

<sup>1</sup>  
**Tuesday,  
December 12, 2017  
8:30 a.m.**

**HUMAN SERVICES BOARD**

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

*Oversight Board for the Department of Human Services*

**\*REVISED AGENDA**

**HUMAN SERVICES BOARD MEETING**

1. Call Meeting or Order
2. Roll Call-Establishing Quorum
3. **Adopt** Agenda
4. **Approve** Minutes – November 14, 2017 Public Participation Meeting & Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Program Reports
  - a. Written Collective Unit Report
8. Continuing / Pending Business
  - a. Resource Center Building Update
  - b. Staff Recruitment Updates
  - c. Vouchers
9. Topics To Be Referred to the Legislative Committee
10. New Business
  - a. 2016-2018 Aging Plan Review
  - b. Staffing Level Discussion
  - c. AODA Services
  - d. Homelessness
  - e. Completion of Introductory Period
    - Laura Hall
    - Danielle Nyman
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
12. Set Next Meeting Date – Tuesday, January 9, 2018, 8:30am
13. Meeting Per Diem Code
14. **Adjourn** Meeting

*Deviation from the order shown may occur*

**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

**PUBLIC PARTICIPATION PROCESS MEETING FOR PROPOSED 2018- 85.21  
ELDERLY/DISABLED TRANSPORTATION PROGRAM & 5311 PUBLIC TRANSIT  
PROGRAM**

**\*\*\*\*\* Tuesday, November 14, 2017 at 4:00 p.m. \*\*\*\*\***

<p align="center">These minutes have not been reviewed by the oversight board and are subject to approval or revision at the next regular meeting.</p>
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The Door County Human Services Board held a public participation meeting for the purpose of receiving public comments regarding the 2018 – 85.21 Elderly/Disabled Transportation Program (Senior Resource Center Bus & Van) and the 5311 Public Transit Program of the Door County Department of Human Services. The Notice of Public Hearing for the 85.21 Transportation Plan appeared in the November 4, 2017 issue of the Door County Advocate and the notice for the 5311 Public Transit Plan appeared in the October 14th and November 4<sup>th</sup>, 2017 issues. The public notice affidavits are attached to these minutes.

Vice Chair, Helen Bacon called the Public Participation Process Meeting to order at 4:00 p.m. Human Service Board members and staff introduced themselves. The Vice Chair then shared the public participation meeting process formalities. All public guests were asked to sign the provided sign-in sheet and indicate whether they wished to speak. The sign-in sheet is attached to these minutes.

Joseph Krebsbach, Director of the Door County Department of Human Services, shared the growth in participants and expansion in coverage area of the 5311 Public Transit Program over the past 10 years. He explained that the program had a projected deficit of approximately \$75,000 in 2018. The state will not allow the county to subsidize the operating expenses of the 5311 program with trust fund monies after 2017, and the county does not have the additional funds to cover the overage. In order to balance the transit budget, it was determined that 76 operating hours would have to be cut from the transit system. In order to accomplish this with minimal impact, hours offered in the far northern and southern areas of the county, as indicated on the attached map, would be reduced from 7am-7pm to 8am-6pm, eliminating 10 hours per week from the system. An additional 66 hours would also be removed during the week from throughout the county in areas that represent the lowest number of rides. The number of taxis currently available during peak times of the day would decrease to 7 from 8. Joe is hopeful, that we will still be able to meet the demand on the system.

One written correspondence was received prior to the meeting regarding the proposed plans. This email from Jim Wilson, resident of Washington Island, was read. The correspondence is also attached to these minutes.

Pam Busch, Door-Tran's representative and meeting attendee, commended the county for assessing the needs and service with due diligence.

No other guests had indicated that they wished to speak and no one else in attendance responded when the Vice Chair asked if anyone else wished to contribute any comments regarding the transportation plans. A thank you was extended to those who attended the meeting.

Tom Leist motioned to adjourn with Joe Miller providing the second. All were in favor.

The Public Participation Meeting was adjourned at 4:20 p.m.

Respectfully submitted,  
Shawn M. Barlament – Recording Secretary

# Door County Advocate

STATE OF WISCONSIN  
BROWN COUNTY

ADRC OF DOOR COUNTY

832 N 14TH AVE  
STURGEON BAY

WI 542351222

**NOTICE OF PUBLIC HEARING**  
Specialized Transportation Assistance Grant Application for 2018  
for the Door County Public Transit System

Notice is hereby given that a Public Hearing will be held by the Door County Human Services Board on behalf of the County of Door (applicant) at the Door County Government Center, 421 Nebraska Street (Chambers Room - 1st Floor), Sturgeon Bay, WI 54235 at 4:00 p.m. on Tuesday, November 14, 2017 for the purpose of receiving comment for Door County's proposed plan for spending the allocation authorized under Section 85.21 of the Wisconsin Statutes to implement its elderly and disabled transportation program in 2018. We intend to continue with our current plan and make no changes during 2018.

At the hearing, the County of Door will afford an opportunity for interested persons or agencies to be heard with respect to the social, economic, and environmental aspects of the project. Interested persons may submit, orally or in writing, evidence and recommendations with respect to said project. Additionally, written comments will be considered if sent to: Robin Mark, Door County Department of Human Services, Senior Resource Center, 832 N. 14th St., Sturgeon Bay, WI 54235, rmark@co.door.wi.us no later than 12:00 p.m. on Monday, November 13, 2017.

WNAXLP

Run November 4, 2017

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

Account Number: GWM-520801  
Order Number: 0002493276  
No. of Affidavits: 1  
Total Ad Cost: \$30.22  
Published Dates: 11/04/17

(Signed) *Evin Gettinger* (Date) 11-10-17  
Legal Clerk



Signed and sworn before me *M. Rome*

My commission expires 1-12-2021

ADRC OF DOOR COUNTY

# Door County Advocate



STATE OF WISCONSIN  
BROWN COUNTY

ADRC OF DOOR COUNTY

832 N 14TH AVE  
STURGEON BAY

WI 542351222

**NOTICE OF PUBLIC HEARING**  
**Service Change for the Door County Public Transit System**  
 Notice is hereby given that a Public Hearing will be held by the Door County Human Services Board on behalf of the County of Door (applicant) at the Door County Government Center, 421 Nebraska Street (Chambers Room - 1st Floor), Sturgeon Bay, WI 54235 at 4:00 p.m. on Tuesday, November 14, 2017 for the purpose of considering a change to the current Door2Door transportation system project for which Federal operating assistance under Section 5311 of the Federal Transit Act, is being sought.

**Proposed Changes in 2018:**

- In Northern Door service area, rides provided by Door2Door would go from 7:00 a.m. - 7:00 p.m. to 8:00 a.m. - 6:00 p.m. Monday thru Friday.
- In the Far South service area, rides provided by Door2Door would go from 7:00 a.m. - 7:00 p.m. to 8:00 a.m. - 6:00 p.m. Monday thru Friday.
- Mid-Day Door2Door Rides Taxi Connector (when crossing between South / North zones in either direction) rides provided by Door2Door would go from 7:00 a.m. - 7:00 p.m. to 8:00 a.m. - 6:00 p.m. Monday thru Friday.

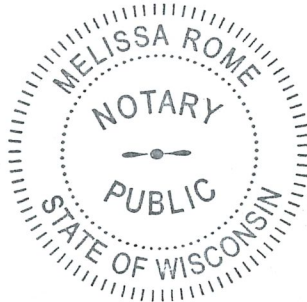
At the hearing, the County of Door will afford an opportunity for interested persons or agencies to be heard with respect to the social, economic, and environmental aspects of the project. Interested persons may submit, orally or in writing, evidence and recommendations with respect to said project. Additionally, written comments will be considered if sent to: Robin Mark, Door County Department of Human Services, Senior Resource Center, 832 N. 14th St., Sturgeon Bay, WI 54235, rmark@co.door.wi.us no later than 12:00 p.m. on Monday, November 13, 2017.  
 Run: Oct 14, Nov 4, 2017 WNAXLP

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

Account Number: GWM-520801  
Order Number: 0002460150  
No. of Affidavits: 1  
Total Ad Cost: \$62.40  
Published Dates: 10/14/17, 11/04/17

(Signed) *Evan Gettinger* (Date) 11-10-17  
Legal Clerk

Signed and sworn before me



*M. Rome*  
My commission expires 1-12-2021

ADRC OF DOOR COUNTY  
Re: Door County Public Transit System

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

**GANNETT**  
Wisconsin Media  
Delivering Customers. Driving Results.

PHONE 1-877-943-0446  
FAX 877-943-0443  
EMAIL [legals@doorcountyadvocate.com](mailto:legals@doorcountyadvocate.com)

**Door County Department of Human Services  
Public Participation Meeting - 2018 - 8521 Elderly/Disabled  
Transportation Plan & 5311 Public Transit Plan**

Tuesday, November 14th 2017 4:00pm Chambers Room-Government Center

## Please Print

	Name	Organization	"X" If You Wish to Speak
1	Amy Barnard		
2	Daniel Barnard		
3	Mark R. Jones	Abby Jones	
4	Marie Mossat		
5	Pam Busch	Door-Trans	X
6	Paul Nelson	"	
7	Stanley W. Whiteman	"	
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# DOOR 2 DOOR RIDES

## What is it?

Door 2 Door Rides is a wheelchair accessible, public shared ride taxi and connector service based in Door County, Wisconsin.

## Who can ride?

Everyone can ride. Children 3 and under must be accompanied.

## What areas does it cover?

### Shared Ride Taxi Service

**Yellow Zone** covers the northern portion of the Town of Liberty Grove. The southern boundary of the **Yellow Zone** is Highview and Seaquist Roads. It includes service to Ellison Bay, Gills Rock, and the Northport Ferry Dock.

**Pink Zone** covers all of the Towns of Egg Harbor, Jacksonport, Baileys Harbor, Gibraltar, and the southern portion of Liberty Grove. The northern edge of the **Pink Zone** is Highview and Seaquist Roads. It includes the Villages of Egg Harbor, Ephraim, and Sister Bay.

**Green Zone** covers all of the Towns of Gardner, Nasewaupae, Sturgeon Bay and Sevastopol, but not including the area that is within the **Orange Core**.

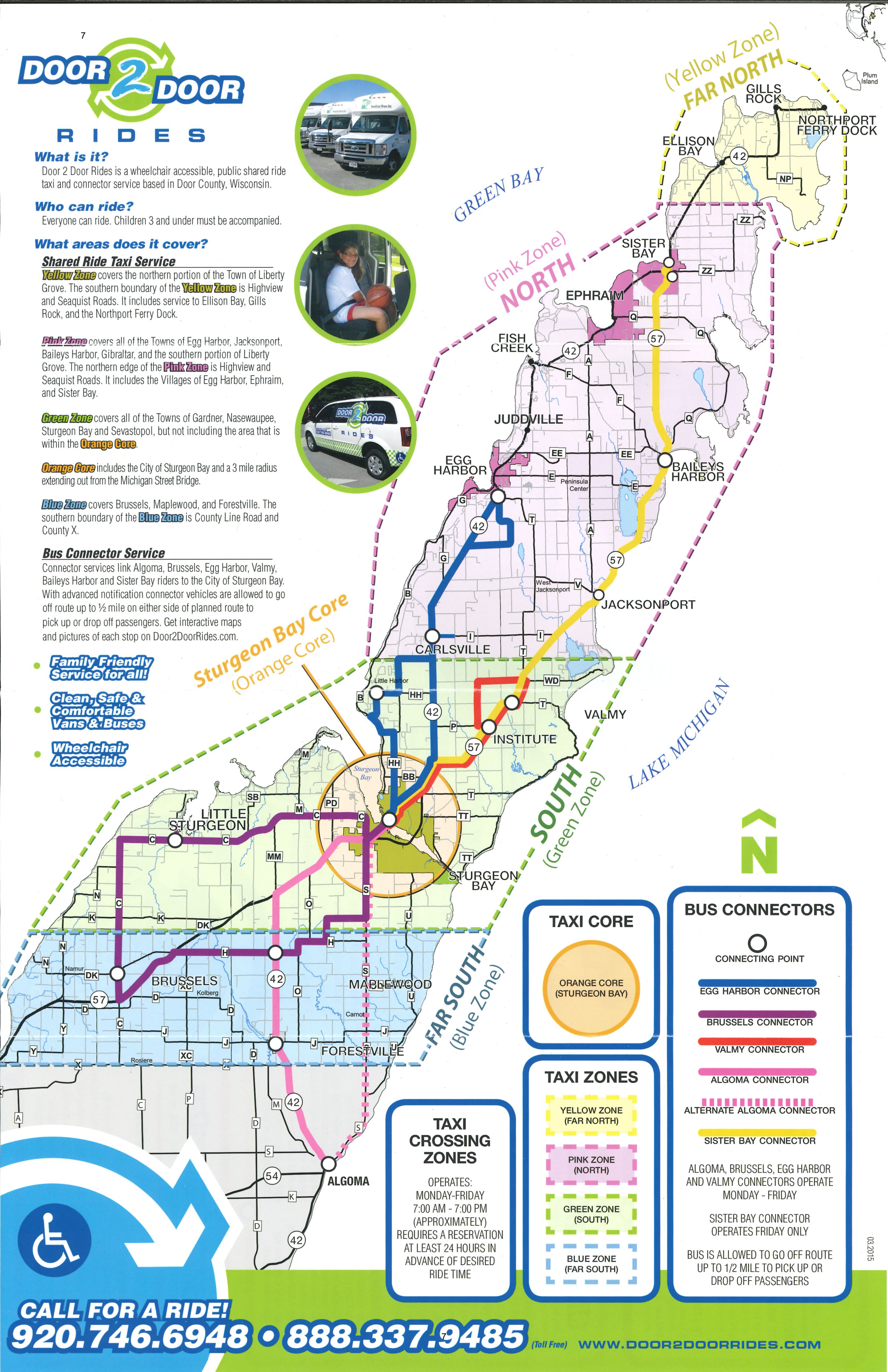
**Orange Core** includes the City of Sturgeon Bay and a 3 mile radius extending out from the Michigan Street Bridge.

**Blue Zone** covers Brussels, Maplewood, and Forestville. The southern boundary of the **Blue Zone** is County Line Road and County X.

### Bus Connector Service

Connector services link Algoma, Brussels, Egg Harbor, Valmy, Baileys Harbor and Sister Bay riders to the City of Sturgeon Bay. With advanced connector vehicles are allowed to go off route up to 1/2 mile on either side of planned route to pick up or drop off passengers. Get interactive maps and pictures of each stop on Door2DoorRides.com.

- **Family Friendly Service for all!**
- **Clean, Safe & Comfortable Vans & Buses**
- **Wheelchair Accessible**



**Sturgeon Bay Core (Orange Core)**

**SOUTH (Green Zone)**

**FAR SOUTH (Blue Zone)**

**GREEN BAY**

**(Pink Zone) NORTH**

**(Yellow Zone) FAR NORTH**

### TAXI CORE



ORANGE CORE (STURGEON BAY)

### TAXI ZONES

- YELLOW ZONE (FAR NORTH)
- PINK ZONE (NORTH)
- GREEN ZONE (SOUTH)
- BLUE ZONE (FAR SOUTH)

### TAXI CROSSING ZONES

OPERATES: MONDAY-FRIDAY 7:00 AM - 7:00 PM (APPROXIMATELY)  
REQUIRES A RESERVATION AT LEAST 24 HOURS IN ADVANCE OF DESIRED RIDE TIME

### BUS CONNECTORS

- CONNECTING POINT
- EGG HARBOR CONNECTOR
- BRUSSELS CONNECTOR
- VALMY CONNECTOR
- ALGOMA CONNECTOR
- ALTERNATE ALGOMA CONNECTOR
- SISTER BAY CONNECTOR
- ALGOMA, BRUSSELS, EGG HARBOR AND VALMY CONNECTORS OPERATE MONDAY - FRIDAY
- SISTER BAY CONNECTOR OPERATES FRIDAY ONLY
- BUS IS ALLOWED TO GO OFF ROUTE UP TO 1/2 MILE TO PICK UP OR DROP OFF PASSENGERS



**CALL FOR A RIDE!**  
**920.746.6948 • 888.337.9485** (Toll Free) [WWW.DOOR2DOORRIDES.COM](http://WWW.DOOR2DOORRIDES.COM)

## Valmy Connector

This service operates MONDAY - FRIDAY • FLAT FARE: \$2.00 per trip

### Morning Run :

#### TO VALMY

7:45 am - Leave Sturgeon Bay  
(Pre-arrange pick-up point)  
8:15 am - Arrive in Valmy  
(Welsing's Foodland)

#### TO STURGEON BAY

8:15 am - Leave Valmy  
(Welsing's Foodland)  
8:50 am - Arrive in Sturgeon Bay  
(Pre-arrange drop-off point)

### Afternoon Run :

#### TO VALMY

3:15 pm - Leave Sturgeon Bay  
(Pre-arrange pick-up point)  
3:45 pm - Arrive in Valmy  
(Welsing's Foodland)

#### TO STURGEON BAY

3:45 pm - Leave Valmy  
(Welsing's Foodland)  
4:20 pm - Arrive in Sturgeon Bay  
(Pre-arrange drop-off point)

## Sister Bay Connector

This service operates only on FRIDAYS • FLAT FARE: \$5.00 per trip

### Morning Run :

#### TO SISTER BAY

8:15 am - Leave Sturgeon Bay  
(Pre-arrange pick-up point)  
8:25 am - Institute  
(St. Peter & Paul Catholic Church)  
8:28 am - Valmy (Welsing's Foodland)  
8:37 am - Jacksonport (Bley's Grocery)  
8:47 am - Baileys Harbor (Town Hall)  
9:02 am - Arrive in Sister Bay  
(Scandia Village or Post Office)

#### TO STURGEON BAY

9:10 am - Leave Sister Bay  
(Scandia Village or Post Office)  
9:25 am - Baileys Harbor (Town Hall)  
9:35 am - Jacksonport (Bley's Grocery)  
9:44 am - Valmy (Welsing's Foodland)  
9:47 am - Institute  
(St. Peter & Paul Catholic Church)  
9:57 am - Arrive in Sturgeon Bay  
(Pre-arrange drop-off point)

### Afternoon Run :

#### TO SISTER BAY

2:15 pm - Leave Sturgeon Bay  
(Pre-arrange pick-up point)  
2:25 pm - Institute  
(St. Peter & Paul Catholic Church)  
2:28 pm - Valmy (Welsing's Foodland)  
2:37 pm - Jacksonport (Bley's Grocery)  
2:47 pm - Baileys Harbor (Town Hall)  
3:02 pm - Arrive in Sister Bay  
(Scandia Village or Post Office)

#### TO STURGEON BAY

3:10 pm - Leave Sister Bay  
(Scandia Village or Post Office)  
3:25 pm - Baileys Harbor (Town Hall)  
3:35 pm - Jacksonport (Bley's Grocery)  
3:44 pm - Valmy (Welsing's Foodland)  
3:47 pm - Institute  
(St. Peter & Paul Catholic Church)  
3:57 pm - Arrive in Sturgeon Bay  
(Pre-arrange drop-off point)

## Algoma Connector

This service operates MONDAY - FRIDAY • FLAT FARE: \$3.00 per trip

### Morning Run :

#### TO STURGEON BAY

8:15 am - Leave Algoma  
(Pre-arrange pick-up point)  
8:25 am - Forestville (Mini-Mart)  
8:35 am - Maplewood (Richard's)  
8:50 am - Arrive in Sturgeon Bay  
(Pre-arrange drop-off point)

### Afternoon Run :

#### TO ALGOMA

3:15 pm - Leave Sturgeon Bay  
(Sunshine House or W. Side Strg. Bay)  
3:30 pm - Maplewood (Richard's)  
3:40 pm - Forestville (Mini-Mart)  
3:50 pm - Arrive in Algoma  
(Pre-arrange drop-off point)

DOOR 2 DOOR

RIDES



### How to Schedule Your Ride

**\*\*All Rides Require an Advance Reservation\*\***

- Call 920-746-6948 (local) or 888-337-9485 (toll-free) to schedule that ride.
- Minimum 40 minute advance notice needed for shared taxi rides in the **Orange Core** and **Green Zone**, all other zones require a reservation at least 24 hours in advance of desired ride time.
- With advanced notification connector vehicles are allowed to go off route up to 1/2 mile on either side of planned route to pick up or drop off passengers.
- Please notify the dispatcher of pickup and drop off location and times as well as number of passengers.
- Work with dispatcher directly to plan your route.
- **Please indicate if you need a wheelchair transport as one of our vehicles is not wheelchair accessible.**

SEE INSIDE FOR COVERAGE AREA MAP AND DETAILS

CALL FOR A RIDE!  
**920.746.6948**  
**888.337.9485** (Toll Free)  
WWW.DOOR2DOORRIDES.COM

DOOR 2 DOOR

RIDES



### Shared Ride Taxi Transit

Welcome to Door 2 Door Rides Public Transit System, Door County, Wisconsin's shared ride taxi and public connector service. Door 2 Door now offers public transportation to the entire county of Door! Our focus is to provide safe, clean, wheelchair accessible transportation at an affordable price to people of all ages. The County of Door operates its programs and services without regard to race, color, and national origin in accordance with Title VI. Any person who believes she or he has been aggrieved by an unlawful discriminatory practice under Title VI may file a complaint with the County of Door. Contact 920.746.2401 for information on how to file a complaint.

SEE INSIDE FOR COVERAGE AREA MAP AND DETAILS

CALL FOR A RIDE!  
**920.746.6948**  
**888.337.9485** (Toll Free)  
WWW.DOOR2DOORRIDES.COM

## TAXI SERVICE

- **Orange Core** and **Green Zone** operate Monday-Friday: 6am-10pm; Saturday: 7am-10pm; Sunday: 7am-6pm
- **Blue, Pink** and **Yellow** Zones operate Monday-Friday: 7am-7pm approximately with reservation required at least 24 hours in advance of desired ride time

### Orange Core

- Adults: \$3.50
- 60+ and individuals with disabilities: \$1.75
- Students (3-22 years of age): \$1.75

### Traveling Within Zones

- Adults: \$6.50
- 60+ and individuals with disabilities: \$3.25
- Students (3-22 years of age): \$3.25

### Crossing Zones

- Requires a reservation at least 24 hours in advance of desired ride time
- Available Monday-Friday: 7am to 7pm (approximately)
- Crossing the first zone is a flat \$10 fare with an additional \$5 per each additional zone crossed. Fares are based on one way trips.

## Brussels Connector

This service operates MONDAY - FRIDAY • FLAT FARE: \$3.00 per trip

### Morning Run :

#### TO BRUSSELS

7:30 am - Leave Sturgeon Bay  
(Sunshine House or W. Side Strg. Bay)  
8:00 am - Arrive in Brussels  
(Marchant's)

#### TO STURGEON BAY

8:00 am - Leave Brussels  
(Marchant's)  
8:20 am - Little Sturgeon  
(Stevenson's Pier Mini-Mart)  
9:00 am - Arrive in Sturgeon Bay  
(Pre-arrange drop-off point)

### Afternoon Run :

#### TO BRUSSELS

3:15 pm - Leave Sturgeon Bay  
(Sunshine House or W. Side Strg. Bay)  
4:00 pm - Arrive in Brussels  
(Marchant's)

#### TO STURGEON BAY

4:00 pm - Leave Brussels  
(Marchant's)  
4:15 pm - Little Sturgeon  
(Stevenson's Pier Mini-Mart)  
4:30 pm - Arrive in Sturgeon Bay  
(Pre-arrange drop-off point)

## Egg Harbor Connector

This service operates MONDAY - FRIDAY • FLAT FARE: \$3.00 per trip

### Morning Run :

#### TO EGG HARBOR

7:30 am - Leave Sturgeon Bay  
(Pre-arrange pick-up point)  
7:45 am - Carlsville (DC Candle Co.)  
8:00 am - Arrive in Egg Harbor  
(Stella Maris Parish)

#### TO STURGEON BAY

8:00 am - Leave Egg Harbor  
(Stella Maris Parish)  
8:15 am - Carlsville (DC Candle Co.)  
8:30 am - Little Harbor  
9:00 am - Arrive in Sturgeon Bay  
(Pre-arrange drop-off point)

### Afternoon Run :

#### TO EGG HARBOR

3:15 pm - Leave Sturgeon Bay  
(Pre-arrange pick-up point)  
3:40 pm - Little Harbor  
3:55 pm - Carlsville (DC Candle Co.)  
4:15 pm - Arrive in Egg Harbor  
(Stella Maris Parish)

#### TO STURGEON BAY

4:15 pm - Leave Egg Harbor  
(Stella Maris Parish)  
4:30 pm - Carlsville (DC Candle Co.)  
4:45 pm - Arrive in Sturgeon Bay  
(Pre-arrange drop-off point)



**From:** J Wilson [mailto:jimwilson\_54246@yahoo.com]  
**Sent:** Sunday, October 29, 2017 7:48 AM  
**To:** Mark, Robin <rmark@co.door.wi.us>  
**Subject:** Public Hearing

Robin Mark,

I am a full time resident living on Washington Island.

I learned that the Door-Tran drivers were NOT allowed to use the ferry to transport riders via the ferry to pick up or deliver riders who live on Washington Island.

I am an 82 year old handicapped male wearing glasses and using a rolllater to walk safely..

If costs are a factor, all handicapped riders would be ready to pay ferry fare costs for the convenience of door to door pick up and delivery.

Thanks for considering my feedback.

*Jim Wilson*  
686 Hemlock Drive  
Washington Island, WI  
54246-9136  
920-847-2733

## DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Tuesday, November 14, 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-**

Vice Chair Helen Bacon called the November 14, 2017 meeting of the Door County Human Services Board to order at 4:20pm following the Public Hearing for the Proposed 2018 - 8521 Elderly/Disabled Transportation Plan & the 5311 Public Transit Plan in the Government Center's Chambers Room.

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

Present: Vice Chair Helen Bacon, Roy Englebert, Wayne Kudick, Tom Leist, Megan Lundahl, Joe Miller, Robert Rau and Laura Vlies Wotachek

Excused: Mark Moeller

Staff Present: Joseph Krebsbach-Director; Cori McFarlane-Deputy Director; JoAnn Bauman-Department Accountant / Finance; Tim Headrick-Department Business Manager; Wayne Spritka-Building & Grounds Director; Robin Mark-Transportation & Accounts Specialist and Shawn Barlament-Office Manager/Recording Secretary.

Others Present: Public Participation Meeting attendees. See sign-in sheet attached to those minutes.

Board members present established a quorum.

**3. Adopt Agenda-**

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

**4. Approve Minutes-**

Tom Leist motioned to approve minutes of the regular Human Services Board meeting held on October 10th, 2017. This was seconded by Joe Miller. All approved. Wayne Kudick asked a question about the Economic Support Drug Test Status under #6.Continuing/Pending Business. Currently, the state has not made any decisions.

**5. Correspondence-**

None

**6. Public Comment-**

None

**7. Discussion of Public Participation Meeting-**

None

**8. Program Reports-**

**a. Written Collective Unit Report –**

No questions asked. An agenda item of homelessness was asked to be added to next month's agenda.

**9. Continuing / Pending Business-**

**a. Resource Center Building Updates**

The move in date is currently a "moving target". Fiber optics from Sunrise School routed down 14<sup>th</sup> Avenue to the building has yet to be completed. Furniture assembly and set-up will begin on January 8.

- Acoustic Panel Review  
There are a number of 6'x4' acoustic panels that will be installed. Each will be printed with a photo representing Door County. Board members agreed that the interior designer would be best suited to select the appropriate photos for the different areas where the panels will be hung.

**b. Staff Recruitment Updates**

- Next Tuesday there are five interviews scheduled for the Activities/Volunteer Coordinator position.
- There have been no applicants that meet all of the requirements for the Behavioral Health Manager position or the Co-occurring Therapist position.

**c. Vouchers**

It was confirmed that the check written to the Department of Corrections was for Lincoln Hills School.

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

None at this time.

**11. New Business-**

**a. Change in Psychiatric Services**

Our department will begin to partner with Kewaunee County for psychiatric services. Dr. Stephen Shopbell will provide these services 2 days per week beginning in January 2018. Dr. O'Rourke will provide services through the end of this year.

**b. Billing / Collection Policy**

Laura Vlies Wotachek moved to accept this revised policy with Wayne Kudick providing the second. The policy will be reviewed annually. The vote was unanimous.

**c. Request To Refill AODA Counselor Position**

Roy Englebert motioned to refill the AODA Counselor position and Laura Vlies Wotachek seconded. All were in favor.

**d. Completion of Introductory Period – Nicole Kahler**

Nicole has successfully moved to regular employment status as of October 17, 2017.

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

Requests include these topics:

- AODA Services
- Homelessness
- Staff Turnover-Comparisons to other similar sized counties

Please notify the Chair of this Committee or the Director of the Human Services Department if there are any additional requests.

**13. Next Meeting Date-**

Tuesday, December 12, 2017 beginning at 8:30am in the Chambers Room of the Government Center, 421 Nebraska Street, Sturgeon Bay.

**14. Meeting Per Diem Code-**

854

**15. Adjourn the Meeting:**

Roy Englebert motioned and Laura Vlies Wotachek provided the second to adjourn the meeting. The motion carried. The meeting adjourned at 5:52pm.

Respectfully submitted,  
Shawn M. Barlament, Recording Secretary

**Door County Department of Human Services  
Public Participation Meeting - 2018 - 8521 Elderly/Disabled  
Transportation Plan & 5311 Public Transit Plan**

Tuesday, November 14th 2017 4:00pm Chambers Room-Government Center

## Please Print

	Name	Organization	"X" If You Wish to Speak
1	Amy Barnard		
2	Daniel Barnard		
3	Mark R. Jones	Abby Jones	
4	Marie Mossat		
5	Pam Busch	Door-Trans	X
6	Paul Nelson	"	
7	Stanley W. Whiteman	"	
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## Human Services Board Written Agency Updates – December 2017

### I. Program Changes and Highlights

- A.** The **Family Support Services** team is gearing up for end of the year reporting, finalization of program expenses, updating authorizations for the various programs, and mapping out “to do” lists for early 2018. Every program we operate has timelines, state plans, procedural and policy updates, and miscellaneous changes that require compliance in the New Year. Often times we look to the new year as a fresh start, new beginnings and affirmation of how we do business in our role supporting those we serve.

The Bureau of Children’s Long Term Support Services implemented an online enrollment process for the **Children’s Long Term Support** waiver program that went live on December 4, 2017. This process replaces the process that was in place that required submission of all application, recertification, data changes, etc. on paper to the State. Staff were provided training and information in advance of this start date. In addition, DHS has finalized the county’s wait list elimination plan for 2018. As you may recall, this plan for statewide elimination of children’s waiting lists was issued this fall, and individual county plans were submitted in late October. Door County currently has 13 children on the waiting list with a plan approved by the State for CLTS enrollment by mid-2018, removing one to two children per month. This plan, along with the new streamlined enrollment process, makes for some new challenges for staff performing CLTS waiver service coordination.

- B.** The **Birth to Three Program** staff recently had some additional training around comprehensive assessment and planning for children in early intervention services. There is great value in rehearsing the tools we use to assess a child’s development and melding that with our family-centered approach. We work off the premise that families know their child the best, and we are an instrument in helping them access tools and skills to become the most effective teachers they can be in their development—regardless of the child’s level of disability. The program has always been strength-based and family-focused.

This month we provided a Lunch and Learn presentation on Trauma Informed Home Visiting to our partner agencies and community members. The message delivered in this training was the need to understand the trauma families may have gone through and the impact this has on family function. Asking, Listening, and Accepting are important steps in our work. We look forward to continue shared learning in this arena as we look at trauma from the lens of all of our agency departments.

- C.** The **Child Protective Services/Juvenile Justice** team has applied to participate in an in-home safety services program offered through the state Department of Children and Families. With this initiative, funding is available for services to be provided to families where there are safety risks to the children. Although we currently provide services to these types of cases, the additional funding will allow more intensive and frequent services the child and family’s needs are being met. Child Protective Services strives to keep children with their parents when possible, and if removed, works

to reunify the child/ren as soon as they can safely return home. There is the stigma of 'CPS' or 'Human Services' taking away children. However, we are there to support parents and provide services and assistance to ensure the safety and well-being of their child/ren. It takes time to build a trusting working relationship with families, and once that occurs, most families realize we are there to support them and keep their family intact. Our child welfare referrals have been steady and similar to last year's numbers with 362 child welfare reports through the end of November.

- D. The state experienced a massive computer system outage on Friday December 1st. This impacted all **Economic Support** agencies throughout the state. We had no access to Cares Worker Web or the "Call Center Anywhere" software functions. Other programs using state databases appear to have been impacted as well. We were back up in the early afternoon. There have been no final budget decisions for Economic Support. DHS continues to state that any changes necessary will have at least a year for roll-out from the date of approval.

The Director and Deputy Director attended a regional Income Maintenance Consortium Directors meeting on November 7. Discussions continue around collecting information to evaluate the regional model in an effort to achieve greater consistency and efficiency in our operations. Performance on all state performance measures continues to be high.

- E. The **CSP team** lost a long time client with whom they had worked with since 1996. As Community Services Program Manager Sheryl Flores stated, "He will be remembered as a very gentle soul." Our CSP MSW intern, Mary Simac is beginning a research project on the issue of homelessness in Door County. This is timely given the number of homeless individuals that our **Adult Protective Services** team and other divisions have been seeing in recent months.
- F. The **Behavioral Health Team** lost our full-time AODA Counselor, Brenda Franco at the end of November, as she took a full-time job in Brown County. Our part-time contracted AODA Counselor has given notice that she will be retiring in February and is, therefore, not taking new referrals. Beginning the week of December 11, we will have two contracted staff through Dynamic Family Solutions providing some AODA services in our offices. These staff will be here a combined 20 hours per week to start. They will see Brenda's existing clients and those currently on the waiting list for counseling services. We are currently advertising for the two vacant AODA counseling positions, and the first review of those applications will be December 15.
- G. In **Aging and Disability Resource Center** news, Disability Benefit Specialist Jess Holland attended her very first Administration Law Judge (ALJ) Hearing. She was able to observe her supervising attorney represent one of her clients that was denied disability benefits both at initial application at the first appeal stage. There are rare circumstances when a DBS may be able to represent an applicant at an ALJ hearing, but now that Jess has assisted with the preparation and observed a hearing, she will be able to represent a claimant if an occasion arises in the future. This is very exciting for her and makes her an even greater resource to the consumers and families she serves.

The Office for Resource Center Development (ORCD), has contracted with Dr. Amy Flowers and Analytic Insight to administer a second Customer Satisfaction Survey. Separate versions have been developed for Enrollment Counseling customers and I&A/Options Counseling customers. In addition, I&A and Options Counseling customers will receive a tailored version depending on whether or not they had a home visit or other face-to-face interaction. In addition to being sent by mail, an online version of the surveys will be offered.

## **II. Noteworthy Events**

- A.** A CSP/JAK's Place Holiday Lunch is scheduled at Hope Church on Dec. 20th.
- B.** Come and visit the ADRC sometime in December for one or all of the following scheduled events:
  - Friday, December 1st at 12:45pm: Alzheimer's Association presents "Dementia Conversations"
  - Monday, December 4th from 1-3pm Free Chair Massages with NWTC
  - Tuesday, December 5th at 11am: Music with Ken
  - Monday, December 11th at 12:45pm: Healthy Cents with NWTC
  - Wednesday, December 13th from 2-3pm: Cookie Exchange
  - Friday, December 15th at Noon: Holiday Lunch and Music with George
  - Tuesday, December 19th at 11:45am: St. Peter's Kids Sing
  - Tuesday, December 19th at Noon: Aging Gracefully with Dr. Amber VandenAvond
  - Friday, December 30th at Noon: New Year's Celebration with Elvis and Dean Martin

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

- A.** Our months' long placement at Mendota has come to an end. No other news to report.

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

- A.** Several members of the Trauma Informed Care Core Implementation Team attended a regional summit in Fond du Lac the first week of November. They presented on our progress and lessons learned and heard presentations from other counties and the statewide Fostering Futures team. The networking with other agencies is one of the valuable assets of our participation in the Wisconsin Trauma Project/Fostering Futures initiative.
- B.** Kate Markwardt, Supportive Housing Program Team Leader with Lakeshore CAP, attended our all-agency staff meeting on November 15 to share information about services for homeless individuals and answer staff questions.

## **V. Agency & Community Collaboration**

- A.** The Family Support Services team has been working to create a monthly provider training series for providers in our community supporting children and families with special needs for 2018. This training series will be fashioned after the adult training offered by the Department prior to Family Care. The goal of the speaker series is to afford local providers monthly educational opportunities on topics of common interest that reinforce the values and beliefs set forth by our agency when supporting children. We look forward to the unveiling of this resource to the community. We maintain a promise to education and shared learning to our vendors that reminds them of the importance of ongoing education and keeps people vital and current in our expected practices.
- B.** Trauma Informed Care implementation continues to be a commitment of the Department of Human Services - in our agency and community. We continue to co-sponsor monthly TIC Lunch and Learns with the DC Partnership for Children and Families. We were awarded a \$700 grant from United Way to send an individual to a "train the trainer" course to be able to bring SaintA's 7 Essential Ingredients of Trauma Informed Care to our community. We are planning to sponsor the attendance of Tenley Koehler from UW Extension in this training next February. We'll be working with the Partnership to solicit the remainder of funds needed for the registration fee. Most exciting of all, we have chartered a new work group, the "Consumer Voice Committee". This group of former and current consumers of our services is charged with promoting the development of trauma-sensitive policies, procedures and environment within Door County Department of Human Services through consumer involvement and input. They will advise the Department and help us to "foster an environment where all clients/consumers of the agency experience safety, trust, transparency, collaboration, and empowerment and are able to exercise their voice and choice when participating in services." This group held their first meeting on November 29.
- C.** Three of our managers continue to participate in the planning around the Mental Health in the Schools initiative. Working collaboratively with staff from the DC Partnership and United Way, we

have submitted a grant to the Wisconsin Partnership Program through the UW School of Medicine and Public Health to support implementation of this initiative. We were one of ten applicants invited to submit a full application after review of the initial letters of intent. We are told four of the ten will be selected for funding.

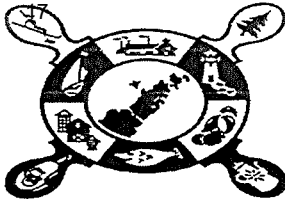
## **VI. Sharing our Successes**

- A.** The ADRC has an obligation in our contract with the State of Wisconsin to have at least one of our staff members trained in AIRS (the Alliance of Information and Referral Systems). AIRS provides a professional umbrella for Information & Referral (I&R) providers in both public and private organizations. Comprehensive and specialized I&R programs help people in every community and operate as a critical component of the health and human service delivery system. Jennifer Bender, Information & Assistance Specialist, took the exam to become AIRS certified on November 1st in Baraboo, WI, and we just received news that she passed her exam! We are very proud of her!
- B.** Beth Chisholm was awarded the Shining Star Award for excellence in Customer Service in the month of November. The I&A team that passed the award on to Beth recognized Beth for her excellent engagement skills in working with children and families, her teamwork with others throughout the department, and for her participation in the Trauma Informed Care Core Team and leadership of the Secondary Traumatic Stress work group. They proclaimed that Beth "was trauma informed before there was such a thing as trauma informed care." We couldn't agree more! We are truly blessed to have this Shining Star in our agency!

*The managers and staff of the Department of Human Services would like to wish all Human Services Board members Happy Holidays and heartfelt gratitude for your work this last year in supporting our work. We truly appreciate it!*

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





**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

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

Joseph Krebsbach, Director  
 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:** 12.12.2017  
**Re:** Request for Expenditure Approval

Expenditures since the last committee meeting held 11.14.2017

\$	747.10	Wal-Mart Credit Card October-November 2017
\$	2,132.84	Elan Credit Card September-October 2017
\$	1,730.88	Elan Credit Card October-November 2017
\$	25,291.18	October 2017 Foster / Kinship Care Payments #259661/#259673
\$	10,540.00	Invoices Paid Prior to December 12 not included in Batches
\$	40,442.00	

Departmental journal entries not included on the attached voucher list:

\$	219.54	Maintenance Dept. September 2017 gas usage - Fleet
\$	1.70	Lamination Fees
\$	221.24	

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

\$	8,646.20	Monthly Vouchers - Batch 2 Totals (Nov) #259631
\$	95,958.90	Monthly Vouchers - Batch 3 Totals (Nov) 259627
\$	129,600.12	Monthly Vouchers - Batch 1 Totals (Dec) #259658
\$	40,442.00	Expenditures since the last committee meeting held 10.10.2017
\$	221.24	Amounts paid to other County Departments as per above
\$	274,868.46	

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

\$	7,167.29	Monthly Vouchers - Batch 2 (Nov) #259640
\$	80,068.80	Monthly Vouchers - Batch 1 (Dec) #259669
\$	1,981.78	Invoices Paid Prior to October 10, 2017 not included in Batches
\$	89,217.87	

\$	364,086.33	<b>Total Expenditures and Vouchers</b>
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11/21/17<sup>19</sup>

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: NOVEMBER 30, 2017

G/L DATE: 11/2017 Batch Nbr: 259661

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	21818	01809 112017	EWISACWIS 11/20/2017 0008063756	1,141.40
COMMUNITY CARE RESOURCES, INC	401	01809 112017	EWISACWIS 11/20/2017 0000022566	2,170.62
[REDACTED]	22501	01809 112017	EWISACWIS 11/20/2017 0008009779	2,333.77
[REDACTED]	8116	01809 112017	EWISACWIS 11/20/2017 0008017407	464.00
[REDACTED]	9479	01809 112017	EWISACWIS 11/20/2017 0008000379	1,609.00
[REDACTED]	13963	01809 112017	EWISACWIS 11/20/2017 0006910123	232.00
[REDACTED]	21744	01809 112017	EWISACWIS 11/20/2017 0008063868	720.00
[REDACTED]	22551	01809 112017	EWISACWIS 11/20/2017 0008079241	232.00
[REDACTED]	13223	01809 112017	EWISACWIS 11/20/2017 0008034652	232.00
[REDACTED]	21729	01809 112017	EWISACWIS 11/20/2017 0008064158	384.00
[REDACTED]	22478	01809 112017	EWISACWIS 11/20/2017 0008080114	232.00
[REDACTED]	22265	01809 112017	EWISACWIS 11/20/2017 0008039144	157.16
[REDACTED]	22022	01809 112017	EWISACWIS 11/20/2017 0008067102	232.00
[REDACTED]	21012	01809 112017	EWISACWIS 11/20/2017 0008042054	493.88
[REDACTED]	20836	01809 112017	EWISACWIS 11/20/2017 0008057128	232.00
[REDACTED]	22502	01809 112017	EWISACWIS 11/20/2017 0008080393	232.00
[REDACTED]	17937	01809 112017	EWISACWIS 11/20/2017 0008040115	464.00
NORTHWEST PASSAGE LTD	13477	01809 112017	EWISACWIS 11/20/2017 0008021015	5,740.00
[REDACTED]	22563	01809 112017	EWISACWIS 11/20/2017 0008038636	2,039.00
[REDACTED]	22153	01809 112017	EWISACWIS 11/20/2017 0008067949	464.00
[REDACTED]	16915	01809 112017	EWISACWIS 11/20/2017 0008042309	1,793.35

11/21/17  
G/L DATE: 11/20/2017

Batch Nbr: 259661

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	22316	01809 112017	EWISACWIS 11/20/2017 0008079501	232.00
[REDACTED]	242	01809 112017	EWISACWIS 11/20/2017 0008015044	773.04

Batch Total: \$22,603.22 \*\*\*\*  
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11/29/17 22

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: NOVEMBER 30, 2017

G/L DATE: 11/2017      Batch Nbr: 259673

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES FOR HEALTHY	17929	01810 112717	EWISACWIS 11/27/2017 0008038182	2,687.96
Batch Total:				\$2,687.96 **** =====



11/03/17<sub>24</sub>

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 11/2017

Batch Nbr: 259631

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
BOYS & GIRLS CLUB OF DOOR CNTY	2571	2571 NOV2017	MAY-SEP 2017 CCS SERVICES	8,646.20
Batch Total:				\$8,646.20 **** =====





COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

MEETING DATE

Dept Human Services  
DEPARTMENT

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

G/L DATE: 11/2017 Batch Nbr: 259627

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	16069	16069 NOV2017	APR-NOV 2017 EMP MILEAGE REIM	18.29
[REDACTED]	21173	21173 OCT2017	OCT 2017 EMP MILEAGE REIM 66MI	35.31
ADVOCATES-INDEPENDENT LIVINGII	13325	13325 OCT2017	OCT 2017 CCS ADMIN 27.75 HRS	632.70
ADVOCATES FOR HEALTHY	17929	17929 OCT2017	OCT 2017 CCS SERVICES	10,877.80
[REDACTED]	6222	6222 SEP2017	SEPT 2017 EMP MILEAGE REIM 100 MI	53.50
AMERICAN FOUNDATION OF CNSLNG	7857	7857 SEP2017	SEP/OCT 2017 CC SERVICES	948.60
[REDACTED]	2435	2435 OCT2017	OCT 2017 EMP MILEAGE REIM 185 MI	98.98
BAY COUNSELING CLINIC, LLP	21177	21177 OCT2017	OCT 2017 CCS SERVICES	2,046.80
BOYS & GIRLS CLUB OF DOOR CNTY	2571	2571 OCT2017	OCT 2017 CCS SERVICES	1,547.00
BROTOLOC HEALTH CARE SYSTEM IN	3640	3640 OCT2017	OCT 2017 CBRF 31 DAYS	5,471.50
BROWN CO COMUNITY TREATMNT CNT	16015	16015 FEB2016	FEB 2016 INPATIENT CARE 4 DAYS	53.12
[REDACTED]	22587	22587 10-2017	OCT 31 2017 RESPITE	30.00
[REDACTED]	22663	22663 NOV2017	NOV 2017 EMP PARKING REIM	5.25
CELLCOM WISCONSIN RSA 10	4818	4818 NOV2017	NOV 2017 CCS/HS/WHEAP CELL PHONES	706.07
CLTS	18581	18581 SEP2017	SEP 2017 REFUND-WRONG DOS ENTERED	131.64
COUNSELING ASSOCIATES OF DOOR	6361	6361 OCT2017	OCT 2017 CCS SERVICES	5,028.60
WI DEPT OF JUSTICE CRIME INFO	4331	4331 OCT2017	OCT 2017 FINGERPRINTING	50.00
WI DEPT OF JUSTICE CRIME INFO	4331	4331 OCT2017	OCT 2017 BACKGROUND CHECKS (5)	50.00
			Vendor Total:	100.00 **
[REDACTED]	8060	8060 OCT2017	OCT 2017 SNACKS FOR PERM ROUND TABLES	35.37
[REDACTED]	11999	11999 OCT2017	OCT 2017 CST PURCHASE	98.91
[REDACTED]	20518	20518 NOV2017	NOV 2017 CHILDCARE COSTS	250.00

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	22483	22483 NOV2017	NOV 2017 20HRS 103.99 RESPITE	300.00
[REDACTED]	6876	6876 OCT2017	OCT 2017 EMP MILEAGE REIM 409 MI	218.82
[REDACTED]	8553	8553 NOV2017	NOV 2017 TRANSLATING SERVICES	35.00
[REDACTED]	9479	9479 JUL2017	JUL 2017 CCOP PURCHASES	500.00
DYNAMIC FAMILY SOLUTIONS	21410	21410 OCT2017	OCT 2017 CCS SERVICES	2,264.40
[REDACTED]	20081	20081 OCT2017	OCT 2017 EMP MILEAGE REIM 175 MI	93.63
[REDACTED]	22233	22233 OCT2017	OCT 2017 EMP MILEAGE REIM 679 MI	363.27
[REDACTED]	21809	21809 NOV2017	NOV 2017 EMP MEAL REIM	27.00
ECONO FOODS	9674	9674 OCT2017	OCT 2017 ECONO FOODS PURCHASES	154.30
FAMILY SERVICES	3841	3841 OCT2017	OCT 17 CCS/SELF/CRISIS/HEALTHY FAMILIES	14,978.20
FUN AND FUNCTION LLC	22607	22607 NOV2017	NOV 2017 112.52 WEIGHTED CAP	23.94
HELP OF DOOR COUNTY INC	13420	13420 OCT2017	OCT 2017 FAS SUPERVISED VISITS 114.75HRS	2,868.75
HIRN MENTAL HEALTH COUNSELING	17401	17401 OCT2017	OCT/NOV 2017 AODA/WASH ISLAND OUTPT	2,820.00
INNOVATIVE SERVICES, INC.	5078	5078 OCT2017	OCT 2017 CCS SERVICES	3,748.60
IOD INCORPORATED	7068	7068 SEP2017	SEP 2017 MEDICAL RECORD REQUEST	10.00
JUSTICEPOINT, INC	21360	21360 OCT2017	OCT 2017 ELEC MONITORING 11 DAYS	54.45
[REDACTED]	22015	22015 OCT2017	OCT 2017 EMP MILEAGE REIM 171 MI	91.49
[REDACTED]	4143	4143 NOV2017	MAY/JUL/AUG 2017 CCOP PURCHASES	219.69
[REDACTED]	22482	22482 NOV2017	NOV 2017 16HRS 103.99 RESPITE	240.00
LANGUAGE LINE SERVICES	14606	14606 OCT2017	OCT 2017 ES/CPS INTERP SERVICES 518 MIN	376.59
[REDACTED]	21771	21771 OCT2017	OCT 2017 EMP MILEAGE REIM 353 MI	188.86
MAAS FLORAL & GREENHOUSE	15462	15462 OCT2015	OCT 2015 DISH GARDENS	56.95
[REDACTED]	18398	18398 OCT2017	OCT 2017 EMP MILEAGE REIM 338 MI	180.83
OPTIONS LAB, INC	17788	17788 OCT2017	JULY/OCT 2017 DRUG SCREENS	124.00
[REDACTED]	871	871 NOV2017	NOV/DEC 2017 AFH BED HOLD	1,249.50
PHOENIX BEHAVIORAL HEALTH SVC	17442	17442 OCT2017	OCT 2017 CCS SERVICES	7,252.20
PROFESSIONAL GUARDIANSHIPS INC	5008	5008 OCT2017	OCT 2017 GUARDIANSHIP SERVICES	218.00
[REDACTED]	20202	20202 JUN2017	JUNE 17 103.99 1CLASS RESPITE	126.60

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
RMR SERVICES, TRANSLATING &	8409	8409 OCT2017	OCT 2017 INTERPRETING 2 HRS	55.00
SHERRY PESCH	3394	3394 OCT2017	OCT 2017 DD/CSP BKPING SERV 53.5 HRS	1,123.50
[REDACTED]	22245	22245 10/2017	OCT 2017 RESP/MENTORING	686.00
SAINTA, INC	21993	21993 10-2017	SEP/OCT 2017 CCS SERVICES	4,161.60
MICHAEL P SAYERS PHD	8169	8169 OCT2017	OCT 2017 PSYCH SERVICES 44 HRS	3,135.00
SHEBOYGAN COUNTY TREASURER	29071	29071 OCT2017	OCT 2017 JUVENILE BOARDERS	1,710.00
SKILLPATH SEMINARS	11413	11413 NOV2017	NOV/DEC 2017 WEBINAR REG FEES	298.00
SPECIALIZED SERVICES LLC	7694	7694 OCT2017	OCT 17 PERSONAL CARE 141 HRS/CCS SERVICE	11,596.38
SPIRIT OF THE HORSE AND HEART	22583	22583 NOV2017	OCT/NOV 2017 EQUINE GUIDED COACHING	720.00
STAPLES ADVANTAGE	15069	15069 OCT 17	OCT/NOV 2017 HS OFFICE SUPPLIES	686.40
[REDACTED]	22555	22555 10-2017	OCT/NOV 2017 EMP MILEAGE REIM	75.44
[REDACTED]	1862	1862 NOV2017	NOV 2017 112.47 ADAP AID	47.86
JULIE TOYNE	5555	5555 OCT2017	OCT 2017 B3 THERAPY/MILEAGE	4,503.47
UWSP	7086	7086 OCT2017	OCT 2017 MH/SUBSTANCE ABUSE TRAINING	190.00
[REDACTED]	5184	5184 NOV2017	NOV 2017 EMP MEAL REIM	15.74

Batch Total: \$95,958.90 \*\*\*\*  
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\* 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: 12/2017 Batch Nbr: 259658

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	16069	16069 11-2017	NOV 2017 EMP MEAL/MILEAGE REIM	21.21
[REDACTED]	21173	21173 NOV2017	NOV 2017 EMP MILEAGE/MEAL REIM	60.00
ADVOCATES-INDEPENDENT LIVINGII	13325	13325 NOV2017	NOV 2017 CCS ADMIN 17.25 HRS	393.30
ADVOCATES FOR HEALTHY	17929	17929 08/2017	AUG/SEP/OCT 2017 CCS SERVICES	9,033.80
[REDACTED]	2435	2435 NOV2017	NOV 2017 EMP MILEAGE/MEAL REIM	190.26
BARNES & NOBLE BOOKSELLERS	8124	8124 NOV2017	NOV 2017 EBOOK PURCHASE FOR CSP	38.49
BROTOLOC HEALTH CARE SYSTEM IN	3640	3640 NOV2017	NOV 2017 CBRF 30 DAYS	5,295.00
CDW GOVERNMENT INC	5929	5929 NOV2017	NOV 2017 CCOP PURCHASE OF COMPUTER	380.59
CDW GOVERNMENT INC	5929	5929 NOV2017	NOV 2017 VGA MINI PORT ADAPTERS	247.52
			Vendor Total:	628.11 **
CESA 5	22595	22595 NOV2017	NOV/DEC 2017 RBI TRAINING CONF FEE	175.00
CLINICAL DATA SOLUTIONS LLC	15237	15237 JAN2018	2018 TCM MAINTENANCE	16,020.00
WI DEPT OF JUSTICE CRIME INFO	4331	4331 NOV2017	NOV 2017 BACKGROUND CHECKS	90.00
CW FAMILY SOLUTIONS LLC	22679	22679 NOV2017	SEP/OCT/NOV 2017 SUPERVISED VISITS	400.00
[REDACTED]	22483	22483 11-2017	NOV 2017 103.99 RESP 20 HRS	300.00
[REDACTED]	6876	6876 NOV 2017	NOV 2017 EMP MILEAGE REIM 310 MI	165.85
DEPARTMENT OF CORRECTIONS	3213	3213 OCT2017	OCT 2017 31 DAYS YA CORRECTIONS	12,090.00
DOOR COUNTY MEMORIAL HOSPITAL	8770	8770 SEP 2017	SEP/OCT 2017 B3 OT/PT THERAPY & MILEAGE	7,303.92
[REDACTED]	9479	9479 DEC2017	DEC 5-15 2017 RESPITE	330.00
[REDACTED]	20081	20081 NOV2017	NOV 2017 EMP MILEAGE REIM 94 MI	50.29
[REDACTED]	22233	22233 NOV2017	NOV 2017 EMP MILEAGE REIM 1146 MI	613.12
[REDACTED]	1740	1740 OCT2017	OCT 14, 2017 RESP 103.99 1NGT	130.00

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	2006	2006 NOV2017	NOV 2017 EMP MILEAGE REIM 226 MI	120.91
IPAT INC	13103	13103 NOV2017	NOV 2017 PSYCH EVAL/PROT SERVICES	82.00
[REDACTED]	22317	22317 NOV2017	NOV 2017 112.56 HOME MOD	800.00
[REDACTED]	22015	22015 NOV2017	NOV 2017 EMP MILEAGE/FUEL/MEAL REIM	117.83
[REDACTED]	22482	22482 11-2017	NOV 2017 103.99 RESP 13.5HRS	202.50
L.K. ANDERSON CONSULTING LLC	22549	22549 NOV2017	NOV 2017 CCS CLINICAL SUPERVISION 22 HRS	1,210.00
LAKESHORE CAP, INC.	17200	17200 OCT2017	OCT 2017 JUV REST/CSP TECH/PEER SPECIALI	3,160.91
SALLY LAURENT	8394	8394 DEC2017	DEC 2017 AFH CARE	900.00
MODERN CASH REGISTER SYSTEMS	22664	22664 NOV2017	NOV 2017 PURCHASE OF CASH REGISTER	3,667.00
MOLINA HEALTHCARED OF WI	22293	22293 NOV2017	AUG 18,2017 OVERPAYMENT	12.28
NORTHERN DOOR CHILD CARE CENTE	22645	22645 NOV2017	NOV 2017 103.99 CAMP	1,553.40
OPTIONS LAB, INC	17788	17788 NOV2017	NOV 2017 DRUG SCREENS	190.00
P.A.T.H. OF DOOR COUNTY	22666	22666 OCT2017	OCT 2017 PURCHASE OF WEIGHTED BLANKETS	150.00
WENDY RAY	13022	13022 NOV2017	NOV 2017 B3 THERAPY/MILEAGE	6,255.64
SHERRY PESCH	3394	3394 NOV2017	NOV 2017 DD/CSP BOOKKEEPING SERVICES	1,002.75
[REDACTED]	22245	22245 NOV2017	OCT/NOV 2017 RESPITE/RECREATION	1,396.00
MICHAEL P SAYERS PHD	8169	8169 NOV2017	NOV 2017 PSYCH SERVICES 31.5 HRS	2,244.38
SPIRIT OF THE HORSE AND HEART	22583	22583 DEC2017	NOV/DEC 2017 EQUINE GUIDED COACHING	270.00
[REDACTED]	9257	9257 NOV2017	NOV 2017 INTERPRETER CHARGES	66.00
STAPLES ADVANTAGE	15069	15069 11-2017	NOV 2017 HS OFFICE SUPPLIES	520.46
TIMOTHY HICKEY	3823	3823 NOV2017	NOV 2017 OWI ASSESSMENTS (10)	500.00
[REDACTED]	22555	22555 NOV2017	NOV 2017 EMP MILEAGE REIM 159 MI	85.07
JULIE TOYNE	5555	5555 NOV2017	NOV 2017 B3 THERAPY/MILEAGE	4,849.52
UNITED WAY OF DOOR COUNTY	502	502 NOV 2017	NOV 2017 CHILDREN/FAM 7 AODA EXPENSES	20,762.00
UNLIMITED POSSIBILITIES	22349	22349 NOV2017	NOV 2017 CBRF 30 DAYS	10,200.00
[REDACTED]	22393	22393 NOV2017	NOV 2017 PARTIAL OWI ASSESS REFUND	125.00
WISCONSIN DOCUMENT IMAGING	5999	5999 NOV2017	NOV 2017 HS 2ND FLOOR COPIES	78.12
WILLOW CREEK BEHAVIORAL HEALTH	22199	22199 NOV2017	OCT/NOV 2017 INPATIENT CARE	15,750.00

12/06/17  
G/L DATE: 12/2017

Batch Nbr: 259658

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
				Batch Total: \$129,600.12 ****
				=====





\* SUMMARY \*  
SCHEDULE OF VOUCHERS

ADRC/SRC, 2<sup>nd</sup> Batch, NOV. 2017

MEETING DATE

HS Resource Center  
DEPARTMENT

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

G/L DATE: 11/2017 Batch Nbr: 259640

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVANCED DISPOSAL SERVICES	18928	18928 NOV2017	SRC DISPOSAL SVCS	208.27
ADVOCATES-INDEPENDENT LIVINGII	13325	13325 2077ADR	SHC-DL	1,207.51
[REDACTED]	19077	19077 NOV2017	NOV CAREGIVER SUPPT MTG	37.50
[REDACTED]	18153	18153 SEP2017	SEP NUTRITIONIST	255.00
[REDACTED]	4168	4168 OCT2017	24.20 OCT EMPLY MILEAGE REIMB	12.98
CDW GOVERNMENT INC	5929	5929 KHP7151	APS KEYBOARD	32.89
DENTISTRY BY DESIGN	16231	16231 SRC2017	DENTAL FEES-MP	113.00
DOOR-TRAN	16496	16496 450	OCT STAFF HOURS	600.00
ENERGETIX	14200	A101723961SRC	BREATH TEST TRANSP-GH	34.00
[REDACTED]	17474	17474 OCT2017	22 OCT MOW MILEAGE REIMB	11.78
JIM OLSON FORD LINCOLN, LLC	20492	20492 21470	BRAKE REPAIR/SRC BUS	1,455.55
LAU'S AUTO CARE CENTER	7754	7754 26709	O/C SRC VAN	28.95
TOWN OF LIBERTY GROVE	33170	33170 OCT2017	OCT MEALSITE-13 DAYS @ \$9/DAY	117.00
[REDACTED]	9411	9411 SEPOCT17	38 SEP/OCT MOW MILEAGE REIMB	20.35
MANNS STORE	18770	18770 OCT2017	RAW FOOD	689.00
[REDACTED]	14091	14091 OCT2017	OCT MEALSITE/MOW	318.33
GOOD SAMARITAN, SCANDIA VILLAGE	27395	27395 OCT2017	OCT MOW	392.00
STAPLES ADVANTAGE	15069	15069A OCT2017	ADRC/SRC SUPPLIES	209.96
T R COCHART TIRE CENTER	5725	5725 173125	ROTATE SRC BUS TIRES	15.00
TIP TOP CLEANERS	10942	10942 OCT2017	OCT LAUNDRY/KITCHEN	97.50
UNITED HOME HEALTH SERVICES, LLC	20955	20955 NOV2017	SHC-AT	910.34
TOWN OF WASHINGTON	33570	33570 OCT2017	OCT MEALSITE-11 DAYS @\$8/DAY	88.00

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
WDOR AM & FM	129	129 SRCOCT17	OCT ADVERTISING SRC	174.00
WISCONSIN PUBLIC SERVICE	11363	11363 SRCOCT	SRC UTILITIES OCT	101.63
WIL KIL PEST CONTROL	6359	6359 NOV2017	SRC PEST CONTROL NOVEMBER	36.75

Batch Total: \$7,167.29 \*\*\*\*  
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12/06/17

COUNTY OF DOOR  
STATE OF WISCONSIN  
STURGEON BAY, WI

\* SUMMARY \*  
SCHEDULE OF VOUCHERS

ADRC/SRC, 1<sup>st</sup> batch, Dec. 2017

MEETING DATE

HS Resource Center  
DEPARTMENT

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

G/L DATE: 12/2017 Batch Nbr: 259669

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
A & J VANS INC	14807	14807 55844	SEMI ANNUAL VAN INSPECTION	60.50
[REDACTED]	18248	18248 NOV2017	25.2 NOV MOW MILEAGE REIMB	13.48
[REDACTED]	20950	20950 NOV2017	142 NOV EMPLY MILEAGE REIMB	75.98
ABBY VANS INC	16735	16735 OCT2017	D2D TAXI-OCTOBER 2017	51,563.28
ADVOCATES-INDEPENDENT LIVINGII	13325	13325BNOV2017	NOV SHC	1,308.26
BROTHERS DAIRY	257	257 NOV2017	RAW FOOD	569.00
[REDACTED]	19077	19077 DEC2017	DEC CAREGIVER SPT GRP	37.50
[REDACTED]	21443	21443 091011	544 SEP/OCT/NOV EMPLY MILEAGE REIMB	291.22
[REDACTED]	18153	18153 DECJAN	DEC/JAN NEWSLETTER/MENU/TASTY/SITE REVW	285.00
[REDACTED]	4168	4168 NOV2017	22 NOV EMPLY MILEAGE REIMB	11.80
CELLCOM WISCONSIN RSA 10	4818	4818ANOV2017	NOV ADRC CELL CHARGES (11/06-12/05	201.11
CRANBERRY HOUSE	11184	11184 APS LH	NOV AND DEC RENT-LH	660.00
[REDACTED]	15966	15966 SEP2017	RSP CAREGIVER SPT	291.90
ECONO FOODS	9674	9674 NOV2017	NOV RAW FOOD	570.25
[REDACTED]	19080	19080 NOV2017	20 NOV MOW MILEAGE REIMB	10.72
GORDON FOOD SERVICE, INC	22145	22145 NOV2017	RAW FOOD	6,435.38
[REDACTED]	17282	17282 OCTNOV	79 OCT/NOV MOW MILEAGE REIMB	42.29
[REDACTED]	5354	5354 NOV2017	22 NOV MOW MILEAGE REIMB	11.78
[REDACTED]	19650	19650 OCT2017	OCT TRAVEL/MEAL EMPLY REIMB	18.02
[REDACTED]	18116	18116 NOV2017	19.60 NOV MOW MILEAGE REIMB	10.48
[REDACTED]	17906	17906 NOV2017	614.60 NOV EMPLY MILEAGE REIMB	328.82
[REDACTED]	12614	12614 OCT2017	94 OCT EMPLY MILEAGE REIMB	50.29

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
TOWN OF LIBERTY GROVE	33170	33170 NOV2017	NOV MEALSITE 11 DAYS @ \$9/DAY	99.00
[REDACTED]	22040	22040 2017RSP	RSP REIMB	780.00
[REDACTED]	9411	9411 BIV2017	17 NOV MOW MILEAGE REIMB	9.10
MEAT PROCESSORS INC	6544	6544 NOV2017	RAW FOOD	378.50
[REDACTED]	22496	22496 NOV2017	7 NOV MOW MILEAGE REIMB	3.75
[REDACTED]	20044	20044 NOV2017	92.50 NOV EMPLY MILEAGE REIMB	49.49
[REDACTED]	21501	21501 NOV2017	NOV MEALSITE 8 DAYS @ \$8/DAY	64.00
[REDACTED]	20669	20669 DEC2017	NEW YEARS EVE PRTY ENTRTNMT	300.00
[REDACTED]	26890	26890 NOV2017	45 NOV MEALSITE MILEAGE REIMB-BH	24.08
S & R TRUCK CENTER	694	18294 SRCBUS	BALL JOINTS/ALIGNMENT SRC BUS	560.84
[REDACTED]	14091	14091 NOV2017	580 NOV MOW/MEALSITE MILEAGE REIMB	310.30
SIR SPEEDY PRINTING	21959	21959 85499	RETURN ADDRESS STAMP BLEND ORG	127.35
STAPLES ADVANTAGE	15069	15069 NOV2017	3359022723/ADRC/SRC OFFICE SUPPLIES	246.51
STONE HARBOR RESORT & CNFRNC C	12402	12402 NOV2017	CAREGIVER LUNCHEON	1,450.00
STURGEON BAY UTILITIES	30820	30820AOC2017	OCT UTILITIES SRC/NEW BUILDING	1,461.47
T R COCHART TIRE CENTER	5725	5725 173520	FLAT REPAIR SRC VAN	20.00
TIP TOP CLEANERS	10942	10942 NOV2017	NOV LAUNDRY/KITCHEN	148.50
TWEAK SOCIAL MEDIA & MARKETING	22599	22599 2494	ADRC MKTG INTEGRATION 1ST HALF PYMT	9,859.00
UNITED HOME HEALTH SERVICIS,LLC	20955	20955BNOV2017	SHC-AT	494.00
[REDACTED]	374	374 NOV2017	22 NOV MOW MILEAGE REIMB	11.78
WARNER-WEXEL WHOLESALE & POOL	36120	36120 NOV2017	NUTRITIONAL SUPPLIES/CLEANING SUPPLIES	450.57
TOWN OF WASHINGTON	33570	33570 NOV2017	NOV MEALSITE 10 DAYS @\$8/DAY	80.00
WASHINGTON ISLAND FERRY LINE I	36270	36270 NOV2017	NOV FERRY-AZ	39.50
WDOR AM & FM	129	129 NOV2017	SRC MKTG	174.00
WISCONSIN DOCUMENT IMAGING	5999	5999 SEPOCTNO	SEP/OCT/NOV APS COPIER BILLS	80.00

Batch Total: \$80,068.80 \*\*\*\*  
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# **Door County Plan for Older People 2016-2018**

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- **Section 1 – Verification of Intent**
- **Section 2 – Executive Summary**
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- **Section 6 – Goals for the Plan Period**
- **Section 7 – Coordination Between Title III and Title VI**
- **Section 8 – Budget**
- **Section 9 – Compliance With Federal and State Laws and Regulations**
- **Section 10 – Assurances**
- **Section 11 – Appendices**



**Section 1 – Verification of Intent**

This plan represents the intent of the county to assure that older people have the opportunity to realize their full potential and to participate in all areas of community life.

On behalf of the county, we certify that these organizations have reviewed the plan, and have authorized us to submit this plan which outlines activities to be undertaken on behalf of older people during 2016-2018.

We assure that the activities identified in this plan will be carried out to the best of the ability of the county.

We verify that all information contained in this plan is correct.

	<i>10-22-15</i>
_____ Signature, and Title of the Chairperson of the Commission on Aging	Date

	<i>10-23-15</i>
_____ Signature, and Title of the Authorized County Board Representative	Date

## Section 2 – Executive Summary

There is a significant amount of change happening in Door County that will influence our Aging Program and certainly our implementation of the 2016-2018 Aging Plan. These changes are following some very positive enhancements to our programming in Door County in the past three years. The changes will present both some challenges and interesting opportunities as we continue to strive to improve our services to the aging Door County population.

In 2013, we launched the Aging and Disability Resource Center of Door County (ADRC). As prescribed this was to be a one-stop-shop for individuals to receive information and assistance. At the same time, the Door County Senior Resource Center (SRC) was given a face-lift. The inside of the building was refurbished while programs and activities were enhanced. During the first year of the ADRC operations, we found that our senior population continued to have to get services in two separate places. To remedy this we moved our ADRC services to the SRC in August of 2014. In the first half of 2015, the county began to revisit the need for a new center.

In 2015 we lost two dynamic leaders in key roles, Aging Unit Manager and ADRC Director who had decided to retire. In August of 2015 Jake Erickson was hired as the new Aging Program Manager and in February of 2016 Rachelle Gramman was hired as the new ADRC/Aging Unit Director.

In 2016, the County Board, agreed to move forward with a new building to house both the ADRC and what has been formerly known as the Senior Center. A great deal of public input went into this process around the building itself and programs and services, including public hearings, presentations throughout the county, and discussions at the current Senior Center. The new building is under construction and is currently ahead of pace. We are tentatively scheduled to move into the new building sometime in early January of 2018. It is our intention to use this new building opening as the impetus to integrate all our services to the populations served by the ADRC and Aging Unit programs. The timing could not be more advantageous for an Aging/ADRC integration initiative in Door County!

The transitioning of key staff members has hindered the planning process. However, we believe we have developed some sound areas to focus on, as well as appropriate goals. Our report reflects the five primary goals developed by the state as well as some additional local priorities. We understand that new leadership may bring different perspectives and may want to adjust these goals. We hope the plan reflects that we are already moving in the right direction to care for our older adults, and that we will continue to progress in the upcoming years.

**Section 3 – Organization and Structure of the Aging Unit**  
**Section 3-A Mission Statement and Description of the Aging Unit**

**Descriptive Information:**

Our goal is to stop thinking of the ADRC and Aging Unit as two separate divisions but rather as one agency working together towards a common goal to empower older adults, and adults living with a disability to live a more independent and fulfilling life. We will be moving to one agency name, “Aging and Disability Resource Center (ADRC) of Door County”, one agency phone number, (920)746-2372(ADRC), and one agency email ADRC@co.door.wi.us. We have restructured positions in the program to have an ADRC Director and Assistant ADRC Director to help staff and the community gravitate toward the idea of one program as well. We will also be working toward combining the Senior Services Advisory Committee with the ADRC Advisory Committees.

In October of 2017, Jennifer Fitzgerald was hired as our new Assistant ADRC Director. This position reports directly to the ADRC/Aging Unit Director. Jake Erickson is the new ADRC/Aging Unit Director and was hired in July of 2017. Jenny’s role is to oversee the nutrition, transportation, caregiving and health promotion programs for the ADRC of Door County. All staff involved with the nutrition, transportation, caregiving and health promotion programs will report to the Assistant ADRC Director.

Additionally, in July of 2017 the organizational supervision of the Adult Protective Services (APS) Unit was moved to the Department of Human Services and removed from the ADRC/Aging Unit. The APS Unit will now be supervised by the Community Services Program (CSP) Manager.

Currently we have one vacant position. That position is our Activities & Volunteer Coordinator. That position was recently approved by our County Board of Supervisors from a part-time to a full-time position. This position works closely with the Assistant ADRC Director and is responsible in planning and implementing evidence-based health promotion programs, recruiting and training volunteers, scheduling monthly activities, data collection and the development of outreach materials offered by the Aging and Disability Resource Center (ADRC) of Door County.

**Aging Unit Mission Statement:** Through Advocacy for the personal choices of older adults and their care givers, the Door County Senior Resource Center strives to design affordable, safe and accessible services.

Current contacts related to the plan include the Human Services Director, Joseph Krebsbach, ADRC/Aging Unit Director, Jake Erickson and Assistant ADRC Director, Jennifer Fitzgerald. Please see below for contact information:

Joseph Krebsbach  
 Human Services Director  
 920-746-7155  
 jkrebbsbach@co.door.wi.us

Jake Erickson  
 ADRC/Aging Unit Director  
 (920)746-2545  
 jerickson@co.door.wi.us

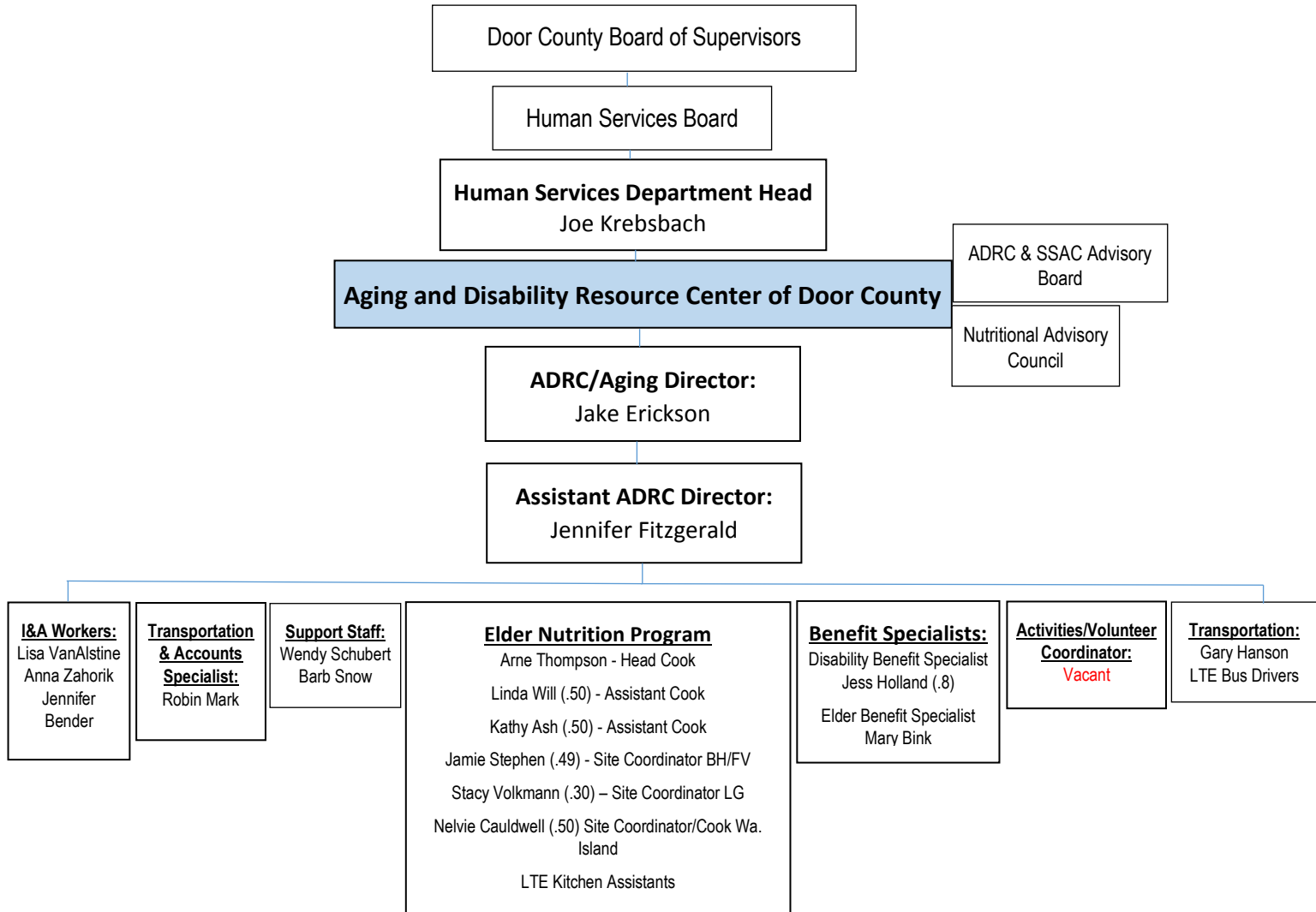
Jennifer Fitzgerald  
 Assistant ADRC Director  
 (920)746-2544  
 jfitzgerald@co.door.wi.us

**Section 3 – Organization and Structure of the Aging Unit**  
**Section 3-B Organizational Chart of the Aging Unit**

DOOR COUNTY DEPARTMENT OF HUMAN SERVICES – Revised 11/06/2017

DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

**ADRC Organizational Chart**



<p style="text-align: center;"><b>Section 3 – Organization and Structure of the Aging Unit</b> <b>Section 3-C Aging Unit Coordination with ADRCs</b></p>
--

In August 2014, we physically moved the ADRC from the Government Center to the Senior Center. This was to create better service to our consumers and a true “one-stop-shop”. Since the time of the move, our walk in traffic has significantly increased. Our staff continue to provide information and assistance services while pooling their resources.

The ADRC/Aging Director will report directly to the Human Services Director and will work with the three boards associated to the senior services. The ADRC/Aging Director position will have oversight of all services provided to our aging and disabled populations.

**ADRC Mission Statement:** The Aging and Disability Resource Center of Door County offers a friendly, personal and timely approach to providing information, assistance and access to community resources. The goal is to keep the citizens of the county active and engaged in their own well-being and with their communities.

<b>Section 3 – Organization and Structure of the Aging Unit</b> <b>Section 3-D Statutory Requirements for the Structure of the Aging Unit</b>
--

Chapter 46.82 of the Wisconsin Statutes sets certain legal requirements for aging units.

<b>Organization</b> -The law permits one of three options. Which of the following permissible options has the county chosen?	<b>Check One</b>
1. An agency of county/tribal government with the primary purpose of administering programs for older individuals of the county/tribe.	
2. A unit, within a county/tribal department with the primary purpose of administering programs for older individuals of the county/tribe.	<b>X</b>
3. A private nonprofit corporation, as defined in s. 181.0103 (17).	
<b>Organization of the Commission on Aging</b> -The law permits one of three options. Which of the following permissible options has the county chosen?	<b>Check One</b>
1. For an aging unit that is described in (1) or (2) above, organized as a committee of the county board of supervisors/tribal council, composed of supervisors and, advised by an advisory committee, appointed by the county board/tribal council. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.	
2. For an aging unit that is described in (1) or (2) above, composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	<b>X</b>
3. For an aging unit that is described in (3) above, the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
<b>Full-Time Aging Director</b> -The law requires that the aging unit have a full-time director as described below. Does the county have a full-time aging director as required by law?	<b>Yes</b> *****

<b>Section 3 – Organization and Structure of the Aging Unit</b> <b>Section 3-E Membership of Policy-Making Body</b>
--

Chapter 46.82 of the Wisconsin Statutes sets certain legal requirements for aging units.

“Members of a county/tribe commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one-third of the members shall expire each year, and

no member may serve more than 2 consecutive 3-year terms.” In the case of county board/tribal council members the requirement is 3 consecutive 2-year terms.

<b>Official Name of the Human Services Board</b>			
<b>Name</b>	<b>Age 60 or Older</b>	<b>Elected Official</b>	<b>Year First Term Began</b>
Mark Moeller	No	Yes	Reappointed Yearly
Roy Englebert	Yes	Yes	2012
Laura Vlies Wotachek	No	Yes	2017
Wayne Kudick	Yes	Yes	2015
Megan Lundahl	No	Yes	2015
Helen Bacon	Yes	Yes	2012
Thomas Leist	Yes	Yes	2004
Joe Miller	Yes	Yes	2013
Robert Rau	Yes	Yes	2015

**Section 3 – Organization and Structure of the Aging Unit  
Section 3-F: Membership of the Advisory Committee**

If the aging unit has an advisory committee, listed below are the members of the advisory committee.

Chapter 46.82 of the Wisconsin Statutes requires that the membership of the aging advisory committee (where applicable) must consist of at least 50% older people, and individuals who are elected to office may not constitute 50% or more of the membership.

<b>Official Name of the Aging Unit’s Advisory Committee: ADRC Advisory Board</b>			
<b>Name</b>	<b>Age 60 or Older</b>	<b>Elected Official</b>	<b>Year First Term Began</b>
Helen Bacon (Chair)	Yes	Yes	2016
Christine Anderson (Vice Chair)	No	No	2013
Julie Kudick	Yes	No	2015
Tom Krueck	Yes	No	2013
Lucille Kirkegaard	Yes	No	2017
Robert Sullivan	Yes	No	2013
Melissa Wolfe	No	No	2016
Judith Treptow	Yes	No	2013
Tami Leist	No	No	2014

<b>Official Name of the Aging Unit's Advisory Committee: Senior Services Advisory Committee</b>			
<b>Name</b>	<b>Age 60 or Older</b>	<b>Elected Official</b>	<b>Year First Term Began</b>
Judy Treptow	Yes	No	2013
Michael Green (Chair)	Yes	No	2013
Susan Clemens	Yes	No	2014
<a href="#">Carol Moellenberndt</a>	<a href="#">Yes</a>	<a href="#">No</a>	<a href="#">2017</a>
Lynn Ballendux	Yes	No	2014
Christine Andersen	No	No	2012

<b>Official Name of the Aging Unit's Advisory Committee: Official Name of the Senior Services Nutrition Advisory Council</b>			
<b>Name</b>	<b>Age 60 or Older</b>	<b>Elected Official</b>	<b>Year First Term Began</b>
Judith Treptow	Yes	No	2013
Michael Green (Chair)	Yes	No	2013
Susan Clemens	Yes	No	2014
<a href="#">Carol Moellenberndt</a>	<a href="#">Yes</a>	<a href="#">No</a>	<a href="#">2017</a>
Jenny Spude	No	No	2014
Lynn Ballendux	Yes	No	2014
Carmen Schroeder	No	No	2012
Christine Andersen	No	No	2013

**Section 3 – Organization and Structure of the Aging Unit  
Section 3-G Staff of the Aging Unit**

Listed below are the people employed by the aging unit – [ADRC of Door County](#). Attach additional pages as needed.

<p>Name: <a href="#">Jake Erickson</a>            Job Title: <a href="#">ADRC/Aging Unit Director</a>            Telephone Number/Email Address: <a href="tel:920-746-2545">920-746-2545</a> <a href="mailto:jerrickson@co.door.wi.us">jerrickson@co.door.wi.us</a></p>
<p>Brief Description of Duties: <a href="#">Development, administration, and operation of programs and services offered by the ADRC and the Aging Unit, in accordance with State and Federal laws, rules, and regulations. Some of the key services provided are: information and assistance, benefits counseling, long-term care options counseling as well as a full array of Older Americans' Act services in our Aging Unit. This position is also responsible for the overall coordination and integration of these program areas that serve older adult persons, persons with physical or developmental disabilities, and their families.</a></p>
<p>Name: <a href="#">Jennifer Fitzgerald</a>            Job Title: <a href="#">Assistant ADRC Director</a>            Telephone Number/Email Address: <a href="tel:(920)746-2544">(920)746-2544</a> <a href="mailto:jfitzgerald@co.door.wi.us">jfitzgerald@co.door.wi.us</a></p>
<p>Brief Description of Duties: <a href="#">Assists the ADRC/Aging Unit Director in the overall program administration for the ADRC of Door County including budget preparation, program and staff development, outreach and community collaboration. Is responsible for coordination of the</a></p>



Caregiver Coalition and other caregiving programs, acts as the Nutrition Director and Transportation Director.
Name: Vacant Job Title: Activities & Volunteer Coordinator Telephone Number/Email Address:
Brief Description of Duties: This position works closely with the Assistant ADRC Director and will coordinate volunteers, health promotion programs, activities and various events connected to the Aging and Disability Resource Center of Door County.
Name: Wendy Schubert Job Title: Office Assistant – Human Services – Senior Resource Center Telephone Number/Email Address: 920-746-2542 <a href="mailto:wschubert@co.door.wi.us">wschubert@co.door.wi.us</a>
Brief Description of Duties: SAMS data entry, meal counts, transportation coordination, completes various reports as well as receptionist duties.
Name: Gary Hanson Job Title: Bus Driver Telephone Number/Email Address: 920-746-2372 <a href="mailto:ghanson@co.door.wi.us">ghanson@co.door.wi.us</a>
Brief Description of Duties: Provides transportation Services.
Name: Arne Thompson Job Title: Cook Telephone Number/Email Address: 920-746-2372 <a href="mailto:athompson@co.door.wi.us">athompson@co.door.wi.us</a>
Brief Description of Duties: Prepares meals according to safe food practices.
Name: Linda Will Job Title: Assistant Cook Telephone Number/Email Address: (920)746-2372 <a href="mailto:lwill@co.door.wi.us">lwill@co.door.wi.us</a>
Brief Description of Duties: Assists Cook in preparing meals according to safe food practices.
Name: Kathy Ash Job Title: Assistant Cook Telephone Number/Email Address: (920)746-2372 <a href="mailto:kash@co.door.wi.us">kash@co.door.wi.us</a>
Brief Description of Duties: Assists Cook in preparing meals according to safe food practices.
Name: Jamie Stephan Job Title: Nutrition Site Manager Telephone Number/Email Address: 920-746-2372 <a href="mailto:jstephan@co.door.wi.us">jstephan@co.door.wi.us</a>
Brief Description of Duties: Delivers, serves and cleans up at Meal Sites.
Name: Stacy Volkmann Job Title: Nutrition Site Manager Telephone Number/Email Address: 920-746-2372 <a href="mailto:svolkmann@co.door.wi.us">svolkmann@co.door.wi.us</a>
Brief Description of Duties: Delivers, serves and cleans up at Meal Sites.
Name: Nelvie Cauldwell Job Title: Nutrition Site Manager/Cook Telephone Number/Email Address: 920-847-2522 <a href="mailto:ncauldwell@co.door.wi.us">ncauldwell@co.door.wi.us</a>
Brief Description of Duties: Prepares meals and manages the meal site on Washington Island.
Name: Robin Mark Job Title: Transportation & Accounts Specialist Telephone Number/Email Address: 920-746-2372 <a href="mailto:rmark@co.door.wi.us">rmark@co.door.wi.us</a>
Brief Description of Duties: Responsible for the oversight of the Door to Door Public Transportation System. In addition the position will perform various and numerous accounting duties, related the ADRC and Aging Programs.
Name: Mary Bink Job Title: Elderly Benefit Specialist

Telephone Number/Email Address: 920-746-2546
Brief Description of Duties: Provides information, assistance and representation to county residents over 60 years and older about their public benefits and a wide variety of programs. Provides direct application assistance and acts as an advocate on their behalf.
Name: Jessica Holland Job Title: Disability Benefit Specialist Telephone Number/Email Address: 920-746-7154 <a href="mailto:jholland@co.door.wi.us">jholland@co.door.wi.us</a>
Brief Description of Duties: Responsible for providing information and assistance, counseling, consultation and representation to all county residents between the ages of 18 and 59, regarding public benefits and eligibility requirements of programs available to them. Services provided will meet all the State Department of Health Services' requirements as contained in the <i>Disability Benefit Specialist Program Policies and Procedures</i> and the <i>Disability Benefit Specialist Scope of Services</i> documents.
Name: Lisa VanAlstine Job Title: Information & Assistance Specialist Telephone Number/Email Address: 920-746-2315 <a href="mailto:lvanalstine@co.door.wi.us">lvanalstine@co.door.wi.us</a>
Brief Description of Duties: Responsible for providing the general public, but particularly adults who are elderly, physically disabled, developmentally disabled, or with mental health or substance abuse disorders, with information, referral, and assistance to a wide range of community resources; informing and educating people about their options; and assisting in connecting them to programs and services, including public and privately funded options. The Information and Assistance Specialist also provides intake, eligibility determination, and enrollment into and disenrollment from long-term managed care.
Name: Anna Zahorik Job Title: Information & Assistance Specialist Telephone Number/Email Address: 920-746-2476 <a href="mailto:avanlannen@co.door.wi.us">avanlannen@co.door.wi.us</a>
Brief Description of Duties: Responsible for providing the general public, but particularly adults who are elderly, physically disabled, developmentally disabled, or with mental health or substance abuse disorders, with information, referral, and assistance to a wide range of community resources; informing and educating people about their options; and assisting in connecting them to programs and services, including public and privately funded options. The Information and Assistance Specialist also provides intake, eligibility determination, and enrollment into and disenrollment from long-term managed care.
Name: Jennifer Bender Job Title: Information and Assistance Specialist Telephone Number/Email Address: (920)746-7154 <a href="mailto:jbender@co.door.wi.us">jbender@co.door.wi.us</a>
Brief Description of Duties: Responsible for providing the general public, but particularly adults who are elderly, physically disabled, developmentally disabled, or with mental health or substance abuse disorders, with information, referral, and assistance to a wide range of community resources; informing and educating people about their options; and assisting in connecting them to programs and services, including public and privately funded options. The Information and Assistance Specialist also provides intake, eligibility determination, and enrollment into and disenrollment from long-term managed care.
Name: Barbara Snow Job Title: Office Assistant – Human Services – ADRC Telephone Number/Email Address: 920-746-2544 <a href="mailto:bsnow@co.door.wi.us">bsnow@co.door.wi.us</a>
Brief Description of Duties: Responsible for providing the general public, but particularly adults who are elderly, physically disabled, developmentally disabled, or with mental health or substance

abuse disorders, with information and assistance about a wide variety of public and privately funded community resources, including referral to the appropriate ADRC staff person(s). Also performs a variety of receptionist / data entry / fiscal / and simple information and assistance functions

#### **Section 4 – Context**

The provision of any social service that wishes to be appropriate, adequate and ultimately successful must recognize the unique environment in which the need exist. Door County presents a very challenging set of geographical, economic and social considerations. The mosaic of these three aspects provides the context within which the Aging Plan for 2016 – 2018 is set. Door County covers a vast range geographically. It is 90 miles from the southwest corner to the northeast tip. Washington Island accessible by ferry brings an additional, but valued, dimension to the County. The peninsula encompasses sparsely populated agricultural regions as well as a number of small towns and villages along its coastal landscape.

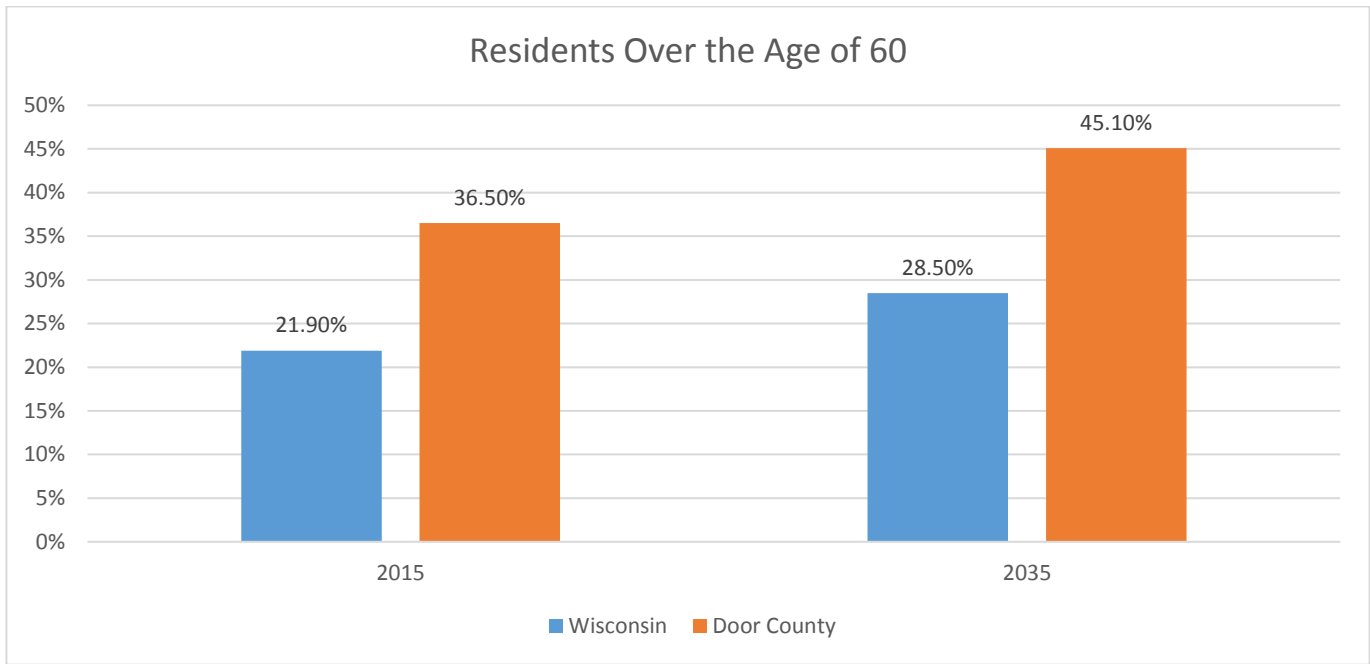
According to the U.S. Census Bureau the county sect of Sturgeon Bay has an estimated 2014 population of 9,155 while Door County’s population is 27,976. The county sect of Sturgeon Bay has 32.7 percent of Door County’s population in 2014 and is located in the southern portion of the County. From an economical perspective, Door County relies heavily on the recreational, tourism based sector. There is a large agricultural dimension and a small, but significant manufacturing segment. The population of Door County reflects a strong Scandinavian and Belgian influence. Added to the above noted factors, servicing the aged population must take into account seasonal variance. From Memorial Day to Labor Day the sheer number of people within the county can place greater pressure on services. Conversely, the long winter months increase isolation and mobility.

Door County’s widely held attractiveness has drawn a very diverse population reflecting both the arts and those seeking a retirement setting. There are many who have part time residences desiring a warmer setting from November to April.

Current census data reflects the dramatic impact of two significant factors:

1. The upward trend of expected lifespan for both males and females.
2. The large number of “baby boomers” – those born between 1946 and 1964 – entering the over 60 category.

According to Statewide 21.9% of residents in 2015 are over 60 years of age. This proportion is expected to reach 28.5% by 2035. However, Door County’s makeup of those over 60 is going from 36.1% to 45.1%. This is a 25 percent increase with respect to those in the target group to be served. Door County ranks as one of the top three counties with respect to the proportion of the target population in the State of Wisconsin. The gender distribution has females outnumbering males by more than 20 percent.



The reality of over one-third of Door County residents eligible for some level of service trending up to a proportion nearing one-half within two decades means this plan must begin to prepare for the future.

Given our experience over the past three years and the above information about the demographics of Door County, a critical issue is the rapid growth of our aging population. We will have an increased need for services that don't currently exist at a capacity to meet the increased demands. Door County has also seen a continuing trend of increased elder abuse referrals. These current trends are confronted with the clear issue of financial county support at a time when increasing demands are being placed on limited resources.

To obtain information from seniors concerning needs and services for the plan, we used both a written survey and oral surveys (see Section 11 – Appendices – Attachments 1 & 2). The written surveys were done at all meal sites, was in our newsletter and was handed out at the recent Door County Fair. The Lion's Club worked at the Fair to collect these. Aging Services Committee Members also did oral surveys at the meal sites. Surveys were also given to our Meals on Wheels participants. The questionnaires and interviews identified the following as primary needs in the county:

- Physical/Health Condition of the target population
- Nutrition
- Socialization
- Caregiver Support/Burnout
- Transportation
- 

The last three year aging plan had focused on isolation as a concern. It did not rise to the level of the above needs through the survey; however, there is concern about who completed the surveys and those who were interviewed as possibly not representing all those who are actually isolated. Based on staffs' interactions and input from other community providers, isolation still appears to be a problem for our population. Therefore, addressing isolation issues will be included in this plan as well.

Door County's long-term care system is in the process of significant changes as we create this plan. We are currently transitioning from the CIP and COP System to the Family Care System. We are not yet sure the implications of how this new long-term care system will work with our aging network. We have kept open communication with the Managed Care Organizations, specific to our roles related to adult protective services and the Aging Disability Resource Center functions of determining eligibility, for Family Care.

As mentioned in our organization information, the ADRC and Aging Unit are in the process of becoming one unit. This unit includes our information and assistance services, nutrition programs, educational programs, as well as adult protective services systems. This is why section 3 of this plan has included all staffing affected by this merger. Consistent with the staffing changes that are being made within the County, we are considering looking at the make-up of these boards representing the aging population.

Door County is a resource rich community with a high number of for profit and nonprofit organizations serving our target population. There is also positive and far reaching collaboration between those groups. These groups have an intense concern over the growth of the target population. As an example of this collaboration, our aging programs already partners with hospital staff in areas related to memory care, physical rehabilitation, and nutrition programming. Hospital staff regularly give health-related presentations at our Sturgeon Bay meal site and regularly collaborate with our ADRC and APS staff. The work with the hospital is indicative of the kind of collaboration that occurs. Door County has had a very strong support of our I-Team from various county government units as well as private entities. The aging unit continues to collaborate with church and civic group for provisions of our meals programs and in outlying areas of the county.

As mentioned, the county is looking to move forward with a new building. Fortunately, in addition to the collaborating partnerships Door County has been blessed to have a newly developed Friends of the Senior Center group. Their goal and purpose is to help with financial support and guidance into filling gaps in our service arrays for our target population.

The challenges facing Door County are how to maintain and grow upon our successes in transportation and nutrition as well as responding to currently under-met or unmet needs. Over the past three years, Door County has struggled with maintaining facilitators for our caregivers support group and as a result we have seen decreased participation in these groups. In our surveys, consumers continue to identify caregiver burnout as an area to address. Another challenge will be to provide appropriate representation of the target groups needs when competing for dwindling financial support.

Although we provide services such as frozen meals and meals on wheels outside of the Sturgeon Bay areas, we continue to be limited in providing an array of services in the outlying areas of the county.

## Section 5 – Public Involvement in the Development of the County Aging Plan

Input into the aging plan was received through the former mentioned surveys and has also been on the agenda and reviewed in both the ADRC board meetings as well as our Senior Services Advisory Committees meetings.

Door County will hold its Public Hearing to review the plan on September 15<sup>th</sup> 2015 at 1:30 at the Senior Resource Center. Public notice of this was in the County Newspaper on September 9<sup>th</sup> and 12<sup>th</sup> 2015. The Public Hearing was also announced in the September issue of the Senior Center Newsletter distributed at various public locations and mailed or emailed to our consumer list. We had only one hearing pertaining to this plan, however, as the publication indicates the plan was available for review at all meal sites and per request.

### **PUBLIC MEETING NOTICE 2016-2018 Aging Unit Plan (Senior Resource Center)**

The Door County Department of Human Services will hold a public participation meeting on Tuesday, September 15, 2015 beginning at 1:30p.m. The meeting will take place in the Senior Resource Center located at 832 North 14<sup>th</sup> Avenue, Sturgeon Bay, WI. The Senior Center is accessible to those with special needs.

The purpose of the meeting is to gather citizen input on the proposed Aging Unit Plan for 2016-2018 focusing on the services provided by the Senior Aging and Disabilities Resource Center. These services include: outreach, information and assistance, nutrition programs, transportation program, elderly benefit specialist, activity programs, caregiver support, evidence based health promotions, etc.

A draft copy of the proposed Aging Unit Plan for 2016-2018 will be available for inspection at the Senior Center and other meal sites beginning September 2<sup>nd</sup>.

Those unable to attend the meeting who would like to offer comments may submit their written statements to the Department of Human Services in care of Joseph Krebsbach, Director at 421 Nebraska Street, Sturgeon Bay, WI 54235. Additionally, citizens may offer comments via email to [sbarlament@co.door.wi.us](mailto:sbarlament@co.door.wi.us).

The regular open board meeting of the department will occur immediately upon conclusion of the public participation process meeting.

**In compliance with the Americans with Disabilities Act, any person needing assistance to participate in this meeting should contact the Office of the County Clerk at 920-746-2200. Notification 48 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting. This meeting location is wheelchair accessible.**

Below is a copy of the Public Meeting Notice that was in the Door County Advocate. This notice ran on September 9<sup>th</sup> and 15<sup>th</sup>, 2015.

**PUBLIC-MEETING NOTICE**  
**2016-2018 Aging Unit Plan**  
**(Senior Resource Center)**

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WI-5001-902970

WNAXLP

# Door County Advocate

STATE OF WISCONSIN  
BROWN COUNTY

**DOOR CO HUMAN RESOURCES**  
421 NEBRASKA ST  
STURGEON BAY, WI 54235-2225

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

**Account Number: 279155**

**Ad Number: 5001932870**

Published Date: September 9, 2015

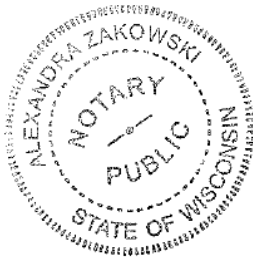
Published Date: September 12, 2015

(Signed): Bradley Zitzer Date: 9-14-15  
Legal Clerk

Signed and sworn to before me

Alexandra Zakowski  
Notary Public,  
Brown County, Wisconsin

My commission expires 3/3/19



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**PUBLIC MEETING NOTICE**  
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WNAXLP

WA-5201032870

**DOOR COUNTY AGING AND DISABILITY RESOURCE CENTER****ADRC Advisory Board****Monday, July 20, 2015****4:00 p.m. at the Door County Senior Resource Center****AGENDA****Helen Bacon, Chair**

1. Call to order at 4:00 p.m.
2. Establish Quorum
3. Adopt Agenda
4. Approve Minutes from the 4/20/2015 Meeting
5. Public Comment
6. Old Business
  - Space Issues: Tour of temporary office space.  
Other office changes
7. New Business
  - 4/10 ADRC/SRC Schedule
  - 3 yr. Aging Plan
  - Friends of the Senior Center
  - Implications of Governor's Budget-attachments
  - May ADRC month celebration
  - Family Care Update:
    - Waitlist Management
    - New ICA (IRIS)-attachment
  - MDCMC Strategic Plan Follow-up/Senior Care HoshinOther general updates
  - One Board member position opening
  - Staff Changes
8. Confirm Next Meeting Date and Time
  - The next meeting is tentatively scheduled for October 19, 2015 at 4:00 p.m.
9. Adjourn

*These minutes have not been approved by the oversight committee and are subject to approval or revision at the next meeting.*

## **ADRC Advisory Board - Minutes**

**Monday, July 20, 2015**

**Senior Resource & Community Center, 832 N. 14<sup>th</sup> Ave., Sturgeon Bay, WI**

**THESE MINUTES HAVE NOT BEEN REVIEWED AND APPROVED BY THIS BOARD AND ARE SUBJECT TO REVIEW AND REVISION BY THE BOARD AT THEIR NEXT REGULARLY SCHEDULED MEETING.**

### **Business Meeting**

#### **1. Call to Order**

- The meeting was called to order at 4:02 p.m. by Helen Bacon. Members present were: Christine Andersen, Helen Bacon, Paul Kok, Tom Krueck, Robert Sullivan, Tami Leist, Butch Tess and Judith Treptow. Dave Lienau was excused. Other persons present were Patti Peterson. Robin Mark took minutes.

#### **2. Establish a Quorum**

- A quorum was established and the meeting continued.

#### **3. Adoption of Agenda**

- A motion was made by Christine Andersen, and seconded by Butch Tess to adopt the agenda. The motion was carried unanimously.

#### **4. Approve Minutes from 4/20/15 Meeting**

- A motion was made by Tom Krueck to approve the minutes and was seconded by Butch Tess. The motion was carried unanimously.

#### **5. Public Comment**

- Tom Krueck shared that with the onset of Family Care, he is hearing many concerns from the public regarding the workings of the new process. With 2 MCO's offering different pay scales for services, consumers are concerned about finding care providers. Judy Treptow asked if private vendors can be a part of Family Care and Patti explained that yes they can as long as they have a contract with the MCO's and IRIS.

#### **6. Old Business**

- **Space Issues: Tour of Temporary Office Space** -Patti invited the board to tour the trailer that currently is housing some of the ADRC and SRC staff. Judy and Christine shared that they had already been out to the trailer and had some concerns regarding the heavy chemical smell that permeates the air inside. The other item of concern was air circulation. Patti shared that the worker's did have the windows open for a while but found that telephone conversations were not necessarily private, people in the parking lots could hear them speaking. Once the board went to the trailer, the first item of concern was the metal ramp. There was concern about slipperiness not only during the upcoming winter but also during rainy days. Once the board

entered the trailer, they immediately noticed the chemical smell. The workers that were present shared that they were pretty much used to the smell, but sometimes, if they are away from the trailer for a while, it hits them when they return. The staff tries to combat this with scented air fresheners. The ant problem that was present when the staff moved into the trailer seems to have abated since the purchase of ant traps. The board also noted that the trailer has no running water and employees must walk across to the Senior Center to use the restroom. The staff also cannot meet with clients in the trailer due to a lack of separate offices and no privacy. The board asked if there were mold issues in the trailer and while the workers stated they were not aware of any, the board suggested they watch for leaks and drips during inclement weather. The staff present did share with the board that there were positive aspects to being in the trailer. These included the many windows that let in a lot of natural light, the solitude with minimal interruptions, WIFI and great co-workers. Small issues with the trailer, such as wall panels coming loose, were corrected before the staff moved in, so all in all, it is a tolerable space.

- **Other Office Changes:**

The Disability Benefit Specialists old office has been converted into a small conference room. This room can be used by all who need it, but is being used primarily by the Disability Benefit Specialist since they cannot meet with clients in the trailer. The back room that housed the Senior Center Manager and ADRC Director is currently empty and used for larger meetings. Once a new Senior Center Manager is hired, that person will be housed in the back room. There also will be another position added. The position will be a part time Activities/Volunteer Coordinator position. This position will support the Senior Center Manager and be housed in the back room also. The goal is to get this person hired during the month of August. The Senior Center Manager will still be responsible for the entire aging program and will oversee the Activities/Volunteer Coordinator. Now that the Senior Center Manager has resigned and the ADRC Director is leaving, the two departments will be reorganized. Another position that is being talked about adding is a Financial/Transportation position. There will also be 2 full time receptionists. Tom Krueck wanted to know how the decisions get made on what types of positions are needed and when to fill them. Helen explained that they look at the needs of the department then the budget. Once those items are looked at, the information is brought to the different boards and they have the final say so on whether or not the positions get filled. Tom's concern was that they were just dovetailing job duties together without giving much thought to the qualifications needed to complete the different jobs. Helen assured him that this was not the case. Tom also stated that it is hard to replace good knowledgeable employees and wondered what the County was going to implement to try to keep their employees on staff with a high morale. Judy Treptow stated that changes need to happen from the top down. Patti shared that the Management team has been looking at ways to try and increase employee morale and has so far come up with a mission statement and will be soliciting employee input on how to accomplish this. Paul Kok brought up that the issues in Human Services are not just a problem in this department. The problem is wide spread among other departments also. The county has not had long term steady leadership for a while and he feels that once we have steady leadership things should improve. Paul himself has just been appointed to the County

Board and is still learning all the ins and outs. It was shared by others that they felt that the County Board does not recognize the SRC or the ADRC and the work that goes on in those two organizations. Helen does sit in on the meetings and while there is support for the SRC, the SRC is just one of many departments with issues.

## 7. New Business

- **4/10 ADRC/SRC Schedule** – Patti explained to the board why we started the 4/10 schedule. Now that we have more room, issues have arisen regarding long work days and finding a work/family balance. We currently have a survey out that is being filled out by all customers of the SRC and ADRC. There is another survey being created for the staff. Once all the surveys have been distributed, filled out and tallied, decisions will be made on whether to keep the 4/10 schedule or revert back to the traditional 5/8 schedule.
- **3 Yr. Aging Plan** – The plan is supposed to be done and submitted to GWAAR by 9/1/15. The plan is very in-depth. We have contracted with Lyndsey DeKeyser, an old GWAAR employee, to assist the team in the creation of the plan. Judy Dobbins, previous Senior Center Manager, has chosen to not be a part of this new aging plan. There is a big part of the plan that is community feedback. Barb Snow, Office Admin, is working on modifying a survey we borrowed from Brown County. This survey will be done tomorrow and ready to hand out to the Senior Services Advisory Committee/Nutrition Board. The Committee/Board will work to go to the public and get the surveys filled out and back to the County as soon as possible. Tom Krueck has volunteered to tally those surveys once they have all been received back. Bob Sullivan and Helen also volunteered to help wherever they are needed to get this information gathered and back to the team. Patti shared that if she has any questions, she can call Judy Dobbins, but Judy does not wish to be on the County payroll anymore. Robin will make sure that Tom has a blank copy of the survey to use to prepare for when the surveys are completed. This way he will have an idea of what questions are being asked of the community.
- **Friends of the Senior Center** – Patti shared with the team that the group seems to have lost a bit of steam. The top person who had volunteered to do the main fund raising ended up resigning due to frustration at the slowness of County Government. The President has also had some health issues which have slowed the group down. With Judy Dobbins no longer a County employee, she will have time to join the group and help renew the enthusiasm for raising money. Helen shared that there are many convoluted stories in the community about the County Board and their lack of support for the new Senior Center. These stories are just not true. The County Board is for the new center and wants to see it completed. Patti stated that she would ask Judy Dobbins if she would be willing to write an article each month regarding the Friends group and how they are doing.
- **Implications of Governor's Budget** – Patti included attachments to the agenda which gave some information on the survival coalition and the types of questions. She felt the articles did a good job of summarizing the pros and cons. There will be huge changes for clients between the new program and the loss, in some cases, of their case managers. People waited until Connections was on board due to LuAnn (a former county case manager) working for them. The Enrollment Counselors have 16 more to enroll. Enrollment Counselors have done an amazing job and are done September 15<sup>th</sup>. Patti would love to see an opportunity open up for Jen. Tom K had

questions regarding the MCO's. If people see services cut will be voiced loudly by second month because that is when things will pick up. Helen said people need to call their legislators because they need to hear what is going on. Patti hopes folks will give the MCO's a chance. They really do want to help and provide quality services. Helen said we are in the top 7 of all counties in the state as far as providing services to our community. The ADRC will be hearing about gaps in coverage. The ADRC should have everyone off of the waitlist by April 16<sup>th</sup>. Butch shared frustrations in the community from folks that use wheelchairs with doors that don't open with buttons or electric eyes

- **May ADRC Month Celebration** - Patti thanked Helen and Judy for helping with celebrations. Staff were surprised by ADRC by gifts. Patti passed around a thank you card to the board from the staff.
  - **Family Care Update** – Training is this Thursday. Seven people per month paperwork starts August 1<sup>st</sup> to get ready for October 1<sup>st</sup> folks coming off the waitlist. Christine who does when EC leaves. Patti shared that the I&A Specialists will continue with the enrollment/disenrollment process.
  - **MDCMC Strategic Plan Follow-Up/Senior Care Hoshin** – Judy and Patti did a presentation at Stone Harbor for the hospital. The hospital wanted a follow up meeting to prepare for not thinking ahead enough about help for seniors. The next meeting is August 19<sup>th</sup> and will need 4 hours of planning.
  - **Other General Updates** – one board member position opening. See information above. Paul talked to Dan Austad about continuing on the ADRC board and will be continuing to do so until told differently. Patti shared with the board that the Elder Benefit Specialist, Melissa Andrews, will be leaving for another position outside the county at the end of July.
- 8. Confirm Next Meeting Date and Time**
- The next meeting of the ADRC Advisory Board will be held on Monday, October 19, 2015, at 4:00 p.m. at the Senior Resource & Community Center.
- 9. Adjourn**
- A motion was made by Christine Andersen, to adjourn the meeting. The motion was seconded by Judy Treptow. Meeting adjourned at 6:10 p.m.

Recorded by Robin Mark

**DOOR COUNTY SENIOR RESOURCE CENTER**  
**COMBINED - Senior Services Advisory Committee/Nutrition Advisory Council**  
**Thursday, July 16, 2015**  
**10:00 a.m. at the Door County Senior Resource Center**

**AGENDA**

1. Call meeting to order at 10:00 a.m.
2. Read Opening Statement – “Seniors Really in Charge”
3. Review and approve the agenda
4. Review and approve the Minutes of the 04/16/2015 – Joint Senior Services Advisory Committee / Nutrition Advisory Council meetings
5. Senior and Community Center
6. Three year Aging Plan
7. Nutrition related agenda items:
  - Farmer Market Vouchers/Barb
  - Meal site updates/Carmen
8. Ideas for future meeting agenda items:
  - a) Tentative future meeting date: September 1, 2015
  - b) Adjournment

Menu: Lemon pepper chicken, brown rice pilaf, carrots, fresh grapes, birthday cake with ice cream/soup and salad bar option.

# Combined Senior Services Advisory Committee/Nutrition Advisory Council – Minutes

Thursday, July 16, 2015 at 12:00 p.m.

Senior Resource & Community Center, 832 N. 14<sup>th</sup> Ave., Sturgeon Bay, WI

**THESE MINUTES HAVE NOT BEEN REVIEWED AND APPROVED BY THIS BOARD AND ARE SUBJECT TO REVIEW AND REVISION BY THE BOARD AT THEIR NEXT REGULARLY SCHEDULED MEETING.**

## Business Meeting

### 1. Call to Order

- The meeting was called to order at 10:00 a.m. by Chuck Wagner. Members present were: Carmen Schroeder, Christine Andersen, Jennifer Spude, Judy Treptow, Lynn Ballendux, and Sue Clemens. Others Present were: Patti Peterson, Joe Krebsbach, Lyndsay DeKeyser, and Mark Moeller. Carrie Porter from GWAAR on the phone. Barb Snow took minutes.

### 2. Establish a Quorum

- A quorum was established and the meeting continued.

### 3. Adoption of Agenda

- A motion was made by Jennifer Spude, and seconded by Sue Clemens to adopt the agenda. The motion was carried unanimously.

### 4. Approve Minutes from 04/16/2015 Meeting

- The meeting minutes were approved with the edit removing Christine Andersen who was not at that meeting. Request was made to make the minutes shorter and get them out faster.

### 5. Senior and Community Center

Joe reviewed the progress on the new Senior Center building. He stated that the preliminary design phase was going to Venture Architect. The county board passed the resolution to move the project forward. \$4 million, half paid by the county and half fundraised. Venture Architect said \$6.4 million and the county board move that they would cover \$4.4 million and still looking to fundraise \$2 million. The resolution passed in June so now we can move to phase three on the project which is the size of things. The county board says they can start phase three once \$1 million is raised in fundraising by September. When Joe and Patti went to the friends group and told them they had to raise the \$1 million fundraising by September they replied that it was really aggressive. Joe stated that he is working on being prepared behind the scenes with Venture Architect. They will hire a contract manager on the county's behalf to work with us on what our needs are and will also oversee the building. Mark Moeller mentioned that Paul Kok was familiar with the process and fundraising and hopes he works with the friends group.

- Lyndsay DeKeyser is here to help with the Aging Plan. She is working with Carrie Porter at GWAAR to work with getting approved and Feedback from community and partners. Carrie Porter joined the conversation by phone to help walk through what the requirements were for the Aging Plan as well as



to give advice on how to reach the public, who has to be notified and example questions to ask. The draft has to be done by September 1st. The Common Identity for the Aging Handout was used by Carrie Porter to help describe Principles of the Aging Plan. Carrie said that the Aging Plan is required by the Older Americans Act from GWAAR to engage them in planning and that the Wisconsin Elders Act does that as well. This is to be done with the elders not for the elder adults. The Policy and Advisory Committee follow the format is given by GWAAR and approved by state. Appendix E gathering input has four basic questions that are asked; 1) Where are you now? 2) Where do you want to be? 3) How will we get there? and 4) How will we know we are making progress? This helps gain staff input within the community. It has five required goals; Elder, Nutrition, Services, Supports, and Caregivers. One plan for each goal is required. Physical staff and Nutrition team approved plans. GWAAR has to submit to state by November. Carrie also pointed out that the goals for this plan need to look significantly different than the last plan. Clinics and classes held on a regular basis should not be implemented in the plan as this is regular business. Joe asked Carrie that since the plan is due September 1<sup>st</sup>, what happens if we get the plan done but cannot get the signatures? Lyndsay said and Carrie confirmed that the plan can be submitted without the signatures and get the signatures by the second week in September. Once the plan is written a public hearing is required so they can add their input. Carrie said the Public hearing has to be officially noted and can be done where the Seniors would know it's happening and they are already there. Joe mentioned the public hearing could be done during the August 11 board meeting scheduled. Lyndsay says it has to be written before public hearing. Joe said maybe will do an extra meeting DHS specific to Aging Plan at the end of August meeting need to schedule. Chuck said for public input the best place to do it is at lunch at the Senior Center where you can sit down with the people who eat here and ask questions. Sue asked if there were specific questions. Carrie said she can send us a sample of questions. Joe said the public that does not attend the meeting or at the center should also be asked. Carrie said she will send Lyndsay info from other aging units that have questions that worked for them. Jennifer said we should put a note on the human services board agenda for the public. Chuck mentioning reaching the other meal sites as well as the Door County Fair. Joe mentioned to Christine Andersen that she can connect to the people up in Washington Island. When asked if we could get someone on the board from Southern Door Chuck mentioned that they probably don't want to be on the board. Chuck works the Lions Club stand he could get out surveys there. Patti said it would be better if we had someone there to fill out the questions. Joe said he was going to ask for assistance from the SSAC group to get the surveys out there. Chuck to get him a questionnaire and he'll put it out there at the fair. Also Roy Englebert will be there at the Lions Club stand as well and can help hand out the surveys. Joe said get the survey by Wednesday the 29th to Chuck. Jennifer said it meets all audiences. Patty is going to bring this up at the ADRC meeting and ask for volunteers. Lyndsay said we're just trying to reach the people the plan is for. Joe said we have the written survey and the oral conversation to get together for Judy Treptow, Lynn Ballendux and Sue Clemens. Lynn and Sue are going to get 3 to 5 people out of their craft group to do the oral surveys. The same surveys go to Christine Andersen for Washington island. Christine said yes but she is concerned her group may feel the same way that Southern Door is feeling which is separated from us. Joe said that it's a plan for all services; Meals on Wheels ADRC, Washington Island outreach etc. The Aging plan is for all areas not just Senior Center building related. Carmen asked if we can add it to the newsletter and reach out to the meal sites.

Carrie Porter said that the September 1<sup>st</sup> Aging Plan deadline was extended until September 21<sup>st</sup>. Joe going to ask that Carrie get the questions to Lyndsay by July 21<sup>st</sup>. Chuck mentioned getting the surveys to the homebound, MOW's. Judy Treptow said maybe we can get Trudy from the Red Hatters to help with the surveys. Joe asked Barb to get the information for Trudy Berkhahn and call and ask her to help. Patti said she would bring it up at the ADRC Advisory Committee and get their thoughts on Monday (July 20<sup>th</sup>). Chuck said the Public hearing can be on September 8<sup>th</sup> and changes in the Aging plan can be done by the 21<sup>st</sup>. It just won't get signed until October.

Joe working on how to restructure the ADRC and Senior Center. Changing job descriptions, creating jobs, some things have fallen apart. Guardianships are nonexistent, no new volunteers, no recruiting and training etc. The Caregiver program has been struggling. Southern Door and Sturgeon Bay are without facilitators for those groups. Lyndsay said she is still trained in Powerful Tools and that there is training for facilitators. Lyndsay said that could be a goal for the Aging Plan; to get training for Facilitators for Caregiver.

#### **6. Nutrition related agenda Items.**

- **Farmers Market Vouchers/Barb**

We were able to start handing out Farmers Market vouchers on June 1<sup>st</sup>. We only have a few farmers market packets left. Judy set up a Mini farmers market here at the Senior Center with a couple of vendors on Thursdays from 12:00-1:30. So far it has been a huge success.

- **Meal site updates/Carmen**

Forestville and Baileys Harbor have been safety and sanitation education. The function of meal sites are for community enjoyment and talking. Carmen is going to Northern Door and Washington Island Packer Party. Site surveys here as well. Next week Linda Will and Kathy Ash and Nelvie going to Safe Serve Certified. This is offered to staff as well. Mark mentioned that the Packer Party is August 21<sup>st</sup> here at the Senior Center and September 21<sup>st</sup> on Washington Island. Chuck mentions that MOW's is more about human contact versus nutrition. Carmen replies that it is about nutrition of the heart and health.

#### **7. Ideas for future meeting ideas**

- Better in Communication.
- Chuck said he was going to step down as chairman but was persuaded to stay until April.

#### **8. Confirm Next Meeting Date and Time**

- A motion was made by Sue Clemens and seconded by Judy Treptow to confirm the next meeting. The meeting will be held on Thursday, September 17, 2015.

#### **9. Adjourn**

**Recorded by Barb Snow**

## DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Wednesday, September 15, 2015

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 15, 2015 meeting of the Door County Human Services Board to order at 1:38 pm at the Senior Center, 832 North 14<sup>th</sup> Avenue in Sturgeon Bay immediately following the Public Participation Meeting that was scheduled for 1:30 p.m.
  
2. **Roll Call / Establishing a Quorum-**  
Present: Chairman Mark Moeller, Helen Bacon, Roy Englebert, Paul Kok, Susan Kohout, Tom Leist.  
Excused: Dr. John Beck and Joe Miller  
Staff Present: Joseph Krebsbach - Human Services Director, Cori McFarlane – Human Services Deputy Director, Ken Pabich – County Administrator, Robyn Brauer – HS Administrative Assistant and Shawn Barlament – Office Manager / Recording Secretary.  
Others present: Sandy Brown, Andrew Goodman, Pam Busch, Judy Ritter and Markus Ritter.  
The Board members present established a quorum.
  
3. **Adopt Agenda-**  
A motion was made by Tom Leist and seconded by Roy Englebert to adopt the agenda. All were in favor.
  
4. **Approve Minutes-**  
Susan Kohout motioned to approve minutes from the August 11, 2015 Human Services Board meeting. This was seconded by Paul Kok. All approved.
  
5. **Correspondence-**  
None
  
6. **Public Comment-**  
Paul Kok commended Mark Hill on his presentation to the Big Brother Big Sisters of Northeast Wisconsin organization.
  
7. **Public Comment/Discussion of Public Participation Meeting-**  
None

8. **Program Reports-**

There were no questions on the written reports. The Birth-3/CLTS/FSP/CST report that was not included in this meeting's agenda packet is attached to these minutes.

a. **ADRC/Adult Protective Services**

Joe Krebsbach, Director, gave a brief oral report. In the absence of an Aging Director and until recently the Senior Center Manager, he has been spending additional time at the center. The staff remains focused, working very cooperatively during this time of transition. We are considering hiring a limited term employee (LTE) for supervision responsibilities until all the management positions can be filled.

b. **Behavioral Health & d. Community Support Program**

Cori McFarlane, Deputy Director, gave a verbal report. There continues to be 4 vacancies in Behavioral Health, all at varying steps in the hiring process. Crisis call volume is high with suicide assessments and drug overdoses most prevalent. CCS now has 4 children and 5 adults enrolled. There have been a few clients transitioning from CSP to CCS. Board members discussed the continuity of care and medications when clients are transitioning to and from incarceration.

9. **Continuing / Pending Business-**

a. **Family Care Updates**

The transition is complete. A thank you to all staff involved, Long Term Care, ADRC and Kathy Zak of the support team. A limited term employee (LTE) is helping with the waitlist and with the I&A Specialist shortage after the promotion of Jake Erickson to the Senior Center Manager. The Support Team is developing procedures to invoice the Managed Care Organizations (MCO) for services we are providing.

b. **Resource Center Building Updates**

A Request for Proposal (RFP) will be sent out for a feasibility study on the former Highway Shop as a possibility of providing the space needs for the Senior Center.

c. **Staff Recruitment Updates**

The department continues to look for other qualified individuals for the ADRC Director. An offer will go out this week for the Behavioral Health Manager. Review of the applicants for the 2 Behavioral Health Case Manager positions will be next week. The Elder Benefits Specialist, AODA case manager, and the Senior Center Supervision LTE will close tomorrow. The Senior Center Office Assistant position will close on September 24<sup>th</sup>. We are delaying the hiring process for the ½ time Activities Coordinator position until the new Senior Center Manager can acclimate to what is needed at the Center.

d. **Vouchers**

No questions asked.

10. **Legislative Topics-**

None

11. **New Business-**

a. **Proposed 2016 Budget**

Joe reviewed significant changes due to the implementation of Family Care and the highest increases in inpatient care within the past several years. Additional funds were added to the Boys & Girls Club Truancy Program, JAK's Place for their work emphasis program and Wednesday Night Meal Program and to Help of Door County for supervised visitation.

Roy Englebert moved to approve the 2016 Budget as presented. Helen Bacon seconded the motion. All were in Favor

b. **Draft 2016-2018 Aging Plan**

Roy Englebert, requested that the last sentence, "They have agreed to do fundraising for the new building." of paragraph 4 on page 16 of the plan, to be removed. Roy is a member of the Friends of the Senior Center and fundraising was not a component of their purpose. The board agreed to move the plan to the Senior Advisory Committee and will review and approve in the October meeting.

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

Please contact Joe Krebsbach or Mark Moeller with any other additional agenda items.

13. **Next Meeting Date:**

Tuesday, October 13, 2015 at 8:30am in the Chambers Room of the Government Center, 421 Nebraska Street, Sturgeon Bay.

14. **Adjournment:**

Tom Leist motioned and Paul Kok seconded to adjourn the meeting. The motion carried. The meeting adjourned at 3:08 pm.

Respectfully submitted,

Shawn M. Barlament, Recording Secretary

**DISABILITIES PROGRAM UPDATE: September, 2015**

**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

By Cindy Zellner-Ehlers, Program Coordinator

**BIRTH TO THREE EARLY INTERVENTION PROGRAM:**

We continue to look at strategies to do outreach and child find activities promoting child development and the resources within the Department in our Early Intervention Program. We've had a number of referrals recently of children with special health care needs whereby coordination of services along with our community partners is essential to quality care and coordination of services.

Current enrollment: **24**

**CHILDRENS SERVICES:**

- Our collaborative work continues as we seek to refine our "single point of entry" referral and intake process. With the advent of the new CCS Program and the addition of one more program resource for children and families it remains our goal as a Department to help families have one entrance to a milieu of supports/services. We are looking at the design of COMPASS-Threshold out of the Racine/Kenosha area to springboard this concept and program design. As a Board member, if you are interested in looking at this design you can access it <http://www.compasswisconsin.org> to see what lies ahead for our Department.
- We are partnering with our Children and Families Unit within the Department to undergo a shared learning experience with the Behavioral Partnership Project through UWGB to explore crisis planning strategies for youth. This will involve agency staff training around roles and responsibilities/role mapping, understanding the neurobiology of youth in crisis, and the art of crisis planning.
- In the new State budget the Family Support Program will end, as we know it, with a replacement of a Community Options Program for Children. The rules and regulations related to the how that program can be accessed and expectations around implementation will be released to us sometime this Fall. We are looking at ways to incorporate this in our menu of services, combining oversight committee responsibilities with existing committee

structures, and having some thoughtful planning on still another new program's implementation.

**PERSONAL CARE PROGRAM SERVICES:**

Current enrollment: 61 –planning for the reduction in client services as we enroll clients in Family Care or IRIS. We remain hopeful that as we transition clients into managed care this will open up opportunities for children and youth to access the PCW Program whereby in the past we've had a waiting list for such services. PCW is being looked at as a safety net resource for elderly and physically disabled individuals who may not qualify for Family Care and are at risk of involvement in our APS/Adults at Risk Unit if unable to get the services/care needed in the community.

**ADULT SERVICES:**

August 1<sup>st</sup> marked the official date of transition for over 160 individuals to managed care, and the remainder near 40, September 1<sup>st</sup>. We are now officially no longer the provider entity for long term care services for adult developmentally disabled, people with physical disabilities, and the frail elderly. Our ADRC operates as the single point of entry for any person needing or wanting access to services. The two care management organizations are Lakeland District and Care Wisconsin. The two IRIS (self-directed) organizations are IRIS-TMG and Lutheran Social Services-Connections. We continue to field telephone calls and drop in office visits by clients and provider agencies, confused, concerned or unfamiliar with how to access their care management resource, in which we guide them to the appropriate entity for answers. A special thank you one more time for hard work of Kathy Zak, support staff person, who helped make this as smooth of a transition as possible regarding recordkeeping and communications with the organizations. Thank you Kathy!

This concludes the September Board report.

Respectfully submitted,

Cindy Zellner Ehlers

Program Manager- Children's Long Term Support Services

*These minutes have not been approved by the board and are subject to approval or revision at the next meeting.*

**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

**PUBLIC PARTICIPATION PROCESS MEETING (2016-2018 Aging Unit Plan)**

\*\*\*\*\* Tuesday, September 15, 2015 at 1:30 p.m. \*\*\*\*\*

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

The Door County Human Services Board held a public participation meeting. The purpose of the meeting was to receive public comments regarding the 2016-2018 Aging Unit Plan of the Door County Department of Human Services. The Notice of Public Hearing appeared in the September 7, 2015 and September 10, 2015 issues of the Door County Advocate and on radio announcements.

Chairman Mark Moeller called the Public Participation Process Meeting to order at 1:30 p.m. Human Service Board members and staff present introduced themselves. The Chair then shared the public participation meeting process formalities. A written sign-in sheet for the public guests present and those that wished to speak was provided to the Recording Secretary and to the Chairman to acknowledge requests. This list is attached to these minutes.

Joseph Krebsbach, Director of the Door County Department of Human Services, shared the goals of this proposed plan (Section 6A-F of the plan).

Mr. Moeller asked the one individual to speak before the Board and the following is the one public comment made. No written correspondence was received prior to the meeting regarding the proposed Aging Plan.

1. **Judy Ritter – Community Member:**

Judy shared that the Nutrition Program at the center is terrific.

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

The Public Participation Meeting was adjourned at 1:37 p.m.

Respectfully submitted,  
Shawn M. Barlament – Recording Secretary



Door County Department of Human Services  
 Public Participation Meeting - Aging Plan  
 September 15, 2015 1:30pm Senior Resource Center

## Please Print

	Name	Organization	"X" If You Wish to Speak
1	SANDY BROWN	LWV & PFLAG	
2	Andrew Goodman	Golden Living Center - Dorchester	
3	Pam Busch	Door-Tran	
4	Judy Putter	community member	X
5	Markus Putter	"	
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<p>Notice of Public Meeting Thursday September 17<sup>th</sup>, 2015 10:00 a.m. – 12:00p.m.</p>	<p><b>COMBINED SENIOR SERVICES ADVISORY COMMITTEE / NUTRITION ADVISORY COUNCIL</b></p>	<p>Door County Senior Resource Center  832 N. 14<sup>th</sup> Avenue Sturgeon Bay, WI 54235</p>
<p>Advisory Committees for the Door County Aging Unit with the Human Services Board</p>		

### AGENDA

1. Call meeting to order at 10:00 a.m.
2. Read Opening Statement – "Seniors Really in Charge"
3. Review and approve the agenda
4. Review and approve the Minutes of the 01/15/2015 and 07/16/2015- Joint Senior Services Advisory Committee / Nutrition Advisory Council meetings

#### **Senior and Community Center**

5. 2016-2018 Aging Plan
6. Organizational Structure
7. Staff Recruitment Update
8. Hours Change
9. Physical Office Moves

#### **Nutrition related agenda items:**

10. Farmers Market
11. Meal Site Updates/Carmen

#### **Ideas for future meeting agenda items:**

- a) Tentative future meeting date:
- b) Adjournment

MENU: Liver and Onion/Bacon, Steamed Potatoes, Asparagus, Cottage Cheese w/Fruit, Birthday cake, soup and salad bar option

Deviation from the order shown may occur.

*Members of the Door County Board of Supervisors and / or its subunits may be in attendance at this meeting to listen and gather information. Notice is hereby given that the above meeting may constitute a meeting of the Door County Board of Supervisors or one of its subunits. However, no official action will be taken except by the Senior Services Advisory Committee or Senior Services Nutrition Advisory Council.*

*In compliance with the Americans with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Office of the County Clerk at (920) 746 - 2200. Notification 48 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.*

Posted-

**COMBINED SENIOR SERVICES ADVISORY  
COMMITTEE/NUTRITION ADVISORY COUNCIL**

**Advisory Board**

**Thursday, September 17, 2015 at 10:00 a.m.**  
Senior Resource & Community Center, 832 N. 14<sup>th</sup> Ave., Sturgeon Bay, WI

THESE MINUTES HAVE NOT BEEN REVIEWED AND APPROVED BY THIS BOARD AND ARE SUBJECT TO REVIEW AND REVISION BY THE BOARD AT THEIR NEXT REGULARLY SCHEDULED MEETING.

**Business Meeting**

**1. Call to Order**

- The meeting is called to order at 10:05 a.m. by Mark Moeller. Members Present are: Carmen Schroeder, Christine Andersen, Christine Wisniewski, Jennifer Spude, Judy Treptow, Mike Green, and Sue Clemens. Others present are: Joe Krebsbach, Mark Moeller (acting-chairperson), Barb Snow (Minutes), and Robyn Brauer (Joe's Assistant).

**2. Establish Quorum:**

- 4 members are present for a Senior Advisory Committee Quorum and 7 members are present for a Nutrition Advisory Committee Quorum.

**3. Adopt Agenda**

- A motion was made by Mike Green, and seconded by Sue Clemens to adopt the agenda. The motion is carried unanimously.

**4. Approve Minutes from 01/15/2015 Meeting**

- Corrections made to include changing 2014 to 2015 and 2:00 p.m. to 10:00 a.m. in the header, and change PM to AM in Call to Order. On page 7 adding Washington Island to section c.
- Motion to approve with corrections was made by Carmen Schroeder and seconded by Mike Green. The motion is carried unanimously.

**Approve Minutes from 07/16/2015 Meeting**

- One correction was on the last page changing the date of the Washington Island Packer party from September 21<sup>st</sup> to September 11<sup>th</sup>.
- Motion to approve with corrections was made by Carmen Schroeder and seconded by Mike Green. The motion is carried unanimously.

**Introductions were made by the committee for guest Robyn Brauer, who is Joe's Assistant.**

**Senior and Community Center**

**5. 2016-2018 Aging Plan**

- Joe credits Robyn Brauer and Tom Krueck for their efforts in helping put together the Aging Plan. Information from the survey was integrated into the Aging Plan. The 5 goals in Section 6 are directed by the State. Joe indicated that the plan would be reviewed each year.
- The Human Services Board talked about the Aging Plan and suggested only one change which was that the "Friends Group is not going to fundraise for the new building".
- There was a significant amount of discussion on the Aging Plan and changes were made in these goal areas (please see the Revised Aging Plan for specifics):

- The SSAC/NAC had some minor grammatical changes that were made throughout the Aging Plan
  - Section 6-B, The Elder Nutrition Program. The Committee discussed changing the goals to include accessibility of fresh produce.
  - Section 6-C, Services in Support of Caregivers. Wording was changed to expand the goal from groups to programs.
  - Section 6-D, Services to People with Dementia. Wording changed to note the changes that the Virtual Dementia Tour can only be done in 2 locations.
  - Section 6-E, Healthy Aging. Dropping a word to include more locations.
- We go back to Human Services Board in October to get the Aging Plan technically approved with signatures but we send the plan into the State as a final on the 21<sup>st</sup> of September.
  - Motion to approve the Aging Plan with all changes mentioned by the Human Services Board and the SSAC/NAC Committees and to forward to DHS Board and GWAAR was made by Christine and seconded by Mike Green. The Motion is carried unanimously.
- 6. Organizational Structure – Not Discussed**
- 7. Staff Recruitment Update – Not Discussed**
- 8. Hours Change**  
Joe- The building hours for the Senior and Community Center and the ADRC were changed to 8:00-6:00, with staff offices closing at 4:30 pm and the Evening Soup and Salad Bar open from 3:30-5:30.
- 9. Physical Office Moves – Not Discussed**

**Nutrition Agenda Items- Carmen**

- 10. Farmers Market – Discussed in the Aging Plan**
- 11. Meal Site Updates/Carmen**
- Washington Island Packer Party with Nelvie. Carmen helped in the kitchen. The meals were accepted. There is talk about kitchen remodeling. The staff are in ongoing discussions with the city. Nelvie took the Serve Safe class and missed by 2 points she is continuing to study and will take it again. The report went to Jake and Arne.

**Ideas for future meeting agenda items:**

**a) Confirm Next Meeting Date and Time**

- The next meeting will be held on January 21, 2015, at 10:00 a.m.

**b) Adjourn**

- A motion was made by Carmen Schroeder and seconded by Mike Green. The motion was carried unanimously. Meeting adjourned at 11:50 a.m.

**Recorded by: Barb Snow**

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

**Deviation from the printed order may occur.**

**Posted:**

<b>Tuesday, October 13, 2015</b> <b>8:30 a.m.</b>	<b>HUMAN SERVICES BOARD</b>	Door County Government Center Chambers Room (C102), 1st floor 421 Nebraska Street, Sturgeon Bay, WI
<i>Oversight Board for the Department of Human Services</i>		

## AGENDA

### HUMAN SERVICES BOARD MEETING

1. Call Meeting or Order
2. Roll Call
3. **Adopt** Agenda
4. **Approve** Minutes – September 15, 2015 Public Participation Meeting for Aging Plan and Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Program Reports
  - a. ADRC/Adult Protective Services
  - b. Aging/Senior Center
  - c. Behavioral Health – Verbal from Deputy Director
  - d. Children & Family Services
  - e. Community Support Program – Verbal from Sheryl Flores
  - f. Birth-3 / CLTS / FSP / CST
  - g. Economic Support
8. Continuing /Pending Business
  - a. Family Care Updates
  - b. Resource Center Building Update
  - c. Staff Recruitment Updates
  - d. Vouchers
9. Legislative Topics
10. New Business
  - a. Dissolution of LTC Support Committee
  - b. Resolution of CCOP Support Committee beginning January 2016
  - c. Letter of Resignation – Lindsey Reckelberg
  - d. Request to Refill Position – Social Worker/Child & Family Unit
  - e. Transportation Program Update & Grant Application
  - f. 2016-2018 Aging Plan
  - g. Revised Organizational Chart
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
12. Set Next Meeting Date – Tuesday, November 10, 2015
13. **Adjourn** Meeting

Members of the Door County Board of Supervisors and/or its sub-units may be in attendance at this meeting to listen and gather information. Notice is hereby given that the above meeting may constitute a meeting of the Door County Board of Supervisors or one of its sub-units. However no official action will be taken except by the Administrative Services Committee.

*Deviation from the order shown may occur*

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

Posted \_\_\_\_\_, 2015 \_\_\_\_\_

DOOR COUNTY HUMAN SERVICES BOARD MINUTES  
Tuesday, October 13, 2015

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/Establish a Quorum of Members Present:** Chair Mark Moeller called the October 13, 2015 meeting of the Door County Human Services Board to order at 8:30 a.m. at the Door County Government Center Chambers Room.

Present: Chairman Mark Moeller, Helen Bacon, Roy Englebert, Susan Kohout, Dr. John Beck, Tom Leist, Paul Kok.

Absent: Joe Miller

Staff Present: Joe Krebsbach, Human Services Director, Ken Pabich, Door County Administrator, Debby Karas, Recording Secretary.

- 2. Roll Call was taken and The Board members in attendance established a quorum.**
- 3. Adopt Agenda:** Motion by Roy Englebert, seconded by Tom Leist to adopt the agenda. The motion carried.
- 4. Approve Minutes:** Motion by Paul Kok, seconded by Susan Kohout to approve the minutes from the Human Services Board meeting on September 15, 2015. The motion carried.
- 5. Correspondence:**  
Referenced letter from citizen requesting that a new Senior Center be built.
- 6. Public Comment:** None
- 7. Program Reports-written reports**
- a. ADRC/Adult Protective Services at Door County
  - b. Aging/Senior Center - Question regarding Jake Erickson attending Senior Hoshion which is a meeting involving planning events for seniors as a pro-active means of staying healthy.
  - c. Behavioral Health – Wait list: 15 total, 11 for AODA services, and 4 for Mental Health. Eight consumers enrolled in CCS.
  - d. Children & Family Services – Psychiatrist is collaborating with this team related to children with MH issues. We are trying to improve our internal referral process.
  - e. Community Support Program – In the last year five longtime consumers have died and five went to Family Care. This is the most significant amount of client changes in years.
  - f. Birth-3/CLTS/FSP/CST
  - g. Economic Support

## 8. Continuing/Pending Business

- a. Family Care Updates – Some of the MCO's have reduced services, they are watching closely for duplication of services, AFH rates have been reduced. One board member expressed frustration with lack of local service providers, reduction in hours provided, and mileage reimbursement for those providers.
- b. Resource Center Building Update – Several construction companies did a walk through of the old Highway Shop with ideas for potential remodeling the building to house the Senior Center and Emergency Services. RFP's are due 10/21/15. – Ken Pabich, Wayne Spritka, Dan Williams and Joe Krebsbach will review and bring to Property Committee.
- c. Staff Recruitment Updates
  - \*AODA Counselor – Brenda Franco, starting 10/19/15
  - \*Behavioral Crisis Case Manager – Jamie Loehnis started 10/1/15
  - \*Behavioral CCS Case Manager – Still searching.
  - \*Behavioral Health Manager – offer made, candidate took different position. Will advertise wider area.
  - \*ADRC Manager – interviews, but no candidate selected. Michael VanDyke will fill in the interim, three hours a day.
  - \*ADRC Director – Jake Erickson hired.
  - \*Adult Protective Services – interviews, no candidates hired.
  - \*Elderly Benefits Specialist – Internal offer goes to Administrative committee for approval next week
  - \*Economic Support – The two new hires are in training. May need to fill a third position in EBS position approved.
  - \*CCS Coordinator – We made an offer yesterday for a tri- county position.
  - \*ADRC Receptionist – Barb Snow has accepted the fulltime position.
  - \*I & A Worker – will make offer this week.
- d. Vouchers

## 9. Legislative topics –

Concerns re: Family Care regarding rates paid are not enough to attract service providers.

Discussion regarding seventeen year old non-violent first time offenders being transferred to trial in the juvenile system instead of adult court. The WCA conducted a study of the cost involved.

## 10. New Business

- a. Dissolution of LTC Support Committee – Since our agency transitioned its adult CIP and COP Waiver program participants to Family Care and IRIS and no longer receives a COP or waiver allocation for these target groups, a COP Planning Committee is no longer required.
- b. Resolution of CCOP Support Committee will be needed beginning January 2015 – Cindy Zellner-Ehlers and Cori McFarlane are working with Children's Services Team advisory board and CCS Committee to come up with recommendations.

- c. Letter of Resignation Accepted from Lindsey Reckelberg, Child Protection Social Worker & Foster Care Coordinator
- d. Request to Refill Position – Child Protection Social Worker/Child & Family Unit – Motion made by Susan Kohout, seconded by Roy Englebert to refill this position. Unanimous.
- e. Transportation Program Update & Grant Application – The board reviewed the list of Door to Door consumer complaints & declined rides. Number of rides provided in first eight months of 2015 = 27,000. Percentage of complaints equals less than 1%. The grant proposal is due this week, the full cost of the system will be just over \$1.1 million. Most of our declined rides are on Saturdays. We are asking for additional funding to run one more 8 hour shift on Saturday. When we ask for another shift we will need to have a public hearing. We have a three year contract with Abby Vans and another two years are optional. We hired Robin Mark as Transportation Specialist. There was a suggestion to ask the Advocate to do an article on the history of Door to Door transportation system to promote use.
- f. 2016-2018 Aging Plan – The Senior Advisory committee changed three goals. Paul Kok made a motion to accept those changes as approve as proposed, Tom seconded the motion, passed unanimous.
- g. Revised Organizational Chart – Review, the board asks that this chart be included in the packet monthly.

**11. Matters to be placed on a Future Agenda or Referred to a Committee, Official or Employee:** Contact Joe Krebsbach or Mark Moeller with any agenda items.

**12. Set Next Meeting Date:**

Wednesday, November 11, 2015 at 8:30 a.m.

**13. Approve adjournment:** Tom Leist made a motion to adjourn. Helen Bacon seconded. The motion carried. The meeting adjourned at 10:55 a.m.

Respectfully submitted,

Debby Karas, Secretary



**Section 6 – Goals for the Plan Period**  
**Section 6-A – Involvement of Older People in Aging-Related Program Development and Planning**

*a. Involvement of Older People in Aging-Related Program Development and Planning*

- 1) In order to increase the visibility of the Advisory groups; ADRC, Senior Advisory Committee and Nutrition Counsel, the ADRC Director and Aging Unit Manger will work with the three committees to explore options for increased advertisement, collaboration, and information sharing to the policy making boards. By December 2016, the group will have three action recommendations, one in each area for implementation in 2017.
- 2) In an effort to enhance the Aging Unit and ADRC's operational effectiveness within the community we serve, both units will work towards building a more integrative arrangement by December 2017. This will include the following tasks: designating one agency name which is the "Aging and Disability Resource Center (ADRC) of Door County." In addition to one agency name there will also be one agency phone number, which is 920.746.2372(ADRC). There will also be work towards creating one comprehensive marketing plan which will include one unified brand and website. Having one comprehensive marketing plan will further promote our agency as one entity and support a greater "one stop shop" philosophy. Lastly, the ADRC Director and Aging Unit Manager will work to combine the Senior Services Advisory Committee with the ADRC Advisory Committee, keeping the Nutritional Advisory Council separate.
- 3) In order to increase older adults' knowledge of programs or services available to them, including the impact local state and federal legislators have on those services, the ADRC Director and Aging Unit Manger will work with the Learning in Retirement Group to present three programs specific to aging services within their curriculum before December 31<sup>st</sup> 2018.

**Section 6 – Goals for the Plan Period**  
**Section 6-B – The Elder Nutrition Program**

*b. The Elder Nutrition Program*

- 1) To increase access to fresh produce and enhance eating habits of our older population, the Aging Unit will offer weekly on-site vendors for farmer's market and increase participation of the evening soup and salad bar by 25% offered by the Sturgeon Bay Meal site by December 2016.
- 2) To improve access to nutritious options throughout the county and reach more of our older population, we will work to relocate our Southern Door meal site from the Forestville community to the Brussels community by December 31, 2017.
- 3) To increase the coordination of meals for individuals being discharged from medical care, the ADRC will work with discharging units at local medical facilities including those in Brown County. By December of 2018, we will have a referral form to be included with all discharges for individuals over the age of 60.

<b>Section 6 – Goals for the Plan Period</b> <b>Section 6-C – Services in Support of Caregivers</b>
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*c. Services in Support of Caregivers*

- 1) To increase the availability of Caregiver support, by the end of 2016, Door County will have 8 individuals trained in caregiver program facilitation.
- 2) To continue with efforts to increase availability of Caregiver support groups, by December 2017 we will have caregiver support programs in four geographical locations throughout the county.
- 3) By the end of 2018, Door County will have an average participation of six or more caregivers attending our caregiver programs in each of our locations.

<b>Section 6 – Goals for the Plan Period</b> <b>Section 6-D – Services to People With Dementia</b>
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*d. Services to People With Dementia*

- 1) To increase the knowledge of available community resources regarding Alzheimer's and other dementias the Caregiver Coalition, ADRC and Aging Unit will identify six additional opportunities to provide the Door County Resource Guide in addition to the medical providers in the county by December 2016.
- 2) To raise awareness and understanding of dementia and its impact on our community, the Aging Unit and ADRC will designate one staff member to complete additional dementia specific training by December 2017. This one staff member will also be tasked with the responsibility of conducting several outreach and educational events related to dementia throughout the year 2017 and moving forward.
- 3) To help students understand the challenges of Alzheimer's disease, the Aging Manager will work in collaboration with the hospital to offer a Virtual Dementia Tour as part of the Life Skills programs to each of the school district by December of 2018.

**Section 6 – Goals for the Plan Period**  
**Section 6-E – Healthy Aging**

*e. Healthy Aging*

- 1) To provide ongoing education regarding health, by December 2016 we will provide a minimum of three evidence-based training programs such as living well with chronic illness in Sturgeon Bay.
- 2) To increase the availability of healthy activities to our older population, we will complete an interest study by December 2017 to determine the interest in programming and location options for providing healthy physical activity programs or classes in the county.
- 3) To provide additional healthy activities by December 2018, we will provide at least two additional programs at sites where there is a demand based upon the above mentioned interest study.

**Section 6 – Goals for the Plan Period**  
**Section 6-F – Local Priorities**

*f. Local Priorities*

- 1) To continue to enhance our current transportation system which has been crucial to the mobility of our senior population and to help reduce isolation, we will look to have an increase in local financial support. The goal will be to add at least one additional taxi to the system by December of 2016.
- 2) We have significantly increased the number of socialization events/activities at the Sturgeon Bay meal site. In 2017, one additional special event will be held at the other four locations.
- 3) Through collaboration with community partners we will work to identify need and options for adult day services. The goal is to work with at least one community partner to develop one to two sites where day services are available five days per week by December 2018.

**Section 7 – Coordination Between Titles III and VI**

Not applicable

**Section 8 - Budget**

See additional Excel Document

**Section 9 – Compliance With Federal and State Laws and Regulations**

On behalf of the county, we certify

Door County Human Services Aging Unit

(Give the full name of the county aging unit)

has reviewed the appendix to the county plan entitled Assurances of Compliance with Federal and State Laws and Regulations for 2016-2018. We assure that the activities identified in this plan will be carried out to the best of the ability of the tribe in compliance with the federal and state laws and regulations listed in the Assurances of Compliance with Federal and State Laws and Regulations for 2016-2018.

*Charles H. Wagoner* 10-27-15  
Signature and Title of the Chairperson of the Commission on Aging Date

*Paula Wagoner* 10/23/15  
Signature and Title of the Authorized County Board Representative Date

<b>Section 10 – Assurances</b>
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The applicant certifies compliance with the following regulations:

**1. Legal Authority of the Applicant**

- The applicant must possess legal authority to apply for the grant.
- A resolution, motion or similar action must be duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein.
- This resolution, motion or similar action must direct and authorize the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

**2. Outreach, Training, Coordination, & Public Information**

- The applicant must assure that outreach activities are conducted to ensure the participation of eligible older persons in all funded services as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that each service provider trains and uses elderly persons and other volunteers and paid personnel as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that each service provider coordinates with other service providers, including senior centers and the nutrition program, in the planning and service area as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that public information activities are conducted to ensure the participation of eligible older persons in all funded services as required by the Bureau of Aging and Disability Resources designated area agency on aging.

**3. Preference for Older People With Greatest Social and Economic Needs**

The applicant must assure that all service providers follow priorities set by the Bureau of Aging and Disability Resources designated area agency on aging for serving older people with greatest social and economic need.

**4. Advisory Role to Service Providers of Older Persons**

The applicant must assure that each service provider utilizes procedures for obtaining the views of participants about the services they receive.

**5. Contributions for Services**

- The applicant shall assure that agencies providing services supported with Older Americans Act and state aging funds shall give older adults a free and voluntary opportunity to contribute to the costs of services consistent with the Older Americans Act regulations.
- Each older recipient shall determine what he/she is able to contribute toward the cost of the service. No older adult shall be denied a service because he/she will not or cannot contribute to the cost of such service.

- The applicant shall provide that the methods of receiving contributions from individuals by the agencies providing services under the county/tribal plan shall be handled in a manner that assures the confidentiality of all individual's contributions.
- The applicant must assure that each service provider establishes appropriate procedures to safeguard and account for all contributions.
- The applicant must assure that each service provider considers and reports the contributions made by older people as program income. All program income must be used to expand the size or scope of the funded program that generated the income. Nutrition service providers must use all contributions to expand the nutrition services. Program income must be spent within the contract period that it is generated.

## 5. Confidentiality

- The applicant shall ensure that no information about, or obtained from an individual and in possession of an agency providing services to such individual under the county/tribal or area plan, shall be disclosed in a form identifiable with the individual, unless the individual provides his/her written informed consent to such disclosure.
- Lists of older adults compiled in establishing and maintaining information and referral sources shall be used solely for the purpose of providing social services and only with the informed consent of each person on the list.
- In order that the privacy of each participant in aging programs is in no way abridged, the confidentiality of all participant data gathered and maintained by the State Agency, the Area Agency, the county or tribal aging agency, and any other agency, organization, or individual providing services under the State, area, county, or tribal plan, shall be safeguarded by specific policies.
- Each participant from who personal information is obtained shall be made aware of his or her rights to:
  - (a) Have full access to any information about one's self which is being kept on file;
  - (b) Be informed about the uses made of the information about him or her, including the identity of all persons and agencies involved and any known consequences for providing such data; and,
  - (c) Be able to contest the accuracy, completeness, pertinence, and necessity of information being retained about one's self and be assured that such information, when incorrect, will be corrected or amended on request.
- All information gathered and maintained on participants under the area, county or tribal plan shall be accurate, complete, and timely and shall be legitimately necessary for determining an individual's need and/or eligibility for services and other benefits.
- No information about, or obtained from, and individual participant shall be disclosed in any form identifiable with the individual to any person outside the agency or program involved without the informed consent of the participant or his/her legal representative, except:
  - (a) By court order; or,
  - (b) When securing client-requested services, benefits, or rights.
- The lists of older persons receiving services under any programs funded through the State Agency shall be used solely for the purpose of providing said



services, and can only be released with the informed consent of each individual on the list.

- All paid and volunteer staff members providing services or conducting other activities under the area plan shall be informed of and agree to:
  - (a) Their responsibility to maintain the confidentiality of any client-related information learned through the execution of their duties. Such information shall not be discussed except in a professional setting as required for the delivery of service or the conduct of other essential activities under the area plan; and,
  - (b) All policies and procedures adopted by the State and Area Agency to safeguard confidentiality of participant information, including those delineated in these rules.
- Appropriate precautions shall be taken to protect the safety of all files, microfiche, computer tapes and records in any location which contain sensitive information on individuals receiving services under the State or area plan. This includes but is not limited to assuring registration forms containing personal information are stored in secure, locked drawer when not in use.

## **7. Records and Reports**

- The applicant shall keep records and make reports in such form and requiring such information as may be required by the Bureau of Aging and Disability Resources and in accordance with guidelines issued solely by the Bureau of Aging and Disability Resources and the Administration on Aging.
- The applicant shall maintain accounts and documents which will enable an accurate review to be made at any time of the status of all funds which it has been granted by the Bureau of Aging and Disability Resources through its designated area agency on aging. This includes both the disposition of all monies received and the nature of all changes claimed against such funds.

## **8. Licensure and Standards Requirements**

- The applicant shall assure that where state or local public jurisdiction requires licensure for the provision of services, agencies providing services under the county/tribal or area plan shall be licensed or shall meet the requirements for licensure.
- The applicant is cognizant of and must agree to operate the program fully in conformance with all applicable state and local standards, including the fire, health, safety and sanitation standards, prescribed in law or regulation.

## **9. Civil Rights**

- The applicant shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with that act, no person shall on the basis of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity under this plan.
- All grants, sub-grants, contracts or other agents receiving funds under this plan are subject to compliance with the regulation state in 9 above.
- The applicant shall develop and continue to maintain written procedures which specify how the agency will conduct the activities under its plan to assure compliance with Title VI of the Civil Rights Act.

- The applicant shall comply with Title VI of the Civil Rights Act (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the service funded by the grant.
- All recipients of funds through the county/tribal or area plan shall operate each program or activity so that, when viewed in its entirety, the program or activity is accessible to and usable by handicapped adults as required in the Architectural Barriers Act of 1968.

#### **10. Uniform Relocation Assistance and Real Property Acquisition Act of 1970**

The applicant shall comply with requirements of the provisions of the Uniform Relocation and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of federal and federally assisted programs.

#### **11. Political Activity of Employees**

The applicant shall comply with the provisions of the Hatch Act (5 U.S.C. Sections 7321-7326), which limit the political activity of employees who work in federally funded programs.

[Information about the Hatch Act is available from the U.S. Office of Special Counsel at <http://www.osc.gov/>]

#### **12. Fair Labor Standards Act**

The applicant shall comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (Title 29, United States Code, Section 201-219), as they apply to hospital and educational institution employees of state and local governments.

#### **13. Private Gain**

The applicant shall establish safeguards to prohibit employees from using the positions for a purpose that is or appears to be motivated by a desire for private gain for themselves or others (particularly those with whom they have family, business or other ties).

#### **14. Assessment and Examination of Records**

- The applicant shall give the Federal agencies, State agencies and the Bureau of Aging and Disability Resources authorized Area Agencies on Aging access to and the right to examine all records, books, papers or documents related to the grant.
- The applicant must agree to cooperate and assist in any efforts undertaken by the grantor agency, or the Administration on aging, to evaluate the effectiveness, feasibility, and costs of the project.
- The applicant must agree to conduct regular on-site assessments of each service provider receiving funds through a contract with the applicant under the county or tribal plan.

#### **15. Maintenance of Non-Federal Funding**

- The applicant assures that the aging unit, and each service provider, shall not use Older Americans Act or state aging funds to supplant other federal, state or local funds.

- The applicant must assure that each service provider must continue or initiate efforts to obtain funds from private sources and other public organizations for each service funded under the county or tribal plan.

## **16. Regulations of Grantor Agency**

The applicant shall comply with all requirements imposed by the Department of Health and Family Services, Division of Supportive Living, Bureau of Aging and Disability Resources concerning special requirements of federal and state law, program and fiscal requirements, and other administrative requirements.

## **17. Older Americans Act**

The applicant shall comply with all requirements of the Older Americans Act (PL 89-73).

## **18. Federal Regulations**

The applicant shall comply with all federal regulations (45 CFR 1321) governing Older Americans Act funds and programs.

## **19. Wisconsin Elders Act**

The aging unit must comply with the provisions of the Wisconsin Elders Act.

Wisconsin Statutes Chapter 46.82 Aging unit.

“Aging unit” means an aging unit director and necessary personnel, directed by a county or tribal commission on aging and organized as one of the following:

- (1) An agency of county or tribal government with the primary purpose of administering programs of services for older individuals of the county or tribe.
- (2) A unit, within a county department under s. 46.215, 46.22
- (3) or 46.23, with the primary purpose of administering programs of and services for older individuals of the county.
- (4) A private corporation that is organized under ch. 181 and
- (5) that is a nonprofit corporation, as defined in s. 181.0103 (17).

**Aging Unit; Creation.** A county board of supervisors of a county, the county boards of supervisors of 2 or more contiguous counties or an elected tribal governing body of a federally recognized American Indian tribe or band in this state may choose to administer, at the county or tribal level, programs for older individuals that are funded under 42 USC 3001 to 3057n, 42 USC 5001 and 42 USC 5011 (b). If this is done, the county board or boards of supervisors or tribal governing body shall establish by resolution a county or tribal aging unit to provide the services required under this section. If a county board of supervisors or a tribal governing body chooses, or the county board of supervisors of 2 or more contiguous counties choose, not to administer the programs for older individuals, the department shall direct the area agency on aging that serves the relevant area to contract with a private, nonprofit corporation to provide for the county, tribe or counties the services required under this section.

**Aging Unit; Powers and Duties.** In accordance with state statutes, rules promulgated by the department and relevant provisions of 42 USC 3001 to 3057n and as directed by the county or tribal commission on aging, an aging unit:

(a) Duties. Shall do all of the following:

1. Work to ensure that all older individuals, regardless of income, have access to information, services and opportunities available through the county or tribal aging unit and have the

- opportunity to contribute to the cost of services and that the services and resources of the county or tribal aging unit are designed to reach those in greatest social and economic need.
2. Plan for, received and administer federal, state and county, city, town or village funds allocated under the state and area plan on aging to the county or tribal aging unit and any gifts, grants or payments received by the county or tribal aging unit, for the purposes for which allocated or made.
  3. Provide a visible and accessible point of contact for individuals to obtain accurate and comprehensive information about public and private resources available in the community which can meet the needs of older individuals.
  4. As specified under s. 46.81, provide older individuals with services of benefit specialists or appropriate referrals for assistance.
  5. Organize and administer congregate programs, which shall include a nutrition program and may include one or more senior centers or adult day care or respite care programs, that enable older individuals and their families to secure a variety of services, including nutrition, daytime care, educational or volunteer opportunities, job skills preparation and information on health promotion, consumer affairs and civic participation.
  6. Work to secure a countywide or tribal transportation system that makes community programs and opportunities accessible to, and meets the basic needs of, older individuals.
  7. Work to ensure that programs and services for older individuals are available to homebound, disabled and non-English speaking persons, and to racial, ethnic and religious minorities.
  8. Identify and publicize gaps in services needed by older individuals and provide leadership in developing services and programs, including recruitment and training of volunteers, that address those needs.
  9. Work cooperatively with other organizations to enable their services to function effectively for older individuals.
  10. Actively incorporate and promote the participation of older individuals in the preparation of a county or tribal comprehensive plan for aging resources that identifies needs, goals, activities and county or tribal resources for older individuals.
  11. Provide information to the public about the aging experience and about resources for and within the aging population.
  12. Assist in representing needs, views and concerns for older individuals in local decision making and assist older individuals in expressing their views to elected officials and providers of services.
  13. If designated under s. 46.27 (3) (b) 6., administer the long-term support community options program.
  14. If the department is so requested by the county board of supervisors, administer the pilot projects for home and community-based long-term support services under s. 46.271.
  15. If designated under s. 46.90 (2), administer the elder abuse reporting system under s. 46.90.
  16. If designated under s. 46.87 (3) (c), administer the Alzheimer's disease family and caregiver support program under s. 46.87.
  17. If designated by the county or in accordance with a contract with the department, operate the specialized transportation assistance program for a county under s. 85.21.
  18. Advocate on behalf of older individuals to assist in enabling them to meet their basic needs.
  19. If an aging unit under sub. (1) 1. or 2. and if authorized under s. 46.283 (1) (a) 1., apply to the department to operate a resource center under s. 46.283 and, if the department contracts with the county under s. 46.283 (2), operate the resource center.
  20. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.284 (1) (a) 1., apply to the department to operate a care management organization under s. 46.284 and, if the department contracts with the county under s. 46.284 (2), operate the care management organization and, if appropriate, place funds in a risk reserve.

(b) Powers. May perform any other general functions necessary to administer services for older individuals.

(4) Commission on Aging.

(a) Appointment.

1. Except as provided under sub. 2., the county board of supervisors in a county that has established a single-county aging unit, the county boards of supervisors in counties that have established a multicounty aging unit or the elected tribal governing body of a federally recognized American Indian tribe or band that has established a tribal aging unit shall, before qualification under this section, appoint a governing and policy-making body to be known as the commission on aging.

2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall appoint, subject to confirmation by the county board of supervisors, the commission on aging. A member of a commission on aging appointed under this subdivision may be removed by the county executive or county administrator for cause.

(b) Composition.

A commission on aging, appointed under par. (a) shall be one of the following:

1. For an aging unit that is described in sub. (1) (a) 1. or 2., organized as a committee of the county board of supervisors, composed of supervisors and, beginning January 1, 1993, advised by an advisory committee, appointed by the county board. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.
2. For an aging unit that is described in sub. (1) (a) 1. or 2., composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of the commission.
3. For an aging unit that is described in sub. (1) (a) 3., the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.

(c) Terms.

Members of a county or tribal commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one-third of the members shall expire each year, and no member may serve more than 2 consecutive 3-years terms. Vacancies shall be filled in the same manner as the original appointments. A county or tribal commission on aging member appointed under par. (a) 1. may be removed from office for cause by a two-thirds vote of each county board of supervisors or tribal governing body participating in the appointment, on due notice in writing and hearing of the charges against the member.

(c) Powers and duties.

A county or tribal commission on aging appointed under sub. (4) (a) shall, in addition to any other powers or duties established by state law, plan and develop administrative and program policies, in accordance with state law and within limits established by the department of health

and family services, if any, for programs in the county or for the tribe or band that are funded by the federal or state government for administration by the aging unit. Policy decisions not reserved by statute for the department of health and family services may be delegated by the secretary to the county or tribal commission on aging. The county or tribal commission on aging shall direct the aging unit with respect to the powers and duties of the aging unit under sub. (3).

(5) Aging Unit Director; Appointment. A full-time aging unit director shall be appointed on the basis of recognized and demonstrated interest in and knowledge of problems of older individuals, with due regard to training, experience, executive and administrative ability and general qualification and fitness for the performance of his or her duties, by one of the following:

(a) 1. For an aging unit that is described in sub. (1) (a) 1., except as provided in subd. 2., a county or tribal commission on aging shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors or the tribal governing body that participated in the appointment of the county or tribal commission on aging. 2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors that participated in the appointment of the county commission on aging.

(b) For an aging unit that is described in sub. (1) (a) 2., the director of the county department under s. 46.215, 46.22 or 46.23 of which the aging unit is a part shall make the appointment, subject to personnel policies and procedures established by the county board of supervisors.

(3) For an aging unit that is described in sub. (1) (a) 3., the commission on aging under sub.

(4) (b) 3. shall make the appointment, subject to ch. 181.

**Section 11 – Appendices**  
**Attachment 1: Oral ADRC Survey**

## From the Desk of the ADRC

### ORAL SURVEY

The Older Americans Act is founded on a principle of American democracy that people affected by programs and policies should have ownership of those programs and policies, including an integral role in their planning and development. The active participation of older people in the design, development and implementation of policies and programs gives them ownership of and responsibility for the aging network. Participation in the operation of the aging network not only gives an older person an opportunity to comment on a particular issue but also recognizes her/him as an equal partner in the discussion. Simply put we want your ideas on what you want so that we may provide the best possible policies and services for you.

**What are the three most important issues that you are facing?**

**Are there services that would make your life easier?**

**What would make it easier for you to be involved in providing input to our agency about the services we provide?**

**What ideas might you have for new programs or improvements on our current programs?**

**What do you see as some of the biggest challenges to remaining in your home as you age?**

**What do you think you will need in the next 3, 5 or even 10 years to help you remain as independent as possible?**

**What does healthy living mean to you?**

**What would you like your Senior Resource Center to do to promote healthy aging in our communities?**

**What do you like the most about our current nutrition programs?**

**Where do you see improvements could occur?**

**If you were to wave a magic wand and create the ideal nutrition program for you, your family members what would it look like?**

**Are there barriers for you to participate in the nutrition program?**

**Do you wish there was more nutrition education sessions? Cooking demonstration?**

**Have you attended one of our evidenced based health promotion classes? Living Well with Chronic Conditions? Living Well with Diabetes? Exercise classes? Powerful Tools for Caregiving?  
What gaps exist in our community for people who want to get or stay healthy?**

What barriers exist for people to participate in wellness activities or programs?

What is one or two things you currently do to stay healthy?

## Caregivers

What do you see are the most important issues that caregivers face?

Are there opportunities to reach out to caregivers that are not being explored?

Are there programs and services that should be available but are not?

## Services to people with Dementia how can aging care implement programs?

What needs do persons with Dementia and their families need but are unable to obtain?

What programs could the Senior Resource Center develop or enhance that might support persons with Dementia more effectively?

What is available in our community for folks with dementia that are working well?

How might we create a dementia friendly community?

Please complete and return this survey by August 7, 2015. Your participation is greatly appreciated.

Thanks,

Patti Peterson



**Section 11 – Appendices**  
**Attachment 2: Written ADRC Survey**

**From the Desk of the ADRC**  
**SURVEY**

The Older Americans Act is founded on a principle of American democracy that people affected by programs and policies should have ownership of those programs and policies, including an integral role in their planning and development. The active participation of older people in the design, development and implementation of policies and programs gives them ownership of and responsibility for the aging network. Participation in the operation of the aging network not only gives an older person an opportunity to comment on a particular issue but also recognizes her/him as an equal partner in the discussion. Simply put we want your ideas on what you want so that we may provide the best possible policies and services for you.

1. What are the three most important issues that you are facing? Pick top 3  
 Nutrition                       Socialization     Independence  
 Transportation                 Caregiving             Family  
 Mental Health                  Financial               Isolation  
 Physical Health                 Insurance              Abuse
2. What do you like most about the current Nutrition Program?  
 Food    Socialization    Convenience    Other \_\_\_\_\_
3. Have you attended one of our health promotion classes?  
 (Example: Living Well, Powerful Tools, Arthritis Class, etc).  
 Yes                       No
4. I would attend programs and services at the Senior Center for my: (Mark all that apply)  
 Quality of Life                       Connection to Support Services  
 Learning                               Mental Health  
 Physical Health                       Transportation  
 Nutrition                               Socialization
5. Would you like to see more:  
 Exercise Classes                       Entertainment  
 Mental Health Classes                 Activities (specify \_\_\_\_\_)  
 Community Outreach                 Learning opportunities  
 Intergenerational interaction        Nutritional Classes
6. What do you see as some of the biggest challenges to remaining in your home as you age?  
 Mobility             Mental Health    Physical Health             Financial  
 Support             Transportation    Nutrition
7. Are you a Caregiver?  
 Yes                       No  
 a. If Yes do you attend or would you want to attend a Caregiver support group?  
 Yes                       No  
 b. If no then what prevents you from becoming a caregiver? (example: Scheduling, Responsibilities, disabilities or illness, emotions, Age, other, etc.)  
 c. Would you like to have information on being a Caregiver?  
 Yes                       No
8. Would you like to see more learning opportunities about Dementia/Alzheimer's?  
 Yes                       No
9. Do you have someone in your family with Dementia/Alzheimer's?  
 Yes     No
10. Is there anything you would like to add or comment on?

Please complete and return this survey by August 7, 2015. Your participation is greatly appreciated.

Thanks,  
 Patti Peterson

**COUNTY/TRIBAL APPROVAL OF THE 2018 AMENDMENT  
PLAN FOR OLDER PEOPLE**

\_\_\_\_\_ **County/Tribe**  
*(type name of organization)*

This **plan amendment** represents the intent of the county/tribe to assure older people have the opportunity to realize their full potential and to participate in all areas of community life.

On behalf of the designated county/tribe, we certify that these organizations have reviewed the **plan amendment** and have authorized us to submit this **plan amendment**, which outlines activities to be undertaken on behalf of older people **during 2018 as an amendment to the 2016-2018 original aging unit plan for older people for the above named organization.**

We assure that the activities identified in this **plan amendment** will be carried out to the best of the ability of the county/tribe.

We verify that all information contained in this **plan amendment** is correct.

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Signature and Title of the Chairperson of the Commission on Aging                      Date

Print Name of Above Person: \_\_\_\_\_

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Signature and Title of the Authorized County Board/Tribal Council                      Date

Print Name of Above Person: \_\_\_\_\_

**ASSURANCE OF COMPLIANCE WITH  
FEDERAL AND STATE LAWS AND REGULATIONS**

2018 Plan Amendment to the 2016-2018 Aging Unit Plan

On behalf of the designated county/tribal organization, we certify that the

\_\_\_\_\_  
(Print the full name of the aging unit)

has reviewed the appendix to the county/tribal plan entitled Assurances of Compliance with Federal and State Laws and Regulations for 2016-2018. We assure the activities identified in this plan *amendment* will be carried out to the best of the ability of the county/tribe in compliance with the federal and state laws and regulations as listed in the Assurances of Compliance with Federal and State Laws and Regulations for 2016-2018.

\_\_\_\_\_  
Signature and Title of the Chairperson of the Commission on Aging                      Date

Print Name of Above Person: \_\_\_\_\_

\_\_\_\_\_  
Signature and Title of the Authorized County Board/Tribal Council                      Date

Print Name of Above Person: \_\_\_\_\_

**YOU HAVE NO ERRORS, PLEASE SUBMIT**

County/Tribal Aging Unit Budget - 2018

Name of County/Tribe:  
 Report for:  
 Total Budget Amount:

Door  
 Budget  
**\$ 233,361**

**Summary Budget**

Expenditure Category	Federal/State Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration	14,529	31,607	-	-	-	-	-	-	46,136
2. Personal Care	-	-	-	-	-	-	-	-	-
3. Homemaker	3,419	2,789	-	-	-	-	-	-	6,208
4. Chore	-	-	-	-	-	-	-	-	-
5. Home Del Meals	30,402	119,991	63,044	19,715	-	-	74,000	-	307,152
6. Adult Day Care	-	-	-	-	-	-	-	-	-
7. Case Management	-	-	-	-	-	-	-	-	-
8. Congregate Meals	73,692	121,815	15,295	-	-	-	46,000	-	256,802
9. Nutrition Counsel.	-	-	-	-	-	-	-	-	-
10. Assisted Transpo.	-	-	-	-	-	-	-	-	-
11. Transportation	-	-	-	-	94,527	47,205	5,000	-	146,732
12. Legal/Ben. Assist.	28,215	13,816	-	47,747	22,532	-	-	-	112,310
13. Nutrition Education	427	930	-	-	-	-	-	-	1,357
14. Info. & Assistance	11,219	34,442	-	-	-	-	-	-	45,661
15. Outreach	-	-	-	-	-	-	-	-	-
16. Public Information	8,556	65,898	-	-	-	-	-	-	74,454
17. Counsel. & Training	-	-	-	-	-	-	-	-	-
18. Temporary Respite	-	-	-	-	-	-	-	-	-
20. Advoc./Lead.Devel.	-	-	-	-	-	-	-	-	-
21. Other	43,052	21,381	35,815	-	-	-	6,000	-	106,248
23. Health Promotion - EB	2,100	248	-	-	-	-	-	-	2,348
1. Caregiver Counseling	-	-	-	-	-	-	-	-	-
2. Caregiver Training	-	-	-	-	-	-	-	-	-
3. Caregiver Support Group	2,840	1,040	-	-	-	-	-	-	3,880
4. Case Management	-	-	-	-	-	-	-	-	-
5. Respite Care - In Home	7,810	8,777	-	-	-	-	-	-	16,587
6. Facility Based - Day	-	-	-	-	-	-	-	-	-
7. Facility Based - Overnight	-	-	-	-	-	-	-	-	-
8. Supplemental Services	1,065	390	-	-	-	-	-	-	1,455
9. Access Assistance (I&A)	710	260	-	-	-	-	-	-	970
10. Information Services	5,325	1,950	-	-	-	-	-	-	7,275
AFCSP Adjustment	-	(5,917)	-	-	-	-	-	-	(5,917)
<b>Total</b>	<b>233,361</b>	<b>419,417</b>	<b>114,154</b>	<b>67,462</b>	<b>117,059</b>	<b>47,205</b>	<b>131,000</b>	<b>-</b>	<b>1,129,658</b>

Remaining Budget Balance 0.00

November 9, 2017

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

RE: Completion on Introductory Period

Employee Name: Laura Hall

Position: Children and Families Case Manager

Start Date: June 1, 2017

As of November 1, Laura will have successfully completed her six month introductory period. She has successfully completed all the required training related to the various programs she will be working with and we've particularly focused on having her focus on children with mental health needs.

She is still learning to master the various paperwork requirements and the procedures related to her role under the various programs but are confident she will successfully learn them and operate in concert with the rest of the unit's program values and mission.

As her supervisor, I recommend Ms. Hall move off of her probationary status and into full county employee status.

Sincerely,

Cindy Zellner Ehlers  
Children and Families Program Manager  
Department of Human Services

CC: Administrative Committee  
Human Resources Department

November 9,2017

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

RE: Completion on Introductory Period

Employee Name: Danielle Nyman

Position: Children and Families Case Manager

Start Date: May 30,2017

As of October 30,2017 Ms. Danielle Nyman successfully completed her six month introductory period. She has successfully completed all the required training related to the various programs she will be working with and we've particularly focused on having her focus on children with special needs under the CLTS Program.

She has worked exceptionally hard at learning the program, preparing with the staff a CLTS Program State audit, and meeting a caseload of over 25 children and families all in the first 6 months of employment. She did this graciously and willingly accepted the challenges she faced. She is an excellent addition to the department.

As her supervisor, I recommend Ms. Nyman move off of her probationary status and into full county employee status.

Sincerely,

Cindy Zellner Ehlers  
Children and Families Program Manager  
Department of Human Services

CC: Administrative Committee  
Human Resources Department

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

12-01-2017

