

**Tuesday,
September 12, 2017
8:30 a.m.**

HUMAN SERVICES BOARD

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

Oversight Board for the Department of Human Services

AGENDA

HUMAN SERVICES BOARD MEETING

1. Call Meeting or Order
2. Roll Call-Establishing Quorum
3. **Adopt** Agenda
4. **Approve** Minutes – August 8, 2017 Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Program Reports
 - a. 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. Review and Approve Proposed 2018 Budget
 - b. Transportation Program 2018 Recommendations
 - c. ADRC Bus Purchase
 - d. FYI – Tanya Kavicky-Mels Resignation
 - e. Request to Refill Behavioral Health Therapist
 - f. Introductory Period Completion – Ashley LaLuzerne
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
12. Set Next Meeting Date – Tuesday, October 10 , 2017
13. Recess to travel to 916 North 14th Avenue – Community Center
14. Re-convene to Tour the Community Center
15. Meeting Per Diem Code
16. **Adjourn** Meeting

Deviation from the order shown may occur

DOOR COUNTY HUMAN SERVICES BOARD MINUTES

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

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

Present: Chair Mark Moeller, Helen Bacon, Roy Englebort, Wayne Kudick, Tom Leist, Megan Lundahl and Robert Rau.

Excused: Joe Miller and Laura Vlies Wotachek

Staff Present: Joseph Krebsbach-Director; Ken Pabich-Door County Administrator; JoAnn Bauman-Department Accountant from Finance; Tim Headricks-Business Manager and Shawn Barlament-Office Manager/Recording Secretary.

Others Present: No others present.

Board members present established a quorum.

3. **Adopt Agenda-**

A motion was made by Roy Englebort and seconded by Tom Leist 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 July 11, 2017. This was seconded by Helen Bacon. All approved.

5. **Correspondence-**

None

6. **Public Comment-**

None

7. **Program Reports-**

a. **Economic Support/ Wisconsin Home Energy Assistance Program (WHEAP) Verbal Report –**

Carol Wautlet, Economic Support Program Manager, shared statistical reports (attached to these minutes) for each fiscal year from 2011-2017 that indicates a slight downward trend in the number of participants. She explained requirements to participate in this program are based on 3 concurrent months of income. Many individuals/families are unaware that the income amount is higher than income requirements for BadgerCare, FoodCare, etc. There are also crisis dollars, up to \$350, available for emergency situations in which a WHEAP applicant has paid a minimum of \$35 each month to their heat vendor.

b. **Written Collective Unit Report –**

No questions asked.

8. Continuing / Pending Business-

a. Resource Center Building Updates

1.) Name Review

After Joe Krebsbach explained the Property Committee's hesitancy to move forward with the name this Board had forwarded last month, Helen Bacon moved to forward the name "Aging & Disability Resource Center of Door County" to the Property Committee for consideration. Robert Rau seconded the motion. All were in favor.

b. Staff Recruitment Updates

- There are 20 applicants for the Assistant ADRC Director. Joe Krebsbach and Jake Erickson will review the applications to select candidates to interview the week of August 21st.
- We are accepting applications for the bachelor level Case Management positions through August 14th. Currently there are 17 applicants seeking this position.
- One interview was conducted for the Behavioral Health Manager.

c. Vouchers

No questions asked.

9. Topics To Be Referred to the Legislative Committee-

Tom Leist motioned to support the proposed legislation that would allow Wisconsin residents, both individuals and small businesses, to enroll in BadgerCare at full price as a public option. Megan Lundahl seconded the motion and all were in favor

10. New Business-

a. Review Proposed 2018 Budget

The 2018 budget proposal for our department will be solidified within the next week and will be presented next month. CCS Revenue will increase due to the anticipated growth in participants. This and other potential income growth can be used to support the requested positions for 2018 without a need for additional tax levy for the department. There will be a \$75,000 deficit in our transportation program that will dictate changes in the program. Public Participation Meetings will be conducted in the fall for input on possible changes to accommodate this deficit. A vendor has requested an increase in their funding for parent training. Joe has suggested that the services provided should be billable in order to increase revenue for these services.

b. 2018 Request for Additional Staff

Joe reviewed the packet handout on these requests for the following positions:

- Comprehensive Community Services (CCS) Case Manager for Children
- Administrative Assistant II – Accounts Receivable Clerk
- AODA Counselor
- Children & Families Aide
- Increase the .5 part-time Activities Assistant Position to full time

Megan Lundahl moved to support this request for additional staff with Helen Bacon providing the second. The vote was unanimous.

c. Re-Approve Request to Refill – Adult Case Manager Position

d. Re-Approve Request to Refill – Assistant ADRC Director Position

Due to the omission of providing a hard copy posting of last month's agenda, Megan Lundahl motioned to re-approve the requests to refill the Adult Case Manager and Assistant ADRC Director positions. Robert Rau seconded the motion and all were in favor.

e. Resignation of Kirsten Foss

FYI

f. Request to Refill – Administrative Assistant I

Wayne Kudick motioned to refill this position with a second from Megan Lundahl. The vote was unanimous.

g. FYI – ADRC / Aging Integration Grant

This will provide funding for developing a combined website for the ADRC and the Senior Center, consulting to tie the administrative policies together, marketing services to develop a combined brochure and a hard opening for the new facility.

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

- More detail on Transportation changes
- Brussels Meal Site progress

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

12. Next Meeting Date-

Tuesday, September 12, 2017 beginning at 8:30am in the Chambers Room of the Government Center, 421 Nebraska Street, Sturgeon Bay. Once the meeting has concluded board members will recess to the renovation and construction site of the new resource center at 916 North 14th Avenue, Sturgeon Bay.

13. Meeting Per Diem Code-

361

14. Adjournment:

Tom Leist motioned and Roy Englebert seconded to adjourn the meeting. The motion carried. The meeting adjourned at 10:07am.

Respectfully submitted,
Shawn M. Barlament, Recording Secretary

DEPARTMENT OF ADMINISTRATION
DIVISION OF ENERGY
WISCONSIN HOME ENERGY ASSISTANCE PROGRAM (WHEAP)

PAYMENTS AND SERVICES

FISCAL YEAR 2017

County/Tribe	Count	Expenditures	Average Benefit
Total Households Applied for Energy Assistance	932		
Total Households Paid Energy Assistance	827	\$425,121	
Total Households Paid LIHEAP Funded Benefits	810	\$289,732	\$358
Total Households Paid Public Benefit Funded Benefits	808	\$135,389	\$168
Total Households Paid Crisis Assistance	243	\$64,750	
Total Households Paid LIHEAP Funded Crisis Applications	139	\$38,595	\$278
Total Households Paid Public Benefit Funded Crisis Applications	111	\$26,155	\$236
Total Households Receiving Non Payment Additional Services	0	\$0	\$0
Total Households Paid Non-WHEAP Additional Services	0	\$0	\$0
Total Heating Unit Repairs Paid	9	\$2,515	\$279
Total Heating Unit Replacements Paid	10	\$31,085	\$3,109
Total Heating Unit Paid Assessment Only	0	\$0	\$0
Total Heating Unit Activity Paid	19	\$33,600	

Report Run Date: 8/7/2017

Page 1 of 1

DEPARTMENT OF ADMINISTRATION
DIVISION OF ENERGY
WISCONSIN HOME ENERGY ASSISTANCE PROGRAM (WHEAP)

PAYMENTS AND SERVICES

FISCAL YEAR 2016

County/Tribe	Count	Expenditures	Average Benefit
Total Households Applied for Energy Assistance	1,067		
Total Households Paid Energy Assistance	988	\$528,688	
Total Households Paid LIHEAP Funded Benefits	973	\$367,269	\$377
Total Households Paid Public Benefit Funded Benefits	957	\$161,419	\$169
Total Households Paid Crisis Assistance	365	\$91,233	
Total Households Paid LIHEAP Funded Crisis Applications	289	\$71,574	\$248
Total Households Paid Public Benefit Funded Crisis Applications	100	\$19,659	\$197
Total Households Receiving Non Payment Additional Services	0	\$0	\$0
Total Households Paid Non-WHEAP Additional Services	3	\$848	\$283
Total Heating Unit Repairs Paid	13	\$5,872	\$452
Total Heating Unit Replacements Paid	14	\$42,870	\$3,062
Total Heating Unit Paid Assessment Only	0	\$0	\$0
Total Heating Unit Activity Paid	27	\$48,742	

Report Run Date: 8/7/2017

Page 1 of 1

DEPARTMENT OF ADMINISTRATION
DIVISION OF ENERGY
WISCONSIN HOME ENERGY ASSISTANCE PROGRAM (WHEAP)

PAYMENTS AND SERVICES

FISCAL YEAR 2015

County/Tribe	Count	Expenditures	Average Benefit
Total Households Applied for Energy Assistance	1,174		
Total Households Paid Energy Assistance	1,090	\$462,257	
Total Households Paid LIHEAP Funded Benefits	1,075	\$305,502	\$284
Total Households Paid Public Benefit Funded Benefits	1,056	\$156,756	\$148
Total Households Paid Crisis Assistance	404	\$123,782	
Total Households Paid LIHEAP Funded Crisis Applications	360	\$105,647	\$293
Total Households Paid Public Benefit Funded Crisis Applications	94	\$18,135	\$193
Total Households Receiving Non Payment Additional Services	1	\$0	\$0
Total Households Paid Non-WHEAP Additional Services	27	\$7,109	\$263
Total Heating Unit Repairs Paid	20	\$7,442	\$372
Total Heating Unit Replacements Paid	12	\$33,279	\$2,773
Total Heating Unit Paid Assessment Only	0	\$0	\$0
Total Heating Unit Activity Paid	32	\$40,722	

Report Run Date: 8/7/2017

Page 1 of 1

**DEPARTMENT OF ADMINISTRATION
DIVISION OF ENERGY
WISCONSIN HOME ENERGY ASSISTANCE PROGRAM (WHEAP)**

PAYMENTS AND SERVICES

FISCAL YEAR 2014

County/Tribe	Count	Expenditures	Average Benefit
Total Households Applied for Energy Assistance	1,317		
Total Households Paid Energy Assistance	1,205	\$569,880	
Total Households Paid LIHEAP Funded Benefits	1,191	\$390,167	\$328
Total Households Paid Public Benefit Funded Benefits	1,168	\$179,713	\$154
Total Households Paid Crisis Assistance	293	\$119,222	
Total Households Paid LIHEAP Funded Crisis Applications	260	\$108,949	\$419
Total Households Paid Public Benefit Funded Crisis Applications	49	\$10,273	\$210
Total Households Receiving Non Payment Additional Services	0	\$0	\$0
Total Households Paid Non-WHEAP Additional Services	18	\$4,281	\$238
Total Heating Unit Repairs Paid	32	\$13,486	\$421
Total Heating Unit Replacements Paid	17	\$49,932	\$2,937
Total Heating Unit Paid Assessment Only	1	\$98	\$98
Total Heating Unit Activity Paid	50	\$63,516	

Report Run Date: 8/7/2017

Page 1 of 1

DEPARTMENT OF ADMINISTRATION
DIVISION OF ENERGY
WISCONSIN HOME ENERGY ASSISTANCE PROGRAM (WHEAP)

PAYMENTS AND SERVICES

FISCAL YEAR 2013

County/Tribe	Count	Expenditures	Average Benefit
Total Households Applied for Energy Assistance	1,246		
Total Households Paid Energy Assistance	1,159	\$619,602	
Total Households Paid LIHEAP Funded Benefits	1,143	\$444,988	\$389
Total Households Paid Public Benefit Funded Benefits	1,124	\$174,614	\$155
Total Households Paid Crisis Assistance	194	\$53,208	
Total Households Paid LIHEAP Funded Crisis Applications	129	\$31,876	\$247
Total Households Paid Public Benefit Funded Crisis Applications	86	\$21,332	\$248
Total Households Receiving Non Payment Additional Services	5	\$0	\$0
Total Households Paid Non-WHEAP Additional Services	16	\$3,789	\$237
Total Heating Unit Repairs Paid	26	\$10,670	\$410
Total Heating Unit Replacements Paid	12	\$44,543	\$3,712
Total Heating Unit Paid Assessment Only	0	\$0	\$0
Total Heating Unit Activity Paid	38	\$55,213	

Report Run Date: 8/7/2017

Page 1 of 1

DEPARTMENT OF ADMINISTRATION
DIVISION OF ENERGY
WISCONSIN HOME ENERGY ASSISTANCE PROGRAM (WHEAP)

PAYMENTS AND SERVICES

FISCAL YEAR 2012

County/Tribe	Count	Expenditures	Average Benefit
Total Households Applied for Energy Assistance	1,230		
Total Households Paid Energy Assistance	1,159	\$605,908	
Total Households Paid LIHEAP Funded Benefits	1,147	\$437,521	\$381
Total Households Paid Public Benefit Funded Benefits	1,135	\$168,386	\$148
Total Households Paid Crisis Assistance	255	\$62,879	
Total Households Paid LIHEAP Funded Crisis Applications	199	\$46,569	\$234
Total Households Paid Public Benefit Funded Crisis Applications	84	\$16,310	\$194
Total Households Receiving Non Payment Additional Services	31	\$0	\$0
Total Households Paid Non-WHEAP Additional Services	47	\$9,666	\$206
Total Heating Unit Repairs Paid	17	\$8,727	\$513
Total Heating Unit Replacements Paid	10	\$28,579	\$2,858
Total Heating Unit Paid Assessment Only	1	\$120	\$120
Total Heating Unit Activity Paid	28	\$37,426	

Report Run Date: 8/7/2017

Page 1 of 1

DEPARTMENT OF ADMINISTRATION
DIVISION OF ENERGY
WISCONSIN HOME ENERGY ASSISTANCE PROGRAM (WHEAP)

PAYMENTS AND SERVICES

FISCAL YEAR 2011

County/Tribe	Count	Expenditures	Average Benefit
Total Households Applied for Energy Assistance	1,271		
Total Households Paid Energy Assistance	1,167	\$638,881	
Total Households Paid LIHEAP Funded Benefits	1,166	\$562,905	\$483
Total Households Paid Public Benefit Funded Benefits	507	\$75,976	\$150
Total Households Paid Crisis Assistance	214	\$72,838	
Total Households Paid LIHEAP Funded Crisis Applications	197	\$68,538	\$348
Total Households Paid Public Benefit Funded Crisis Applications	20	\$4,299	\$215
Total Households Receiving Non Payment Additional Services	1	\$0	\$0
Total Households Paid Non-WHEAP Additional Services	28	\$6,540	\$234
Total Heating Unit Repairs Paid	16	\$8,573	\$536
Total Heating Unit Replacements Paid	11	\$30,745	\$2,795
Total Heating Unit Paid Assessment Only	0	\$0	\$0
Total Heating Unit Activity Paid	27	\$39,318	

Report Run Date: 8/7/2017

Page 1 of 1



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

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

Memo

To: Human Service Board
From: Joe Krebsbach
CC: Administrative/Finance Committees
Date: August 8, 2017
Re: 2018 Staff requests

I have several staffing requests for 2018 which were outlined in two previous memos to Administrator Pabich and HR Director Hendee. It is my belief that we can increase our revenue in areas of the department that would then require less tax levy for 2018. However, some of these projections are based on revenues anticipated from the requested positions.

This document is to provide additional information about the workload and revenue to support these positions. I respectfully request that these additional staff positions be approved, contingent on our ability to add the positions without the need for additional overall tax levy for the department. We will have those final numbers for submission by the end of this week.

The position requests are as follows;

Activities Assistant - ADRC from .5 LTE to 1.0 LTE

Workload:

- Increased programming and need for coordination of services in the new ADRC building.

Funding: \$43,000

- Tax levy

Administrative Assistant III – Accounts Receivable

Workload:

- CCS billing. CCS was a new program in 2015, and we collected \$59,817.00. In 2016 the collections grew to \$487,665.00. We are on pace to collect over \$890,000 in 2017, and the projection for 2018 is \$1.5 million. We need an additional position to handle the current billing workload and ensure we continue to collect all revenues due to us under this program. We hired an LTE this year and increased our collections in the first month.

Funding; \$63,658

- 100% CCS Revenue

Comprehensive Community Services Case Manager

Workload:

- Current number of program participants 42. Projected 2018 caseload 60+.

Funding; \$79,790

- CCS Revenue

Alcohol and Other Drug Abuse (AODA) Counselor

Workload:

- In March of 2017 we lost a staff member who could treat individuals with either a Mental Health Diagnosis or an AODA Diagnosis. We have been unable to find a candidate with the qualifications needed to fill this role. An AODA Counselor has less stringent qualifications. We recently reconfigured the workload to a different model which we believe will allow us to capture more revenue with our internal staff, but it leaves a need in AODA services. We currently have a waiting list for services in this area.
- We have a significant shortage of AODA providers in the county overall. There are no services dedicated to adolescents. We know that 50%-80% of our juvenile offenders are at least experimenting with chemicals. We would like to provide more prevention and counseling services in this area.

Funding; \$83,315

- 50% Revenue collection -- AODA counseling and CCS counseling
- 50% Tax levy – partially offset by a decrease in out of home placement costs

Children and Family Aide/ Technician

Projected workload:

- This position will offer much needed support in our Children and Families division. High caseloads and increasing state standards in terms of paper work place a strain on social workers and decrease the amount of time they can spend face-to-face with clients and families. A goal of this position is to decrease the number and length of time for out of home placements.
- 40% Mentoring and Support for Parents
- 30% Restorative Justice
- 20% Transportation Assistance

Funding: \$69,713

- 43% Contract money
- 30% Levy
- 27% CCS Revenue



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 – September 2017

I. Program Changes and Highlights

- A.** The **Behavioral Health Program** is currently interviewing candidates for two Case Manager positions. These positions have been created as we restructure our staffing to help us best meet statutory requirements involving the Community Comprehensive Services (CCS) and Adult Protective Services (APS). Our clinical team is preparing for the anticipated increase in children's referrals which typically coincides with the start of a new school year. DCDHS has been actively participating in the new county-wide initiative to bring Mental Health services into the schools. This collaborative effort involving the schools, private counseling agencies, the United Way, and the county Department of Human Services and Public Health Department began almost a year ago. Partners are currently working out the final details and hope to make school-based services a reality in the coming months.
- B.** We have issued a Request for Proposals seeking a provider for **Crisis** On-Call and Crisis Phone Services. Responses are due September 22. We had meetings this past month with staff from Brown County's Bay Haven Crisis Diversion Facility to discuss our needs for alternatives to inpatient hospitalization and ways in which we might be able to utilize their facility more frequently. We have also signed a Memorandum of Understanding with Advocates for Healthy Transitional Living, enabling us to utilize a youth crisis diversion home they have established in Suamico. This is a licensed foster home where the foster parents are specially trained in DHS 34 crisis regulations, allowing them to accept short-term crisis stabilization admissions in addition to traditional foster care placements. We also met with Lock N Load secure transport services to explore options to address transportation barriers which we sometimes encounter when attempting to utilize voluntary hospitalization or diversion in lieu of emergency detention to psychiatric inpatient facilities. (Law enforcement provides transports for emergency detentions but has no jurisdiction to do so in voluntary situations.)
- C.** The **Community Support Program** hosted a Summer Picnic at Sunset Park on August 18. There were 42 individuals and family members in attendance, and the majority remained and played BINGO after lunch even though it was a windy, cool day by the water. Events such as this help individuals enrolled in CSP with goals of socialization and community connections.
- D.** The **WHEAP** program is preparing for the upcoming 2017-18 heating season. The new application year begins October 1, and we are currently taking appointments. Outreach letters and information were sent to fixed income applicants to allow for early, simplified application processing for those clients. Door County has 350 households identified in this group. The after-hour's on-call rotation for no heat emergencies begins on October 1. While we continue to receive calls for crisis funds, all funds for electricity crises have been used.
- E.** The **Birth to Three Early Intervention Program** is engaged in a learning opportunity on the art of coaching. Staff provide monthly learning opportunities on this topic, hoping to advance our work with implementation of the primary provider model. Birth to Three Coordinator & Educator Naomi

Spritka, along with Children's Case Manager Faith Johnson, participated in a presentation to the Special Education Directors of the county on our single point of entry and how our schools access services. A separate meeting has been set for later this month with Sturgeon Bay Schools specific to B-3 school transitions. It is always helpful to review our practices and celebrate what works and what we could improve on for children transitioning to school from our Birth to Three Program.

- F.** The **Children and Families Support Services** team continues to refine their internal quality assurance strategies to assure compliance with all paperwork aspects of the various programs (CCS/CST/CLTS/CCOP). They have been updating policies and procedures, drafting flow charts and organizational tools to stay current on best practices. These visual guides are helpful when it comes to complying with the various program requirements, yet trying to streamline and standardize those practices regardless of which program a child may be accessing. This type of uniformity will help create that vision of not pigeonholing a child in one program vs. another, but rather connecting the family with the resources that best match their needs. This team has now completed their self-audit in preparation for the state review of their Children's Long Term Support Waiver program, scheduled for the week of 9/25/2017. This preparation helped to identify some areas where we could refine our internal review processes going forward. One example of this is that our business staff have been able to produce a new report for us comparing authorized hours vs. utilized hours. We are now able to monitor for under-utilization and amend service plans as needed. This will greatly increase efficiency.
- G.** We recently submitted our 2018 **Coordinated Services Team** (CST) initiative grant. Some of you on the Board may recall that Door County DHS was one of the first grant recipients for this work over 15 years ago. We still submit an annual application for these funds. The work that we do in CCS and CST parallel very nicely as we work to support youth with mental health needs. In addition, we continue our work to advance the opportunity with community partners in getting mental health services into the schools. DHS has taken a very strong lead in partnership with others to see this happen very soon.
- H.** The **Child Protection/Juvenile Justice** team currently has 14 voluntary Kinship cases with children being cared for by a relative and six children placed in court ordered kinship care with a relative. There are nine children placed in foster care, one youth placed in a treatment foster home, and one juvenile continues placement at Lincoln Hills. In September this team is welcoming Paige VandenLangenberg, a student intern from the UWGB social work program. She will be with us from September to May for 15 hours per week. It is always refreshing to have an intern to mentor, train, and become a part of the team.
- I.** News from the **Aging and Disability Resource Center**: Interviews have been scheduled for the Assistant ADRC Director position. We are excited to move the process along in finding a great addition to our ADRC team.

The Northern Door Caregiver Support Group changed from meeting every 2nd and 4th Wednesday of the month from 1-2:30pm, to meeting on the 2nd Wednesday of the month same time. This is due to the start of a Northern Door Memory Café which meets every 4th Wednesday of the month from 2-3:30pm. The two groups intend to work more closely together in recruiting participants. Memory Cafés are intended to provide support to those dealing with early memory loss and their families/friends.

We continue to seek volunteers for our Tax Preparation program. If you are interested or know someone who might be, please contact us.

The Strong Women strength-based training program is back! This fitness initiative is a collaborative effort between the ADRC of Door County and UW-Extension. We have over twenty women signed up to participate in the 8-week exercise group. The program is held twice a week, Tuesdays and Thursdays from 8:30-9:30 am starting on September 5.

We are excited to announce we have partnered with our local YMCA to bring the evidence based fall prevention program "Stepping On" to the ADRC. Stepping On is a community based exercise program aimed at educating participants on how to reduce and eliminate falls. The program is 7 weeks long and covers a range of issues including strength and balance exercises, education on falls and risks, home hazards, safe footwear, vision-related falls, safety in public places and medication reviews. The program starts on Monday, September 11th from 1-3pm.

Starting in September Angie Zalig, Rehabilitation Specialist from the WI State Office for the Blind & Visually Impaired will be partnering alongside our satellite meal sites. She will be offering resources for vision loss at the following meal sites: Wednesday, September 13th in Baileys Harbor at Noon and Wednesday, September, 27th in Liberty Grove at noon.

II. Noteworthy Events

- A. The Prevent Suicide Door County Nathan Wilson Coalition will be holding their 2nd annual **Suicide Awareness Walk** on September 11. Event starts at 5PM at Martin Park with live music and snacks. Walk will begin at 6PM. All you need to do is show up and walk with us!
- B. Board members are invited to attend **Lakeshore CAP, Inc. – JAK's Place of Door County Open House** on Wednesday Sept. 13th from 4:00 to 6:00. Please come and tour the new building located at 1623 Rhode Island Street, Sturgeon Bay, WI 54235. Phone: (920) 818-0525. Staff and consumers will be present to provide tours, and there will be a room naming to honor the late founder of JAK's, Marlys Trunkhill-Klapatch.
- C. Join the ADRC Team as we **Walk to End Alzheimer's** on Saturday, September 30th at 9am. The walk is hosted by the Alzheimer's Association and located at the Sturgeon Bay High School. If you are interested in registering and walking alongside our team, please contact the ADRC front desk at (920)746-2372.
- D. Come and **visit the ADRC** in September for one or all of the following scheduled events:
 - Friday, September 8th Washington Island Packer Tailgating Party
 - Wednesday, September 13th at 12:45pm Bob Ross Estate Planning presents: "Advanced Directives"
 - Friday, September 15th from 10am-Noon Prescription Drop-Off
 - Monday, September 18th Lighthouse Tour at Ridges Sanctuary
 - Tuesday, September 19th from 11am-1pm: Celebrate Senior Center Month with a Photo Booth
 - Friday, September 22nd at 1pm Low Vision Support Group
 - Wednesday, September 27th at 12:45pm Avada Hearing presents: "Hearing Health"
 - Ask the Athletic Trainer offered Wednesday, September 13th & 27th from 1:30-2:30pm in the exercise room. Please call the front desk at (920)746-2372 for an appointment.
 - The Gadget Man offered Wednesday, September 11th & 18th from 8am-11am. If you're new or an advanced user, the Gadget Man can assist you.

III. High-Cost Placements & Other Fiscal Updates

- A. We continue to monitor budget developments at the state and federal level. We anticipate that Economic Support/public assistance is one area that might see some significant impacts. Proposed changes may mean substantial workload increases for ES staff. One proposed change is mandatory

drug testing for certain FoodShare recipients (able bodied adults without dependents). It is unclear at this time whether the state would fund any of the increased costs associated with Economic Support processing tasks, drug screening, and/or treatment for those who test positive.

IV. Training & Staff Development

- A.** Two Economic Support staff attended a one-day training in Green Bay for Child Care Fraud.
- B.** Several of the managers attended a county-wide management training on August 23 on "Succession Planning and Managing Change".

V. Agency & Community Collaboration

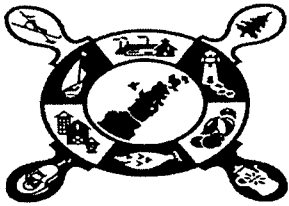
- A.** The Department is hosting a **Dementia Crisis Provider Conversation** on Thursday, September 28, from 9:00 – 11:00 a.m. at Prince of Peace Church. This event grew out of a conversation we had with Door County Medical Center following some particularly challenging cases this summer that highlighted the current gap in our system. Recent court rulings prevent us from placing individuals with dementia in psychiatric hospitalization, as dementia is not a mental illness, but there is no other good alternative. The hope is that this meeting will help our community to begin to identify some potential options in developing a continuum of care for these types of situations. We have invited law enforcement, EMS, medical center staff, nursing homes, assisted living facilities, in-home care providers, crisis workers, adult protective services, and other interested stakeholders. It will take all of us working together to identify workable solutions.
- B.** Beautiful interdisciplinary collaboration and planning continues to take place between program divisions within the Department. Every other Monday, a "**Children's Think Tank**" brings together staff from the Child Protection/Juvenile Justice Team, Children and Families Support Services, and Behavioral Health to problem solve on challenging cases involved in multiple systems. Great team work is taking place which ultimately affects the individuals and families we serve. Staff from the two Children and Families teams were recently jointly involved with a family whose child ended up in treatment foster care. Collaborative planning and ongoing communication between the two units led to a successful transition to a new home and new supports for this young man. Success stories like this occur on a weekly basis and remind us why merging of two departments into one in 2013 made so much sense.

VI. Sharing our Successes

- A.** On Aug. 25, we had our first official "graduation" from Comprehensive Community Services. The "graduate" was in CSP for many years before transitioning to CCS. She is now working full time, free of self-harming behaviors, and has not been hospitalized for a few years. She invited a previous therapist, probation officer, ER nurse, family members, and CSP staff to celebrate her success and recovery.
- B.** The Midwest Partners for Program Improvement Conference was held in Green Bay in August. The Bay Lake Consortium received an award for Application Timeliness Rate, having achieved a 99.26% application timeliness rate – outstanding!
- C.** Our Children and Families Support Services team staffed a booth at the first annual Safe Kids event at the fairgrounds on August 19. We were pleased with the response and the chance to partner with other community resources in this event. Community pride prevailed! Over 100 children participated. Our team made "rice socks" scented with calming oils to help children with emotional regulation. Sherry Mutchler, one of the event's organizers shared the following message with one of our staff the following morning, "Thanks for volunteering yesterday at SAFE Kids Day. Here's what someone emailed me. 'Addie's favorite thing was the rice sock!!!! She slept with it and it has not been out of her sight..."

Fuzzies is safely in the little bag.' " The children were encouraged to name their socks while being instructed on when and how to use them to manage emotions, stay calm, etc.

- D.** Economic Support Manager Carol Wautlet was selected Shining Star Award recipient of the month for August. As a member of her staff so eloquently stated, "Carol is supportive, compassionate, and inspirational in what she does here and outside the county. Her integrity and willingness to involve herself in the day to day Economic Support tasks definitely makes (her team's) job serving our clients more pleasant and gratifying. She does not put herself above us, but is absolutely in the trenches with her team." Thanks for all you do, Carol!



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: 09.12.2017
Re: Request for Expenditure Approval

Expenditures since the last committee meeting held 08.08.2017

\$	(64.43)	Wal-Mart Credit Card July -August 2017
\$	14,789.48	July 2017 Foster / Kinship Care Payments #259456 & #259477
\$	1,980.00	Invoices Paid Prior to September 12, 2017 not included in Batches
\$	16,705.05	

Departmental journal entries not included on the attached voucher list:

\$	40.00	Finger Printing - DC Jail June 2017
\$	314.22	Maintenance Dept. July 2017 gas usage - Fleet
\$	354.22	

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

\$	53,044.82	Monthly Vouchers - Batch 1 Totals (August) CSP/CF/MIX/CP/CCS/BH
\$	113,696.75	Monthly Vouchers - Batch 2 Totals (August) CS/MX/CP/CC/CF/BH
\$	16,705.05	Expenditures since the last committee meeting held 06.13.17
\$	354.22	Amounts paid to other County Departments as per above
\$	183,800.84	

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

\$	19,558.75	Monthly Vouchers - Batch 1 (August) #259449
\$	19,632.88	Monthly Vouchers - Batch 2 (August) #259472
\$	586.52	Walmart Card July-August 2017
\$	930.48	Elan Credit Card July-August 2017
\$	40,708.63	

\$	224,509.47	Total Expenditures and Vouchers
-----------	-------------------	--

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: AUGUST 31, 2017

G/L DATE: 08/2017 Batch Nbr: 259456

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	22343	01803 080317	EWISACWIS 08/03/2017 0008016750	232.00
[REDACTED]	21818	01803 080317	EWISACWIS 08/03/2017 0008063756	1,171.00
[REDACTED]	8116	01803 080317	EWISACWIS 08/03/2017 0008017407	464.00
[REDACTED]	9479	01803 080317	EWISACWIS 08/03/2017 0008000379	2,114.16
[REDACTED]	13963	01803 080317	EWISACWIS 08/03/2017 0006910123	232.00
[REDACTED]	21744	01803 080317	EWISACWIS 08/03/2017 0008063868	734.71
[REDACTED]	18813	01803 080317	EWISACWIS 08/03/2017 0008043242	928.00
[REDACTED]	13223	01803 080317	EWISACWIS 08/03/2017 0008034652	232.00
[REDACTED]	9215	01803 080317	EWISACWIS 08/03/2017 0008026706	384.00
[REDACTED]	21729	01803 080317	EWISACWIS 08/03/2017 0008064158	384.00
[REDACTED]	22265	01803 080317	EWISACWIS 08/03/2017 0008039144	232.00
[REDACTED]	22022	01803 080317	EWISACWIS 08/03/2017 0008067102	232.00
[REDACTED]	20836	01803 080317	EWISACWIS 08/03/2017 0008057128	232.00
[REDACTED]	17937	01803 080317	EWISACWIS 08/03/2017 0008040115	464.00
[REDACTED]	21964	01803 080317	EWISACWIS 08/03/2017 0008048945	1,514.00
[REDACTED]	22416	01803 080317	EWISACWIS 08/03/2017 0008079883	355.73
[REDACTED]	22153	01803 080317	EWISACWIS 08/03/2017 0008067949	464.00
[REDACTED]	17043	01803 080317	EWISACWIS 08/03/2017 0008059839	400.00
[REDACTED]	22316	01803 080317	EWISACWIS 08/03/2017 0008079501	232.00
[REDACTED]	22152	01803 080317	EWISACWIS 08/03/2017 0008067849	232.00
[REDACTED]	242	01803 080317	EWISACWIS 08/03/2017 0008015044	995.00

8/04/17
G/L DATE: 08/2017

Batch Nbr: 259456

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
Batch Total:				\$12,228.60 **** =====

VOUCHER

STATE OF WISCONSIN

Door County

VENDOR #

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

VENDOR NAME: Door County Department of Human Services

VENDOR ADDRESS:

VENDOR ADDRESS: Foster/Kinship Care Payroll

VENDOR ADDRESS:

Submitted By:

alaluzerne 08.15.2017

Approved by: Department Head:

Joseph H. ...

Approved by: Committee Chair:

Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date March 14, 2017

Hold For Approval / Documentation After Processing

This Area to be Completed by Finance Department

PAID BY
CHECK #

Fund	Dept	Sub Dept	Account Number	Detail	Sub-Project	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
240	47					eWisacwis Foster/Kinship Care Payroll for July 2017 2nd Batch #259477		\$ 2,560.88	8.15.17	
VOUCHER TOTAL								\$ 2,560.88	VOUCHER TOTAL	

8/15/17

* SUMMARY *
SCHEDULE OF VOUCHERS

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

MEETING DATE

Dept Human Services
DEPARTMENT

*** SUMMARY FOR COMMITTEE REVIEW ONLY ***

FOSTER CARE CHECK DATE: AUGUST 31, 2017

G/L DATE: 08/2017 Batch Nbr: 259477

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMERICAN FOUNDATION OF CNSLNG	7857	01804 081417	EWISACWIS 08/14/2017 0008004685	2,170.62
[REDACTED]	9215	01804 081417	EWISACWIS 08/14/2017 0008026706	278.00
[REDACTED]	22478	01804 081417	EWISACWIS 08/14/2017 0008080114	112.26

Batch Total: \$2,560.88 **
=====

VOUCHER

STATE OF WISCONSIN

2017

Door County

VENDOR # _____

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

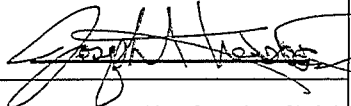
VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:
alaluzerne 08.02.2017

Approved by: Department Head:


Approved by: Committee Chair /
 County Administrator

Added to Voucher Listing

PAID BY

This Area to be Completed by Finance Department

CHECK # _____

Voucher Listing Signed / Approved

Meeting Date _____

Hold For Approval / Documentation
 After Processing

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH 8217CCS August 2017-1st Batch Processing		\$17,148.90		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 8217CP August 2017-1st Batch Processing		\$ 16,021.33		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 8217MIX August 2017-1st Batch Processing		\$1,786.68		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 8217CF August 2017-1st Batch Processing		\$14,775.16		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 8217CSP August 2017-1st Batch Processing		\$ 1,028.00		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 8217BH August 2017-1st Batch Processing		\$ 2,284.75		various - as attached	
VOUCHER TOTAL							\$53,044.82	VOUCHER TOTAL		

8/02/17

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: 08/2017 Batch Nbr:8217CCS

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
FAMILY SERVICES	3841	3841 JUN2017	FEB-JUNE 2017 CCS SERVICES	15,003.20
SPECIALIZED SERVICES LLC	7694	7694 06/2017	JUN 2017 CCS SERVICES 31.9 HRS	2,145.70
Batch Total:				\$17,148.90 *** =====

8/02/17

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: 08/2017 Batch Nbr:8217CP

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
WI DEPT OF JUSTICE CRIME INFO	4331	4331 JUN2017	JUNE 2017 FINGERPRINTING	60.00
FAMILY SERVICES	3841	3841 JUL2017	FEB-JUNE 2017 SELF SERVICES	12,776.30
LAKESHORE CAP, INC.	17200	17200 06/2017	JUNE 17 JUV RESTITUTION	3,185.03

Batch Total: \$16,021.33 ***
=====

8/02/17

* SUMMARY *
SCHEDULE OF VOUCHERS

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

MEETING DATE

Dept Human Services
DEPARTMENT

*** SUMMARY FOR COMMITTEE REVIEW ONLY ***

G/L DATE: 08/2017 Batch Nbr:8217MIX

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	2435	2435 JUL2017	JULY 2017 EMP MILEAGE REIM 15 MI	8.03
BROWN COUNTY HUMAN SERVICES	3680	3680 JUN2017	MAY/JUNE 2017 CHILD CARE CERT	187.35
[REDACTED]	22421	22421 JUL2017	REFUND TO CLIENT	96.00
DC COMMUNITY FOUNDATION INC	17424	17424 JUL2017	JULY 2017 POSTERS	90.00
[REDACTED]	22295	22295 JUL2017	JULY 2017 MEAL/MILEAGE/FUEL REIM	69.19
ONLC TRAINING CENTERS	22405	22405 AUG2017	AUG 29&30 CRYSTAL REPORTS REG FEE	895.00
STAPLES ADVANTAGE	15069	JULY 2017	JULY 2017 HS OFFICE SUPPLIES	281.30
STAPLES ADVANTAGE	15069	15069 07/2017	JULY 2017 HS OFFICE SUPPLIES	88.64
Vendor Total:				369.94 **
WISCONSIN DOCUMENT IMAGING	5999	5999 JUL2017	JULY 2017 BLACK COPIES 5195	71.17
Batch Total:				\$1,786.68 ** =====

8/02/17

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: 08/2017 Batch Nbr:8217CF

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BOYS & GIRLS CLUB OF DOOR CNTY	2571	2571 JUN2017	JUNE 2017 SUMMER CAMP REG	436.00
DOOR COUNTY MEMORIAL HOSPITAL	8770	8770 JUN2017	JUNE 2017 OT/PT THERAPY/MILEAGE	6,671.29
WENDY RAY	13022	13022 JUL2017	JULY 2017 B3 THERAPY/MILEAGE	4,093.95
JULIE TOYNE	5555	5555 JUL2017	JULY 2017 B3 THERAPY/MILEAGE	3,573.92
Batch Total:				\$14,775.16 ** =====

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

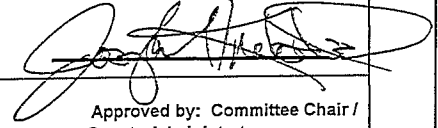
VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:

alaluzerne 08.02.2017

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	
240	47				SUBMITTED FOR PAYMENT, BATCH 8217CSP, August 2017-1st Batch Processing		\$1,028.00		various - as attached	
VOUCHER TOTAL							\$ 1,028.00	VOUCHER TOTAL		

8/02/17

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: 08/2017

Batch Nbr:8217CSP

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	8394	8394 AUG2017	AUG 2017 AFH CARE	900.00
[REDACTED]	11392	11392 JUL2017	JULY 2017 CSP MOVIE DAY (16 CLIENTS)	128.00
Batch Total:				\$1,028.00 *** =====

VOUCHER

STATE OF WISCONSIN

2017

Door County

Submitted By:

alaluzerne 08.02.2017

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

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 8217BH, August 2017-1st Batch Processing		\$2,284.75		various - as attached	
VOUCHER TOTAL							\$ 2,284.75	VOUCHER TOTAL		

8/02/17

* 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: 08/2017

Batch Nbr:8217BH

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	8553	8553 JUN2017	JUNE 2017 TRANSLATING SERVICE	35.00
IPAT INC	13103	13103 07/2017	JULY 2017 PROTEC SERV REPORT	41.00
MICHAEL P SAYERS PHD	8169	8169 JUL2017	JULY 2017 PSYCH SERVICES 27 HRS	1,923.75
TIMOTHY HICKEY	3823	3823 JUL2017	JULY 2017 OWI ASSESS	285.00

Batch Total: \$2,284.75
=====

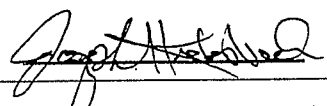
VOUCHER

STATE OF WISCONSIN

2017

Door County

Submitted By:
alaluzerne 08.16.2017

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

PAID BY  This Area to be Completed by Finance Department

CHECK # _____ 

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

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH 81617CC August 2017-2nd Batch Processing		\$76,220.90		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 81617CP August 2017-2nd Batch Processing		\$ 10,314.14		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 81617MX August 2017-2nd Batch Processing		\$5,843.74		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 81617CF August 2017-2nd Batch Processing		\$5,221.09		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 81617CS August 2017-2nd Batch Processing		\$ 7,438.50		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 81617BH August 2017-2nd Batch Processing		\$ 8,658.38		various - as attached	
VOUCHER TOTAL								\$113,696.75	←	VOUCHER TOTAL

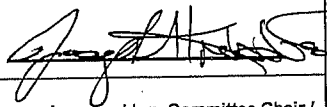
VOUCHER

STATE OF WISCONSIN

2017

Door County

Submitted By:
alaluzerne 08.16.2017

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

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 81617CC, August 2017-2nd Batch Processing		\$76,220.90		various - as attached	
VOUCHER TOTAL							\$ 76,220.90	VOUCHER TOTAL		

* 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: 08/2017 Batch Nbr:81617CC

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES-INDEPENDENT LIVINGII	13325	13325 JUL2017	JULY 17 CCS ADMIN 51.25 HRS	1,168.50
ADVOCATES FOR HEALTHY	17929	17929 JUL2017	APRIL-JULY 2017 CCS SERVICES	32,330.50
AMERICAN FOUNDATION OF CNSLNG	7857	7857 JUL2017	JAN-JULY 2017 CCS SERVICES	6,915.60
BAY COUNSELING CLINIC, LLP	21177	21177 07/2017	JUNE-JULY 2017 CCS SERVICES	1,844.20
COUNSELING ASSOCIATES OF DOOR	6361	6361 JUL 2017	JULY 2017 CCS SERVICES	2,060.40
FAMILY SERVICES	3841	3841 JUL2017	MAY, JUNE, JULY 2017 CCS SERVICES	8,689.60
INNOVATIVE SERVICES, INC.	5078	5078 JUL2017	JULY 2017 CCS SERVICES	11,615.70
PHOENIX BEHAVIORAL HEALTH SVC	17442	17442 JULY17	JULY 2017 CCS SERVICES	3,886.20
SPECIALIZED SERVICES LLC	7694	7694 JUL2017	JULY 2017 CCS SERVICES	7,710.20

Batch Total: \$76,220.90
=====

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

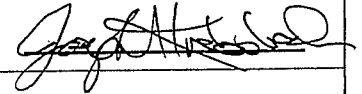
VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:

alaluzerne 08.16.2017

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	
240	47				SUBMITTED FOR PAYMENT, BATCH 81617CP, August 2017-2nd Batch Processing		\$10,314.14		various - as attached	
VOUCHER TOTAL							\$ 10,314.14	VOUCHER TOTAL		

8/16/17

* 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: 08/2017 Batch Nbr:81617CP

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
WI DEPT OF JUSTICE CRIME INFO	4331	4331 JUL2017	JULY 2017 BACKGROUND CHECKS (20)	200.00
FAMILY SERVICES	3841	3841 07/2017	JULY 2017 HEALTHY FAMILIES	4,541.30
HELP OF DOOR COUNTY INC	13420	13420 JUL2017	JUNE/JULY 2017 FAS VISITATION	2,250.00
JUSTICEPOINT, INC	21360	21360 JUL2017	JULY 17 ELECTRONIC MONITORING 7 DAYS	34.65
LAKESHORE CAP, INC.	17200	17200 07/2017	JULY 17 JUVENILE RESTITUTION	2,623.19
SHEBOYGAN COUNTY TREASURER	29071	29071 JUL2017	JULY 2017 JUV DETENTION	665.00

Batch Total: \$10,314.14
=====

VOUCHER

STATE OF WISCONSIN

2017

Door County

VENDOR # _____

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

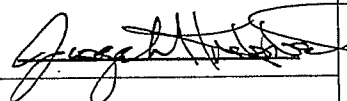
VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:
alaluzerne 08.16.2017

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	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
240	47			SUBMITTED FOR PAYMENT, BATCH 81617MX, August 2017-2nd Batch Processing		\$5,843.74		various - as attached
VOUCHER TOTAL						\$ 5,843.74	← 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: 08/2017 Batch Nbr:81617MX

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	21173	21173 JUL2017	JULY 2017 EMP MILEAGE/MEAL REIM	91.45
[REDACTED]	9129	9129 JUL2017	JULY 2017 PARKING FEE	16.00
CELLCOM WISCONSIN RSA 10	4818	4818 JUL2017	JULY 2017 HS CELL PHONES	642.66
[REDACTED]	6876	6876 JUL2017	JULY 2017 EMP MILEAGE REIM 239 MI	127.87
[REDACTED]	20081	20081 JUL2017	JULY 2017 EMP MILEAGE REIM 157 MI	84.00
[REDACTED]	22233	22233 JUL2017	JULY 2017 EMP MILEAGE REIM 992 MI	530.72
[REDACTED]	2006	2006 JULY2017	JULY 2017 EMP MILEAG REIM 257 MI	137.50
[REDACTED]	22457	22457 AUG2017	AUG 2017 FOOD SHARE OVERPAYMENT	65.66
LANGUAGE LINE SERVICES	14606	14606 JUL2017	JULY 2017 INTER SERVICES 426 MIN	309.52
LEATHEM SMITH LODGE	17920	17920 JUL2017	JULY 2017 DR.DIAMOND CONFERENCE MEALS	1,000.00
[REDACTED]	18398	18398 JUL2017	JULY 2017 EMP MILEAGE REIM 373 MI	199.56
OCONTO COUNTY DEPT OF HUMAN SR	12853	12853 APR2017	APRIL 2017 WAPAF TRAINING	150.00
PACU	20956	20956 AUG2017	AUG 2017 FOOD STAMP RECOVERY	52.66
STAPLES ADVANTAGE	15069	15069 07/2017	JULY/AUG 2017 OFFICE CHAIR ORDER	2,187.88
[REDACTED]	4788	4788 JUL2017	JUNE/JULY EMP MILEAGE REIM	72.23
WISCONSIN MEDIA	13278	13278 JUL2017	JULY 17 HS PUBLIC MEETING NOTICE AD	51.03
WJCIA	35669	35669 AUG2017	SEPT 2017 WJCIA ANNUAL TRAINING	125.00

Batch Total: \$5,843.74 *
=====

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 08.16.2017

Approved by: Department Head:

Approved by: Committee Chair /
County Administrator

Added to Voucher Listing

PAID BY
CHECK # _____

↓ This Area to be Completed by Finance Department

Voucher Listing Signed / Approved
Meeting Date _____

Hold For Approval / Documentation
After Processing

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
240	47				SUBMITTED FOR PAYMENT, BATCH 81617CF, August 2017-2nd Batch Processing		\$5,221.09		various - as attached
VOUCHER TOTAL								\$ 5,221.09	VOUCHER TOTAL

8/16/17

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: 08/2017

Batch Nbr:81617CF

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	715	715 JULY2017	JULY 12-15 2017 NATIONAL AUTISM CONF	1,395.72
PROFESSIONAL GUARDIANSHIPS INC	5008	5008 JUL2017	JULY 2017 GUARDIANSHIP SERVICES	218.00
[REDACTED]	22456	22456 JUL2017	JULY 2017 BACK TO SCHOOL SUPPLIES	125.00
[REDACTED]	22245	22245 JUL2017	JUL 17 103.99 RESPITE	816.00
SCATUROS BAKERY & CAFE	9525	9525 AUG2017	AUG 2017 CCS/CST/CCOP COMM MEETING	149.85
SPECIALIZED SERVICES LLC	7694	7694 JUL2017	JULY 2017 PCW SERVICES 156.5 HRS	2,516.52

Batch Total: \$5,221.09
=====

VOUCHER

STATE OF WISCONSIN

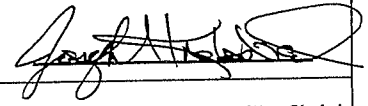
2017

Door County

Submitted By:

alaluzerne 08.16.2017

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

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 81617CS, August 2017-2nd Batch Processing		\$7,438.50		various - as attached	
VOUCHER TOTAL							\$ 7,438.50	VOUCHER TOTAL		

8/16/17

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: 08/2017

Batch Nbr:81617CS

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BROTOLOC HEALTH CARE SYSTEM IN	3640	3640 JUL2017	JULY 2017 CBRF 31 DAYS	5,471.50
LAKESHORE CAP, INC.	17200	17200 JUL2017	JULY 2017 CSP TECH/PEER SPECIALIST	964.25
SHERRY PESCH	3394	3394 JUL2017	JULY 2017 DD/CSP BK SERVICES	1,002.75

Batch Total: \$7,438.50 *
=====

8/16/17

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: 08/2017

Batch Nbr:81617BH

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BROWN CO COMUNITY TREATMNT CNT	16015	16015 MAY2017	MAY 2017 INPATIENT CARE 7 DAYS	1,361.38
FAMILY SERVICES	3841	3841 07/2017	JULY 2017 CRISIS CENTER	1,167.00
HIRN MENTAL HEALTH COUNSELING	17401	17401 JUL2017	JULY/AUG 2017 AODA/WASH INSLAND OUTPT	2,100.00
OPTIONS LAB, INC	17788	17788 JUL2017	JULY 2017 DRUG SCREENS	165.00
PROFESSIONAL RISK MANAGEMENT	8395	8395 AUG2017	PSYCH LIABILITY INS (9-2-17 TO 9-2-18)	3,799.00
	9257	9257 JUL2017	JULY 2017 INTERPRETOR SERVICE/MILEAGE	66.00
Batch Total:				\$8,658.38

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

ADRC/SRC, 1st Batch, Aug. 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: 08/2017 Batch Nbr: 259449

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BROTHERS DAIRY	257	257 JUL2017	JUL RAW FOOD	694.00
[REDACTED]	19268	19268 JUL2017	54 JUL MOW MILEAGE REIMB	28.89
DOOR-TRAN	16496	16496 JUL2017	JULY STAFF HOURS	600.00
ECONO FOODS	9674	9674 JUL2017	JUL RAW FOOD	609.44
[REDACTED]	19080	19080 JUN/JUL	66 JUN/JUL MOW MILEAGE REIMB	35.34
GORDON FOOD SERVICE, INC	22145	22145 JUL2017	JUL RAW FOOD/NUTRITIONAL SUPPLIES	6,946.21
GWAAR, INC	13841	13841 AUG2017	REG EBS TRG-MB	12.00
[REDACTED]	18116	18116 JUL2017	46.80 JUL MOW MILEAGE REIMB	25.04
[REDACTED]	17906	17906 JUL2017	782.10 JUL EMPLY MILEAGE REIMB	418.44
[REDACTED]	19673	19673 JUL2017	8 JUL EMPLY MILEAGE REIMB	4.28
KEYSTONE PSYCHOLOGY LLC	2288	1899 APS MAY	PSYCH EVAL/MILEAGE-JR	325.00
[REDACTED]	20119	20119 JUL2017	127 JUL EMPLY MILEAGE REIMB	67.97
LEALIOU PHOTOGRAPHY	22415	22415 SEP2017	ENTERTAINMENT SRC	200.00
MEAT PROCESSORS INC	6544	6544 JUL2017	RAW FOOD	287.16
[REDACTED]	20044	20044 JUL2017	66.80 JUL EMPLY MILEAGE REIMB	35.74
STAPLES ADVANTAGE	15069	15069AJUL2017	3346030490/JUL ADRC/SRC OFFICE SUPPLIES	105.93
SUNSHINE HOUSE INC	31820	31820 JUL2017	2Q175311 PAYMENT	8,388.04
TIP TOP CLEANERS	10942	10942 JUL2017	JUL LAUNDRY/KITCHEN	97.50
UNITED HOME HEALTH SERVICES, LLC	20955	20955 JUL2017	JUL ALZ RSP HMKR/CHORE-LS-7 HRS	138.53
[REDACTED]	374	374 JUL2017	44 JUL MOW MILEAGE REIMB	23.56
WARNER-WEXEL WHOLESALE & POOL	36120	36120 JUL2017	JUL NUTRITIONAL SUPPLIES	478.93
WIL KIL PEST CONTROL	6359	6359 JUL2017	JUL PEST CNTRL SVCS-SRC	36.75

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
Batch Total:				\$19,558.75 **
=====				

ADRC SRC, 2nd batch, Aug. 2017

MEETING DATE

HS Resource Center
DEPARTMENT

*** SUMMARY FOR COMMITTEE REVIEW ONLY ***

G/L DATE: 08/2017

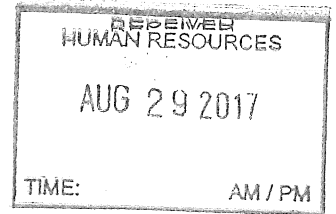
Batch Nbr: 259472

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	20950	20950 JUL2017	107 JUL EMPLY MILEAGE REIMB	57.25
ADVANCED DISPOSAL SERVICES	18928	18928 JULAUG	JUL/AUG DISPOSAL SVCS-SRC	392.18
ADVOCATES-INDEPENDENT LIVINGII	13325	13325 2330APS	JUL SHC/MILEAGE-BA	49.58
BOETTCHER COMMUNICATIONS, LLC	17949	15802 082017	D2D MKTG SVCS	6,572.09
[REDACTED]	18153	18153 JUN/JUL	JUN/JUL NUTRITIONIST SVCS	307.50
CAPITAL CREDIT UNION	12318	12318 WKAPS	AUG/SEP MORTGAGE PYMNT ASSIST-WK	1,129.52
[REDACTED]	4168	4168 JUNJUL17	44 JUN/JUL EMPLY MILEAGE REIMB	23.60
CELLCOM WISCONSIN RSA 10	4818	4818 SEP2017	ADRC/SRC CELL CHGS (08/06 - 09/05)	355.55
CLEARVIEW OPTICAL	11837	11837 18693	EYE GLASS PAYMENT-CC	223.00
CORNERSTONE OF STURGEON BA	12482	12482 WPAPS	RENT 7/14-7/31-WP	2,340.00
CURATIVE CONNECTIONS, INC	21234	21234 2Q17	2Q17 SR AIDE PYMT	375.00
[REDACTED]	17474	17474 JUL2017	15 JUL MOW MILEAGE REIMB	8.04
[REDACTED]	5354	5354 JUL2017	26 JUL MOW MILEAGE REIMB	13.93
[REDACTED]	19378	19378 JUL2017	104.80 JUN/JUL MOW MILEAGE REIMB	56.09
[REDACTED]	12614	12614 JUL2017	175.40 JUL EMPLY MILEAGE REIMB	93.84
TOWN OF LIBERTY GROVE	33170	33170 JUL2017	JUL MEALSITE 13 DAYS @ \$9/DAY	117.00
MANNS STORE	18770	18770 JUL2017	JUL RAW FOOD	704.36
PENINSULA TRANSFER	10033	50035 SGAPS	MOVING CHGES-SG	521.00
[REDACTED]	25789	25789 JUL2017	50 JUL MOW MILEAGE REIMB	26.75
[REDACTED]	21501	21501 JUL2017	JUL MEALSITE 7 DAYS @ \$8/DAY	56.00
[REDACTED]	14091	14091 JUL2017	320 JUL EMPLY MILEAGE REIMB	171.20
GOOD SAMARITAN, SCANDIA VILLAGE	27395	27395 JUL2017	JUL MEALS	380.00

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
STAPLES ADVANTAGE	15069	15069 AUG2017	3348400619/ADRC/SRC SUPPLIES	51.27
STURGEON BAY UTILITIES	30820	30820 AUG2017	AUG UTILITIES-SRC	1,472.65
TEMP-RITE HEATING & COOLING	6969	6969 AUGAPS	A/C UNIT APS CLIENT-LH	2,400.00
UNITED HOME HEALTH SERVICES,LLC	20955	20955 072017	JUL SHC	474.96
UWSP	7086	7086 SEP2017	ADRC CONF-JH, LV, AZ,JE	700.00
TOWN OF WASHINGTON	33570	33570 JUL2017	JUL MEALSITE-10 DAYS @ \$8/DAY	80.00
WDOR AM & FM	129	129 JUL2017	JUL ADV SRC	168.00
WISCONSIN DOCUMENT IMAGING	5999	00384A 72017	APS PRINTER JUL	80.00
WISCONSIN PUBLIC SERVICE	11363	11363 JUL2017	UTILITIES SRC/APS	195.77
WIL KIL PEST CONTROL	6359	6359 AUG2017	AUG PEST CONTROL-SRC	36.75

Batch Total: \$19,632.88 **
 =====

8/14/17



To Whom It May Concern:

I am resigning from the current Behavioral Health Therapist role here at Door County. My last day will be Wednesday, September 27th and I will be available to complete all my exit interviews and give in my phone and surface pro.

Thank you,

A handwritten signature in cursive script, appearing to read "Tanya Mels".

Tanya Kavicky-Mels, MA, LMFT, CFTP

Behavioral Health Therapist



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

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

Memo

To: Human Services Board
From: Joe Krebsbach
CC: Administrative Committee
Date: September 6, 2017
Re: Request to Refill Behavioral Health Therapist

The Behavioral Health position will be vacated by Tanya Kavicky-Mels September 27, 2017. In March of this year, we had another therapist leave the agency. We were able to initially absorb that therapist's case load with our existing staff. We also recently changed that job title and responsibilities to adjust to cover the existing workload. Since the resignation letter was received, we have had to institute a waiting list for both our Mental Health and AODA services.

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

Joe

Request to Refill Position

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

DEPT. HEAD TO COMPLETE:

Department Human Services Position Title: Therapist

Position Status: Currently vacant Will be vacant Date Vacant: 9-28-17

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: Continues to be high

Transfer: why is the new position more attractive to employee than current one? No on call responsibilities

Name of Current / Most Recent Incumbent: Tanya Kavicki Mills

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 11-2-16

Financial Information:

Salary Range: D 15.70-20.63 Is the Position Budgeted: Yes No

Funding Source: Levy % 60 Grant Funded % _____ Other Revenue generated for service % 40

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO 02-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 9-6-17

Oversight Committee Chair _____ Date _____

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

I want to participate I do not wish to participate

Administrative Committee Chair _____ Date _____

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

I want to participate I do not wish to participate

County of Door
Behavioral Health Therapist (Certified)

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

General Summary

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

Duties and Responsibilities

Essential Job Functions

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

General Job Functions

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

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

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

Requirements

Training and Experience

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

Knowledge, Skills and Abilities Required

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

Physical & Working Conditions

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

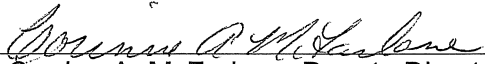
Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and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

County of Door
Behavioral Health Therapist (Certified)

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

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

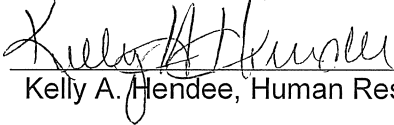
Approvals:



Corrine A. McFarlane, Deputy Director

5/3/17

Date



Kelly A. Hendee, Human Resources Director

5/3/17

Date

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 Behavioral Therapist
 Effective Date _____ 6 Mo _____
 Department Human Services Sub Dept _____

FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Behavioral Therapist Pay Range K Step 1									
1.00	\$28.04	58,323				34,005			92,328
Behavioral Therapist Budget									
1.00	\$28.04	58,323				34,005			92,328
									Total Salary and Benefit Increase/decrease
									-
FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Behavioral Therapist Pay Range K Control Point									
1.00	\$32.05	66,664				35,580			102,244
Behavioral Therapist Budget									
1.00	\$28.04	58,323				34,005			92,328
									Total Salary and Benefit Increase
									9,916

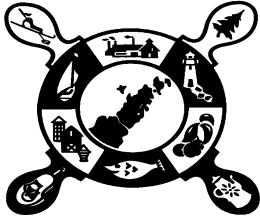
Dept Head Signature Mark E. Jensen
 Date 9/6/2017

Finance Director

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

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

M:\Budget County 2017\2017 Fiscal Impacts\2017 Fiscal Impact - HS Behavior Therapist



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

September 6, 2017

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

RE: Completion of Introductory Period

Employee Name: Ashley LaLuzerne
Position: Administrative Assistant 1
Start Date: March 6, 2017

Ashley LaLuzerne has successfully completed her six month introductory period. She has mastered her business office duties with integrity and professionalism. She has demonstrated all of the necessary required elements of her position and has actively sought more responsibility. Ashley has added significant value to the department and has shown a sound understanding of County business practices. Ashley's attention to detail and diligence has been an example for others to emulate. Ashley has supported all department initiatives and followed all applicable policies. Ashley conducts herself with professionalism and adherence to the Core Values of Door County Government.

As her supervisor, I strongly recommend successful completion of her introductory period and recommend her employment be moved to full time status.

Sincerely,

Timothy Headrick
Business Manager
Department of Human Services

CC: Administrative Committee
Human Resources Department

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

09-07-2017

