	←	VOUCHER TOTAL

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

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: 06/2017 Batch Nbr:62117MX

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
JODI ALSTEEN	6222	6222 MAY2017	MAY 2017 EMP MILEAGE REIM 37 MI	19.80
CELLCOM WISCONSIN RSA 10	4818	4818 JUN2017	JUNE 2017 CCS/WHEAP/HS CELL PHONES	658.71
LANGUAGE LINE SERVICES	14606	14606 MAY2017	MAY 2017 HS INTERPRETER SERVICES 281 MI	203.96
NAOMI SPRITKA	18398	18398 MAY2017	MAY 2017 EMP MILEAGE REIM 287 MI	153.55
JEAN SEVERSON	28575	28575 JUN2017	JUNE 2017 EMP MILEAGE REIM 94 MI	50.29
STAPLES ADVANTAGE	15069	15069 JUN2017	JUNE 2017 HS OFFICE SUPPLIES	109.19
TANYA KAVICKY-MELS	21550	21550 JUN2017	JUNE 2017 EMP MILEAGE REIM 8 MI	4.28
UNITEDHEALTH GROUP RECOVERY SE	17798	17798 JUN2017	2016 OVERPAYMENT NF,JK,RM	85.92
UW GREEN BAY	11832	11832 APR2017	APRIL 2017 YOUTH DIVERSION MEETING	10.00
WISCONSIN MEDIA	13278	13278 MAY2017	MAY 2017 HS PUBLIC MEETING NOTICE AD	31.49

Batch Total: \$1,327.19 ****
=====

VOUCHER

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2017

Door County

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VENDOR ADDRESS: c/o Dept Human Services

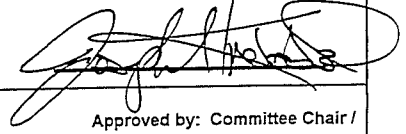
VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:

alaluzerne 06.22.2017

Approved by: Department Head:



Approved by: Committee Chair /
 County Administrator

Added to Voucher Listing

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 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 62117CP JUNE 2017 - 2nd Batch Processing		\$1,763.45		various - as attached	
VOUCHER TOTAL							\$ 1,763.45	← VOUCHER TOTAL		

6/20/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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


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: 06/2017

Batch Nbr:62117CP

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
JUSTICEPOINT, INC	21360	21360 MAY2017	MAY 2017 ELECTRONIC MONITOR 31 DAYS	153.45
RMR SERVICES, TRANSLATING &	8409	8409 MAY2017	MAY 2017 INTERPRETING SERVICES	35.00
SHEBOYGAN COUNTY TREASURER	29071	29071 MAY2017	MAY 2017 JUV DETENTION	1,045.00
	242	242 JUN2017	JUNE 2017 RESPITE 6/1-6/4 & 6/16-6/29	480.00
UW-MADISON	19282	19282 MAY2017	MAY 2017 EMP TRAINING	50.00

Batch Total: \$1,763.45 ****
=====

VOUCHER

STATE OF WISCONSIN

2017

Door County

Submitted By:

alaluzerne 06.21.2017

Approved by: Department Head:

[Signature]

Approved by: Committee Chair /
County Administrator

VENDOR # _____

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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 62117CC JUNE 2017 - 2nd Batch Processing		\$14,340.00		various - as attached
VOUCHER TOTAL							\$ 14,340.00		VOUCHER TOTAL

6/20/17

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

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

MEETING DATE

Dept Human Services
DEPARTMENT

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

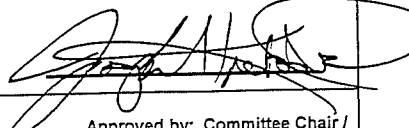
G/L DATE: 06/2017 Batch Nbr:62117CC

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BOYS & GIRLS CLUB OF DOOR CNTY	2571	2571 052017	MAY 2017 CCS SERVICES	1,111.80
PHOENIX BEHAVIORAL HEALTH SVC	17442	17442 MAY2017	MAY 2017 CCS SERVICES	7,854.00
SPECIALIZED SERVICES LLC	7694	7694 MAY2017	MAY 2017 CCS SERVICES	5,374.20

Batch Total: \$14,340.00 ****
=====

VOUCHER
STATE OF WISCONSIN **2017**
Door County

Submitted By:
alaluzerne 06.21.2017

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 62117BH JUNE 2017 - 2nd Batch Processing		\$7,401.25		various - as attached	
VOUCHER TOTAL								\$ 7,401.25	VOUCHER TOTAL	

6/20/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

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: 06/2017 Batch Nbr:62117BH

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BROWN CO COMUNITY TREATMNT CNT	16015	16015 JUN2017	APRIL/MAY 2017 INPATIENT CARE	754.00
FAMILY SERVICES	3841	3841 MAY2017	MAY 2017 CRISIS CENTER	1,167.00
HIRN MENTAL HEALTH COUNSELING	17401	17401 MAY2017	MAY/JUNE 2017 AODA/WASH ISL OUTPAT	2,130.00
OPTIONS LAB, INC	17788	17788 MAY2017	MAY 2017 AODA/IDP/YA DRUG SCREENS	144.00
MICHAEL P SAYERS PHD	8169	8169 MAY2017	MAY 2017 PSYCH SERVICES 45 HRS	3,206.25

Batch Total: \$7,401.25 ****
=====

VOUCHER

STATE OF WISCONSIN

2017

Door County

Submitted By:
alaluzerne 06.21.2017

Approved by: Department Head:

[Signature]

Approved by: Committee Chair /
 County Administrator

VENDOR # _____

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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

↓ This Area to be Completed by Finance Department

Voucher Listing Signed / Approved

PAID BY
 CHECK # _____

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 62117CS JUNE 2017 - 2nd Batch Processing		\$1,485.38		various - as attached	
VOUCHER TOTAL							\$	1,485.38	← VOUCHER TOTAL	

6/20/17

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

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

MEETING DATE

Dept Human Services
DEPARTMENT

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

G/L DATE: 06/2017

Batch Nbr:62117CS

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
LAKESHORE CAP, INC.	17200	17200 MAY2017	MAY 2017 CSP TECH/PEER SPECIALIST	430.35
SHERRY PESCH	3394	3394 MAY2017	MAY 2017 REP PAYEE BK SERVICES 50 HRS	1,050.00
STREUS PHARMACY INC	9617	9617 MAY2017	MAY 2017 MEDICAL SUPPLIES	5.03
Batch Total:				\$1,485.38 **** =====

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

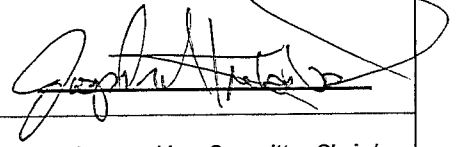
VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:

mark

Approved by: Department Head:



Approved by: Committee Chair /
County Administrator

Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date _____

Hold For Approval / Documentation
After Processing

This Area to be Completed by Finance Department

PAID BY

CHECK # _____

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
204	23				SUBMITTED FOR PAYMENT, BATCH #259337 - 2017 Human Services vouchers to date. June processing		\$ 64,406.62		various - as attached	
VOUCHER TOTAL							\$ 64,406.62	VOUCHER TOTAL		

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

* SUMMARY *
SCHEDULE OF VOUCHERS

ADRC/SRC, 1st batch, JUNE 2017

MEETING DATE

HS Resource Center
DEPARTMENT

*** SUMMARY FOR COMMITTEE REVIEW ONLY ***

G/L DATE: 06/2017

Batch Nbr: 259337

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	18248	18248 MAY2017	49.80 MAY MOW MILEAGE REIMB	26.65
ABBY VANS INC	16735	16735 18664	APR D2D TAXI	49,670.06
ADVOCATES-INDEPENDENT LIVINGII	13325	INV 2919 ADRC	SHC-18 HRS-HL	356.22
BROTHERS DAIRY	257	257 MAY2017	RAW FOOD	726.10
CHRISTINE ANDERSEN	19077	19077 JUN2017	JUN CAREGIVER SUPPORT	37.50
CARMEN SCHROEDER	18153	18153 MAY2017	MAY NEWSLETTER	255.00
[REDACTED]	19268	19268 MAY2017	26 MAY MOW MILEAGE REIMB	13.91
NELVIE CAULDWELL	4168	4168 MAY2017	24.20 MAY EMPLY MILEAGE REIMB	12.98
DOOR-TRAN	16496	16496 385 SRC	MAY STAFF HOURS	750.00
ECONO FOODS	9674	9674 MAY2017	RAW FOOD	941.46
[REDACTED]	17474	17474 MAY2017	25 MAY MOW MILEAGE REIMB	13.40
[REDACTED]	19080	19080 MAY2017	31 MAY MOW MILEAGE REIMB	16.59
GORDON FOOD SERVICE, INC	22145	22145 MAY2017	MAY RAW FOOD/NUTRITIONAL SUPPLIES	6,277.46
[REDACTED]	17282	17282 MAY2017	85.30 MAY MOW MILEAGE REIMB	45.63
[REDACTED]	5354	5354 MAY2017	24 MAY MOW MILEAGE REIMB	12.84
JENNIFER BENDER	20934	20934 MAY2017	89 MAY EMPLY MILEAGE REIMB	47.62
JENNIFER FITZGERALD	21883	21883 MAY2017	EMPLY REIMB FOR ACTIVITIES	4.00
JESSICA HOLLAND	19650	19650 MAY2017	194 MAY EMPLY MILEAGE REIMB	133.07
[REDACTED]	18116	18116 MAY2017	44.20 MAY MOW MILEAGE REIMB	23.64
JAMIE STEPHAN	17906	17906 MAY2017	650 MAY MEALSITE MILEAGE REIMB	347.76
[REDACTED]	19378	19378 APRMAY	72.30 APR/MAY MOW MILEAGE REIMB	38.66
JANDRIN REFRIGERATION	22278	22278 093354	SRC COOLER REPAIR	999.00

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
KATHLEEN ASH	19673	19673 MAY2017	9.10 MAY EMPLY MILEAGE REIMB	4.87
[REDACTED]	7092	7092 MAY2017	61 MAY MOW MILEAGE REIMB	32.64
LISA VANALSTINE	20119	20119 MAY2017	213 MAY EMPLY MILEAGE REIMB	113.99
TOWN OF LIBERTY GROVE	33170	33170 MAY2017	MAY MEALSITE 13 DAYS @ \$9/DAY	117.00
MANNS STORE	18770	18770 MAY2017	MAY RAW FOOD	633.74
MEAT PROCESSORS INC	6544	6544 MAY2017	RAW FOOD	255.95
ROBIN MARK	20044	20044 MAY2017	79.80 MAY EMPLY MILEAGE REIMB	42.69
[REDACTED]	21501	21501 MAY2017	MAY MEALSITE 7 DAYS @ \$8/DAY	56.00
S & R TRUCK CENTER	694	17490 SRCVAN	A/C REPAIR SRC VAN	339.92
STEVEN W SCHULTZ	20863	20863 JUN2017	JUN ENTERTAINMENT-SRC	130.00
[REDACTED]	14091	14091 MAY2017	601 MAY MEALSITE MILEAGE REIMB	321.54
GOOD SAMARITAN, SCANDIA VILLAGE	27395	27395 MAY2017	MAY MEALS	440.00
STAPLES ADVANTAGE	15069	15069 MAY2017	ADRC/SRC OFFICE SUPPLIES	153.59
TIP TOP CLEANERS	10942	796387 MAYSRC	MAY LAUNDRY/KITCHEN	111.75
WARNER-WEXEL WHOLESALE & POOL	36120	36120 MAY2017	NUTRITIONAL SUPPLIES	432.33
TOWN OF WASHINGTON	33570	33570 MAY2017	MAY MEALSITE-11 DAYS @ \$8/DAY	88.00
WDOR AM & FM	129	129 25410 SRC	MAY ADVERT-SRC	162.00
WISCONSIN DOCUMENT IMAGING	5999	98782A-APS	APS/HS PRINTER	83.26
WISCONSIN PUBLIC SERVICE	11363	11363 MAY SRC	MAY UTILITIES-SRC	101.05
WIL KIL PEST CONTROL	6359	6359 MAY2017	MAY PEST CONTROL-SRC	36.75

Batch Total: \$64,406.62 ****
 =====

VOUCHER

STATE OF WISCONSIN 2017

Door County

Submitted By: _____ rmark
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	
204	23				SUBMITTED FOR PAYMENT, BATCH #259370 - 2017 Human Services vouchers to date. June processing		\$ 54,075.69		various - as attached	
VOUCHER TOTAL								\$ 54,075.69	VOUCHER TOTAL	

6/21/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

ADRC/SRC, 2nd batch, June, 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: 06/2017

Batch Nbr: 259370

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
	18248	18248 JUN2017	24.5 JUN MOW MILEAGE REIMB	13.11
ANNA ZAHORIK	20950	20950 MAY2017	101 MAY EMBLY MILEAGE REIMB	54.04
ABBY VANS INC	16735	16735 MAY2017	MAY D2D TAXI	51,985.52
ADVANCED DISPOSAL SERVICES	18928	18928 MAY2017	MAY DISPOSAL SVCS-SRC	200.67
BAY HOMETOWN PHARMACY LLC	21036	21036 JUN2017	MED PYMT-KP	210.75
BIRCH CREEK MUSIC PERFORMANCE	22275	22275 MAY2017	JULY ENTERTAINMENT	200.00
CELLCOM WISCONSIN RSA 10	4818	4818 JUL2017	ADRC/SRC CELL CHARGES (06/06-07/05)	202.01
STURGEON BAY UTILITIES	30820	30820 JUN2017	JUN UTILITIES-SRC	800.36
SUNSHINE HOUSE INC	31820	31820 MAYJUN	RSP-WT	367.50
ARNE THOMPSON	13154	13154 JUN2017	78 EMBLY MILEAGE REIMB	41.73

Batch Total: \$54,075.69 ****
=====

REQUEST FOR STAFF LEGISLATURE TO INCREASE NURSING HOME MEDICAID FUNDING

WHEREAS, approximately 65% of nursing home residents in Wisconsin are Medicaid recipients,

WHEREAS, there is an overall Medicaid deficit of \$331.8 million between the costs incurred by Wisconsin nursing homes to provide services and what they actually receive in payment for those services,

WHEREAS, the average nursing home in Wisconsin loses \$55.89 each day for each Medicaid resident cared for,

WHEREAS, after the Supplemental Payment funding Pine Crest Nursing Home lost \$51.62 per day for each Medicaid resident for total loss of \$2,333,275 in fiscal year 2016.

WHEREAS, Wisconsin nursing homes and assisted living facilities are in major workforce crisis with one out of every seven positions vacant,

WHEREAS, the large number of Medicaid residents our facility serves makes it tremendously difficult to compete in the current tight labor market,

WHEREAS, there is a direct correlation between quality staffing and quality care,

NOW, THEREFORE BE IT RESOLVED, that Lincoln County Board of Supervisors urges Governor Scott Walker and the Wisconsin Legislature to provide sufficient Medicaid funding for nursing homes and assisted living facilities in the 2017-2019 state budget to help address the Medicaid deficit so these facilities have the financial resources available to compete for caregiver staff to ensure continued quality care to our residents and tenants,

BE IT FURTHER RESOLVED, that a copy of this resolution to be forwarded by the Lincoln County Clerk to the Wisconsin Counties Association, all Lincoln County State Representatives and Senators, the State Joint Finance Committee and Governor Scott Walker.

Dated: 05/16/2017

Introduced by: Pine Crest Board of Trustees

Date Passed: 5/15/2017 Committee Vote: All Ayes

Fiscal Impact: Increased Funding for Pine Crest Nursing Home

Drafted by: Lisa Gervais RN, BSN, NHA

Motion by: Weaver				
Second by: Gilk				
Dist.	Supervisor	Y	N	Abs
19	Allen	X		
10	Baughan	X		
1	Bialecki	X		
11	Breitenmoser	X		
13	Crosby	X		
12	Gilk	X		
14	Hafeman			
8	Heller	X		
17	Koth	X		
15	Lee	X		
16	Loka	X		
3	Mueller	X		
4				
21	Pike	X		
22	Reichelt	X		
7	Rusch	X		
5	Saal	X		
20	Vander Sanden	X		
18	Voermans	X		
2	Weaver	X		
6	Woller	X		
9	Zeit		X	
Totals		19	1	
Carried				
Defeated				
<input checked="" type="checkbox"/> Amended				
Voice vote				
<input checked="" type="checkbox"/> Roll call				

STATE OF WISCONSIN)
) SS:
 COUNTY OF LINCOLN)

I hereby certify that this resolution/ordinance is a true and correct copy of a resolution/ordinance adopted by Lincoln County Board of Supervisors on:

May 16, 2017

Christopher J. Marlowe
 Christopher J. Marlowe
 County Clerk



Resolution 2017-05-74 Amendment 1

Motion by: Gilk

Second by: Baughan

to amend to strike "Staff" from the title and in the Be It Further Resolved paragraph include "to all Wisconsin Counties" after Association.

District:	Supervisor	Yes	No	Abstain	Absent
19	Allen				
10	Baughan				
1	Bialecki				
11	Breitenmoser				
13	Crosby				
12	Gilk				
14	Hafeman				
8	Heller				
17	Koth				
15	Lee				
16	Loka				
3	Mueller				
4					
21	Pike				
22	Reichelt				
7	Rusch				
5	Saal				
20	Vander Sanden				
18	Voermans				
2	Weaver				
6	Woller				
9	Zeitz				
Totals					

Carried
 Defeated
 Amended

Voice Vote

Roll Call

June 12, 2017

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

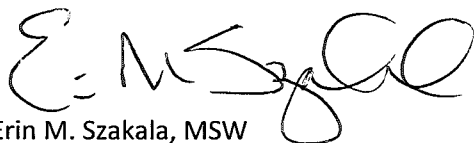
Dear Mr. Krebsbach,

This letter is written to provide formal notice of my resignation from my position as an Adult Protective Services Social Worker. I have accepted an offer from Door County Medical Center to join their team as a Social Worker – Care Navigator. My last day of employment will be July 13th.

It has been a privilege to work for the County of Door over the past 15 years. In that time, I have learned a great deal and was lucky enough to work with many amazingly skilled and dedicated colleagues. I hope, too, that I have made a positive impact on behalf of my clients, the agency and our community.

Thank you for the opportunity to be a part of this organization. I wish you all the best as you continue to fulfill its mission.

Sincerely,

A handwritten signature in black ink, appearing to read "Erin M. Szakala". The signature is fluid and cursive, with the first name "Erin" being the most prominent part.

Erin M. Szakala, MSW

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: Social Work Case Manager

Position Status: Currently vacant Will be vacant Date Vacant: 7-17-17

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

Reason for Vacancy: Separation Transfer Retirement Resignation Death

Discuss turnover with the department in the previous 18-24 months: Steady

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

Name of Current / Most Recent Incumbent: Erin Szakala

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 7-29-17

Financial Information:

Salary Range: H \$22.56 - \$29.65 Is the Position Budgeted: Yes No

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

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO Professional FLSA Status Exempt

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

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

Approvals:

County Administrator _____ Date _____

Oversight Committee Chair _____ Date _____

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

I want to participate I do not wish to participate

Administrative Committee Chair _____ Date _____

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

I want to participate I do not wish to participate

County of Door Adult Case Manager

Job Title	Adult Case Manager	Last Revision	7-3-17
Department	Human Services	HR Reviewed	
Division	Behavioral Health	Employee Group	General Municipal Employee
Report To	TBD	FLSA Status	Exempt
Pay Grade	H	EEO Code	02 – Professionals

General Summary

Responsible for a wide range of Case management activities with adults who are affected by mental health, or alcohol/drug problems. The case worker will assist these individuals in remaining independent in the least restrictive environment as possible and to prevent or delay institutionalization. The primary focus will be adding support to individuals with the Adult Protective Service System.

Duties and Responsibilities

Essential Job Functions

1. Provide outreach in the community to individuals identified as “at risk” and connect individual to agency and community resources to meet immediate and ongoing needs.
2. Conducts assessments to determine program eligibility, client needs and services available.
3. Develop comprehensive care plans.
4. Provide support, crisis intervention, assist in development of natural supports, and make necessary referrals for services.
5. Monitor client’s day to day functioning, and effectiveness of services.
6. Works in partnership with the ADRC to address waiting list and potential candidates for long term care supports.
7. Provide outreach, short term case management, and community based services to those individuals who are outside the frame work of Adult Protective Services, coming out of the jail or those with long term care needs.
8. Complete all documentation as required by Department of Human Services/Behavioral Health Program, consistent with Targeted Case Management. To include: daily documentation of all face to face contacts, collateral contacts and updating treatment plans and crisis plans every 6 months.
9. Assist as necessary clients applying for Disability Benefits, Medicaid Applications and Reviews, Rental Assistance / Housing Authority, Energy Assistance, Payee Services, etc.
10. Provides coordination, including transportation as necessary, to ensure client attendance at clinical/medical appointments and other services necessary in the clients' case plans and/or for the client's well being.

General Job Functions

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

County of Door Adult Case Manager

Requirements

Training and Experience

1. Graduate of a certified college or university with a Bachelors Degree in Social Work or related field required. MSW degree preferred.
3. Complete State on-line training to be approved as screener for MH/AODA functional screen within six months.
4. Complete 40 hours of Crisis Services training to meet HFS 34 Crisis Orientation within 3 months of hire.
5. Current valid Wisconsin drivers license required and automobile in good working condition.

Knowledge, Skills and Abilities Required

1. Demonstrate knowledge of the principles and practice of targeted case management and case facilitation for qualified clients.
2. Working knowledge of Wisconsin Statutes, Chapters 54, 55, and 36.
3. Ability to work on a team, to effectively communicate in writing and verbally, and to maintain good working relationships within the unit and in the community.
4. Ability to organize and prepare reports in a timely fashion.
5. Ability to provide empathy and support to vulnerable populations and their families.
6. Ability to respect individual choice, a diversity of lifestyles, and the individual's right to self-determination.
7. Knowledge of individual medical information privacy, confidentiality, and security statutes, regulations, policies and procedures.

Physical & Working Conditions

Aproximatly 50% 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.

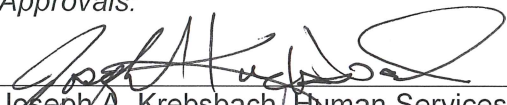
Only 50% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

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

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

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

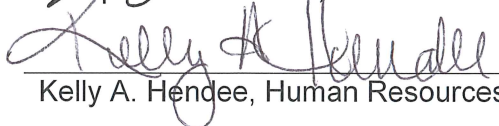
Approvals:



Joseph A. Krebsbach, Human Services Director

7/5/2017

Date



Kelly A. Hendee, Human Resources Director

7/5/17

Date

REQUEST FOR FISCAL IMPACT INFORMATION

_____ RECLASSIFICATION
 _____ FTE/Hours
 _____ Job Class
 _____ Step
 _____ Rate

CHANGE FTE/Hours

From _____ TO _____

CHANGE JOB CLASS/STEP

From _____ TO _____

Position Title
 Effective Date
 Department

Case Manager - Behavioral Health Range H
 _____ 6 Mo _____
Senior Center Sub Dept _____

FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Case Manager Behavior Health - Pay Range H Step 1										
1.00	\$22.56	46,925					31,892			78,817
Case Manager Behavioral Hlth-Szakala										
1.00	\$30.29	63,003					34,947			97,950
Total Salary and Benefit Decrease										(19,133)
FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Case Manager - Behavioral Health - Pay Range H Control Point										
1.00	\$25.78	53,622					33,164			86,786
Case Manager Behavioral Hlth-Szakala										
1.00	\$30.29	63,003					34,947			97,950
Total Salary and Benefit Decrease										(11,164)

Dept Head Signature Mark E. Jarvis
 Date 7/6/2017

Finance Director

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

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

Request to Refill Position

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

Assistant

DEPT. HEAD TO COMPLETE:

Department Human Services Position Title: Aging Manager with title change to ADRC Deputy Director

Position Status: Currently vacant Will be vacant Date Vacant: 7-17-17

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

Reason for Vacancy: Separation Transfer Retirement Resignation Death

Discuss turnover with the department in the previous 18-24 months: Steady

Transfer: why is the new position more attractive to employee than current one? Promotion with increased responsibility and compensation

Name of Current / Most Recent Incumbent: Jake Erickson

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 7-29-17

Financial Information:

Salary Range: J \$26.22 - \$34.45 Is the Position Budgeted: Yes No

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

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO professional FLSA Status Exempt

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

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

Approvals:

County Administrator [Signature] Date June 30, 2017

Oversight Committee Chair _____ Date _____

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

I want to participate I do not wish to participate

Administrative Committee Chair _____ Date _____

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

I want to participate I do not wish to participate

County of Door
Assistant ADRC Director

Job Title	Assistant ADRC Director	Last Revision	10/12/2015
Department	Human Services	HR Reviewed	01/01/2017
Division	ADRC	Employee Group	General Municipal Employee
Report To	ADRC/Aging Program Director or designee	FLSA Status	Exempt
Pay Grade	J	EEO Code	02 – Professionals

General Summary

This position works in conjunction with the Aging and Disability Resource Center (ADRC) Director to provide administration and leadership of the programs provided at the ADRC. This position assists the ADRC Director with the development and implementation of short and long range planning, operations, programming, and supervision of staff related to ADRC Services and Older Americans Act services. Acts on behalf of the Director on all matters in his/her absence.

Duties and Responsibilities

Essential Job Functions

1. Works with the Director to provide leadership and oversight that promotes and enhances the operation of the ADRC
2. Participates in the writing of the Business Plan, Aging Plan, and required updates.
3. Participates in the development and oversight of the ADRC budget.
4. Serves as the designated Nutrition Director to meet the requirements for funding under the Older Americans Act. This includes oversight of multiple meal sites located throughout the county, as well as home delivered Meals (Meals on Wheels and frozen meals).
5. Performs meal site visits at regular intervals and interacts with seniors to get feedback on programming.
6. Supervises assigned staff as determined with the Director.
7. Provides support to all units including case consultation, consumer issues, complaints by consumers, or response to employee needs.
8. Participates in the interpretation of program and policy to the community and in community planning and education efforts, via media outlets, public hearings, committee meetings, and the monthly Senior Resource Center newsletter.
9. Promotes, markets, and conducts health, prevention and wellness education and activities.
10. Participates in goal development and oversight of quality of services

General Job Functions

1. Advocates for the elderly and disabled adult population and works in collaboration with community organizations to identify and maximize services to meet identified needs.
2. Promotes interagency cooperation and represents the agency in meetings related to assigned agency programs.
3. Coordinates the Door County Caregivers Coalition and provides oversight to these services.
4. Participates in research programs (as assigned) and in the review and development of agency programs, policies and procedures.
5. Provides assistance in grant writing.

County of Door Aging Program Manager

Requirements

Training and Experience

1. Graduate of an accredited college or university with at least a Bachelor's Degree in social work, gerontology, or a related human services field preferred, or equivalent experience.
2. Four (4) years of progressive, professional work experience directly with seniors and / or adults with disabilities.
3. At least 1 year of progressive experience with organizational management, budget development and monitoring, and public / media relations or equivalent experience.
4. The County of Door reserves the right to consider candidates whose education and work experience provides comparable knowledge, skills and abilities.

Knowledge, Skills, Abilities Required

1. Strong leadership qualities, and ability to develop and effectively lead a well-functioning team.
2. Applicant to successfully pass the "Safe Serve" exam (in order to supervise the Nutrition Program).
3. Ability to market/outreach the program in the community.
4. Ability to direct and supervise the work of others.
5. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
6. Ability to communicate effectively with consumers who use our services, including ability to deal with challenging behavior when necessary.
7. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical and Working Conditions

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

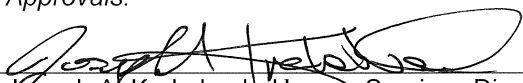
Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and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

Potential for physical harm exists during contacts with angry or irate members of the public. Limited office space may cause some distraction.

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

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

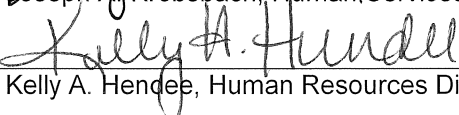
Approvals:



Joseph A. Krebsbach, Human Services Director

7/5/2017

Date



Kelly A. Hende, Human Resources Director

7/5/17

Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

 FTE/Hours

 Job Class

 Step

 Rate

CHANGE FTE/Hours
 From _____ TO _____
 CHANGE JOB CLASS/STEP
 From _____ TO _____

Position Title
 Effective Date
 Department

ADRC Deputy Director - Range J

_____ 6 Mo _____
 Senior Ctr Sub Dept _____

FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
ADRC Deputy Director-step 1										
1.00	\$26.22	54,538					33,344			87,882
Vacant, Erickson										
1.00	\$25.53	53,102					33,071			86,173
Total Salary and Benefit Increase										1,709
FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
ADRC Deputy Director-Control Point										
1.00	\$29.96	62,317					34,822			97,139
Vacant, Erickson										
1.00	\$25.53	53,102					33,071			86,173
Total Salary and Benefit Increase										10,966

Dept Head Signature

Mark E. Garcia

Finance Director

Date

7/5/2017

Disclaimer: This Fiscal Impact does not include Step 2 \$26.96, Step 3 \$27.71, Step 4 \$28.46, or Step 5 \$29.21.

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.



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

July 5, 2017

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

Re: Completion of Introductory Period

Name: Kirsten Foss

Start Date: January 3, 2017

Kirsten has acquired the skills necessary to complete her position's responsibilities efficiently and effectively as the Human Services Department Receptionist. She functions independently and contributes to the Support Team's efforts. She always maintains a positive demeanor to support our external and internal customers and the department's vision and mission statements.

She has completed her introductory period successfully and without reservation I recommend that Kirsten progress to regular employee status as of July 3, 2017.

Sincerely,

Shawn M. Barlament

Cc: Administrative Committee
Human Resources Department.

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

07-01-2017

