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**Tuesday,
March 13, 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

***REVISED AGENDA**

HUMAN SERVICES BOARD MEETING

1. Call Meeting or Order
2. Roll Call-Establishing Quorum
3. **Adopt** Agenda
4. **Approve** Minutes – February 13, 2018 Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Program Reports
 - a. Introduce New Staff
 - b. ADRC – Jake Erickson
 - c. Written Collective Unit Report
8. Continuing / Pending Business
 - a. Resource Center Building Update
 - b. Staff Recruitment Updates
 - c. Vouchers
 - d. “Written Off” Update
9. Topics To Be Referred to the Legislative Committee
10. New Business
 - a. Combining the Aging & Disability Resource Advisory Committee & Senior Services Advisory Committee
 - b. *Request to Refill Social Worker – Children and Family Services
 - c. Request to Carryover Funds from 2017 to 2018
 - d. Poverty Project – Northern Door
 - e. Completion of Introductory Period – Cari Wild
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
12. Set Next Meeting Date – Tuesday, April 10, 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, February 13, 2018

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 February 13, 2018 meeting of the Door County Human Services Board to order at 8:32am in the Government Center's Peninsula Room.

2. Roll Call / Establishing a Quorum-

Present: Vice-Chair Helen Bacon, Wayne Kudick, Megan Lundahl, Joe Miller, Robert Rau, Laura Vlies Wotachek

Excused: Roy Englebert, Tom Leist and Mark Moeller

Staff Present: Joseph Krebsbach-Director; Cori McFarlane-Deputy Director; JoAnn Bauman-Department Accountant/Finance; Cindy Zellner-Ehlers-Children's Services Manager, Bryan Geyer-Children & Families Support Intern and Shawn Barlament-Office Manager/Recording Secretary.

Others Present: Jim Lundstrom- Peninsula Pulse Editor

Board members present established a quorum.

3. Adopt Agenda-

A motion was made by Laura Vlies Wotachek and seconded by Robert Rau to adopt the agenda. All were in favor.

4. Approve Minutes-

Bob Rau motioned to approve the January 9, 2018 Human Services Board meeting minutes. This was seconded by Wayne Kudick. All approved.

5. Correspondence-

None

6. Public Comment-

None

7. Cindy Zellner-Ehlers Retirement Acknowledgement

Cindy received a Certificate of Appreciation for 35 years of service. After Cindy shared a few words about her work experience and her approach to her work, many of the board members reflected on the contributions Cindy has made and their awesome experiences with her.

8. Program Reports-

a. Written Collective Unit Report

Joe Miller suggested that the “Sharing Our Successes” portion of this report should be shared beyond this committee meeting while still complying with HIPAA. Other discussion was focused on the “Agency & Community Collaboration” news of the “Project Fresh Start” initiative.

9. Continuing / Pending Business-

a. Resource Center Building Updates

- We have been given a 60 day occupancy provision until further equipment and systems testing can be completed. The center will be closed this Thursday when specific testing will be conducted. ADRC staff will work from the Government Center.
- 100 new members have registered for ID Cards since the opening of the new center.
- Average daily congregate meals have increased to over 75 since occupancy.
- The grand opening will be scheduled after the landscaping is completed and additional parking lots have been paved.

b. Staff Recruitment Updates

- Three new employees will begin on March 12th. Donna Altepeter accepted the position of Behavioral Health Manager, Sue Exworthy accepted the position of AODA Coordinator and the Children & Families Aid will also begin that day.
- The posting of the Children & Families Manager and the Business Manager will end this Friday. The posting for the CCS Manager will be extended for a few more weeks.
- The department will hold on hiring for the additional Administrative position as we have the opportunity to share an employee from another department.

c. Vouchers

One question was asked about the cost of a psychiatric evaluation which was for a competency evaluation for a potential guardianship.

10. Topics To Be Referred to the Legislative Committee-

- Lincoln Hills Assembly Bill 802
- 17 Year Old to Juvenile System Assembly Bill 660
- Legislature should seek public input regarding changes in requirements for Badger Care and Food Share with a bigger concern about bills being fast tracked without public input.

11. New Business-

a. State Juvenile Correction Updates

A memo from the State’s Division of Juvenile Corrections shared the Governor’s plan for several smaller regional juvenile correctional facilities rather than just one complex at Lincoln Hills. This would align with recognized best practices to increase the positive effectiveness of programs and services for youth.

b. Dementia Care Specialist State Funding Application

Our department is applying for one of the five state grants that would fund on an ongoing Dementia Care Specialist position that would allow for community collaboration and education and help individuals stay independent.

c. “Written Off” – Preview and Discussion

The board reviewed this DVD trailer. It was suggested that the Door County Alcohol & Other Drug Abuse Coalition, that our department helps support, might be the best method to educate the community with this informative educational DVD. Other suggestions to help with this

education were the League of Women Voters, church communities, the hospital and various newsletters.

d. Transportation Update

Attached to these minutes is the 3 Year Transportation Comparison for the Senior Resource Center Bus and Door 2 Door ridership which increased 4.65%(2,373 rides). There is a grant through Easter Seals that will be used to hire a consultant to look for additional efficiencies for our transportation programs. We have done and will do additional rider surveys for continual feedback.

e. Poverty Study – Northern Door

This New Business item will be deferred until next month's meeting.

f. Human Services – Gifts, Grants & Donations

This lists the 2017 donations receipted specifically for the Senior Resource Center or Senior Services.

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

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, March 13, 2018 beginning at 8:30am in the Chambers Room of the Government Center, 421 Nebraska Street, Sturgeon Bay.

14. Meeting Per Diem Code-

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15. Adjourn the Meeting:

Laura Vlies Wotachek motioned and Megan Lundahl provided the second to adjourn the meeting. The motion carried. The meeting adjourned at 10:30am.

Respectfully submitted,
Shawn M. Barlament, Recording Secretary

3 YEAR TRANSPORTATION COMPARISON

SRC

RIDERSHIP INCREASE/ DECREASE

YEAR	RIDERSHIP	DECREASE	% INCREASE/DECREASE
2015	5,744		
2016	6,589	845	12.82%
2017	7,073	484	6.84%

D2D

RIDERSHIP INCREASE/ DECREASE

YEAR	RIDERSHIP	DECREASE	% INCREASE/DECREASE
2015	42,180		
2016	42,043	(137)	-0.33%
2017	43,932	1,889	4.30%

GRAND TOTAL TRANSPORTATION

RIDERSHIP INCREASE/ DECREASE

YEAR	RIDERSHIP	DECREASE	% INCREASE/DECREASE
2015	47,924		
2016	48,632	708	1.46%
2017	51,005	2,373	4.65%

Human Services Board Written Agency Updates – March 2018

I. Program Changes and Highlights

- A.** The **Children & Families Support Services** team is doing a great job of pulling together to ensure continuity of service delivery following the retirement of their beloved leader, Cindy Zellner-Ehlers, last month. They have developed a daily rotation for "intake," with the worker assigned for the day responsible for taking any calls for new service requests that come in, having conversation with the family about the types of support and service available, and following up with an informational packet to the family. That worker follows up with the family as needed until all necessary screening paperwork is returned. At that time, discussion is held in the team meeting to determine the appropriate worker to complete a thorough assessment and continue providing case management services to the family.

The team is beginning to explore programming options for the summer months to meet the needs of children with special needs. We are setting up meetings with several of our community partners in the next few weeks to discuss needs and do some joint planning.

Referrals to the Birth-to-Three early intervention program have increased, with six referrals currently in pending status and three new referrals going to the team for discussion and scheduling of assessment this week. We are fortunate to have a skilled Coordinator at the helm of this program, as well as a dedicated team of program staff!

- B.** DCDHS **Adult Protective Services** and **Crisis Team** will have their annual training day on April 20th in the Peninsula Room. This year there will be a special emphasis on developing appropriate crisis interventions for families caring for individuals with dementia. Laurie Shell, Executive Director of the DePere Chapter of the Alzheimer's Association, will be presenting from 9:30 to noon. The presentation is specific to first responders; members of the Dementia Crisis Committee and officers will be invited to attend the morning session.
- C.** The Door County **I-Team** continues to meet on a monthly basis. The group is currently working on a project with the Sturgeon Bay Police Department modeled somewhat like a Florida project called "Take Me Home". Officer Chad Hoggard is developing a registration form for families to provide identifying information and photos of individuals who may wander due to development disabilities or dementia. A sub-committee of I-team members has started meeting as a Hoarding Task Force following two of our mental health clients being evicted from their homes by the city. The members hope to identify a therapist specifically trained to address the hoarding behavior and how the community may approach these situations in a respectful manner.
- D.** The **Economic Support** team is doing a lot of outreach by phone and mailings to potential Energy Assistance recipients in an effort to increase awareness and applications. There is a statewide trend showing a decrease of 8% in applications this year.

- E.** "Anticipation" is the operative word in the **Behavioral Health** team this month, as they look ahead to March 12 when the size of their team doubles with the hire of a new Manager, AODA Coordinator, and AODA Counselor! Appointments are already being booked for Sue and Sandra. The team is looking forward to having additional options to serve those on the AODA waitlist, but also to welcoming new colleagues to their halls. Kudos to this team of professionals for holding down the fort so superbly over the past months in the absence of a manager and with so many holes in the team! We are excited to see how they will soar when they actually have the staff resources they need!
- F.** The **Child Protective Services/Juvenile Justice** team is excited to start our Leadership by Choice program. In the past we have used funds from the State Community Intervention Programming grant to run similar programming on a smaller scale. This money is to be used for programming and services for serious juvenile offenders and early intervention to prevent delinquency. This year we are adding an errors in thinking curriculum called "Thinking for Change". We are collaborating with the Team Leadership Center and two counselors from Dynamic Family Solutions to offer this program. The program is intensive and runs over a six month period of time with 24 sessions. This program offers an alternative to placing youth in juvenile detention which is costly and mostly ineffective in addressing youth's needs. We have had success with juveniles building competency, self-esteem, and leadership skills through past programming. With the added curriculum, we anticipate even more positive results with participating youth.

Since January 1st we have received 18 juvenile referrals, with 11 of those being for truancy. This is a significant increase in truancy, which requires more youth and family contact by workers. It takes extra time to assess, engage, and address the causes of truancy.

II. Noteworthy Events

- A.** The Door County Partnership for Children & Families, in partnership with the League of Women Voters, UW Extension and Door County Medical Center, will host public screenings of the video "Raising of America" March 20 in Sturgeon Bay (Government Center Peninsula Room) and March 22 in Baileys Harbor (Town Hall), both screenings at 5:00 p.m. Join a panel of health care providers, early childhood educators, and public health advocates for a night of education and action around early childhood development in Door County.
- B.** March is National Nutrition Month. Stop by the Community Center to enjoy a great, nutritious meal! Or come in this this month to enjoy any of the following events:
- Art for Health with Ministry – Tues., March 6 and 20, 12:45 p.m.
 - Entertainment with Ken March 6 at 11:00; Entertainment with George March 22 at 12:00
 - Prescription Drop-off, Wed., March 21, 10-12:00
 - Learning in Retirement Presents "CSI: Sturgeon Bay", Fri., March 9 10-12:00, (sign-up required, call Cathy at 746-7153)
 - Healthy Cents with NWTC, March 12 at 12:45
 - Energy Assistance Overview, March 9 at 12:00
 - St. Patrick's Day Celebration with Sugar on the Floor! – Fri., March 16 at 11:30
 - Spring Fling/Easter Celebration with Vocalist Jess Holland, March 28 at 12:00
 - Writing from Photography with John Costello, March 19 at 1:00
 - Ask the Athletic Trainer, Wednesdays 1:30-2:30, appointment required.

III. Agency & Community Collaboration

- A.** Human Services has begun participation in "Operation Fresh Start". This is a collaborative effort between the local jail and community stakeholders aimed at strengthening families, reducing recidivism, and building safer communities. The program is designed to provide inmates with the necessary tools and skills to safely and successfully reenter the community.

Lt. Tammy Starnard, the Operation Fresh Start Program Administrator, along with the Program Team will determine eligibility for this program by utilizing a variety of tools including assessments, interviews, and references provided by jail staff including administration, Mental Health Professionals, and/or Health Services, Classification and Security, as well as Human Services, Probation and Parole, and/or Court Officials.

On 3/2/2018 Taylor Jandrin, DCDHS LTC/Outreach Case Manager had her first meeting with Rene Domaske, Jail Mental Health Professional, to review three individuals who have been referred to the program. The Mental Health Professional in the Jail will complete the enrollment paperwork and then the two professionals will meet with the inmate to develop their Recovery Plan. While Rene Domaske is providing the psychoeducational training in the jail, Taylor Jandrin will start connecting the inmate with necessary support services in the community prior to their mandatory release date. The goal is to ensure that when the inmate is released they will have been in contact with Bay Lake Consortium for entitlement benefits, have scheduled appointments with Mental Health/AODA professionals, and if they are in need of psychiatric treatment, that they are scheduled with Dr. Shopbell so that there is no lapse in receiving psychotropic medications.

The primary issue that remains a concern is the availability of housing for individuals leaving the jail who are homeless. The nearest homeless shelter is in Brown County, and if an individual is on probation they are not allowed to leave Door County. There continues to be support among community providers that there is a gap in our community that could be filled by the development of a Diversion Program where individuals could live short-term while engaging in treatment and searching for independent apartment living.

IV. Training & Staff Development

- A.** Ethics and Boundaries training was held for Human Services staff Feb. 21 at the Community Center. A second session is planned for March 28 in the Peninsula Room.
- B.** Several of the managers attended training on Emotional Intelligence presented by the Sturgeon Bay Visitors Bureau on March 6.
- C.** We are planning a training for staff and providers on "Person Centered Planning" on March 22 and 23 at Stone Harbor Resort.

VI. Sharing our Successes

9-year-old Abby is a talented young lady engaged in services with our Children's Services team. She recently created a fabulous poster about bullying, autism, and the power of friendship. It's beautiful, powerful, and definitely worth celebrating. Reminding us we have much to learn from our youth... Please see attached. *(Shared with permission.)*

Friendship with Autism

Mila had Autism. Mila got bullied and was left out of a game. She felt sad, so she sat on a rock and cried. Someone called to her "I understand you were bullied, we can find a way to deal with bullying!" They ran and hugged each other. Everyone said "awww" and felt relieved! They joined another group of people, that made Mila feel good! Others showed kindness too! One walked with someone and held their books. Another was about to fall and felt scared, then someone grabbed her arm and helped her up! They really appreciated that!

Everyone's feelings mattered and they all felt good.



I understand you are sad
and was trying to help you
call join me in
Also we found a way to help with
I understand you are sad
and was trying to help you
call join me in
Also we found a way to help with



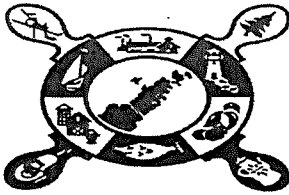
Thanks!

I feel good
you made my day!

Girl is helping another girl get up

Girls are helping another girl and can't help her book





DOOR COUNTY DEPARTMENT OF HUMAN SERVICES
 421 Nebraska Street
 Sturgeon Bay WI 54235
 Main Line: 920-746-7155

Joseph Krebsbach, Director
 1st Floor Fax: 920-746-2355
 2nd Floor Fax: 920-746-2349
dhs@co.door.wi.us

MEMO

To: Human Services Committee
From: Ashley LaLuzerne
Date: 03.13.2018
Re: Request for Expenditure Approval

Expenditures since the last committee meeting held 02.13.2018

\$	115.69	Wal-Mart Credit Card January 2018-February 2018
\$	27,064.07	January 2018 Foster / Kinship Care Payments #2018-18/#2018-37
\$	27,179.76	

Departmental journal entries not included on the attached voucher list:

\$	301.85	Maintenance Dept. January 2018 gas usage - Fleet
\$	36.54	Shred-It - Shredding Feb 2018
\$	338.39	

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

\$	104,653.17	Monthly Vouchers - Batch 1 Totals (Feb) #2018-00000006
\$	27,179.76	Expenditures since the last committee meeting held 2.13.2018
\$	338.39	Amounts paid to other County Departments as per above
\$	132,171.32	

Total Expenditures and Vouchers for the ADRC since the last meeting are

\$	12,094.80	Monthly Vouchers - Batch 1 (Feb) #2018-7
\$	6,356.91	Monthly Vouchers - Batch 2 (Feb) #2018-29
\$	647.90	Elan Credit Card January-February 2018
\$	424.09	Invoices Paid Prior to March 13, 2018 not included in Batches
\$	19,523.70	
\$	151,695.02	Total Expenditures and Vouchers

VOUCHER

STATE OF WISCONSIN 2017

Door County

Submitted By:
alaluzerne 02.20.2018

Approved by: Department Head:
Joseph H. ...

Approved by: Committee Chair /
County Administrator

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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: _____

VENDOR ADDRESS: MONTHLY FOSTER/KINSHIP CARE PAYROLL

VENDOR ADDRESS: 421 Nebraska Street

- Added to Voucher Listing
- Voucher Listing Signed / Approved
Meeting Date 08.08.2017
- Hold For Approval / Documentation After Processing

↓ This Area to be Completed by Finance Department ↓ →

PAID BY _____
 CHECK # _____

Fund	Dept	Sub Dept	Account Number	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
240	47			2018 Foster/Kinship Care for February 2018 1st Batch		\$ 15,247.80	02.20.18	2018-18

VOUCHER TOTAL

\$ 15,247.80

VOUCHER TOTAL

VOUCHER

STATE OF WISCONSIN

2017

Door County

Submitted By:
alaluzerne 02.20.2018

Approved by: Department Head:

[Signature]

Approved by: Committee Chair /
 County Administrator

VENDOR # _____

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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: _____

VENDOR ADDRESS: MONTHLY FOSTER/KINSHIP CARE PAYROLL

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date 08.08.2017

Hold For Approval / Documentation
 After Processing

This Area to be Completed by Finance Department

PAID BY
 CHECK # _____

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				2018 Foster/Kinship Care for February 2018 2nd Batch		\$ 11,816.27	02.20.18	2018-37	
VOUCHER TOTAL							\$ 11,816.27	VOUCHER TOTAL		

VOUCHER

STATE OF WISCONSIN

2018

Door County

VENDOR # _____

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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

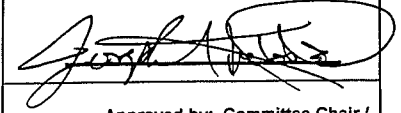
VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:

alaluzerne 02.16.2018

Approved by: Department Head:



Approved by: Committee Chair / County Administrator

Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date _____

Hold For Approval / Documentation After Processing

This Area to be Completed by Finance Department

PAID BY
CHECK #

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH 2018-6, February 2018-1st Batch Processing		\$104,653.17		various - as attached	
VOUCHER TOTAL							\$ 104,653.17	VOUCHER TOTAL		

Accounts Payable Invoice Report

Payment Date Range 02/01/18 - 02/28/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 16735 - ABBY VANS INC									
16735 022018	Feb 18 Purchase of D2D vouchers	Paid by Check #655869		02/06/2018	02/06/2018	02/16/2018		02/23/2018	122.50
		Vendor 16735 - ABBY VANS INC Totals					Invoices	1	\$122.50
Vendor 17929 - ADVOCATES FOR HEALTHY									
17929 012018	Jan 2018 CCS Services	Paid by Check #655870		02/06/2018	02/06/2018	02/16/2018		02/23/2018	8,356.20
		Vendor 17929 - ADVOCATES FOR HEALTHY Totals					Invoices	1	\$8,356.20
Vendor 21173 - [REDACTED]									
21173 012018	Jan 18 emp Mileage Reim 78mi	Paid by Check #655871		02/06/2018	02/06/2018	02/16/2018		02/23/2018	42.51
		Vendor 21173 - [REDACTED] Totals					Invoices	1	\$42.51
Vendor 21177 - BAY COUNSELING CLINIC, LLP									
21177 012018	Jan 2018 CCS Services	Paid by Check #655872		02/06/2018	02/06/2018	02/16/2018		02/23/2018	2,987.40
		Vendor 21177 - BAY COUNSELING CLINIC, LLP Totals					Invoices	1	\$2,987.40
Vendor 2435 - [REDACTED]									
2435 012018	Jan 18 Emp Mileage Reim 195mi	Paid by Check #655873		02/06/2018	02/06/2018	02/16/2018		02/23/2018	106.28
		Vendor 2435 - [REDACTED] Totals					Invoices	1	\$106.28
Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY									
2571 012018	Jan 18 TIP Meetings/CCS Services	Paid by Check #655874		02/06/2018	02/06/2018	02/16/2018		02/23/2018	1,115.05
		Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY Totals					Invoices	1	\$1,115.05
Vendor 21818 - [REDACTED]									
Import - 617	WISACWIS- PID:0008063756_Voucher:01816 _IM_02/12/2018	Paid by Check #655839		02/12/2018	02/13/2018	02/13/2018		02/22/2018	394.00
Import - 618	WISACWIS- PID:0008063756_Voucher:01816 _IM_02/12/2018	Paid by Check #655839		02/12/2018	02/13/2018	02/13/2018		02/22/2018	176.00
Import - 619	WISACWIS- PID:0008063756_Voucher:01816 _IM_02/12/2018	Paid by Check #655839		02/12/2018	02/13/2018	02/13/2018		02/22/2018	197.40
		Vendor 21818 - [REDACTED] Totals					Invoices	3	\$767.40
Vendor 3640 - BROTOLOC HEALTH CARE SYSTEM IN									
3640 012018	Jan 2018 CBRF 31 Days	Paid by Check #655875		02/06/2018	02/06/2018	02/16/2018		02/23/2018	5,471.50
		Vendor 3640 - BROTOLOC HEALTH CARE SYSTEM IN Totals					Invoices	1	\$5,471.50
Vendor 5572 - BROWN COUNTY CLERK OF COURT									
5572 022018	Feb 18 Filing Costs for change of placement	Paid by Check #655876		02/06/2018	02/06/2018	02/16/2018		02/23/2018	50.00
		Vendor 5572 - BROWN COUNTY CLERK OF COURT Totals					Invoices	1	\$50.00

Accounts Payable Invoice Report

Payment Date Range 02/01/18 - 02/28/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 22587 - [REDACTED]									
Import - 626	WISACWIS- PID:0008079240_Voucher:01816 _IM_02/12/2018	Paid by Check #655840		02/12/2018	02/13/2018	02/13/2018		02/22/2018	114.39
Import - 627	WISACWIS- PID:0008079240_Voucher:01816 _IM_02/12/2018	Paid by Check #655840		02/12/2018	02/13/2018	02/13/2018		02/22/2018	4.65
Import - 628	WISACWIS- PID:0008079240_Voucher:01816 _IM_02/12/2018	Paid by Check #655840		02/12/2018	02/13/2018	02/13/2018		02/22/2018	44.30
		Vendor 22587 - [REDACTED] Totals					Invoices	3	<u>\$163.34</u>
Vendor 4818 - CELLCOM WISCONSIN RSA 10									
4818 022018	Feb 18 CCS/WHEAP/HS/APS Cell Phones	Paid by Check #655877		02/06/2018	02/06/2018	02/16/2018		02/23/2018	747.30
		Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals					Invoices	1	<u>\$747.30</u>
Vendor 17122 - CORPORATE GUARDIANS OF NEW									
17122 012018	Jan/Feb 2018 Guardianship	Paid by Check #655878		02/06/2018	02/06/2018	02/16/2018		02/23/2018	600.00
		Vendor 17122 - CORPORATE GUARDIANS OF NEW Totals					Invoices	1	<u>\$600.00</u>
Vendor 6361 - COUNSELING ASSOCIATES OF DOOR									
6361 012018	Jan 2018 CCS Services	Paid by Check #655879		02/06/2018	02/06/2018	02/16/2018		02/23/2018	5,304.00
		Vendor 6361 - COUNSELING ASSOCIATES OF DOOR Totals					Invoices	1	<u>\$5,304.00</u>
Vendor 22679 - CW FAMILY SOLUTIONS LLC									
22679 012018	Jan 18 Supervised Visits	Paid by Check #655880		02/06/2018	02/06/2018	02/16/2018		02/23/2018	225.00
		Vendor 22679 - CW FAMILY SOLUTIONS LLC Totals					Invoices	1	<u>\$225.00</u>
Vendor 20431 - D.C YOUNG MEN'S CHRISTIAN ASSC									
20431 012018	Jan 2018 Child Programming	Paid by Check #655881		02/06/2018	02/06/2018	02/16/2018		02/23/2018	89.56
		Vendor 20431 - D.C YOUNG MEN'S CHRISTIAN ASSC Totals					Invoices	1	<u>\$89.56</u>
Vendor 11999 - [REDACTED]									
11999 012018	Jan 18 Spec Nutrition	Paid by Check #655882		02/06/2018	02/06/2018	02/16/2018		02/23/2018	111.90
		Vendor 11999 - [REDACTED] Totals					Invoices	1	<u>\$111.90</u>
Vendor 9479 - [REDACTED]									
9479 022018	Feb 4/14,2018 Respite	Paid by Check #655883		02/06/2018	02/06/2018	02/16/2018		02/23/2018	60.00
Import - 584	WISACWIS- PID:0008000379_Voucher:01816 _IM_02/12/2018	Paid by Check #655841		02/12/2018	02/13/2018	02/13/2018		02/22/2018	214.29
Import - 585	WISACWIS- PID:0008000379_Voucher:01816 _IM_02/12/2018	Paid by Check #655841		02/12/2018	02/13/2018	02/13/2018		02/22/2018	93.94

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Vendor 9479 - [REDACTED]									
Import - 586	WISACWIS- PID:0008000379_Voucher:01816 _IM_02/12/2018	Paid by Check #655841		02/12/2018	02/13/2018	02/13/2018		02/22/2018	490.00
Import - 587	WISACWIS- PID:0008000379_Voucher:01816 _IM_02/12/2018	Paid by Check #655841		02/12/2018	02/13/2018	02/13/2018		02/22/2018	408.00
Vendor 9479 - [REDACTED] Totals							Invoices	5	\$1,266.23
Vendor 13963 - [REDACTED]									
Import - 583	WISACWIS- PID:0006910123_Voucher:01816 _IM_02/12/2018	Paid by Check #655842		02/12/2018	02/13/2018	02/13/2018		02/22/2018	238.00
Vendor 13963 - [REDACTED] Totals							Invoices	1	\$238.00
Vendor 6876 - [REDACTED]									
6876 012018	Jan 18 Emp Mileage Reim 242mi	Paid by Check #655884		02/06/2018	02/06/2018	02/16/2018		02/23/2018	131.89
Vendor 6876 - [REDACTED] Totals							Invoices	1	\$131.89
Vendor 19526 - [REDACTED]									
Import - 594	WISACWIS- PID:0008024832_Voucher:01816 _IM_02/12/2018	Paid by Check #655843		02/12/2018	02/13/2018	02/13/2018		02/22/2018	490.00
Import - 595	WISACWIS- PID:0008024832_Voucher:01816 _IM_02/12/2018	Paid by Check #655843		02/12/2018	02/13/2018	02/13/2018		02/22/2018	336.00
Import - 596	WISACWIS- PID:0008024832_Voucher:01816 _IM_02/12/2018	Paid by Check #655843		02/12/2018	02/13/2018	02/13/2018		02/22/2018	1,150.00
Vendor 19526 - [REDACTED] Totals							Invoices	3	\$1,976.00
Vendor 3213 - DEPARTMENT OF CORRECTIONS									
3213 012018	Jan 18 YA Corrections 31 days	Paid by Check #655885		02/06/2018	02/06/2018	02/16/2018		02/23/2018	12,090.00
Vendor 3213 - DEPARTMENT OF CORRECTIONS Totals							Invoices	1	\$12,090.00
Vendor 22596 - DEY COUNSELING SERVICE LLC									
22596 012018	Jan 2018 CCS Services 16hrs	Paid by Check #655886		02/06/2018	02/06/2018	02/16/2018		02/23/2018	1,632.00
Vendor 22596 - DEY COUNSELING SERVICE LLC Totals							Invoices	1	\$1,632.00
Vendor 16958 - DOOR CNTY FIREBOAT CRUISES LLC									
16958 012018	Jan 18 Deposit for CSP trip in June 2018	Paid by Check #655887		02/06/2018	02/06/2018	02/16/2018		02/23/2018	50.00
Vendor 16958 - DOOR CNTY FIREBOAT CRUISES LLC Totals							Invoices	1	\$50.00

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Vendor 8770 - DOOR COUNTY MEMORIAL HOSPITAL									
8770 012018	Jan 2018 B3 OT/PT	Paid by Check #655888		02/06/2018	02/06/2018	02/16/2018		02/23/2018	4,938.07
Vendor 8770 - DOOR COUNTY MEMORIAL HOSPITAL Totals						Invoices	1		<u>\$4,938.07</u>
Vendor 8060 - [REDACTED]									
8060 012018	Jan/Feb 2018 Emp Mileage Reim	Paid by Check #655889		02/06/2018	02/06/2018	02/16/2018		02/23/2018	109.00
Vendor 8060 - [REDACTED] Totals						Invoices	1		<u>\$109.00</u>
Vendor 22483 - [REDACTED]									
22483 012018	Jan 18 103.99 Resp 10hrs	Paid by Check #655890		02/06/2018	02/06/2018	02/16/2018		02/23/2018	150.00
Vendor 22483 - [REDACTED] Totals						Invoices	1		<u>\$150.00</u>
Vendor 21410 - DYNAMIC FAMILY SOLUTIONS									
21410 012018	Dec 17/Jan 18 AODA/Copays/CCS Services	Paid by Check #655891		02/06/2018	02/06/2018	02/16/2018		02/23/2018	5,669.40
Vendor 21410 - DYNAMIC FAMILY SOLUTIONS Totals						Invoices	1		<u>\$5,669.40</u>
Vendor 22846 - [REDACTED]									
22846 022018	Feb 18 113 6mo Gemini	Paid by Check #655892		02/06/2018	02/06/2018	02/16/2018		02/23/2018	588.00
Vendor 22846 - [REDACTED] Totals						Invoices	1		<u>\$588.00</u>
Vendor 22233 - [REDACTED]									
22233 012018	Jan 18 Emp Mileage Reim 1226.2mi	Paid by Check #655893		02/06/2018	02/06/2018	02/16/2018		02/23/2018	668.28
Vendor 22233 - [REDACTED] Totals						Invoices	1		<u>\$668.28</u>
Vendor 21312 - [REDACTED]									
21312 012018	Jan 18 112.51 Spec Nut 3items	Paid by Check #655894		02/06/2018	02/06/2018	02/16/2018		02/23/2018	33.26
Vendor 21312 - [REDACTED] Totals						Invoices	1		<u>\$33.26</u>
Vendor 20081 - [REDACTED]									
20081 012018	Jan 18 Emp Mileage Reim 145mi	Paid by Check #655895		02/06/2018	02/06/2018	02/16/2018		02/23/2018	79.03
Vendor 20081 - [REDACTED] Totals						Invoices	1		<u>\$79.03</u>
Vendor 3841 - FAMILY SERVICES									
3841 012018	Jan 2018 CCS/Self/Healthy Families/Crisis	Paid by Check #655896		02/06/2018	02/06/2018	02/16/2018		02/23/2018	15,792.20
Vendor 3841 - FAMILY SERVICES Totals						Invoices	1		<u>\$15,792.20</u>
Vendor 1658 - [REDACTED]									
1658 012018	Jan 2018 Laundry Check	Paid by Check #655897		02/06/2018	02/06/2018	02/16/2018		02/23/2018	50.00
Vendor 1658 - [REDACTED] Totals						Invoices	1		<u>\$50.00</u>

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Vendor 242 - [REDACTED]									
242 022018	Feb 10,2018 Respite	Paid by Check #655898		02/06/2018	02/06/2018	02/16/2018		02/23/2018	30.00
Import - 588	WISACWIS- PID:0008015044_Voucher:01816 _IM_02/12/2018	Paid by Check #655844		02/12/2018	02/13/2018	02/13/2018		02/22/2018	490.00
Import - 589	WISACWIS- PID:0008015044_Voucher:01816 _IM_02/12/2018	Paid by Check #655844		02/12/2018	02/13/2018	02/13/2018		02/22/2018	104.00
Import - 590	WISACWIS- PID:0008015044_Voucher:01816 _IM_02/12/2018	Paid by Check #655844		02/12/2018	02/13/2018	02/13/2018		02/22/2018	124.26
Vendor 242 - [REDACTED] Totals							Invoices	4	\$748.26
Vendor 13420 - HELP OF DOOR COUNTY INC									
13420 012018	Jan 18 Supervised Visits 116 hrs	Paid by Check #655899		02/06/2018	02/06/2018	02/16/2018		02/23/2018	2,900.00
Vendor 13420 - HELP OF DOOR COUNTY INC Totals							Invoices	1	\$2,900.00
Vendor 17401 - HIRN MENTAL HEALTH COUNSELING									
17401 012018	Jan-Feb 18 AODA/Wash Island Outpt	Paid by Check #655900		02/06/2018	02/06/2018	02/16/2018		02/23/2018	1,860.00
Vendor 17401 - HIRN MENTAL HEALTH COUNSELING Totals							Invoices	1	\$1,860.00
Vendor 5078 - INNOVATIVE SERVICES, INC.									
5078 012018	Jan 2018 CCS Services	Paid by Check #655901		02/06/2018	02/06/2018	02/16/2018		02/23/2018	1,062.10
Vendor 5078 - INNOVATIVE SERVICES, INC. Totals							Invoices	1	\$1,062.10
Vendor 22551 - [REDACTED]									
Import - 629	WISACWIS- PID:0008079241_Voucher:01816 _IM_02/12/2018	Paid by Check #655845		02/12/2018	02/13/2018	02/13/2018		02/22/2018	238.00
Vendor 22551 - [REDACTED] Totals							Invoices	1	\$238.00
Vendor 22586 - [REDACTED]									
Import - 631	WISACWIS- PID:0008079815_Voucher:01816 _IM_02/12/2018	Paid by Check #655846		02/12/2018	02/13/2018	02/13/2018		02/22/2018	292.32
Import - 632	WISACWIS- PID:0008079815_Voucher:01816 _IM_02/12/2018	Paid by Check #655846		02/12/2018	02/13/2018	02/13/2018		02/22/2018	32.35
Vendor 22586 - [REDACTED] Totals							Invoices	2	\$324.67
Vendor 21744 - [REDACTED]									
Import - 620	WISACWIS- PID:0008063868_Voucher:01816 _IM_02/12/2018	Paid by Check #655847		02/12/2018	02/13/2018	02/13/2018		02/22/2018	431.00

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Vendor 21744 - [REDACTED] Import - 621	WISACWIS- PID:0008063868_Voucher:01816 _IM_02/12/2018	Paid by Check #655847		02/12/2018	02/13/2018	02/13/2018		02/22/2018	277.18
		Vendor 21744 - [REDACTED] Totals				Invoices	2		\$708.18
Vendor 1740 - [REDACTED] 1740 012018	Jan 27, 18 103.99 Resp 8hrs	Paid by Check #655902		02/06/2018	02/06/2018	02/16/2018		02/23/2018	130.00
		Vendor 1740 - [REDACTED] Totals				Invoices	1		\$130.00
Vendor 13223 - [REDACTED] Import - 603	WISACWIS- PID:0008034652_Voucher:01816 _IM_02/12/2018	Paid by Check #655848		02/12/2018	02/13/2018	02/13/2018		02/22/2018	238.00
		Vendor 13223 - [REDACTED] Totals				Invoices	1		\$238.00
Vendor 5555 - JULIE TOYNE 5555 012018	Jan 18 B3 SL Therapy/Mileage	Paid by Check #655903		02/06/2018	02/06/2018	02/16/2018		02/23/2018	4,452.20
		Vendor 5555 - JULIE TOYNE Totals				Invoices	1		\$4,452.20
Vendor 21360 - JUSTICEPOINT, INC 21360 012018	Jan 18 Electronic Monitoring	Paid by Check #655904		02/06/2018	02/06/2018	02/16/2018		02/23/2018	232.65
		Vendor 21360 - JUSTICEPOINT, INC Totals				Invoices	1		\$232.65
Vendor 21729 - [REDACTED] Import - 622	WISACWIS- PID:0008064158_Voucher:01816 _IM_02/12/2018	Paid by Check #655849		02/12/2018	02/13/2018	02/13/2018		02/22/2018	394.00
		Vendor 21729 - [REDACTED] Totals				Invoices	1		\$394.00
Vendor 12614 - [REDACTED] 12614 012018	Jan 18 Emp Mileage Reim 220mi	Paid by Check #655905		02/06/2018	02/06/2018	02/16/2018		02/23/2018	119.90
		Vendor 12614 - [REDACTED] Totals				Invoices	1		\$119.90
Vendor 17200 - LAKESHORE CAP, INC. 17200 012018	Jan 18 CSP/Peer Spec/Juv Rest	Paid by Check #655906		02/06/2018	02/06/2018	02/16/2018		02/23/2018	3,070.12
		Vendor 17200 - LAKESHORE CAP, INC. Totals				Invoices	1		\$3,070.12
Vendor 14606 - LANGUAGE LINE SERVICES 14606 012018	Jan 18 Interpreter Charges 469min	Paid by Check #655907		02/06/2018	02/06/2018	02/16/2018		02/23/2018	344.98
		Vendor 14606 - LANGUAGE LINE SERVICES Totals				Invoices	1		\$344.98

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Vendor 22478 - [REDACTED] Import - 633	WISACWIS- PID:0008080114_Voucher:01816 _IM_02/12/2018	Paid by Check #655850		02/12/2018	02/13/2018	02/13/2018		02/22/2018	238.00
			Vendor 22478 - [REDACTED] Totals				Invoices	1	\$238.00
Vendor 22482 - [REDACTED] 22482 012018A	Jan 18 103.99 Resp 6hrs	Paid by Check #655908		02/06/2018	02/06/2018	02/16/2018		02/23/2018	90.00
			Vendor 22482 - [REDACTED] Totals				Invoices	1	\$90.00
Vendor 22022 - [REDACTED] Import - 623	WISACWIS- PID:0008067102_Voucher:01816 _IM_02/12/2018	Paid by Check #655851		02/12/2018	02/13/2018	02/13/2018		02/22/2018	238.00
			Vendor 22022 - [REDACTED] Totals				Invoices	1	\$238.00
Vendor 21012 - [REDACTED] Import - 606	WISACWIS- PID:0008042054_Voucher:01816 _IM_02/12/2018	Paid by Check #655852		02/12/2018	02/13/2018	02/13/2018		02/22/2018	511.00
Import - 607	WISACWIS- PID:0008042054_Voucher:01816 _IM_02/12/2018	Paid by Check #655852		02/12/2018	02/13/2018	02/13/2018		02/22/2018	340.00
Import - 608	WISACWIS- PID:0008042054_Voucher:01816 _IM_02/12/2018	Paid by Check #655852		02/12/2018	02/13/2018	02/13/2018		02/22/2018	759.00
			Vendor 21012 - [REDACTED] Totals				Invoices	3	\$1,610.00
Vendor 2006 - [REDACTED] 2006 012018	Jan 18 Emp Mileage Reim 304 mi	Paid by Check #655909		02/06/2018	02/06/2018	02/16/2018		02/23/2018	165.68
			Vendor 2006 - [REDACTED] Totals				Invoices	1	\$165.68
Vendor 17937 - [REDACTED] Import - 604	WISACWIS- PID:0008040115_Voucher:01816 _IM_02/12/2018	Paid by Check #655853		02/12/2018	02/13/2018	02/13/2018		02/22/2018	238.00
Import - 605	WISACWIS- PID:0008040115_Voucher:01816 _IM_02/12/2018	Paid by Check #655853		02/12/2018	02/13/2018	02/13/2018		02/22/2018	238.00
			Vendor 17937 - [REDACTED] Totals				Invoices	2	\$476.00
Vendor 8169 - MICHAEL P SAYERS PHD 8169 012018	Jan 18 Psych Services 45 hrs	Paid by Check #655910		02/06/2018	02/06/2018	02/16/2018		02/23/2018	3,206.25
			Vendor 8169 - MICHAEL P SAYERS PHD Totals				Invoices	1	\$3,206.25

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Vendor 22502 - [REDACTED]									
Import - 634	WISACWIS- PID:0008080393_Voucher:01816 _IM_02/12/2018	Paid by Check #655854		02/12/2018	02/13/2018	02/13/2018		02/22/2018	394.00
Import - 635	WISACWIS- PID:0008080393_Voucher:01816 _IM_02/12/2018	Paid by Check #655854		02/12/2018	02/13/2018	02/13/2018		02/22/2018	48.00
Import - 636	WISACWIS- PID:0008080393_Voucher:01816 _IM_02/12/2018	Paid by Check #655854		02/12/2018	02/13/2018	02/13/2018		02/22/2018	678.00
Vendor 22502 - [REDACTED] Totals							Invoices	3	<u>\$1,120.00</u>
Vendor 20836 - [REDACTED]									
Import - 615	WISACWIS- PID:0008057128_Voucher:01816 _IM_02/12/2018	Paid by Check #655855		02/12/2018	02/13/2018	02/13/2018		02/22/2018	238.00
Import - 616	WISACWIS- PID:0008057128_Voucher:01816 _IM_02/12/2018	Paid by Check #655855		02/12/2018	02/13/2018	02/13/2018		02/22/2018	15.35
Vendor 20836 - [REDACTED] Totals							Invoices	2	<u>\$253.35</u>
Vendor 6476 - OCONOMOWOC DEV TRAINING CENTER									
Import - 645	WISACWIS- PID:0008019479_Voucher:01817 _IM_02/19/2018	Paid by Check #655862		02/19/2018	02/20/2018	02/20/2018		02/22/2018	11,816.27
Vendor 6476 - OCONOMOWOC DEV TRAINING CENTER Totals							Invoices	1	<u>\$11,816.27</u>
Vendor 8116 - [REDACTED]									
Import - 591	WISACWIS- PID:0008017407_Voucher:01816 _IM_02/12/2018	Paid by Check #655856		02/12/2018	02/13/2018	02/13/2018		02/22/2018	238.00
Import - 592	WISACWIS- PID:0008017407_Voucher:01816 _IM_02/12/2018	Paid by Check #655856		02/12/2018	02/13/2018	02/13/2018		02/22/2018	238.00
Vendor 8116 - [REDACTED] Totals							Invoices	2	<u>\$476.00</u>
Vendor 17788 - OPTIONS LAB, INC									
17788 012018	Jan 18 Drug Screens	Paid by Check #655911		02/06/2018	02/06/2018	02/16/2018		02/23/2018	36.00
Vendor 17788 - OPTIONS LAB, INC Totals							Invoices	1	<u>\$36.00</u>
Vendor 17442 - PHOENIX BEHAVIORAL HEALTH SVC									
17442 012018	Jan 2018 CCS Services	Paid by Check #655912		02/06/2018	02/06/2018	02/16/2018		02/23/2018	2,774.40
Vendor 17442 - PHOENIX BEHAVIORAL HEALTH SVC Totals							Invoices	1	<u>\$2,774.40</u>

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Vendor 5008 - PROFESSIONAL GUARDIANSHIPS INC									
5008 012018	Jan 2018 Guardianship Services	Paid by Check #655913		02/06/2018	02/06/2018	02/16/2018		02/23/2018	223.00
		Vendor 5008 - PROFESSIONAL GUARDIANSHIPS INC Totals				Invoices	1		\$223.00
Vendor 22153 - [REDACTED]									
Import - 624	WISACWIS- PID:0008067949_Voucher:01816 _IM_02/12/2018	Paid by Check #655857		02/12/2018	02/13/2018	02/13/2018		02/22/2018	238.00
Import - 625	WISACWIS- PID:0008067949_Voucher:01816 _IM_02/12/2018	Paid by Check #655857		02/12/2018	02/13/2018	02/13/2018		02/22/2018	238.00
		Vendor 22153 - [REDACTED] Totals				Invoices	2		\$476.00
Vendor 9215 - [REDACTED]									
Import - 597	WISACWIS- PID:0008026706_Voucher:01816 _IM_02/12/2018	Paid by Check #655858		02/12/2018	02/13/2018	02/13/2018		02/22/2018	292.32
Import - 598	WISACWIS- PID:0008026706_Voucher:01816 _IM_02/12/2018	Paid by Check #655858		02/12/2018	02/13/2018	02/13/2018		02/22/2018	11.87
Import - 599	WISACWIS- PID:0008026706_Voucher:01816 _IM_02/12/2018	Paid by Check #655858		02/12/2018	02/13/2018	02/13/2018		02/22/2018	432.86
		Vendor 9215 - [REDACTED] Totals				Invoices	3		\$737.05
Vendor 22245 - [REDACTED]									
22245 012018	Jan 18 103.99 Resp 4days	Paid by Check #655914		02/06/2018	02/06/2018	02/16/2018		02/23/2018	520.00
		Vendor 22245 - [REDACTED] Totals				Invoices	1		\$520.00
Vendor 29071 - SHEBOYGAN COUNTY TREASURER									
29071 012018	Jan 18 Juvenile Boarders	Paid by Check #655915		02/06/2018	02/06/2018	02/16/2018		02/23/2018	600.00
		Vendor 29071 - SHEBOYGAN COUNTY TREASURER Totals				Invoices	1		\$600.00
Vendor 7694 - SPECIALIZED SERVICES LLC									
7694 012018	Jan 2018 CCS/PCW/CSP	Paid by Check #655916		02/06/2018	02/06/2018	02/16/2018		02/23/2018	5,794.25
		Vendor 7694 - SPECIALIZED SERVICES LLC Totals				Invoices	1		\$5,794.25
Vendor 15069 - STAPLES ADVANTAGE									
15069 122017	Jan/Feb 18 HS Supplies/Dec 17 HS Chairs	Paid by Check #655917		02/06/2018	02/06/2018	02/16/2018		02/23/2018	1,614.74
		Vendor 15069 - STAPLES ADVANTAGE Totals				Invoices	1		\$1,614.74

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Vendor 9301 - STURGEON BAY VISITOR CENTER									
9301 012018	March 18 Rise of Emotional Intel Training	Paid by Check #655918		02/06/2018	02/06/2018	02/16/2018		02/23/2018	100.00
Vendor 9301 - STURGEON BAY VISITOR CENTER Totals									Invoices 1 <u>\$100.00</u>
Vendor 22555 - [REDACTED]									
22555 012018	Jan 18 Emp Mileage Reim 135mi	Paid by Check #655919		02/06/2018	02/06/2018	02/16/2018		02/23/2018	73.58
Vendor 22555 - [REDACTED] Totals									Invoices 1 <u>\$73.58</u>
Vendor 22316 - [REDACTED]									
Import - 630	WISACWIS- PID:0008079501_Voucher:01816 _IM_02/12/2018	Paid by Check #655859		02/12/2018	02/13/2018	02/13/2018		02/22/2018	238.00
Vendor 22316 - [REDACTED] Totals									Invoices 1 <u>\$238.00</u>
Vendor 3823 - TIMOTHY HICKEY									
3823 012018	Jan 2018 OWI Assessments	Paid by Check #655920		02/06/2018	02/06/2018	02/16/2018		02/23/2018	1,205.00
Vendor 3823 - TIMOTHY HICKEY Totals									Invoices 1 <u>\$1,205.00</u>
Vendor 16915 - [REDACTED]									
Import - 609	WISACWIS- PID:0008042309_Voucher:01816 _IM_02/12/2018	Paid by Check #655860		02/12/2018	02/13/2018	02/13/2018		02/22/2018	490.00
Import - 610	WISACWIS- PID:0008042309_Voucher:01816 _IM_02/12/2018	Paid by Check #655860		02/12/2018	02/13/2018	02/13/2018		02/22/2018	384.00
Import - 611	WISACWIS- PID:0008042309_Voucher:01816 _IM_02/12/2018	Paid by Check #655860		02/12/2018	02/13/2018	02/13/2018		02/22/2018	431.00
Import - 612	WISACWIS- PID:0008042309_Voucher:01816 _IM_02/12/2018	Paid by Check #655860		02/12/2018	02/13/2018	02/13/2018		02/22/2018	48.00
Import - 613	WISACWIS- PID:0008042309_Voucher:01816 _IM_02/12/2018	Paid by Check #655860		02/12/2018	02/13/2018	02/13/2018		02/22/2018	431.00
Import - 614	WISACWIS- PID:0008042309_Voucher:01816 _IM_02/12/2018	Paid by Check #655860		02/12/2018	02/13/2018	02/13/2018		02/22/2018	48.00
Vendor 16915 - [REDACTED] Totals									Invoices 6 <u>\$1,832.00</u>
Vendor 13022 - WENDY RAY									
13022 012018	Jan 18 B3 Therapy/Mileage	Paid by Check #655921		02/06/2018	02/06/2018	02/16/2018		02/23/2018	6,439.41
Vendor 13022 - WENDY RAY Totals									Invoices 1 <u>\$6,439.41</u>

Accounts Payable Invoice Report

Payment Date Range 02/01/18 - 02/28/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 4331 - WI DEPT OF JUSTICE CRIME INFO									
4331 012018	Jan 18 Background Checks	Paid by Check #655922		02/06/2018	02/06/2018	02/16/2018		02/23/2018	80.00
		Vendor 4331 - WI DEPT OF JUSTICE CRIME INFO Totals					Invoices	1	\$80.00
Vendor 5999 - WISCONSIN DOCUMENT IMAGING									
5999 012018	Jan 18 HS 2nd Floor Copies	Paid by Check #655923		02/06/2018	02/06/2018	02/16/2018		02/23/2018	158.58
		Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals					Invoices	1	\$158.58
Vendor 16527 - [REDACTED]									
Import - 600	WISACWIS- PID:0008028553_Voucher:01816 _IM_02/12/2018	Paid by Check #655861		02/12/2018	02/13/2018	02/13/2018		02/22/2018	292.32
Import - 601	WISACWIS- PID:0008028553_Voucher:01816 _IM_02/12/2018	Paid by Check #655861		02/12/2018	02/13/2018	02/13/2018		02/22/2018	23.74
Import - 602	WISACWIS- PID:0008028553_Voucher:01816 _IM_02/12/2018	Paid by Check #655861		02/12/2018	02/13/2018	02/13/2018		02/22/2018	265.26
		Vendor 16527 - [REDACTED] Totals					Invoices	3	\$581.32
		Grand Totals					Invoices	109	\$131,717.24

VOUCHER

STATE OF WISCONSIN

2017

Door County

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

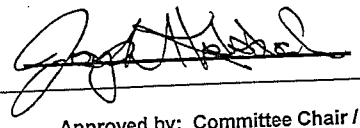
VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By: _____
mark

Approved by: Department Head:


Approved by: Committee Chair /
 County Administrator

Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date _____

Hold For Approval / Documentation
 After Processing

↓ This Area to be Completed by Finance Department ↓ →

PAID BY _____
 CHECK # _____

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
204	23				SUBMITTED FOR PAYMENT, BATCH #2018-00000007 - 2018 Human Services vouchers to date. February processing		12,094.80 \$ 46,289.65		various - as attached
							\$ 16,289.65	VOUCHER TOTAL	

VOUCHER TOTAL

VOUCHER

STATE OF WISCONSIN 2017
Door County

Submitted By: <hr style="border: none; border-top: 1px solid black; margin: 2px 0;"/> rmark
Approved by: Department Head:
Approved by: Committee Chair / County Administrator <hr style="border: none; border-top: 1px solid black; margin: 2px 0;"/>

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

VENDOR NAME: Door County Dept of Human Services
 VENDOR ADDRESS: c/o Dept Human Services
 VENDOR ADDRESS: MONTHLY MEETING VOUCHERS
 VENDOR ADDRESS: 421 Nebraska Street

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

↓ This Area to be Completed by Finance Department ↓ →

PAID BY _____
 CHECK # _____

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
204	23				SUBMITTED FOR PAYMENT, BATCH #2018-00000029 - 2018 Human Services vouchers to date. February processing		\$ 6,356.91		various - as attached
VOUCHER TOTAL								\$ 6,356.91	VOUCHER TOTAL

Accounts Payable Invoice Report

Payment Date Range 02/01/18 - 02/28/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 20083 - 911 LAWN CARE									
00223 00206 ADRC	JAN/FEB SNOW REMOVAL-DM	Paid by Check #655924		02/16/2018	02/16/2018	02/16/2018		02/23/2018	140.00
Vendor 20083 - 911 LAWN CARE Totals						Invoices	1		\$140.00
Vendor 13325 - ADVOCATES-INDEPENDENT LIVINGII									
INV-3159 ADRC	JAN RSP-DL	Paid by Check #655647		02/09/2018	02/09/2018	02/09/2018		02/14/2018	658.04
Vendor 13325 - ADVOCATES-INDEPENDENT LIVINGII Totals						Invoices	1		\$658.04
Vendor 20950 - [REDACTED]									
20950 JAN2018	127 JAN EMPLY MILEAGE REIMB	Paid by Check #655648		02/09/2018	02/09/2018	02/09/2018		02/14/2018	69.22
Vendor 20950 - [REDACTED] Totals						Invoices	1		\$69.22
Vendor 257 - BROTHERS DAIRY									
257 JAN 2018	JAN RAW FOOD	Paid by Check #655649		02/09/2018	02/09/2018	02/09/2018		02/14/2018	526.50
Vendor 257 - BROTHERS DAIRY Totals						Invoices	1		\$526.50
Vendor 18153 - [REDACTED]									
18153 FEB 2018	FEB NEWSLETTER ARTICLE/MENU REVIEW	Paid by Check #655650		02/09/2018	02/09/2018	02/09/2018		02/14/2018	105.00
Vendor 18153 - [REDACTED] Totals						Invoices	1		\$105.00
Vendor 4818 - CELLCOM WISCONSIN RSA 10									
4818 FEB 2018	ADRC CELL CHARGES (02/06 - 03/05)	Paid by Check #655925		02/16/2018	02/16/2018	02/16/2018		02/23/2018	154.12
Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals						Invoices	1		\$154.12
Vendor 1159 - CENTRAL RESTAURANT PRODUCTS									
1159 ADRC	KITCHEN EQUIPMENT FOR NEW BUILDING	Paid by Check #655651		02/09/2018	02/09/2018	02/09/2018		02/14/2018	4,194.85
1163961111638780	KITCHEN EQUIPMENT NEW BLDG	Paid by Check #655926		02/16/2018	02/16/2018	02/16/2018		02/23/2018	648.53
Vendor 1159 - CENTRAL RESTAURANT PRODUCTS Totals						Invoices	2		\$4,843.38
Vendor 19077 - [REDACTED]									
19077 FEB2018	FEB CAREGIVER SUPPORT GROUP	Paid by Check #655652		02/09/2018	02/09/2018	02/09/2018		02/14/2018	37.50
Vendor 19077 - [REDACTED] Totals						Invoices	1		\$37.50
Vendor 21707 - DC CLEANING & CONCIERGES LLC									
437680 JAN ADRC	JAN RSP-JT	Paid by Check #655653		02/09/2018	02/09/2018	02/09/2018		02/14/2018	49.53
Vendor 21707 - DC CLEANING & CONCIERGES LLC Totals						Invoices	1		\$49.53
Vendor 16496 - DOOR-TRAN									
16496 JAN2018	JAN STAFF HOURS	Paid by Check #655654		02/09/2018	02/09/2018	02/09/2018		02/14/2018	793.00
Vendor 16496 - DOOR-TRAN Totals						Invoices	1		\$793.00

Accounts Payable Invoice Report

Payment Date Range 02/01/18 - 02/28/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 9674 - ECONO FOODS									
9674 JAN 2018	JAN RAW FOOD	Paid by Check #655655		02/09/2018	02/09/2018	02/09/2018		02/14/2018	1,238.43
		Vendor 9674 - ECONO FOODS Totals					Invoices	1	\$1,238.43
Vendor 3487 - FLS BANNERS									
94568 ADRC JAN18	MARKETING MATERIALS	Paid by Check #655927		02/16/2018	02/16/2018	02/16/2018		02/23/2018	14.67
		Vendor 3487 - FLS BANNERS Totals					Invoices	1	\$14.67
Vendor 13074 - [REDACTED]									
13074 FEB2018	53 FEB EMPLY MILEAGE REIMB	Paid by Check #655656		02/09/2018	02/09/2018	02/09/2018		02/14/2018	28.89
		Vendor 13074 - [REDACTED] Totals					Invoices	1	\$28.89
Vendor 27395 - GOOD SAMARITAN, SCANDIA VILLAGE									
27395 JAN2018	JAN MOW	Paid by Check #655657		02/09/2018	02/09/2018	02/09/2018		02/14/2018	408.00
		Vendor 27395 - GOOD SAMARITAN, SCANDIA VILLAGE Totals					Invoices	1	\$408.00
Vendor 22145 - GORDON FOOD SERVICE, INC									
22145 JAN 2018	JAN RAW FOOD/NUTRITIONAL SUPPLIES	Paid by Check #655658		02/09/2018	02/09/2018	02/09/2018		02/14/2018	5,047.03
		Vendor 22145 - GORDON FOOD SERVICE, INC Totals					Invoices	1	\$5,047.03
Vendor 19080 - [REDACTED]									
19080 JAN2018	25 JAN MOW MILEAGE REIMB	Paid by Check #655659		02/09/2018	02/09/2018	02/09/2018		02/14/2018	13.65
		Vendor 19080 - [REDACTED] Totals					Invoices	1	\$13.65
Vendor 17906 - [REDACTED]									
17906 JAN2018	600.60 JAN EMPLY MILEAGE REIMB	Paid by Check #655660		02/09/2018	02/09/2018	02/09/2018		02/14/2018	327.34
		Vendor 17906 - [REDACTED] Totals					Invoices	1	\$327.34
Vendor 18116 - [REDACTED]									
18116 JAN2018	10.70 JAN MOW MILEAGE REIMB	Paid by Check #655661		02/09/2018	02/09/2018	02/09/2018		02/14/2018	5.83
		Vendor 18116 - [REDACTED] Totals					Invoices	1	\$5.83
Vendor 5354 - [REDACTED]									
5354 JAN2018	30 JAN MOW MILEAGE REIMB	Paid by Check #655662		02/09/2018	02/09/2018	02/09/2018		02/14/2018	16.36
		Vendor 5354 - [REDACTED] Totals					Invoices	1	\$16.36
Vendor 18770 - MANNS STORE									
18770 JAN2018	JAN RAW FOOD	Paid by Check #655928		02/16/2018	02/16/2018	02/16/2018		02/23/2018	655.05
		Vendor 18770 - MANNS STORE Totals					Invoices	1	\$655.05

Accounts Payable Invoice Report

Payment Date Range 02/01/18 - 02/28/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 7092 - [REDACTED]									
7092 JANFEB2018	57 JAN/FEB MOW MILEAGE REIMB	Paid by Check #655929		02/16/2018	02/16/2018	02/16/2018		02/23/2018	31.07
			Vendor 7092 - [REDACTED] Totals				Invoices	1	<u>\$31.07</u>
Vendor 4168 - [REDACTED]									
4168 JAN2018	19.8 JAN EMPLY MILEAGE REIMB	Paid by Check #655663		02/09/2018	02/09/2018	02/09/2018		02/14/2018	10.80
			Vendor 4168 - [REDACTED] Totals				Invoices	1	<u>\$10.80</u>
Vendor 9189 - OLIVER PRODUCTS									
20583 JAN2018	JAN NUTRITIONAL SUPPLIES	Paid by Check #655664		02/09/2018	02/09/2018	02/09/2018		02/14/2018	1,559.00
			Vendor 9189 - OLIVER PRODUCTS Totals				Invoices	1	<u>\$1,559.00</u>
Vendor 21501 - [REDACTED]									
21501 JAN2018	JAN MEALSITE 7 DAYS @ \$8/DAY	Paid by Check #655930		02/16/2018	02/16/2018	02/16/2018		02/23/2018	56.00
			Vendor 21501 - [REDACTED] Totals				Invoices	1	<u>\$56.00</u>
Vendor 20044 - [REDACTED]									
20044 JAN2018	85.20 JAN EMPLY MILEAGE REIMB	Paid by Check #655665		02/09/2018	02/09/2018	02/09/2018		02/14/2018	46.43
			Vendor 20044 - [REDACTED] Totals				Invoices	1	<u>\$46.43</u>
Vendor 21959 - SIR SPEEDY PRINTING									
86049 ADRC FEB18	ADRC ENVELOPES	Paid by Check #655931		02/16/2018	02/16/2018	02/16/2018		02/23/2018	68.62
			Vendor 21959 - SIR SPEEDY PRINTING Totals				Invoices	1	<u>\$68.62</u>
Vendor 14091 - [REDACTED]									
14091 JAN 2018	354 JAN EMPLY MILEAGE REIMB	Paid by Check #655666		02/09/2018	02/09/2018	02/09/2018		02/14/2018	192.93
			Vendor 14091 - [REDACTED] Totals				Invoices	1	<u>\$192.93</u>
Vendor 15069 - STAPLES ADVANTAGE									
15069 JAN SRCADR	ADRC/SRC OFFICE SUPPLIES-JAN	Paid by Check #655667		02/09/2018	02/09/2018	02/09/2018		02/14/2018	121.19
			Vendor 15069 - STAPLES ADVANTAGE Totals				Invoices	1	<u>\$121.19</u>
Vendor 374 - [REDACTED]									
374 JAN2018	17 JAN MOW MILEAGE REIMB	Paid by Check #655668		02/09/2018	02/09/2018	02/09/2018		02/14/2018	9.27
			Vendor 374 - [REDACTED] Totals				Invoices	1	<u>\$9.27</u>
Vendor 15924 - [REDACTED]									
15924 FEB2018	VALENTINE'S LUNCH PERFORMANCE	Paid by Check #655932		02/16/2018	02/16/2018	02/16/2018		02/23/2018	150.00
			Vendor 15924 - [REDACTED] Totals				Invoices	1	<u>\$150.00</u>

Accounts Payable Invoice Report

Payment Date Range 02/01/18 - 02/28/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 10942 - TIP TOP CLEANERS									
293355 JAN 2018	JAN LAUNDRY/KITCHEN	Paid by Check #655669		02/09/2018	02/09/2018	02/09/2018		02/14/2018	84.00
Vendor 10942 - TIP TOP CLEANERS Totals						Invoices	1		<u>\$84.00</u>
Vendor 33170 - TOWN OF LIBERTY GROVE									
33170 JAN2018	JAN MEALSITE 8 DAYS @ \$9/DAY	Paid by Check #655933		02/16/2018	02/16/2018	02/16/2018		02/23/2018	72.00
Vendor 33170 - TOWN OF LIBERTY GROVE Totals						Invoices	1		<u>\$72.00</u>
Vendor 33570 - TOWN OF WASHINGTON									
33570 JAN2018	JAN MEALSITE 9 DAYS @ \$8/DAY	Paid by Check #655934		02/16/2018	02/16/2018	02/16/2018		02/23/2018	72.00
Vendor 33570 - TOWN OF WASHINGTON Totals						Invoices	1		<u>\$72.00</u>
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL									
36120 JAN 2018	JAN NUTRITIONAL SUPPLIES/CHEMICALS	Paid by Check #655670		02/09/2018	02/09/2018	02/09/2018		02/14/2018	337.40
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL Totals						Invoices	1		<u>\$337.40</u>
Vendor 10193 - WI ASSOC OF BENEFIT SPECIALIST									
2018 BENSPEC MEM	2018 MEMBERSHIP-JH & MB	Paid by Check #655671		02/09/2018	02/09/2018	02/09/2018		02/14/2018	70.00
10193 JUN2018	CONFERENCE REGISTRATION FOR EBS-MB	Paid by Check #655935		02/16/2018	02/16/2018	02/16/2018		02/23/2018	100.00
Vendor 10193 - WI ASSOC OF BENEFIT SPECIALIST Totals						Invoices	2		<u>\$170.00</u>
Vendor 6359 - WIL KIL PEST CONTROL									
6359 JAN2018	JAN PEST CONTROL SRC	Paid by Check #655672		02/09/2018	02/09/2018	02/09/2018		02/14/2018	36.75
Vendor 6359 - WIL KIL PEST CONTROL Totals						Invoices	1		<u>\$36.75</u>
Vendor 11363 - WISCONSIN PUBLIC SERVICE									
11363 JAN2018	JAN UTILITIES SRC	Paid by Check #655673		02/09/2018	02/09/2018	02/09/2018		02/14/2018	302.71
Vendor 11363 - WISCONSIN PUBLIC SERVICE Totals						Invoices	1		<u>\$302.71</u>
Grand Totals						Invoices	39		<u><u>\$18,451.71</u></u>

**DOOR COUNTY AGING AND DISABILITY RESOURCE CENTER (ADRC) &
AGING UNIT ADVISORY COMMITTEE BYLAWS
(Effective April 2018)**

Article I: Advisory Committee Name

The name of this Committee shall be called the Door County Aging and Disability Resource Center (ADRC) Advisory Committee. The Door County ADRC Advisory Committee shall represent and advocate for older adults (persons over 60 years of age), adults living with a physical or developmental disability (persons 17 ½ to 59 years of age) and their families.

Article II: Committee Purpose

1. To improve the quality of life for older adults, adults living with a physical or developmental disability and their families by helping them remain independent and engaged within their own community.
2. To represent, empower and advocate on behalf of older adults, adults living with a physical or developmental disability and their families.
3. To identify and promote Aging and Disability Resource Center (ADRC) of Door County programs and services that will help older adults and adults living with a physical or developmental disability to maintain dignity, independence and active lifestyles.
4. To guide Aging and Disability Resource Center (ADRC) of Door County staff to serve, advocate and respond to the needs of Door County older adults, adults living with a physical or developmental disability and their families.
5. To support Aging and Disability Resource Center (ADRC) of Door County staff on program and service design, development and oversight.
6. To advise Aging and Disability Resource Center (ADRC) of Door County staff on the composition, implementation and administration of the Door County Three Year Aging Plan and ADRC Annual Plan.

ARTICLE III: COMMITTEE POWERS AND DUTIES

The powers and duties of the Door County Aging and Disability Resource Center Advisory Committee shall be exercised and performed in conformity with the laws, ordinances and resolutions of Door County.

ARTICLE IV: COMMITTEE MEMBERSHIP

Section I - Committee Appointing Authority

The members of the Door County ADRC Advisory Committee shall be appointed by the Door County Administrator and approved by the Door County Board of Supervisors.

Section II - Committee Membership

The Door County ADRC Advisory Committee membership shall consist of nine (9) members who represent and advocate for older adults, adults living with a physical or developmental disability and their families. Fifty-one percent of members must be 60 years and older. At least one-fourth (1/4) of the membership of the board will consist of individuals who belong to an ADRC target group or their family members, guardians, or other advocates. Members shall be chosen on the basis of recognized ability and

demonstrate an interest in services for older adults, adults with physical or developmental disabilities, or adults with mental health or substance abuse issues. No person shall be appointed who has a conflict of interest as determined by state law or regulations or by county ordinance.

The board shall be composed of:

- Five (5) citizens representing older adults
- One (1) citizen representing adults living with a physical disability
- Two (2) citizens representing adults living with a developmental disability
- One (1) member of the County Board, who also sits on the Human Services Board

The Door County ADRC Advisory Committee membership represents all income levels and minority backgrounds of the population in Door County. All Door County ADRC Advisory Committee members must reside within Door County and act according to county, state and federal Older Americans Act guidelines.

Door County ADRC Advisory Committee membership does not include members with a real or potential conflict of interest. All members shall abide by the Door County ADRC conflict-of-interest policy and any member of an agency or organization that receives funds from the Aging and Disability Resource Center (ADRC) of Door County may not be a member of the ADRC Advisory Committee.

Section III - Committee Membership Tenures

Membership terms are three (3) years. No member may serve more than (2) consecutive full terms. If a member vacancy occurs mid-term, a replacement member may fulfill the remaining term of the departing member and begin their tenure following mid-term placement. Term limits will be so arranged that the terms of one-third (1/3) of the membership shall expire each year.

Section IV - Committee Membership Absences

Any member who has more than three (3) unexcused absences, in a twelve (12) month period, from regular Door County ADRC Advisory Committee meetings will resign their position on the Committee. An unexcused absence means that the absentee did not notify Aging and Disability Resource Center (ADRC) of Door County staff that they would be unable to attend the meeting.

ARTICLE V – COMMITTEE OFFICERS

Section I - Elected Officers

Elected officers shall consist of a Chairman and Vice Chairman.

Section II - Election of Officers

The officers shall be elected yearly during the first ADRC Advisory Committee Meeting that follows the April Full County Board meeting, by a majority vote of the members present. If the election of officers is not held at the first meeting following the Full County Board's April meeting, the election shall be held as soon thereafter as possible. Each officer shall hold their office until their successor has been duly elected.

Section III Term of Officers

The officers shall be elected for a one (1) year term. Officers shall assume duties at the next Door County ADRC Advisory Committee meeting following their appointment.

Section IV - Officer Vacancies

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled for the unexpired portion of the term by Chair appointment. Appointment to temporarily fill an officer position does not constitute automatic succession to the officer position.

Section V - Chair

The Chair shall be the principal executive officer of the Door County ADRC Advisory Committee and shall supervise all ADRC Advisory Committee business. The Chair shall appoint all sub-committees. The Chair shall preside at regular and special meetings of the ADRC Advisory Board and be prepared to report to the Door County Board of Supervisors and/or its committees.

Section VI – Vice Chair

In the absence of the Chair, the Vice Chair shall perform all the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform other duties that may be assigned to them by the Chair of the ADRC Advisory Board. If both the Chair and Vice Chair are absent, the members present will decide who will chair the Door County ADRC Advisory Board meeting.

ARTICLE VI – OTHER COMMITTEES**Section I - Other Committees**

The Chairman shall appoint other committees as necessary for the transaction of Door County ADRC Advisory Committee business.

ARTICLE VII – COMMITTEE MEETINGS**Section I - Committee Meeting Location**

The Door County ADRC Advisory Committee official meeting location shall be within the geographical boundaries of Door County.

Section II - Committee Annual Meeting

The Door County ADRC Advisory Committee Annual meeting shall be held yearly for the purpose of electing officers and transacting other business as may come before the ADRC Advisory Committee. The annual meeting will be held during the first meeting prior to the Full County Board April meeting.

Section III - Committee Regular Meetings

The Door County ADRC Advisory Committee shall meet a minimum of six (6) times per calendar year. A written meeting agenda shall be sent to ADRC Advisory Committee members no later than 48 hours prior to before mentioned ADRC Advisory Committee meetings.

Section IV - Special Committee Meetings

Door County ADRC Advisory Committee special meetings may be called by, or at the request of, the Chair or at the request of the ADRC Director. Door County ADRC Advisory Committee special meeting notices shall be given at least three (3) days previously thereto by written notice sent by mail or oral notice to each ADRC Advisory Committee member.

Section V - Closed Meetings

Closed meetings or closed special meetings may be called by the ADRC Advisory Committee Chair and the ADRC Director. Attendance at closed meetings or during closed special meetings will be limited to those requested by the ADRC Advisory Committee Chair and the ADRC Director.

Section VI - Quorum and Voting Rights

- A minimum of one-half (50%) of the elected membership or five (5) members shall constitute a quorum for the transaction of business.
- An ADRC Advisory Committee member shall not be qualified to vote upon any issue directly affecting the interest of an organization or agency of which they are an employee or officer.
- A majority (51%) of Door County ADRC Advisory Committee members present who are qualified to vote shall constitute a quorum sufficient to approve any motion.

Section VII - Meeting Manner of Acting

The majority act of Door County ADRC Advisory Committee members present at a meeting, which a quorum is present, shall be the act of the ADRC Advisory Committee unless the act of a greater number is required by law or by these Bylaws. All ADRC Advisory Committee meetings will be governed by Roberts Rule of Order.

Section VIII - Meeting Compliance with the Wisconsin Open Meetings Law

It is the responsibility of each Door County ADRC Advisory Committee member to comply with the Wisconsin Open Meetings Law.

ARTICLE VIII - AMENDMENTS TO BYLAWS

These Bylaws may be altered, amended or repealed and new Bylaws adopted by a two-thirds (2/3) majority of the Door County ADRC Advisory Committee if at least ten (10) days written notice has been given to each ADRC Advisory Committee member as to the proposed intention to alter, amend or repeal or to adopt new Bylaws at any regular or special meeting.

The Door County ADRC Advisory Committee approved and amended the Door County ADRC Advisory Committee Bylaws on Thursday, March 1, 2018.

**DOOR COUNTY ELDERLY NUTRITION PROGRAM
NUTRITION ADVISORY COUNCIL
BYLAWS
(Effective April 2018)**

Article I: Advisory Council Name and Jurisdiction

The name of this Committee shall be called the Door County Nutrition Advisory Council. Jurisdiction of this committee is the geographical area of Door County, WI.

The Door County Nutrition Advisory Council shall be an advisory body to the Human Services Committee of the Door County Full Board of Supervisors. According to procedures, “a full-time ADRC/Aging Unit Director shall be appointed on the basis of recognized and demonstrated interest in, and knowledge of, challenges of older adults, with due regard to training, experience, executive and administrative ability and general qualifications and fitness for the performance of his/her duties.” This individual is directly responsible to the Director of the Human Services Department, who in turn, is directly responsible to the County Administrator.

The Door County Nutrition Advisory Council shall advise the ADRC Director, Assistant ADRC Director and Nutrition Program staff on all matters relating to the delivery of nutrition and nutritional supportive services within the program area. All recommendations and suggestions of the Nutrition Advisory Council must be in accord with federal and state policies and procedures and take into consideration the nutrition budget.

ARTICLE II: Nutrition Advisory Council Purpose

It is the responsibility of the Nutrition Advisory Council to be a point of contact for individuals, family members and caregivers regarding the nutritional programs provided in Door County. They are to represent and speak on behalf of nutrition participants and to advise the ADRC Director and Assistant ADRC Director on matters relating to the delivery of nutrition and nutrition supportive services within the program area including:

1. Make recommendations regarding the food preference of participants.
2. Make recommendations regarding days and hours of site operations and locations.
3. Make recommendations regarding site furnishings with regard to disabled or handicapped participants.
4. Make recommendation regarding supportive social services to be conducted at the site.
5. Give support and assistance to the ongoing development of the Nutrition Program.
6. Actively promote the participation of older individuals in the preparation of the counties comprehensive plan for aging resources.
7. Promote Advocacy and communication to the general public about the Nutrition Program.

ARTICLE III: Council Composition

At least 51% of the Nutrition Advisory Council must consist of members who are sixty (60) years of age or older. Members are appointed by the Door County Administrator and approved by the Door County Board of Supervisors.

The Nutrition Advisory Council shall consist of seven (7) members.

- One (1) participant or representative from each Nutrition Program Dining Site (Forestville, Sturgeon Bay, Baileys Harbor, Liberty Grove and Washington Island) for a total of five (5) committee members overall.
- Two (2) home delivered meal program participants or representatives.

Appointments shall be for a term of 3 years, with a limit of two consecutive three year terms.

Article IV: Filling Vacancies

The ADRC Director and Assistant ADRC Director or designee, or any member of the Nutrition Advisory Council, may recommend prospective members for eligibility screening and acceptance by the Council.

Article V: Council Meetings

Provisions of the WI Open Meetings Law and Roberts Rule of Order shall be followed. A simple majority of the Nutrition Advisory Council will constitute a Quorum for transaction of business at the respective meetings.

- The Nutrition Advisory Council shall meet a minimum of six (6) times per calendar year. Each of the five (5) Nutrition Program Dining Sites will host one meeting per calendar year.
- The first meeting of the year following the April Full County Board meeting will be for the purpose of electing Council Officers and any other business for the Council.
- A quorum to conduct business will be four (4) council members.
- Notice of the meetings will be sent by email unless otherwise requested by a member no later than 48 hours prior to the next council meeting.
- Agendas will be prepared jointly with the ADRC Director, Assistant ADRC Director and Council Chair.
- Special Meetings of the Nutrition Advisory Council may be called by the Chairperson, by 51% of the council membership or by the ADRC Director. Time and place of such meetings will be determined by the person(s) calling the meeting and the members shall be informed by email unless otherwise requested 5 days prior to the meeting.
- Members should attend all Nutrition Advisory Council meetings whenever possible. If a member fails to attend three (3) meetings per year without a valid excuse, the ADRC Director or Assistant ADRC Director shall recommend to the County Board of Supervisors that this person be removed as a member.

Article IV: Election of Officers

The Nutrition Advisory Council shall elect from its members the following officers: Chair and Vice-Chair. The ADRC Director and Assistant ADRC Director (or his/her) designee shall serve as Secretary.

The Nutrition Advisory Council shall hold nomination and election of officers at the first meeting of the calendar year following the April Full County Board meeting. The term of office for the elected officers shall be one year. The officers elected shall assume office at the first meeting of the new calendar year after their appointment.

Any vacancies of officers shall be filled by a majority vote of the Council. Any officer elected or appointed by the Council may be removed with reason by a majority vote.

Section I - Duties of the Chair

The Nutrition Advisory Council Chair shall preside at all meetings of the council and work with the ADRC Director and Assistant ADRC Director in preparing agendas. The Chair will assure that the Council follows through on approved motions made at meetings. He or she shall call special meetings of the Council, with prior notice given, when necessary.

In the event of a resignation of any officer, the Chair shall recommend a replacement to the Council for confirmation. The Chair shall appoint Committees (when necessary to assist the Council in its responsibilities) with the approval of the Nutrition Advisory Council and shall be an ex-officio member of all Council Committees.

Section II - Duties of the Vice-Chair

The Vice-Chair shall preside and perform the duties of the Chair (in his or her absence) and shall perform all other duties that may be assigned to him or her by the Chair.

Section III - Duties of the Secretary

The Secretary shall record the minutes of all meetings of the Nutrition Advisory Council and assist in distributing them to all members. The Secretary shall be the custodian of records including the bylaws, minutes, correspondence and other important information.

Article X: Amendments to Bylaws

These Bylaws may be altered, amended or repealed as deemed necessary by a majority vote of the Council. Notice of the proposed bylaw changes shall be made to the membership at least one week prior to their first consideration. Voting on the amendments shall take place at the next regular meeting.

The Door County Nutritional Advisory Council approved and amended the Door County Nutritional Advisory Council Bylaws on Friday, February 16, 2018.

Request to Refill Position

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

DEPT. HEAD TO COMPLETE:

Department Human Services Position Title: Social Worker Children and Family Services

Position Status: Currently vacant Will be vacant Date Vacant: _____

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

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? Supervisory position with increased responsibility and pay

Name of Current / Most Recent Incumbent: Beth Chisholm

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 2/9/18

Financial Information:

Salary Range: Range H \$22.56 - \$30.29 Is the Position Budgeted: Yes No

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

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO Professional FLSA Status Exempt

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

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

Approvals:

County Administrator [Signature] Date March 9 2018

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
Social Worker – Child & Family Services Unit–Access / Ongoing

Job Title	Social Worker – Child & Family Services Unit – Access/Ongoing	Last Revision	10/26/2015
Department	Human Services	HR Reviewed	01/01/2017
Division	Children & Families	Employee Group	General Municipal Employee
Report To	Child and Family Services Unit Supervisor	FLSA Status	Exempt
Pay Grade	H	EEO Code	02 – Professionals

General Summary

This position is responsible for juvenile court intake, access/assessment, and/or ongoing services in either Child Protection and/or Juvenile Justice Cases. Workers will have a primary area of focus. However when necessary to balance workload between the various positions in the Child and Family Services Unit, the Unit Manager may adjust assignments from one area to another.

Duties and Responsibilities

Essential Job Functions

1. Receive and process referrals in a timely manner following all statutory requirements, timelines, State standards of practice, and county policies.
2. Complete all required documentation in ewisacwis as well as any necessary documentation required for the courts.
3. Deliver permanency efforts with each child / juvenile in placement directed toward family reconciliation, guardianship, or termination of parental rights/adoption.
4. Enforce compliance monitoring and follow-through on formal or informal conditions of the child/ juvenile or family.
5. Provide case management throughout the life of the case.
6. Arrange out-of-home placements for children / juveniles, as necessary, in the least restrictive setting that will meet their needs.
7. Provide Juvenile Court (custody intake) services on a rotating basis during evening, holiday, and weekend hours (and during regular business hours, when assigned).

Other General Job Functions

1. Work collaboratively with Community Partners and agencies to facilitate effective case management.
2. Other responsibilities may include coordinating and facilitating the Child Health Team, completing Kinship Care assessments, foster home licensing, coordinating and facilitating administrative reviews, manage the electronic monitoring program, and facilitate the BRICK program.

Requirements

Training and Experience

1. Graduate with a BA / BS degree (or higher) from a certified college or university program in Social Work.
2. Certification as a Social Worker (or higher level of Social Worker certification) with the State of Wisconsin Department of Regulation and Licensing.

County of Door
Social Worker – Child & Family Services Unit–Access / Ongoing

3. Previous experience providing social / human services and supervision to children / juveniles / families preferred.

Knowledge, Skills, and Abilities Required

1. Working knowledge of Chapter 48 and Chapter 938.
2. Working knowledge of child maltreatment, juveniles in need of protection or services, and delinquency.
3. Working knowledge of child development, including typical behaviors / parenting techniques / and disciplinary methods that are age – appropriate for children and juveniles.
4. Working knowledge of Restorative Justice including accountability, competency building, & community protection.
5. Adhere to social work ethics and boundaries and exercise sound professional judgment and participate in appropriate continuing education.
6. Working knowledge of computer software, including but not limited to: Microsoft Office, WORD, Outlook, Excel, AS400 applications, eWISACWIS, TCM, etc.
7. Working knowledge of other community resources available to provide assistance to families, if needed, but will train.
8. Possesses a high level of communication skills, especially in engaging clients, interviewing techniques, oral communication, and report writing. Must be able to relate to all levels of age and social strata, and be capable of making professional courtroom presentations based on fact.
9. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
10. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.

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).

Potential for physical harm exists during home visits or when the worker is engaging hostile or emotionally irate clients. Limited office space may produce some overcrowding and may cause distraction. Lack of office privacy requires careful attention to confidentiality to safeguard client personal information.

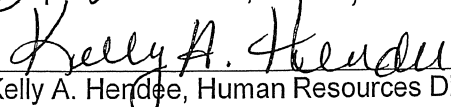
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

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

Approvals:


 Joseph A. Krebsbach, Human Services Director

10/26/15
 Date


 Kelly A. Hendee, Human Resources Director

12/8/15
 Date

Door County Human Resources Form #: 2015-05		Title: Job Analysis Questionnaire
Date Created 04/2015	Date Revised 10/2015	Admin. Manual or Handbook Reference: Administrative Manual, Section 2.04 – Creation & Classification of Positions

Current Position Title: Social Worker – Child & Family Services Intake

Department Human Services Division Children and Families

Report to: (position title): This position reports to the Child and Family Services Unit Supervisor for case assignments, work monitoring, consultation, and general program direction.

A. Job Summary (Purpose): Use two or three brief, **specific** statements to summarize the overall purpose of the job.

This position is responsible for accepting new reports from partner agencies and members of the public regarding allegations of child maltreatment, juveniles in need of protection of services, or delinquent behavior, as well as requests for voluntary child welfare services.

Depending on the type of allegation / request, the appropriate assessment will be made of the presenting information. As needed, this position will conduct Intake conferences, take emergency action, and make recommendations to the District Attorney's Office for filing petitions or other informal handling. Case responsibility will continue through the Disposition phase on all matters petitioned to the Juvenile Court.

B. Fundamental duties of the position

- Write one duty per numbered space.
- Rank the duties in order of importance. The most important duty should be number one.
- After listing the specific duties, enter the percentage of time spent on each.
- Indicate which of the items are essential, which is determined considering the following:
 - Does the position exist to perform this function? OR
 - Are there a limited number of employees who can do this duty? Particularly, to the extent that if this position did not perform this duty, it would not get done? OR
 - Does the function require highly specialized skills or expertise that most other employees do not possess? Would the person be hired specifically because of their skill or expertise in performing the function? (i.e. A draftsman is hired because of their skill in precision drawing).
 If "yes" can be answered to any of the above, mark "yes" in the "essential function" column.
- Indicate whether other employees in the department perform this function.

Item No.	Duty	% of Total Time	Essential		Do Others Perform the Same Duty?	
			Yes	No	Yes	No
1.	Receive new reports from partner agencies and members of the public in a timely manner regarding allegations of child maltreatment, juveniles in need or protection services, or delinquent behavior, as well as requests for voluntary child welfare services.	17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	■ - those with this same generic job description (applies to duties 1-9 listed below) <input type="checkbox"/>	
2.	Conduct the appropriate type of assessment, based on report type, including the required timely documentation in e-WISACWIS.	47	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Take necessary action(s) in a timely manner for the child / family / or public safety, as needed.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Arrange out-of-home placements for children / juveniles, as necessary, in the least restrictive setting that will meet their needs, including the required timely documentation in e-WISACWIS.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Complete all necessary paperwork for formal / informal handling of cases through the Disposition phase of the Juvenile Court process.	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Provide short-term counseling for the child / juvenile / family, as needed.	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Close cases, as warranted, or transfer them to an Ongoing Services social worker in the Child and Family Services Unit.	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

8.	43 Provide case management in all of the above activities.	5	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
9.	When necessary to balance workload between the various positions in the Child and Family Services Unit, the Unit Supervisor may assign some Ongoing Services work duties to this position, in addition to Intake / Access work duties.	3	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
10.	NOTE: The remaining 5% of the job duties will be assigned to the specific worker by the Unit Supervisor based on interests / skills / and workload balance from among the duties shown as items 10 – 13 below.	5		
11.	Coordinate the Child Health Team, set agendas, facilitate monthly meetings, and provide general feedback / training from the meetings to all unit staff.		<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> (1 or more of duties 10 – 13 may be assigned to any worker with this job description)
12.	Complete all initial assessment / annual reassessment work on Kinship Care cases, including necessary case management and timely documentation in WisACWIS.		<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>
13.	Assist the Unit Supervisor, when requested, as an additional resource person for other unit staff concerning the operations of the Juvenile Court and its various processes.		<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>
14.	Coordinate the Administrative Review process, including timely scheduling, notification, and communication with the various panel members, mailing of meeting materials, chairing the Administrative Review meetings, timely documentation of the meeting outcomes, and recruitment / training of Administrative Review panel members.		<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>

Supervisory Responsibility: Write the position titles of all employees who report directly to you. Also, indicate the number of employees who in turn report to them. Write "none" if this is not applicable.

Position Title	# of Employees who in turn report to them	Position Title	# of Employees who in turn report to them
None			

Check below those supervisory responsibilities that are a part of your job:

- | | | |
|---|--|---|
| <input type="checkbox"/> Instruct / train | <input type="checkbox"/> Assign Work | <input type="checkbox"/> Coordinate Activities |
| <input type="checkbox"/> Review Work | <input type="checkbox"/> Maintain Standards | <input type="checkbox"/> Plan Work of Others |
| <input type="checkbox"/> Act on Employee problems | <input type="checkbox"/> Schedule/allocate personnel | <input type="checkbox"/> Schedule work of others |
| <input type="checkbox"/> Select new employees | | |
| <input type="checkbox"/> Transfer / promote? | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Approve?) |
| <input type="checkbox"/> Performance Evaluations | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Conduct?) <input type="checkbox"/> (Approve?) |
| <input type="checkbox"/> Discipline | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Conduct?) <input type="checkbox"/> (Approve?) |
| <input type="checkbox"/> Discharge | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Conduct?) <input type="checkbox"/> (Approve?) |
| <input type="checkbox"/> Salary Increases | <input type="checkbox"/> (Recommend?) | <input type="checkbox"/> (Conduct?) <input type="checkbox"/> (Approve?) |

C. Work Relationships: For any of the contacts listed below that you have regarding company business, indicate the frequency (e.g. daily, weekly, monthly, etc.) and nature or purpose (e.g. obtain /provide information, negotiate contracts, etc.) of the contact.

CONTACT	PURPOSE OF CONTACT	FREQUENCY
Employees in same or other department(s) Other division coworkers	Collaboration	Weekly – 2 times a Month
Other Departments (list other departments) Public Health, Sheriff, Courts, Sturgeon Bay Police Department, UW-Extension	Collaboration, court work	Weekly – 2 times a Month
Customers – General Public (list all) Clients, Community Events	Service Awareness	Daily – Quarterly
Suppliers/Vendors		
Community / Trade / Professional Treatment agencies, HELP of Door County, Family Services, Schools, Foster Parents, Hospital	Collaboration	Daily – Monthly
Federal / State Gov't =. / Regulatory		
Other (specify):		

D. Minimum Education , Experience and Certification Requirements

Education: Check the statement below which indicates the educational requirements for the job (not necessarily your educational background). If a higher degree of education is preferred, please check the appropriate column.

Required	Preferred:		
<input type="checkbox"/>	<input type="checkbox"/>	No formal education	
<input type="checkbox"/>	<input type="checkbox"/>	Less than high school education	
<input type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent	
<input type="checkbox"/>	<input type="checkbox"/>	Associate's degree or equivalent	Major:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree or equivalent	Major: Social Work or related human services field
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate work or advance degree	Specify: Social Work or related human services field
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Professional license required (list below under certification)	

Experience: Check the amount of experience needed to perform this job (not the experience you brought to the job)

<input type="checkbox"/>	No previous experience required.
<input type="checkbox"/>	Up to one year of experience required.
<input checked="" type="checkbox"/>	One to at least three years' experience required. - Preferred
<input type="checkbox"/>	Over three years and up to and including six years' experience required.
<input type="checkbox"/>	Over six years and up to and including nine years' experience required.
<input type="checkbox"/>	Over ten (10) years of experience required.
<input checked="" type="checkbox"/>	Experience in related field – May substitute 1 year Social Work Field Internship / Degree from Accredited SW Program
<input checked="" type="checkbox"/>	Experience in (specify): Comparable experience in another closely related human services field

Certification: List any licenses, certifications, statutory requirements or registrations required for this position. Use the exact name of license, certification, etc.

1.	REQUIRED – Social Worker certification from the Wisconsin Bureau of Regulation and Licensing – or eligible for certification / awaiting results of testing.
2.	DESIRABLE – Certification as: Advanced Practice Social Worker / Independent Social Worker / or Licensed Clinical Social Worker.
3.	
4.	
5.	
6.	Valid State of Wisconsin Driver's License Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> CDL Endorsement Required: No

E. Equipment and Machinery: Indicate equipment and/or machinery that is necessary to accomplish the job, and the amount of time per week which involves using each piece of equipment.

No.	Equipment Used	Freq.	Daily	Weekly	Monthly	As Needed
1.	No equipment used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Basic office equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Typewriter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	b. Computer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Copy machine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Calculator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	e. Fax machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	f. Other: Scanner, paper shredder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Hand Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Hammers, wrenches, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Electrical power tools: saws, drills, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Gas power tools: weed-eater, chain-saw, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Yard/Garden tools: shovel, rake, broom, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Weapons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Handguns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Rifle/Shotgun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Baton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Communication Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Telephone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Cell Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Mobile data terminal (MDT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Pager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Vehicles:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Automobiles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Light truck (pick-up)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Heavy truck (dump truck, fire truck, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Construction/heavy equipment (loader, tractor, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g. Boat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Medical Apparatus/Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. First aid equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	b. Oxygen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Electronic monitoring equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Patient transport apparatus (spine board, stretcher, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Miscellaneous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Physical Demands: For each of the activities, please answer the questions asked regarding the intensity, precision and frequency of the listed items.

	Not Required	Required only in unusual situations	Required for 1 hour or less per shift	Required for approx. 2 hours per shift	Required for approx. 4 hours per shift	Required for 6 or more hours per shift
Activity: Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light lifting: 10# max and occasional lifting of small articles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Light lifting: 20# max	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 50# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 60# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy lifting: 100# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy lifting: in excess of 100#	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very light carrying: 10# max	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light carrying: 20# max	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 50# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 60# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy carrying: 100# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy carrying: in excess of 100#	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activity: Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Running	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Swimming	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Physically controlling another person	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Climbing stairs or ladders up or down	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs/routine non-emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs emergency – i.e. pursuit of suspect	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – routine – i.e. changing light bulbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – emergency – i.e. Fire truck aerial ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing while carrying – i.e. carrying parts, stretcher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching up (to high shelf)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching across (work bench)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching down (to floor)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G. Working Conditions – Environmental Conditions: Check any conditions encountered on an annual basis

Condition	Rarely	Occasionally	Constantly	Seasonally
Dirt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness/humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vibrations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden temp. changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Darkness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety: Check any of the following encountered on the job and note the frequency each is encountered				
Electrical hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights above 10 ft.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bodily Injury – physical attack	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving vehicles/traffic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (allergies)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

H. Additional Physical Requirements: List any additional physical activities, not previously listed, which are required in the position. Also list the frequency with which the activity is performed.

All workers in this job description make home visits and occasionally have to deal with angry / upset parents or children / juveniles, who can represent a threat of physical harm to the worker. When the situation is anticipated or found, workers are trained to exit the area immediately and /or call for law enforcement assistance for their own safety and that of the people they are visiting with. Additionally, they may enter substandard housing with stairs, floors, doors, etc. in poor repair which may present a hazard. They may also encounter pets or other unrestrained animals when working out in the community. Frequency of exposure to these situations varies by the worker's schedule that particular day.

I. Location: Check the location where the majority of the work is performed.

- Office / indoors
- Shop / warehouse
- Vehicle
- Outdoors
- Other: Client's home

Supervisor Review:

I. Your signature below indicates that you have reviewed this questionnaire. If you want to make revisions, please enter them in the margins in the appropriate spaces. Use extra paper if you need to, numbering your comments to match the items in question. These items will be reviewed with you before a final position description is prepared.

II. How many employees under your supervisor perform the same job described above by this employee? _____

III. Supervisor Comments _____

Signature Approvals

Supervisor _____
 Name Title Date

Dept. Head _____
 Name Title Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

 FTE/Hours

 Job Class

 Step

 Rate

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

Position Title
 Effective Date
 Department

Human Services - Case Manager Children & Families

6 Mo

Human Services

Sub Dept

FTE/Hrs	@ Rate	2018 TOTAL SALARY				2018 TOTAL BENEFITS			TOTAL SALARY and Benefits
Human Services-Case Manager Children & Families-Range H Step 1									
1.00	\$22.56	46,925				31,940			78,865
Human Services-Case Manager Children & Families-Budget									
1.00	\$30.29	63,793				35,155			98,948
Total Salary and Benefit Decrease									(20,083)
FTE/Hrs	@ Rate	2018 TOTAL SALARY				2018 TOTAL BENEFITS			TOTAL SALARY and Benefits
Human Services-Case Manager Children & Families-Range H Control Point									
1.00	\$25.78	53,622				33,217			86,839
Human Services-Case Manager Children & Families-Budget									
1.00	\$30.29	63,793				35,155			98,948
Total Salary and Benefit Decrease									(12,109)

Dept Head Signature

Mark Janiak

Finance Director

Date

3/9/18 SW

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

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

**Door County
Request for Year End Carry Overs
Year Ending: 2017**

Department Name: Human Services/Senior Resource Center/ADRC
The following carry over accounts were approved by the
Committee at their meeting on (mm/dd/yyyy)

Account Name	Account Number: Fund	Dept #	Sub-Dept Cost Center	Account #	Detail	Amount
APS Donations	204	23		48532	04256	917.22
transferred to	240	47		48532	04256	
Specified Donations	204	23		48532		501.00
Unspecified Donations	204	23		48505		19,794.15

Total Carry Over Amount

21,212.37

Reason for Carry Over: Donated monies for specified and non-specified uses not limited to current calendar year.

Preparer's Signature: _____

Dept Head's Signature: _____

Date: _____

**Funds Verified by
Finance Director:** _____

Date Verified: _____



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

Joseph Krebsbach, Director
 1st Floor Fax: 920-746-2355
 2nd Floor Fax: 920-746-2349
dhs@co.door.wi.us

March 2, 2018

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

RE: Completion on Introductory Period

Employee Name: Cari Wild

Position: Case Manager – Comprehensive Community Services

Start Date: September 25, 2018

As of March 25, Cari Wild will have successfully completed her introductory period as a Case Manager with the Comprehensive Community Services Program. Cari has learned the basic elements of the job and has assumed a caseload higher than what would typically be expected of someone at the 6 month point. She has completed all necessary training in both CCS and Crisis.

It is anticipated that Cari will continue to grow and excel professionally with planned structural changes in the Department and moving her under a new CCS Manager. Additional time on the job will increase her confidence and technical expertise in this highly complex program area.

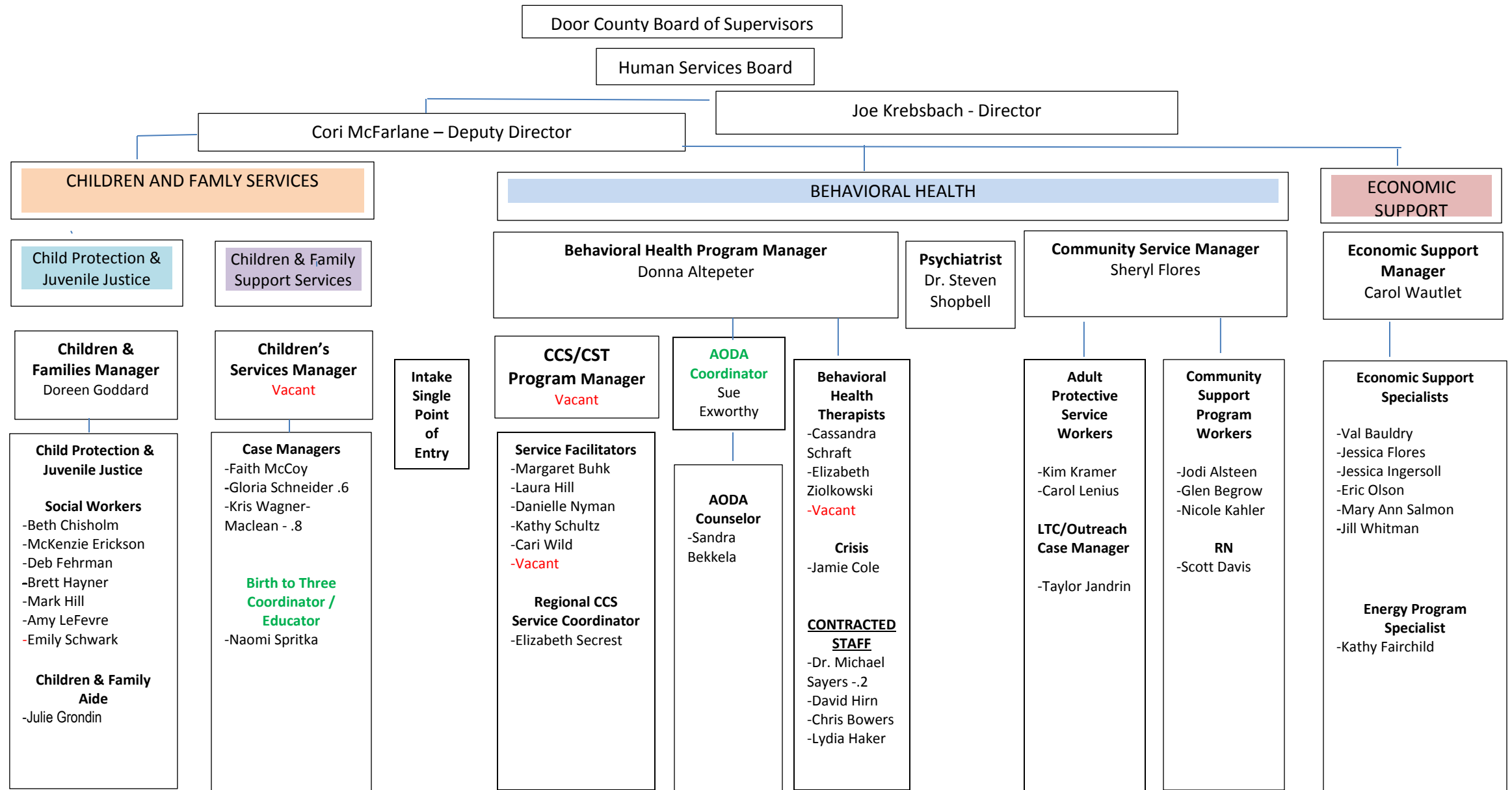
Cari is a compassionate, caring individual who clearly wants the best for the individuals she serves. She prides herself in a job well done and strives to do quality work. We are fortunate to have Cari in our agency. I recommend Cari Wild for permanent employment status.

Sincerely,

Cori McFarlane
 Deputy Director
 Department of Human Services

CC: Administrative Committee
 Human Resources Department

DOOR COUNTY DEPARTMENT OF HUMAN SERVICES – **STAFFING**
 Organization Chart 03.12.18



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES – STAFFING (continued)
 Organization Chart – 02.01.18

