

**Tuesday,
January 9, 2018
8:30 a.m.**

HUMAN SERVICES BOARD

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

Oversight Board for the Department of Human Services

AGENDA

HUMAN SERVICES BOARD MEETING

1. Call Meeting or Order
2. Roll Call-Establishing Quorum
3. **Adopt** Agenda
4. **Approve** Minutes – December 12, 2017 Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Program Reports
 - a. Written Collective Unit Report
 - b. 2017 - 4th Quarter Statistical 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. Proposed Organizational Changes
 - b. Request to Refill Business Manager Position
 - c. Retirement Letter – Cindy Zellner-Ehlers
 - d. Request to Refill Children’s Services Manager Position
 - e. Request to Create & Fill Comprehensive Community Support (CCS) Manager Position
 - f. Request to Transition AODA Counselor Position to AODA Coordinator Position
 - g. Discuss Crisis Services Proposal
 - h. In-House Support Services Options
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
12. Set Next Meeting Date – Tuesday, February 13, 2018, 8:30am
13. Meeting Per Diem Code
14. **Adjourn** Meeting

Deviation from the order shown may occur

DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Tuesday, December 12, 2017

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

1. Call to Order-

Chair Mark Moeller called the December 12, 2017 meeting of the Door County Human Services Board to order at 8:30am in the Government Center's Peninsula Room.

2. Roll Call / Establishing a Quorum-

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

Excused: Wayne Kudick

Staff Present: Joseph Krebsbach-Director; Cori McFarlane-Deputy Director; Ken Pabich-County Administrator; Jake Erickson-ADRC/Aging Program Director; Jennifer Fitzgerald-Assistant ADRC/Aging Program Director; and Shawn Barlament–Office Manager/Recording Secretary.

Others Present: None

Board members present established a quorum.

3. Adopt Agenda-

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

4. Approve Minutes-

Helen Bacon motioned to approve the November 14, 2017 Public Participation Meeting minutes and the regular Human Services Board meeting minutes. This was seconded by Megan Lundahl. All approved.

5. Correspondence-

Wayne Kudick, committee member, emailed the board inquiring about his two agenda requests from last meeting as he will be absent from this meeting. Homelessness is included on this agenda under New Business. His other request was that the Board consider sending a letter of appreciation to the Door County Medical Clinic for their efforts to acquire a provider to handle enrollment for the Affordable Care Act Health Insurances given the difficulties they experienced with all other providers exiting the local market place due to the Federal funding instability. Members present decided it was not applicable from this committee.

6. Public Comment-

None

7. Program Reports-

a. Written Collective Unit Report –

No questions asked.

8. Continuing / Pending Business-

a. Resource Center Building Updates

Joe Krebsbach described the current state of the building as “phenomenal”. The tentative plan for occupancy is:

- January 18th 4-6pm – Open house for the entire building before operations begin.
- January 22nd-26th - ADRC will be closed so the staff may move files, etc. Mid-week food preparation for Meals on Wheels will test kitchen equipment.
- January 29th – The facility will be open for business. Volunteers will be providing regularly scheduled tours for several weeks for community members/groups to become familiar with the expansion of program areas.

b. Staff Recruitment Updates

Updates will be covered under New Business.

c. Vouchers

Laura Vlies Wotachek asked what services Tweak Social Media & Marketing was providing. This voucher is allocating grant funds from the state for the integration of all marketing methods between the ADRC and the Senior Resource Center. A major update to be accomplished is the website with the option for staff to edit and the establishment of a Facebook page.

9. Topics To Be Referred to the Legislative Committee-

None at this time.

10. New Business-

a. 2016-2018 Aging Plan Review

Jake Erickson, the ADRC/Aging Program Director, explained that this 3 year plan is amended every year. This will give The Greater Wisconsin Agency on Aging Resources (GWAAR) a brief update and forecast for the final year, 2018, of this plan. For further detail, this plan was attached to this meeting’s agenda packet. Helen Bacon Motioned to accept the amended Aging Plan for 2018. Laura Vlies Wotachek seconded the motion. Vote passed unanimously.

b. Staffing Level Discussion

The Director shared the information he had prepared, at the request of a member of the Door County Administrative Committee, on similar sized county Human Services staff numbers per program, staff turnover per year and in the past 5 years and current vacancies. The spreadsheet is attached to these minutes.

Staff recruitment updates are:

- An offer has been made for the full time Activities Assistant. Employment will begin on January 2, 2018.
- Posting for the 2 AODA Therapists will close this Friday, December 15th.
- There have been no applicants for the Behavioral Health Manager or Co-Occurring Behavioral Health Therapist positions.

c. AODA Services

Brenda Franco was able to close 20 of the 35 AODA cases before her final day with the department. Pam Hirn will retire in February and is no longer taking new cases. 2 contracted employees will provide 20 hours per week to assume the remaining 20 open cases. 5 individuals are on the waiting list for these services.

d. Homelessness

Many of our program areas, Adult Protective Services (APS), Elderly Benefits Services (EBS), Community Program Services (CPS), ADRC, Economic s ES are dealing with these situations.

Currently there are 17 individuals/families with no permanent address. This continues to be a growing issue in our county. Currently there is a 3-4 month waiting list for assistance through the Housing Office.

e. Completion of Introductory Period

Danielle Nyman and Laura Hall are now regular status employees as of November 30th and December 1st, respectively.

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

The committee asked that an update on homelessness be added to the agenda in 2-3 months. Please notify the Chair of this Committee or the Director of the Human Services Department if there are any additional requests.

12. Next Meeting Date-

Tuesday, January 9, 2018 beginning at 8:30am in the Chambers Room of the Government Center, 421 Nebraska Street, Sturgeon Bay.

13. Meeting Per Diem Code-

350

14. Adjourn the Meeting:

Roy Englebert motioned and Megan Lundahl provided the second to adjourn the meeting. The motion carried. The meeting adjourned at 10:03am.

Respectfully submitted,
Shawn M. Barlament, Recording Secretary

County Comparisons

	Child Protection	Children Services	Economic Support	Behavioral Health	Community Support Program	Adult Protective Services	Admin/ support	Finance	Comprehensive Community Services	Aging and Disability Resource	Aging Program	Total Staff
Door	9	6	8	8	5	3	6	6	5	6	9.5	71.5
Shawano	13	7	17	12	5	4	12	6	5	Regional	7 + 8LTE	96
Kewaunee	6	5	4	4	2	1	1	4	3	NA	NA	30
Marinette	15		17	17	11	2	8	9	12	5	NA	96
Oconto												

Does not include contracted or Lte positions

	Turnover 2013	Turnover 2014	Turnover 2015	Turnover 2016	Turnover 2017	Total turnover in 5 years	Current Vacances
Door	9	7	12	6	10	44	5
Shawano	12	9	28	17	12	78	14
Kewaunee						na	1
Marinette						12	10

Oconto "We have had tremendous change in staff in the last 30 months since Family Care, and we cannot keep up with our own organizational charts. "

Staff added since Family Care

Marinette Kept 6 positions and transitioned them to other programs. CLTS and CCS

Door **2015** we cut six long term care positions 3 that were contracted and 3 that were internal. We also eliminated one position in ES. At the same time, we added 1 additional APS staff, 1 additional I&A, 1 to CLTS (Net - 4)
2016 converted 3 positions from contracted to County staff, also added 1 CCS CM.
2017 added Business Manager also added a IS staff person
2018 Adding 4.5 positions

Kewaunee Adding 1 new position in 2018.



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

421 Nebraska Street
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Main Line: 920-746-7155

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Human Services Board Written Agency Updates – January 2018

Happy New Year!

I. Program Changes and Highlights

- A.** Our **Business and Support Teams**, often the unsung heroes of the Department, do so much to keep our operations running smoothly. During the month of December, they really rocked it! They worked hard to get all of our 2018 contracts out on time, assisted with many year-end purchases, vendor payment reconciliations, billing issues, and more. As we reflect on 2017, we want to highlight how very proud we are of the customer service being provided by this team. We cannot thank them enough for their personal touch with clients as they staff our front desk – sometimes serving customers experiencing mental health crises or other highly stressful situations; for the significant improvements in collection rates we've experienced due to their work on prior authorizations and follow up on denied claims; for all of the information systems enhancements; and for the numerous other process improvements this dedicated group of staff has put into place for the benefit of our agency mission and all those we serve.
- B.** At the end of December, the **Behavioral Health** team said "goodbye" to psychiatrist Dr. Colleen O'Rourke. Since April of this year, Dr. O'Rourke has been treating our psychiatric patients primarily through telehealth technology, with limited face-to-face office hours in our Sturgeon Bay office. We are sincerely grateful for Dr. O'Rourke's dedicated service to our county and to the flexibility and patience of our clients and community partners during this time of transition. On January 2, we welcomed Dr. Stephen Shopbell as our new psychiatrist. Dr. Shopbell has been in practice for more than 20 years and has a passion for community mental health. He will be a great addition to our organization. We are pleased that retired Behavioral Health Manager, Jay Livingston, has agreed to contract with us to serve as the Mental Health Professional and interim clinical supervisor for the CCS program. Jay will provide up to 10 hours per week of service on an as needed basis. We continue to recruit to fill vacancies for AODA Counselors and a Mental Health Therapist. In the meantime, our dedicated staff continues to hold down the fort and provide good service to those in need.
- C.** The **Community Support Program** and JAK's Place hosted a Holiday Luncheon at Hope Church on December 20. A total of 65 individuals attended the festivities where we were serenaded by the New Day Singers. Consumers were encouraged by the group to join in singing traditional Christmas Carols. Afterwards CSP CM delivered hot meals to clients that were not comfortable attending the large group gathering.
- D.** The **Adult Protective Services Team** was very busy the last half of 2017. They received 31 Adult at Risk referrals and 131 Elder Abuse and Neglect reports, and have completed 34 Guardianship/Protective Placement cases year to date. In the months of October and November

they assisted three homeless clients and are aware of two additional hoarding situations that may lead to evictions in January of 2018.

- E. The **Crisis Team** has now added Cari Wild and Taylor Jandrin to the on-call rotation, bringing our staff count back to 8. We continue to explore options for addressing crisis on-call for 2018, as this continues to impact our ability to recruit and retain Behavioral Health staff.
- F. It has been a busy year in **child protection**. We have had our highest number of court related child protection cases. Typically we attempt to work with families voluntarily. However, if necessary to ensure a child's safety and well-being, we may have to recommend court intervention. In 2017 we have had 30 children who fell within this area of court intervention. For comparison, in 2016 there were only ten, in 2015 only 12. This is a significant difference, and coupled with the immense complexity of each family circumstance, there is an increased need for social worker time as well as need for multiple service providers.

Our **juvenile justice** area has seen 71 juvenile referrals in 2017. Of those, 68 were for delinquent acts, two were for truancy, one for uncontrollable youth, and most of the juvenile referrals (42) have come from the Sturgeon Bay Police Department with sixteen referrals from the Sheriff's department. Six came from other police departments, six from schools, and one from a parent. In 2016 we also had 71 referrals and in 2015 there were 87 juvenile referrals. Juvenile case circumstances are also becoming more complex and the level of need for services, placement options, and care has become more restrictive. We have three youth in high level of restrictive placement settings. One youth remains at Lincoln Hill juvenile correction facility, one placed in a group home, and one at Oconomowoc Developmental Treatment Center. There are other juveniles with delinquent behaviors placed with relatives or a local foster home.

- H. The **Birth to Three Early Intervention Program** continues to work at providing quality early intervention program services to children identified as having developmental delays. We'd like to take this opportunity to recognize our contracted therapists who do the remedial therapy services in the homes of the children in our Birth to Three Program. We've contracted with these individuals, some of whom have provided services for over 18 years! Wendi Ray and Julie Toyne are our speech and language therapists, Kelly Orham-Rankin is our occupational therapist, and Rebecca Ulmann is our physical therapist. Early intervention services continue to be provided in natural settings--- children's homes, day care centers, relatives' homes and sometimes even the parks. The philosophy surrounding early intervention is that natural environments promote better learning. We remain thankful for these very committed specialists who provide quality services to children with special needs - our first touchpoint in these families' lives as children begin their journey of support services.
- I. Our **Children's Support Services** team continued in 2017 to bring services in a combined manner with a single point of entry, one assessment for families, and collaborative planning about the use of services/programs for families of children with disabilities. We continue to be proud of this delivery of service approach and hope to refine it in 2018. We learned Door County is one of the few counties venturing forth with this approach that also includes mental health programs for children. Considering this disability area (mental health) was the leading target group of referrals in 2017, we remain confident this is an excellent strategy to support families in our community— one door.

We wrapped up 2017 by finalizing our spending of the CST Initiative Grant procured this fall. Through the use of those funds we were able to continue our work on addressing the needs of our local school districts mental health service partnership and other family focused resources. We are

eager to continue our work with the schools with a strong commitment to helping them access in school supports and therapists. A toolkit has been prepared for distribution to each school as just one additional part of that commitment.

This month we prepared for a speaker series for trainings for our providers, vendors, families and community partners for 2018. We hope to provide the Board with a completed copy next month for your review and welcome participation for a shared learning experience. The major focus of the monthly trainings will be THE BRAIN.

- J. As a Board you've followed our work with the **Personal Care Program** over the years. There remains a shortage of personal care workers in our community. As we address the program needs of that shortfall and the decrease in referrals due to Family Care, the Department is committed to making good choices on this program's direction. Time was spent this month researching strategies to support our clients involved in the program.

- H. The first of the year is often a time when organizations reflect on all the great things they accomplished throughout the past year and plan for what lies ahead in the year to come. This has never been more true for staff at the **ADRC** as they look forward to their move to the new building! There has been a lot of anticipation surrounding the new building and what it has in store for the ADRC team and the community at large. We are very excited because we know that the new building creates a greater opportunity for us to fulfill our mission to our Door County residents, both as a resource hub for older adults, adults living with an intellectual or physical disabilities and their families, but also as a destination for our residents to stay engaged and active in their own community. Key dates to save related to the new building:
 - Community Open House: Thursday, January 18th from 4-6pm
 - Move Week: Monday, January 22nd – Friday, January 26th
 - Doors Officially Open: Monday, January 29th

We will be offering new building tours Jan. 29 – Feb. 8, Monday-Friday and Feb. 12 – March 1, Tuesday-Thursday @ 11:15 a.m. After each tour, we will invite participants to join us for lunch. We are currently looking for tour guides. If you'd like to be involved in leading tours at the new building please give the ADRC a call.

The ADRC team is very pleased to welcome new Activities & Volunteer Coordinator, Cathy Keller. She is a great addition to our team! On Friday, December 29th we celebrated New Year's a few days early. Over 150 participants joined us in ushering the New Year. Elvis Presley and Dean Martin provided the lunchtime entertainment. AARP Tax Preparation Program starts in February. We will start taking appointments on Monday, January 15.

II. Noteworthy Events

- A. Come and visit the ADRC sometime in January for one or all of the following scheduled events:
 - Tuesday, January 2nd at 11am: Music with Ken
 - Tuesday, January 9th at 12:45pm: Andrea Patza from Aurora Healthcare Clinic presents "How to Speak to Your Healthcare Provider"
 - Wednesday, January 10th at 12:45pm: Nicolet National Bank presents "Equifax Breach & How to Protect Yourself"
 - Monday, January 15th at 12:45pm: Healthy Cents with NWTC
 - Wednesday, January 17th from 10am-Noon: Prescription Drug Drop Off
 - Thursday, January 18th at Noon Music with George Swayne
 - Wednesday, January 31st from 1:30-2:30pm: Ask the Athletic Trainer

III. High-Cost Placements & Other Fiscal Updates

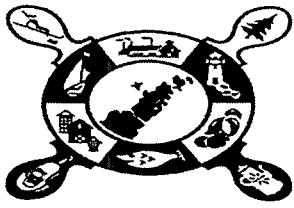
- A.** The Juvenile Unit recently facilitated placement of a youth in inpatient substance abuse treatment at Libertas in Green Bay. At the time of admission, it was believed the family's insurance would cover the cost of treatment. It was later determined insurance would not pay. Fortunately, Libertas determined that, because the youth was doing so well, they were willing to use private grant funding to cover the treatment cost. The worker contacted the provider to express sincere appreciation on behalf of the county and the family.
- B.** We also had an adult admission to inpatient AODA treatment near the end of the year.
- C.** As noted above, we continue to have one youth at Lincoln Hills, as well one at Oconomowoc Developmental Treatment Center and one in a group home. These are costly placements which are only used when less expensive, less restrictive options have been ruled out. We continue to explore alternative community-based options for juveniles, knowing that in all likelihood, we will continue to have circumstances where these more intensive placements will still be required.

IV. Agency & Community Collaboration

- A.** Managers attended a meeting of the Mental Health in the Schools initiative in December. Subcommittees have been formed around Provider issues, School issues, and Marketing. Each of these groups will be meeting separately in January, and the full group will also meet in late January. A Memorandum of Understanding is being drafted to continue to guide this collaborative effort.
- B.** Community conversations around poverty and homeless continue, and our agency is actively involved. Our Long-Term Care Case Manager/Outreach Worker, Taylor Jandrin attended the Lakeshore Continuum of Care meeting focused on homeless services last month. The Director also participated in a panel discussion hosted by the League of Women Voters on the provocative documentary book *Evicted* about the problem of evictions and homelessness in Milwaukee. Our CSP intern is completing a study on homelessness, which will include a survey of staff and community partners. The Director and Deputy Director have been invited to speak to a group in northern Door that is studying poverty and how to impact it systemically at Stella Maris Parish in early February. In the meantime, we continue to serve a number of homeless individuals and families in our various program areas.

VI. Sharing our Successes

- A.** A gentleman left a message on the Energy Assistance phone on 12/17/17 for our energy worker to say how thankful he was for the assistance he got for his mother. He stated that he appreciates the hard work that those in county agencies do. It's always nice to receive this kind of feedback!



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MEMO

To: Human Services Committee
From: Ashley LaLuzerne
Date: 01.09.2018
Re: Request for Expenditure Approval

Expenditures since the last committee meeting held 12.12.2017

\$	304.10	Wal-Mart Credit Card December 2017
\$	28,456.23	Nov 2017 Foster / Kinship Care Payments #259691/#259697
\$	125.00	Invoices Paid Prior to January 9, 2018 not included in Batches
\$	28,885.33	

Departmental journal entries not included on the attached voucher list:

\$	311.75	Maintenance Dept. November 2017 gas usage - Fleet
\$	311.75	

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

\$	107,199.73	Monthly Vouchers - Batch 2 Totals (Dec) #259692
\$	28,885.33	Expenditures since the last committee meeting held 12.12.2017
\$	311.75	Amounts paid to other County Departments as per above
\$	136,396.81	

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

\$	61,597.26	Monthly Vouchers - Batch 2 (Dec) #259705
\$	537.64	Walmart Card November-December 2017
\$	62,134.90	

\$	198,531.71	Total Expenditures and Vouchers
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COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

MEETING DATE

Dept Human Services
DEPARTMENT

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


FOSTER CARE CHECK DATE: DECEMBER 29, 2017

G/L DATE: 12/2017 Batch Nbr: 259691

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
[REDACTED]	21818	01811 120517	EWISACWIS 12/05/2017 0008063756	821.40
COMMUNITY CARE RESOURCES, INC	401	01811 120517	EWISACWIS 12/05/2017 0000022566	2,100.60
[REDACTED]	22501	01811 120517	EWISACWIS 12/05/2017 0008009779	1,366.40
[REDACTED]	8116	01811 120517	EWISACWIS 12/05/2017 0008017407	464.00
[REDACTED]	9479	01811 120517	EWISACWIS 12/05/2017 0008000379	1,609.00
[REDACTED]	13963	01811 120517	EWISACWIS 12/05/2017 0006910123	232.00
[REDACTED]	21744	01811 120517	EWISACWIS 12/05/2017 0008063868	720.00
[REDACTED]	22551	01811 120517	EWISACWIS 12/05/2017 0008079241	232.00
[REDACTED]	13223	01811 120517	EWISACWIS 12/05/2017 0008034652	232.00
[REDACTED]	21729	01811 120517	EWISACWIS 12/05/2017 0008064158	384.00
[REDACTED]	22478	01811 120517	EWISACWIS 12/05/2017 0008080114	232.00
[REDACTED]	22022	01811 120517	EWISACWIS 12/05/2017 0008067102	232.00
[REDACTED]	21012	01811 120517	EWISACWIS 12/05/2017 0008042054	1,619.61
[REDACTED]	20836	01811 120517	EWISACWIS 12/05/2017 0008057128	232.00
[REDACTED]	22502	01811 120517	EWISACWIS 12/05/2017 0008080393	524.67
[REDACTED]	17937	01811 120517	EWISACWIS 12/05/2017 0008040115	464.00
NORTHWEST PASSAGE LTD	13477	01811 120517	EWISACWIS 12/05/2017 0008021015	5,330.00
[REDACTED]	22563	01811 120517	EWISACWIS 12/05/2017 0008038636	1,964.00
[REDACTED]	22153	01811 120517	EWISACWIS 12/05/2017 0008067949	464.00
[REDACTED]	16915	01811 120517	EWISACWIS 12/05/2017 0008042309	1,798.00
[REDACTED]	22316	01811 120517	EWISACWIS 12/05/2017 0008079501	232.00

12/07/17
G/L DATE: 12/2017

Batch Nbr: 259691

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
	242	01811 120517	EWISACWIS 12/05/2017 0008015044	582.00
Batch Total:				\$21,835.68 **** =====

VOUCHER

STATE OF WISCONSIN

2017

Door County

New Vendor (Please Assign New #)

One Time Vendor (Please Assign New #)

VENDOR # _____

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: _____

VENDOR ADDRESS: MONTHLY FOSTER/KINSHIP CARE PAYROLL

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:

alaluzerne 12.12.2017

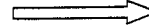
Approved by: Department Head:

Approved by: Committee Chair /
County Administrator

Added to Voucher Listing



This Area to be Completed by Finance Department



Voucher Listing Signed / Approved

Meeting Date 08.08.2017

Hold For Approval / Documentation
After Processing

PAID BY
CHECK # _____

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
240	47				2017 Foster/Kinship Care for November 2017 2nd Batch		\$ 6,620.55	12.12.17	259697

VOUCHER TOTAL

\$ 6,620.55

VOUCHER TOTAL

12/12/17

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

MEETING DATE

Dept Human Services
DEPARTMENT

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

G/L DATE: 12/2017 Batch Nbr: 259697

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ADVOCATES FOR HEALTHY	17929	01812 121117	EWISACWIS 12/11/2017 0008038182	3,343.56
OCONOMOWOC DEV TRAINING CENTER	6476	01812 121117	EWISACWIS 12/11/2017 0008019479	3,276.99

Batch Total: \$6,620.55 ****
=====

VOUCHER

STATE OF WISCONSIN

2017

Door County

VENDOR # _____


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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By: <u>alaluzerne 12.20.2017</u>
Approved by: Department Head: 
Approved by: Committee Chair / County Administrator _____

Added to Voucher Listing

↓ This Area to be Completed by Finance Department ↓

PAID BY _____

CHECK # _____

Voucher Listing Signed / Approved
Meeting Date _____

Hold For Approval / Documentation
After Processing

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH 259692, December 2017-2nd Batch Processing		\$107,199.73		various - as attached	
VOUCHER TOTAL								\$ 107,199.73	VOUCHER TOTAL	

COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

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

MEETING DATE

Dept Human Services
DEPARTMENT

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

G/L DATE: 12/2017 Batch Nbr: 259692

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
ABBY VANS INC	16735	16735 DEC2017	DEC 17 PURCHASE OF D2D COUPON BOOKS	70.00
ADVOCATES FOR HEALTHY	17929	17929 NOV2017	NOV 17 CCS SERVICES	8,030.40
AMERICAN FOUNDATION OF CNSLNG	7857	7857 NOV2017	NOV 2017 CCS SERVICES 10.3 HRS	1,050.60
BAY COUNSELING CLINIC, LLP	21177	21177 NOV2017	SEP/OCT/NOV 17 CCS SERVICES	2,788.40
BELLIN HOME HEALTH	15484	15484 NOV2017	OCT/NOV 2017 CCS SERVICES	1,652.40
BOYS & GIRLS CLUB OF DOOR CNTY	2571	2571 NOV2017	NOV 2017 CCS SERVICES	1,332.80
CDW GOVERNMENT INC	5929	5929 11-2017	NOV 2017 CCOP PURCHASE OF COMPUTER	1,284.92
CELLCOM WISCONSIN RSA 10	4818	4818 DEC2017	DEC 2017 CCS/WHEAP/HS CELL PHONES	667.42
CENTER FOR SUICIDE AWARENESS	22688	22688 NOV2017	NOV 17 MILEAGE FOR PANEL SPEAKER	83.46
CORPORATE GUARDIANS OF NEW	17122	17122 NOV2017	NOV/DEC 17 GUARDIANSHIP SERVICE	400.00
COUNSELING ASSOCIATES OF DOOR	6361	6361 NOV2017	NOV 2017 CCS SERVICES	3,335.40
[REDACTED]	22483	22483 DEC2017	DEC 17 103.99 RESP 20HRS	300.00
[REDACTED]	22296	22296 NOV2017	NOV 2017 EMP MEAL/MILEAGE REIM	124.90
DC PRINTING LLC	5245	5245 NOV2017	NOV 2017 B3 BROCHURES	346.00
DEPARTMENT OF CORRECTIONS	3213	3213 NOV2017	NOV 17 30 DAYS YA CORRECTIONS	11,700.00
DOOR COUNTY MEMORIAL HOSPITAL	8770	8770 NOV2017	NOV 17 B3 OT/PT THERAPY/MILEAGE	4,751.34
DOOR COUNTY YMCA	39472	39472 DEC2017	DEC 17/JAN-DEC 2018 MEMBERSHIP FEES	546.55
DRIFTWOOD RENTAL PROPERTIES	22734	22734 DEC2017	DEC 2017 RENT ASSISTANCE	700.00
DYNAMIC FAMILY SOLUTIONS	21410	21410 NOV2017	SEP/OCT/NOV 17 WRAP CHARGE/CCS SERVICES	2,217.00
[REDACTED]	21312	21312 DEC2017	DEC 17 112.51 SPEC NUTR	21.49
ECONO FOODS	9674	9674 NOV2017	NOV 2017 HS ECONO FOODS PURCHASES	42.88
FAMILY SERVICES	3841	3841 NOV2017	SEP/OCT/NOV 17 CCS/SELF/CRISIS	16,114.20

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
HIRN MENTAL HEALTH COUNSELING	17401	17401 DEC2017	NOV/DEC 2017 AODA/WASH ISLAND OUTPT	2,100.00
INNOVATIVE SERVICES, INC.	5078	5078 NOV2017	NOV 2017 CCS SERVICES	3,416.30
[REDACTED]	20162	20162 NOV2017	NOV 17 112.55 THERA SUPP	27.38
JUSTICEPOINT, INC	21360	21360 NOV2017	NOV 2017 ELEC MONITORING 17 DAYS	84.15
[REDACTED]	15660	15660 OCT2017	OCT 17 SPEC MED 112.55	175.70
[REDACTED]	11277	11277 DEC2017	DEC 17 PUBLIC SPEAKING BOOK PURCHASE	12.99
[REDACTED]	22482	22482 DEC2017	DEC 17 103.99 RESP 18HRS	270.00
L.K. ANDERSON CONSULTING LLC	22549	22549 DEC2017	DEC 17 CCS CLINICAL SUPERVISION 16HRS	880.00
LAKESHORE CAP, INC.	17200	17200 NOV2017	NOV 17 JUV RESTI/CSP TECH/PEER SPECIALIS	3,665.53
LANGUAGE LINE SERVICES	14606	14606 NOV2017	NOV 2017 INTERPRETER SERVICES	219.50
THE LOG DEN	8955	8955 OCT2017	OCT 17 FOSTER CARE PARENT BANQUET	950.20
[REDACTED]	18398	18398 NOV2017	NOV 2017 EMP MILEAGE REIM 241 MI	128.94
PHOENIX BEHAVIORAL HEALTH SVC	17442	17442 NOV2017	NOV 2017 CCS SERVICES	5,916.00
PROFESSIONAL GUARDIANSHIPS INC	5008	5008 NOV2017	NOV 2017 GUARDIANSHIP SERVICES	218.00
MICHAEL P SAYERS PHD	8169	8169 DEC2017	DEC 2017 PSYCH SERVICES 27 HRS	1,923.75
SHEBOYGAN COUNTY TREASURER	29071	29071 NOV2017	NOV 2017 JUVENILE BOARDERS	570.00
SPECIALIZED SERVICES LLC	7694	7694 NOV2017	NOV 17 PCW/CCS/CSP TECH SERVICES	11,143.13
[REDACTED]	9257	9257 NOV2017	NOV 2017 INTERPRETER CHARGES/TRAVEL	66.00
STAPLES ADVANTAGE	15069	15069 112017	NOV/DEC 2017 HS OFFICE SUPPLIES	605.54
TIMOTHY HICKEY	3823	3823 DEC 2017	DEC 2017 OWI ASSESSMENTS (9)/1 NO SHOW	485.00
[REDACTED]	22555	22555 11-2017	NOV/DEC 2017 EMP MILEAGE REIM	60.46
UNITED WAY OF DOOR COUNTY	502	502 DEC2017	DEC 17 MH IN SCHOOLS COORDINATION	888.00
WILLOW CREEK BEHAVIORAL HEALTH	22199	22199 AUG2017	AUG/NOV/DEC 17 INPATIENT CARE	14,700.00
WISCONSIN LOCK AND LOAD LLC	7085	7085 NOV2017	NOV 2017 CLIENT TRANSPORTATION	1,133.00

Batch Total: \$107,199.73 ****
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COUNTY OF DOOR
STATE OF WISCONSIN
STURGEON BAY, WI

* SUMMARY *
SCHEDULE OF VOUCHERS

ADRC/SRC, 2nd Batch, Dec. 2017

MEETING DATE

HS Resource Center
DEPARTMENT

*** SUMMARY FOR COMMITTEE REVIEW ONLY ***

G/L DATE: 12/2017 Batch Nbr: 259705

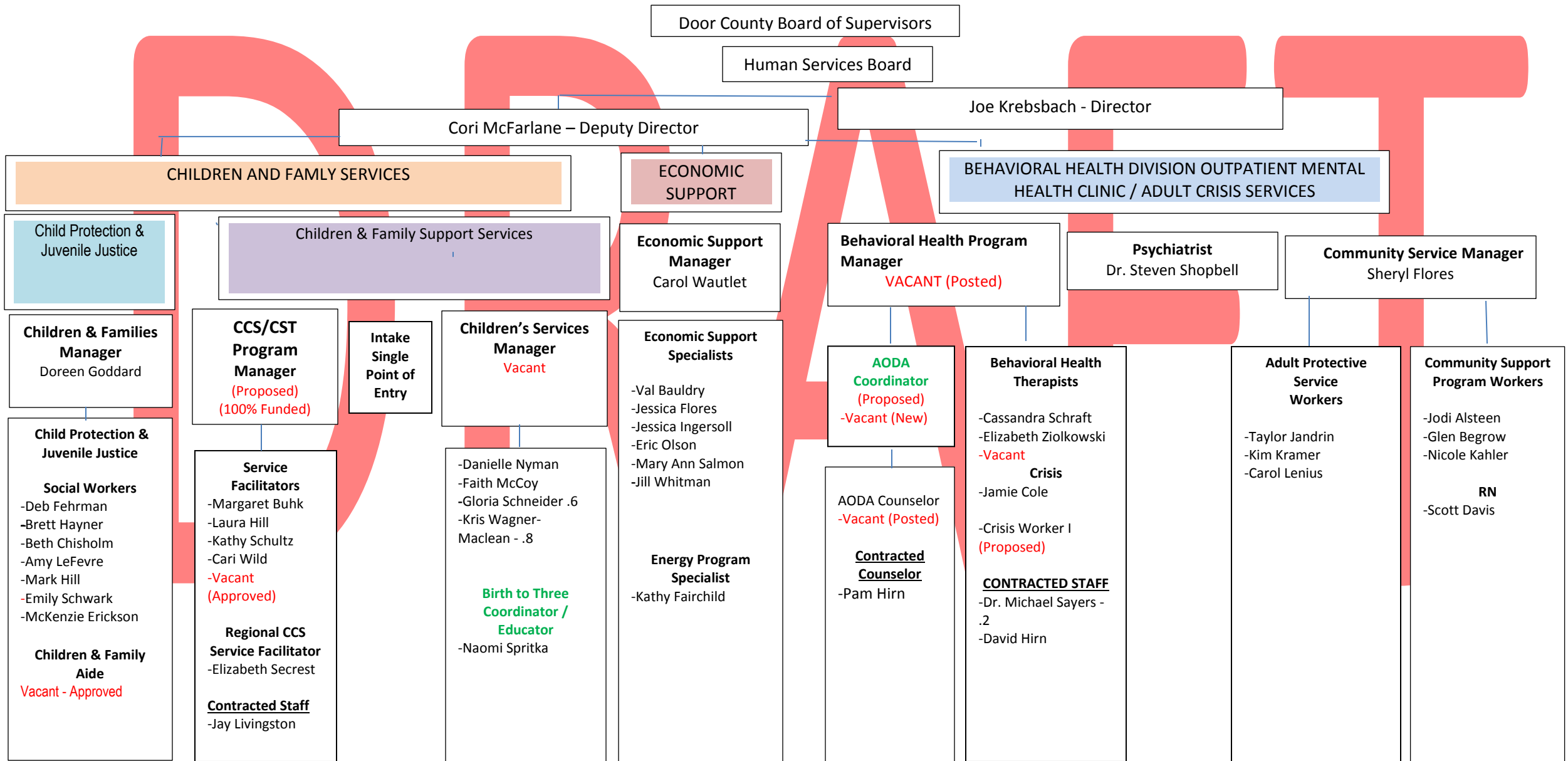
Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
A & J VANS INC	14807	14807 55904	SEMI ANNUAL LIFT CHECK-SRC BUS	62.50
[REDACTED]	18248	18248 DEC2017	29.6 DEC MOW MILEAGE REIMB	15.84
ABBY VANS INC	16735	16735 NOV2017	NOV D2D TAXI	49,304.56
ADVANCED DISPOSAL SERVICES	18928	18928 DEC2017	DEC DISPOSAL SVCS-SRC	209.74
AHNAPEE HILL CLEANING SERVICES	7888	31890 APS	CLEANING SVCS-RG	4,203.67
[REDACTED]	19268	19268 DEC2017	24 DEC MOW MILEAGE REIMB	12.84
CELLCOM WISCONSIN RSA 10	4818	4818ADEC2017	CELL CHARGES ADRC/SRC (12/06-01/05)	201.11
CORPORATE GUARDIANS OF NEW	17122	17122 8365APS	GUARDIANSHIP JUL THRU DEC-DB	600.00
DC CLEANING & CONCIERGES LLC	21707	21707 577175	RSP/SHC-JT	39.58
DOOR-TRAN	16496	16496 NOV2017	NOV STAFF HOURS	649.00
[REDACTED]	17474	17474 NOV2017	20 NOV MOW MILEAGE REIMB	10.72
[REDACTED]	20934	20934 NOV2017	62.60 NOV EMPLY MILEAGE REIMB	33.49
[REDACTED]	7092	7092 NOV2017	60 NOV MOW MILEAGE REIMB	32.10
[REDACTED]	20119	20119 OCTNOV	316 OCT/NOV EMPLY MILEAGE REIMB	169.06
MANNS STORE	18770	18770 NOV2017	RAW FOOD	606.48
PLAYCORE WISCONSIN INC	22676	22676 8325503	EXERCISE EQUIPMENT ADRC	1,618.24
GOOD SAMARITAN, SCANDIA VILLAGE	27395	27395 NOV2017	NOV MOW	388.00
STURGEON BAY UTILITIES	30820	30820 DEC2017	UTILITIES SRC/NEW BUILDING	2,151.22
SUNSHINE HOUSE INC	31820	31820 15815	RSP/ADULT DAY SVCS JUL/AUG-WT	180.00
UNITED HOME HEALTH SERVICES, LLC	20955	20955 NOVDEC	NOV/DEC RSP/SHC	836.13
[REDACTED]	374	374 DEC2017	11 DEC MOW MILEAGE REIMB	5.89
WISCONSIN MEDIA	13278	13278 TRANSP	PUBLIC NOTICE-TRANSPORTATION	62.40

Vendor Name	Vendor No.	Invoice #	Invoice Description	Amount
WISCONSIN PUBLIC SERVICE	11363	11363 NOV2017	NOV UTILITIES SRC	204.69

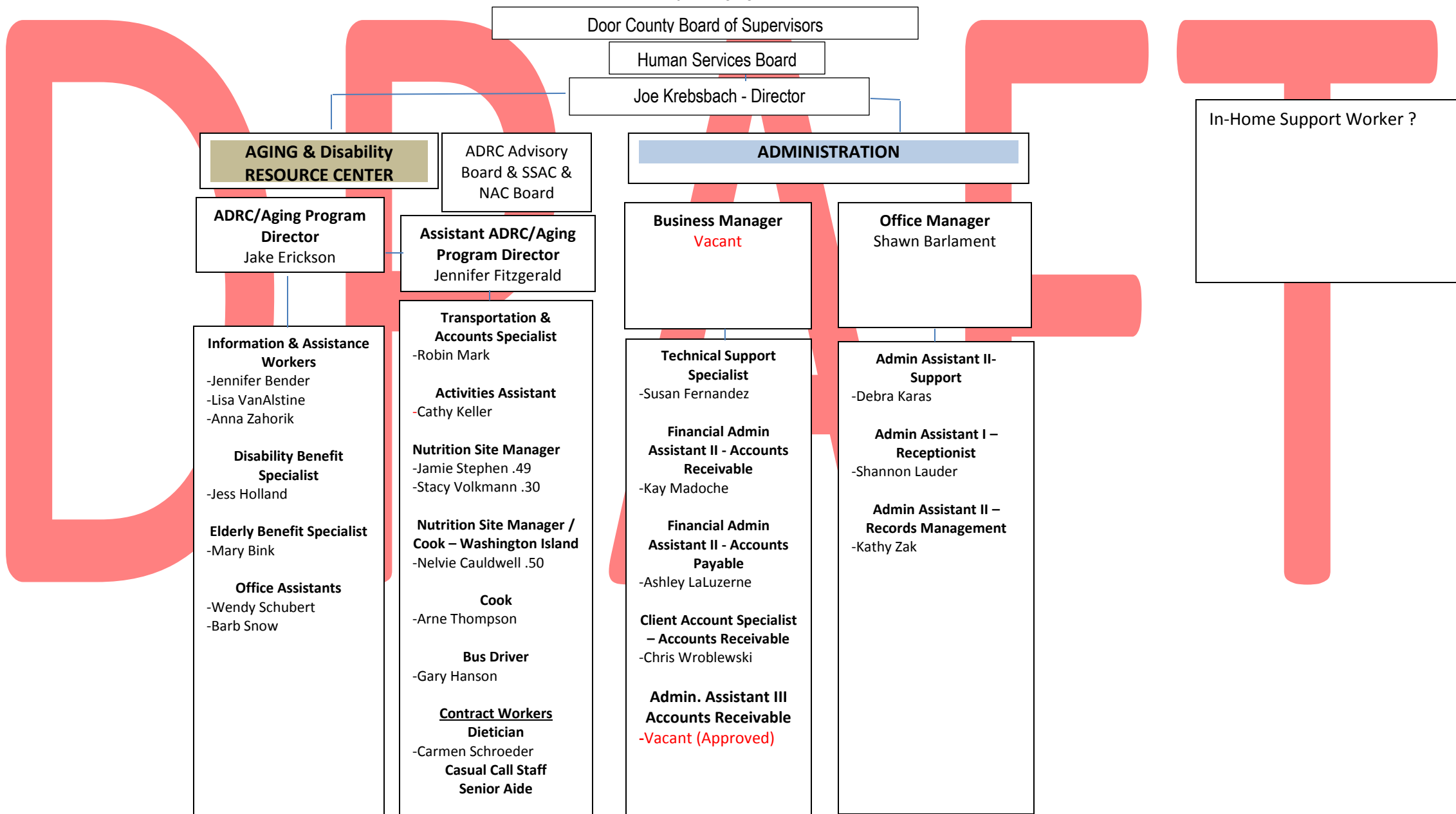
Batch Total: \$61,597.26 ****
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DOOR COUNTY DEPARTMENT OF HUMAN SERVICES – **STAFFING**

DRAFT 1-4-18 RE-ORG **DRAFT**



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES – STAFFING (continued)
DRAFT 1-4-18 – RE-ORG DRAFT






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

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

Memo

To: Human Services Board

 From: Joe Krebsbach

CC: Administrative Committee

Date: January 4, 2018

Re: Request to refill Business Manager position.

In 2017, we developed the Business Manager position. Although we only had a manger in this position for nine months, it proved to be a valuable position to the department.

We had oversite of our billing, accounts payable and contract services in ways that have not been in place since our merger. This allowed us to stream line some processes and increase efficiencies across the department. We did not yet get to see the full benefit that can come from having someone in that position however, we were able to increase our revenue collection in almost all program areas in 2017.

We currently find the position vacant and I am requesting permission to fill the position.

Respectfully submitted,
Joe Krebsbach

Request to Refill Position

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

DEPT. HEAD TO COMPLETE:

Department Human Services Position Title: Business Manager

Position Status: Currently vacant Will be vacant Date Vacant: 12/22/17

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

Reason for Vacancy: Separation Transfer Retirement Resignation Death

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

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

Name of Current / Most Recent Incumbent: Tim Headrick

Is office space, furniture, and office equipment available? Yes No

If not, explain plan to obtain: _____

Reviewed, updated, and submitted to Human Resources:

Job Analysis Questionnaire

Job Description

Completed by: Joe Krebsbach Date 1/4/18

Financial Information:

Salary Range: K \$28.04 - \$32.05 Is the Position Budgeted: Yes No

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

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO _____ FLSA Status _____

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

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

Approvals:

County Administrator _____ Date _____

Oversight Committee Chair _____ Date _____

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

I want to participate I do not wish to participate

Administrative Committee Chair _____ Date _____

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

I want to participate I do not wish to participate

December 15, 2017

Door County Department of Human Services
Attn: Joe Krebsbach and Cori McFarlane
421 Nebraska
Sturgeon Bay, WI 54235

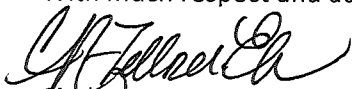
Dear Cori and Joe,

The time has come to put this notice in writing to you-- but not without a very heavy heart. One of my greatest mentors in my career once told me, "Make sure you leave your profession at a time you feel greatest reward and accomplishment—it will make it easier to move on in the next chapter of your life". I am at a time in my life where I can do some honest reflection and take heed with his message and say, I feel good about my career and the path I chose to take when joining the human service field 35 years ago with Human Services (aka Door County Unified Board). It has been a journey I have no regrets having taken. I've had the honor and privilege of working with some amazing professional co-workers but most of all, having met some amazing families who allowed me entrance into their lives. We do some very difficult work—but we also help reap some amazing change and bring good to and for others. To have been a part of this work has been a joy in my life and embossed beautiful memories I will forever cherish.

As I continue my life path I look forward to taking those memories and smiling in my heart knowing it was good. Words cannot express my gratitude to the two of you for being a part of this work, the lessons I've learned, the challenges we've faced together and the friendship we will continue to share. I know the Department of Human Services will continue to bring excellent services to this community because of your leadership and the passion you bring to making a difference in the lives of others. You are two remarkable individuals who've formed a great partnership, bestowing excellent leadership in an agency that is forever going to change. Thank you for your continued investment and search for being the best human service agency in the State. In my book, we're already there.

So, with all of that said, I wish to tender my resignation with **my last date of employment set for February 23, 2018**. I would be honored to be any part of the process of recruitment and/or mentoring of the new hire if you see appropriate. I will do my best in the next two months to design an orientation outline to make as smooth of transition as possible.

With much respect and admiration,



Cindy



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

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

Memo

To: Human Services Board

From: Joe Krebsbach

CC: Administrative Committee

Date: January 4, 2018

Re: Request to refill Children Services Manager position.

After 35 of years of services to the County Mr. Zellner-Ehlers is retiring. She has over the years managed multiple program areas. Currently she is managing services that include Birth to Three, Children's Long-Term Care, Children's Community Options Program, and Community Support Teams and Comprehensive Community Services.

As you can see in the included memo, I am requesting the opportunity to separate these program areas among two management positions. The need for this is related to two issues. First is the rapid expansion of CCS over the past two years. The second is related to the fact that chances of finding an individual with experience in all of the areas managed by Mrs. Zellner-Ehlers will be next to impossible.

I am requesting permission to fill the position that will be responsible for the oversight of the Birth to Three, Children's Long-Term Care and Children's Community Options Program areas. The funding that will be used to fund this position will be the same funding used to fund Mr. Zellner's Position in the 2018 budget.

Respectfully submitted,
Joe Krebsbach

Request to Refill Position

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

DEPT. HEAD TO COMPLETE:

Department Human Services Position Title: Children's Services Manager

Position Status: Currently vacant Will be vacant Date Vacant: 2/23/18

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

Reason for Vacancy: Separation Transfer Retirement Resignation Death

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

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

Name of Current / Most Recent Incumbent: Cindy Zellner-Ehlers

Is office space, furniture, and office equipment available? Yes No

If not, explain plan to obtain: _____

Reviewed, updated, and submitted to Human Resources:

Job Analysis Questionnaire

Job Description

Completed by: Joe Krebsbach Date 1/4/18

Financial Information:

Salary Range: K \$28.04 - \$36.86 Is the Position Budgeted: Yes No

Funding Source: Levy % 80% Grant Funded % _____ Other CLTS Admin Funding % 20%

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO _____ FLSA Status _____

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

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

Approvals:

County Administrator _____ Date _____

Oversight Committee Chair _____ Date _____

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

I want to participate I do not wish to participate

Administrative Committee Chair _____ Date _____

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

I want to participate I do not wish to participate

County of Door
Children's Services Program Manager

Job Title	Children's Services Program Manager	Last Revision	
Department	Human Services	HR Reviewed	
Division		Employee Group	General Municipal Employee
Report To	Human Services Deputy Director	FLSA Status	Exempt
Pay Grade	K	EEO Code	02 – Professionals

General Summary

Responsible for oversight and program development of services and supports for children with a wide range of disabilities and special needs and their families. Program areas include Children's Long-Term Support (CLTS) Waiver, Birth to Three (B-3), and Children's Community Options Program (CCOP). This includes direct supervision of staff, contract monitoring and budget oversight, as well as community outreach and collaboration with partner agencies and programs.

Duties and Responsibilities

Essential Job Functions

1. Manage and provide program oversight for services to children with disabilities as defined under Wisconsin Statutes through contracts, specific programs budgets, and direct services. Coordinate and monitor the Birth to Three Early Intervention Program, including oversight of initial evaluations, referrals, contracted therapy and case manager staff monitoring, B-3 Education services, State plan development, and conducting team meetings.
2. Coordinate and monitor the Children's Community Options Program, including information and referral, annual plan development, child find activities, and fiscal monitoring of expenditures associated with this program and other children services.
3. Coordinate and monitor the Personal Care Worker Program, including fiscal oversight, program compliance, contract monitoring, and all other duties as guided under HFS 101-108.
4. Coordinate and supervise the Coordinated Service Team Program and Coordinated Community Services Program that provides services to children with Mental Health needs.
5. Coordinate and provide program oversight to the Long Term Care waiver services for children with a physical disability, mental health and/or developmental disabilities.
6. Assure compliance and appropriateness of contracted service agencies through supervision and monitoring of their activities; assuring quality and measurement of program outcomes.
7. Responsible for establishing client find strategies and necessary information/referral strategies, serving as a single point of entry into the service system.
8. Fiscal oversight and management of the Third Party billing authorizations for children's programs in partnership with agency fiscal staff.
9. Provide community education for provider agencies, community members, and interested clients and their families on Department services and programs.
10. Serve as agency liaison to crisis intervention staff regarding after hour on-call services to youth with developmental disabilities and/or mental health issues.
11. Explore and locate all available financial, social, and remedial resources on behalf of disabled individuals and their families, with the goal of expanding a menu of options for people with disabilities and their families with emphasis on self-directed supports.
12. Conduct routine individual professional staff supervision to disability program staff, monitoring

County of Door

Children's Services Program Manager

caseloads, client status, and professional development of those staff.

13. Serve as agency State lead person in Children Functional Screen implementation and training for all agency case management staff performing such duty.
14. Participate/act as part of the management team for the Department, providing advocacy and representation of the needs of individuals with disabilities as well as the agency as a whole. Participates in monthly oversight committee/board meetings.
15. Act as Client Rights Specialist for the Department regarding resolution of concerns and grievances as directed under Wisc Stats 51, ch HFS 92 and 94.40.
16. Maintain collaborative support and partnerships with other county and community resources supporting the needs of individuals with disabilities, (i.e. serving on advisory boards, task forces, and other like activities).

General Job Functions

1. Perform direct case management services of disabled individuals to include information and referral, initial assessment, and necessary plan development, as a backup to line staff.
2. Provide family and individual support counseling.
3. Provide oversight and strong leadership to a multifaceted program area with complex state requirements and quality assurance measures.

Requirements

Training and Experience

1. A graduate of a certified college or university with a BS/BA degree in Social Work, Psychology, Special Education, Rehabilitation or related areas is desired.
2. Minimum of three (3) years' experience in the field of Disabilities.
3. Management experience preferred.
4. Current valid Wisconsin driver's license required and have the availability of a car or other form of motorized vehicle.

Knowledge, Skills, and Abilities Required

1. Knowledge of the nature consequences and remedial needs of the disabled population with a special knowledge and experience concerning the delivery of community-based rehabilitation services.
2. Ability to work independently with limited supervision and make decisions based on fact and reasonable judgment. Able to supervise and direct the work of others/programs in this profession. Capable of working in high stress environment.
3. Ability to read, comprehend, and communicate, both verbally and in writing.
4. Able to develop relationships with clients and families and work in cooperation with other disability professionals to establish goals and objectives for each patient.
5. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical & Working Conditions

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

County of Door
Children's Services Program Manager

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

Traveling to and meeting patients at off-site locations presents limited possibility of injury.

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

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

Approvals:

Joseph A. Krebsbach, Human Services Director Date

Kelly A. Hendee, Human Resources Director Date



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

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

Memo

To: Human Services Board

JK From: Joe Krebsbach

CC: Administrative Committee

Date: January 4, 2018

Re: Request to Create and Fill a Comprehensive Community Services Manager Position.

In 2015 the Department launched the Comprehensive Community Services (CCS) Program. We did this when the State began funding 100% of the costs to run the program. At that time, many counties hired managers and staff to run this program from the beginning. We took a more conservative approach. We decided to launch the program with existing staff. Our intention was to grow this program slowly over time and to add staff as we were able to show the funding to support the new staff structure.

While we began CCS we were also transitioning to Family Care which eliminated services to Frail Elderly and Adults Developmental Disability. These areas had been managed by Mrs. Cindy Zellner-Ehlers. After this transition, Mrs. Zellner-Ehlers continued to supervise the Children's Services Division. She also picked up the responsibility of administrative oversight of CCS and supervision of all CCS services to kids. After 35 years of services to the County Mr. Zellner-Ehlers is retiring.

Her experience and exceptional management skills allowed her to manage multiple programs. However, one of the challenges with Mrs. Zellner-Ehlers supervising the program area was that she did not have a mental health background or credentials to provide clinical supervision. This required additional work on the part of the Behavioral Health Manager to cover the clinical oversight of the CCS Program. I am requesting permission to split the responsibilities held by Mrs. Zellner-Ehlers into two positions.

CCS has grown quickly and we are projecting \$1.5 in services and revenue for 2018. We need a manager dedicated to this program. Creating a CCS Manager position will allow us to have one person overseeing both the administrative and clinical side of the program. We continue to receive funding to cover 100% of our costs in CCS. As a result, we can add this new position without any additional local tax levy impact.

Respectfully submitted,
Joe Krebsbach

County of Door

Comprehensive Community Services Program Manager

Job Title	Comprehensive Community Services Program Manager	Last Revision	
Department	Human Services	HR Reviewed	
Division	Behavioral Health	Employee Group	General Municipal Employee
Report To	Human Services Director or designee	FLSA Status	Exempt
Pay Grade		EEO Code	02 – Professionals

General Summary

Responsible for the planning, development, clinical supervision of staff, and coordination of the Comprehensive Community Services (CCS) program, in accordance with Department of Health Services Administrative Rule 36. CCS provides services to individuals of all ages who need ongoing services for a mental illness, substance use disorder, or a dual diagnosis beyond occasional outpatient care, but less than the intensive care provided in an inpatient setting. Responsibilities of this position include direct supervision of staff, contract monitoring and budget oversight, as well as community outreach and collaboration with contracted providers, consortium partners, community agencies, and other programs.

Duties and Responsibilities

Essential Job Functions

1. Responsible for managing and administering the CCS program in compliance with DHS Chapter 36 and other applicable state and federal regulations, including developing, implementing and monitoring all local CCS policies and procedures.
2. Provides direct, on-going clinical supervision and consultation to all CCS staff; assigns cases to staff to best meet client needs.
3. Responsible for the overall quality of service delivery in the CCS program. Reviews and approves all authorizations for services; conducts periodic quality assurance reviews; approves all invoices for payment to vendors for CCS services to adults.
4. Provides consultation and technical assistance to CCS Service Facilitators; reviews referrals and eligibility paperwork and, in collaboration with the CCS team and following DHS 36 guidelines, makes decisions regarding entry into the CCS program.
5. Works in close partnership with the Children's Services Manager to implement single point of entry for children and family cases. Reviews functional screens and application paperwork to make eligibility determinations across the array of children's services, including CCS. Helps to determine most appropriate blend of services to meet child/family needs and maximize resources, in accordance with state and federal regulations.
6. Serves as the Mental Health Professional on CCS teams, attending recovery team meetings to assist with the completion of a comprehensive assessment and assessment summary of individuals referred to the CCS Program within 30 days of the agency's receipt of the consumer's application for service and at least every 6 months thereafter, as well as participating in the planning and sign-off on a consumer's discharge from the CCS program.
7. Approves all invoices for payment to vendors for CCS services.

County of Door

Comprehensive Community Services Program Manager

8. Completes state and federal administrative and fiscal reports.
9. Provides oversight to the purchase of service contracts associated with CCS services.

General Job Functions

1. Provides consultation and outreach to community, schools, providers, and other interested groups, individuals and agencies as needed.
2. Works in collaboration with Regional CCS Coordinator and managers from other counties to implement multi-county shared services model, working toward consistency across county lines.
3. As needed, provides direct treatment and case management to clients.

Requirements

Training and Experience

1. In accordance with DHS 36.10 (2) (g) (1-8), must be at least a licensed mental health professional (Licensed Professional Counselor and/or Licensed Clinical Social Worker) with 3000 hours of supervised clinical experience.
2. One (1) to three (3) years of supervisory and management experience and training highly desirable.
3. State mandated CCS training (if not already completed) and adult mental health/substance abuse and children's long-term care functional screen training must be completed within 3 months of hire.

Knowledge, Skills and Abilities Required

1. Knowledge of the principles and practice of community mental health programs and the ability to deliver a variety of intervention services.
2. Ability to read, comprehend, and communicate, both verbally and in writing.
3. Ability to direct and coordinate programs and work in cooperation with other lay and professional treatment groups as required.
4. Ability to work independently with limited supervision.
5. Outstanding reasoning and decision making skills.
6. Ability to deal effectively with high levels of stress. Ability to maintain emotional control in challenging situations.
7. Possess basic competencies in computers, to include word processing, communication and spreadsheet applications.
8. Working knowledge of DHS Chapter 36.
9. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical & Working Conditions

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

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

County of Door
Comprehensive Community Services Program Manager

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

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

Approvals:

Joseph A. Krebsbach, Human Services Director Date

Kelly A. Hendee, Human Resources Director Date

DRAFT




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

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

Memo

To: Human Services Board

 From: Joe Krebsbach

CC: Administrative Committee

Date: January 4, 2018

Re: Request to Redesign one of the Vacant AODA Counselor Positions to
AODA Coordinator Position

In 2010, we eliminated the Alcohol and Drug Abuse (AODA) Coordinator position in our Organizational Structure and Created the Behavioral Health (BH) Manager Position. The BH Manager then covered two program areas. At the time, we had an internal candidate who possessed a license to do both Mental Health and AODA Supervision. That individual left her position in 2012. We have not had a BH Manager with both credentials since. We have also had significant turnover in that division over the past five years.

This has required us to “figure” out supervision of our AODA Program for licensing purposes. We continue to struggle to fill and maintain positions in the BH Program. At this time, I am requesting that we take an existing position of AODA Counselor (both of which are vacant) and change it to an AODA Coordinator. This position would provide some direct client services, but also provide oversight of the AODA services and clinical supervision of the other two counselor positions in the division.

AODA issues primarily related to Alcohol use have long been a problem in Door County. We appear to be on the verge of increased drug use, including Heroin and Crystal Meth. These AODA issues complicate almost all services provided in the Department of Human Services. The hope is to then fill some crucial positions and establish some stability in the unit and get back to providing a solid array of AODA Services.

Respectfully submitted,
Joe Krebsbach

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

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