

**Tuesday,  
October 10, 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 – September 12, 2017 Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Program Reports
  - a. Unit Oral Report – CSP Survey-Sheryl Flores
  - b. Written Collective Unit Report
  - c. Year-To-Date Program Statistical Report
8. Continuing / Pending Business
  - a. Resource Center Building Update
  - b. Staff Recruitment Updates
  - c. Bus Purchase Update
  - d. Economic Support Drug Test Status
  - e. Vouchers
9. Topics To Be Referred to the Legislative Committee
10. New Business
  - a. Resolution No. 2017-\_\_\_\_\_ Provision of Targeted Case Management Services By Human Services Department and Medical Assistance (MA) or Medicaid Reimbursement
  - b. Request to Refill & Expand Hours for Activities Assistant Position
  - c. Brighter Futures Grant
  - d. Dementia/Crisis Community Meeting FYI
  - e. Crisis Services Request for Proposal (RFP)
  - f. Completion of Introductory Period
    - Elizabeth Secrest
    - Timothy Headrick
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
12. Set Next Meeting Date – Tuesday, November 14th, 2017, 4:00pm with Transportation Public Participation Meeting
13. Meeting Per Diem Code
14. **Adjourn** Meeting

*Deviation from the order shown may occur*

# DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Tuesday, September 12, 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 September 12, 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 Englebert, Tom Leist, Megan Lundahl, Joe Miller, Robert Rau and Laura Vlies Wotachek

Excused: Wayne Kudick

Staff Present: Joseph Krebsbach-Director; Ken Pabich-Door County Administrator; Cori McFarlane-Deputy Director, JoAnn Bauman-Department Accountant from Finance 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 Tom Leist and seconded by Megan Lundahl to adopt the agenda. All were in favor.

4. **Approve Minutes-**

Megan Lundahl motioned to approve minutes of the regular Human Services Board meeting held on August 8, 2017. This was seconded by Tom Leist. All approved.

5. **Correspondence-**

None

6. **Public Comment-**

None

7. **Program Reports-**

a. **Written Collective Unit Report –**

Laura Vlies Wotachek asked about the Wisconsin Home Energy Assistance Program (WHEAP) referenced in the unit report. The number of applicants remains consistent over the past several years although outreach activities are conducted each year.

8. **Continuing / Pending Business-**

a. **Resource Center Building Updates**

The scrolling Informational sign for the Community Center that will advertise the center's activities was approved by the city's Aesthetic Committee.

b. **Staff Recruitment Updates**

- 2 employment offers have been accepted verbally for the Behavioral Health Case Manager positions.
- Interviews are scheduled for the Behavioral Health Manager position.

- On Thursday of this week, interviews will be held for the Administrative Assistant I – Front Desk Receptionist position.

**c. Vouchers**

2 vouchers were explained. One written to Leathem Smith Lodge for the Dr. Diamond Conference meals and the other to Boettcher Communications for the Door 2 Door marketing contract which includes radio, newspaper, brochures and online presence.

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

None at this time.

**10. New Business-**

**a. Review Proposed 2018 Budget**

Joe Krebsbach reviewed the comparison between the 2017 and 2018 Budget Summaries for the ADRC/SRC and Human Services. (Both the summaries and the detailed budgets are attached to these minutes.) The summaries contain a comment section that explain the differences that were explained. Robert Rau moved to accept both the ADRC/SRC and Human Services 2018 Budgets as presented. Helen Bacon seconded the motion and the vote passed unanimously.

**b. Transportation Program 2018 Recommendations**

Joe discussed the need to reduce expenses in the Doo2Door system for 2018. He has asked and received suggestions from the vendor. These will be brought back to the board and public presentation when finalized. To meet the expense needs, the decrease in hours purchased will be about 15%. Due to the amount of the decrease, the state's Department of Transportation may require a revised Request For Proposal (RFP) to go out yet this year. It was suggested by board members that this service have a community solution rather than solely our department's responsibility.

**c. ADRC Bus Purchase**

The department received 10 bids for the bus purchase. The bids ranged from \$65,000- \$90,000. Most of the bids did not give detail on all of the specific requests within the Request for Quotation. A couple of follow up questions will need to be answered before a final decision is made regarding which vendor will be awarded the bid.

**d. FYI - Tanya Kavicky-Mels Resignation**

Tanya has accepted a position that does not require on-call crisis rotation.

**e. Request to Refill – Behavioral Health Therapist**

Helen Bacon motioned to refill this position with a second from Robert Rau. The vote was unanimous.

**f. FYI – ADRC / Aging Integration Grant**

A grant to assist with efforts to integrate the two programs and community outreach was written. We have not yet heard if we will be awarded this grant.

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

- More detail on the Transportation Program, current ridership counts and transportation replacement options
- 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, October 10, 2017 beginning at 8:30am in the Chambers Room of the Government Center, 421 Nebraska Street, Sturgeon Bay.

**13. Recess to travel to 916 North 14<sup>th</sup> Avenue – Community Center**

The meeting was recessed at 10am. The meeting re-convened at 10:10am at the construction site of the new Community Center.

**14. Meeting Per Diem Code-**

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15. **Adjourn the Meeting:**

Laura Vlies motioned and Megan Lundahl seconded to adjourn the meeting. The motion carried. The meeting adjourned at 11:00am.

Respectfully submitted,  
Shawn M. Barlament, Recording Secretary



DOOR COUNTY SRC - ADRC					
2018 BUDGET SUMMARY					
Prepared September 8, 2017 by JoAnn Baumann, Door County Finance Department					
8/24/2017					
Account Name	2016 Actual	2017 Budget as Amended	2018 Budget	Difference 2017-2018	Comments
<b>REVENUES</b>					
General Property Tax Levy	597683	607820	526964	(80,856)	
State ADRC Funding	406128	402000	390273	(11,727)	Decreased time reporting
State Elder Abuse Grant	13429	13429	0	(13,429)	Moved to Human Services
State/Fed Aid - Nutrition Programs	124983	124883	124883	0	
State Aid - Aging Programs	169,019	177,047	154,694	(22,353)	APS Funding moving to Human Services
State Aid - Transportation	779492	865702	687738	(177,964)	85.21/5311/Reserve for new van
Local Collections and Donations	149337	133072	125000	(8,072)	Decreased collections the past 3 years
Other Revenue	9342	3700	6000	2,300	
Offset for Allocated County Costs	55577	29175	29175	0	
Transfers In From Other Funds	15,504	8,710	0	(8,710)	Was trailer fund
Prior Years' Revenue	(397)	0	0	0	
Transfer from Fund Balance	0	0	0	0	
Transfer from Vehicle Replacement Fund	0	0	0	0	
				0	
<b>Total Tax Levy, Revenues and Transfers</b>	<b>2,320,097</b>	<b>2,365,538</b>	<b>2,044,727</b>	<b>(320,811)</b>	
<b>EXPENDITURES</b>					
ADRC Operations	450,244	450,022	443,059	(6,963)	Trailer
SRC Administration	2,669	119,703	530,988	411,285	These costs are allocated out to programs below; added .5 FTE
Adults & Elderly	374,516	289,402	0	(289,402)	APS salary costs included; moved to HS
C Expenditures Paid from Donations Account	2,593	0	0	0	
C-1 Congregate Meals	196,369	198,132	90,700	(107,432)	
C-2 Home-Delivered Meals	169,059	185,580	89,800	(95,780)	
Title III B Supportive Services	87,818	78,600	5,000	(73,600)	
Senior Community Services	29,092	31,138	18,000	(13,138)	
SRC Transportation	109,018	181,742	152,525	(29,217)	
Alzheimer's Family & Caregiver Support	12,354	15,640	17,816	2,176	
Title III D Preventive Health	2,346	2,347	2,348	1	
Benefit Specialist	92,132	96,309	93,651	(2,658)	
Title III E Caregivers Support Program	27,734	21,688	17,869	(3,819)	
OCI Medicare Transition Grant	3,275	3,275	3,275	0	
SHIP Grant	3000	3000	3000	0	
DOT 5311 Transportation	693,246	688,960	576,696	(112,264)	Cutting services
Transfers to Other Funds	63,413	0	0	0	
<b>TOTAL EXPENDITURES</b>	<b>2,318,878</b>	<b>2,365,538</b>	<b>2,044,727</b>	<b>(320,811)</b>	
<b>SUMMARY</b>					
<b>TOTAL REVENUES AND TRANSFERS</b>	<b>2,320,097</b>	<b>2,365,538</b>	<b>2,044,727</b>	<b>(320,811)</b>	
<b>TOTAL EXPENSES</b>	<b>2,318,878</b>	<b>2,365,538</b>	<b>2,044,727</b>	<b>(320,811)</b>	
<b>DIFF - REVENUE OVER EXPENSES</b>	<b>1,219</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>SALARY &amp; BENEFITS</b>	<b>1,180,679</b>	<b>1,226,383</b>	<b>1,047,640</b>	<b>(178,743)</b>	
<b>OTHER EXPENDITURES</b>	<b>1,138,199</b>	<b>1,139,155</b>	<b>997,087</b>	<b>(142,068)</b>	
<b>TOTAL EXPENDITURES</b>	<b>2,318,878</b>	<b>2,365,538</b>	<b>2,044,727</b>	<b>(320,811)</b>	
Total Revenue - ADRC	473,615	439,885	419,448	(20,437)	
Total Revenue - Aging	1,846,482	1,925,653	1,625,279	(300,374)	
	2,320,097	2,365,538	2,044,727	(320,811)	
Total Expenses - ADRC	450,244	450,022	443,059	(6,963)	
Total Expenses - SRC	1,868,634	1,915,516	1,601,668	(313,848)	
	2,318,878	2,365,538	2,044,727	(320,811)	
<b>DIFF - REV LESS EXPEND</b>	<b>1,219</b>	<b>0</b>	<b>0</b>	<b>0</b>	

## DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

## BUDGET SUMMARY

Prepared September 8, 2017 by JoAnn Baumann, Door County Finance Department

8/24/2017

## REVENUES

Description	2016 Actual	2017 Budget as Amended	2018 Budget	Difference 2017-2018	Comments
IDP Emergency Supplemental Funds	\$35,472	\$20,000	\$20,000	\$0	
Youth Aids	\$222,676	\$208,479	\$195,071	(\$13,408)	Enhanced allocation in 2017
Juvenile Justice Comm. Intervention	\$4,455	\$5,470	\$10,050	\$4,580	
Children's COP	\$53,050	\$56,876	\$56,876	\$0	
Foster Care Training	\$902	\$3,643	\$2,708	(\$935)	
Child Care	\$56,793	\$44,188	\$48,382	\$4,194	
Income Maintenance Consortium	\$521,262	\$500,000	\$481,785	(\$18,215)	AMSO spread to WHEAP
Promoting Safe & Stable Families	\$38,069	\$38,069	\$38,069	\$0	
Kinship Care	\$39,038	\$42,424	\$43,631	\$1,207	
Safe Havens Grant	\$27,818	\$0	\$0	\$0	
WHEAP	\$77,533	\$50,539	\$50,539	\$0	
Mental Health Block Grant	\$22,351	\$7,665	\$7,665	\$0	
AODA Block Grant	\$37,826	\$46,219	\$46,219	\$0	
Birth to Three Program	\$78,408	\$78,408	\$78,408	\$0	
Initiatives for Coordinated Services	\$60,000	\$60,000	\$60,000	\$0	
CLTS Waiver Program	\$384,061	\$375,202	\$392,690	\$17,488	Claiming more admin since transition to Family Care
Community Mental Health Program	\$103,623	\$103,623	\$103,623	\$0	
Emergency Detention Grant	\$13,218	\$0	\$0	\$0	Discontinued
Trauma Informed Parenting Grant	\$5,829	\$9,150	\$0	(\$9,150)	
Elder Abuse	\$0	\$0	\$13,429	\$13,429	Moved from Senior Center budget
APS	\$0	\$0	\$22,783	\$22,783	Moved from Senior Center budget
CCS Internal Revenue	\$85,849	\$150,000	\$461,784	\$311,784	MA reimbursement from County Services
CCS Revenue	\$401,816	\$787,500	\$1,147,600	\$360,100	MA reimbursement from Purchased Services
CCS Coordinator Revenue	\$44,616	\$48,000	\$62,448	\$14,448	Revenue from Shawano & Kewaunee Counties for Coordinator
CCS Reconciliation Revenue	\$44,202	\$32,000	\$0	(\$32,000)	
Rep Payee Reimbursement	\$14,138	\$13,000	\$12,000	(\$1,000)	
Miscellaneous Revenues	\$3,750	\$0	\$0	\$0	
Basic County Allocation (BCA)	\$1,209,721	\$1,119,355	\$1,119,397	\$42	
WIMCR	(\$897)	\$100,000	\$50,000	(\$50,000)	Conservative estimate
<b>Subtotal</b>	<b>\$3,585,579</b>	<b>\$3,899,810</b>	<b>\$4,525,157</b>	<b>\$625,347</b>	
<b>Collections</b>					
---Alcohol & Other Drug Abuse	\$29,739	\$20,500	\$19,000	(\$1,500)	
---Developmental Disabilities	\$98,303	\$70,500	\$92,000	\$21,500	Current pace; new case managers
---Mental Health	\$75,044	\$66,000	\$86,500	\$20,500	Current pace
---Psychiatrist	\$54,402	\$55,000	\$41,000	(\$14,000)	Decreased hours
---Community Support Program	\$288,662	\$253,000	\$275,000	\$22,000	
---Intoxicated Driver Program	\$71,555	\$66,500	\$67,500	\$1,000	
---PCW Program	\$89,320	\$116,000	\$101,176	(\$14,824)	Reduced hours
---Miscellaneous Collections	\$19,905	\$9,000	\$18,000	\$9,000	
<b>Subtotal - Collections</b>	<b>\$726,930</b>	<b>\$656,500</b>	<b>\$700,176</b>	<b>\$43,676</b>	
County Tax Levy	\$3,027,235	\$2,965,338	\$3,091,521	\$126,183	
Allowance for Indirect Costs	\$806,809	\$735,506	\$735,506	\$0	
Prior Year Revenues	\$43,714	\$0	\$0	\$0	
Transfers In	\$7,273	\$0	\$0	\$0	
<b>Total Revenues</b>	<b>\$8,197,540</b>	<b>\$8,257,154</b>	<b>\$9,052,360</b>	<b>\$795,206</b>	

**EXPENDITURES**

<u>Description</u>	<u>2016 Actual</u>	<u>2017 Budget as Amended</u>	<u>2018 Budget</u>	<u>Difference 2017-2018</u>	<u>Comments</u>
Agency Administration	\$2,992,098	\$2,167,927	\$2,438,001	\$270,074	One new A/R staff and additional costs moved from IS Dept. of \$115,798.
All Other DCDHS Staff Costs	\$2,318,900	\$3,196,842	\$3,679,828	\$482,986	Includes 4 new positions @ \$295,476 and 3 APS workers from Senior Center @ \$256,061
Income Maintenance Purchased Services	\$5,740	\$1,000	\$6,000	\$5,000	
Birth to Three Program	\$210,923	\$218,300	\$206,800	(\$11,500)	
Developmental Disabilities Purch. Services	\$53,401	\$12,550	\$12,400	(\$150)	
Behavioral Health	\$310,593	\$473,400	\$461,000	(\$12,400)	
AODA Block Grant	\$37,826	\$46,219	\$46,219	\$0	
Initiatives for Coordinated Services	\$80,666	\$17,000	\$12,000	(\$5,000)	
Community Support Program	\$27,238	\$40,000	\$39,000	(\$1,000)	
Mental Health Block Grant	\$22,894	\$7,665	\$7,665	\$0	
PCW Program	\$79,151	\$116,000	\$101,176	(\$14,824)	
CLTS Waiver Program	\$451,780	\$285,202	\$285,202	\$0	
Adults & Elderly	\$0	\$0	\$36,212	\$36,212	
Alternate Care	\$151,043	\$137,838	\$112,495	(\$25,343)	Youth Aids
Children & Families	\$151,364	\$160,703	\$72,620	(\$88,083)	Changed Family Ed. Contract
Juvenile Community Services	\$30,698	\$34,470	\$10,050	(\$24,420)	Bringing contracted services in-house
WHEAP	\$43,007	\$154	\$0	(\$154)	
Miscellaneous	\$1,500	\$0	\$2,000	\$2,000	
Safe Havens Grant	\$27,817	\$0	\$0	\$0	
CCS	\$702,740	\$802,967	\$917,550	\$114,583	Growing program; 100% reimbursement through reconciliation the following year.
Children's COP	\$44,264	\$56,876	\$56,876	\$0	
Community Mental Health	\$177,430	\$152,177	\$175,902	\$23,725	Increasing placement costs
Youth Aids	\$271,554	\$329,864	\$373,364	\$43,500	
<b>Total Expenditures</b>	<b>\$8,192,627</b>	<b>\$8,257,154</b>	<b>\$9,052,360</b>	<b>\$795,206</b>	
Revenues in Excess of Expenditures	\$4,913	\$0	\$0		

<u>Description</u>	<u>2016 Actual</u>	<u>2017 Budget as Amended</u>	<u>2018 Budget</u>	<u>Difference 2017-2018</u>
Human Services County Tax Levy	\$3,027,235	\$2,965,338	\$3,091,521	\$126,183
ADRC/Aging County Tax Levy	\$597,683	\$607,820	\$526,964	(\$80,856)
<b>TOTALS</b>	<b>\$3,624,918</b>	<b>\$3,573,158</b>	<b>\$3,618,485</b>	<b>\$45,327</b>

ACCOUNT	2016 Actual Expense	2017 Adopted Budget	2017 Amended Budget	2017 6/30/17 Expense	2017 6 Mo Remain Expense	2018 Dept Requested	2018 Co Admin/ Dir Recomm	2018 Finance Com Adopted
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Fund 204 - HS Resource Center								
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EXPENSE								
Department 23 - HS Resource Center								
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Sub-Depart 3609 - ADRC Program								
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51101 Salary & Wages	172,592	202,721	202,721	69,996	95,274	211,105	211,105	0
51101.300PR S&W Vac/PTO	13,116	0	0	7,845	0	0	0	0
51101.311PR PTO/Vac/Sick/EUSL Payout	0	0	0	1,870	0	0	0	0
51101.320PR S&W Holiday	6,909	0	0	1,352	0	0	0	0
51101.390PR S&W Personal	876	0	0	648	0	0	0	0
51102 Salary & Wages Part Time	43,158	37,706	37,706	20,405	26,355	39,510	39,510	0
51102.299PR PT Vac/PTO	1,507	0	0	1,813	0	0	0	0
51102.319PR PT Holiday	984	0	0	259	0	0	0	0
51102.389PR PT Personal	97	0	0	127	0	0	0	0
51104 Overtime	15	0	0	77	90	0	0	0
51111 Per Diem	2,525	3,500	3,500	1,315	1,533	3,500	3,500	0
51201 Social Security	17,104	18,660	18,660	7,076	8,251	19,441	19,441	0
51202 Retirement	15,010	16,350	16,350	6,641	7,743	16,792	16,792	0
51203 Dental Insurance	5,113	6,007	6,007	3,004	3,503	7,285	7,285	0
51204 Health Insurance	87,915	104,661	104,661	52,675	61,419	113,340	113,340	0
51205 Life Insurance	42	35	35	21	24	41	41	0
51206 Workers Compensation	9,543	9,932	9,932	4,145	4,833	10,002	10,002	0
52103 Independent Audit/Account	253	398	398	112	162	275	275	0
52203 Fuel-Heating	0	0	0	0	0	1,129	1,129	0
52205 Utilities	0	0	0	0	0	5,267	5,267	0
52206 Telephone	2,465	2,300	2,300	752	752	1,500	1,500	0
52402 Membership Dues	35	335	335	110	225	375	375	0
52403 Advertising & Legal Noti	2,959	3,000	3,000	1,002	1,998	4,000	4,000	0
52425 Interpreter Services	268	200	200	4	4	200	200	0
52701.05162 PS-Outreach	25	0	0	0	0	0	0	0
53101 Other Materials & Suppli	0	0	0	14	0	0	0	0
53102 Postage	400	500	500	205	205	500	500	0
53106 Office Supplies	1,768	1,500	1,500	629	871	1,500	1,500	0
53136 Non-CIP Less than \$5000	12,732	13,400	13,400	8,243	3,059	0	0	0
53140 Gasoline, Oil & Antifree	717	1,000	1,000	196	196	700	700	0
54101 Conference Fees & Traini	648	500	500	47	453	500	500	0
54102 Training Mile,Meals,Lodg	1,595	1,500	1,500	0	1,500	1,500	1,500	0
54102.04206 Meals	39	0	0	29	0	0	0	0
54102.04207 Lodging	0	0	0	82	0	0	0	0
54102.04211 Taxable Meals	39	0	0	16	0	0	0	0
54202 Committee Mile/Meals/Lod	688	900	900	426	426	1,000	1,000	0
55101.204 IS Charges-SRC	66	0	0	0	0	0	0	0
55107 Leased Copying	2,856	3,200	3,200	588	588	1,500	1,500	0
55310 Indirect Costs	55,577	55,577	29,175	14,587	14,587	29,175	29,175	0
55314 Administrative Allocatio	0	0	0	0	0	17,338	17,338	0
55315 Staff Allocations	11,632	8,958	8,958	94	94	12,240	12,240	0
59153 Operational Travel Exp	495	1,500	1,500	0	0	2,500	2,500	0
59153.04205 Operational Mileage	1,745	0	0	927	1,298	0	0	0
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ADRC PROGR TOTAL :	450,244	476,424	450,022	207,144	235,255	443,059	443,059	0
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Sub-Depart 3610 - SRC Donation Exp								
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ACCOUNT	2016 Actual Revenue	2017 Adopted Budget	2017 Amended Budget	2017 6/30/17 Revenue	2017 6 Mo Remain Est Revenue	2018 Dept Requested	2018 Co Admin/ Dir Recomm	2018 Finance Adopted	2018 Com
Fund 204 - HS Resource Center									
REVENUE									
Department 23 - HS Resource Center									
Sub-Depart ORG. 3									
41110.204	Gen Prop Tax-SRC	597,683	607,820	607,820	607,820	0	0	0	0
43802	Fed USDA C-2	21,906	21,853	21,853	4,310	17,543	21,853	21,853	0
43803	St Aid-Aging Benefit Prg	56,430	56,000	56,000	12,752	43,678	56,430	56,430	0
43804	St Aid-Alzheimers Grant	11,155	11,155	19,795	0	19,795	19,795	19,795	0
43805	St Aid-Title III C-1	72,657	67,753	72,716	16,295	56,421	72,716	72,716	0
43806	St Aid-Title III C-2	30,420	27,177	30,314	7,337	22,977	30,314	30,314	0
43807	St Aid-Aging Title III B	43,098	40,560	42,976	10,561	32,415	42,976	42,976	0
43810	St Aid-Title 3E Caregive	17,931	16,192	17,869	821	17,048	17,869	17,869	0
43811	St Aid Community Ser Pro	5,961	5,961	5,961	100	5,861	5,961	5,961	0
43812	St Aid SRC Transportatio	92,970	94,527	94,527	94,527	0	94,527	94,527	0
43813	St Aid Title 3D Preventa	2,111	2,107	2,113	0	2,113	2,113	2,113	0
43814	St Aid Elder Abuse	13,429	13,429	13,429	0	13,429	0	0	0
43816	St Aid OIC Medicare Gran	6,550	6,550	6,550	1,102	5,448	6,550	6,550	0
43818	St Aid SHIP Grant	3,000	3,000	3,000	1,315	1,685	3,000	3,000	0
43819	St Aid DOT 5311 Transpor	603,403	616,632	616,632	50,453	553,039	556,711	556,711	0
43819.04258	St Aid JARC/WETAP	15,541	0	0	0	0	0	0	0
43822	St Aid ADRC	406,128	402,000	402,000	97,140	292,901	390,273	390,273	0
43823	St Aid APS	22,783	22,783	22,783	241	22,542	0	0	0
46600.04162	Local Collections	50,583	38,072	38,072	14,245	19,943	34,000	34,000	0
46600.04168	Transport Donations	5,021	5,000	5,000	2,565	2,565	5,000	5,000	0
46600.04200	C-1 Partic Donations	55,265	55,000	55,000	11,518	34,554	46,000	46,000	0
46600.04201	C-2 Partic Donations	38,468	35,000	35,000	10,906	32,718	40,000	40,000	0
48109	Interest-Investment	1,432	500	500	687	687	0	0	0
48403	Miscellaneous Receipts	786	0	0	31	31	0	0	0
48501	Other Revenues	6	0	0	6	0	0	0	0
48505	Unspecified SRC Donation	2,449	0	0	18,560	0	0	0	0
48516	Indirect Costs	55,577	55,577	29,175	14,587	14,587	29,175	29,175	0
48532	Specified Donations SRC	144	0	0	530	0	0	0	0
48532.04256	Spec Donations SRC-APS	1,946	0	0	917	0	0	0	0
48533	SRC Activity Fees	2,579	1,200	3,200	1,685	1,685	6,000	6,000	0
49110.100	Operating Transfer In	11,910	8,710	8,710	0	0	0	0	0
49110.801	Operating Transfer In	3,594	0	0	0	0	0	0	0
49123	Prior Yr Sr Resource Ctr	397-	0	0	800	0	0	0	0
49201	Transfer Fr Fund Balance	0	106,400	0	0	0	0	0	0
49204	Transfer Fr Vehicle Repl	0	26,600	0	0	0	0	0	0
49208	Tr fr SRC Transprt Reser	0	84,543	154,543	0	68,561	36,500	36,500	0
SUB-DEPART TOTAL :		2,252,519	2,432,101	2,365,538	981,811	1,282,226	1,517,763	1,517,763	0
HS RES CTR TOTAL . . . :		2,252,519	2,432,101	2,365,538	981,811	1,282,226	1,517,763	1,517,763	0
REVENUE TOTAL . . . . . :		2,252,519	2,432,101	2,365,538	981,811	1,282,226	1,517,763	1,517,763	0

ACCOUNT	2016 Actual Expense	2017 Adopted Budget	2017 Amended Budget	2017 6/30/17 Expense	2017 6 Mo Remain Expense	2018 Dept Requested	2018 Co Admin/ Dir Recomm	2018 Finance Adopted	2018 Com
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Fund 204 - HS Resource Center									
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Department 23 - HS Resource Center									
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Sub-Depart 3610 - SRC Donation Exp									
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53137.05172 Donations Used-Unspec.	2,449	0	0	1,172	1,172	0	0	0	0
53137.05173 Donations Used-Specified	144	0	0	9	0	0	0	0	0
DONATIONS TOTAL :	2,593	0	0	1,181	1,172	0	0	0	0
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Sub-Depart 3611 - SRC Administration									
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51101 Salary & Wages	364,280	426,045	426,045	175,432	230,530	296,968	296,968		0
51101.300PR S&W Vac/PTO	38,154	0	0	16,006	0	0	0	0	0
51101.310PR S&W Sick/EUSL	1,162	0	0	0	0	0	0	0	0
51101.320PR S&W Holiday	16,135	0	0	3,296	0	0	0	0	0
51101.330PR S&W Comp Taken	53	0	0	0	0	0	0	0	0
51101.331PR S&W Comp Payout	65	0	0	0	0	0	0	0	0
51101.380PR S&W Trng/Meetng	356	0	0	0	0	0	0	0	0
51101.390PR S&W Personal	1,576	0	0	1,315	0	0	0	0	0
51101.395PR S&W Administrative	452	0	0	1,662	0	0	0	0	0
51102 Salary & Wages Part Time	89,564	106,107	106,107	44,248	52,081	94,037	94,037		0
51102.299PR PT Vac/PTO	0	0	0	174	0	0	0	0	0
51102.309PR PT Sick/EUSL	5,093	0	0	0	0	0	0	0	0
51102.319PR PT Holiday	0	0	0	244	0	0	0	0	0
51104 Overtime	385	0	0	35	41	0	0	0	0
51111 Per Diem	2,300	2,000	2,000	1,025	1,195	2,000	2,000		0
51201 Social Security	36,099	40,865	40,865	16,645	19,408	30,066	30,066		0
51202 Retirement	32,366	35,431	35,431	15,299	17,839	25,453	25,453		0
51203 Dental Insurance	10,737	10,735	10,735	5,720	6,670	8,882	8,882		0
51204 Health Insurance	184,734	182,263	182,263	98,121	114,409	152,907	152,907		0
51205 Life Insurance	238	221	221	106	124	204	204		0
51206 Workers Compensation	20,424	23,144	23,144	9,418	10,981	16,107	16,107		0
52103 Independent Audit/Account	1,386	1,356	1,356	464	673	1,137	1,137		0
52203 Fuel-Heating	2,313	3,000	3,000	1,376	1,926	10,871	10,871		0
52205 Utilities	14,752	13,500	13,500	5,358	7,501	50,733	50,733		0
52206 Telephone	2,757	2,500	2,500	1,045	1,045	2,500	2,500		0
52301 Repair & Maintenance	184	500	500	32	468	0	0		0
52302 Service Contracts	720	720	720	720	0	720	720		0
52402 Membership Dues	325	500	500	75	425	500	500		0
52403 Advertising & Legal Noti	403	150	150	16	134	500	500		0
52461 Records Check	0	300	300	20	208	500	500		0
53101 Other Materials & Suppli	2,068	1,800	1,800	694	972	1,800	1,800		0
53102 Postage	862	800	800	553	553	1,200	1,200		0
53106 Office Supplies	2,314	2,200	2,200	698	977	2,000	2,000		0
53109 Publication&Subscription	56	60	60	0	0	60	60		0
53133 Janitorial Supplies	219	400	400	27	27	100	100		0
53136 Non-CIP Less than \$5000	249	500	500	0	500	500	500		0
53140 Gasoline, Oil & Antifree	377	400	400	129	129	300	300		0
54101 Conference Fees & Traini	1,164	900	900	85	815	1,000	1,000		0
54102 Training Mile,Meals,Lodg	662	400	400	170	230	400	400		0
54202 Committee Mile/Meals/Lod	346	400	400	214	214	400	400		0
55107 Leased Copying	9,641	5,000	5,000	1,284	1,284	2,500	2,500		0
55314 Administrative Allocatio	154,994	31,000	138,125	69,117	69,117	18,420	18,420		0

ACCOUNT	2016 Actual Expense	2017 Adopted Budget	2017 Amended Budget	2017 6/30/17 Expense	2017 6 Mo Est	2017 Remain Expense	2018 Dept Requested	2018 Co Admin/ Dir Recomm	2018 Finance Adopted
Fund 204 - HS Resource Center									
Department 23 - HS Resource Center									
Sub-Depart 3611 - SRC Administration									
55315	Staff Allocations	694,122-	174,796-	607,669-	333,383-	333,383-	155,637-	155,637-	0
55315.00023	Staff Allocations SRC	188	0	0	428	428	0	0	0
58167	APS Donation Expense	1,946	0	0	0	0	0	0	0
59153	Operational Travel Exp	4,680	4,000	4,000	813	1,138	700	700	0
71101.100	Transfer to Other Funds	63,413	0	0	0	0	0	0	0
SRC ADMIN TOTAL :		66,082	660,401	119,703	447	70,425	530,988	530,988	0
Sub-Depart 3612 - Congr Meals Title 3C-1									
52301	Repair & Maintenance	1,790	2,000	2,000	628	1,372	1,000	1,000	0
52428	Building Rent	2,563	3,000	2,565	908	1,271	2,500	2,500	0
52429	Laundry Expense	0	0	600	247	346	600	600	0
52432	Refuse Collection	1,034	1,100	1,100	455	637	1,100	1,100	0
52461	Records Check	0	0	0	20	0	0	0	0
52701	Purchased Services	1,222	700	700	296	414	700	700	0
53115	Small Tools & Equipment	501	0	1,300	489	114	700	700	0
53115.05178	Tools/Equip-Salad Bar	48	0	0	0	0	0	0	0
53116	Delivery Costs	7,190	7,500	7,500	2,994	4,192	7,500	7,500	0
53133	Janitorial Supplies	0	0	700	334	468	1,000	1,000	0
53136	Non-CIP Less than \$5000	0	500	500	0	500	0	0	0
53161	Raw Food	49,649	53,000	57,963	18,553	25,974	58,000	58,000	0
53161.05178	Raw Food-Soup/Salad Bar	6,178	7,000	7,000	3,071	4,299	10,000	10,000	0
53162	Nutrition Supplies	7,870	7,000	4,400	1,763	2,468	7,500	7,500	0
54101	Conference Fees & Traini	0	100	100	61	39	100	100	0
54102	Training Mile,Meals,Lodg	0	0	0	19	0	0	0	0
55314	Administrative Allocatio	21,706	0	22,280	11,141	11,141	0	0	0
55315	Staff Allocations	96,618	0	89,424	44,712	44,712	0	0	0
TITLE 3C-1 TOTAL :		196,369	81,900	198,132	85,691	97,947	90,700	90,700	0
Sub-Depart 3613 - Congr Meals Title 3C-2									
52301	Repair & Maintenance	51	0	1,500	726	0	1,000	1,000	0
52302	Service Contracts	0	0	0	20	120	0	0	0
52428	Building Rent	420	0	435	181	253	500	500	0
52429	Laundry Expense	0	0	720	286	400	700	700	0
52432	Refuse Collection	1,207	1,300	1,300	538	753	1,300	1,300	0
52436	Contracted Food	3,976	3,500	3,500	2,216	3,102	5,000	5,000	0
52461	Records Check	30	0	0	30	42	0	0	0
52701	Purchased Services	803	2,000	2,000	259	363	1,000	1,000	0
53115	Small Tools & Equipment	0	0	1,100	328	459	700	700	0
53116	Delivery Costs	2,575	3,000	3,000	1,043	1,460	3,000	3,000	0
53133	Janitorial Supplies	0	0	800	386	540	1,100	1,100	0
53161	Raw Food	61,463	66,000	69,137	23,117	32,364	65,000	65,000	0
53162	Nutrition Supplies	12,005	14,000	9,880	3,018	4,225	10,500	10,500	0
54101	Conference Fees & Traini	0	0	0	71	0	0	0	0
54102	Training Mile,Meals,Lodg	0	0	0	22	0	0	0	0
55314	Administrative Allocatio	16,048	0	18,232	9,116	9,116	0	0	0



ACCOUNT	2016 Actual Expense	2017 Adopted Budget	2017 Amended Budget	2017 6/30/17 Expense	2017 6 Mo Remain Est	2017 Expense	2018 Dept Requested	2018 Co Admin/ Dir Recomm	2018 Finance Adopted	2018 Com
Fund 204 - HS Resource Center										
Department 23 - HS Resource Center										
Sub-Depart 3613 - Congr Meals Title 3C-2										
55315	Staff Allocations	70,481	0	73,976	36,988	36,988	0	0	0	0
TITLE 3C-2 TOTAL :		169,059	89,800	185,580	78,345	90,185	89,800	89,800	0	0
Sub-Depart 3614 - Fed Aid Title 3B										
52701.05161	PS-Nutrition Education	0	0	0	0	651	1,300	1,300	0	0
52706	Supportive Services	690	0	2,416	676	1,089	500	500	0	0
52706.05165	Supp Serv-Home Care	3,786	5,000	5,000	145	4,855	3,200	3,200	0	0
55314	Administrative Allocatio	15,453	0	14,066	7,034	7,034	0	0	0	0
55315	Staff Allocations	67,889	0	57,118	28,560	28,560	0	0	0	0
FED 3-B TOTAL . :		87,818	5,000	78,600	36,415	42,189	5,000	5,000	0	0
Sub-Depart 3615 - Community Serv Program										
52403	Advertising & Legal Noti	0	0	2,500	855	1,197	5,000	5,000	0	0
52701	Purchased Services	400	0	0	200	600	0	0	0	0
53106	Office Supplies	0	0	0	0	60	0	0	0	0
55314	Administrative Allocatio	4,274	0	4,704	2,351	2,351	0	0	0	0
55315	Staff Allocations	19,106	0	18,934	9,468	9,468	0	0	0	0
59124	Misc Expense	2,958	5,000	2,500	443	443	10,000	10,000	0	0
59141	Activities & Programs	2,354	500	2,500	1,615	1,615	3,000	3,000	0	0
COMM SERV TOTAL :		29,092	5,500	31,138	14,932	15,734	18,000	18,000	0	0
Sub-Depart 3616 - Specialized Transp										
52206	Telephone	448	400	400	167	167	400	400	0	0
52301	Repair & Maintenance	7,837	4,000	4,000	1,714	2,400	4,000	4,000	0	0
52401	Contracted Services	7,706	8,000	8,000	3,217	4,504	8,000	8,000	0	0
52403	Advertising & Legal Noti	25	3,400	3,400	21	3,379	3,500	3,500	0	0
53106	Office Supplies	6	0	0	0	0	0	0	0	0
53140	Gasoline, Oil & Antifree	5,046	6,000	6,000	3,072	3,072	6,500	6,500	0	0
55314	Administrative Allocatio	16,243	15,000	15,000	9,097	9,097	18,420	18,420	0	0
55315	Staff Allocations	71,707	74,942	74,942	36,604	36,604	70,162	70,162	0	0
69910	Vehicle Replmt Purchases	0	133,000	70,000	0	0	36,500	36,500	0	0
69910.32113	Vehicle Replmt Funding	0	0	0	0	0	5,043	5,043	0	0
SPEC TRANS TOTAL :		109,018	244,742	181,742	53,892	59,223	152,525	152,525	0	0
Sub-Depart 3617 - Alzheimers										
52701	Purchased Services	10,533	7,000	7,722	715	7,007	9,898	9,898	0	0
52822	Respite Care	0	0	7,918	1,356	6,562	7,918	7,918	0	0
55314	Administrative Allocatio	347	0	0	0	0	0	0	0	0
55315	Staff Allocations	1,474	0	0	0	0	0	0	0	0
ALZHEIMERS TOTAL :		12,354	7,000	15,640	2,071	13,569	17,816	17,816	0	0

ACCOUNT	2016 Actual Expense	2017 Adopted Budget	2017 Amended Budget	2017 6/30/17 Expense	2017 6 Mo Remain Est Expense	2018 Dept Requested	2018 Co Admin/Fi Dir Recomm	2018 Finance Adopted	2018 Com
Fund 204 - HS Resource Center									
Department 23 - HS Resource Center									
Sub-Depart 3618 - 3-D Preventative Hlth									
52788 Title 3D Preventative Hl	2,346	2,341	2,347	103	2,244	2,348	2,348		0
3-D TOTAL . . . :	2,346	2,341	2,347	103	2,244	2,348	2,348		0
Sub-Depart 3619 - Benefit Specialist									
52402 Membership Dues	35	50	50	35	15	35	35		0
53106 Office Supplies	0	0	0	65	0	0	0		0
54101 Conference Fees & Traini	75	200	200	100	100	100	100		0
54102 Training Mile,Meals,Lodg	432	600	600	0	600	500	500		0
55314 Administrative Allocatio	17,878	16,000	16,000	0	0	17,338	17,338		0
55315 Staff Allocations	73,642	78,959	78,959	31,795	31,795	75,478	75,478		0
59153 Operational Travel Exp	70	500	500	0	0	200	200		0
BEN SPE TOTAL . . :	92,132	96,309	96,309	31,995	32,510	93,651	93,651		0
Sub-Depart 3623 - 3-E Caregivers Suplmnt									
52706.05135 Supp Serv-Respite	3,202	5,000	5,000	0	5,000	4,000	4,000		0
52706.05164 Supp Serv-Support Groups	3,801	1,000	1,000	445	445	4,000	4,000		0
52706.05165 Supp Serv-Home Care	6,236	8,000	8,000	356	7,644	6,869	6,869		0
52790 Title 3E Caregiver Progr	3,515	2,192	2,192	0	2,192	3,000	3,000		0
55314 Administrative Allocatio	2,009	0	1,070	535	535	0	0		0
55315 Staff Allocations	8,971	0	4,426	2,213	2,213	0	0		0
3-E TOTAL . . . :	27,734	16,192	21,688	3,549	18,029	17,869	17,869		0
Sub-Depart 3624 - OCI Medicare Transi Grant									
55301 S& W Allocation	3,275	3,275	3,275	3,275	0	3,275	3,275		0
OCI GRANT TOTAL :	3,275	3,275	3,275	3,275	0	3,275	3,275		0
Sub-Depart 3626 - DOT 5311 Transportation									
52302.04240 Serv Contr-Shared Taxi	717,739	723,547	723,547	302,311	423,235	632,646	632,646		0
52401 Contracted Services	27,960	40,000	40,000	7,046	21,138	31,041	31,041		0
52401.04258 Cont Serv JARC/WETAP	15,541	0	0	0	0	0	0		0
52403.04239 Advertising/Market Plan	15,369	15,000	15,000	1,627	13,373	15,000	15,000		0
52808 Misc. Purchased Services	35	0	0	0	0	0	0		0
55315 Staff Allocations	18,308	15,903	15,903	12,405	12,405	28,869	28,869		0
59153 Operational Travel Exp	0	0	0	14	20	0	0		0
59913 Transp Voucher Credits	101,706	105,490	105,490	46,194	64,672	130,860	130,860		0
DOT 5311 TOTAL . . :	693,246	688,960	688,960	277,209	405,499	576,696	576,696		0
Sub-Depart 3629 - SHIP Grant									
55301 S& W Allocation	3,000	3,000	3,000	3,000	0	3,000	3,000		0

ACCOUNT	2016 Actual Expense	2017 Adopted Budget	2017 Amended Budget	2017 6/30/17 Expense	2017 6 Mo Remain Est Expense	2018 Dept Requested	2018 Co Admin/Fi Dir Recomm	2018 Finance Adopted
Fund 204 - HS Resource Center								
Department 23 - HS Resource Center								
Sub-Depart 3629 - SHIP Grant								
SHIP GRANT TOTAL :	3,000	3,000	3,000	3,000	0	3,000	3,000	0
Sub-Depart 3630 - Adults & Elderly								
52787 Elder Abuse	13,429	13,429	13,429	0	13,429	0	0	0
52795 Adult Protective Service	22,688	22,783	22,783	941	21,842	0	0	0
55314 Administrative Allocatio	61,007	0	47,750	29,844	29,844	0	0	0
55315 Staff Allocations	277,392	15,045	205,440	128,399	128,399	0	0	0
ADULT/ELD TOTAL :	374,516	51,257	289,402	159,184	193,514	0	0	0
HS RES CTR TOTAL . . . :	2,318,878	2,432,101	2,365,538	958,433	1,277,495	2,044,727	2,044,727	0
EXPENSE TOTAL . . . . . :	2,318,878	2,432,101	2,365,538	958,433	1,277,495	2,044,727	2,044,727	0
HS Res Ctr TOTAL REVENUE . :	2,252,519	2,432,101	2,365,538	981,811	1,282,226	1,517,763	1,517,763	0
HS Res Ctr TOTAL EXPENSE . :	2,318,878	2,432,101	2,365,538	958,433	1,277,495	2,044,727	2,044,727	0
HS Res Ctr TOTAL NET . . . :	66,359-	0	0	23,378	4,731	526,964-	526,964-	0
TOTAL REVENUES . . . . . :	2,252,519	2,432,101	2,365,538	981,811	1,282,226	1,517,763	1,517,763	0
TOTAL EXPENSES . . . . . :	2,318,878	2,432,101	2,365,538	958,433	1,277,495	2,044,727	2,044,727	0
NET TOTAL . . . . . :	66,359-	0	0	23,378	4,731	526,964-	526,964-	0

ACCOUNT	2016 Actual Revenue	2017 Adopted Budget	2017 Amended Budget	2017 6/30/17 Revenue	2017 6 Mo Remain Est Revenue	2018 Dept Requested	2018 Co Admin/Fi Dir Recomm	2018 Finance Adopted	2018 Com
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Fund 240 - Human Services									
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REVENUE									
Department 47 - Dept Human Services									
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Sub-Depart ORG. 3									
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41110.240	Gen Prop Tx Human Servic	3,027,235	2,965,338	2,965,338	2,965,338	0	0	0	0
43117	St Aid IDP Emerg Funds	35,472	20,000	20,000	0	20,000	20,000	20,000	0
43605.4101	St Aid Basic Co Alloc DC	336,029	336,029	335,987	84,525	251,504	336,029	336,029	0
43605.4102	St Aid Basic Co Alloc DH	873,692	783,368	783,368	169,158	614,210	783,368	783,368	0
43605.4109	St Aid Youth Aids	222,676	195,071	208,479	63,997	131,074	195,071	195,071	0
43605.4110	St Aid Juv Just Comm Int	4,455	5,470	5,470	0	5,470	10,050	10,050	0
43605.4124	St Aid Children's COP	53,050	56,876	56,876	3,279	53,597	56,876	56,876	0
43605.4184	St Aid Foster Parent Trn	902	2,401	3,643	134	640	2,708	2,708	0
43606.4208	St Aid Child Care Fraud	2,688	2,688	2,688	1,898	790	2,575	2,575	0
43606.4210	St Aid Inc Mnt Consortiu	521,262	500,000	500,000	183,718	301,358	481,785	481,785	0
43606.4212	St Aid CC Adm & Operatio	52,013	41,000	41,000	14,120	26,880	44,557	44,557	0
43606.4213	St Aid CC Certification	2,092	500	500	0	500	1,250	1,250	0
43608.4178	St Aid Safe & Stable Fam	38,069	38,069	38,069	0	38,069	38,069	38,069	0
43608.4181	St Aid Kinship Benefits	37,807	39,909	39,262	11,407	28,502	39,909	39,909	0
43608.4183	St Aid Safe Haven	27,818	0	0	0	0	0	0	0
43608.4185	St Aid Kinship Assessmnt	1,231	3,722	3,162	402	600	3,722	3,722	0
43609.4209	St Aid WEAP	77,533	50,539	50,539	8,753	41,786	50,539	50,539	0
43703	St Aid Mental Hlth Blk	22,351	7,665	7,665	997	6,668	7,665	7,665	0
43704	St Aid AODA Prevention	37,826	46,281	46,219	4,205	42,014	46,219	46,219	0
43705	St Aid Birth To Three	78,408	78,408	78,408	20,884	57,524	78,408	78,408	0
43713	St Aid Int Coord Service	60,000	60,000	60,000	1,614	61,614	60,000	60,000	0
43717	St Aid CLTS Childrn Waiv	90,182	80,000	80,000	76,105	106,547	120,000	120,000	0
43717.04153	St Aid Admin - CLTS	25,125	10,000	10,000	0	20,000	27,488	27,488	0
43717.04249	St Aid TPA Pmts Vendors	238,036	285,202	285,202	61,891	107,932	245,202	245,202	0
43717.04250	St Aid TPA Reimbursement	30,718	0	0	12,727	0	0	0	0
43730	St Aid Comm Mental Healt	103,623	103,900	103,623	25,906	77,717	103,623	103,623	0
43731	Emerg. Detention Grant	13,218	0	0	0	0	0	0	0
43732	St Aid Trauma Proj Grant	5,829	0	9,150	5,835	3,337	0	0	0
43814	St Aid Elder Abuse	0	0	0	0	0	13,429	13,429	0
43823	St Aid APS	0	0	0	0	0	22,783	22,783	0
46640.4230	Coll AODA Outpatient	9,726	12,000	12,000	4,099	5,739	10,000	10,000	0
46640.4232	Coll AODA Inpatient	13,142	4,000	4,000	553	774	0	0	0
46640.4234	Coll AODA HMO	6,986	4,500	4,500	3,997	5,596	9,000	9,000	0
46640.4240	Coll AODA CM Revenue	115	0	0	0	0	0	0	0
46642.4152	Coll DD CLTS Parental	0	0	0	386	386	0	0	0
46642.4154	Coll DD B-3 Cost Shares	150	500	500	0	0	0	0	0
46642.4155	Coll DD B-3 Therapists	68,616	50,000	50,000	28,473	39,862	65,000	65,000	0
46642.4156	Coll DD B-3 Enhancements	2,043	0	0	0	0	0	0	0
46642.4173	Coll DD CMgmt Children	27,494	20,000	20,000	12,955	18,137	27,000	27,000	0
46643.4230	Coll Mnt Hlth Outpatient	27,864	30,000	30,000	14,904	20,866	30,000	30,000	0
46643.4232	Coll Mntl Hlth Inpatient	10,703	5,000	5,000	5,556	7,778	10,000	10,000	0
46643.4234	Coll Mntl Hlth HMO	14,060	9,000	9,000	9,336	13,070	15,000	15,000	0
46643.4238	Coll MH Crisis Intervent	15,866	20,000	20,000	15,353	21,494	25,000	25,000	0
46643.4240	Coll MH ICS Case Managem	6,551	2,000	2,000	3,872	5,421	6,500	6,500	0
46643.4242	Coll CCS Internal Revenu	85,849	150,000	150,000	85,372	119,521	461,784	461,784	0
46644.4230	Coll Psychiatr Outpatien	47,219	50,000	50,000	13,561	18,985	33,000	33,000	0
46644.4234	Coll Psychiatr HMO	7,183	5,000	5,000	3,031	4,243	8,000	8,000	0
46645.4230	Coll CSP Outpatient	279,962	250,000	250,000	119,431	167,203	270,000	270,000	0

ACCOUNT	2016 Actual Revenue	2017 Adopted Budget	2017 Amended Budget	2017 6/30/17 Revenue	2017 6 Mo Remain Est Revenue	2018 Dept Requested	2018 Co Admin/Fi Dir Recomm	2018 Finance Adopted	2018 Com
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Fund 240 - Human Services									
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Department 47 - Dept Human Services									
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Sub-Depart ORG. 3									
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46645.4232 Coll CSP Inpatient	6,291	3,000	3,000	1,485	2,079	3,000	3,000	0	
46645.4250 Coll CSP Other Revenues	2,409	0	0	890	1,246	2,000	2,000	0	
46646.4230 Coll IDP Outpatient	14,133	10,000	10,000	3,641	5,097	10,000	10,000	0	
46646.4232 Coll IDP Inpatient	211	0	0	300	420	0	0	0	
46646.4234 Coll IDP HMO	1,970	1,500	1,500	826	1,156	1,500	1,500	0	
46646.4244 Coll IDP OWI Court Fees	26,536	25,000	25,000	12,897	18,056	28,000	28,000	0	
46646.4246 Coll IDP OWI Assessments	28,615	30,000	30,000	15,380	15,380	28,000	28,000	0	
46646.4250 Coll IDP Other Revenues	90	0	0	0	0	0	0	0	
46648 Coll PCW Revenues	89,320	116,000	116,000	30,513	61,026	101,176	101,176	0	
46649 WIMCR Revenues	897	100,000	100,000	0	100,000	50,000	50,000	0	
46652 Coll Collection Agencies	7,986	2,000	2,000	3,953	0	5,000	5,000	0	
46652.4252 Coll Tax Intercepts	11,412	7,000	7,000	4,529	6,341	13,000	13,000	0	
46658 Food Stamp Recoveries	507	0	0	207	414	0	0	0	
46659 CCS Revenues	401,816	787,500	787,500	252,333	440,000	1,147,600	1,147,600	0	
46659.4243 CCS Coordinator Reimb.	44,616	48,000	48,000	14,675	29,350	62,448	62,448	0	
46659.4248 CCS Reconciliation Rev.	44,202	32,000	32,000	0	32,000	0	0	0	
46660 Trauma Project Reimb.	0	1,500	0	0	0	0	0	0	
46661 MA Recoveries	1,548	0	0	675	1,350	0	0	0	
47120 Client Rep Payee Reimb	14,138	13,000	13,000	6,409	6,409	12,000	12,000	0	
48107 Interest COP Risk Reserv	2	0	0	0	0	0	0	0	
48123 Misc Administrative Rev	1,384	0	0	644	644	0	0	0	
48501 Other Revenues	0	0	0	50	0	0	0	0	
48515 Allow Indirect Costs	806,809	806,809	735,506	367,753	367,753	735,506	735,506	0	
48530 Donations	0	0	0	375	0	0	0	0	
48539 Workshop Conf Fees Coll	816	0	0	135	0	0	0	0	
49110.801 Operating Transfer In	7,273	0	0	0	0	0	0	0	
49120 Prior Year Revenues	43,714	0	0	31,382	0	0	0	0	
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SUB-DEPART TOTAL :	8,197,540	8,307,745	8,257,154	4,783,596	3,535,357	5,960,839	5,960,839	0	
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HUMAN SERV TOTAL . . . :	8,197,540	8,307,745	8,257,154	4,783,596	3,535,357	5,960,839	5,960,839	0	
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REVENUE TOTAL . . . . . :	8,197,540	8,307,745	8,257,154	4,783,596	3,535,357	5,960,839	5,960,839	0	

ACCOUNT	2016 Actual Expense	2017 Adopted Budget	2017 Amended Budget	2017 6/30/17 Expense	2017 6 Mo Remain Est Expense	2018 Dept Requested	2018 Co Admin/Fi Dir Recomm	2018 Finance Adopted	2018 Com
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Fund 240 - Human Services									
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EXPENSE									
Department 47 - Dept Human Services									
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Sub-Depart 3900 - Agency Administration									
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51101 Salary & Wages	401,793	542,332	542,332	229,555	306,781	643,197	643,197		0
51101.300PR S&W Vac/PTO	52,820	0	0	25,068	0	0	0		0
51101.310PR S&W Sick/EUSL	0	0	0	722	0	0	0		0
51101.311PR PTO/Vac/Sick/EUSL Payout	0	0	0	27,922	0	0	0		0
51101.320PR S&W Holiday	18,866	0	0	4,283	0	0	0		0
51101.350PR S&W Funeral	1,496	0	0	408	0	0	0		0
51101.390PR S&W Personal	2,303	0	0	1,240	0	0	0		0
51101.395PR S&W Administrative	2,003	0	0	1,830	0	0	0		0
51102 Salary & Wages Part Time	0	0	0	1,023	9,207	0	0		0
51104 Overtime	9	0	0	59	0	0	0		0
51111 Per Diem	5,563	8,250	8,250	2,363	2,755	8,250	8,250		0
51117 On Call Compensation	77,400	73,000	73,000	34,500	40,227	73,047	73,047		0
51201 Social Security	40,702	47,704	47,704	23,808	25,270	55,423	55,423		0
51202 Retirement	36,756	41,843	41,843	20,239	23,599	47,986	47,986		0
51203 Dental Insurance	9,408	9,968	9,968	5,666	6,607	12,524	12,524		0
51204 Health Insurance	141,474	147,546	147,546	93,446	108,958	199,621	199,621		0
51205 Life Insurance	363	316	316	173	202	361	361		0
51206 Workers Compensation	9,637	9,401	9,401	4,333	5,052	9,458	9,458		0
51207 Unemployment Compensatio	1,373	0	0	7,400	2,000	0	0		0
52103 Independent Audit/Account	13,901	14,500	14,500	5,179	7,510	14,500	14,500		0
52206 Telephone	15,332	15,000	14,846	5,191	5,191	15,000	15,000		0
52302.00047 SC-Software Human Servic	0	0	0	0	0	89,144	89,144		0
52324 TCM Extra Expenses	0	0	0	0	0	18,500	18,500		0
52402 Membership Dues	1,000	1,000	1,000	1,000	0	1,000	1,000		0
52403 Advertising & Legal Noti	1,131	1,200	1,200	1,000	200	1,200	1,200		0
52423 Permit Fees	1,649	2,000	2,000	750	1,250	2,000	2,000		0
52425 Interpreter Services	3,208	1,500	1,500	313	313	1,000	1,000		0
52461 Records Check	0	0	0	30	30	0	0		0
52463 Medicare License Billing	0	400	400	0	400	0	0		0
52701.05118 PS-Crisis Hotline	14,004	15,000	15,000	5,835	8,169	73,500	73,500		0
52808 Misc. Purchased Services	3,287	35,000	35,000	1,600	0	10,000	10,000		0
53102 Postage	5,668	8,000	8,000	3,447	3,447	7,000	7,000		0
53106 Office Supplies	10,730	14,000	14,000	5,803	5,803	12,000	12,000		0
53109 Publication&Subscription	187	300	300	301	0	300	300		0
53136 Non-CIP Less than \$5000	931	2,000	2,000	740	1,260	4,000	4,000		0
53140 Gasoline, Oil & Antifree	3,042	5,000	5,000	1,796	1,796	4,000	4,000		0
54101 Conference Fees & Traini	8,312	14,000	14,000	6,696	6,696	20,000	20,000		0
54102 Training Mile,Meals,Lodg	7,370	5,000	5,000	1,696	1,696	7,000	7,000		0
54102.04211 Taxable Meals	0	0	0	21	0	0	0		0
54111 Conf/Workshop Expense	816	0	0	365	0	0	0		0
54119 Family Care Contribution	444,304	390,252	390,252	0	390,252	336,200	336,200		0
54202 Committee Mile/Meals/Lod	603	900	900	319	319	900	900		0
55101.240 IS Charges	2,435	3,500	3,500	3,787	287-	13,254	13,254		0
55106 Printing	0	500	500	225	275	500	500		0
55107 Leased Copying	12,533	13,000	13,000	5,808	5,808	13,000	13,000		0
55310 Indirect Costs	806,809	806,809	735,506	367,753	367,753	735,506	735,506		0
55315 Staff Allocations	820-	7,370-	7,370-	683-	3,000-	7,370-	7,370-		0
59124.05177 Misc. Purchases	128	0	18 0	0	0	0	0		0

ACCOUNT	2016 Actual Expense	2017 Adopted Budget	2017 Amended Budget	2017 6/30/17 Expense	2017 6 Mo Remain Est Expense	2018 Dept Requested	2018 Co Admin/Fi Dir Recomm	2018 Finance Adopted	2018 Com
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Fund 240 - Human Services									
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Department 47 - Dept Human Services									
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Sub-Depart 3900 - Agency Administration									
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59148 Malpractice Insurance	3,799	4,000	4,000	0	4,000	4,000	4,000	0	
59153 Operational Travel Exp	10,783	15,000	13,533	4,413	6,178	12,000	12,000	0	
59153.04211 Operational Taxable Meal	0	0	0	4	4	0	0	0	
71101.100 Transfer to Other Funds	818,990	0	0	0	0	0	0	0	
AGCY ADMIN TOTAL :	2,992,098	2,240,851	2,167,927	907,427	1,345,721	2,438,001	2,438,001	0	
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Sub-Depart 3906 - Children & Families Staff									
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51101 Salary & Wages	342,076	424,003	424,003	172,804	234,040	487,232	487,232	0	
51101.300PR S&W Vac/PTO	38,375	0	0	16,183	0	0	0	0	
51101.320PR S&W Holiday	15,577	0	0	3,336	0	0	0	0	
51101.380PR S&W Trng/Meetng	6,230	0	0	1,190	0	0	0	0	
51101.390PR S&W Personal	1,932	0	0	1,253	0	0	0	0	
51101.395PR S&W Administrative	8,848	0	0	5,955	0	0	0	0	
51201 Social Security	30,037	32,436	32,436	14,649	17,081	37,272	37,272	0	
51202 Retirement	27,127	28,834	28,834	13,649	15,915	32,644	32,644	0	
51203 Dental Insurance	6,284	6,901	6,901	3,285	3,830	9,201	9,201	0	
51204 Health Insurance	102,396	117,169	117,169	52,669	61,412	147,546	147,546	0	
51205 Life Insurance	185	199	199	95	111	207	207	0	
51206 Workers Compensation	19,313	19,801	19,801	9,133	10,649	22,170	22,170	0	
54102.04211 Taxable Meals	51	0	0	8	30	0	0	0	
55315 Staff Allocations	714-	0	0	0	0	0	0	0	
59153.04211 Operational Taxable Meal	128	0	0	30	0	0	0	0	
CHLD & FAM TOTAL :	597,845	629,343	629,343	294,239	343,068	736,272	736,272	0	
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Sub-Depart 3909 - Income Maintenance Staff									
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51101 Salary & Wages	288,985	340,773	340,773	142,333	184,679	352,820	352,820	0	
51101.300PR S&W Vac/PTO	23,475	0	0	12,398	0	0	0	0	
51101.320PR S&W Holiday	11,728	0	0	2,639	0	0	0	0	
51101.330PR S&W Comp Taken	603	0	0	489	0	0	0	0	
51101.331PR S&W Comp Payout	235	0	0	0	0	0	0	0	
51101.350PR S&W Funeral	0	0	0	364	0	0	0	0	
51101.390PR S&W Personal	1,740	0	0	164	0	0	0	0	
51104 Overtime	13,131	0	0	115	0	0	0	0	
51117 On Call Compensation	2,300	5,675	5,675	3,337	3,891	5,123	5,123	0	
51201 Social Security	23,809	26,502	26,502	11,388	13,278	27,383	27,383	0	
51202 Retirement	22,381	23,558	23,558	11,005	12,832	23,983	23,983	0	
51203 Dental Insurance	9,492	10,224	10,224	4,729	5,514	9,457	9,457	0	
51204 Health Insurance	160,662	173,584	173,584	69,826	81,417	138,867	138,867	0	
51205 Life Insurance	119	113	113	72	84	158	158	0	
51206 Workers Compensation	841	867	867	388	452	860	860	0	
54102.04211 Taxable Meals	83	0	0	0	0	0	0	0	
55314 Administrative Allocatio	2,010	0	0	0	0	0	0	0	
55315 Staff Allocations	5,476-	0	0	654-	0	0	0	0	
IM STAFF TOTAL . :	556,118	581,296	581,196	258,593	302,147	558,651	558,651	0	

ACCOUNT	2016 Actual Expense	2017 Adopted Budget	2017 Amended Budget	2017 6/30/17 Expense	2017 6 Mo Remain Est Expense	2018 Dept Requested	2018 Co Admin/Fi Dir Recomm	2018 Finance Adopted	2018 Com
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Fund 240 - Human Services	=====								
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Department 47 - Dept Human Services	-----								
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Sub-Depart 3912 - Behavioral Health Staff	-----								
51101 Salary & Wages	476,854	584,869	580,319	155,034	213,482	444,378	444,378		0
51101.300PR S&W Vac/PTO	29,443	0	0	13,125	0	0	0		0
51101.311PR PTO/Vac/Sick/EUSL Payout	0	0	0	4,036	0	0	0		0
51101.320PR S&W Holiday	18,182	0	0	3,188	0	0	0		0
51101.350PR S&W Funeral	192	0	0	0	0	0	0		0
51101.390PR S&W Personal	3,194	0	0	1,016	0	0	0		0
51101.395PR S&W Administrative	6,959	0	0	6,690	0	0	0		0
51102 Salary & Wages Part Time	25,687	0	0	60,275	96,907	165,180	165,180		0
51102.299PR PT Vac/PTO	1,468	0	0	20,772	0	0	0		0
51102.319PR PT Holiday	2,936	0	0	1,322	0	0	0		0
51102.389PR PT Personal	0	0	0	741	0	0	0		0
51201 Social Security	38,541	44,741	44,741	19,660	22,924	46,630	46,630		0
51202 Retirement	37,295	39,771	39,771	16,982	19,801	40,840	40,840		0
51203 Dental Insurance	5,952	7,156	7,156	3,293	3,840	8,626	8,626		0
51204 Health Insurance	80,391	121,508	121,508	45,919	53,542	148,567	148,567		0
51205 Life Insurance	362	282	282	141	164	83	83		0
51206 Workers Compensation	26,406	27,314	27,314	12,112	14,123	27,735	27,735		0
54102.04211 Taxable Meals	71	0	0	67	67	0	0		0
55315 Staff Allocations	172,364	0	143,582	41,463	157,793	0	0		0
59153.04211 Operational Taxable Meal	25	0	0	9	9	0	0		0
BEHV HLTH TOTAL :	581,594	825,641	677,509	322,919	267,066	882,039	882,039		0
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Sub-Depart 3913 - PS-IM Contracts	-----								
52146 Drug Screens	16	0	0	0	0	0	0		0
52153 PS Child Care Cert	2,092	500	500	361	1,083	2,000	2,000		0
52154 PS IM Fraud	3,632	500	500	0	500	4,000	4,000		0
PS-IM CONT TOTAL :	5,740	1,000	1,000	361	1,583	6,000	6,000		0
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Sub-Depart 3915 - Childrens LT Suppt Staff	-----								
51101 Salary & Wages	195,884	401,586	401,586	153,533	226,209	469,759	469,759		0
51101.300PR S&W Vac/PTO	28,081	0	0	16,581	0	0	0		0
51101.311PR PTO/Vac/Sick/EUSL Payout	0	0	0	19,038	0	0	0		0
51101.320PR S&W Holiday	9,832	0	0	2,769	0	0	0		0
51101.390PR S&W Personal	1,431	0	0	654	0	0	0		0
51101.395PR S&W Administrative	2,538	0	0	1,429	0	0	0		0
51102 Salary & Wages Part Time	43,952	53,692	53,692	16,244	28,817	54,357	54,357		0
51102.299PR PT Vac/PTO	7,073	0	0	2,446	0	0	0		0
51102.309PR PT Sick/EUSL	1,416	0	0	5,664	0	0	0		0
51102.319PR PT Holiday	1,905	0	0	360	0	0	0		0
51102.389PR PT Personal	206	0	0	0	0	0	0		0
51105 Longevity	400	400	400	0	0	400	400		0
51201 Social Security	21,724	34,857	34,857	15,866	18,500	40,123	40,123		0
51202 Retirement	19,465	30,988	30,988	13,578	15,832	35,142	35,142		0
51203 Dental Insurance	3,408	7,796	7,796	4,580	5,340	10,096	10,096		0
51204 Health Insurance	21,199	95,471	95,471	42,013	48,987	112,829	112,829		0



ACCOUNT	2016 Actual Expense	2017 Adopted Budget	2017 Amended Budget	2017 6/30/17 Expense	2017 6 Mo Remain Est Expense	2018 Dept Requested	2018 Co Admin/Fi Dir Recomm	2018 Finance Adopted	2018 Com
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Fund 240 - Human Services									
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Department 47 - Dept Human Services									
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Sub-Depart 3915 - Childrens LT Suppt Staff									
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51205 Life Insurance	145	131	131	128	149	190	190	0	
51206 Workers Compensation	13,757	21,278	21,278	9,309	10,854	23,866	23,866	0	
54102.04211 Taxable Meals	99	0	0	0	0	0	0	0	
55315 Staff Allocations	290,130-	0	269,827-	67,457-	202,371-	0	0	0	
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CHLD LT SU TOTAL :	82,385	646,199	376,372	236,735	152,317	746,762	746,762	0	
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Sub-Depart 3916 - APS Staff									
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51101 Salary & Wages	0	0	0	0	0	157,337	157,337	0	
51201 Social Security	0	0	0	0	0	12,036	12,036	0	
51202 Retirement	0	0	0	0	0	10,541	10,541	0	
51203 Dental Insurance	0	0	0	0	0	3,834	3,834	0	
51204 Health Insurance	0	0	0	0	0	65,094	65,094	0	
51205 Life Insurance	0	0	0	0	0	60	60	0	
51206 Workers Compensation	0	0	0	0	0	7,159	7,159	0	
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APS STAFF TOTAL :	0	0	0	0	0	256,061	256,061	0	
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Sub-Depart 3918 - CSP-Comm Supprt Prog Staf									
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51101 Salary & Wages	273,405	319,118	319,118	132,984	173,599	315,025	315,025	0	
51101.300PR S&W Vac/PTO	24,269	0	0	8,066	0	0	0	0	
51101.310PR S&W Sick/EUSL	2,704	0	0	0	0	0	0	0	
51101.311PR PTO/Vac/Sick/EUSL Payout	0	0	0	718	0	0	0	0	
51101.320PR S&W Holiday	12,163	0	0	2,423	0	0	0	0	
51101.390PR S&W Personal	1,420	0	0	214	0	0	0	0	
51101.395PR S&W Administrative	3,933	0	0	4,478	0	0	0	0	
51201 Social Security	23,318	24,412	24,412	10,986	12,810	24,099	24,099	0	
51202 Retirement	20,983	21,700	21,700	10,078	11,751	21,106	21,106	0	
51203 Dental Insurance	4,311	4,856	4,856	1,846	2,152	4,089	4,089	0	
51204 Health Insurance	73,956	82,452	82,452	31,551	36,788	69,433	69,433	0	
51205 Life Insurance	87	86	86	42	49	90	90	0	
51206 Workers Compensation	14,949	14,903	14,903	6,774	7,898	14,334	14,334	0	
55315 Staff Allocations	5,373-	0	4,028-	1,007-	3,021-	0	0	0	
59153.04211 Operational Taxable Meal	213	0	0	208	208	0	0	0	
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CSP STAFF TOTAL :	450,338	467,527	463,499	209,361	242,234	448,176	448,176	0	
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Sub-Depart 3921 - PCW Staff									
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51102 Salary & Wages Part Time	31,348	38,188	38,188	15,330	20,496	38,663	38,663	0	
51102.299PR PT Vac/PTO	4,639	0	0	1,978	0	0	0	0	
51102.319PR PT Holiday	1,212	0	0	270	0	0	0	0	
51102.389PR PT Personal	124	0	0	0	0	0	0	0	
51102.394PR PT Admin	606	0	0	0	0	0	0	0	
51201 Social Security	2,517	2,921	2,921	1,177	1,372	2,958	2,958	0	
51202 Retirement	2,504	2,597	2,597	1,195	1,393	2,590	2,590	0	
51203 Dental Insurance	281	281	281	141	164	281	281	0	

ACCOUNT	2016 Actual Expense	2017 Adopted Budget	2017 Amended Budget	2017 6/30/17 Expense	2017 6 Mo Remain Est	2017 Expense	2018 Dept Requested	2018 Co Admin/Fi Dir Recomm	2018 Finance Adopted	2018 Com
Fund 240 - Human Services										
Department 47 - Dept Human Services										
Sub-Depart 3921 - PCW Staff										
51204	Health Insurance	5,616	5,616	5,616	2,833	3,303	5,616	5,616	0	
51206	Workers Compensation	1,773	1,783	1,783	800	933	1,759	1,759	0	
PCW STAFF TOTAL :		50,620	51,386	51,386	23,724	27,661	51,867	51,867	0	
Sub-Depart 3923 - PS-Birth to Three (B-3)										
52134	Speech Therapist	118,743	118,000	118,000	51,069	71,497	120,000	120,000	0	
52135	Physical Therapist	31,622	38,000	38,000	10,457	14,640	32,000	32,000	0	
52136	Occupational Therapist	56,584	60,000	60,000	14,483	20,276	50,000	50,000	0	
52808	Misc. Purchased Services	1,492	0	0	646	1,292	2,000	2,000	0	
53106	Office Supplies	92	0	0	0	0	0	0	0	
54102	Training Mile,Meals,Lodg	317	800	800	82	115	300	300	0	
59153	Operational Travel Exp	2,073	1,500	1,500	1,015	1,421	2,500	2,500	0	
BIRTH TO 3 TOTAL :		210,923	218,300	218,300	77,752	109,241	206,800	206,800	0	
Sub-Depart 3924 - PS-Dev Disabilibilities										
52701	Purchased Services	1,600	0	0	0	0	0	0	0	
52701.05133	PS-Financial Management	1,179	0	0	163	228	400	400	0	
52701.05167	PS-Contracted Case Mgmt	5,566	0	0	0	0	0	0	0	
52813	Spl Needs Paymts Clients	12,228	8,000	12,550	12,345	35	12,000	12,000	0	
55301	S& W Allocation	32,828	0	0	0	0	0	0	0	
PS - DD TOTAL . :		53,401	8,000	12,550	12,508	263	12,400	12,400	0	
Sub-Depart 3926 - PS - Behavioral Health										
52133	Psychologist	31,136	32,000	32,000	14,036	17,964	32,000	32,000	0	
52146	Drug Screens	292	1,000	1,000	272	381	1,000	1,000	0	
52146.05151	Drug Screens IDP	756	1,000	1,000	384	538	1,000	1,000	0	
52424	Meds/Misc Med Serv Other	500	400	400	218	305	400	400	0	
52424.05151	Meds/Misc Med Serv IDP	0	0	0	88	123	0	0	0	
52701	Purchased Services	6,369	10,000	10,000	2,538	2,538	10,000	10,000	0	
52701.05151	PS - IDP	6,995	10,000	10,000	3,625	5,075	8,000	8,000	0	
52705	Inpatient Services	251,327	400,000	400,000	91,003	408,997	400,000	400,000	0	
52705.05151	Inpatient Serv IDP	0	14,000	14,000	0	0	3,600	3,600	0	
52837	Inpatient Diversion	0	5,000	5,000	0	0	5,000	5,000	0	
52863	Emerg. Detention Grant	13,218	0	0	0	0	0	0	0	
BEHAV HLTH TOTAL :		310,593	473,400	473,400	112,164	435,921	461,000	461,000	0	
Sub-Depart 3928 - AODA Block Grant										
52701	Purchased Services	14,160	22,000	21,938	9,990	11,948	21,938	21,938	0	
52808	Misc. Purchased Services	3,650	6,281	6,281	160	6,121	6,281	6,281	0	
52818	Prevention Outreach	18,956	18,000	18,000	0	18,000	18,000	18,000	0	
55101.240	IS Charges	1,060	0	22 0	0	0	0	0	0	

ACCOUNT	2016 Actual Expense	2017 Adopted Budget	2017 Amended Budget	2017 6/30/17 Expense	2017 6 Mo Remain Est Expense	2018 Dept Requested	2018 Co Admin/Fi Dir Recomm	2018 Finance Adopted	2018 Com
Fund 240 - Human Services									
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Department 47 - Dept Human Services									
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Sub-Depart 3928 - AODA Block Grant									
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AODA BLK TOTAL :	37,826	46,281	46,219	10,150	36,069	46,219	46,219		0
Sub-Depart 3929 - Initiat Coordinated Serv									
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52701.05167 PS-Contracted Case Mgmt	36,492	0	0	0	0	0	0		0
52857 Supprt Parents/Caregiver	3,519	15,000	15,000	382	10,000	10,000	10,000		0
54101 Conference Fees & Traini	0	2,000	2,000	725	1,275	2,000	2,000		0
55315 Staff Allocations	40,655	0	68,478	17,120	51,360	0	0		0
INIT COORD TOTAL :	80,666	17,000	85,478	18,227	62,635	12,000	12,000		0
Sub-Depart 3930 - PS - CSP Program									
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52424 Meds/Misc Med Serv Other	47	1,000	1,000	0	0	1,000	1,000		0
52447 Rep Payee Services	10,881	12,000	12,000	4,313	6,038	11,000	11,000		0
52749 Psychiatric Technician	4,310	15,000	15,000	1,920	12,000	15,000	15,000		0
52858 Mapp Work Program	12,000	12,000	12,000	6,000	6,000	12,000	12,000		0
CSP PROGRA TOTAL :	27,238	40,000	40,000	12,233	24,038	39,000	39,000		0
Sub-Depart 3931 - Mental Hlth Blk Grant									
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52815 Mental Health Block Gran	22,894	7,665	7,665	2,436	5,229	7,665	7,665		0
MH BLK GRN TOTAL :	22,894	7,665	7,665	2,436	5,229	7,665	7,665		0
Sub-Depart 3932 - PS - PCW									
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52828 Adult Family Home Offset	35,831	38,000	38,000	14,634	20,488	39,300	39,300		0
52842 PCW Costs-MA Billable	43,228	78,000	78,000	13,699	19,179	61,876	61,876		0
52843 PCW Cst-NOT MA Billable	92	0	0	0	0	0	0		0
PS - PCW TOTAL . :	79,151	116,000	116,000	28,333	39,667	101,176	101,176		0
Sub-Depart 3945 - CLTS									
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52701.05135 Respite SPC 103	309	0	0	0	0	0	0		0
52701.05137 Adaptive Aids SPC 112.99	0	0	0	2,705	0	0	0		0
52701.05144 PS-Dir Supp SPC 609.20	238,036	285,202	285,202	66,165	132,330	285,202	285,202		0
52701.05167 PS-Contracted Case Mgmt	26,899	0	0	0	0	0	0		0
52717.05153 Foster Care Placements	20,135	0	0	5,180	10,360	0	0		0
52717.05157 Foster Care Administ Fee	7,480	0	0	4,797	9,594	0	0		0
52848 PS Consumer Training	2,854	0	0	5,831	0	0	0		0
55315 Staff Allocations	156,067	0	0	0	0	0	0		0
CLTS TOTAL . . . :	451,780	285,202	285,202	84,678	152,284	285,202	285,202		0
Sub-Depart 3948 - Adults & Elderly									

ACCOUNT	2016 Actual Expense	2017 Adopted Budget	2017 Amended Budget	2017 6/30/17 Expense	2017 6 Mo Remain Est Expense	2018 Dept Requested	2018 Co Admin/Fi Dir Recomm	2018 Finance Adopted	2018 Com
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Fund 240 - Human Services									
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Department 47 - Dept Human Services									
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Sub-Depart 3948 - Adults & Elderly									
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52787 Elder Abuse	0	0	0	0	0	13,429	13,429	0	
52795 Adult Protective Service	0	0	0	0	0	22,783	22,783	0	
ADLTS ELDE TOTAL :	0	0	0	0	0	36,212	36,212	0	
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Sub-Depart 3949 - Alternate Care									
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52146 Drug Screens	180	0	0	286	714	1,000	1,000	0	
52416 Juvenile Detention	23,700	16,000	16,000	4,895	6,853	16,000	16,000	0	
52715 Kinship Care Benefits	37,899	49,184	48,537	19,143	26,800	38,976	38,976	0	
52716 CC Inst Placements	53,579	0	0	0	0	0	0	0	
52717.05153 Foster Care Placements	66,268	91,395	91,353	30,214	42,300	59,748	59,748	0	
52717.05154 Foster Care Clothing All	0	0	0	826	0	0	0	0	
52717.05157 Foster Care Administ Fee	5,408	11,966	11,966	5,776	8,086	0	0	0	
52724 FC Program Administratio	5,962	6,000	6,000	2,440	2,440	5,000	5,000	0	
52730 KC Assessments	60	300	300	130	182	300	300	0	
52741 Shelter Care	8,218	2,000	2,000	0	0	0	0	0	
52860 Foster Parent Training	698	1,000	2,242	327	458	1,471	1,471	0	
59905 Refunds - RCC	5,593	0	0	881	881	0	0	0	
59906 Refunds-Foster Care	45,336	40,000	40,000	13,237	13,237	10,000	10,000	0	
59914 Kinship Care Refunds	0	0	560	0	0	0	0	0	
ALTERNATE TOTAL :	151,043	137,845	137,838	49,919	73,715	112,495	112,495	0	
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Sub-Depart 3950 - Children & Families									
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52734 In-Home Parent Educator	102,839	105,000	105,000	8,484	16,968	26,000	26,000	0	
52742 Wrap Around-Child	8,227	12,000	12,000	2,550	3,570	12,000	12,000	0	
52744 Parent Training Skills	19,742	19,352	19,352	6,452	12,904	19,352	19,352	0	
52745 Supervised Visitation	11,380	10,000	10,000	3,625	7,250	10,000	10,000	0	
52847 DOJ Fingerprint Backgrnd	146	500	500	110	110	400	400	0	
52864 Trauma Informed Parentin	5,829	3,000	10,650	10,608	0	1,667	1,667	0	
58133 SACWIS Other	3,201	3,201	3,201	0	3,201	3,201	3,201	0	
CHLD & FAM TOTAL :	151,364	153,053	160,703	31,829	44,003	72,620	72,620	0	
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Sub-Depart 3951 - Juvenile Comm Service									
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52718 Electronic Monitoring	426	0	0	25	0	0	0	0	
52736 Juv Justice Comm Interve	1,272	5,470	5,470	5,000	0	10,050	10,050	0	
52739 Juv Restit/Comm Serv Prg	29,000	29,000	29,000	11,377	22,754	0	0	0	
JUV COM SE TOTAL :	30,698	34,470	34,470	16,402	22,754	10,050	10,050	0	
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Sub-Depart 3953 - WEAP									
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52206 Telephone	0	0	154	77	77	0	0	0	
52710 WEAP Crisis Services	23,976	0	240	0	0	0	0	0	

ACCOUNT	2016 Actual Expense	2017 Adopted Budget	2017 Amended Budget	2017 6/30/17 Expense	2017 6 Mo Remain Est Expense	2018 Dept Requested	2018 Co Admin/Fi Dir Recomm	2018 Finance Adopted	2018 Com
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Fund 240 - Human Services									
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Department 47 - Dept Human Services									
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Sub-Depart 3953 - WEAP									
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52719 WEAP Prog General Op	11,627	0	0	0	0	0	0	0	0
52720 Public Benefit Outreach	7,404	0	0	0	0	0	0	0	0
WEAP TOTAL . . . :	43,007	0	154	77	77	0	0	0	0
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Sub-Depart 3954 - Miscellaneous									
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59154 Non-SSI/MA Burial	1,500	0	0	0	0	2,000	2,000	0	0
MISCELLANE TOTAL :	1,500	0	0	0	0	2,000	2,000	0	0
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Sub-Depart 3955 - Safe Haven Grant									
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52701 Purchased Services	22,954	0	0	0	0	0	0	0	0
52702 Consulting Services	817	0	0	0	0	0	0	0	0
53101 Other Materials & Suppli	2,854	0	0	0	0	0	0	0	0
53106 Office Supplies	243	0	0	0	0	0	0	0	0
55315 Staff Allocations	818	0	0	0	0	0	0	0	0
59153 Operational Travel Exp	131	0	0	0	0	0	0	0	0
SAFE HAVEN TOTAL :	27,817	0	0	0	0	0	0	0	0
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Sub-Depart 3958 - CCS									
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52206 Telephone	548	600	600	240	240	600	600	0	0
52423 Permit Fees	0	600	600	0	0	550	550	0	0
52701 Purchased Services	380,690	787,500	787,500	151,780	388,220	897,600	897,600	0	0
52701.05167 PS-Contracted Case Mgmnt	72,739	0	0	0	0	0	0	0	0
52701.05176 Purch. Serv.-Admin.	9,772	12,000	12,000	2,589	3,625	12,000	12,000	0	0
54101 Conference Fees & Traini	82	800	800	82	82	800	800	0	0
55101.240 IS Charges	155	0	0	0	0	0	0	0	0
55315 Staff Allocations	238,317	0	348,959	92,807	311,825	0	0	0	0
59153 Operational Travel Exp	437	0	1,467	489	685	6,000	6,000	0	0
CCS TOTAL . . . :	702,740	801,500	1,151,926	247,987	704,677	917,550	917,550	0	0
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Sub-Depart 3959 - Childrens COP									
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52701 Purchased Services	44,264	56,876	56,876	0	32,993	56,876	56,876	0	0
52701.05124 PS-Spec Transport	0	0	0	305	0	0	0	0	0
52701.05135 Respite SPC 103	0	0	0	3,021	0	0	0	0	0
52701.05137 Adaptive Aids SPC 112.99	0	0	0	3,135	0	0	0	0	0
52701.05141 Medical Supplies	0	0	0	2,395	0	0	0	0	0
52701.05171 Mentoring Services	0	0	0	1,134	0	0	0	0	0
52701.05182 Child Care	0	0	0	1,942	0	0	0	0	0
52701.05183 Medical/Dental Care	0	0	0	240	0	0	0	0	0
52701.05184 Specialized Clothing	0	0	0	289	0	0	0	0	0
52701.05185 Recreation Activities	0	0	0	9,420	0	0	0	0	0
52848 PS Consumer Training	0	0	25 0	2,001	0	0	0	0	0

ACCOUNT	2016 Actual Expense	2017 Adopted Budget	2017 Amended Budget	2017 6/30/17 Expense	2017 6 Mo Remain Est Expense	2018 Dept Requested	2018 Co Admin/Fi Dir Recomm	2018 Finance Adopted	2018 Com
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Fund 240 - Human Services									
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Department 47 - Dept Human Services									
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Sub-Depart 3959 - Childrens COP									
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CHILD COP TOTAL :	44,264	56,876	56,876	23,882	32,993	56,876	56,876	0	
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Sub-Depart 3960 - Community Mental Health									
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52701.05120 PS-Adult Family Home	135,240	123,850	123,850	56,740	79,436	138,947	138,947	0	
52701.05126 PS-CBRF	72,399	56,604	56,327	26,652	37,313	66,355	66,355	0	
52701.05179 PS-Certified Peer Specia	3,222	7,500	7,500	2,275	3,185	7,500	7,500	0	
52701.05180 PS-Corporate Guardianshi	2,400	2,500	2,500	400	0	2,400	2,400	0	
59902 PCW Refunds	35,831-	38,000-	38,000-	14,634-	20,488-	39,300-	39,300-	0	
COMM MH TOTAL . :	177,430	152,454	152,177	71,433	99,446	175,902	175,902	0	
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Sub-Depart 3961 - Youth Aids									
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52146 Drug Screens	60	500	500	64	128	400	400	0	
52716 CC Inst Placements	184,067	138,000	138,000	63,363	55,000	181,060	181,060	0	
52717.05153 Foster Care Placements	20,377	59,144	59,144	3,127	4,378	47,016	47,016	0	
52717.05157 Foster Care Administ Fee	10,921	66,312	66,312	0	0	38,340	38,340	0	
52718 Electronic Monitoring	2,739	1,000	1,000	797	1,116	2,000	2,000	0	
52748 YA Corrections	72,278	54,000	67,408	9,344	70,080	107,048	107,048	0	
52826 Respite-Children	465	500	500	150	210	500	500	0	
59905 Refunds - RCC	15,206-	3,000-	3,000-	3,026-	4,236-	3,000-	3,000-	0	
59906 Refunds-Foster Care	4,147-	0	0	0	0	0	0	0	
YOUTH AIDS TOTAL :	271,554	316,456	329,864	73,819	126,676	373,364	373,364	0	
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HUMAN SERV TOTAL . . . :	8,192,627	8,307,745	8,257,154	3,127,188	4,651,485	9,052,360	9,052,360	0	
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EXPENSE TOTAL . . . . . :	8,192,627	8,307,745	8,257,154	3,127,188	4,651,485	9,052,360	9,052,360	0	
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Human Serv TOTAL REVENUE . :	8,197,540	8,307,745	8,257,154	4,783,596	3,535,357	5,960,839	5,960,839	0	
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Human Serv TOTAL EXPENSE . :	8,192,627	8,307,745	8,257,154	3,127,188	4,651,485	9,052,360	9,052,360	0	
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Human Serv TOTAL NET . . . :	4,913	0	0	1,656,408	1,116,128-	3,091,521-	3,091,521-	0	
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TOTAL REVENUES . . . . . :	8,197,540	8,307,745	8,257,154	4,783,596	3,535,357	5,960,839	5,960,839	0	

TOTAL EXPENSES . . . . . :	8,192,627	8,307,745	8,257,154	3,127,188	4,651,485	9,052,360	9,052,360	0
NET TOTAL . . . . . :	4,913	0	0	1,656,408	1,116,128-	3,091,521-	3,091,521-	0

## **Human Services Board Written Agency Updates – October 2017**

### **I. Program Changes and Highlights**

**A. Juvenile Justice** Social Worker Mark Hill received the Wisconsin Juvenile Court Intake Association (WJCIA) recognition award at the annual WJCIA conference in late September. This is a prestigious award that honors exemplary service and commitment by a juvenile court worker and one who is a leader in their community, has a commitment to the profession, superior job performance, and positive work relations. WJCIA is an organization that provides training, support, and common sense of purpose for juvenile court workers. Juvenile Court falls under 48.067 and 938.067 and addresses CHIPS, JIPS, and Delinquency. WJCIA represents Intake workers in legislation, professional organizations, and governmental agencies. They work to provide education and professional standards as well as advocate for statute development and rights of those receiving services under Juvenile Court. We are proud to call Mark one of our own!

The Child Protection/Juvenile Justice team will be hosting their annual Foster Parent Appreciation banquet at the Log Den on October 24<sup>th</sup>. Being a foster parent is a huge commitment that these families freely undertake. They are extremely valuable to the children in need within the community. They care for children unconditionally and provide support to the department and parents of the children they care for. They truly are unsung heroes of the community.

The CPS/JJ Team welcomed UWGB Social Work student intern Paige Lotter to the team in September. Paige will be here every Monday and Wednesday through May, shadowing staff, working with families, and learning about various aspects of the public child welfare system.

**B. The Behavioral Health** team said a sad farewell to manager Jay Livingston and therapist Tanya Kavicky-Mels at the end of September. Jay left for retirement, and Tanya to begin a new position with Bellin Health. Both will be greatly missed. At the same time, the team welcomed a new member, Cari Wild, our new CCS Case Manager for adults. Cari comes to us from We Are Hope where she worked as an Employment Specialist, providing case management and job development services to persons with disabilities. Cari is currently working on her masters in counseling degree at Lakeland College. While we continue to recruit for a new manager, Dr. Colleen O'Rourke (psychiatrist) and Dr. Mike Sayers (our contracted psychologist) are filling in providing clinical supervision to our staff. We have also contracted with Lisa Anderson, a therapist out of the Fox Valley, to provide some clinical oversight in our Comprehensive Community Support (CCS) program. Lisa will be on-site on Mondays for the next few months. We appreciate the flexibility of our staff in rolling with another round of changes in Behavioral Health.

**C. The Adult Protective Services Team** welcomed Taylor Jandrin as our new Long Term Care/ Outreach Case Manager. Taylor will be working with individuals who enter our system through the APS system and who need longer term case management. Many of these individuals may have mental illness and/or substance use issues. She will also provide outreach into the community to try to engage individuals who may have otherwise fallen through the cracks. This may be individuals coming out of the jail, individuals who are homeless, or others who have been identified



as potentially in need of services but whom at this point have not connected for whatever reason. The **Community Support Program** also welcomed Mary Simac, MSW Student Intern who will be trained to be part of the multidisciplinary team providing intensive community based case management. Over the next two semesters Mary's Graduate School research paper will be on Homelessness and the financial impact it has on the community with a cost analysis for a Diversion facility.

The Open House at JAK's Place was a success with approximately 50 community partners taking a tour of the facility on September 13 from 4-6:00 pm. That evening the primary activity/dining room was named in honor of the original founder Marlys Trunkhill-Klapatch who passed in November of 2016.

- D. The Birth to Three Early Intervention Program** met with Sturgeon Bay Early Childhood Program staff and administration to talk about program transitions and our commitment to a seamless process. We've established this as a routine annual meeting to review our collective processes and making any modifications that will improve our partnership and ultimately the services to families. In addition, we met with the Special Education Directors for the county and had a similar conversation and highlighted the services available at Human Services for the children in their respective school districts. We appreciate the opportunity to interface with our community partners like the schools who remain a valued referral source for us. Current enrollment: 27
- E. The Children & Family Support Services** team continues efforts to provide services in a combined manner with a single point of entry, one assessment for families, and collaborative planning about the use of services/programs for families of children with disabilities. This team had a successful state program review of its Children's Long Term Support Waiver program. We were surprised to learn that, proportionately, Door County had more files reviewed than any other county (over 80%). Staff were very committed to the success of the review and worked diligently to prepare case files and records. A heartfelt thank you and note of commendation to each and every one of them for their work and dedication to the program! In the midst of a State Review, we had a record month of referrals for Children and Family Services, most of which came from the school systems.

This month we welcomed Bryana Geyer, a BSW student intern who will be with our unit until May, 2018. Our goal is to give Bryana a well-rounded social work experience with the Department, exposing her to the various social work domains as she searches which aspect of social work she would like to pursue upon graduation. Other exciting work going on includes excellent collaboration and planning with our agency partner - Children and Families JJ/CPS on several very difficult family situations; piloting a group experience with an equine coach for four youth who are learning self-regulation skills through involvement with horse; resource development as we explore respite and other options for families in need; working with our financial staff to streamline fiscal oversight and authorizations for services; modifying our TCM system to bring greater efficiencies to the massive paperwork requirements of all of the programs; CLTS learning around a new system being implemented by the State to eliminate the waiting list for services of all children and what the plan will look like for Door County to incorporate those 13 children; CLTS implementation of a new MA Portal entry system for enrollment and streamlining the recertification process on-line; and much more—all in one month.

**F. Personal Care Program:**

As you may recall from previous board reports, PCW underwent a State determined change to the program where they chose to privatize the assessment role and responsibility to the program, leaving Door County a resource for ongoing supervision and support to the workers performing the

duties as a personal care worker but not the entity for performing assessment and determining hours authorized. This process change is now changing again. The State has elected to discontinue the contract with the managed care organization and return to the way we have been doing business for many years. We continue to evaluate the impact of this change on top of the overall changes we've endured at the time of Family Care/IRIS implementation.

- G.** The **WHEAP** program began taking applications for the new 2018 year on October 1st. For 2017 fiscal year, Door County received 937 applications, of which 827 received assistance. In addition we received 254 WHEAP Crisis applications. Total benefits paid for the year were \$425,010, plus an additional \$68,206 in Crisis funds.
- H. Child Care:** After a lapse of a few years, we have been notified that Adventures Child Care in Brussels has completed requirements to again take child care subsidies for day care costs for low income parents who work. This is great news, as parents struggle to find adequate day care in the county.
- I. Aging and Disability Resource Center:** We are pleased to announce that Jennifer Fitzgerald has been offered and has accepted the position of Assistant ADRC Director. For the past two years, Jenny has been working as the ADRC/Aging Activities and Volunteer Coordinator. Jenny also comes to the position having great prior experience working with older adults.

In August we submitted a DHS funding proposal to help with the integration process of our Aging and ADRC units. In September we received news that our funding proposal was approved for \$26,500. This funding will be used to help us build a brand new integrated website, create new program brochures and other marketing material. We will also use the funding to advertise the new building and our new integrated unit over the radio and in local newspapers.

Medicare Part C & D open enrollment is here and officially starts on October 15. The open enrollment period will end December 7. During this open enrollment period, Elder Benefit Specialist Mary Bink will assist a steady stream of individuals in exploring their options for Medicare health and drug plans. People with Medicare health or prescription drug plans should regularly review their plans.

Former WI Governor Martin Schreiber is scheduled to give a presentation at the ADRC on Tuesday, October 31<sup>st</sup> at 1pm. Please join us for this special presentation and listen to him as he shares his story and lessons from his decade plus journey as a caregiver for his wife, Elaine, who lives with Alzheimer's disease.

## **II. Noteworthy Events**

- A.** Mental Illness Awareness Week is Oct. 1-7. NAMI's focus this week is "Shining a light on mental illness and replacing stigma with hope!"
- B.** Come and **visit the ADRC** in October for one or all of the following scheduled events:
- Monday, October 2nd Schartner's Farm Day Trip
  - Tuesday, October 3rd at 11am Music with Ken
  - Friday, October 6th from 1-2pm Flu Shots with Public Health
  - Tuesday, October 17th at 12:45pm PT Vicki from Aurora presents: Home Safety
  - Friday, October 20th at 11:30am Tasty Tidbits with Carmen Schroeder
  - Monday, October 23rd at 12:45pm Healthy Cents with NWTC
  - Tuesday, October 24th at Noon Dr. Staudenmaier presents Aging Gracefully
  - Tuesday, October 24th from 12-4pm Free Foot Care Clinic
  - Wednesday, October 25th at Noon Ukulele Society Performance

- Tuesday, October 31st at Noon Halloween Spooktacular with Costume Contest and Scary Good Food

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

- A. We continue to have an individual placed at Winnebago Mental Health Institute who has been there continually since March 2017. Therefore, our inpatient mental health costs are significantly over budget at this point.

### IV. Training & Staff Development

- A. Two Economic Support staff attended the two day training for WHEAP applications on September 19th and 20th in Green Bay. Two staff also attended a child care refresher training in Fond du Lac on September 19. All staff also attended a training on Medicare benefits provided by Mary Bink and Jessica Holland on September 20th.
- B. Several of our managers attended a county-wide management training on September 27, "Hiring and Interviewing".

### V. Agency & Community Collaboration

- A. On Sept. 28, 27 community stakeholders gathered to discuss needs around crisis services for persons with **dementia**. It was a good first step in defining a common vision and the beginning of an action plan. A number of individuals expressed interest in continuing to be part of the dialogue and a couple of providers have stepped forward offering to be part of the continuum of services needed to address needs. We will be following up with meeting notes and a questionnaire, and another meeting will be scheduled soon.
- B. Several of our managers continue to work on a task force set up with our community partners around **Mental Health in the Schools**. There is tremendous commitment by all parties to make this happen successfully in 2018. We remain hopeful that once mental health services are accessed in the schools we will see our referrals stabilize. We will have to track that information and study that change.
- C. On Sept. 22, several department staff met with representatives of the Sheriff's Department and Sturgeon Bay Police Department to discuss issues related to **homelessness**. We are currently dealing with several individuals and families in our community facing the difficulties of homelessness. We discussed the particular challenges that exist in our various systems when homelessness is combined with mental illness. In some instances individuals refuse to accept voluntary services but don't meet criteria for involuntary mental health services.

### VI. Sharing our Successes

- A. The Economic Support Manager received a phone message recently from a client who wanted to express her gratitude for ES worker Eric Olson for the help he provided to her on the Call Center. She stated that he was very patient and thorough in his explanation about her case. She stated we should be proud of the competent staff that we have. She also shared positive comments about an Oconto County worker she spoke with prior to that.
- B. The September Shining Star Award for excellent customer service was awarded to a team of incredible value to the people of Door County – The I & A Team at the ADRC, Anna Zahorik, Lisa VanAlstine and Jennifer Bender. Here's what their colleagues in the Economic Support Division had to say about them as they presented the award: "Your approach to getting things done *the way they should be* is crucial to the success of our Human Services department. We appreciate your cooperation in the financial support you offer our mutual clients; this cooperation happens because of

your skills, knowledge, & doing the hard work of what your clients want and need. What you do openly & behind the scenes gives your clients peace of mind & brings out the best in those around you. It is visible to those that know your work that you care about each other as much as you care about your clients.

- C.** This story comes from one of those dedicated I & A workers mentioned above..."Last week I did a Meals on Wheels assessment for an 83 year-old woman who is quite isolated living alone in the country. Her daughter who visits once a week asked for the assessment because she was not sure that her mother was getting enough 'good food' to eat. Mary (not her real name) was thrilled to have a visitor, and we did the assessment between her telling me stories of how much she loved to cook and bake. I had brought 10 frozen meals for her, suspecting that she would qualify, as I had done work with the family in the past. We chatted as she put each meal away. Today, I received a call from her daughter. She was so happy and thankful for these meals for her mom. Not only does her mother love them, but she was so proud that she could warm them up by herself and demonstrated for her daughter. Her daughter commented on how good the food smells and how she could tell that they were made with good ingredients. This is one small thing we do that really makes a difference in people's lives."

## HUMAN SERVICES STATISTICS

Updated 10.05.17

UNIT	2013	2014	2015	2016	2017 YTD
<b>ADRC</b>					
I & A Consumers				3,064	3,366
Elderly Benefits Specialist (EBS) Consumers				473	558
Disability Benefits Specialist (DBS) Consumers				1820	1356
Adult Protective Service (APS) Referrals	130	215	212	183	161
Total Consumers	3,700+	3,876	4,971	5,540	5,441
<b>Behavioral Health (BH)</b>					
Crisis	176	238	192	165	150
Inpatient Admissions	67	85	93	67	63
Inpatient Costs	\$ 193,017.00	\$ 390,092.00	\$ 434,021.00	\$ 188,215.87	\$354,264.64
<b>Children &amp; Family Services</b>					
Child Welfare Referrals	81	385	440	393	256
Juvenile Justice Referrals	40	50	90	69	46
Birth-Three Participants	67	77	70	73	69
Case Management (FS/CST/CCS/DD)		578	233	143	183
<b>Community Support Program</b>					
Consumers Enrolled	55	57	62	53	50
<b>Economic Support</b>					
Badger Care (BC) Total	4,523	4,375	4,333	4,169	4,118
FoodShare (FS) Total	2,714	2,529	2,351	2,007	1,990
Consortium Calls			111,044+	12,972	92,835
WI Home Energy Assistance				557	937
<b>Senior Resource Center</b>					
Meals-Congregate	14,295	15,831	16,092	17,802	11,785
Meals on Wheels	15,047	15,809	13,718	14,293	11,470
Meals-Frozen	6,260	5,788	6,276	6,245	3,730
Transportation- SRC Bus & Door2Door	34,254	39,000+	42,180	48,503	32,555



**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

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

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

**MEMO**

**To:** Human Services Committee  
**From:** Ashley LaLuzerne  
**Date:** 10.10.2017  
**Re:** Request for Expenditure Approval

**Expenditures since the last committee meeting held 09.12.2017**

\$	369.48	Wal-Mart Credit Card August 2017
\$	2,477.41	Elan Credit Card July-August 2017
\$	1,701.44	Elan Credit Card August-September 2017
\$	15,974.23	August 2017 Foster / Kinship Care Payments #259524/259537/259556
\$	500.00	Invoices Paid Prior to October 10, 2017 not included in Batches
\$	<b>21,022.56</b>	

**Departmental journal entries not included on the attached voucher list:**

\$	40.00	Finger Printing - DC Jail June 2017
\$	(45.00)	IS Charges June 2017
\$	255.49	Maintenance Dept. August 2017 gas usage - Fleet
\$	<b>250.49</b>	

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

\$	40,049.47	Monthly Vouchers - Batch 1 Totals (September) CSP/CF/MIX/CP/CCS/BH
\$	110,534.48	Monthly Vouchers - Batch 2 Totals (September) CS/MX/CP/CC/CF/BH
\$	21,022.56	Expenditures since the last committee meeting held 09.12.2017
\$	250.49	Amounts paid to other County Departments as per above
\$	<b>171,857.00</b>	

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

\$	67,477.63	Monthly Vouchers - Batch 1 (September) #259515
\$	56,347.05	Monthly Vouchers - Batch 2 (September) #259534
\$	395.15	Walmart Card August-September 2017
\$	525.98	Invoices Paid Prior to October 10, 2017 not included in Batches
\$	<b>124,745.81</b>	

\$	<b>296,602.81</b>	<b>Total Expenditures and Vouchers</b>
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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: SEPTEMBER 29, 2017

G/L DATE: 09/2017 Batch Nbr: 259524

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	22343	01805 090617	EWISACWIS 09/06/2017 0008016750	232.00
ADVOCATES FOR HEALTHY	17929	01805 090617	EWISACWIS 09/06/2017 0008038182	524.48
[REDACTED]	21818	01805 090617	EWISACWIS 09/06/2017 0008063756	1,160.49
[REDACTED]	22501	01805 090617	EWISACWIS 09/06/2017 0008009779	486.96
[REDACTED]	8116	01805 090617	EWISACWIS 09/06/2017 0008017407	464.00
[REDACTED]	9479	01805 090617	EWISACWIS 09/06/2017 0008000379	2,101.77
[REDACTED]	13963	01805 090617	EWISACWIS 09/06/2017 0006910123	232.00
[REDACTED]	21744	01805 090617	EWISACWIS 09/06/2017 0008063868	720.00
[REDACTED]	18813	01805 090617	EWISACWIS 09/06/2017 0008043242	928.00
[REDACTED]	13223	01805 090617	EWISACWIS 09/06/2017 0008034652	232.00
[REDACTED]	9215	01805 090617	EWISACWIS 09/06/2017 0008026706	341.67
[REDACTED]	21729	01805 090617	EWISACWIS 09/06/2017 0008064158	384.00
[REDACTED]	22478	01805 090617	EWISACWIS 09/06/2017 0008080114	232.00
[REDACTED]	22265	01805 090617	EWISACWIS 09/06/2017 0008039144	232.00
[REDACTED]	22022	01805 090617	EWISACWIS 09/06/2017 0008067102	232.00
[REDACTED]	20836	01805 090617	EWISACWIS 09/06/2017 0008057128	232.00
[REDACTED]	22502	01805 090617	EWISACWIS 09/06/2017 0008080393	112.26
[REDACTED]	17937	01805 090617	EWISACWIS 09/06/2017 0008040115	464.00
[REDACTED]	21964	01805 090617	EWISACWIS 09/06/2017 0008048945	1,514.00
[REDACTED]	22416	01805 090617	EWISACWIS 09/06/2017 0008079883	232.00
[REDACTED]	22153	01805 090617	EWISACWIS 09/06/2017 0008067949	464.00



Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	22316	01805 090617	EWISACWIS 09/06/2017 0008079501	232.00
[REDACTED]	242	01805 090617	EWISACWIS 09/06/2017 0008015044	995.00
Batch Total:				\$12,748.63 **** =====



9/19/17

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: SEPTEMBER 29, 2017

G/L DATE: 09/2017 Batch Nbr: 259537

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	22478	01806 091817	EWISACWIS 09/18/2017 0008080114	300.00
[REDACTED]	22502	01806 091817	EWISACWIS 09/18/2017 0008080393	225.00
[REDACTED]	242	01806 091817	EWISACWIS 09/18/2017 0008015044	600.00

Batch Total: \$1,125.00 \*\*\*\*  
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9/27/17

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: SEPTEMBER 29, 2017

G/L DATE: 09/2017 Batch Nbr: 259556

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
AMERICAN FOUNDATION OF CNSLNG	7857	01807 092517	EWISACWIS 09/25/2017 0008004685	2,100.60
Batch Total:				\$2,100.60 **** =====

# VOUCHER

STATE OF WISCONSIN

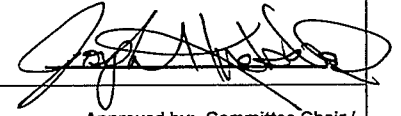
2017

Door County

Submitted By:

alaluzerne 09.06.2017

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 9617CSP September 2017-1st Batch Processing		\$11,840.00		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 9617CP September 2017-1st Batch Processing		\$ 660.00		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 9617BH September 2017-1st Batch Processing		\$3,670.00		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 9617CCS September 2017-1st Batch Processing		\$8,863.80		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 9617CF September 2017-1st Batch Processing		\$ 10,683.59		various - as attached	
240	47				SUBMITTED FOR PAYMENT, BATCH 9617MIX September 2017-1st Batch Processing		\$ 4,332.08		various - as attached	
VOUCHER TOTAL							\$40,049.47	VOUCHER TOTAL		



9/06/17

\* 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: 09/2017 Batch Nbr:9617CSP

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
CORPORATE GUARDIANS OF NEW	17122	17122 AUG2017	JULY/AUG 2017 GUARDIANSHIP SERVICES	400.00
SALLY LAURENT	8394	8394 SEP2017	SEPT 2017 AFH CARE	900.00
UNLIMITED POSSIBILITIES	22349	22349 JUL2017	JULY 2017 CBRF 31 DAYS	10,540.00

Batch Total: \$11,840.00 \*\*\*\*  
=====





9/06/17

\* 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: 09/2017      Batch Nbr:9617CP

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	21818	21818 AUG2017	AUG 2017 RESPITE	50.00
REGISTRATION FEE TRUST	16705	16705 AUG2017	AUG 2017 REINSTATE PARENT DRIVING PRIV	250.00
[REDACTED]	242	242 AUG2017	AUG 2017 RESPITE 3 NIGHTS	360.00
Batch Total:				\$660.00 **** =====



9/06/17

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: 09/2017

Batch Nbr:9617BH

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	8553	8553 AUG2017	AUG 2017 TRANSLATING SERVICES	35.00
MICHAEL P SAYERS PHD	8169	8169 AUG2017	AUG 2017 PSYCH SERVICES 44 HRS	3,135.00
TIMOTHY HICKEY	3823	3823 AUG2017	AUG 2017 OWI ASSESSMENTS (10)	500.00

Batch Total: \$3,670.00 \*\*\*\*  
=====

**VOUCHER**

STATE OF WISCONSIN

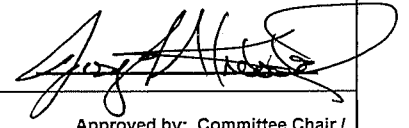
2017

Door County

Submitted By:

alaluzerne 09.06.2017

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 9617CCS, September 2017-1st Batch Processing		\$8,863.80		various - as attached	
VOUCHER TOTAL							\$ 8,863.80	VOUCHER TOTAL		

9/06/17

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: 09/2017      Batch Nbr:9617CCS

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES FOR HEALTHY	17929	17929 07/2017	JULY 2017 CCS SERVICES	8,608.80
DYNAMIC FAMILY SOLUTIONS	21410	21410 AUG2017	JULY 2017 CCS SERVICES	255.00

Batch Total:            \$8,863.80    \*\*\*\*  
=====



9/06/17

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: 09/2017 Batch Nbr:9617CF

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES FOR HEALTHY	17929	17929 JU2017	JULY 2017 SUMMER CAMP	2,040.00
[REDACTED]	15976	15976 AUG2017	AUG 17 101 CC 17 DAYS	850.00
[REDACTED]	11365	11365 AUG2017	JUNE-DEC 17 CCOP PURCHASES	564.00
[REDACTED]	22483	22483 AUG2017	AUG 17 103.99 RES 35 HRS	525.00
DOOR COUNTY MEMORIAL HOSPITAL	8770	8770 JUL2017	JULY 2017 B-3 PT/OT THERAPY/MILEAGE	5,894.59
[REDACTED]	22482	22482 AUG2017	AUG 17 103.99 RES 34 HRS	510.00
[REDACTED]	1862	1862 AUG2017	AUG 2017 CCOP PURCHASES	300.00

Batch Total: \$10,683.59 \*\*\*\*  
=====





9/06/17

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: 09/2017 Batch Nbr:9617MIX

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ANTHEM BLUE CROSS BLUE SHIELD	22490	22490 MAY2017	MAY 2017 REFUND CHECK-OVERPAYMENT BY INS	288.90
[REDACTED]	2435	2435 AUG2017	AUG 2017 EMP MILEAGE REIM 223 MI	119.31
[REDACTED]	6876	6876 AUG 2017	AUG 2017 EMP MILEAGE REIM 183 MI	97.91
[REDACTED]	20081	20081 AUG2017	AUG 2017 EMP MILEAGE REIM 252 MI	134.82
[REDACTED]	22233	22233 AUG2017	AUG 2017 EMP MILEAGE REIM 1223 MI	654.31
ECONO FOODS	9674	9674 AUG2017	AUG 2017 HS ECONO CHARGES	579.33
[REDACTED]	2006	2006 AUG2017	AUG 2017 EMP MILEAGE/MEAL REIM	138.49
[REDACTED]	22015	22015 AUG2017	AUG 17 ITEMS FOR SAFE KIDS EVENT	156.13
[REDACTED]	22015	22015 08/2017	AUG 2017 EMP MILEAGE REIM 211 MI	112.89
Vendor Total:				269.02 **
LEATHEM SMITH LODGE	17920	17920 JUL17	JULY 2017 DR.DIAMOND CONF MEALS	150.00
[REDACTED]	21771	21771 JUL2017	JUNE/JULY 17 EMP MILEAGE REIM	169.60
[REDACTED]	11392	11392 SEP2017	JUL-SEP 2017 EMP MILEAGE REIM	71.70
STAPLES ADVANTAGE	15069	15069 08/2017	AUGUST 2017 HS OFFICE SUPPLIES	1,264.32
ULINE	2574	2574 AUG2017	AUG 2017 MED DISBURSEMENT BAGS	78.40
WISCONSIN DOCUMENT IMAGING	5999	5999 AUG2017	AUG 17 HS 2ND FLOOR COPIES	65.97
WJCIA	35669	35669 08/2017	SEPT 2017 WJCIA ANNUAL CONF	250.00

Batch Total: \$4,332.08 \*\*\*\*\*  
=====





9/20/17

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: 09/2017

Batch Nbr:92017CS

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BROTOLOC HEALTH CARE SYSTEM IN	3640	3640 AUG2017	AUG 2017 CBRF 31 DAYS	5,471.50
LAKESHORE CAP, INC.	17200	17200 08-2017	AUG 2017 CSP TECH/PEER SPECIALIST	907.30
SHERRY PESCH	3394	3394 AUG2017	AUG 17 DD/CSP BKPING SERV 45.5 HRS	955.50
UNLIMITED POSSIBILITIES	22349	22349 AUG2017	AUG 2017 CBRF 31 DAYS	10,540.00

Batch Total: \$17,874.30 \*\*\*  
=====



9/20/17

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: 09/2017 Batch Nbr:92017CP

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
WI DEPT OF JUSTICE CRIME INFO	4331	4331 AUG2017	AUG 2017 BACKGROUND CHECKS (14)	140.00
FAMILY SERVICES	3841	3841 AUG2017	AUG 2017 SELF SERVICES/HEALTHY FAMILIES	3,943.60
HELP OF DOOR COUNTY INC	13420	13420 AUG2017	AUG 2017 FAS SUPERVISED VISITS 102.25HRS	2,556.25
JUSTICEPOINT, INC	21360	21360 AUG2017	AUG 2017 ELECTR MONITORING 25 DAYS	123.75
LAKESHORE CAP, INC.	17200	17200 AUG2017	AUG 2017 JUV REST/COMM SERVICES	2,655.63
SHEBOYGAN COUNTY TREASURER	29071	29071 AUG2017	AUG 2017 JUVENILE BOARDERS	1,615.00

Batch Total: \$11,034.23 \*\*\*\*  
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9/20/17

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: 09/2017      Batch Nbr:92017BH

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
FAMILY SERVICES	3841	3841 AU2017	AUG 2017 CRISIS CENTER	1,167.00
HIRN MENTAL HEALTH COUNSELING	17401	17401 SEP	JUL-SEPT 2017 AODA/WASH ISLAND OUTPT	5,160.00
OPTIONS LAB, INC	17788	17788 AUG2017	AUG 2017 DRUG SCREENS (11)	176.00

Batch Total:      \$6,503.00      \*\*\*  
=====



9/20/17

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: 09/2017 Batch Nbr:92017CC

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES FOR HEALTHY	17929	17929 08-2017	AUG 2017 CCS SERVICES	13,574.30
AMERICAN FOUNDATION OF CNSLNG	7857	7857 AUG2017	AUG 2017 CCS SERVICES 15 HRS	1,530.00
BAY COUNSELING CLINIC, LLP	21177	21177 AUG2017	JUN-AUG 2017 CCS SERVICES	2,137.60
BEHAVIORAL HEALTH CERTIF SECTN	8240	8240 SEP2017	SEP 2017 ANNUAL RECERT FEE #3057	550.00
COUNSELING ASSOCIATES OF DOOR	6361	6361 AUG2017	JUN/AUG 2017 CCS SERVICES	3,733.20
DYNAMIC FAMILY SOLUTIONS	21410	21410 JUL2017	JULY-AUG 2017 CCS SERVICES	4,090.20
FAMILY SERVICES	3841	3841 AUG2017	AUG 2017 CCS SERVICES	9,898.10
INNOVATIVE SERVICES, INC.	5078	5078 AUG2017	AUG 2017 CCS SERVICES	14,082.30
PHOENIX BEHAVIORAL HEALTH SVC	17442	17442 AUG2017	AUG 2017 CCS SERVICES	2,060.40

Batch Total: \$51,656.10 \*\*\*  
=====

**VOUCHER**

STATE OF WISCONSIN

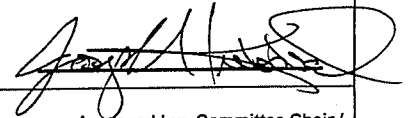
2017

Door County

Submitted By:

alaluzerne 09.20.2017

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  
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	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47			SUBMITTED FOR PAYMENT, BATCH 92017CF, September 2017-2nd Batch Processing		\$20,737.52		various - as attached	
VOUCHER TOTAL						\$ 20,737.52	VOUCHER TOTAL		

\* 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: 09/2017      Batch Nbr:92017CF

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES-INDEPENDENT LIVINGII	13325	13325 AUG2017	AUG 2017 CCS ADMIN 38.75 HRS	883.50
ADVOCATES FOR HEALTHY	17929	17929 AUG2017	AUG 2017 SUMMER CAMP 78 HRS	2,652.00
ADVOCATES FOR HEALTHY	17929	17929 082017	AUG 2017 CCS ADMIN 7 DAYS	458.92
Vendor Total:				3,110.92 **
[REDACTED]	22483	22483 SEP2017	SEP17 RSP 12DYS 20HRS 103.99	300.00
[REDACTED]	22482	22482 SEP2017	SEP17 RSP 9DYS 17.5HRS 103.99	262.50
PROFESSIONAL GUARDIANSHIPS INC	5008	5008 AUG2017	AUG 2017 GUARDIANSHIP SERVICES	218.00
[REDACTED]	13022	13022 AUG2017	AUG 2017 B3 THERAPY/MILEAGE	5,287.79
[REDACTED]	22245	22245 SEP2017	JUNE-AUG 2017 CCOP SERVICES	1,113.65
[REDACTED]	2569	2569 SEP2017	MAY-AUG 2017 CCOP CHILDCARE 101	1,410.00
SPECIALIZED SERVICES LLC	7694	7694 AUG2017	AUG 2017 PCW SERVICES 168.25 HRS	2,705.46
[REDACTED]	5555	5555 AUG2017	AUG 2017 B-3 THERAPY/MILEAGE/PURCHASE	5,445.70
Batch Total:				\$20,737.52 *** =====



\* 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: 09/2017 Batch Nbr:92017MX

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	21173	21173 AUG2017	AUG 2017 EMP MILEAGE/MEAL REIM	60.54
CELLCOM WISCONSIN RSA 10	4818	4818 AUG2017	AUG 2017 CCS/WHEAP/HS CELL PHONES	660.65
LANGUAGE LINE SERVICES	14606	14606 AUG2017	AUG 2017 INTER SERVICES 353 MIN	256.20
[REDACTED]	22295	22295 AUG2017	AUG 2017 EMP MILEAGE REIM 18.3 MI	9.79
[REDACTED]	21771	21771 AUG2017	AUG 2017 EMP MILEAGE REIM 565 MI	302.28
[REDACTED]	18398	18398 AUG2017	AUG 2017 EMP MILEAGE REIM 544 MI	291.04
OCONTO COUNTY DEPT OF HUMAN SR	12853	12853 SEP2017	OCT 9 2017 WAPAF CONFERENCE	50.00
STAPLES ADVANTAGE	15069	15069 08-2017	AUG-SEP 2017 HS OFFICE SUPPLIES	973.83
WJCIA	35669	35669 092017	SEPT 2017 WJCIA ANNUAL CONF	125.00

Batch Total: \$2,729.33 \*\*\*  
=====





\* SUMMARY \*  
SCHEDULE OF VOUCHERS

*ADec /sec 1<sup>st</sup> Datch, SEPT. 2017*

MEETING DATE

HS Resource Center  
DEPARTMENT

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

G/L DATE: 09/2017

Batch Nbr: 259515

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	18248	18248 AUG2017	49.50 AUG MOW MILEAGE REIMB	26.49
[REDACTED]	20950	20950 AUG2017	64 AUG EMPLY MILEAGE REIMB	34.24
ABBY VANS INC	16735	16735 18701	AUG D2D TAXI	48,650.36
ADVOCATES-INDEPENDENT LIVINGII	13325	13325 JULAUG	JUL/AUG SHC-BA	79.49
[REDACTED]	15999	15999 JUL2017	18.8 JUL EMPLY MILEAGE REIMB	10.07
BEST WESTERN MARITIME INN	2974	70669 HS2017	ROOM RENTAL-VS	310.00
BROTHERS DAIRY	257	257 AUG2017	RAW FOOD	665.10
[REDACTED]	19077	19077 SEP2017	SEP CAREGIVER SUPPORT	37.50
[REDACTED]	21443	21443 JUL/AUG	338 JUL/AUG EMPLY MILEAGE REIMB	198.59
[REDACTED]	18153	18153 AUG2017	AUG NEWSLETTER/MENU REVIEW/TASTY TIDBITS	172.50
[REDACTED]	4168	4168 AUG2017	24.20 AUG EMPLY MILEAGE REIMB	12.98
CLINICAL & CONSULTING PSYCHOLO	11583	11583 AUG2017	PSYCH EVAL-APS	160.00
CORNERSTONE OF STURGEON BA	12482	12482 1808	AUG RENT-WP	3,512.00
DOOR-TRAN	16496	16496 AUG2017	AUG STAFF HOURS	600.00
ECONO FOODS	9674	9674 AUG2017	RAW FOOD	942.60
[REDACTED]	17474	17474 AUG2017	25 AUG MOW MILEAGE REIMB	13.40
[REDACTED]	19080	19080 AUG2017	30 AUG MOW MILEAGE REIMB	16.06
GORDON FOOD SERVICE, INC	22145	22145 AUG2017	RAW FOOD/NUTRITIONAL SUPPLIES	6,958.03
[REDACTED]	5354	5354 AUG2017	22 AUG MOW MILEAGE REIMB	11.78
HPS LLC	22498	LLC13717 SRC	MEMBERSHIP FEE	850.00
[REDACTED]	20934	20934 JULAUG	128.20 JUL/AUG EMPLY MILEAGE REIMB	68.59
[REDACTED]	19650	19650 AUG2017	16 AUG EMPLY MILEAGE REIMB	8.56

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	18116	18116 AUG2017	51.80 AUG MOW MILEAGE REIMB	27.71
[REDACTED]	17906	17906 AUG2017	762.10 AUG MEALSITE MILEAGE REIMB	407.74
[REDACTED]	19673	19673 AUG2017	8 AUG EMPLY MILEAGE REIMB	4.28
[REDACTED]	20119	20119 AUG2017	259 AUG EMPLY MILEAGE REIMB	138.57
TOWN OF LIBERTY GROVE	33170	33170 AUG2017	AUG MEALSITE 13 DAYS @ \$9/DAY	117.00
[REDACTED]	9411	9411 AUG2017	74 AUG MOW MILEAGE REIMB	39.61
MEAT PROCESSORS INC	6544	6544 AUG2017	RAW FOOD	200.57
NELSON-MINAHAN REALTORS	9680	9680 ADRC	SECURITY DEPOSIT-AH	185.00
NELSON-MINAHAN REALTORS	9680	9680 ADRC01	SEPT RENT-AH	169.00
Vendor Total:				354.00 **
[REDACTED]	22496	22496 AUG2017	37 AUG MOW MILEAGE REIMB	19.80
[REDACTED]	20044	20044 AUG2017	65.70 AUG EMPLY MILEAGE REIMB	35.04
[REDACTED]	21501	21501 AUG2017	AUG MEALSITE 10 DAYS @ \$8/DAY	80.00
[REDACTED]	26890	26890 AUG2017	316 AUG MEALSITE MILEAGE REIMB	169.09
[REDACTED]	14091	14091 AUG2017	375 AUG MEALSITE MILEAGE REIMB	200.63
STAPLES ADVANTAGE	15069	15069 AGU2017	ADRC/SRC OFFICE SUPPLIES	128.83
SUNSHINE HOUSE INC	31820	15818 ADRC	RSP-ADULT DAY SVCS-WT	144.00
TIP TOP CLEANERS	10942	10942 AUG2017	LAUNDRY/KITCHEN	134.25
UNITED HOME HEALTH SERVICIS, LLC	20955	20955 AUG2017	AUG AFCSP-RSP HOMEMAKER/CHORE-	855.92
UWSP	7086	7086 ADRCJB	ADRC CONF-JB	175.00
[REDACTED]	374	374 AUG2017	22 AUG MOW MILEAGE REIMB	11.78
WAND	9654	9654 SEP2017	WAND MEETING-JE	35.00
WARNER-WEXEL WHOLESALE & POOL	36120	36120 AUG2017	NUTRITIONAL SUPPLIES/JANITORIAL SUPPLIES	538.52
TOWN OF WASHINGTON	33570	33570 AUG2017	AUG MEALSITE 11 DAYS @ \$8/DAY	88.00
WDOR AM & FM	129	129 AUGSRC	AUG MKTG SRC	168.00
WISCONSIN PUBLIC SERVICE	11363	11363 AUG2017	AUG UTILITIES-SRC	65.95

Batch Total: \$67,477.63 \*\*\*\*  
=====



*ADRC/SRC, 2<sup>nd</sup> batch, SEPT. 2017*





MEETING DATE

HS Resource Center  
DEPARTMENT

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

G/L DATE: 09/2017

Batch Nbr: 259534

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ABBY VANS INC	16735	16735 AUG17	AUG D2D TAXI	52,955.07
ADVANCED DISPOSAL SERVICES	18928	18928 SEP2017	SEP DISPOSAL CHGES-SRC	200.91
CELLCOM WISCONSIN RSA 10	4818	4818 ADRC2017	ADRC/SRC CELL CHGES (09/06-10/05)	201.78
CLEARVIEW OPTICAL	11837	11837 SEP2017	EYEGLASS PURCHASE-BN	368.80
DOOR COUNTY YMCA	39472	39472 SEP2017	OCT HEALTHY LIVING FAIR/ADRC	25.00
GANNETT WISCONSIN MEDIA	15904	15904 SEP2017	SRC ADVOCATE SUBSCRIPTION	56.35
	13074	13074 SEP2017	50 SEP EMBLY MILEAGE REIMB	26.75
	21883	21883 ADP2017	EMPLY TOUR REIMBURSEMENT	5.00
JANDRIN REFRIGERATION	22278	22278 601754	SRC KITCHAN FREEZER REPAIR	225.00
	12614	12614 AUG2017	144 AUG EMBLY MILEAGE REIMB	77.04
	7092	7092 AUG2017	55 AUG MOW MILEAGE REIMB	29.45
KURT KANE MAGIC	21951	21951 OCT2017	HALLOWEEN ENTERTAINMENT-SRC	150.00
MANNS STORE	18770	18770 AUG2017	RAW FOOD	705.55
GOOD SAMARITAN, SCANDIA VILLAGE	27395	27395 AUG2017	AUG MEALS-107	428.00
STAPLES ADVANTAGE	15069	15069 ADRC817	3350550175/ADRC/SRC OFFICE SUPPLIES	5.99
UNITED HOME HEALTH SERVICIS, LLC	20955	20955 SEP2017	SEP RSP HOME CHORES	766.86
WASHINGTON ISLAND FERRY LINE I	36270	36270 ADRC17	FERRY CHARGE-AZ	39.50
WISCONSIN DOCUMENT IMAGING	5999	5999 11074	AUG COPIER APS	80.00

Batch Total: \$56,347.05 \*\*\*\*  
=====



# 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: Activities Assistant

Position Status:  Currently vacant  Will be vacant Date Vacant: 10-9917

Full Time  Part Time  Limited Term  Project Hours per week: 20-40

Reason for Vacancy:  Separation  Transfer  Retirement  Resignation  Death

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

Transfer: why is the new position more attractive to employee than current one? More responsibility, more money, full time and benefits

Name of Current / Most Recent Incumbent: Jennifer Fitzgerald

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 10-4-17

Financial Information:

Salary Range: \$15,700 - \$17,940 Is the Position Budgeted:  Yes  No

Funding Source:  Levy % \_\_\_\_\_  Grant Funded % \_\_\_\_\_  Other \_\_\_\_\_ % \_\_\_\_\_

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO 06 - OFFICE / CLERICAL FLSA Status Non-Exempt

Human Resources has performed a position review? [Signature] (HR initial)

The Job Analysis and Job Description have both been updated and signed? [Signature] (HR initial)

Approvals:

County Administrator [Signature] Date 10-4-17

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 Activities Assistant

<b>Job Title</b>	Activities Assistant	<b>Last Revision</b>	07/01/2015
<b>Department</b>	Human Services	<b>HR Reviewed</b>	01/01/2017
<b>Division</b>	Senior Resource Center	<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Assistant ADRC Director	<b>FLSA Status</b>	Non-Exempt
<b>Pay Range</b>	D	<b>EEO Code</b>	06 – Office/Clerical

### General Summary

This position works closely with the Assistant ADRC Director and will coordinate volunteers for activities and various events connected to the Senior Resource Center. This position is responsible to efficiently coordinate activities to ensure services run smoothly. Time management and reporting flexibility is required for this position to revolve around scheduled events. Regular attendance and punctuality along with being prepared to commence work at designated work locations on the assigned scheduled days and hours is expected.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Recruit of volunteers for several programs and activities through various methods. Including but not limited to advertising, radio appearances, making connections with the volunteer center, churches, schools and juvenile programs.
2. Interview volunteer candidates for various tasks.
3. Assist the Assistant ADRC Director in scheduling and booking events.
4. Match volunteers with tasks that fit their capabilities and assign responsibilities.
5. Provide program information and direction to volunteers when concerns or problems arise.
6. Responsible to coordinate the volunteer recognition program by tracking hours of service and updating contact information.

#### *General Job Functions*

1. Assist Assistant ADRC Director in recruitment for special events and activities.
2. Reassignment of activities when appropriate to volunteers.
3. Compile necessary paperwork on mandatory volunteer background checks and maintain records.

### Requirements

#### *Training and Experience*

1. High School diploma or equivalent.
2. One (1) to three (3) year of employment experience in computer/office related field.
3. One or more years' experience working with older adults preferred.
4. Ability to type a minimum of 40 words per minute determined by a standard keyboard test.

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

1. Good communication skills with diverse cultural and age groups.
2. Ability to communicate effectively with older adults.

## County of Door Activities Assistant

3. Ability to read, comprehend, and communicate, both verbally and in writing.
4. Computer proficiencies in Microsoft Word, Excel, and Outlook as determined by a standard test.
5. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

### Physical & Working Conditions

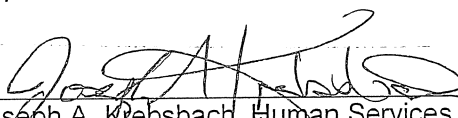
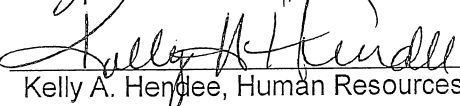
Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

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).

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	10/26/15 _____ Date
 _____ Kelly A. Hendee, Human Resources Director	12/8/15 _____ 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

Activities Assistant Senior Center  
 \_\_\_\_\_ 6 Mo \_\_\_\_\_  
Senior Center Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Activities Assistant-Range D - Step 1</b>										
0.50	\$15.70	16,328					3,122			19,450
<b>Activities Assistant Range D - 2017 Budget</b>										
0.50	\$16.15	16,796					3,211			20,007
<b>Total Salary and Benefit Decrease</b>										<b>(557)</b>
<b>Activities Assistant-Range D - Control Point</b>										
0.50	\$17.94	18,658					3,567			22,225
<b>Activities Assistant Range D - 2017 Budget</b>										
0.50	\$16.15	16,796					3,211			20,007
<b>Total Salary and Benefit Increase</b>										<b>2,218</b>

Dept Head Signature

*Mark E. Jamich*

Finance Director

Date

10/3/2017

**Disclaimer:** This Fiscal Impact does not include Step 2 \$16.15, Step 3 \$16.59, Step 4 \$17.04, or Step 5 \$17.49.

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



**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

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

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

September 22, 2017

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

**RE:** Completion on Introductory Period

**Employee Name:** Elizabeth Secrest

**Position:** Regional Comprehensive Community Services Coordinator

**Start Date:** March 20, 2017

As of September 20, 2017, Elizabeth Secrest has successfully completed her six month introductory period. Elizabeth has a unique job working across a three-county consortium consisting of Door, Kewaunee, and Shawano Counties.

Elizabeth has done an excellent job acclimating to her role. She has established excellent working relationships with managers and staff in all three counties. She has become a great resource for the Service Facilitators, Managers, and providers alike. She has helped to build our provider network, brought us into compliance with documentation requirements, planned and facilitated several excellent trainings, and implemented many new procedures to improve the program. Elizabeth's approach is a great balance of accountability and support, which will go a long way to ensuring the success of our regional CCS program into the future.

The management team of the consortium met with Elizabeth to review her performance, and I have completed her 6-month evaluation in NEOGOV. It is without reservation that I recommend Elizabeth move to regular status.

Sincerely,

Cori McFarlane  
Deputy Director

CC: Administrative Committee  
Human Resources Department



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

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

September 30, 2017

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

Re: Completion of Introductory Period

Name: Tim Headrick

Start Date: March 17, 2017

Mr. Headrick has done an excellent job learning his new job as the Business Manager. Since Tim has been here, he has proven to be a real asset. We have improved our processes with both payables and collections resulting in enhanced efficiencies and increased collections. He has completed his introductory period and deserves high praise.

Sincerely,

Joseph A. Krebsbach  
Department of Human Services

Cc: Administrative Committee  
Human Resources Department.

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

10-09-2017

