

**Tuesday,
July 10, 2018
9:00 a.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 9:00am
2. Introductions
3. Ground Rules for Public Hearing
4. Public Comments
5. Adjourn the Public Hearing

HUMAN SERVICES BOARD MEETING

1. Call Meeting to Order
2. Roll Call-Establishing Quorum
3. **Adopt** Agenda
4. **Approve** Minutes – June 12, 2018 Public Participation Meeting & Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Discussion of Public Participation Meeting
8. Collateral Conversation Topics
9. Program Reports
 - a. Children & Family Services Verbal Report–Beth Chisholm & Staff
 - b. Written Collective Unit Report
10. Continuing / Pending Business
 - a. Resource Center Building Update
 - b. Staff Recruitment Updates
 - c. ADRC Vehicle Update
 - d. Vouchers
11. New Business
 - a. Request to Refill – Behavioral Health Crisis Case Manager Position & Subsequent Vacancies
 - b. Requests for Carry-Over Funds
 - ADRC Exercise Equipment & Maintenance
 - Technology Equipment Replacements
 - c. ADRC Donation Requests
12. Topics To Be Referred to the Legislative Committee
13. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
14. Set Next Meeting Date – Tuesday, August 14, 2018 9:00am
15. Meeting Per Diem Code
16. **Adjourn** Meeting

Deviation from the order shown may occur.

DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

PUBLIC PARTICIPATION PROCESS MEETING (2019 Budget Public Hearing)

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

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

The Door County Human Services Board held the first of two public participation meetings. The purpose of these meetings is to receive public comments regarding the programs, services and budget currently provided by the Department of Human Services. The Notice of the Public Hearing appeared in the June 6th and June 9th, 2018 issues of the local newspaper, the Door County Advocate and on radio announcements. The affidavit of publication will be attached to these minutes once it is received.

Helen Bacon served as Chair. Helen called the Public Participation Process Meeting to order at 4:00 p.m. The Human Service Board members introduced themselves. The public participation meeting process formalities were shared. A written sign-in sheet for the public guests present and those that wished to speak was provided to the Recording Secretary and to the Chair to acknowledge requests. This list is attached to these minutes.

The following individuals from the public were in attendance and addressed the board on topics related to this meeting:

1. Paul Kok
HELP of Door County, President of the Board
Thanked the Human Service Department for their continued support.
2. Steve Vickman
HELP of Door County
HELP provides a Visitation and Exchange Program that serves parents and children needing to visit or be exchanged in a safe, neutral location. HELP wishes to maintain their relationship with our department to support families.
3. Cassie Hitzman
HELP of Door County of Door
In 2017 HELP provided families with 550+ supervised visits and 200+ exchanges in a safe environment. Currently, in 2018, these numbers have increased 41%.
4. Tami Walls
CW Family Solutions LLC
CW Family Solutions LLC is located in Brown County and provides supervised visitation for families. This location is especially helpful when children receiving Foster Care are placed in Brown County and parents remain in Door County or vice versa.

The Interim Chair asked if anyone else wished to add any comments and then thanked the public for their participation.

Robert Rau motioned to adjourn with Wayne Kudick providing the 2nd. All were in favor. The Public Participation Meeting adjourned at 4:06 p.m.

Respectfully submitted,
Shawn M. Barlament – Recording Secretary

**Door County Department of Human Services
Public Participation Meeting - Administration/Programming/Budget for
2019**

Tuesday, June 12, 2018 4:00pm Chambers Room-Government Center

Please Print

	Name	Organization	"X" If You Wish to Speak
1	PAUL ROK	HELP of DC	X
2	Susan Kohout	County Bd.	
3	Cassie Hitzman	HELP of DC	X
4	Steve Vickman	HELP of DC	X
5	Tami Walls	CW family solutions	X
6	Cindy & Weber	Sunshine House	
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Door County Advocate

STATE OF WISCONSIN
BROWN COUNTY

DOOR CO HUMAN SERVICES

421 NEBRASKA ST
STURGEON BAY WI 542352225

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

Account Number: GWM-530170
Order Number: 0002932113
No. of Affidavits: 1
Total Ad Cost: \$55.58
Published Dates: 06/06/18, 06/09/18

(Signed) Kevin King (Date) 6-25-18
Legal Clerk



Signed and sworn before me

Vicky Felty

My commission expires

9-19-21

DOOR CO HUMAN SERVICES
Re: 6/12/18PPPMeet

PUBLIC MEETING NOTICE

The Door County Department of Human Services will hold the first of two public participation meetings on Tuesday, June 12, 2018, beginning at 4:00p.m., in the Chambers Room at the Door County Government Center. The second meeting will be held Tuesday, July 10, 2018 at 9:00a.m., also in the Chambers Room of the Door County Government Center. The meeting room is located on the ground floor of the Government Center, 421 Nebraska Street, Sturgeon Bay, Wisconsin and is accessible to those with special needs.

The purpose of the meetings is to provide the public with opportunities to offer comment to the Department of Human Services' board members and staff regarding any aspect of the agency administration, programming or budget for 2019.

The agency provides a comprehensive array of statutorily defined services to Door County residents experiencing challenges in the areas of mental health, alcohol and other drug abuse, mental illness, developmental disabilities, child protection, juvenile justice, economic support, long term care, adult protective services and aging, as well as the Aging and Disability Resource Center.

Those unable to attend the meeting who would like to offer comments regarding agency programs or budget may submit their written statements to the Door County Department of Human Services in care of Joseph Krebsbach, Director, at 421 Nebraska Street, Sturgeon Bay, WI 54235. Additionally, citizens may offer comments via email to sbarlament@co.door.wi.us.

The regular open board meetings of the department will begin immediately after the conclusion of the public participation process meetings.

RUN: June 6 & 9, 2018 WNAXLP

DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Tuesday, June 12, 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-

Chair Helen Bacon called the June 12, 2018 meeting of the Door County Human Services Board to order immediately following the 2019 Budget Public Participation Meeting at 4:08 p.m. in the Government Center's Chambers Room.

2. Roll Call / Establishing a Quorum-

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

Excused: Tom Leist

Staff Present: Joseph Krebsbach-Director; Cori McFarlane-Deputy Director; JoAnn Bauman-Department Accountant/Finance; Julie Behnke-Business Manager; Sheryl Flores-Community Services Program Manager; Carol Lenius and Kim Kramer-Adult Protective Service Workers; Taylor Jandrin-Long Term Care/Outreach Case Manager and Shawn Barlament-Office Manager/Recording Secretary.

Others Present: Susan Kohout-County Board Supervisor and Cindy Weber-Sunshine House, Inc.

Board members present established a quorum.

3. Adopt Agenda-

Motion by Nissa Norton, seconded by Wayne Kudick to adopt the agenda. Motion carried by unanimous voice vote.

4. Approve Minutes-

Motion by Bob Bultman, seconded by Megan Lundahl to approve the May 8, 2018 Human Services Board meeting minutes. Motion carried by unanimous voice vote.

5. Correspondence-

No correspondence presented.

6. Public Comment-

No one from the public commented.

7. Discussion of Public Participation Meeting

Bob Bultman confirmed the importance of these meetings and today's participation.

8. Program Reports

a. Adult Protective Services (APS) Verbal Report

Sheryl Flores began the presentation with her history with our department and her management role with the Adult Protective Services team. This team promotes safety, independence and quality of life for older persons and persons with disabilities who are or may be mistreated and unable to protect themselves.

Carol Lenius, APS worker, shared that Monday-Friday either she or Kim Kramer are on deck each day to take referrals. Action on a referral is required within 24 hours. Currently there is an outside pinwheel display at the ADRC representing the 279 elder abuse or neglect referrals made in 2017. 75% of these referrals were self-neglect. There were 59 Adult at Risk referrals of which 39% were self-neglect.

Kim Kramer, also an APS worker, explained that this team also petitions for Emergency Protective Placements and Guardianships.

Taylor Jandrin, Long Term Care/Outreach Case Manager, began in the fall of 2017. She helps individuals connect with resources if they do not meet the requirements of Elder Abuse and Neglect or Adults at Risk

services. Taylor is our department's liaison to the jail. She is also a member of the Fresh Start Team that assists individuals identify resources to meet their needs upon release from jail so they do not re-offend. In preparation for Elder Abuse Awareness Week, June 15th-22nd, new brochures, outreach posters and informational placements have been printed. On Friday of this week, June 15th at 12:30pm at the ADRC, Attorney Andrea Gage-Michaels with the Elder Rights Project will present on financial scams and how to protect yourself.

A thank you was extended to Carol Lenius, her husband and their church youth group for displaying the pinwheels and our Chair, Helen Bacon, for assembling the pinwheels.

b. Written Collective Unit Report

No questions asked. Board members expressed their appreciation for the content of this report. Joe Krebsbach acknowledged Cori McFarlane's expertise in pulling the report together each month for the board.

9. Continuing / Pending Business-

a. Resource Center Building Updates

The prior Senior Center building has been removed to increase the parking areas and landscaping in the back of the building is in progress.

b. Staff Recruitment Updates

- Julie Behnke was introduced as our department's Business Manager. She began yesterday, June 11th.
- Hope Klatt has accepted the CCS Case Manager position and will begin on June 18th.
- The Behavioral Health Therapist position remains posted.
- The requirements for the CCS Manager position have been changed in order to attract applicants.
- The department will recruit for a contracted part-time AODA Counselor.
- A job description for a psychiatric nurse prescriber is being written. This position will help with the doctor's scheduling allocating additional time for other client needs.

c. ADRC Vehicle Update

Work has been completed on the new bus in order to meet regulations and is now in use. Letters were sent to local municipalities in an attempt to sell the both the bus and van. If no offer is received on the bus, they will both go to the state auction.

d. Vouchers

A question was asked about a large check made out to Kalahari Resort & Convention Center for the 2018 Autism Conference. 30 families were able to attend. Board member, Nissa Norton, attended the conference and was able to attest to the positive experience for her family with the interactive break-out sessions and keep abreast of the new and different resources available to help with autistic needs.

10. Topics To Be Referred to the Legislative Committee-

Board members suggested that this agenda item be moved to the end of the agenda after "New Business".

11. New Business-

a. Request to Refill – Information & Assistance Specialist Position

Joe Krebsbach reviewed his memo to the board and the Administrative Committee about the necessity to refill this position. I&A referrals are up 30% with the new building exposure and the position is fully funded by the ADRC funds received from the state. Six months will pass prior to an I & A Specialist to be fully functional in the position. Throughout the state all specialist must participate in a four month training. Megan Lundahl moved and Bob Bultman seconded the motion to refill the Information & Assistance Specialist position. Motion carried by unanimous voice vote.

b. Transfer of Funds

Motion by Bob Rau and second provided by Joe Miller to transfer funds from Behavioral Health Employee Costs account to the Behavioral Health Purchased Services account due to the change in employee provided psychiatric services to contracted psychiatric services. Motion carried by unanimous voice vote.

c. Day Care Needs

Discussion revolved around the inadequate number of facilities available, waitlists, recruitment efforts and the effect on employment opportunities, families, etc. Cori McFarlane is participating in a United Way group that is focusing on this need. Brown County is being asked about their recent efforts to increase the number of providers. Concerns were shared that this does affect the families we serve but is it our department's responsibility to correct or is there a need for a concentrated community effort to tackle this need?

d. Pre-Booking Diversion Grant / Staffing

Tammy Sternard, Jail Lieutenant, wrote for and was awarded 1 of 3 grants. \$80,000 per year for 2017 & 2018 to help offenders with drug problems to stay out of the judicial system by their acceptance of appropriate services. The state is rolling out the grant at a very fast pace. The grant does allow for hiring staff to write the program and provide case management.

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**

A written memo with the rationale for these position requests was provided during the meeting and is included with these minutes. Motion by Bob Bultman, second by Nissa Norton to include these 2019 position requests in the department's 2019 budget process where funding is available. Motion carried by unanimous voice vote.

f. Agenda Items Discussion

Joe Krebsbach asked for the board's input on agenda topics. In the past, the purpose of this board was for budget and policy purposes. The Chair has always been responsible for approving the agenda items. If a topic was added to the agenda then the Director was responsible for that topic's discussion and possible resolution. After discussion, the board agreed they would like the option of additional agenda items as learning opportunities that may not be specific to the department but are connected to the services we provide. It would allow department staff to share how the topic impacts the department and the services we provide. The Board suggested these parameters for these topics under a new category on the agenda labeled "Collateral Discussion Topics":

- Topics should be sent to both the Chair and the Director
- Topics will be relevant and will be informational only
- It will be documented on the agenda which board member is bringing the topic to the committee's attention
- The board member will be responsible to provide the information or invite another individual to share the information
- Time will be limited to 5 minutes per topic
- Next action step will be determined, if applicable, for the board and department

g. ADRC Public Hearing – September 11, 2018

This committee's September monthly meeting will follow the Public Hearing at the ADRC at mid-day on September 11th.

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

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

13. Next Meeting Date-

The next meeting will be Tuesday, July 10, 2018 immediately following the Public Participation Meeting that begins at 9:00 a.m. in the Chambers Room of the Government Center, 421 Nebraska Street, Sturgeon Bay.

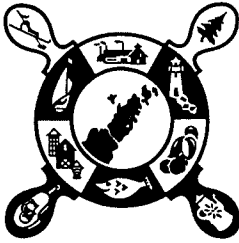
14. Meeting Per Diem Code-

426

15. Adjourn the Meeting:

Motion by Laura Vlies, seconded by Joe Miller to adjourn the meeting. Motion carried by unanimous voice vote. The meeting adjourned at 6:25 p.m.

Respectfully submitted,
Shawn M. Barlament, Recording Secretary



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 Board
From: Joseph Krebsbach
CC: Administrative / Financial Committee
Date: June 12, 2018
Re: 2019 Employee Requests

-
- Increase 1 - .5 FTE position to 1.0 FTE
 - Increase LTE hours available
 - 1 Additional Children's Long-Term Care (CLTS) Case Manager if funding is available
 - 1 Additional Comprehensive Community Services (CCS) Case Manager if revenue is available to support

As you are aware with the new building, we have had an increase in meals served. This increase has been about 30% to date. The increased volume has required us to use additional LTE hours. We are requesting permission to move one of our part-time positions to full time. In addition, we will need additional LTE hours to cover the work load when staff are out or when we have special events.

We do have additional donations coming in with the increased volume however, we do not have any additional state or federal money to support these positions. We will need to make room in the budget to cover this increase.

In 2017 the state mandated the elimination of Children's Long-Term Care waiting list in 2018. At the beginning of the year we had 22 children on the list. We planned to move 2 children off per month to comply with the state requirement. We have moved 2 children each month this year but we have had as many new referrals to the program as we have removed. Currently we still have 22 kids on this list. We will need another staff person to handle this case load. We would request permission to add this position if we are able to get additional funding.

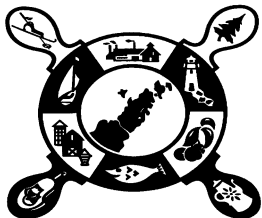
Finally, our Comprehensive Community Service program volume continues to increase. We have yet to see the volume of discharges equal the amount of admission. In this program, we have the ability to capture our full costs through

Medicaid billing. We request permission to add an additional position here as well, if we are able to support this without additional tax levy funding.

At this point we are in the preliminary stages of the 2019 budget. These requests will be contingent on our ability to fund them, based on tax levy constrictions given by the County Administrator. At this point I am seeking permission to move these four requests along in the budget process. If they remain in the budget proposal, the fiscal explanations will be provided along with the 2019 budget presentation.

Respectfully,

Joseph Krebsbach



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

Joseph Krebsbach, Director
1st Floor Fax: 920-746-2355
2nd Floor Fax: 920-746-2439
dhs@co.door.wi.us

Human Services Board Written Agency Updates – July 2018

I. Program Changes and Highlights

- A.** On June 15, **Adult Protective Services** staff arranged a presentation on Financial Exploitation and Scams Targeting Older Adults. Attorney Andrea Gage-Michaels from the Elder Rights Project presented to 28 individuals at the ADRC. The presentation was very timely, and the audience had excellent participation. Listening to the questions and stories shared by attendees showed how prevalent phone and computer scams are in our community. Attorney Gage-Michaels encouraged the participants to spread the word that if you are a Wisconsin resident, 60 or older and the victim of a crime or abuse, Elder Rights Project has Attorneys and Para-Legal staff free of charge regardless of their income or assets. No criminal charges, convictions, or even a report to law enforcement is required. Victims must provide specific permission before ERP staff can discuss their case with friends or relatives.

If you are contacting the Elder Rights Project on behalf of an elder abuse victim, you must provide a financial Power of Attorney or other legal guardianship document proving that you have the authority to act on that victim's behalf. Elder Rights Project – 844-614-5468 is a toll-free intake line that is open Monday through Friday from 8:30 to 4:00. www.legalaction.org/ERP.

In recognition of Elder Abuse Awareness week June 15 – 22, the APS program designed new Outreach Posters to be placed in medical clinics and churches, new APS brochures, and informational placemats for the ADRC dining room to educate our seniors about physical, emotional, sexual abuse and financial exploitation.

- B.** The **Community Support Program** (CSP) staff treated 24 consumers to an afternoon outing on the Chicago Fire Boat on June 4th. On July 6th, CSP consumers are being invited to take the Maritime Museum Tour between 1:00 and 3:00.

In June we enrolled a new OARS client into the CSP program. OARS (Opening Avenues to Reentry Success). This young man meets with his Probation Officer, Lutheran Social Services OARS Case Manager and CSP Case Manager Jodi Alsteen on a weekly basis for intensive case management and monitoring in the community to assure he remains compliant with rules of his probation and keeps all of his medical and psychiatric appointments. Staff conduct a Multi-Support Team meeting with the client on a monthly basis so all of the providers can stay focused on the client's recovery goals.

- C.** The **Behavioral Health** team is in the middle of our client satisfaction survey and will be ending it mid-July. Our response rate is steady and the input thus far is very positive regarding the services provided. We are always interested in improving our services. Sandra Bekkala, one of our new AODA counselors, has been busy preparing for and running our treatment group on Wednesdays. We are so happy to be able to provide this service again to our county residents.

Additionally, our co-occurring therapist, Sue Exworthy will be leading a presentation and discussion on "Aging and Depression" at the ADRC at 1:00 pm on August 16, 2018. You are welcome to attend! We are hoping to continue these presentation on a quarterly basis to clients at the ADRC. Finally, the Behavioral Health team is preparing their presentation about our services at the next All Agency staff meeting in August. We are looking forward to spreading the word about our work to others.

- D. The Children and Families Support Services** team continues to encourage ourselves and the families we are engaged with to enjoy summer and the time with their children outside of school days. Our team has worked with providers to develop various summertime program offerings to help children with special needs develop skills and have opportunities for positive peer social interactions. One example is an equine assisted group at Spirit of the Horse and Heart where youth will meet once a week for 6 weeks. Sessions include activities with the horses, discussions, and reflections. Topics include such things as:
- Understanding the importance and power of the words we use; Assertiveness - the fine line between polite and rude; being firm with kindness
 - Building body & emotional awareness - Where do emotions sit in our body? How do they feel? The impact of our tone of voice and body language and how they affect the receiver of our words. Developing awareness of our feelings and realizing the importance of the information they offer us.
 - Choices - We often cannot change our circumstance but we can always choose the way we react to it, which then affects our actions.
 - What triggers anxiety in us and learning tools with which to acknowledge the anxiety and then let it go.
 - Building social skills as a team through cooperative activities. Really listening and noticing another's point of view.
 - Finding the joy within yourself and loving who you are.

Several of our teens are also engaged in a summer experience through Family Services where they are strengthening socialization skills, exploring emotional regulation strategies, learning problem solving skills, and engaging in fun activities, including a field trip each Friday.

PATH camp is once again running this summer two days per week. PATH stands for Providing Access to Help for Families with Special Needs. PATH is an all-volunteer run organization led by an Executive Committee made up of parents of children with special needs, teachers, health care providers and interested community members. They are dedicated to increasing opportunities for recreation and integration in the community for children with special needs. Other youth are engaged in activities at the Boys and Girls Club, YMCA and Sunshine House. We are also working with Counseling Associates to plan a 6-week skills development group for middle school youth that will begin meeting 2 hours per day, 1 day a week later this month. It took significant planning and coordination on the part of many individuals in our agency and community for all of these initiatives to come together – from the parents, case managers, and providers, to the billing, contracts, and IT specialists scrambling behind the scenes. We are grateful for all who have a role in supporting the children and families in our community.

- E. The Comprehensive Community Support (CCS)** team was pleased to welcome a new Service Facilitator, Hope Klatt, to the team in June. Hope's education and wealth of experience will make her a great asset to the CCS program. Most recently, she and her family operated a business that contracted with DVR providing employment and training services to individuals with disabilities. We look forward to the return of Danielle Nyman from maternity leave on July 3. Dani has been carrying a caseload primarily in the Children's Long Term Support program area but will be

transitioning to a CCS caseload upon her return. And, finally, after a long wait and lengthy search, we are very excited to announce that our very own Jamie Cole (Crisis Case Manager) has accepted the CCS Manager position, beginning July 9! We greatly appreciate the patience of the entire team as they have worked so patiently without a direct supervisor while also covering extra cases during a leave. We are also grateful to Beth Chisholm who has graciously shepherded the two teams together as we prepare for the transition and some upcoming shifts in caseload responsibilities.

- F. The **Economic Support** team reports that they are still getting quite a few crisis applications for the WI Home Energy Assistance Program, primarily from those who are facing disconnection notices. Crisis funds are limited and are almost exhausted for the year.
- G. The **Child Protective Services/Juvenile Justice** team reports that the numbers of referrals in CPS have been level. We have received 228 child protection referrals so far this year, compared to 238 referrals at this time last year. We strive to keep children with their natural families, and we had some successful outcomes recently, as we were able to achieve permanency for a few children through reunification with a parent or relative.

Juvenile Justice referrals have been up in 2018. We have had 48 juvenile referrals year-to-date, compared to 22 in 2017 during the same time period. Our juvenile programming will continue through graduation ceremonies in August and September. The program was targeted for youth involved or at risk of being involved in delinquent behaviors. This year we combined hands-on team building activities with an errors in thinking curriculum.

- H. As you are well aware, earlier this year the **Aging and Disability Resource Center** moved into a brand new building. We could not be happier to have more space which ultimately provides us a greater opportunity to fulfill our mission in serving older adults, adults living with a disability, their families and caregivers in a variety of ways. The new building is much bigger than our old building and has increased our operational costs quite a bit. In order to continue to operate at the standard of excellence we believe our program and service participants deserve, we are increasing the monthly fitness room rate from \$5.00 to \$10.00 and the suggested meal contribution from \$4.00 to \$5.00 per meal. The rate increases will take effect August 1, 2018.

In July we are starting a new brain enrichment course. The class is 10 weeks long and starts on July 11th from 10-11:30am. 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.

We are pleased to announce that beginning on Tuesday, June 26th, staff will have monthly office hours at the Brussels Community Center, 1366 Junction Road, from 2:30pm-4:30pm on the 4th Tuesday of each month. In an effort to reach more Door County residents, an Information & Assistant Specialist will be available to meet with individuals that have questions about community resources, long-term care options, nutrition assistance, income supports, and other topics for those that are aging or have a disability. To ensure availability, please call the ADRC at (920)746-2372 to make an appointment for the Brussels office hours.

Lastly, we are excited for the addition of a Sivananda Style Yoga class to our health promotion program. The yoga class is being held for 6 weeks at a time and focuses on the improvement of

balance and flexibility. That class starts on July 10th and is being held on Tuesdays from 10-11:30am.

II. Noteworthy Events

- A.** Late afternoon on July 12, we will be holding an All Agency staff meeting and team-building activity at Sawyer Park. (Note: Critical agency functions such as crisis response, child protection intake, and some pre-scheduled appointments will continue to operate during this time.) A family picnic will follow in the evening.
- B.** On July 10, a number of our staff will attend a School Threats Round Table hosted by District Attorney Colleen Nordeen.
- C.** Come and visit the ADRC sometime in July for one or all of the following scheduled events:
 - July 3rd @ 11am Independence Day Celebration with Ken for music
 - July 12th @ 12:45pm Cathy Keller, RD presents "The MIND Diet"
 - July 17th Day Trip: Jacksonport Farmers Market/The Garden Door
 - July 18th @ Noon lunchtime entertainment by Birch Creek Ambassadors
 - July 25th @ 1pm presentation on "Gadgets & Devices for the Hard of Hearing"
 - July 26th @ Noon Music with George
 - July 28th Day Trip: Alexander Noble House Tour Departure @ 9:15am
 - July 31st @ 11:30am entertainment by Alan and Guitar

III. Training & Staff Development

- A.** Several of our staff will be attending "7 Essential Ingredients of Trauma Informed Care" training on July 11. This training is being presented by the Door County Partnership for Children and Families. The trainer is Tenley Koehler of UW-Extension. Our Department had Tim Groves from SaintA's here in 2016 to present on the 7 Essential Ingredients. Because this was such a powerful training, our agency utilized some of our CST Enhancement grant funds last year to partially support sending Tenley to a train the trainer session in order to ensure that new staff in our agency and throughout the community could have access to this training on an ongoing basis.
- B.** Our summer Trauma Informed Care Lunch & Learn series features presentations by Lakeshore CAP on the Protective Factors. The Protective Factors Framework helps to identify and build upon the strengths, assets and needs of families as a means to simultaneously enhance the well-being of children while reducing the risk of child maltreatment. It is an approach and not a program and is designed to be incorporated in the everyday actions of those who work with families. Consequently, the Protective Factors Framework is applicable across the range of programs, service providers, organizations and audiences. These sessions are scheduled for the 4th Monday of each month, June, July and Aug. from 11:30-1:30; lunch is provided. The cost is \$10, and pre-registration through Door County Dept. of Human Services (920-746-7155 or kzak@co.door.wi.us) is required.
- C.** Two Economic Support staff attended a two day Child Care refresher training held on June 18-19.

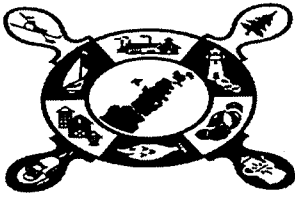
IV. Agency & Community Collaboration

- A.** Economic Support worked with the Parks Department to collaborate on the "Double Your Bucks" campaign. 990 households received information on the program, which allows FoodShare households to receive added tokens to use at the Farmer's Markets in Sturgeon Bay.
- B.** Planning continues for the STRIVE School Mental Health initiative. Matching of providers and school districts has occurred, and Door County Human Services is excited to have been paired with Gibraltar School District. We will be presenting to their School Board on July 9, and several of our staff will be traveling to the district on July 16 for a logistical planning meeting. We anticipate services to begin by October 1. One of our therapists will be in the school two mornings per week to see students who have barriers to seeking mental health therapy services in a clinic office.

- C. The Human Services Director and staff have been partnering with Jail Lt. Tammy Sternard to plan a pre-sentence diversion program. The jail is in receipt of a grant to assist with implementation of this program.

VI. Sharing our Successes

- A. CCS Service Facilitator Laura Hall and Mental Health Therapist Beth Ziolkowski are teaming up to successfully serve a young teen in our community. Her mother sent a note of gratitude reading, in part, "She knows it's hard work ahead...That being said however, I think this is the best she's been in a long, long time. Thanks for both of your help, I wish I would have known you 4 years ago when my son was in high school!!!"
- B. June's Shining Star Award went to a relatively new Human Services employee, Taylor Jandrin. Taylor is our Long-term Care/Outreach Case Manager. Her position was created to serve those who might otherwise fall through the cracks, and she does just that. She creatively and compassionately provides outreach and case management services to those referred to the Adult Protective Services unit who may not meet the criteria for an APS investigation, but who need a gentle, encouraging touch to try to connect them to behavioral health services. She works with individuals coming out of the jail to try to connect them to resources prior to release to improve their chances for success. She reaches out to homeless individuals to provide them with resources and give them hope. She always has a smile on her face and is always willing to take on whatever is asked of her. She is truly deserving of the Shining Star title!



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

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

MEMO

To: Human Services Committee
From: Ashley LaLuzerne
Date: 07.10.2018
Re: Request for Expenditure Approval

Expenditures since the last committee meeting held 06.12.2018

\$	10.04	Wal-Mart Credit Card June 2018
\$	36,756.19	May 2018 Foster / Kinship Care Payments #2018-243/262/272
\$	225.00	Invoices Paid Prior to July 10, 2018 not included in Batches
\$	36,991.23	

Departmental journal entries not included on the attached voucher list:

\$	494.30	Maintenance Dept. May 2018 gas usage - Fleet
\$	83.34	Shred-It - Shredding May 2018
\$	100.89	Shred-It - Shredding June 2018
\$	678.53	

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

\$	50,473.14	Monthly Vouchers - 2018 Batch Totals (June) #2018-233
\$	84,112.85	Monthly Vouchers -2018 Batch Totals (June) #2018-259
\$	36,991.23	Expenditures since the last committee meeting held 03.13.2018
\$	678.53	Amounts paid to other County Departments as per above
\$	172,255.75	

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

\$	14,455.45	Monthly Vouchers -2018 Batch (June) #2018-237
\$	52,695.99	Monthly Vouchers -2018 Batch (June) #2018-271
\$	402.15	Walmart Card May 2018
\$	67,553.59	

\$ 239,809.34 **Total Expenditures and Vouchers**

Accounts Payable Invoice Report ¹⁸

G/L Date Range 06/06/18 - 06/06/18

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 - 4676	WISACWIS- PID:0008083191_Voucher:01828 _IM_06/05/2018	Edit		06/05/2018	06/06/2018	06/06/2018			985.00
Vendor 6824 - [REDACTED] Totals									Invoices 1
									\$985.00
Vendor 19161 - [REDACTED] Import - 4663	WISACWIS- PID:0008044459_Voucher:01828 _IM_06/05/2018	Edit		06/05/2018	06/06/2018	06/06/2018			714.00
Vendor 19161 - [REDACTED] Totals									Invoices 1
									\$714.00
Vendor 21818 - [REDACTED] Import - 4668	WISACWIS- PID:0008063756_Voucher:01828 _IM_06/05/2018	Edit		06/05/2018	06/06/2018	06/06/2018			767.40
Vendor 21818 - [REDACTED] Totals									Invoices 1
									\$767.40
Vendor 9479 - [REDACTED] Import - 4678	WISACWIS- PID:0008000379_Voucher:01828 _IM_06/05/2018	Edit		06/05/2018	06/06/2018	06/06/2018			181.10
Vendor 9479 - [REDACTED] Totals									Invoices 1
									\$181.10
Vendor 13963 - [REDACTED] Import - 4660	WISACWIS- PID:0006910123_Voucher:01828 _IM_06/05/2018	Edit		06/05/2018	06/06/2018	06/06/2018			214.97
Vendor 13963 - [REDACTED] Totals									Invoices 1
									\$214.97
Vendor 19526 - [REDACTED] Import - 4664	WISACWIS- PID:0008024832_Voucher:01828 _IM_06/05/2018	Edit		06/05/2018	06/06/2018	06/06/2018			1,976.00
Vendor 19526 - [REDACTED] Totals									Invoices 1
									\$1,976.00
Vendor 22586 - [REDACTED] Import - 4673	WISACWIS- PID:0008079815_Voucher:01828 _IM_06/05/2018	Edit		06/05/2018	06/06/2018	06/06/2018			127.10
Vendor 22586 - [REDACTED] Totals									Invoices 1
									\$127.10

Accounts Payable Invoice Report

G/L Date Range 06/06/18 - 06/06/18

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 21744 - [REDACTED] Import - 4667	WISACWIS- PID:0008063868_Voucher:01828 _IM_06/05/2018	Edit		06/05/2018	06/06/2018	06/06/2018			706.61	
Vendor 21744 - [REDACTED] Totals								Invoices	1	\$706.61
Vendor 22478 - [REDACTED] Import - 4671	WISACWIS- PID:0008080114_Voucher:01828 _IM_06/05/2018	Edit		06/05/2018	06/06/2018	06/06/2018			238.00	
Vendor 22478 - [REDACTED] Totals								Invoices	1	\$238.00
Vendor 21012 - [REDACTED] Import - 4666	WISACWIS- PID:0008042054_Voucher:01828 _IM_06/05/2018	Edit		06/05/2018	06/06/2018	06/06/2018			1,610.00	
Vendor 21012 - [REDACTED] Totals								Invoices	1	\$1,610.00
Vendor 17937 - [REDACTED] Import - 4662	WISACWIS- PID:0008040115_Voucher:01828 _IM_06/05/2018	Edit		06/05/2018	06/06/2018	06/06/2018			452.97	
Vendor 17937 - [REDACTED] Totals								Invoices	1	\$452.97
Vendor 22502 - [REDACTED] Import - 4672	WISACWIS- PID:0008080393_Voucher:01828 _IM_06/05/2018	Edit		06/05/2018	06/06/2018	06/06/2018			830.68	
Vendor 22502 - [REDACTED] Totals								Invoices	1	\$830.68
Vendor 20836 - [REDACTED] Import - 4665	WISACWIS- PID:0008057128_Voucher:01828 _IM_06/05/2018	Edit		06/05/2018	06/06/2018	06/06/2018			476.00	
Vendor 20836 - [REDACTED] Totals								Invoices	1	\$476.00
Vendor 6476 - OCONOMOWOC DEV TRAINING CENTER Import - 4675	WISACWIS- PID:0008019479_Voucher:01828 _IM_06/05/2018	Edit		06/05/2018	06/06/2018	06/06/2018			11,816.27	
Vendor 6476 - OCONOMOWOC DEV TRAINING CENTER Totals								Invoices	1	\$11,816.27

20
Accounts Payable Invoice Report

G/L Date Range 06/06/18 - 06/06/18

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 - 4677	WISACWIS- PID:0008017407_Voucher:01828 _IM_06/05/2018	Edit		06/05/2018	06/06/2018	06/06/2018			476.00
			Vendor 8116 - [REDACTED]	Totals		Invoices	1		\$476.00
Vendor 22153 - [REDACTED] Import - 4669	WISACWIS- PID:0008067949_Voucher:01828 _IM_06/05/2018	Edit		06/05/2018	06/06/2018	06/06/2018			476.00
			Vendor 22153 - [REDACTED]	Totals		Invoices	1		\$476.00
Vendor 6472 - [REDACTED] Import - 4674	WISACWIS- PID:0008038416_Voucher:01828 _IM_06/05/2018	Edit		06/05/2018	06/06/2018	06/06/2018			1,625.00
			Vendor 6472 - [REDACTED]	Totals		Invoices	1		\$1,625.00
Vendor 22316 - [REDACTED] Import - 4670	WISACWIS- PID:0008079501_Voucher:01828 _IM_06/05/2018	Edit		06/05/2018	06/06/2018	06/06/2018			238.00
			Vendor 22316 - [REDACTED]	Totals		Invoices	1		\$238.00
Vendor 16915 - [REDACTED] Import - 4661	WISACWIS- PID:0008042309_Voucher:01828 _IM_06/05/2018	Edit		06/05/2018	06/06/2018	06/06/2018			1,058.00
			Vendor 16915 - [REDACTED]	Totals		Invoices	1		\$1,058.00
				Grand Totals		Invoices	19		\$24,969.10

Accounts Payable Invoice Report

G/L Date Range 06/12/18 - 06/12/18

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 - 4732	WISACWIS- PID:0008038182_Voucher:01829 _IM_06/11/2018	Edit		06/11/2018	06/12/2018	06/12/2018			4,162.06
Vendor 17929 - ADVOCATES FOR HEALTHY Totals							Invoices	1	<u>\$4,162.06</u>
Vendor 7857 - FOUNDATIONS HEALTH & WHOLENESS									
Import - 4734	WISACWIS- PID:0008004685_Voucher:01829 _IM_06/11/2018	Edit		06/11/2018	06/12/2018	06/12/2018			2,254.94
Vendor 7857 - FOUNDATIONS HEALTH & WHOLENESS Totals							Invoices	1	<u>\$2,254.94</u>
Vendor 6968 - [REDACTED]									
Import - 4733	WISACWIS- PID:0008079799_Voucher:01829 _IM_06/11/2018	Edit		06/11/2018	06/12/2018	06/12/2018			225.00
Vendor 6968 - [REDACTED] Totals							Invoices	1	<u>\$225.00</u>
Vendor 16915 - [REDACTED]									
Import - 4731	WISACWIS- PID:0008042309_Voucher:01829 _IM_06/11/2018	Edit		06/11/2018	06/12/2018	06/12/2018			700.00
Vendor 16915 - [REDACTED] Totals							Invoices	1	<u>\$700.00</u>
Grand Totals							Invoices	4	<u><u>\$7,342.00</u></u>

Accounts Payable Invoice Report

G/L Date Range 06/19/18 - 06/19/18

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 - 5735	WISACWIS- PID:0008020717_Voucher:01830 _IM_06/18/2018	Edit		06/18/2018	06/19/2018	06/19/2018			4,445.09
		Vendor 22847 - MARINETTE COUNTY TREASURER	Totals			Invoices	1		<u>\$4,445.09</u>
			Grand Totals			Invoices	1		<u><u>\$4,445.09</u></u>

Accounts Payable Invoice Report

G/L Date Range 06/08/18 - 06/08/18

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 052018-3	May-June 2018 Childcare Costs	Edit		06/08/2018	06/08/2018	06/08/2018			160.00	
							Vendor 14205 - ADVENTURES CHILD CARE INC Totals	Invoices	1	\$160.00
Vendor 2435 - [REDACTED]										
2435 052018	May 2018 Emp Mileage Reim 33mi	Edit		06/08/2018	06/08/2018	06/08/2018			17.99	
							Vendor 2435 - [REDACTED] Totals	Invoices	1	\$17.99
Vendor 22222 - [REDACTED]										
22222 052018	May 2018 Emp Mileage Reim 40mi	Edit		06/08/2018	06/08/2018	06/08/2018			21.80	
							Vendor 22222 - [REDACTED] Totals	Invoices	1	\$21.80
Vendor 3640 - BROTOLOC HEALTH CARE SYSTEM IN										
3640 052018	May 2018 CBRF 31 days	Edit		06/08/2018	06/08/2018	06/08/2018			11,043.75	
							Vendor 3640 - BROTOLOC HEALTH CARE SYSTEM IN Totals	Invoices	1	\$11,043.75
Vendor 3680 - BROWN COUNTY HUMAN SERVICES										
3680 052018	May 2018 Q1 Fraud Prevention/Child Care Cert	Edit		06/08/2018	06/08/2018	06/08/2018			1,464.10	
							Vendor 3680 - BROWN COUNTY HUMAN SERVICES Totals	Invoices	1	\$1,464.10
Vendor 5929 - CDW GOVERNMENT INC										
5929 042018	April 2018 iPads for CLTS Clients	Edit		06/08/2018	06/08/2018	06/08/2018			1,030.48	
							Vendor 5929 - CDW GOVERNMENT INC Totals	Invoices	1	\$1,030.48
Vendor 15237 - CLINICAL DATA SOLUTIONS LLC										
15237 052018	May 2018 CRFs	Edit		06/08/2018	06/08/2018	06/08/2018			2,476.19	
							Vendor 15237 - CLINICAL DATA SOLUTIONS LLC Totals	Invoices	1	\$2,476.19
Vendor 18581 - CLTS										
18581 062018	June 2018 Refund	Edit		06/08/2018	06/08/2018	06/08/2018			543.49	
							Vendor 18581 - CLTS Totals	Invoices	1	\$543.49
Vendor 6876 - [REDACTED]										
6876 052018	May 2018 Emp Mileage Reim 379mi	Edit		06/08/2018	06/08/2018	06/08/2018			206.56	
							Vendor 6876 - [REDACTED] Totals	Invoices	1	\$206.56
Vendor 8316 - DOOR COUNTY SOCCER ASSOCIATION, INC										
8316 062018	June 2018 Summer Soccer Fees.	Edit		06/08/2018	06/08/2018	06/08/2018			115.00	
							Vendor 8316 - DOOR COUNTY SOCCER ASSOCIATION, INC Totals	Invoices	1	\$115.00

27
Accounts Payable Invoice Report

G/L Date Range 06/08/18 - 06/08/18

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 21410 - DYNAMIC FAMILY SOLUTIONS										
21410 052018	April/May 2018 Copays/Juvenile Program/AODA	Edit		06/08/2018	06/08/2018	06/08/2018			4,441.00	
							Vendor 21410 - DYNAMIC FAMILY SOLUTIONS Totals	Invoices	1	\$4,441.00
Vendor 9674 - ECONO FOODS										
9674 052018	May 2018 HS Purchases	Edit		06/08/2018	06/08/2018	06/08/2018			265.21	
							Vendor 9674 - ECONO FOODS Totals	Invoices	1	\$265.21
Vendor 22233 [REDACTED]										
22233 052018	May/June 2018 Emp Mileage Reim	Edit		06/08/2018	06/08/2018	06/08/2018			615.31	
							Vendor 22233 [REDACTED] Totals	Invoices	1	\$615.31
Vendor 20081 [REDACTED]										
20081 052018	May 2018 Emp Mileage Reim 260mi	Edit		06/08/2018	06/08/2018	06/08/2018			141.70	
							Vendor 20081 [REDACTED] Totals	Invoices	1	\$141.70
Vendor 17401 - HIRN MENTAL HEALTH COUNSELING										
17401 062018	June 2018 Wash Island Outpt	Edit		06/08/2018	06/08/2018	06/08/2018			420.00	
							Vendor 17401 - HIRN MENTAL HEALTH COUNSELING Totals	Invoices	1	\$420.00
Vendor 13103 - IPAT INC										
13103 052018-2	May 2018 Psych Eval	Edit		06/08/2018	06/08/2018	06/08/2018			41.00	
							Vendor 13103 - IPAT INC Totals	Invoices	1	\$41.00
Vendor 22837 - JAY LIVINGSTON										
22837 052018	May 18 CCS Contracted Services 34.5hrs	Edit		06/08/2018	06/08/2018	06/08/2018			1,207.50	
							Vendor 22837 - JAY LIVINGSTON Totals	Invoices	1	\$1,207.50
Vendor 5555 - JULIE TOYNE										
5555 052018	May 2018 B3 Therapy/Mileage	Edit		06/08/2018	06/08/2018	06/08/2018			5,330.35	
							Vendor 5555 - JULIE TOYNE Totals	Invoices	1	\$5,330.35
Vendor 22015 [REDACTED]										
22015 052018	May 2018 Emp Mileage Reim 30mi	Edit		06/08/2018	06/08/2018	06/08/2018			16.35	
							Vendor 22015 [REDACTED] Totals	Invoices	1	\$16.35

Accounts Payable Invoice Report ²⁸

G/L Date Range 06/08/18 - 06/08/18
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 14606 - LANGUAGE LINE SERVICES									
14606 052018	May 2018 Interpreter Charges	Edit		06/08/2018	06/08/2018	06/08/2018			222.23
								Vendor 14606 - LANGUAGE LINE SERVICES Totals	Invoices 1 <u>\$222.23</u>
Vendor 2006 - [REDACTED]									
2006 052018	May 2018 Emp Mileage Reim 385mi	Edit		06/08/2018	06/08/2018	06/08/2018			209.83
								Vendor 2006 - [REDACTED] Totals	Invoices 1 <u>\$209.83</u>
Vendor 8169 - MICHAEL P SAYERS PHD									
8169 052018	May 2018 Psych Services 36hrs	Edit		06/08/2018	06/08/2018	06/08/2018			2,565.00
								Vendor 8169 - MICHAEL P SAYERS PHD Totals	Invoices 1 <u>\$2,565.00</u>
Vendor 2040 - MSIMACS LLC									
2040 052018	May 2018 Crisis Services	Edit		06/08/2018	06/08/2018	06/08/2018			1,450.00
								Vendor 2040 - MSIMACS LLC Totals	Invoices 1 <u>\$1,450.00</u>
Vendor 22666 - P.A.T.H. OF DOOR COUNTY									
22666 062018	June-Aug 2018 PATH Camp	Edit		06/08/2018	06/08/2018	06/08/2018			1,400.00
								Vendor 22666 - P.A.T.H. OF DOOR COUNTY Totals	Invoices 1 <u>\$1,400.00</u>
Vendor 8409 - RMR SERVICES, TRANSLATING &									
8409 052018	May 2018 Interpreting Services 2hrs	Edit		06/08/2018	06/08/2018	06/08/2018			70.00
								Vendor 8409 - RMR SERVICES, TRANSLATING & Totals	Invoices 1 <u>\$70.00</u>
Vendor 7694 - SPECIALIZED SERVICES LLC									
7694 052018	May 2018 CCOP/CSP Tech	Edit		06/08/2018	06/08/2018	06/08/2018			639.77
								Vendor 7694 - SPECIALIZED SERVICES LLC Totals	Invoices 1 <u>\$639.77</u>
Vendor 15069 - STAPLES ADVANTAGE									
15069 052018-2	May 2018 HS/AODA Supplies	Edit		06/08/2018	06/08/2018	06/08/2018			219.37
								Vendor 15069 - STAPLES ADVANTAGE Totals	Invoices 1 <u>\$219.37</u>
Vendor 22555 - [REDACTED]									
22555 052018-2	May 2018 Emp Mileage Reim	Edit		06/08/2018	06/08/2018	06/08/2018			161.87
								Vendor 22555 - [REDACTED] Totals	Invoices 1 <u>\$161.87</u>
Vendor 9942 - TEAM LEADERSHIP CENTER INC									
9942 062018	June 18 Leadership by Choice/Team Building	Edit		06/08/2018	06/08/2018	06/08/2018			6,000.00
								Vendor 9942 - TEAM LEADERSHIP CENTER INC Totals	Invoices 1 <u>\$6,000.00</u>

Accounts Payable Invoice Report ²⁹

G/L Date Range 06/08/18 - 06/08/18
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 3823 - TIMOTHY HICKEY										
3823 052018	May 2018 OWI Assessments/No Show	Edit		06/08/2018	06/08/2018	06/08/2018			1,035.00	
							Vendor 3823 - TIMOTHY HICKEY Totals	Invoices	1	\$1,035.00
Vendor 16915 - [REDACTED]										
16915 062018	June 1-4,2018 Respite	Edit		06/08/2018	06/08/2018	06/08/2018			90.00	
							Vendor 16915 - [REDACTED] Totals	Invoices	1	\$90.00
Vendor 19282 - UW-MADISON										
19282 052018	May 2018 Kinship Care Coordinators Reg Fee	Edit		06/08/2018	06/08/2018	06/08/2018			25.00	
							Vendor 19282 - UW-MADISON Totals	Invoices	1	\$25.00
Vendor 13022 - WENDY RAY										
13022 052018	May 2018 B3 Therapy/Mileage	Edit		06/08/2018	06/08/2018	06/08/2018			6,475.34	
							Vendor 13022 - WENDY RAY Totals	Invoices	1	\$6,475.34
Vendor 4331 - WI DEPT OF JUSTICE CRIME INFO										
4331 052018	May 2018 Fingerprinting/Background Checks	Edit		06/08/2018	06/08/2018	06/08/2018			200.00	
							Vendor 4331 - WI DEPT OF JUSTICE CRIME INFO Totals	Invoices	1	\$200.00
Vendor 5999 - WISCONSIN DOCUMENT IMAGING										
5999 052018	May 2018 HS/APS Copies	Edit		06/08/2018	06/08/2018	06/08/2018			151.95	
							Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals	Invoices	1	\$151.95
							Grand Totals	Invoices	35	\$50,473.14

Accounts Payable Invoice Report

G/L Date Range 06/22/18 - 06/22/18

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 62018	June 2018 Chldcare Costs	Edit		06/22/2018	06/22/2018	06/22/2018			80.00
				Vendor 14205 - ADVENTURES CHILD CARE INC Totals			Invoices	1	<u>\$80.00</u>
Vendor 17929 - ADVOCATES FOR HEALTHY 52018	May 2018 CCS Services	Edit		06/22/2018	06/22/2018	06/22/2018			5,496.90
				Vendor 17929 - ADVOCATES FOR HEALTHY Totals			Invoices	1	<u>\$5,496.90</u>
Vendor 20427 - BAETEN COUNSELING 62018	Jan-Mar 2018 CCS Services	Edit		06/22/2018	06/22/2018	06/22/2018			265.20
				Vendor 20427 - BAETEN COUNSELING Totals			Invoices	1	<u>\$265.20</u>
Vendor 21177 - BAY COUNSELING CLINIC, LLP 52018	May 2018 CCS Services	Edit		06/22/2018	06/22/2018	06/22/2018			1,998.00
				Vendor 21177 - BAY COUNSELING CLINIC, LLP Totals			Invoices	1	<u>\$1,998.00</u>
Vendor 8448 - [REDACTED] 62018	Jun 18 License Reinstatmt Fee	Edit		06/22/2018	06/22/2018	06/22/2018			80.00
				Vendor 8448 - [REDACTED] Totals			Invoices	1	<u>\$80.00</u>
Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY 52018	May 2018 CCS Services	Edit		06/22/2018	06/22/2018	06/22/2018			1,135.60
				Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY Totals			Invoices	1	<u>\$1,135.60</u>
Vendor 22596 - BROOKE MARNIE DEY 52018	May 2018 CCS Services 12hrs	Edit		06/22/2018	06/22/2018	06/22/2018			1,224.00
				Vendor 22596 - BROOKE MARNIE DEY Totals			Invoices	1	<u>\$1,224.00</u>
Vendor 21825 - CAMP ZION 62018	June 2018 Camp Zion	Edit		06/22/2018	06/22/2018	06/22/2018			335.00
				Vendor 21825 - CAMP ZION Totals			Invoices	1	<u>\$335.00</u>
Vendor 5929 - CDW GOVERNMENT INC 62018	June 2018 HS Supplies	Edit		06/22/2018	06/22/2018	06/22/2018			418.74
				Vendor 5929 - CDW GOVERNMENT INC Totals			Invoices	1	<u>\$418.74</u>
Vendor 4818 - CELLCOM WISCONSIN RSA 10 62018	June 2018 WHEAP/CCS/HS Cell Phones	Edit		06/22/2018	06/22/2018	06/22/2018			753.75
				Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals			Invoices	1	<u>\$753.75</u>
Vendor 18581 - CLTS 62018-2	June 2018 Refund	Edit		06/22/2018	06/22/2018	06/22/2018			118.48
				Vendor 18581 - CLTS Totals			Invoices	1	<u>\$118.48</u>

Accounts Payable Invoice Report

G/L Date Range 06/22/18 - 06/22/18

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 17122 - CORPORATE GUARDIANS OF NEW 62018	May/June 2018 Guardianship	Edit		06/22/2018	06/22/2018	06/22/2018			600.00
Vendor 17122 - CORPORATE GUARDIANS OF NEW Totals							Invoices	1	\$600.00
Vendor 6361 - COUNSELING ASSOCIATES OF DOOR 52018	May 2018 CCS Services	Edit		06/22/2018	06/22/2018	06/22/2018			8,986.20
Vendor 6361 - COUNSELING ASSOCIATES OF DOOR Totals							Invoices	1	\$8,986.20
Vendor 21234 - CURATIVE CONNECTIONS, INC 52018	May 2018 CCS Services 12.7hrs	Edit		06/22/2018	06/22/2018	06/22/2018			546.10
Vendor 21234 - CURATIVE CONNECTIONS, INC Totals							Invoices	1	\$546.10
Vendor 5245 - DC PRINTING LLC 62018	Jun 2018 Elder Abuse Printing	Edit		06/22/2018	06/22/2018	06/22/2018			603.00
Vendor 5245 - DC PRINTING LLC Totals							Invoices	1	\$603.00
Vendor 8770 - DOOR COUNTY MEMORIAL HOSPITAL 52018	May 2018 B3 OT/PT	Edit		06/22/2018	06/22/2018	06/22/2018			5,807.53
Vendor 8770 - DOOR COUNTY MEMORIAL HOSPITAL Totals							Invoices	1	\$5,807.53
Vendor 1836 - DOOR COUNTY YMCA 62018	Jun 4,2018-Dec 31,2018 Membership Fees	Edit		06/22/2018	06/22/2018	06/22/2018			161.82
Vendor 1836 - DOOR COUNTY YMCA Totals							Invoices	1	\$161.82
Vendor 21410 - DYNAMIC FAMILY SOLUTIONS 52018-2	May 2018 CCS Services	Edit		06/22/2018	06/22/2018	06/22/2018			2,499.00
Vendor 21410 - DYNAMIC FAMILY SOLUTIONS Totals							Invoices	1	\$2,499.00
Vendor 22233 [REDACTED] 62018	Jun 12-21,2018 Emp Mileage ReIm 440mi	Edit		06/22/2018	06/22/2018	06/22/2018			239.80
Vendor 22233 [REDACTED] Totals							Invoices	1	\$239.80
Vendor 3841 - FAMILY SERVICES 52018	Jan-May 2018 CCS/SELF/Crisis/Healthy Families	Edit		06/22/2018	06/22/2018	06/22/2018			13,076.50
Vendor 3841 - FAMILY SERVICES Totals							Invoices	1	\$13,076.50
Vendor 7857 - FOUNDATIONS HEALTH & WHOLENESS 52018	May 2018 CCS Services 3.6hrs	Edit		06/22/2018	06/22/2018	06/22/2018			367.20
Vendor 7857 - FOUNDATIONS HEALTH & WHOLENESS Totals							Invoices	1	\$367.20

Accounts Payable Invoice Report ³⁴

G/L Date Range 06/22/18 - 06/22/18
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 21771 - [REDACTED] 52018	May 18 Emp Mileage Reim 93mi	Edit		06/22/2018	06/22/2018	06/22/2018			50.69
Vendor 21771 - [REDACTED] Totals						Invoices	1		\$50.69
Vendor 22001 - MEDICAL COLLEGE OF WISCONSIN 62018	June 14,2018 Dr.Wilson Presentation	Edit		06/22/2018	06/22/2018	06/22/2018			500.00
Vendor 22001 - MEDICAL COLLEGE OF WISCONSIN Totals						Invoices	1		\$500.00
Vendor 2040 - MSIMACS LLC 62018	June 2018 Crisis on Call	Edit		06/22/2018	06/22/2018	06/22/2018			1,100.00
Vendor 2040 - MSIMACS LLC Totals						Invoices	1		\$1,100.00
Vendor 18398 - [REDACTED] 52018	May 2018 Emp Mileage Reim 164mi	Edit		06/22/2018	06/22/2018	06/22/2018			89.38
Vendor 18398 - [REDACTED] Totals						Invoices	1		\$89.38
Vendor 17788 - OPTIONS LAB, INC 52018	May 2018 Drug Screens	Edit		06/22/2018	06/22/2018	06/22/2018			530.00
Vendor 17788 - OPTIONS LAB, INC Totals						Invoices	1		\$530.00
Vendor 22666 - P.A.T.H. OF DOOR COUNTY 62018-2	June-August 2018 PATH Camp	Edit		06/22/2018	06/22/2018	06/22/2018			1,400.00
Vendor 22666 - P.A.T.H. OF DOOR COUNTY Totals						Invoices	1		\$1,400.00
Vendor 17442 - PHOENIX BEHAVIORAL HEALTH SVC 52018	May 2018 CCS Services	Edit		06/22/2018	06/22/2018	06/22/2018			10,424.40
Vendor 17442 - PHOENIX BEHAVIORAL HEALTH SVC Totals						Invoices	1		\$10,424.40
Vendor 21993 - SANTA, INC 52018	May 2018 CCS Services 12/2hrs	Edit		06/22/2018	06/22/2018	06/22/2018			1,244.40
Vendor 21993 - SANTA, INC Totals						Invoices	1		\$1,244.40
Vendor 20105 - [REDACTED] 62018	Jun 18 Mileage for Dev Trauma Presentation (328mi)	Edit		06/22/2018	06/22/2018	06/22/2018			178.76
Vendor 20105 - [REDACTED] Totals						Invoices	1		\$178.76
Vendor 29071 - SHEBOYGAN COUNTY TREASURER 52018	May 2018 Juvenile Boarders	Edit		06/22/2018	06/22/2018	06/22/2018			300.00
Vendor 29071 - SHEBOYGAN COUNTY TREASURER Totals						Invoices	1		\$300.00

35
Accounts Payable Invoice Report

G/L Date Range 06/22/18 - 06/22/18
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 3394 - SHERRY PESCH 52018	May 2018 DD/CSP Bookkeeping Serv 50.5hrs	Edit		06/22/2018	06/22/2018	06/22/2018			1,060.50
Vendor 3394 - SHERRY PESCH Totals							Invoices	1	<u>\$1,060.50</u>
Vendor 7694 - SPECIALIZED SERVICES LLC 52018-2	May 2018 CCS Services	Edit		06/22/2018	06/22/2018	06/22/2018			8,441.40
Vendor 7694 - SPECIALIZED SERVICES LLC Totals							Invoices	1	<u>\$8,441.40</u>
Vendor 15069 - STAPLES ADVANTAGE 52018-3	May/June 2018 HS/AODA Supplies	Edit		06/22/2018	06/22/2018	06/22/2018			1,399.28
Vendor 15069 - STAPLES ADVANTAGE Totals							Invoices	1	<u>\$1,399.28</u>
Vendor 22199 - STRATEGIC BEHAVIORAL HEALTH 32018-2	March 2018 Inpatient Services	Edit		06/22/2018	06/22/2018	06/22/2018			820.00
Vendor 22199 - STRATEGIC BEHAVIORAL HEALTH Totals							Invoices	1	<u>\$820.00</u>
Vendor 22555 - [REDACTED] 62018	May/June 2018 Emp Mileage Reim	Edit		06/22/2018	06/22/2018	06/22/2018			129.72
Vendor 22555 - [REDACTED] Totals							Invoices	1	<u>\$129.72</u>
Vendor 20955 - UNITED HOME HEALTH SERVICES, LLC 62018	June 1-15,2018 SHC 19.75hrs	Edit		06/22/2018	06/22/2018	06/22/2018			390.85
Vendor 20955 - UNITED HOME HEALTH SERVICES, LLC Totals							Invoices	1	<u>\$390.85</u>
Vendor 616 - WCHSA Treasurer 62018	June 2018 WCHSA Yearly Dues	Edit		06/22/2018	06/22/2018	06/22/2018			1,000.00
Vendor 616 - WCHSA Treasurer Totals							Invoices	1	<u>\$1,000.00</u>
Grand Totals							Invoices	48	<u><u>\$84,112.85</u></u>

Accounts Payable Invoice Report

G/L Date Range 06/08/18 - 06/08/18
 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 2018-0000237		Batch Date 06/08/2018			Entered by User Robin Mark				
Vendor 13325 - ADVOCATES-INDEPENDENT LIVINGII									
INV-3288 ADRC	MAY SHC/RSP/HOMEMAKER	Edit		06/08/2018	06/08/2018	06/08/2018			717.60
Vendor 13325 - ADVOCATES-INDEPENDENT LIVINGII Totals							Invoices	1	\$717.60
Vendor 18248 - [REDACTED]									
18248 MAY 2018	31.80 MAY MOW MILEAGE REIMB	Edit		06/08/2018	06/08/2018	06/08/2018			17.33
Vendor 18248 - [REDACTED] Totals							Invoices	1	\$17.33
Vendor 20950 - [REDACTED]									
20950 MAY2018	18 MAY EMPLY MILEAGE REIMB	Edit		06/08/2018	06/08/2018	06/08/2018			9.81
Vendor 20950 - [REDACTED] Totals							Invoices	1	\$9.81
Vendor 257 - BROTHERS DAIRY									
257 MAY2018	RAW FOOD	Edit		06/08/2018	06/08/2018	06/08/2018			331.00
Vendor 257 - BROTHERS DAIRY Totals							Invoices	1	\$331.00
Vendor 18153 - [REDACTED]									
18153 MAY2018	18153 MAY2018	Edit		06/08/2018	06/08/2018	06/08/2018			247.50
Vendor 18153 - [REDACTED] Totals							Invoices	1	\$247.50
Vendor 19077 - [REDACTED]									
19077 JUN2018	JUN CAREGIVER SUPPORT GROUP	Edit		06/08/2018	06/08/2018	06/08/2018			37.50
Vendor 19077 - [REDACTED] Totals							Invoices	1	\$37.50
Vendor 16496 - DOOR-TRAN									
554 MAY2018	MAY STAFF HOURS	Edit		06/08/2018	06/08/2018	06/08/2018			600.00
Vendor 16496 - DOOR-TRAN Totals							Invoices	1	\$600.00
Vendor 9674 - ECONO FOODS									
9674 MAY/JUN2018	MAY/JUN RAW FOOD	Edit		06/08/2018	06/08/2018	06/08/2018			861.88
Vendor 9674 - ECONO FOODS Totals							Invoices	1	\$861.88
Vendor 14200 - ENERGETIX									
14200 1Q2018	2017 MIS PREP	Edit		06/08/2018	06/08/2018	06/08/2018			40.00
Vendor 14200 - ENERGETIX Totals							Invoices	1	\$40.00
Vendor 17474 - [REDACTED]									
17474 MAY2018	40.50 MAY MOW MILEAGE REIMB	Edit		06/08/2018	06/08/2018	06/08/2018			22.07
Vendor 17474 - [REDACTED] Totals							Invoices	1	\$22.07

Accounts Payable Invoice Report

G/L Date Range 06/08/18 - 06/08/18
 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 2018-0000237				Batch Date 06/08/2018			Entered by User Robin Mark		
Vendor 27395 - GOOD SAMARITAN, SCANDIA VILLAGE									
27395 MAY2018	MAY MOW	Edit		06/08/2018	06/08/2018	06/08/2018			544.00
				Vendor 27395 - GOOD SAMARITAN, SCANDIA VILLAGE Totals			Invoices	1	<u>\$544.00</u>
Vendor 22145 - GORDON FOOD SERVICE, INC									
22145 MAY 2018	MAY RAW FOOD/KITCHEN EQUIPMENT/JANITORIAL SUPPLIES	Edit		06/08/2018	06/08/2018	06/08/2018			4,357.76
				Vendor 22145 - GORDON FOOD SERVICE, INC Totals			Invoices	1	<u>\$4,357.76</u>
Vendor 19080 - [REDACTED]									
19080 MAY 2018	27 MAY MOW MILEAGE REIMB	Edit		06/08/2018	06/08/2018	06/08/2018			14.74
				Vendor 19080 - [REDACTED] Totals			Invoices	1	<u>\$14.74</u>
Vendor 22498 - HPS LLC									
113660 ADRC	BH MEALSITE FREEZER	Edit		06/08/2018	06/08/2018	06/08/2018			427.22
				Vendor 22498 - HPS LLC Totals			Invoices	1	<u>\$427.22</u>
Vendor 17906 - [REDACTED]									
17906 MAY2018	810.10 MAY EMPLY MILEAGE REIMB	Edit		06/08/2018	06/08/2018	06/08/2018			441.51
				Vendor 17906 - [REDACTED] Totals			Invoices	1	<u>\$441.51</u>
Vendor 5354 - [REDACTED]									
5354 MAY2018	23 MAY MOW MILEAGE REIMB	Edit		06/08/2018	06/08/2018	06/08/2018			12.54
				Vendor 5354 - [REDACTED] Totals			Invoices	1	<u>\$12.54</u>
Vendor 8108 - [REDACTED]									
8108 JUNE2018	BRAIN ENRICHMENT COURSE MATERIALS	Edit		06/08/2018	06/08/2018	06/08/2018			724.55
				Vendor 8108 - [REDACTED] Totals			Invoices	1	<u>\$724.55</u>
Vendor 18770 - MANNS STORE									
18770 MAY2018	RAW FOOD	Edit		06/08/2018	06/08/2018	06/08/2018			792.75
				Vendor 18770 - MANNS STORE Totals			Invoices	1	<u>\$792.75</u>
Vendor 6544 - MEAT PROCESSORS INC									
6544 MAY2018	RAW FOOD	Edit		06/08/2018	06/08/2018	06/08/2018			607.21
				Vendor 6544 - MEAT PROCESSORS INC Totals			Invoices	1	<u>\$607.21</u>

Door County

Accounts Payable Invoice Report

G/L Date Range 06/08/18 - 06/08/18
 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 2018-00000237				Batch Date 06/08/2018			Entered by User Robin Mark		
Vendor 7092 - [REDACTED]									
7092 APRMAY18	95 APR/MAY MOW MILEAGE REIMB	Edit		06/08/2018	06/08/2018	06/08/2018			51.81
				Vendor 7092 - [REDACTED] Totals			Invoices	1	\$51.81
Vendor 4168 - [REDACTED]									
4168 MAY2018	19.8 MAY EMPLY MILEAGE REIMB	Edit		06/08/2018	06/08/2018	06/08/2018			10.80
				Vendor 4168 - [REDACTED] Totals			Invoices	1	\$10.80
Vendor 21501 - [REDACTED]									
21501 MAY2018	MAY MEALSITE 9 DAYS @ \$8/DAY	Edit		06/08/2018	06/08/2018	06/08/2018			72.00
				Vendor 21501 - [REDACTED] Totals			Invoices	1	\$72.00
Vendor 20044 - [REDACTED]									
20044 MAY2018	87.40 MAY EMPLY MILEAGE REIMB	Edit		06/08/2018	06/08/2018	06/08/2018			47.64
				Vendor 20044 - [REDACTED] Totals			Invoices	1	\$47.64
Vendor 14091 - [REDACTED]									
14091 MAY2018	538 MAY MILEAGE REIMB	Edit		06/08/2018	06/08/2018	06/08/2018			293.21
				Vendor 14091 - [REDACTED] Totals			Invoices	1	\$293.21
Vendor 15069 - STAPLES ADVANTAGE									
15069 MAY 2018	MAY ADRC OFFICE SUPPLIES	Edit		06/08/2018	06/08/2018	06/08/2018			345.56
				Vendor 15069 - STAPLES ADVANTAGE Totals			Invoices	1	\$345.56
Vendor 5595 - SUMMIT COMMERCIAL FITNESS									
18003 ADRC	EXERCISE EQUIPMENT/NEW BLDG	Edit		06/08/2018	06/08/2018	06/08/2018			499.90
				Vendor 5595 - SUMMIT COMMERCIAL FITNESS Totals			Invoices	1	\$499.90
Vendor 374 - [REDACTED]									
374 MAY2018	12 MAY MOW MILEAGE REIMB	Edit		06/08/2018	06/08/2018	06/08/2018			6.54
				Vendor 374 - [REDACTED] Totals			Invoices	1	\$6.54
Vendor 5725 - T R COCHART TIRE CENTER									
176684 176730 HS	TIRE REPAIRS OLD ADRC BUS	Edit		06/08/2018	06/08/2018	06/08/2018			398.00
				Vendor 5725 - T R COCHART TIRE CENTER Totals			Invoices	1	\$398.00

Door County

Accounts Payable Invoice Report

G/L Date Range 06/08/18 - 06/08/18
 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 2018-0000237		Batch Date 06/08/2018		Entered by User Robin Mark					
Vendor 10942 - TIP TOP CLEANERS									
10942 MAY2018	LAUNDRY/KITCHEN	Edit		06/08/2018	06/08/2018	06/08/2018			123.00
Vendor 10942 - TIP TOP CLEANERS Totals						Invoices	1		\$123.00
Vendor 33170 - TOWN OF LIBERTY GROVE									
33170 MAY2018	MAY MEALSITE 11 DAYS @ \$9/DAY	Edit		06/08/2018	06/08/2018	06/08/2018			99.00
Vendor 33170 - TOWN OF LIBERTY GROVE Totals						Invoices	1		\$99.00
Vendor 33570 - TOWN OF WASHINGTON									
33570 MAY2018	MAY MEALSITE 10 DAYS @ \$8/DAY	Edit		06/08/2018	06/08/2018	06/08/2018			80.00
Vendor 33570 - TOWN OF WASHINGTON Totals						Invoices	1		\$80.00
Vendor 20955 - UNITED HOME HEALTH SERVICES,LLC									
20955 MAY 2018	APR/MAY RSP-AH	Edit		06/08/2018	06/08/2018	06/08/2018			791.60
Vendor 20955 - UNITED HOME HEALTH SERVICES,LLC Totals						Invoices	1		\$791.60
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL									
36120 MAY 2018	MAY NUTRITIONAL SUPPLIES	Edit		06/08/2018	06/08/2018	06/08/2018			329.42
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL Totals						Invoices	1		\$329.42
Vendor 13728 - WOODYS SIGNS									
13728	SIGNAGE FOR NEW ADRC BUS	Edit		06/08/2018	06/08/2018	06/08/2018			500.00
Vendor 13728 - WOODYS SIGNS Totals						Invoices	1		\$500.00
Batch Number 2018-0000237 Totals						Invoices	34		\$14,455.45
Department 23 - HS Resource Center Totals						Invoices	34		\$14,455.45
23 HS Resource Center									
Grand Totals						Invoices	34		\$14,455.45

ADRC, 2nd batch, Jun 2018

Accounts Payable Invoice Report

G/L Date Range 06/22/18 - 06/22/18
 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 2018-0000271		Batch Date 06/22/2018			Entered by User Robin Mark				
Vendor 16735 - ABBY VANS INC									
16735 MAY2018	MAY D2D TAXI	Edit		06/22/2018	06/22/2018	06/22/2018			39,483.35
Vendor 16735 - ABBY VANS INC Totals							Invoices	1	<u>\$39,483.35</u>
Vendor 8383 - AMAZON CAPITAL SERVICES, INC									
1NJT-KVF1-6Q6X	PATIO FURNITURE NEW BUILDING	Edit		06/22/2018	06/22/2018	06/22/2018			2,669.97
Vendor 8383 - AMAZON CAPITAL SERVICES, INC Totals							Invoices	1	<u>\$2,669.97</u>
Vendor 6269 - [REDACTED]									
6269 MAY2018	45 MAY MEALSITE MILEAGE REIMB-BH	Edit		06/22/2018	06/22/2018	06/22/2018			24.53
Vendor 6269 - [REDACTED] Totals							Invoices	1	<u>\$24.53</u>
Vendor 22275 - BIRCH CREEK MUSIC PERFORMANCE									
22275 JUL 2018	JUL ENTERTAINMENT ADRC	Edit		06/22/2018	06/22/2018	06/22/2018			150.00
Vendor 22275 - BIRCH CREEK MUSIC PERFORMANCE Totals							Invoices	1	<u>\$150.00</u>
Vendor 257 - BROTHERS DAIRY									
257 JUN 2018B	JUN RAW FOOD	Edit		06/22/2018	06/22/2018	06/22/2018			392.00
Vendor 257 - BROTHERS DAIRY Totals							Invoices	1	<u>\$392.00</u>
Vendor 4818 - CELLCOM WISCONSIN RSA 10									
4818 JUN2018	ADRC CELL (06/06-07/05)	Edit		06/22/2018	06/22/2018	06/22/2018			153.04
Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals							Invoices	1	<u>\$153.04</u>
Vendor 1159 - CENTRAL RESTAURANT PRODUCTS									
11674272 JUN2018	NEW BUILDING SUPPLIES	Edit		06/22/2018	06/22/2018	06/22/2018			389.09
Vendor 1159 - CENTRAL RESTAURANT PRODUCTS Totals							Invoices	1	<u>\$389.09</u>
Vendor 19268 - [REDACTED]									
19268 JUN2018	33 JUN MOW MILEAGE REIMB	Edit		06/22/2018	06/22/2018	06/22/2018			17.99
Vendor 19268 - [REDACTED] Totals							Invoices	1	<u>\$17.99</u>
Vendor 9674 - ECONO FOODS									
9674 JUN2018 B	JUN RAW FOOD	Edit		06/22/2018	06/22/2018	06/22/2018			282.68
Vendor 9674 - ECONO FOODS Totals							Invoices	1	<u>\$282.68</u>
Vendor 13074 - [REDACTED]									
13074 JUN2018	52 JUN EMPLY MILEAGE REIMB	Edit		06/22/2018	06/22/2018	06/22/2018			28.34
Vendor 13074 - [REDACTED] Totals							Invoices	1	<u>\$28.34</u>

Door County

Accounts Payable Invoice Report

G/L Date Range 06/22/18 - 06/22/18
 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 2018-00000271		Batch Date	06/22/2018			Entered by User	Robin Mark		
Vendor 22145 - GORDON FOOD SERVICE, INC									
22045 JUN2018	JUN RAW FOOD/NUTRITIONAL SUPPLIES	Edit		06/22/2018	06/22/2018	06/22/2018			5,006.58
	Vendor 22145 - GORDON FOOD SERVICE, INC Totals					Invoices	1		\$5,006.58
Vendor 19378 - [REDACTED]									
19378 MULTIPLES	46.70 MAR/APR/MAY/JUN MOW MILEAGE REIMB	Edit		06/22/2018	06/22/2018	06/22/2018			25.46
	Vendor 19378 [REDACTED] Totals					Invoices	1		\$25.46
Vendor 21883 - [REDACTED]									
21883 JUN2018	JUN TRAINING MEAL REIMB	Edit		06/22/2018	06/22/2018	06/22/2018			31.41
	Vendor 21883 [REDACTED] Totals					Invoices	1		\$31.41
Vendor 18469 - [REDACTED]									
18469 MAR/MAY/JU	133.70 MAR/MAY/JUN MEALSITE/MOW MILEAGE REIMB	Edit		06/22/2018	06/22/2018	06/22/2018			109.40
	Vendor 18469 [REDACTED] Totals					Invoices	1		\$109.40
Vendor 18103 - LIFELINE DEPARTMENT \ DCMH									
18103 MAY2018	MAY LIFELINE-JP	Edit		06/22/2018	06/22/2018	06/22/2018			35.00
	Vendor 18103 - LIFELINE DEPARTMENT \ DCMH Totals					Invoices	1		\$35.00
Vendor 6470 - N E W CURATIVE REHABILITATION									
6470 MAY2018	MAY RSP-JE	Edit		06/22/2018	06/22/2018	06/22/2018			732.23
	Vendor 6470 - N E W CURATIVE REHABILITATION Totals					Invoices	1		\$732.23
Vendor 21959 - SIR SPEEDY PRINTING									
86883 JUN ADRC	ADRC/EBS/DBS BROCHURES	Edit		06/22/2018	06/22/2018	06/22/2018			290.48
	Vendor 21959 - SIR SPEEDY PRINTING Totals					Invoices	1		\$290.48
Vendor 7694 - SPECIALIZED SERVICES LLC									
7694 MAY2018	MAY RSP/JS	Edit		06/22/2018	06/22/2018	06/22/2018			98.95
	Vendor 7694 - SPECIALIZED SERVICES LLC Totals					Invoices	1		\$98.95
Vendor 30820 - STURGEON BAY UTILITIES									
30820 JUN2018	JUN UTILITIES ADRC NEW BUILDING	Edit		06/22/2018	06/22/2018	06/22/2018			2,140.92
	Vendor 30820 - STURGEON BAY UTILITIES Totals					Invoices	1		\$2,140.92

Door County

Accounts Payable Invoice Report

G/L Date Range 06/22/18 - 06/22/18
 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 2018-00000271		Batch Date 06/22/2018				Entered by User Robin Mark			
Vendor 20955 - UNITED HOME HEALTH SERVICES,LLC									
20955 JUN2018	RSP/PERSONAL CARES-AH	Edit		06/22/2018	06/22/2018	06/22/2018			252.32
	Vendor 20955 - UNITED HOME HEALTH SERVICES,LLC Totals						Invoices	1	<u>\$252.32</u>
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL									
36120 JUN 2018	JUN NUTRITIONAL SUPPLIES/COFFEE SUPPLIES/JANITORIAL SUPPLIES	Edit		06/22/2018	06/22/2018	06/22/2018			267.75
	Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL Totals						Invoices	1	<u>\$267.75</u>
Vendor 36270 - WASHINGTON ISLAND FERRY LINE I									
36270 MAY2018	MAY FERRY-JE	Edit		06/22/2018	06/22/2018	06/22/2018			39.50
	Vendor 36270 - WASHINGTON ISLAND FERRY LINE I Totals						Invoices	1	<u>\$39.50</u>
Vendor 6359 - WIL KIL PEST CONTROL									
6359 JUN2018	JUN PEST CONTROL ADRC	Edit		06/22/2018	06/22/2018	06/22/2018			75.00
	Vendor 6359 - WIL KIL PEST CONTROL Totals						Invoices	1	<u>\$75.00</u>
	Batch Number 2018-00000271 Totals						Invoices	23	<u>\$52,695.99</u>
	Department 23 - HS Resource Center Totals						Invoices	23	<u>\$52,695.99</u>
23 HS Resource Center									
	Grand Totals						Invoices	23	<u><u>\$52,695.99</u></u>

Door County Human Resources Form #: 2015-04	Title: Request to Refill Position
Date Created 11/19/2014	Date Revised 07/23/2015
Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	

DEPT. HEAD TO COMPLETE:

Department Human Services Position Title: Crisis Case Manager

Position Status: Currently vacant Will be vacant Date Vacant: July 9, 2018

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

Reason for Vacancy: Separation Transfer Retirement Resignation Death

Behavioral Health Division and department as a whole have recently reached a point of substantial stability after a few years of much turnover. Recent vacancies have been due to retirements, personal situations, and/or promotional opportunities.

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

Transfer: why is the new position more attractive to employee than current one? Promotion to management position.

Name of Current / Most Recent Incumbent: Jamie Cole

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: _____ Date _____

Financial Information:

Salary Range: \$22.56-\$25.78 per hour (Step - Midpoint) Is the Position Budgeted: Yes No

Funding Source: Levy % 50 Grant Funded % _____ Other Medicaid (state/federal) % 50

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO Professionals FLSA Status Exempt

Human Resources has performed a position review? KH (HR initial) Date 7/5/18

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

Approvals:

County Administrator _____ Date _____

Oversight Committee Chair _____ Date _____

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

I want to participate I do not wish to participate

Administrative Committee Chair _____ Date _____

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

I want to participate I do not wish to participate

County of Door Case Manager - Behavioral Health

Job Title	Case Manager Behavioral Health	Last Revision	10/26/2015
Department	Human Services	HR Reviewed	01/01/2017
Division	Behavioral Health	Employee Group	General Municipal Employee
Report To	Behavioral Health Program Manager	FLSA Status	Exempt
Pay Grade	H	EEO Code	02 – Professionals

General Summary

This position is responsible for a wide range of individualized, client centered case management services to individuals affected by mental health and or alcohol/drug problems. The case manager performs intake functions and screens individuals presenting to the county Behavioral Health system for services. The case manager assists and enhances the ability of individuals to remain independent and works to reduce the risk of hospitalization. The primary focus will be (select the appropriate option) (a) supporting individuals served by the county's emergency mental health crisis system, (b) supporting individuals enrolled in the comprehensive community services program, (c) adding support to individuals with the Adult Protective Service/Adults at Risk System.

Duties and Responsibilities

Essential Job Functions

1. Conduct necessary screenings and assessments, including AODA/Mental Health functional screen, to determine program eligibility, client needs and strengths.
2. Develop comprehensive care plans.
3. Provide support, crisis intervention, assist in development of natural supports, and make necessary referrals for services.
4. Monitor clients' day to day functioning and effectiveness of services.
5. Complete all documentation as required by Department of Human Services/Behavioral Health Program, consistent with program requirements, to include daily documentation of all face to face contacts, collateral contacts, and updating treatment plans and crisis plans every 6 months.
6. Monitor clients' day to day functioning and symptoms, reporting medical/psychiatric concerns to prescribing physician/nurse practitioner. Attend psychiatric appointments and other medical appointments as deemed necessary.
7. Complete all documentation as required by Department of Human Services Behavioral Health Program to include daily documentation of all face to face contacts and collateral contacts. Update treatment plans and crisis plans every 6 months.
8. Develop safety plans to protect individuals who may present a danger to themselves or others. Work with law enforcement to implement emergency detentions when necessary.

General Job Functions

1. Provide after-hours emergency "on call" services on rotating basis with other clinical staff.
2. Monitor commitments and WATTS reviews as needed.
3. Participate in continuing, appropriate professional training.
4. Strictly follow federal and state laws and regulations, County and departmental policies and procedures in regard to privacy, security, and confidentiality of individuals' personal and medical information.
5. Represent the Department of Human Services Behavioral Health Program at community meetings and events.

County of Door Case Manager - Behavioral Health

6. Provide back-up to other case management positions within the unit as necessary.

Requirements

Training and Experience

1. Graduate of an accredited college or university with a Bachelor's degree in Psychology, Social Work or other related Human Services field.
2. Minimum of one year of supervised experience working with individuals who suffer from mental illness and substance use disorders required. Three years' experience preferred.
3. Current valid Wisconsin driver's license required.
4. Must be approved screener for Mental Health/AODA functional screen within six months.
5. Must complete 40 hours of Crisis Services training to meet HFS 34 Crisis Orientation within 3 months of hire.

Knowledge, Skills, and Abilities Required

1. Working knowledge of pertinent state statutes and ability to apply to case situations.
2. Ability to read, comprehend, and communicate, both verbally and in writing.
3. Ability to work simultaneously on several competing priorities.
4. Ability to balance individual's right to self-determination with Community standards.
5. Ability to work on a team and to maintain good working relationships with other community agencies.
6. Must have a working knowledge of community resources.
7. A willingness to be flexible and an ability to organize the work load to meet deadlines.
8. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
9. Employee must remain within a 50 minute response time to Door County Memorial Hospital while on crisis call.

Physical & Working Conditions

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

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

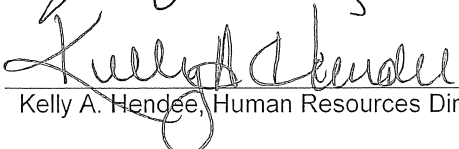
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

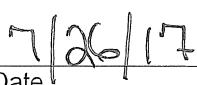
The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:


Joseph A. Krebsbach, Human Services Director


Date


Kelly A. Hendee, Human Resources Director


Date

County of Door Case Manager - Behavioral Health

Behavioral Health Case Manager – Crisis

Assigned Tasks:

1. Serve as primary crisis worker during office hours. Provide emergency mental health crisis assessment, planning, and stabilization services to individuals experiencing a mental health crisis. Crisis services may be provided in the office or mobile out in the community (at the hospital, Justice Center, or other locations as needed).
2. Initial contact for internal and external referrals, walk-ins and phone calls to the Behavioral Health Clinic; schedule individuals with psychiatrist, mental health or AODA therapist or refer Comprehensive Community Services (CCS) case manager as appropriate.
3. Act as primary liaison between Human Services and Corporation Counsel to complete Emergency Detention Orders, Commitment Extensions and WATTS reviews as needed.
4. Attend Chapter 51 court hearings as the DHS representative. Follow adult consumers who are placed on commitments or settlement agreements to assure compliance with treatment conditions.
5. As needed, serve as case manager for clients receiving medical management services through the Behavioral Health Outpatient Clinic.
6. Follow up on after-hours crisis calls to reassess suicidality and offer services.
7. Conduct satisfaction surveys with individuals who have utilized crisis services and make recommendations to improve services.

Behavioral Health Case Manager – Comprehensive Community Services

Assigned Tasks:

1. Function as CCS Service Facilitator, completing comprehensive assessments and facilitating team meetings with consumers, providers, family members and other informal supports to develop, implement, and monitor person-centered, recovery-focused treatment plans.
2. Procure and authorize services to be delivered by contracted service providers.
3. Monitor the quality and quantity of purchased services to ensure they are consistent with the individual's goals set forth on the treatment plan and in compliance with CCS program requirements and applicable Medicaid rules. Follow up with the provider in a timely manner when adjustments are needed.

Behavioral Health Case Manager – Adults at Risk

Assigned Tasks:

1. Provide outreach in the community to individuals identified as “at risk” and connect individual to agency and community resources to meet immediate and ongoing needs.
2. Work in partnership with the Aging and Disability Resource Center to address waiting list and potential candidates for long term care supports.
3. Provide outreach, short term case management, and community based services to those individuals who are outside the frame work of Adult Protective Services, coming out of the jail or those with long term care needs.
4. Assist as necessary clients applying for Disability Benefits, Medicaid Applications and Reviews, Rental Assistance, Housing Authority, Energy Assistance, Payee Services, etc.

County of Door
Case Manager - Behavioral Health

5. Provides coordination, including transportation as necessary, to ensure client attendance at clinical/medical appointments and other services necessary in the client's case plans and/or for the client's well-being.
6. Follow all procedures prescribed in the Medicaid Online Handbook for Case Management Services.

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: Human Services - Behavioral Health CM
 Effective Date: 6 Mo
 Department: Human Services Sub Dept: _____

FTE/Hrs	@ Rate	2018 TOTAL SALARY				2018 TOTAL BENEFITS			TOTAL SALARY and Benefits
Human Services-Case Manager Behavioral Health-Range H Step 1									
1.00	\$22.56	46,925				31,925			78,850
Human Services-Case Manager Behavioral Health Budget									
1.00	\$23.20	48,256				18,394			66,650
Total Salary and Benefit Increase									12,200
Human Services-Case Manager Behavioral Health-Range H Control Point									
1.00	\$25.78	53,622				33,202			86,824
Human Services-Case Manager Behavioral Health Budget									
1.00	\$23.20	48,256				18,394			66,650
Total Salary and Benefit Increase									20,174

Dept Head Signature: Mark E. Janich
 Date: 7/5/2018

Finance Director

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

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



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

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

Memo

To: Door County Human Services Board
From: Joseph Krebsbach
CC: Door County Finance Committee
Date: July 3, 2018
Re: ADRC Exercise Equipment Carry-Over Funding

At the ADRC we purchased new equipment for the exercise room. The cost for this equipment was over \$30,000 and purchased from funds that were donated over 20 years ago. We also have had a 40% increase in individuals using the exercise equipment.

We currently collect \$10.00 per month, per individual using the exercise room. It is deposited in General Ledger Account: 204.23.3615.48533 and repairs and maintenance expensed from 204.23.3615.59141. These revenues and expenses are co-mingled with other activities and would need to be separated out if the request below is granted.

We are requesting permission to annually carry over revenue collected for exercise room use that exceeds expenses. This money could then be used for new or replacement equipment when needed.

Thank you for your consideration.

Respectfully submitted,
Joseph Krebsbach



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: Door County Human Services Board
From: Joseph Krebsbach
CC: Finance Committee
Date: July 3, 2018
Re: Surface Pro Replacement Funding Carry-Over

In 2018 all department IS expenses were moved into the Human Services budget. This was done because we can recoup a portion of these expenses through program revenue. The department has a significant number of mobile workers who are equipped with Surface Pros, for enhanced efficiency. We currently have 40 within the department.

As we move forward in the budget process, we will need to plan for replacements of this equipment. For 2019 we have budgeted to replace six devices. This equipment will be replaced only as needed. As a result we may need to replace more or less than the budgeted amount for any given year.

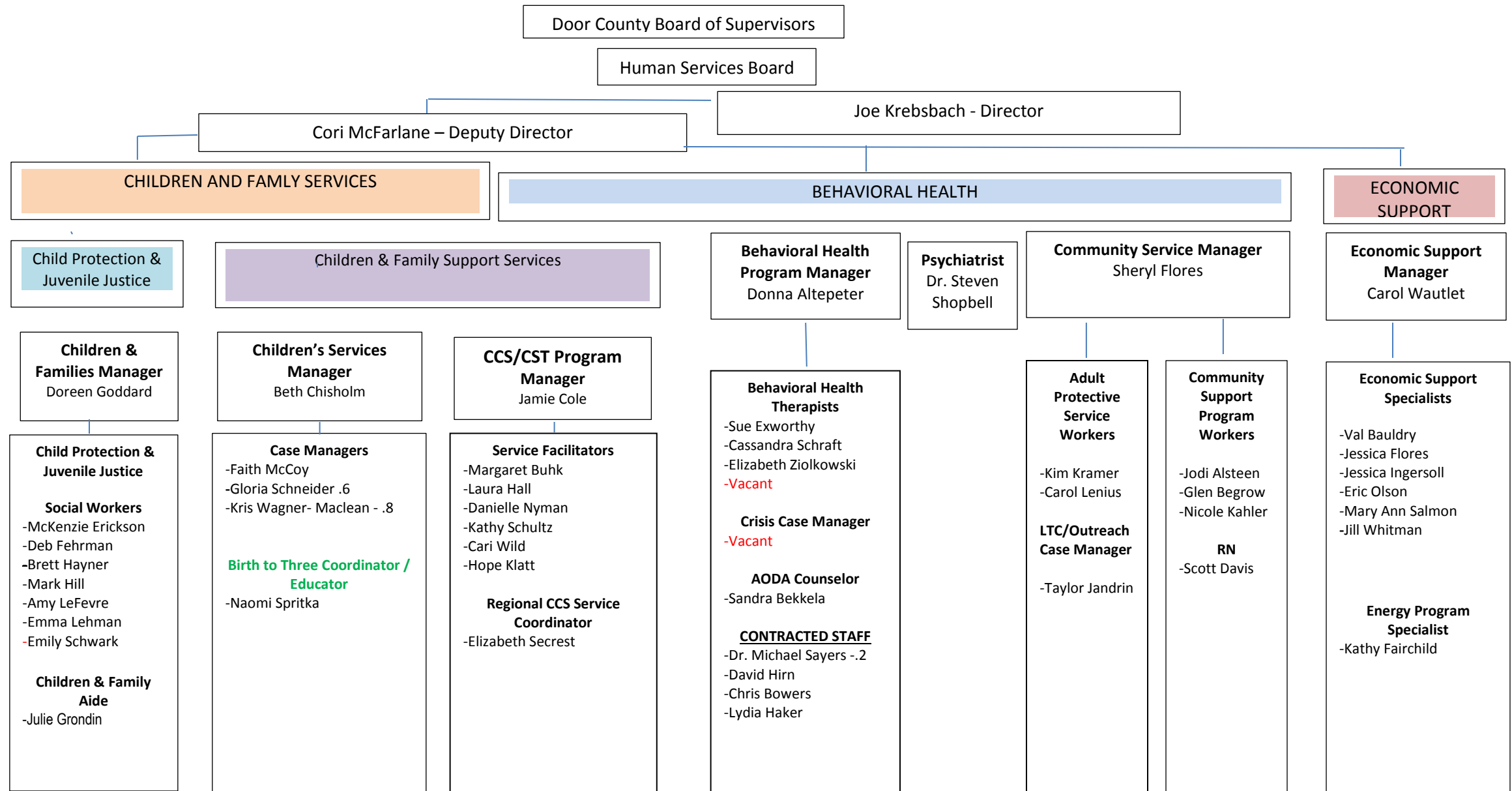
We are requesting permission to carry over unused money in the General Ledger account 240.47.3900.55101.240, to a maximum of \$20,000 from one year to the next.

Thank you for your consideration.

Respectfully submitted,

Joseph Krebsbach

DOOR COUNTY DEPARTMENT OF HUMAN SERVICES – **STAFFING**
 Organization Chart 07.09.18



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES – STAFFING (continued)
 Organization Chart – 07.09.18

