

**Tuesday,
June 12, 2018
4:00 p.m.**

HUMAN SERVICES BOARD

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

Oversight Board for the Department of Human Services

AGENDA

PUBLIC HEARING

1. Call Public Hearing to Order at 4:00pm
2. Introductions
3. Ground Rules for Public Hearing
4. Public Comments
5. Adjourn the Public Hearing

HUMAN SERVICES BOARD MEETING

1. Call Meeting or Order
2. Roll Call-Establishing Quorum
3. **Adopt** Agenda
4. **Approve** Minutes – May 8, 2018 Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Discussion of Public Participation Meeting
8. Program Reports
 - a. Adult Protective Services Verbal Report
 - b. Written Collective Unit Report
9. Continuing / Pending Business
 - a. Resource Center Building Update
 - b. Staff Recruitment Updates
 - c. ADRC Vehicle Update
 - d. Vouchers
10. Topics To Be Referred to the Legislative Committee
11. New Business
 - a. Request to Refill – Information & Assistance Specialist Position
 - b. Transfer of Funds
 - c. Day Care Needs
 - d. Pre-Booking Diversion Grant / Staffing
 - e. New Employee Request Pending Funding Availability
 1. Half Time Cook to Full Time
 2. Increased LTE Hours for Kitchen
 3. Children's Long Term Services (CLTS) Case Manager
 4. Comprehensive Community Services (CCS) Case Manager
 - f. Agenda Items Discussion
 - g. ADRC Public Hearing – September 11, 2018
12. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
13. Set Next Meeting Date – Tuesday, July 10, 2018, 9:00am
14. Meeting Per Diem Code
15. **Adjourn** Meeting

Deviation from the order shown may occur.

DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Tuesday, May 8, 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-

Joseph Krebsbach, Human Services Director, called the May 8, 2018 meeting of the Door County Human Services Board to order at 8:30am in the Government Center's Chambers Room.

2. Roll Call / Establishing a Quorum-

Present: Helen Bacon, Bob Bultman, Wayne Kudick, Tom Leist, Megan Lundahl, Joe Miller, Nissa Norton, Robert Rau and Laura Vlies Wotachek,

Excused: All members were present.

Staff Present: Joseph Krebsbach-Director; Cori McFarlane-Deputy Director; JoAnn Bauman-Department Accountant/Finance; Donna Altepeter-Behavioral Health Manager; Jamie Cole-Crisis Case Manager; Susan Exworthy-AODA Coordinator; Cassie Schraft and Beth Ziolkowski-Behavioral Health Therapists and Shawn Barlament-Office Manager/Recording Secretary.

Others Present: Susan Kohout

Board members present established a quorum.

3. Adopt Agenda-

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

4. Election of Chair-

Bob Rau nominated Helen Bacon for Chair and Megan Lundahl nominated Laura Vlies Wotachek to serve as Chair for this committee. Ballots were cast with Helen Bacon receiving 6 votes and Laura Vlies Wotachek receiving 3 votes.

5. Election of Vice-Chair-

Megan nominated Laura Vlies Wotachek. Joe Miller provided the second. All were in favor.

6. Review and Establish Meeting Time-

The 2018 Proposed County Board / Committee Meeting Schedule from the Administrator's office was reviewed. After discussion of this board's proposed meeting time change, members agreed that 9am would be acceptable. Other changes noted were November and December meeting dates to be held on the first Tuesday of the month rather than the 2nd Tuesday to accommodate the County Board schedule. Each month an email reminder of date and time will be sent to this board by the Recording Secretary.

7. Approve Minutes-

Laura Vlies Wotachek motioned to approve the April 10, 2018 Human Services Board meeting minutes with a second from Robert Rau. All approved.

8. Correspondence-

None

9. Public Comment-

None

10. Program Reports-

a. Behavioral Health Verbal Report – Donna Altepeter

The Behavioral Health staff introduced themselves, described their role and how long they have been a member of this team. Beth Ziolkowski, BH Therapist, has been with the department for 3 ½ years, Jamie Cole, Crisis Case Worker, has worked here for 3 years, Cassandra Shraft, BH Therapist, has been here for 2 years and Donna Altepeter, BH Manager, Sue Exworthy, AODA Coordinator and Sandra Bekkla, AODA Counselor all began on March 12th of this year.

b. Written Collective Unit Report

No questions asked.

c. 2018-1st Quarter Unit Statistical Report

Child Welfare and Juvenile Justice (JJ) referrals have increased significantly during the 1st quarter of 2018. Should these rates continue throughout the year, child welfare referrals will exceed 630 and JJ referrals will exceed 160. This would be well above the total referrals for each of the past 3 years. Alcohol remains the #1 reason for child welfare referrals and truancy, drugs and alcohol for JJ.

11. Continuing / Pending Business-

a. Resource Center Building Updates

Landscaping has begun. The grand opening will be scheduled once this and the second layer of asphalt is completed.

Tuck pointing in specific areas of the building will help resolve leakage.

Cleaning and maintenance hours are being reviewed to better accommodate the size of the new building.

A “new building” contingency fund from the 1980’s is being used for items necessary to accommodate the increase in facility use, such as hangars, exercise room fans, outdoor furniture, etc.

There continues to be many community groups interested in using the facility. The Property Committee will approve the final Use Policy after recommendations. Meanwhile discussions continue regularly on whether the building should be open beyond ADRC hours, availability of staff, after event cleanings and generating revenue to offset costs. The board suggested contacting other counties who may have similar facilities.

b. Staff Recruitment Updates

- We have a verbal acceptance from a Behavioral Health Therapist applicant to begin on June 4th.
- A verbal acceptance for the CCS Manager position fell through.
- Interviews were conducted for the Business Manager position. Background checks are currently being completed.

- There are 11 applicants for the CCS Service Facilitator position. Initially the department wanted to delay hiring for this position until after the CCS Manager position was filled but a waitlist has developed for CCS services and it has become necessary to move forward.

c. Vouchers

No questions were asked.

12. Topics To Be Referred to the Legislative Committee-

None at this time.

13. New Business-

a. Written-Off Presentation

The majority of the 80+ attendees were 30-60 years old. Joe Krebsbach shared that many questions asked by the audience were phenomenal, covering stigma, addiction, etc. The presentation was scheduled to end at 8pm. The audience was given the option to stay longer and 2/3rds did to continue the discussion. Another presentation of the film will be held Tuesday, May 15th at Unitarian Universalist Fellowship, 10341 Water Street in Ephraim. Wayne Kudick suggested the possibility of additional presentations through the Stella Maris Catholic Churches of Door County and the 2019 Learning in Retirement schedule.

b. Transportation Program Update

The ADRC bus had an 8% increase in ridership during 2017. The current schedule is 8am-4:30pm Monday through Friday with an optional run to Sister Bay on Friday if scheduled in advance. Ridership continues to increase this year.

Our van also provides one day of service each week for our veterans coordinated by Door Tran.

Door 2 Door Taxi contracted through Abby Vans had a 4.5% increase in 2017 with rides totaling just shy of 44,000. 80 hours were cut in 2018 due to diminished funding. 85% of ridership is within the Sturgeon Bay area, 2% for northern Door County residents, 9.5% in southern Door County and 3% that cross over a minimum of 2 different zones. 1st quarter of 2018 is up 6% from same time frame in 2017.

Door Tran received an Easter Seal grant of which \$30,000 will be spent on an outside source analyze our entire transportation system to develop efficiencies, expand services, review economic impact, to dispatch locally and coordinate services across all systems, and obtain partnership and buy-in from other community partners.

c. Personal Care Program Ending

This program will be ending May 31st. At its peak 60 clients were participating in this program. This changed dramatically with the introduction of Family Care to our county. Currently less than a dozen require a single nurse visit every 60 days.

d. Completion of Introductory Period – Jennifer Fitzgerald

Jennifer completed her introductory period of employment on April 9, 2018 and has achieved regular employment status.

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

The following topics were suggested:

- Fresh Start Presentation
- Child Care

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

15. Next Meeting Date-

The next meeting will be Tuesday, June 12, 2018 immediately following the Public Participation Meeting that begins at 4:00pm in the Chambers Room of the Government Center, 421 Nebraska Street, Sturgeon Bay.

16. Meeting Per Diem Code-

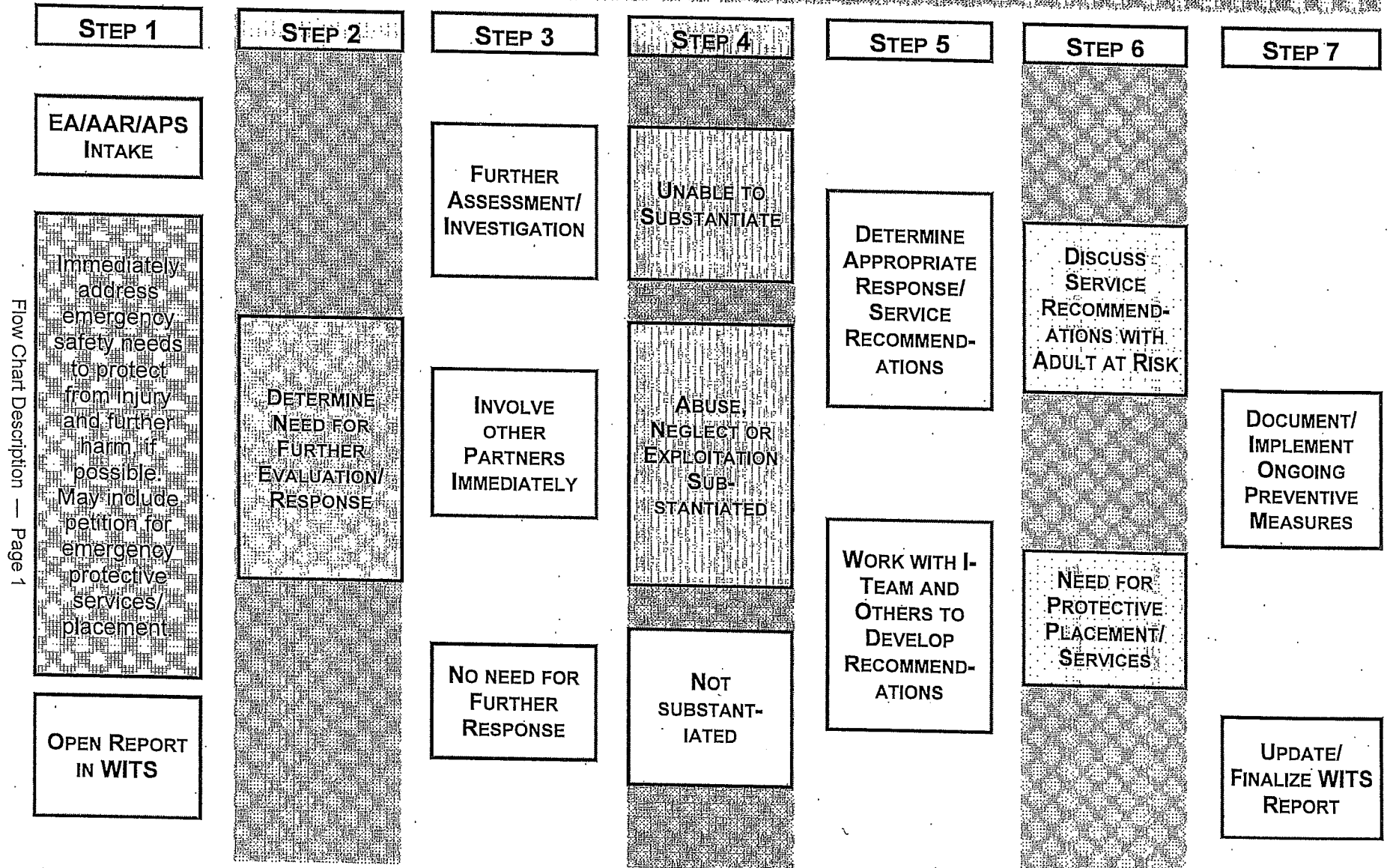
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17. Adjourn the Meeting:

Laura Vlies Wotachek motioned and Wayne Kudick provided the second to adjourn the meeting. The motion carried. The meeting adjourned at 10:08am.

Respectfully submitted,
Shawn M. Barlament, Recording Secretary

Elder Adults/Adults-at-Risk/Adult Protective Services Agency Report Flow Chart



Flow Chart Description — Page 1

This chart is not a map providing a direct route from point A to point B. Instead, it is intended to provide elder adults/adults-at-risk workers with a graphic guide of areas to be considered in response to each report of abuse. In some cases, steps may be skipped. For example, the need for protective services/ placement may be evident immediately so the process would jump from Step 1 to 6.

Elder Adults/Adults-at-Risk/Adult Protective Services (EA/AAR/APS) Agency Report Flow Chart Descriptions

INTRODUCTION

Starting on page 3, this document provides a detailed description of each step of the flow chart on page 1. Each response to a report of abuse, neglect or financial exploitation has its own characteristics and, to a certain extent, follows its own course. However, the overall procedure and issues to consider are presented in this document to assist EA/AAR/APS staff and to help their partners understand what happens once a report has been made.

The first two sections of this document, Outreach and Building an Interdisciplinary Team, are not part of the flow chart since they are not related to a specific case but are part of the overall responsibilities of any EA/AAR/APS agency.

OUTREACH

All counties are required to publicize a 24-hour Elder Adults-at-Risk and an Adults-at-Risk Help Line Number. To publicize the help line, counties may use local telephone directories, launch full public awareness campaigns, target specific professionals or work with the local ADRC on shared outreach. Counties may receive after-hour reports using voice mail, referring to the county sheriff's department, automatically connecting to a county crisis line, or, when available, directing to the area 2-1-1 system.

Outreach also includes networking with other professionals for the purpose of identifying potential clients, expanding knowledge of community resources and encouraging individuals to accept program and service recommendations.

BUILD INTERDISCIPLINARY TEAM (I-TEAM) PARTNERSHIPS

As part of the elder abuse funds contract, a county is required to establish an Interdisciplinary Team (I-Team). Simply defined, Elder Abuse/Adults-at-Risk I-Teams strengthen two key factors in building programs that successfully respond to the needs of elder adults/adults at risk, **COMMUNICATION** and **COLLABORATION**. Elder Adults/Adults-at-Risk (EA/AAR) staff may work with the following team members to ensure, effectively and efficiently, the best response for an adult at risk.

List of Potential Team Members:

- **Legal:** corporation counsel, circuit court judge, private attorney, benefit specialist, probation and parole officers, legal services attorney, register in probate. *Value: Legal advice and information, confidentiality and privacy, wills and estates, guardianship, powers of attorney.*
- **Health and Care Sector:** health care (physician, psychiatrist, nurse, pharmacist), nursing home, home health care/community-based care, group home, hospital customer/patient representative, public health. *Value: Information regarding available medical resources, home health services and the limitations and effects of medication.*

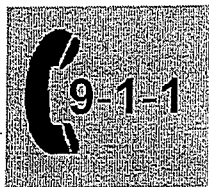
EA/AAR/APS Agency Report Flow Chart Descriptions

Build I-Team Partnerships (continued)

- **Law Enforcement:** police, district attorney, sheriff. *Value: Information on the law enforcement process (documentation, evidence-gathering and the criminal justice system), available police tools, safe access to adult at risk's home, removing the abuser from the home, identification of possible crimes.*
- **Domestic Violence and Sexual Assault Advocates.** *Value: Information on services for domestic violence/sexual assault victims, restraining orders, victim-witness services and support groups.*
- **Social Services:** Social Security Administration, mental health, crisis intervention, veterans services, senior centers/aging network, county social services, Ombudsman, disability service providers, ADRCs, MCOs. *Value: Information on public benefits, program eligibility, assessment, access to services.*
- **Advocates:** mental health advocates, aging, Disability Rights Wisconsin, Independent Living Centers. *Value: Information on available resources, best evidence response, client rights, training opportunities.*
- **Financial:** local banks, accountants, financial management specialist with banking community access. *Value: Information on direct deposit of income, prevention of fraud, verification of transactions, and trust services and guardianships.*
- **Cultural:** Tribal, Hmong, Hispanic, others. *Value: cultural competency, translators, information on available resources.*
- **Faith Community:** clergy with counseling experience, faith-based advocacy group. *Value: Advice from a religious perspective, community resources and information about what services or support a house of worship or affiliates may provide.*

STEP 1

INTAKE BY EA/AAR/APS STAFF



IF SOMEONE IS IN IMMEDIATE DANGER, CALL 9-1-1.

If a crime has been committed (e.g. assault, robbery), call law enforcement.

Immediately act on any emergency response needed.

As with any call or contact, the person is forming an impression of your sincerity and helpfulness from the moment he or she hears your voice. Give your name to the caller to make him or her feel more comfortable about the questions that will follow.

The first contact is virtually the same (or it should be); if it is received by an ADRC, a county aging or human services department or by the EA/AAR/APS agency.

EA/AAR/APS Agency Report Flow Chart Descriptions

EA/AAR/APS Intake (continued)

Call is a referral from the ADRC or MCO. Many EA/AAR programs are finding that a good share of reports are coming from the ADRC or Family Care MCO. Intake from one of these entities will likely provide a greater degree of information about the potential adult at risk. The ADRC and MCO should have representation on your I-Team to help you determine service recommendations and to give them a better understanding of how to recognize abuse, neglect and exploitation.

Caller is a possible Adult at Risk: Allow the caller to give a short explanation of the reason for the call. After asking enough questions to assess and evaluate the situation, the county worker may request a visit to the individual's home or arrange for a meeting at another location that is safe and comfortable for the individual.

Caller is a family member, neighbor or other interested person: EA/AAR staff ask the same series of questions as the person answering the phone at the ADRC, Aging Unit, Human Services Department. However, based on the information gathered or based on prior experience with the adult at risk, the EA/AAR worker may have additional questions such as:

- Adult at risk's name and contact information. Double check spelling of the name and address to make sure they are correct.
- Reporter's name and contact information, if willing.
- Date of the incident
- Define the incident (What happened? Start at the beginning. What have you observed?)
- Location of the incident
- Adult at risk information (age and gender. Does she/he live alone, with family, with a caregiver?)
- Alleged abuser information, if any (gender, relationship to the adult at risk, others involved)
- Are there potential safety risks in the home (Are there any weapons or dangerous animals in the home? Is anyone in the home a substance abuser?)? For safety reasons, should the EA/AAR staff bring law enforcement along on the first visit?
- Why are you reporting now? Have you contacted anyone else? Have there been other incidents?
- Have you talked to the adult at risk about your concerns? How did he or she respond?

STEP 1

EA/AAR/APS Agency Report Flow Chart Descriptions

OPEN REPORT IN WITS

STEP 1

Wisconsin law requires the Department of Health Services to collect statistical information on each reported case of abuse, financial exploitation, neglect, or self-neglect. Counties EA/AAR agencies enter reports into the Wisconsin Incident Tracking System (WITS), a web-based system used to collect statewide elder adults/ adults-at-risk data. This reporting system may be used as an organizational and data collection tool throughout the investigation and response process. Individual specific information can only be viewed by EA/AAR staff in the responding county. State staff have access only to summary data.

MAKE DETERMINATION ON NEED FOR FURTHER EVALUATION

STEP 2

The case is assigned to an EA/AAR staff who will first assess the situation. At any time, if the worker believes that the individual is at imminent risk of danger, **ACT IMMEDIATELY TO PROTECT THE SAFETY OF THE INDIVIDUAL.**

To start, the worker may:

- Review the information received from the reporter.
- Check to see if there are prior reports or investigations on this adult at risk or alleged abuser.
- Check on any connections that may exist between the individual and the waiver/ Family Care system, the ADRC, or other aging and human/social services programs. Is the person receiving any county/state services or programs?
- Determine the individual's living arrangement and caregiver situation, if any.
- If more information is needed, determine necessary actions, decide who to interview and prepare questions to ask.

Wisconsin law **requires** Elder Adults-at-Risk agencies to respond to reports of abuse, neglect or financial exploitation. Under Wisconsin law, Adults-at-Risk (age 18 to 59) agencies **may** respond if they have reason to believe that an individual at risk has been abused, neglected or exploited. However, agency staff makes a decision on the level of the response based on their professional judgment. Both agencies must initiate a response within 24 hours of the report.

At any point in the investigation and response process, the EA/AAR worker may need to act immediately to protect the safety of the individual. In the same manner, the need for protective services/placement may be evident at any point during the process. Even if emergency protective placement/services are not required, the worker may jump to Step 6 and begin a protective placement/services petition.

EA/AAR/APS Agency Report Flow Chart Descriptions

FURTHER ASSESSMENT/INVESTIGATION

- Review the information currently available (allegation, information from the reporter, available records on adult at risk, etc). Has there has been a prior report? Has there been a change or a deterioration in the condition of the adult at risk?
- If the adult at risk is participating in services and programs provided by a partner organization, gather information from them on the needs/situation of the individual.
- Can the needs of the individual be addressed within the scope of Family Care/ waivers, mental health services, AODA programs, etc?.
- Interview adult at risk. Ask about basic needs, about support system, about medical needs, etc. Does the individual feel safe? Listen carefully.
- Interview others close to the adult at risk including the family, reporter, caregiver, guardian, agent.
- Gather input from other professionals
- Refer for competency evaluation, if needed.

The determination of the level of risk to the individual is a qualitative process based on the judgment of the EA/AAR staff and agency. While also based on the best judgment of the EA/AAR agency, the level of response is determined by weighing the risks and benefits of specific actions (or inaction).

See SafetyNetWorks EA/AAR Informational Memo #2, September 2007, for more information on determining the level of risk.
<http://dhs.wisconsin.gov/aps/Publications/snwandmemos/sn2requiredreporters.pdf>

NO NEED FOR FURTHER RESPONSE

If an agency determines that no further response is needed, the rationale should be recorded. Documentation should include information about who was involved in the decision not to respond and the reasons for that decision. Decisions do not have to be "perfect", but do need to be well reasoned.

Even if the report of abuse does not require further response; adult-at-risk staff may have service recommendations for the individual. The case may also be referred to another agency for services and/or information.

STEP 3

EA/AAR/APS Agency Report Flow Chart Descriptions

INVOLVE OTHER PARTNERS IMMEDIATELY

STEP 3

Based on the initial evaluation, the EA/AAR worker may determine the need for involvement by other partners, including:

- Health care professionals
- Law enforcement and the district attorney
- Consumer protection
- Mental health and AODA advocates
- Faith community
- Domestic violence or sexual assault advocates
- County corporation counsel
- Home and community-based care providers
- Building code enforcement
- Animal protection
- Financial agencies
- Insurance regulators
- Public health professionals
- Family Care/waivers case managers
- ADRC staff
- Other social services professionals including disability service providers, aging advocates, Social Security Administration, and county human services and aging staff.

If the EA/AAR worker believes that there is a safety risk to him/her or the adult at risk, law enforcement is required to participate. Wisconsin law also requires EA/AAR workers to contact law enforcement if there is risk of substantial physical harm, irreparable injury, or death to an adult at risk.

EA/AAR staff may involve law enforcement and the district attorney's office if they believe that a criminal investigation is warranted. Advocates and provider organizations can be helpful in identifying abuse, neglect and exploitation and making recommendations.

EA/AAR/APS Agency Report Flow Chart Descriptions

ABUSE, NEGLECT OR EXPLOITATION SUBSTANTIATED

Substantiated is defined as a determination that the adult at risk has been hurt or harmed and/or is in need of intervention or services to counter an identified situation of abuse, neglect or financial exploitation. The EA/AAR worker's determination is based on as accurate and reliable information as possible.

The examples below are risk factors of abuse, neglect, self-neglect or exploitation. These factors are only indirect indicators; their presence simply means that there is an increased probability or likelihood of abuse. Risk factors alone are not verification of abuse.

Examples of abuse:

- Physical abuse: hit, pushed, shoved, scratched, unreasonably restrained, involuntary isolated, threatened with a knife, gun or other weapon, sexually assaulted.
- Emotional abuse: yelled at, called names, insulted, threatened with physical injury, stalked.

Examples of financial exploitation:

- Use of a financial card without authorization or consent.
- Use of an adult at risk's personal identifying information or documents without authorization.
- Failure of a fiscal agent to fulfill his/her responsibilities either through negligence or intentional misappropriation.
- Obtaining an adult at risk's property or money against his/her will by deceiving, threatening or coercing.
- Forging checks of other financial/legal documents.
- Withdrawing large sums of money without the knowledge of the adult at risk.

Examples of neglect occur when family members' or caregivers' actions (or failure to act) results in inadequate care, services or supervision of the adult at risk.

- Not treated or inadequately treated for physical health problems.
- Inappropriately dressed for weather or environmental conditions.
- Lacking adequate shelter or accessible facilities.
- Untreated mental health needs.
- Inadequate or inappropriate food

EA/AAR/APS Agency Report Flow Chart Descriptions

Abuse, Neglect or Exploitation Substantiated (continued)

Self-Neglect is the most common report to EA/AAR agencies in Wisconsin.

Examples of self-neglect include:

- Lack of adequate shelter, unsafe or unclean environment, inadequate utilities.
- Physical appearance including underweight, improper clothing, physically frail, weak or dehydrated, or poor hygiene.
- Isolation from others.
- Lack of adequate care including untreated physical health or negligent behavior related to a chronic condition.
- Improper food storage or inadequate food available in household.
- Misuse of prescription or over-the-counter medications.
- Neglected household finances, including unpaid bills or rent.

NOT SUBSTANTIATED

Not substantiated or unsubstantiated is a determination that the adult at risk is not in need of protective intervention or services to counter a situation of abuse, neglect or exploitation. The individual may be experiencing other problems, however, and may have been referred for services.

Even if abuse is not substantiated, EA/AAR workers may have program and service recommendations for the individual. The case may also be referred to another agency for services and/or information.

UNABLE TO SUBSTANTIATE

Unable to substantiate occurs when there are insufficient facts (perhaps the worker could not locate the individual or she/he refused all contact) to make a determination that the adult at risk is (or is not) in need of protective intervention or services.

Even if EA/AAR staff are unable to substantiate abuse, workers may have program and service recommendations for the individual. The case may also be referred to another agency for services and/or information.

All reports of abuse, neglect and financial exploitation should be entered into the Wisconsin Incident Tracking System (WITS) even if the report is not substantiated or the report cannot be substantiated.

STEP 4

EA/AAR/APS Agency Report Flow Chart Descriptions

WORK WITH OTHERS TO DEVELOP RECOMMENDATIONS

Elder Abuse/Adults-at-Risk I-Teams improve cooperation and coordination between agencies and create a broader range of strategies, solutions and perspectives for adults-at-risk cases. Each discipline represented on the team has specific skills from his or her background and training. Among other benefits, I-Teams can:

- Increase knowledge of community resources.
- Provide a wider range of alternative solutions to consider.
- Provide better coordination of inter-agency efforts.
- Expand awareness and reporting of abuse, neglect and financial exploitation to adults at risk.

DETERMINE RESPONSE/SERVICE RECOMMENDATIONS

Assessment

In the course of responding to any report of abuse, neglect or exploitation, an EA/AAR worker will gather information on the needs of the adult at risk. This assessment may cover the following:

- Medical history and medications
- Financial status
- General hygiene
- Health status
- Clothing adequacy
- Functional capability - details the level of help needed to complete ADLs (activities of daily living include bathing, dressing, eating, getting in and out of bed) and IADLs (instrumental activities of daily living include meal preparation, medication management, transportation, money management)
- Social situation
- Physical needs
- Relationships with family, friends, caregiver
- Current participation in state/county programs and services
- Existence of substitute decision maker
- Mental Health concerns, either adult at risk or caregiver
- Disorientation/confusion
- AODA concerns, either adult at risk or caregiver
- Fall Risk

STEP 5

EA/AAR/APS Agency Report Flow Chart Descriptions

Determine Response/Service Recommendations (continued)

Actions Taken/Services Planned

After the EA/AAR/APS worker has collected and reviewed evidence to determine the urgency of the situation and the individual's program eligibility, he or she will make recommendations to protect the adult at risk.

Actions taken may include any of the following:

- Emergency protective services or placement.
- Emergency response services (funding, crisis intervention, shelter)
- Petition for temporary restraining order/restraining order
- Petition for substitute decision maker (conservatorship, petition for guardianship or review of an existing guardianship, power of attorney, etc.)
- Mental health commitment
- Protective services or protective placement
- Referral to ADRC
- Referral to legal or advocacy assistance
- Referral to mental health support services or crisis intervention
- Referral to AODA programs
- Referral to law enforcement and/or the district attorney for investigation and prosecution of the alleged abuser.
- Referral to domestic violence victim services or sexual assault/abuse victim services

If an adult at risk is a *patient*² as defined and regulated by state law and Department of Health Services Administrative Code, EA/AAR may refer the report to the Department's Division of Quality Assurance. Abuse by licensed professionals may also be reported to the Department of Regulation and Licensing. For more information, see http://dhs.wisconsin.gov/rl_dsl/Publications/06-028.htm on Reporting Requirements For Entities Regulated by the Office of Quality Assurance.

² Patient is defined as any individual who is receiving services for mental illness, developmental disabilities, alcoholism or drug dependency, including any individual who is admitted to a facility in accordance with this chapter or ch. 48 or 55 or who is detained, committed or placed under this chapter or ch. 48, 55, 971, 975 or 980, or who is transferred to a facility under s. 51.35 (3) or 51.37 or who is receiving care or support for those conditions through the Department or a county department under s. 51.42 or 51.437 or in a private facility. In private hospitals and in public general hospitals, "patient" includes any individual who is admitted for the primary purpose of treatment of mental illness, developmental disability, alcoholism or drug abuse. [WI Stat. 51.61(1)]

EA/AAR/APS Agency Report Flow Chart Descriptions

Determine Response/Service Recommendations (continued)

Services planned may include any of the following:

- Chore services, energy assistance or home modifications
- Congregate or home delivered meals
- Personal care, supportive home care services or nursing services
- Respite care, day care services and support
- Alcohol and other drug abuse support services
- Mental health support services
- Counseling/support groups
- Financial management
- Vocational services, supported employment, sheltered workshop
- Training and education
- Medical services and nursing services
- Occupational/physical therapy
- Facility based care
- Transportation services
- Recreation/alternative activities
- Service coordination (short term case management, relocation services)
- Domestic violence victim services including shelter and advocacy
- Sexual assault/abuse victim services including counseling and support services

EA/AAR/APS workers must strive to make service recommendations that deliver the least restrictive appropriate intervention. In addition, a competent adult at risk must be told that s/he has the right to refuse any recommended services and supports.

STEP 5

EA/AAR/APS Agency Report Flow Chart Descriptions

DISCUSS SERVICE RECOMMENDATIONS WITH ADULT AT RISK

Ideally, service recommendations achieve - simultaneously - client choices, safety, health, minimal disruption of life-style and least restrictive care in a supportive setting.

EA/AAR workers use advice and encouragement to help the adult at risk understand the positive outcomes from accepting service recommendations. The goal is to motivate the client, for example, to leave a harmful situation, get assistance with money management, schedule a medical or psychiatric examination, participate in a nutrition program, or accept some available public benefits.

The adult at risk is free to make his/her own decisions about accepting (or REJECTING) services. Competent adults are presumed to be self-determining and independent. In addition, even when an adult at risk cannot make all his/her own decisions, their views should be taken into account.

Make sure you keep the elder adult/adult at risk involved throughout the process in order to build a relationship with him or her.

STEP 6

NEED FOR LEGAL INTERVENTION (GUARDIANSHIP, PROTECTIVE PLACEMENT OR PROTECTIVE SERVICES)

An essential and overriding distinction between protective services/placement and other social/human services is the potential for the use of legal intervention.

Only when advice and encouragement fail AND risk is still present would an EA/AAR/APS worker consider use of these more rigorous (legal) responses. While competent adults have the right of self-determination, an EA/AAR/APS worker may determine that the level of risk and/or the individual's degree of competency require a petition for legal intervention (guardianship, protective services, protective placement). Any efforts to interfere with the right to self-determine must be based on the belief that the individual's situation, circumstances or actions are so hazardous or harmful to the individual or others that it overrides the usual right to self-determine. However, any legal intervention must place the least possible restriction on personal liberty and exercise of constitutional rights.

The need for this level of intervention may become evident at any point in the response process.

County corporation counsel staff will often be key players in any petitions for legal intervention. Communicate with that office to work out the system that works best for both agencies.

EA/AAR/APS Agency Report Flow Chart Descriptions

Need for Legal Intervention (continued)

A **GUARDIAN** is a person appointed by a court to act for an individual who is found to be incompetent (the ward) in exercising rights the ward is unable to exercise, to make decisions and give consents the ward is unable to make and to be an advocate for the ward's best interests.

A court may appoint a guardian if the court finds by clear and convincing evidence that **all** of the following are true:

- The individual is aged at least 17 years and 9 months.
- For purposes of appointment of a guardian of the person, because of an impairment, the individual is unable effectively to receive and evaluate information or to make or communicate decisions to such an extent that the individual is unable to meet the essential requirements for his or her physical health and safety.
- For purposes of appointment of a guardian of the estate, because of an impairment, the individual is unable effectively to receive and evaluate information or to make or communicate decisions related to management of his or her property or financial affairs, to the extent that any of the following applies:
 - a. The individual has property that will be dissipated in whole or in part.
 - b. The individual is unable to provide for his or her support.
 - c. The individual is unable to prevent financial exploitation.

No guardian has any powers except those given by the court order. Decisions by a guardian must always be made in the best interests of the person, and are always subject to court review.

In order to petition for **PROTECTIVE SERVICES** OR **PROTECTIVE PLACEMENT**, an individual must be determined to be incompetent through a guardianship proceeding either before or at the same time as the protective services/placement petition.

PROTECTIVE SERVICES: A service becomes "protective" when it protects a member of one of the protected groups from abuse, neglect, self-neglect, financial exploitation, deterioration or harm, or when it protects other people from harm by a member of one of the protected groups. Services range from outreach to case management to guardianship referral.

PROTECTIVE PLACEMENT: A "placement" becomes protective when it is made for the primary purpose of providing for the care and custody of an individual. This distinguishes it from an admission to a facility where the primary purpose is providing treatment for mental illness, developmental disabilities, alcoholism or other substance dependence.

STEP 6

EA/AAR/APS Agency Report Flow Chart Descriptions

Need for Legal Intervention (continued)

A court may order **protective services** for an individual who meets **all** the following standards:

- (a) The individual has been determined to be incompetent by a circuit court
- (b) As a result of developmental disability, degenerative brain disorder, serious and persistent mental illness, or other like incapacities, the individual is so totally incapable of providing for his or her own care or custody as to create a substantial risk of serious harm to himself/herself or others.

A court may order **protective placement** for an individual who meets standards (a and b) above plus:

- (c) The individual has a primary need for residential care and custody.
- (d) The individual has a disability that is permanent or likely to be permanent.

Protective services and placement is not intended for short-term protection needs but is instead intended for those individuals who are unable to provide for their own care and custody (includes basic needs, such as food clothing, shelter, physical hygiene, personal care, health care, and self-protection).

For more information on criteria for protective placement/services, see Chapter IV of the Chapter 55 Manual at <http://dhs.wisconsin.gov/aps/training/Chapter55/chapter55manual.pdf> or Wis Stats. 55.08 <http://www.legis.state.wi.us/statutes/Stat0055.pdf>

STEP 6

EA/AAR/APS Agency Report Flow Chart Descriptions

DOCUMENT/IMPLEMENT ONGOING PREVENTIVE MEASURES

If an individual accepts the service recommendations, the EA/AAR agency may:

- Provide short term case management.
- Refer individual to ADRC for information and assistance.
- Refer to another provider for services.

If a competent individual declines service recommendations, the EA/AAR agency may:

- Try to involve the individual in some kind of day activity or in-home support program that at least provides for a continuing relationship with the adult at risk.
- Provide an incomplete/partial plan including any services that the individual will accept.
- Provide education about options available.
- Communicate to the adult at risk that services will continue to be available and who to contact if she/he reconsiders.
- Leave their name and contact information in an attempt to build a relationship with the adult at risk.
- Provide the adult at risk with a written description of recommendations for later review. Make sure the information is in a secure place where the abuser is not likely to find it. Be aware that abusers often go into purses and desks so these are not safe locations for information.
- Try to connect the adult at risk to another advocacy or provider organization.

STEP 7

UPDATE/FINALIZE REPORT IN WITS

County EA/AAR staff may use WITS throughout the response process to enter notes, update information on the case, print a hard copy of information gathered to this point.

The WITS report may be finalized at any time between Step 2 and Step 6. Even if the initial concerns that triggered the report are not substantiated, EA/AAR staff may offer services such as congregate meals, energy assistance, or financial management and protection advice. If this is the case, the data entered in WITS would not end with "not substantiated" but instead would report on recommendations made, services accepted, actions taken, and services planned.

Human Services Board Written Agency Updates – June 2018

I. Program Changes and Highlights

- A. The Aging and Disability Resource Center** continues to be a busy place with many wonderful services available for our community! On Friday, June 15th the ADRC and the Washington Island Community Health Program (WICHP) will be hosting our annual open house event from 11am to 1pm in the Fellowship Hall at Trinity Lutheran Church. In addition to our organizations there will also be representatives from the following agencies: Door-Tran, Unity Hospice, LifeAssist, Door County Medical Center, HELP of Door County, Sturgeon Bay Health Services, and the United Way of Door County.

Beginning on June 1st, our Senior Farmer's Market Nutrition Program (SFMNP) is back. The SFMNP offers low income older adults an opportunity to purchase fresh, locally grown fruits, vegetables and herbs from certified farmers. If eligible, an individual will receive a booklet of coupons. Coupons can be used from June 1st through October 31st at any participating farmers market or roadside stand in Wisconsin. If you know someone who might be interested please encourage them to call the ADRC at 746-2372 for more information.

In July we are starting a brand new brain enrichment course. The class is 10 weeks long and starts on July 11th from 10-11:30am. During the course participants will learn all about the brain's processes including attention, working memory, long-term memory, reasoning and problem solving. Participants will use mental exercises to engage and stimulate their brains, learn about lifestyle practices to help maintain brain health and practice strategies for improving thinking and memory. Space is limited to 15 participants. Anyone interested must register by Monday, July 2. The cost is \$20.00 which includes the BE! Brain Enrichment Participant Workbook.

On Friday, June 29th from 9:30am-4pm we are partnering with Door County Medical Center to offer Virtual Dementia Tours. The Virtual Dementia Tour (VDT) is the only scientifically proven method of giving people with a healthy brain an experience of what dementia might look like. This is an experience not to be missed. It helps participants gain an intimate knowledge of how someone might be affected by dementia and also how someone can help support someone living with dementia.

We have completed our data entry for this year's tax preparation program, and we served a total of 378 individuals.

- B. The Child Protection/Juvenile Justice** team is diligently working on foster home recruitment efforts. You may have noticed our recruitment banner along the bridge wall by Sonny's Pizza. We are in need of more local foster homes so children can remain close to their parental home and school district. The best recruitment effort is through word of mouth, so please pass this along to your constituents. We held a special spring pizza gathering for foster parents in May. There was a great turnout with a lot of camaraderie among social workers and foster parents. We will be looking

into other recruitment efforts such as billboards, newspapers, and radio. Please view the next County newsletter to see a picture and article featuring our activities for Child Abuse Prevention month.

- C. On June 1, **Birth to Three** Service Coordinator/Educator Naomi Spritka and Beth Chisholm had a meeting with our Birth to Three REsource liaison for the Northeast Region to develop the County Performance Plan (CPP) required by the state annually. This plan is reviewed on a quarterly basis (twice face to face and twice via technology) with our state Birth to Three Lead. Our goals include developing and consistently using a coaching note at the end of each therapy/education session by all interventionists working within a family and continuing to model trauma informed practices in all of our interactions with families.
- D. The **Children's Services** team worked tirelessly the past month to coordinate summer programming, skill building, supervision and recreation for children with disabilities. They also continue to cover the full caseload of a team member out on maternity leave and do all of this in the absence of the other manager within these program areas. Our state Children's Services Specialist came for a site visit on May 23 and met with the manager and Deputy Director, providing a wealth of helpful program guidance and direction. The team, and our entire department, are looking forward to an in house training with Jonathan Cloud on June 7. We continue to work as an agency to streamline our processes, work on efficiencies, and work together across units for the best service delivery to our families served.

Our team met with the Economic Support unit in May to ensure we are all on the same page in accurately processing the necessary paperwork when enrolling clients in benefit services, Medicaid enrollment, and serving youth as they transition into adulthood. Finally, our new manager Beth is looking forward to attending her first CLTS regional meeting in early June and a Birth to Three orientation training at the end of the month.

- E. The **Behavioral Health** team is working to finalize a client satisfaction survey to administer in June. This survey will be directed at those receiving mental health, alcohol/drug and crisis services. We had our first team building experience in May with the team participating in part of a dialectical therapy web training. We continue to get our new team members trained for crisis work with two of our therapists now shadowing other workers. Finally, Sue Exworthy, one of our new therapists, recently passed her clinical licensing exam (LCSW) for social work. This is a wonderful success for Sue and for our clinic.
- F. On May 15th the **Community Support Program** admitted their 5th OARS consumer. OARS stands for Opening Avenues to Reentry Success. It is a collaborative program between the Wisconsin Department of Corrections and Wisconsin Department of Health Services. The program vision is to enhance public safety by supporting the successful transition, recovery, and self-sufficiency of offenders with mental health needs as they reintegrate into the community. The client meets weekly with a CSP case manager, probation officer, and a forensic case manager, which together function as a multi-support team for the client.
- G. **Adult Protective Services** is gearing up for Elder Abuse Awareness Week, June 15-22. Attorney Andrea Gage-Michaels with the Elder Rights Project will present on current financial scams targeting our older citizens at the ADRC on Friday, June 15 between 12 and 12:30. Arrangements have been made to place pinwheels representing the number of Elder Abuse and Neglect cases reported in Door County in 2017 along with a banner to raise community awareness of elder abuse.

H. As previously reported by **Economic Support**, the Energy Assistance program deadline for submitting applications was May 15 for regular benefits. After hours on-call staff for no-heat emergencies ended May 15th and will resume October 1st. At this point, we are still getting crisis applications for those who are facing disconnection notices. While the state saw an overall decrease in paid applications of 3.7%, our program had an increase of 3.7% from last year, due to added outreach efforts of WHEAP staff.

We have been notified that We Are Hope will no longer be the Weatherization agency for Door and Kewaunee Counties. Partners for Community Development out of Sheboygan will take over operation of the program as of June 1. Many of the local weatherization staff have been offered positions with the new agency, and for this year, they will continue to be located at the Job Center.

II. Noteworthy Events

- A.** Come and visit the ADRC sometime in June for one or all of the following scheduled events:
- Friday, June 1st at 1pm Army Veteran Dennis Skahen will share his once in a lifetime experience about his Old Glory Honor Flight.
 - Wednesday, June 6th at 11am please join us for Music with Ken and at 12:45pm Tina Kakuske, Director of Door County Libraries is scheduled to give a presentation on "Door County Library: Books & Much More!"
 - Tuesday, June 12th at 12:45pm Mike Green is giving a presentation on "Severe Weather Awareness"
 - Friday, June 15th at 12:15pm "Elder/Senior Financial Scams"
 - Tuesday, June 19th at 11am Vickie Daoust is giving a free information session and demonstration on the many benefits of Sivananda Style Yoga and at 1pm Alzheimer's Association presents "Legal & Financial Issues"
 - Wednesday, June 20th at 1pm "What Folksongs Tell Us About Work in WI"
 - Wednesday, June 21st at 11:30am Jim Blahnik of Last Man Standing Bluegrass Band is scheduled to perform with a special guest appearance by Jess Holland.

III. Training & Staff Development

- A.** On June 7, the majority of our agency staff will be attending an in-house training with Jonathan Cloud entitled "Teaming in Human Services". We already do a good deal of teaming across program lines, but we believe this training will give us some tools, techniques and common language to help take our collaboration to the next level in order to break down barriers and serve our shared clients even better.
- B.** Our Children's Services Team continues their training series with two amazing speakers joining us this month before we break for summer. Jonathon Cloud will be presenting Thursday, June 7th on "Nurturing our Natural Abilities to Seek Health and Wellness". On Thursday, June 14, we will be hosting Dr. Samantha Wilson from the Medical College of Wisconsin who will be presenting on "Toxic Stress: The Impact of Early Adversity on Brain Development and Child Behavior". These will be a great presentations to attend for anyone who is a provider of support services, parent, teacher or community stakeholder. Both events are free, and light refreshments will be served.

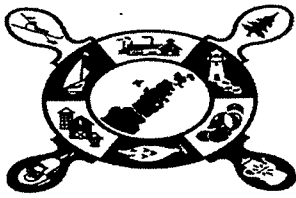
IV. Agency & Community Collaboration

- A.** The Bay Lakes Income Maintenance Consortium is experiencing a significant transition as Jenny Hoffman, long-time Economic Support Manager for Brown County, was offered another position in Brown County and began her new role on May 7th. Jenny's role was mainly administrative as Brown is the Lead agency for the Consortium, working with state staff while overseeing the financial, collaborative and operational needs for the five counties. Brown has appointed Chelsey Groessl as the Interim Manager.

- B.** Several Human Services staff attended an organizational meeting of Door County Children of Hope, Inc., a non-profit organization that was recently formed with the goal of offering affordable child care services to middle and lower income families in the county. They are seeking to offer tuition assistance to parents through fundraising and grant writing activities. This is exciting news, and we look forward to collaborating with them. Lack of affordable, quality child care is a significant need in our community.
- C.** The Emergency Food and Shelter Committee met on May 17. Many concerned community partners continue to discuss issues of poverty and homelessness. We grappled with trying to come up with a common definition of homelessness, as each of our individual programs and funding sources has specific definitions that we must work within, yet it would be helpful to have a common sense of scope for the committee to focus on. Discussion led to a consensus that we need to do a better job of collecting data on the prevalence of homelessness in our community. To that end, it was decided that we would develop a simple spreadsheet to be shared across agencies to track incidents, and the United Way would compile the data for a three-month period over the summer as a starting point.
- D.** The Screening Sub-Committee of the Door County Partnership for Children and Families continues to work toward the development of a screening instrument and process that would be utilized with every first time birth in Door County to screen for risk factors. All parents would be offered information on community resources, and parents that screen as being at higher risk would be offered a more in-depth assessment and connected to appropriate services. The goal is to reduce child neglect and abuse and increase children's readiness for school. We are fortunate to be receiving planning assistance from a representative of Family Services of NEW, which is actively involved in a similar initiative in Brown County that has been very successful.

VI. Sharing our Successes

- A.** We were very pleased to learn that a family we have supported was chosen to be proud owners of a Habitat for Humanity house. As the case manager stated, "I wish I could have bottled (the son's) great smile when his mother shared that with us in our meeting today." Our agency will be working on getting a fence put around the backyard through Children's Long Term Support waiver to address safety needs of one of the children.
- B.** May's "Shining Star" award went to the Elder Nutrition Program team. On any given day, this team can be found hard at work, prepping food for the soup and salad bar, packaging meals to be delivered to homebound older adults, or coordinating an entire noon meal at a meal site by themselves. The collective role they all play is crucial to the impact the ADRC and Human Services has in supporting the older adults living in Door County. The Nutrition Program connects hundreds of Individuals to the ADRC each and every day. This team of dedicated individuals understands that the meals they work so hard to prepare are more than just meals. For our home delivered meal participants, those meals help provide independence and the ability to stay in their home for as long as possible. For our caregivers supporting someone diagnosed with dementia or some other life altering condition, the frozen meals provide a sense of stability and freedom. And for our meal site participants, the noon meal provides the ability to stay connected to the community. Over the last few months, since we moved into the new Community Center, their workload has increased almost threefold. And yet, this group continues to show up ready to make an impact every day. We are so very grateful!



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
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dhs@co.door.wi.us

MEMO

To: Human Services Committee
From: Ashley LaLuzerne
Date: 06.12.2018
Re: Request for Expenditure Approval

Expenditures since the last committee meeting held 05.08.2018

\$	498.97	Wal-Mart Credit Card May 2018
\$	1,987.49	Elan Credit Card March-April 2018
\$	2,862.88	Elan Credit Card April-May 2018
\$	127.10	March 2018 Foster / Kinship Care Payments #2018-172
\$	36,871.34	April 2018 Foster / Kinship Care Payments #2018-181/185/205/215
\$	2,475.20	Invoices Paid Prior to April 10, 2018 not included in Batches
\$	44,822.98	

Departmental journal entries not included on the attached voucher list:

\$	20.00	Finger Printing - DC Jail April 2018
\$	40.00	Finger Printing - DC Jail May 2018
\$	3.97	Maintenance Dept. March 2018 gas usage - Fleet
\$	396.61	Maintenance Dept. April 2018 gas usage - Fleet
\$	460.58	

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

\$	104,634.18	Monthly Vouchers - 2018 Batch Totals (May) #2018-170
\$	30,075.31	Monthly Vouchers -2018 Batch Totals (May) #2018-203
\$	44,822.98	Expenditures since the last committee meeting held 03.13.2018
\$	460.58	Amounts paid to other County Departments as per above
\$	179,993.05	

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

\$	7,132.01	Monthly Vouchers -2018 Batch (May) #2018-182
\$	53,421.59	Monthly Vouchers -2018 Batch (May) #2018-210
\$	204.40	Walmart Card April-May 2018
\$	368.99	Elan Credit Card March-April 2018
\$	539.00	Elan Credit Card April 2018-May 2018
\$	61,665.99	
\$	241,659.04	Total Expenditures and Vouchers

Accounts Payable Invoice Report ²⁸

G/L Date Range 05/01/18 - 05/01/18

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 6824 [REDACTED]									
Import - 2661	WISACWIS- PID:0008083191_Voucher:01823 _IM_04/30/2018	Edit		04/30/2018	05/01/2018	05/01/2018			63.23
Import - 2662	WISACWIS- PID:0008083191_Voucher:01823 _IM_04/30/2018	Edit		04/30/2018	05/01/2018	05/01/2018			28.39
Import - 2663	WISACWIS- PID:0008083191_Voucher:01823 _IM_04/30/2018	Edit		04/30/2018	05/01/2018	05/01/2018			35.48
Vendor 6824 - [REDACTED]				Totals		Invoices	3		\$127.10
						Grand Totals	Invoices	3	\$127.10

Accounts Payable Invoice Report ³⁰

G/L Date Range 05/04/18 - 05/04/18

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 6824 - [REDACTED]										
Import - 2753	WISACWIS- PID:0008083191_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			490.00	
Import - 2754	WISACWIS- PID:0008083191_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			220.00	
Import - 2755	WISACWIS- PID:0008083191_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			275.00	
Vendor 6824 - [REDACTED] totals								Invoices	3	\$985.00
Vendor 19161 - [REDACTED]										
Import - 2735	WISACWIS- PID:0008044459_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			238.00	
Import - 2736	WISACWIS- PID:0008044459_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			230.07	
Import - 2737	WISACWIS- PID:0008044459_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			230.07	
Vendor 19161 - [REDACTED] totals								Invoices	3	\$698.14
Vendor 21818 - [REDACTED]										
Import - 2740	WISACWIS- PID:0008063756_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			394.00	
Import - 2741	WISACWIS- PID:0008063756_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			176.00	
Import - 2742	WISACWIS- PID:0008063756_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			197.40	
Vendor 21818 - [REDACTED] totals								Invoices	3	\$767.40
Vendor 9479 - [REDACTED]										
Import - 2711	WISACWIS- PID:0008000379_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			490.00	
Import - 2712	WISACWIS- PID:0008000379_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			312.00	
Vendor 9479 - [REDACTED] totals								Invoices	2	\$802.00

Accounts Payable Invoice Report ³¹

G/L Date Range 05/04/18 - 05/04/18

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 13963	[REDACTED]								
Import - 2710	WISACWIS- PID:0006910123_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			238.00
Vendor 13963 [REDACTED] totals									Invoices 1
									\$238.00
Vendor 19526	[REDACTED]								
Import - 2716	WISACWIS- PID:0008024832_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			490.00
Import - 2717	WISACWIS- PID:0008024832_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			336.00
Import - 2718	WISACWIS- PID:0008024832_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			1,150.00
Vendor 19526 [REDACTED] totals									Invoices 3
									\$1,976.00
Vendor 21744	[REDACTED]								
Import - 2743	WISACWIS- PID:0008063868_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			431.00
Import - 2744	WISACWIS- PID:0008063868_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			275.61
Vendor 21744 [REDACTED] totals									Invoices 2
									\$706.61
Vendor 21729	[REDACTED]								
Import - 2745	WISACWIS- PID:0008064158_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			394.00
Vendor 21729 [REDACTED] totals									Invoices 1
									\$394.00
Vendor 22478	[REDACTED]								
Import - 2749	WISACWIS- PID:0008080114_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			238.00
Vendor 22478 [REDACTED] totals									Invoices 1
									\$238.00
Vendor 21012	[REDACTED]								
Import - 2727	WISACWIS- PID:0008042054_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			511.00

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Accounts Payable Invoice Report

G/L Date Range 05/04/18 - 05/04/18

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 21012 - [REDACTED]									
Import - 2728	WISACWIS- PID:0008042054_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			340.00
Import - 2729	WISACWIS- PID:0008042054_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			759.00
Vendor 21012 - [REDACTED] Totals							Invoices	3	\$1,610.00
Vendor 17937 - [REDACTED]									
Import - 2725	WISACWIS- PID:0008040115_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			238.00
Import - 2726	WISACWIS- PID:0008040115_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			238.00
Vendor 17937 - [REDACTED] Totals							Invoices	2	\$476.00
Vendor 22502 - [REDACTED]									
Import - 2750	WISACWIS- PID:0008080393_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			394.00
Import - 2751	WISACWIS- PID:0008080393_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			48.00
Import - 2752	WISACWIS- PID:0008080393_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			678.00
Vendor 22502 - [REDACTED] Totals							Invoices	3	\$1,120.00
Vendor 20836 - [REDACTED]									
Import - 2738	WISACWIS- PID:0008057128_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			238.00
Import - 2739	WISACWIS- PID:0008057128_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			238.00
Vendor 20836 - [REDACTED] Totals							Invoices	2	\$476.00
Vendor 6476 - OCONOMOWOC DEV TRAINING CENTER									
Import - 2715	WISACWIS- PID:0008019479_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			11,435.10
Vendor 6476 - OCONOMOWOC DEV TRAINING CENTER Totals							Invoices	1	\$11,435.10

Accounts Payable Invoice Report ³³

G/L Date Range 05/04/18 - 05/04/18

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 8116 - [REDACTED]									
Import - 2713	WISACWIS- PID:0008017407_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			238.00
Import - 2714	WISACWIS- PID:0008017407_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			238.00
Vendor 8116 - [REDACTED] Totals							Invoices	2	\$476.00
Vendor 22153 - [REDACTED]									
Import - 2746	WISACWIS- PID:0008067949_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			238.00
Import - 2747	WISACWIS- PID:0008067949_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			238.00
Vendor 22153 - [REDACTED] Totals							Invoices	2	\$476.00
Vendor 6472 - [REDACTED]									
Import - 2719	WISACWIS- PID:0008038416_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			394.00
Import - 2720	WISACWIS- PID:0008038416_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			160.00
Import - 2721	WISACWIS- PID:0008038416_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			100.00
Import - 2722	WISACWIS- PID:0008038416_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			431.00
Import - 2723	WISACWIS- PID:0008038416_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			440.00
Import - 2724	WISACWIS- PID:0008038416_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			100.00
Vendor 6472 - [REDACTED] Totals							Invoices	6	\$1,625.00
Vendor 22316 - [REDACTED]									
Import - 2748	WISACWIS- PID:0008079501_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			238.00
Vendor 22316 - [REDACTED] Totals							Invoices	1	\$238.00

Accounts Payable Invoice Report ³⁴

G/L Date Range 05/04/18 - 05/04/18

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 16915 - [REDACTED]									
Import - 2730	WISACWIS- PID:0008042309_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			431.00
Import - 2731	WISACWIS- PID:0008042309_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			48.00
Import - 2732	WISACWIS- PID:0008042309_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			100.00
Import - 2733	WISACWIS- PID:0008042309_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			431.00
Import - 2734	WISACWIS- PID:0008042309_Voucher:01824 _IM_05/03/2018	Edit		05/03/2018	05/04/2018	05/04/2018			48.00
Vendor 16915 - [REDACTED] Totals							Invoices	5	\$1,058.00
				Grand Totals			Invoices	46	\$25,795.25

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Accounts Payable Invoice Report

G/L Date Range 05/09/18 - 05/09/18

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 17929 - ADVOCATES FOR HEALTHY									
Import - 2756	WISACWIS- PID:0008038182_Voucher:01825 _IM_05/07/2018	Edit		05/07/2018	05/09/2018	05/09/2018			2,013.90
Import - 2757	WISACWIS- PID:0008038182_Voucher:01825 _IM_05/07/2018	Edit		05/07/2018	05/09/2018	05/09/2018			2,013.90
Vendor 17929 - ADVOCATES FOR HEALTHY Totals							Invoices	2	\$4,027.80
Vendor 7857 - FOUNDATIONS HEALTH & WHOLENESS									
Import - 2758	WISACWIS- PID:0008004685_Voucher:01825 _IM_05/07/2018	Edit		05/07/2018	05/09/2018	05/09/2018			290.96
Vendor 7857 - FOUNDATIONS HEALTH & WHOLENESS Totals							Invoices	1	\$290.96
Vendor 16915 - [REDACTED]									
Import - 2759	WISACWIS- PID:0008042309_Voucher:01825 _IM_05/07/2018	Edit		05/07/2018	05/09/2018	05/09/2018			221.43
Import - 2760	WISACWIS- PID:0008042309_Voucher:01825 _IM_05/07/2018	Edit		05/07/2018	05/09/2018	05/09/2018			52.00
Vendor 16915 - [REDACTED] Totals							Invoices	2	\$273.43
Grand Totals							Invoices	5	\$4,592.19

Accounts Payable Invoice Report

G/L Date Range 05/16/18 - 05/16/18

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 7857 - FOUNDATIONS HEALTH & WHOLENESS Import - 3033	WISACWIS- PID:0008004685_Voucher:01826 _IM_05/14/2018	Edit		05/14/2018	05/16/2018	05/16/2018			2,182.20
Vendor 7857 - FOUNDATIONS HEALTH & WHOLENESS Totals							Invoices	1	<u>\$2,182.20</u>
Grand Totals							Invoices	1	<u><u>\$2,182.20</u></u>

VOUCHER

STATE OF WISCONSIN 2018
Door County

Submitted By:
alaluzerne 05.23.2018

Approved by: Department Head:


Approved by: Committee Chair / County Administrator

VENDOR # _____

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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: _____

VENDOR ADDRESS: MONTHLY FOSTER/KINSHIP CARE PAYROLL

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

PAID BY _____
CHECK # _____

↓ This Area to be Completed by Finance Department ↓ →

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

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				2018 Foster/Kinship Care for April 2018 - 4th Batch		\$ 4,301.70	05.23.18	2018-215	
VOUCHER TOTAL							\$ 4,301.70	VOUCHER TOTAL		

Accounts Payable Invoice Report ⁴⁰

G/L Date Range 05/23/18 - 05/23/18

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 22847 - MARINETTE COUNTY TREASURER Import - 3034	WISACWIS- PID:0008020717_Voucher:01827 _IM_05/21/2018	Edit		05/21/2018	05/23/2018	05/23/2018			4,301.70
Vendor 22847 - MARINETTE COUNTY TREASURER Totals						Invoices	1		<u>\$4,301.70</u>
Grand Totals						Invoices	1		<u><u>\$4,301.70</u></u>

Accounts Payable Invoice Report ⁴²

G/L Date Range 05/11/18 - 05/11/18
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 14205 - ADVENTURES CHILD CARE INC									
14205 052018	April/May 2018 Child Care Costs	Edit		05/11/2018	05/11/2018	05/11/2018			240.00
						Vendor 14205 - ADVENTURES CHILD CARE INC Totals	Invoices	1	<u>\$240.00</u>
Vendor 17929 - ADVOCATES FOR HEALTHY									
17929 042018	Apr 2018 CCS Services	Edit		05/11/2018	05/11/2018	05/11/2018			6,496.90
						Vendor 17929 - ADVOCATES FOR HEALTHY Totals	Invoices	1	<u>\$6,496.90</u>
Vendor 21173 - [REDACTED]									
21173 042018	Apr 2018 Emp Mileage Reim 157mi	Edit		05/11/2018	05/11/2018	05/11/2018			85.57
						Vendor 21173 - [REDACTED] Totals	Invoices	1	<u>\$85.57</u>
Vendor 21758 - [REDACTED]									
21758 052018	May 2018 Refund Income Tax Intercept for 2018	Edit		05/11/2018	05/11/2018	05/11/2018			213.00
						Vendor 21758 - [REDACTED] Totals	Invoices	1	<u>\$213.00</u>
Vendor 20427 - BAETEN COUNSELING									
20427 032018	Jan-Mar 2018 CCS Services	Edit		05/11/2018	05/11/2018	05/11/2018			510.00
						Vendor 20427 - BAETEN COUNSELING Totals	Invoices	1	<u>\$510.00</u>
Vendor 21177 - BAY COUNSELING CLINIC, LLP									
21177 042018	Apr 2018 CCS Services	Edit		05/11/2018	05/11/2018	05/11/2018			2,993.80
						Vendor 21177 - BAY COUNSELING CLINIC, LLP Totals	Invoices	1	<u>\$2,993.80</u>
Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY									
2571 042018	Apr 2018 CCS Services	Edit		05/11/2018	05/11/2018	05/11/2018			1,581.00
						Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY Totals	Invoices	1	<u>\$1,581.00</u>
Vendor 3640 - BROTOLOC HEALTH CARE SYSTEM IN									
3640 042018	April 2018 CBRF 30 days	Edit		05/11/2018	05/11/2018	05/11/2018			10,687.50
						Vendor 3640 - BROTOLOC HEALTH CARE SYSTEM IN Totals	Invoices	1	<u>\$10,687.50</u>
Vendor 5929 - CDW GOVERNMENT INC									
5929 052018	April 2018 iPad Purchase for CLTS Client	Edit		05/11/2018	05/11/2018	05/11/2018			485.52
						Vendor 5929 - CDW GOVERNMENT INC Totals	Invoices	1	<u>\$485.52</u>
Vendor 4818 - CELLCOM WISCONSIN RSA 10									
4818 042018	Apr 2018 HS/WHEAP/CCS/APS Cell Phones	Edit		05/11/2018	05/11/2018	05/11/2018			766.48
						Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals	Invoices	1	<u>\$766.48</u>

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Accounts Payable Invoice Report

G/L Date Range 05/11/18 - 05/11/18

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 6361 - COUNSELING ASSOCIATES OF DOOR									
6361 042018	Apr 2018 CCS Services	Edit		05/11/2018	05/11/2018	05/11/2018			7,558.20
									<hr/>
									\$7,558.20
Vendor 21234 - CURATIVE CONNECTIONS, INC									
21234 042018	Apr 2018 CCS Services .9hrs	Edit		05/11/2018	05/11/2018	05/11/2018			38.70
									<hr/>
									\$38.70
Vendor 6876 - [REDACTED]									
6876 042018	Apr 2018 Emp Mileage Reim 212mi	Edit		05/11/2018	05/11/2018	05/11/2018			115.54
									<hr/>
									\$115.54
Vendor 22596 - DEY COUNSELING SERVICE LLC									
22596 042018	Apr 2018 CCS Services 19.6hrs	Edit		05/11/2018	05/11/2018	05/11/2018			1,999.20
									<hr/>
									\$1,999.20
Vendor 21410 - DYNAMIC FAMILY SOLUTIONS									
21410 042018	Apr 18 Copays/Juv Program/CCS	Edit		05/11/2018	05/11/2018	05/11/2018			3,026.40
									<hr/>
									\$3,026.40
Vendor 9674 - ECONO FOODS									
9674 042018	Apr 2018 Econo Foods Purchases	Edit		05/11/2018	05/11/2018	05/11/2018			238.82
									<hr/>
									\$238.82
Vendor 22233 - [REDACTED]									
22233 042018	April/May 2018 Emp Mileage/Meal Reim	Edit		05/11/2018	05/11/2018	05/11/2018			991.65
									<hr/>
									\$991.65
Vendor 21312 - [REDACTED]									
21312 052018	Feb/Mar 18 112.51 Spec Nutrition	Edit		05/11/2018	05/11/2018	05/11/2018			43.91
									<hr/>
									\$43.91
Vendor 20081 - [REDACTED] K									
20081 042018	Apr 2018 Emp Mileage Reim 205mi	Edit		05/11/2018	05/11/2018	05/11/2018			111.73
									<hr/>
									\$111.73
Vendor 3841 - FAMILY SERVICES									
3841 042018	Apr 2018 CCS/Crisis/Healthy Families/SELF	Edit		05/11/2018	05/11/2018	05/11/2018			8,989.20
									<hr/>
									\$8,989.20

Accounts Payable Invoice Report

G/L Date Range 05/11/18 - 05/11/18

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 7857 - FOUNDATIONS HEALTH & WHOLENESS									
7857 032018-2	Mar 18 1 day Respite Pre-Placement	Edit		05/11/2018	05/11/2018	05/11/2018			80.00
Vendor 7857 - FOUNDATIONS HEALTH & WHOLENESS Totals							Invoices	1	<u>\$80.00</u>
Vendor 2313 - GENERATIONS COMMUNITY SERVICES									
2313 042018	Apr 2018 CCS Services	Edit		05/11/2018	05/11/2018	05/11/2018			3,094.00
Vendor 2313 - GENERATIONS COMMUNITY SERVICES Totals							Invoices	1	<u>\$3,094.00</u>
Vendor 17401 - HIRN MENTAL HEALTH COUNSELING									
17401 052018	May 2018 Was Island Outpt	Edit		05/11/2018	05/11/2018	05/11/2018			420.00
Vendor 17401 - HIRN MENTAL HEALTH COUNSELING Totals							Invoices	1	<u>\$420.00</u>
Vendor 7008 - HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY									
7008 042018	Apr 2018 B-3 Scoring Booklets	Edit		05/11/2018	05/11/2018	05/11/2018			282.81
Vendor 7008 - HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY Totals							Invoices	1	<u>\$282.81</u>
Vendor 8553 - [REDACTED]									
8553 042018	Apr 18 Interpreting Services	Edit		05/11/2018	05/11/2018	05/11/2018			35.00
Vendor 8553 - [REDACTED] Totals							Invoices	1	<u>\$35.00</u>
Vendor 13103 - IPAT INC									
13103 042018-2	Apr 2018 Psych Eval	Edit		05/11/2018	05/11/2018	05/11/2018			41.00
Vendor 13103 - IPAT INC Totals							Invoices	1	<u>\$41.00</u>
Vendor 5555 - JULIE TOYNE									
5555 042018	Apr 2018 B-3 Therapy/Mileage	Edit		05/11/2018	05/11/2018	05/11/2018			3,892.20
Vendor 5555 - JULIE TOYNE Totals							Invoices	1	<u>\$3,892.20</u>
Vendor 14317 - KALAHARI RESORT & CONVENTION C									
14317 042018	Apr 2018 Autism Conference Lodging	Edit		05/11/2018	05/11/2018	05/11/2018			13,305.00
Vendor 14317 - KALAHARI RESORT & CONVENTION C Totals							Invoices	1	<u>\$13,305.00</u>
Vendor 14606 - LANGUAGE LINE SERVICES									
14606 042018	Apr 2018 Interpreter Charges	Edit		05/11/2018	05/11/2018	05/11/2018			191.86
Vendor 14606 - LANGUAGE LINE SERVICES Totals							Invoices	1	<u>\$191.86</u>
Vendor 22843 - MARATHON COUNTY TREASURER									
22843 042018	Apr 2018 Secure Detention	Edit		05/11/2018	05/11/2018	05/11/2018			900.00
Vendor 22843 - MARATHON COUNTY TREASURER Totals							Invoices	1	<u>\$900.00</u>

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Accounts Payable Invoice Report

G/L Date Range 05/11/18 - 05/11/18
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 2006 - [REDACTED]									
2006 042018	Apr 2018 Emp Mileage Reim 362mi	Edit		05/11/2018	05/11/2018	05/11/2018			197.29
			Vendor 2006 - [REDACTED] Totals				Invoices	1	\$197.29
Vendor 21771 - [REDACTED]									
21771 042018-2	Apr 2018 Emp Mileage Reim	Edit		05/11/2018	05/11/2018	05/11/2018			255.61
			Vendor 21771 - [REDACTED] Totals				Invoices	1	\$255.61
Vendor 2040 - MSIMACS LLC									
2040 042018	Apr 2018 Crisis on Call	Edit		05/11/2018	05/11/2018	05/11/2018			1,275.00
			Vendor 2040 - MSIMACS LLC Totals				Invoices	1	\$1,275.00
Vendor 17788 - OPTIONS LAB, INC									
17788 042018	April 2018 Drug Screens	Edit		05/11/2018	05/11/2018	05/11/2018			324.00
			Vendor 17788 - OPTIONS LAB, INC Totals				Invoices	1	\$324.00
Vendor 17442 - PHOENIX BEHAVIORAL HEALTH SVC									
17442 042018	Apr 2018 CCS Services	Edit		05/11/2018	05/11/2018	05/11/2018			7,996.80
			Vendor 17442 - PHOENIX BEHAVIORAL HEALTH SVC Totals				Invoices	1	\$7,996.80
Vendor 5008 - PROFESSIONAL GUARDIANSHIPS INC									
5008 042018	April 2018 Guardianship Services	Edit		05/11/2018	05/11/2018	05/11/2018			223.00
			Vendor 5008 - PROFESSIONAL GUARDIANSHIPS INC Totals				Invoices	1	\$223.00
Vendor 20190 - [REDACTED]									
20190 052018	May 2018 Refund Cash Payment for Electronic Monitoring	Edit		05/11/2018	05/11/2018	05/11/2018			100.00
			Vendor 20190 - [REDACTED] Totals				Invoices	1	\$100.00
Vendor 8409 - RMR SERVICES, TRANSLATING &									
8409 042018	Apr 18 Interpreting Services 1hr	Edit		05/11/2018	05/11/2018	05/11/2018			35.00
			Vendor 8409 - RMR SERVICES, TRANSLATING & Totals				Invoices	1	\$35.00
Vendor 21993 - SAINTA, INC									
21993 042018	Apr 2018 CCS Services 11.9hrs	Edit		05/11/2018	05/11/2018	05/11/2018			1,213.80
			Vendor 21993 - SAINTA, INC Totals				Invoices	1	\$1,213.80
Vendor 22245 - [REDACTED]									
22245 032018	Jan/Mar 2018 403.01/May 2018 103.99	Edit		05/11/2018	05/11/2018	05/11/2018			151.44
			Vendor 22245 - [REDACTED] Totals				Invoices	1	\$151.44

Accounts Payable Invoice Report

G/L Date Range 05/11/18 - 05/11/18

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 29071 - SHEBOYGAN COUNTY TREASURER										
29071 042018	Apr 2018 Juvenile Boarders	Edit		05/11/2018	05/11/2018	05/11/2018			1,400.00	
								Vendor 29071 - SHEBOYGAN COUNTY TREASURER Totals	Invoices 1	\$1,400.00
Vendor 7694 - SPECIALIZED SERVICES LLC										
7694 042018	Apr 18 CCS/CSP Tech/CCOP	Edit		05/11/2018	05/11/2018	05/11/2018			9,322.14	
								Vendor 7694 - SPECIALIZED SERVICES LLC Totals	Invoices 1	\$9,322.14
Vendor 15069 - STAPLES ADVANTAGE										
15069 042018-2	Apr 2018 HS Office Supplies/AODA Supplies	Edit		05/11/2018	05/11/2018	05/11/2018			698.77	
								Vendor 15069 - STAPLES ADVANTAGE Totals	Invoices 1	\$698.77
Vendor 9617 - STREUS PHARMACY INC										
9617 042018	Apr 2018 Supplies for CSP Med Room	Edit		05/11/2018	05/11/2018	05/11/2018			7.98	
								Vendor 9617 - STREUS PHARMACY INC Totals	Invoices 1	\$7.98
Vendor 22555 - [REDACTED]										
22555 042018	Apr 2018 Emp Mileage Reim 83mi	Edit		05/11/2018	05/11/2018	05/11/2018			45.24	
								Vendor 22555 - [REDACTED] Totals	Invoices 1	\$45.24
Vendor 16915 - [REDACTED]										
16915 052018	May 18-19,2018 Respite	Edit		05/11/2018	05/11/2018	05/11/2018			60.00	
								Vendor 16915 - [REDACTED] Totals	Invoices 1	\$60.00
Vendor 6788 - UPTOWN MOTORS INC										
6788 052018	May 2018 Client Car Repair	Edit		05/11/2018	05/11/2018	05/11/2018			219.66	
								Vendor 6788 - UPTOWN MOTORS INC Totals	Invoices 1	\$219.66
Vendor 13022 - WENDY RAY										
13022 042018	Apr 2018 B-3 Therapy/Mileage	Edit		05/11/2018	05/11/2018	05/11/2018			5,273.46	
								Vendor 13022 - WENDY RAY Totals	Invoices 1	\$5,273.46
Vendor 4331 - WI DEPT OF JUSTICE CRIME INFO										
4331 042018	Apr 2018 Background Checks	Edit		05/11/2018	05/11/2018	05/11/2018			120.00	
								Vendor 4331 - WI DEPT OF JUSTICE CRIME INFO Totals	Invoices 1	\$120.00
Vendor 22199 - WILLOW CREEK BEHAVIORAL HEALTH										
22199 032018	Mar 2018 Inpatient Services 6days	Edit		05/11/2018	05/11/2018	05/11/2018			6,300.00	
								Vendor 22199 - WILLOW CREEK BEHAVIORAL HEALTH Totals	Invoices 1	\$6,300.00
						Grand Totals	Invoices 50		\$104,634.18	

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Accounts Payable Invoice Report

G/L Date Range 05/25/18 - 05/25/18

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 14205 - ADVENTURES CHILD CARE INC									
14205 052018-2	May 2018 Child Care Costs	Edit		05/25/2018	05/25/2018	05/25/2018			80.00
Vendor 14205 - ADVENTURES CHILD CARE INC Totals									Invoices 1 <u>\$80.00</u>
Vendor 21869 - [REDACTED]									
21869	Mar 8,2018 Adap Aid 112.99 iPad Screen Replacement	Edit		05/25/2018	05/25/2018	05/25/2018			273.25
Vendor 21869 - [REDACTED] Totals									Invoices 1 <u>\$273.25</u>
Vendor 4818 - CELLCOM WISCONSIN RSA 10									
4818 052018	May 2018 WHEAP/CCS/HS Cell Phones	Edit		05/25/2018	05/25/2018	05/25/2018			694.22
Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals									Invoices 1 <u>\$694.22</u>
Vendor 7918 - [REDACTED]									
7918 032018	Mar 26,2018 403.01 Rec Summer Soccer	Edit		05/25/2018	05/25/2018	05/25/2018			45.00
Vendor 7918 - [REDACTED] Totals									Invoices 1 <u>\$45.00</u>
Vendor 8770 - DOOR COUNTY MEMORIAL HOSPITAL									
8770 042018	April 2018 B3 OT/PT Therapy/Mileage	Edit		05/25/2018	05/25/2018	05/25/2018			4,769.72
Vendor 8770 - DOOR COUNTY MEMORIAL HOSPITAL Totals									Invoices 1 <u>\$4,769.72</u>
Vendor 15904 - GANNETT WISCONSIN MEDIA									
15904 062018	June 2018-May 2019 Advocate Subscription	Edit		05/25/2018	05/25/2018	05/25/2018			56.35
Vendor 15904 - GANNETT WISCONSIN MEDIA Totals									Invoices 1 <u>\$56.35</u>
Vendor 13420 - HELP OF DOOR COUNTY INC									
13420 042018	April 2018 Supervised Visits 76hrs	Edit		05/25/2018	05/25/2018	05/25/2018			1,900.00
Vendor 13420 - HELP OF DOOR COUNTY INC Totals									Invoices 1 <u>\$1,900.00</u>
Vendor 6241 - HENKEL FLOORING SERVICE LLC									
6241 042018	April 2018 Snow Plowing 4hrs	Edit		05/25/2018	05/25/2018	05/25/2018			180.00
Vendor 6241 - HENKEL FLOORING SERVICE LLC Totals									Invoices 1 <u>\$180.00</u>
Vendor 5078 - INNOVATIVE SERVICES, INC.									
5078 042018	Apr 2018 CCS Services 15.6hrs	Edit		05/25/2018	05/25/2018	05/25/2018			1,591.20
Vendor 5078 - INNOVATIVE SERVICES, INC. Totals									Invoices 1 <u>\$1,591.20</u>
Vendor 13103 - IPAT INC									
13103 052018	May 2018 Psych Eval	Edit		05/25/2018	05/25/2018	05/25/2018			41.00
Vendor 13103 - IPAT INC Totals									Invoices 1 <u>\$41.00</u>

Accounts Payable Invoice Report ⁴⁹

G/L Date Range 05/25/18 - 05/25/18

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 21360 - JUSTICEPOINT, INC									
21360 042018	April 2018 Electronic Monitoring	Edit		05/25/2018	05/25/2018	05/25/2018			851.40
Vendor 21360 - JUSTICEPOINT, INC Totals									\$851.40
Invoices									1
Vendor 7170 - [REDACTED]									
7170 052018	May 2018 Payment for Vehicle Rental	Edit		05/25/2018	05/25/2018	05/25/2018			75.00
Vendor 7170 - [REDACTED] Totals									\$75.00
Invoices									1
Vendor 157 - KEWAUNEE CO DEPT OF HUMAN SRVC									
157 012018	Jan 18 Psych Services/Jan-Feb 18 Transcriptionist	Edit		05/25/2018	05/25/2018	05/25/2018			12,765.16
Vendor 157 - KEWAUNEE CO DEPT OF HUMAN SRVC Totals									\$12,765.16
Invoices									1
Vendor 12614 - [REDACTED]									
12614 042018-2	Apr 18 Emp Mileage Reim 93mi	Edit		05/25/2018	05/25/2018	05/25/2018			50.69
Vendor 12614 - [REDACTED] Totals									\$50.69
Invoices									1
Vendor 22549 - L.K. ANDERSON CONSULTING LLC									
22549 052018	May 2018 Presentations	Edit		05/25/2018	05/25/2018	05/25/2018			320.00
Vendor 22549 - L.K. ANDERSON CONSULTING LLC Totals									\$320.00
Invoices									1
Vendor 17200 - LAKESHORE CAP, INC.									
17200 042018	Apr 2018 CSP Tech/Peer Specialist	Edit		05/25/2018	05/25/2018	05/25/2018			669.80
Vendor 17200 - LAKESHORE CAP, INC. Totals									\$669.80
Invoices									1
Vendor 22847 - MARINETTE COUNTY TREASURER									
22847 042018	Apr 18 Group Home Expenses 30 days	Edit		05/25/2018	05/25/2018	05/25/2018			1,230.00
Vendor 22847 - MARINETTE COUNTY TREASURER Totals									\$1,230.00
Invoices									1
Vendor 18398 - [REDACTED]									
18398 042018	Apr 2018 Emp Mileage Reim 313mi	Edit		05/25/2018	05/25/2018	05/25/2018			170.59
Vendor 18398 - [REDACTED] Totals									\$170.59
Invoices									1
Vendor 8999 - NIGHTENGALE MOTEL									
8999 052018	April 11-May 11,2018 Motel Stay	Edit		05/25/2018	05/25/2018	05/25/2018			640.00
Vendor 8999 - NIGHTENGALE MOTEL Totals									\$640.00
Invoices									1

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Accounts Payable Invoice Report

G/L Date Range 05/25/18 - 05/25/18
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 22245 - [REDACTED] 22245 052018	May 5,2018 103.99 Respite	Edit		05/25/2018	05/25/2018	05/25/2018			130.00
			Vendor 22245 - [REDACTED] Totals			Invoices	1		\$130.00
Vendor 3394 - SHERRY PESCH 3394 042018	Apr 2018 CSP/DD Bookkeeping Services 53.5hrs	Edit		05/25/2018	05/25/2018	05/25/2018			1,123.50
			Vendor 3394 - SHERRY PESCH Totals			Invoices	1		\$1,123.50
Vendor 11392 - [REDACTED] 11392 052018	May 2018 Reim for CSP Movie Day	Edit		05/25/2018	05/25/2018	05/25/2018			136.00
			Vendor 11392 - [REDACTED] Totals			Invoices	1		\$136.00
Vendor 22764 - SNUG HARBOR INC 22764 042018	Mar 21-April 20,2018 Motel Stay	Edit		05/25/2018	05/25/2018	05/25/2018			1,337.13
			Vendor 22764 - SNUG HARBOR INC Totals			Invoices	1		\$1,337.13
Vendor 15069 - STAPLES ADVANTAGE 15069 052018	May 2018 HS/AODA Supplies	Edit		05/25/2018	05/25/2018	05/25/2018			188.06
			Vendor 15069 - STAPLES ADVANTAGE Totals			Invoices	1		\$188.06
Vendor 22555 - [REDACTED] 22555 052018	May 2018 Emp Mileage Reim 409mi	Edit		05/25/2018	05/25/2018	05/25/2018			222.91
			Vendor 22555 - [REDACTED] Totals			Invoices	1		\$222.91
Vendor 20955 - UNITED HOME HEALTH SERVICES,LLC 20955 052018	April/May 2018 SHC	Edit		05/25/2018	05/25/2018	05/25/2018			534.33
			Vendor 20955 - UNITED HOME HEALTH SERVICES,LLC Totals			Invoices	1		\$534.33
			Grand Totals			Invoices	26		\$30,075.31

Accounts Payable Invoice Report

G/L Date Range 05/11/18 - 05/11/18
 Report By Department - Batch - 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
Department 23 - HS Resource Center									
Batch Number 2018-00000182		Batch Date 05/11/2018			Entered by User Robin Mark				
Vendor 20083 - 911 LAWN CARE									
20083 00275 ADRC	APR 2018 SNOW REMOVAL-DM	Edit		05/11/2018	05/11/2018	05/11/2018			70.00
Vendor 20083 - 911 LAWN CARE Totals							Invoices	1	<u>\$70.00</u>
Vendor 13325 - ADVOCATES-INDEPENDENT LIVINGII									
13325 APR2018	APR SHC/RSP ADRC	Edit		05/11/2018	05/11/2018	05/11/2018			757.39
Vendor 13325 - ADVOCATES-INDEPENDENT LIVINGII Totals							Invoices	1	<u>\$757.39</u>
Vendor 20950 - [REDACTED]									
20950 APR2018	120 APR EMPLOY MILEAGE REIMB	Edit		05/11/2018	05/11/2018	05/11/2018			65.40
Vendor 20950 - [REDACTED] Totals							Invoices	1	<u>\$65.40</u>
Vendor 17336 - ATLAS BUS SALES, INC									
AR1753 ADRC	WHEELCHAIR TRACK COVERS NEW VAN	Edit		05/11/2018	05/11/2018	05/11/2018			46.45
Vendor 17336 - ATLAS BUS SALES, INC Totals							Invoices	1	<u>\$46.45</u>
Vendor 16496 - DOOR-TRAN									
16496 APR2018	APR STAFF HOURS	Edit		05/11/2018	05/11/2018	05/11/2018			600.00
Vendor 16496 - DOOR-TRAN Totals							Invoices	1	<u>\$600.00</u>
Vendor 9674 - ECONO FOODS									
9674 MAY 2018A	MAY RAW FOOD-A	Edit		05/11/2018	05/11/2018	05/11/2018			558.16
Vendor 9674 - ECONO FOODS Totals							Invoices	1	<u>\$558.16</u>
Vendor 17474 - [REDACTED]									
17474 APR2018	24 APR MOW MILEAGE REIMB	Edit		05/11/2018	05/11/2018	05/11/2018			13.08
Vendor 17474 - [REDACTED] Totals							Invoices	1	<u>\$13.08</u>
Vendor 5070 - GLOBAL EQUIPMENT COMPANY									
112596909 ADRC	NEW BUILDING HANGERS	Edit		05/11/2018	05/11/2018	05/11/2018			133.76
Vendor 5070 - GLOBAL EQUIPMENT COMPANY Totals							Invoices	1	<u>\$133.76</u>
Vendor 27395 - GOOD SAMARITAN, SCANDIA VILLAGE									
27395 APR2018	APR MOW	Edit		05/11/2018	05/11/2018	05/11/2018			620.00
Vendor 27395 - GOOD SAMARITAN, SCANDIA VILLAGE Totals							Invoices	1	<u>\$620.00</u>
Vendor 19080 - [REDACTED]									
19080 APR2018	25 APR MOW MILEAGE REIMB	Edit		05/11/2018	05/11/2018	05/11/2018			13.64
Vendor 19080 - [REDACTED] Totals							Invoices	1	<u>\$13.64</u>

Door County

Accounts Payable Invoice Report

G/L Date Range 05/11/18 - 05/11/18
 Report By Department - Batch - 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
Batch Number 2018-00000182									
Vendor 17906 [REDACTED]									
17906 APR2018	565.60 APR MILEAG REIMB	Edit		05/11/2018	05/11/2018	05/11/2018			308.26
	Vendor 17906 [REDACTED] Totals						Invoices	1	<u>308.26</u>
Vendor 20934 - [REDACTED]									
20934 APR2018	33.40 APR EMPLY MILEAGE REIMB	Edit		05/11/2018	05/11/2018	05/11/2018			18.20
	Vendor 20934 - [REDACTED] Totals						Invoices	1	<u>18.20</u>
Vendor 21883 - [REDACTED]									
21883 APR2018	EMPLY MEAL REIMBURSEMENT	Edit		05/11/2018	05/11/2018	05/11/2018			35.00
	Vendor 21883 - [REDACTED] Totals						Invoices	1	<u>35.00</u>
Vendor 5354 - [REDACTED]									
5354 APR2018	31 APR MOW MILEAGE REIMB	Edit		05/11/2018	05/11/2018	05/11/2018			16.90
	Vendor 5354 - [REDACTED] Totals						Invoices	1	<u>16.90</u>
Vendor 18103 - LIFELINE DEPARTMENT \ DCMH									
18103 APR2018	APR LIFELINE-JP	Edit		05/11/2018	05/11/2018	05/11/2018			35.00
	Vendor 18103 - LIFELINE DEPARTMENT \ DCMH Totals						Invoices	1	<u>35.00</u>
Vendor 4849 - [REDACTED]									
4849 APR2018	82 APR VOLUNTEER TRAINING MILEAGE REIMB	Edit		05/11/2018	05/11/2018	05/11/2018			44.70
	Vendor 4849 - [REDACTED] Totals						Invoices	1	<u>44.70</u>
Vendor 20119 - [REDACTED]									
20119 MARAPR2018	283 MAR/APR EMPLY MILEAGE REIMB	Edit		05/11/2018	05/11/2018	05/11/2018			154.25
	Vendor 20119 - [REDACTED] Totals						Invoices	1	<u>154.25</u>
Vendor 18770 - MANN'S STORE									
18770 APR2018	APR RAW FOOD	Edit		05/11/2018	05/11/2018	05/11/2018			669.55
	Vendor 18770 - MANN'S STORE Totals						Invoices	1	<u>669.55</u>
Vendor 4168 - [REDACTED]									
4168 APR2018	22 APR EMPLY MILEAGE REIMB	Edit		05/11/2018	05/11/2018	05/11/2018			12.00
	Vendor 4168 - [REDACTED] Totals						Invoices	1	<u>12.00</u>
Vendor 9189 - OLIVER PRODUCTS									
28913 ADRC	MAY NUTRITIONAL SUPPLIES	Edit		05/11/2018	05/11/2018	05/11/2018			1,559.00
	Vendor 9189 - OLIVER PRODUCTS Totals						Invoices	1	<u>1,559.00</u>

Door County

Accounts Payable Invoice Report

G/L Date Range 05/11/18 - 05/11/18
 Report By Department - Batch - 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
Batch Number 2018-00000182		Batch Date 05/11/2018		Entered by User Robin Mark					
Vendor 21501 - [REDACTED]									
21501 MARAPR18	MAR/APR 2018 MEALSITE	Edit		05/11/2018	05/11/2018	05/11/2018			120.00
Vendor 21501 - [REDACTED] Totals							Invoices	1	\$120.00
Vendor 20044 - [REDACTED]									
20044 APR2018	57.20 APR EMPLOY MILEAGE REIMB	Edit		05/11/2018	05/11/2018	05/11/2018			31.17
Vendor 20044 - [REDACTED] Totals							Invoices	1	\$31.17
Vendor 9525 - SCATUROS BAKERY & CAFE									
9525 APR2018ADRC	2018 VOLUNTEER BREAKFAST	Edit		05/11/2018	05/11/2018	05/11/2018			549.45
Vendor 9525 - SCATUROS BAKERY & CAFE Totals							Invoices	1	\$549.45
Vendor 21959 - SIR SPEEDY PRINTING									
86588 ADRC MAY18	ADRC BROCHURES-EBS/DBS/GENR'L	Edit		05/11/2018	05/11/2018	05/11/2018			214.87
Vendor 21959 - SIR SPEEDY PRINTING Totals							Invoices	1	\$214.87
Vendor 14091 - [REDACTED]									
14091 APR2018	295 APR MILEAGE REIMB	Edit		05/11/2018	05/11/2018	05/11/2018			160.78
Vendor 14091 - [REDACTED] Totals							Invoices	1	\$160.78
Vendor 374 - [REDACTED]									
374 APR2018	22 APR MOW MILEAGE REIMB	Edit		05/11/2018	05/11/2018	05/11/2018			12.00
Vendor 374 - [REDACTED] Totals							Invoices	1	\$12.00
Vendor 33170 - TOWN OF LIBERTY GROVE									
33170 MARAPR2018	MAR/APR 2018 MEALSITE	Edit		05/11/2018	05/11/2018	05/11/2018			153.00
Vendor 33170 - TOWN OF LIBERTY GROVE Totals							Invoices	1	\$153.00
Vendor 33570 - TOWN OF WASHINGTON									
33570 MARAPR2018	MAR/APR MEALSITE	Edit		05/11/2018	05/11/2018	05/11/2018			160.00
Vendor 33570 - TOWN OF WASHINGTON Totals							Invoices	1	\$160.00
Batch Number 2018-00000182 Totals							Invoices	28	\$7,132.01
Department 23 - HS Resource Center Totals							Invoices	28	\$7,132.01
23 HS Resource Center									
Grand Totals							Invoices	28	\$7,132.01

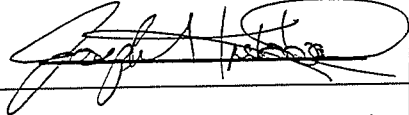
VOUCHER

STATE OF WISCONSIN

2017

Door County

Submitted By: _____
 mark _____

Approved by: Department Head:


Approved by: Committee Chair /
 County Administrator

VENDOR # _____

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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

PAID BY
CHECK # _____

This Area to be Completed by Finance Department

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

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
204	23				SUBMITTED FOR PAYMENT, BATCH #2018-00000182 - 2018 Human Services vouchers to date. May processing		\$ 53,421.59		various - as attached	
VOUCHER TOTAL							\$ 53,421.59	VOUCHER TOTAL		

Door County *ADRC 5/25/18 batch*

Accounts Payable Invoice Report

G/L Date Range 05/25/18 - 05/25/18
 Report By Department - Batch - 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
Department 23 - HS Resource Center									
Batch Number 2018-0000210 Batch Date 05/25/2018 Entered by User Robin Mark									
Vendor 16735 - ABBY VANS INC									
16735 APR2018	D2D TAXI-APRIL 2018	Edit		05/25/2018	05/25/2018	05/25/2018			41,472.40
Vendor 16735 - ABBY VANS INC Totals									Invoices 1 <u>41,472.40</u>
Vendor 17336 - ATLAS BUS SALES, INC									
AR1797 ADRC	SEAT BELT EXTENDERS NEW BUS	Edit		05/25/2018	05/25/2018	05/25/2018			62.82
Vendor 17336 - ATLAS BUS SALES, INC Totals									Invoices 1 <u>62.82</u>
Vendor 257 - BROTHERS DAIRY									
257 APRMAY18	RAW FOOD APRIL/MAY 2018	Edit		05/25/2018	05/25/2018	05/25/2018			760.25
Vendor 257 - BROTHERS DAIRY Totals									Invoices 1 <u>760.25</u>
Vendor 4818 - CELLCOM WISCONSIN RSA 10									
4818 MAY2018	ADRC CELL SVC (05/06-06/05)	Edit		05/25/2018	05/25/2018	05/25/2018			153.35
Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals									Invoices 1 <u>153.35</u>
Vendor 19268 - [REDACTED]									
19268 MAY2018	26 MAY MOW MILEAGE REIMB	Edit		05/25/2018	05/25/2018	05/25/2018			14.17
Vendor 19268 - [REDACTED] Totals									Invoices 1 <u>14.17</u>
Vendor 9674 - ECONO FOODS									
9674 MAY2018	RAW FOOD MAY2018	Edit		05/25/2018	05/25/2018	05/25/2018			354.32
Vendor 9674 - ECONO FOODS Totals									Invoices 1 <u>354.32</u>
Vendor 22145 - GORDON FOOD SERVICE, INC									
22145 MAY2018	RAW FOOD	Edit		05/25/2018	05/25/2018	05/25/2018			7,356.67
Vendor 22145 - GORDON FOOD SERVICE, INC Totals									Invoices 1 <u>7,356.67</u>
Vendor 22498 - HPS LLC									
113666 ADRC	NEW FLOOR MATS KITCHEN	Edit		05/25/2018	05/25/2018	05/25/2018			94.82
Vendor 22498 - HPS LLC Totals									Invoices 1 <u>94.82</u>
Vendor 7754 - LAU'S AUTO CARE CENTER									
27815 ADRC	SRC VAN-O/C	Edit		05/25/2018	05/25/2018	05/25/2018			28.95
Vendor 7754 - LAU'S AUTO CARE CENTER Totals									Invoices 1 <u>28.95</u>
Vendor 6544 - MEAT PROCESSORS INC									
151910C ADRC	RAW FOOD	Edit		05/25/2018	05/25/2018	05/25/2018			389.27
Vendor 6544 - MEAT PROCESSORS INC Totals									Invoices 1 <u>389.27</u>

Door County

Accounts Payable Invoice Report

G/L Date Range 05/25/18 - 05/25/18
 Report By Department - Batch - 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
Batch Number 2018-00000210		Batch Date 05/25/2018		Entered by User Robin Mark					
Vendor 6470 - N E W CURATIVE REHABILITATION									
100525289	ADRC RSP/SHC-JE	Edit		05/25/2018	05/25/2018	05/25/2018			1,207.19
Vendor 6470 - N E W CURATIVE REHABILITATION Totals						Invoices	1		<u>\$1,207.19</u>
Vendor 15069 - STAPLES ADVANTAGE									
15069	ADRC APRIL OFFICE SUPPLIES	Edit		05/25/2018	05/25/2018	05/25/2018			732.75
Vendor 15069 - STAPLES ADVANTAGE Totals						Invoices	1		<u>\$732.75</u>
Vendor 10942 - TIP TOP CLEANERS									
10942	APR2018 APRIL LAUNDRY/KITCHEN	Edit		05/25/2018	05/25/2018	05/25/2018			119.25
Vendor 10942 - TIP TOP CLEANERS Totals						Invoices	1		<u>\$119.25</u>
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL									
36120	APR2018A NUTRITIONAL SUPPLIES	Edit		05/25/2018	05/25/2018	05/25/2018			600.38
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL Totals						Invoices	1		<u>\$600.38</u>
Vendor 6359 - WIL KIL PEST CONTROL									
6359	MAY2018 MAY PEST CONTROL	Edit		05/25/2018	05/25/2018	05/25/2018			75.00
Vendor 6359 - WIL KIL PEST CONTROL Totals						Invoices	1		<u>\$75.00</u>
Batch Number 2018-00000210 Totals						Invoices	15		<u>\$53,421.59</u>
Department 23 - HS Resource Center Totals						Invoices	15		<u>\$53,421.59</u>
23 HS Resource Center				Grand Totals		Invoices	15		<u><u>\$53,421.59</u></u>

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: Information and Assistant Specialist

Position Status: Currently vacant Will be vacant Date Vacant: 4/31/18

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 number of staff hired in past two years

Transfer: why is the new position more attractive to employee than current one? More money and closer to home.

Name of Current / Most Recent Incumbent: Anna Zahorik

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 5/24/18

Financial Information:

Salary Range: \$18,89 - \$21,59 Is the Position Budgeted: Yes No

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

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO O2-PROFESSIONAL

FLSA Status Non-EXEMPT

Human Resources has performed a position review?

[Signature] (HR initial)

6/5/18

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

Approvals:

County Administrator [Signature] Date 6-5-18

Oversight Committee Chair _____ Date _____

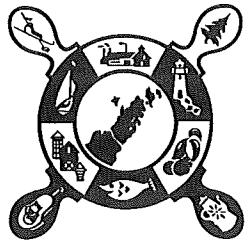
I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.

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

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

Memo

To: Human Services Board

From: Joe Krebsbach

CC: Administrative Committee

Date: May 29, 2018

Re: Request to refill Information and Assistant Specialist position.

The I&A position is responsible to connect adults in the community with services to help them remain independently in their homes as long as possible. Although they work with individuals over 18 with physical and cognitive challenges, their primary case load includes those over the age of 60. As you are all aware of, this is Door County's largest population.

The move into our new building as provided additional exposure of the ADRC to our Citizens. The number of contacts that our I&A have had increased 34% when comparing Feb.-April in 2018 to the same months in 2017. It will not be possible for us to continue to provide the same level of service without filling this position.

The ADRC is funded with State monies and supplemented with Federal match based on the work that we do. Up to this point, we have not had to use tax levy money to support these positions and I do not believe this will change at this time. I am requesting permission to fill the position ASAP.

Respectfully submitted,
 Joe Krebsbach

County of Door Information and Assistance Specialist

Job Title	Information and Assistance Specialist	Last Revision	10/26/2015
Department	Human Services	HR Reviewed	01/01/2017
Division	ADRC	Employee Group	General Municipal Employee
Report To	ADRC/Aging Program Director	FLSA Status	Non-Exempt
Pay Range	F	EEO Code	02 – Professionals

General Summary

This position responsible for providing the general public, but particularly adults who are elderly, physically disabled, developmentally disabled, or with mental health or substance abuse disorders, with information, referral, and assistance to a wide range of community resources; informing and educating people about their options; and assisting in connecting them to programs and services, including public and privately funded options. The Information and Assistance Specialist also provides intake, eligibility determination, and enrollment into and disenrollment from long term managed care. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Provides consumer driven customer service responses to requests for information to the residents of Door County.
2. Gathers sufficient information to accurately identify and clarify inquirer's problems and needs. Collects preliminary financial data (including medical and remedial expenses) and refers to Economic Support Unit for financial eligibility determination.
3. Provides follow-up as needed to determine outcomes and provide additional assistance in locating resources and arranging services.
4. Develops and implements action plans, short term service coordination / case management, to organize and direct in-home supportive services according to ADRC policy.
5. Assists in the identification of individualized counseling that reflects goals that are personally meaningful and attainable by consumers which address immediate, as well as longer term needs.
6. Administers the Long Term Care Functional Screen to determine functional eligibility.
7. Provides information about publicly funded long term care services and assists consumers throughout the eligibility determination and enrollment / disenrollment process with the Managed Care Organization.
8. Provides information about programs, services (public and private) and public benefits, makes referrals.
9. Participates in various transition activities designed to help youth who have a disability transition from school to the adult service system.
10. Participates in program development, marketing, and outreach activities, including representing the ADRC at public information fairs.
11. Problem solves with internal and external agencies on any concerns with clients as they relate to the independence and needs of the consumers served.
12. Performs home visits.

County of Door Information and Assistance Specialist

General Job Functions

1. Participates in prevention activities, support groups, classes, Quality Assurance / Quality Improvement projects, and other initiatives.
2. Completes required recordkeeping and ADRC activity reporting and 100% time reporting in a timely manner. Maintains accurate and complete documentation including notes in the I & A database that contains accurate information without judgment.
3. Arranges work schedule as necessary or directed to meet the program and consumer service needs.
4. Represents the ADRC of Door County to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups as requested.
5. Adheres to the AIRS national standards; also secures AIRS certification within the first two years of employment.
6. Participates in on-going training, maintaining current knowledge to ensure compliance with federal and state regulations.
7. Maintains the confidentiality of client information as required by State and Federal laws and regulations and professional practice standards.
8. Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
9. Assists individual in completing application for Medicaid and other public benefit programs (e.g. Food Share,) if needed.

Requirements

Training and Experience

1. Graduate of an accredited college or university with a Bachelor's degree in a health or human services related field.
2. Must have at least one year of experience working with the type of individuals, such as the elderly or individuals with developmental disabilities, physical disabilities, mental health or substance abuse disorders, who constitute one of the target populations of the Aging and Disability Resource Center and Family Care.
3. Must obtain the on-line State Functional Screen Training Course within 30 days of hire.
4. Must obtain the Alliance of Information & Referral Systems (AIRS) certification test for Information and Referral Specialists within 2 years of hire.
5. Current valid Wisconsin driver's license and unlimited access to reliable transportation required.

Knowledge, Skills, and Abilities Required

1. Knowledge of standards and principles of Information and Assistance including a willingness to become certified as an I & A Specialist through AIRS.
2. Knowledge of community resources and referral procedures.
3. Knowledge of assessment and care management techniques.
4. Knowledge of planning, organizing, and problem solving strategies.
5. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
6. Ability to maintain strict confidentiality.
7. Ability to proficiently use a computer and related office equipment; demonstrating familiarity with required software and database programs as they relate to the essential functions of this position.

County of Door Information and Assistance Specialist

8. Ability to be decisive and make sound decisions under pressure, in a crisis or emergency situations.
9. Ability to participate in a work setting as a team player.
10. Ability to prepare and to maintain a variety of documents, including client service plans and recommendations, program evaluations, client assessments, treatment plans and therapy notes.
11. Ability to share technical material in a manner easily comprehended by the population being served.
12. Ability to comprehend and interpret a variety of documents.
13. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical and 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).

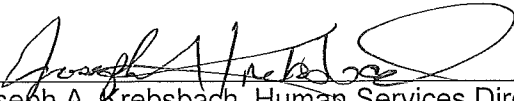
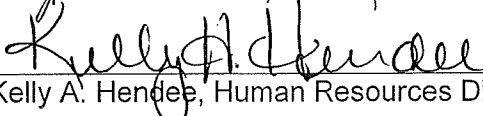
Potential for physical harm exists during contacts with angry or irate members of the public. Occasionally necessary to defuse situation with disgruntled clients. Limited office space may cause some distraction.

This position will have frequent contact with members of the public in their homes and at various locations in the community. Adverse living conditions with many hazards may be encountered during home visits.

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	12/9/15 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: Information and Assistance Specialist

Department Human Services Division Aging and Disability Resource Center

Report to: (position title): This position reports to the Aging & Disability Resource Center (ADRC)/Aging Program Director.

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

This position responsible for providing the general public, but particularly adults who are elderly, physically disabled, developmentally disabled, or with mental health or substance abuse disorders, with information, referral, and assistance to a wide range of community resources; informing and educating people about their options; and assisting in connecting them to programs and services, including public and privately funded options. The Information and Assistance Specialist also provides intake, eligibility determination, and enrollment into and disenrollment from long term managed care.

B. Fundamental duties of the position

1. Write one duty per numbered space.
2. Rank the duties in order of importance. The most important duty should be number one.
3. After listing the specific duties, enter the percentage of time spent on each.
4. Indicate which of the items are essential, which is determined considering the following:
 - a. Does the position exist to perform this function? OR
 - b. 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
 - c. 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.
5. 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.	Provides consumer driven customer service responses to requests for information to the residents of Door County.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Gathers sufficient information to accurately identify and clarify inquirer's problems and needs. Collects preliminary financial data (including medical and remedial expenses) and refers to Economic Support Unit for financial eligibility determination.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Provides follow-up as needed to determine outcomes and provide additional assistance in locating resources and arranging services.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Develops and implements action plans, short term service coordination / case management, to organize and direct in-home supportive services according to ADRC policy.	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Assists in the identification of individualized counseling that reflects goals that are personally meaningful and attainable by consumers which address immediate, as well as long term needs.	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	Administers the Long Term Care Functional Screen to determine functional eligibility.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Provides information about publicly funded long term care services and assists consumers throughout the eligibility determination and enrollment / disenrollment process with the Managed Care Organization.	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Provides information about programs, services (public and private) and public benefits, makes referrals.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.	Participates in various transition activities designed to help youth who have a disability transition from school to the adult service system.	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	Participates in program development, marketing, and outreach activities, including representing the ADRC at public information fairs.	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

11.	Problem solves with internal and external agencies on any concerns with clients as they relate to the independence and needs of the consumers served.	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.	Performs home visits.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.	Participates in prevention activities, support groups, classes, Quality Assurance / Quality Improvement projects, and other initiatives.	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14.	Completes required recordkeeping and ADRC activity reporting and 100% time reporting in a timely manner. Maintains accurate and complete documentation including notes in the I & A database that contains accurate information without judgment.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15.	Arranges work schedule as necessary or directed to meet the program and consumer service needs.	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16.	Represents the ADRC of Door County to the community at large through professional interaction, public speaking, media presentations, and participation in community advisory groups as requested.	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17.	Participates in on-going training, maintaining current knowledge to ensure compliance with federal and state regulations.	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18.	Maintains the confidentiality of client information as required by State and Federal laws and regulations and professional practice standards.	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19.	Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20.	Assists individual in completing application for Medicaid and other public health benefit programs (e.g. Food Share,) if needed.	3	<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

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
<u>Employees</u> in same or other department(s)	Coordination referral to services	Daily
Other <u>Departments</u> (list other departments)	Coordination referral to services	Daily
Customers – General Public (list all)	Coordination referral to services	Daily
Suppliers/Vendors	Updates	Monthly
Community / Trade / Professional		
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: Health or Human Services OR RN
<input type="checkbox"/>	<input type="checkbox"/>	Graduate work or advance degree	Specify:
<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 checked="" type="checkbox"/>	Up to one year of experience required.
<input type="checkbox"/>	One to at least three years' experience required.
<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
<input checked="" type="checkbox"/>	Experience in (specify): Working with Elderly, Developmentally Disabled or Physically Disabled

Certification: List any licenses, certifications, statutory requirements or registrations required for this position. Use the exact name of license, certification, etc.	
1.	Must obtain the on-line State Functional Screen Training Course within 30 days of hire.
2.	Must obtain the Alliance of Information & Referral Systems (AIRS) certification test for information and Referral Specialists within 2 years of hire.
3.	Valid Wisconsin driver's license and unlimited access to reliable transportation.
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:

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 type="checkbox"/>
	b. Computer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Copy machine	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	<input 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 60# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy lifting: 100# max	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy lifting: in excess of 100#	<input 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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 60# max	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy carrying: 100# max	<input 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 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Running	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Swimming	<input 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 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 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 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 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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching up (to high shelf)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching across (work bench)	<input type="checkbox"/>	<input 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibrations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden temp. changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical hazards	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 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.

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

- Office / indoors
- Shop / warehouse
- Vehicle
- Outdoors
- Other:

Supervisor Review:

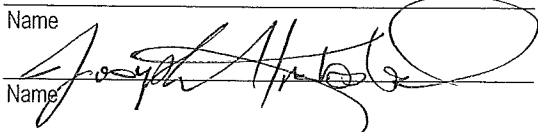
I. Your signature below indicates that you have reviewed this questionnaire. If you want to make revisions, please enter them in the margins in the appropriate spaces. Use extra paper if you need to, numbering your comments to match the items in question. These items will be reviewed with you before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


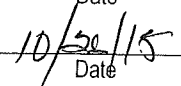
II. How many employees under your supervisor perform the same job described above by this employee? _____

III. Supervisor Comments _____

Signature Approvals

Supervisor

Name _____
 Dept. Head 
 Name _____

Title _____

 Title _____
 Date _____

 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 Senior Ctr-Information & Ass't Specialist-Range F
 Effective Date _____ 6 Mo _____
 Department _____ Senior Center _____ Sub Dept _____

FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Sr Ctr Information & Ass't Specialist Range F-Level 1									
1.00	\$18.89	39,291				30,469			69,760
Sr Ctr Information & Ass't Specialist Range F-Budget									
1.00	\$19.43	40,414				30,683			71,097
Total Salary and Benefit Decrease									(1,337)
FTE/Hrs	@ Rate	2017 TOTAL SALARY				2017 TOTAL BENEFITS			TOTAL SALARY and Benefits
Sr Ctr Information & Ass't Specialist Range F-Level Control Point									
1.00	\$21.59	44,907				31,539			76,446
Sr Ctr Information & Ass't Specialist Range F-Budget									
1.00	\$19.43	40,414				30,683			71,097
Total Salary and Benefit Increase									5,349

Dept Head Signature M. E. Garcia Finance Director
 Date 5/24/2018

Disclaimer: This Fiscal Impact does not include Step 2 \$19.43, Step 3 \$19.97, Step 4 \$20.51, or Step 5 \$21.05.

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



Door County
DEPARTMENT OF HUMAN SERVICES
421 Nebraska Street
Sturgeon Bay, WI 54235

Joseph Krebsbach
Program Director
(920) 746-7155
Fax: (920) 746-2439

Memo

To: Human Services Committee
From: Joseph Krebsbach
CC: Finance Committee
Date: May 31, 2018
Re: Transfer of Funds

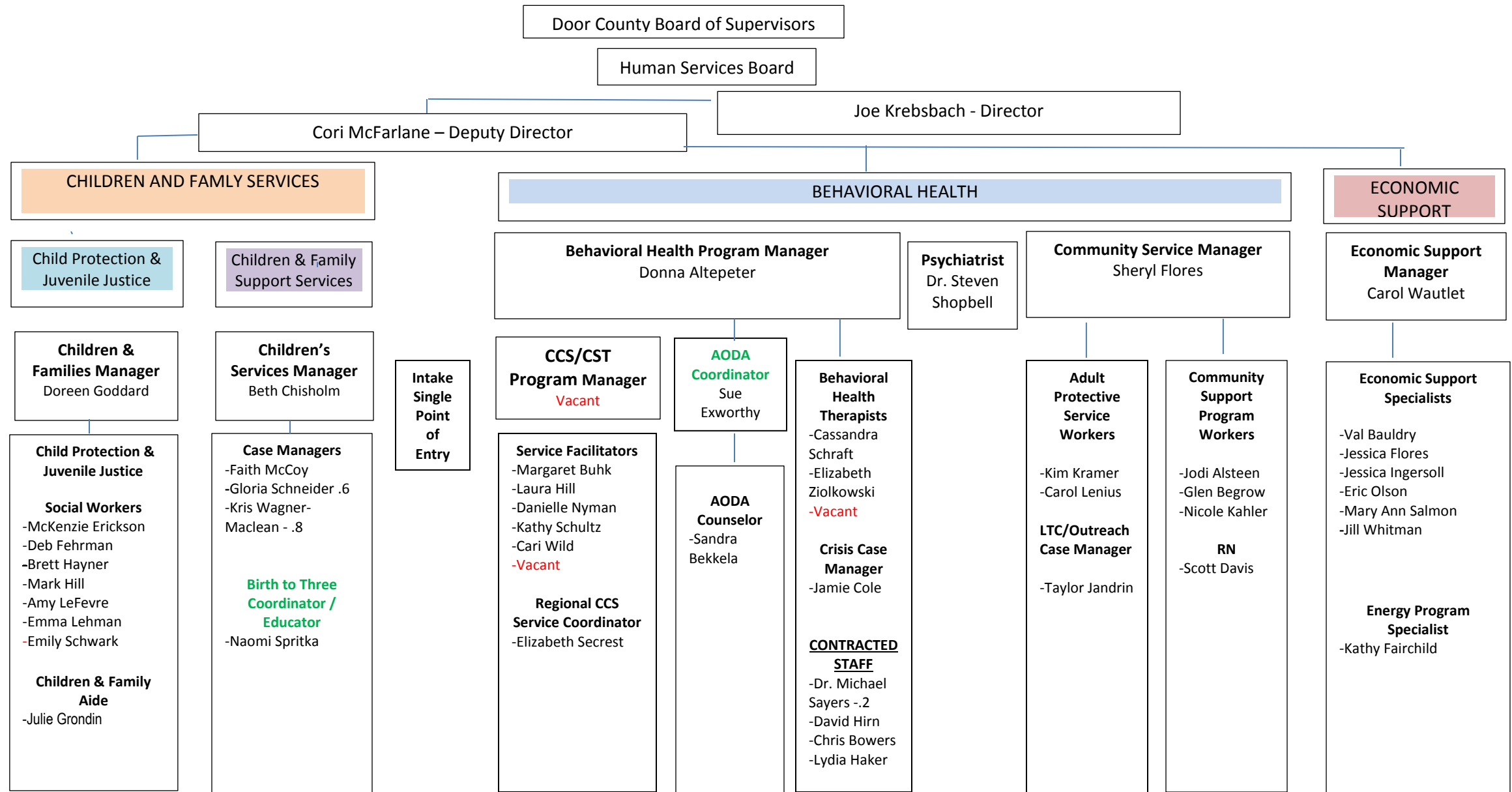
Prior to 2018, but after budget preparation, we decided to move from employee provided psychiatric care to contracted services. We are currently purchasing this service from Kewaunee County. This change will require a transfer of \$150,000 from general ledger account 240.47.3912 Behavioral Health Staff to 240.47.3926.52701 Behavioral Health Purchased Service.

I, respectfully, request permission to make this transfer.

A handwritten signature in black ink, appearing to be 'JK', is written to the left of the name Joseph Krebsbach.

Joseph Krebsbach

DOOR COUNTY DEPARTMENT OF HUMAN SERVICES – **STAFFING**
 Organization Chart 06.11.18



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES – STAFFING (continued)
 Organization Chart – 06.11.18

