

**Tuesday,  
August 14, 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**

**HUMAN SERVICES BOARD MEETING**

1. Call Meeting or Order
2. Roll Call-Establishing Quorum
3. **Adopt** Agenda
4. **Approve** Minutes – July 10, 2018 Public Participation Meeting & Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Program Reports
  - a. Operation Fresh Start – presented by Tammy Sternard
  - b. Administrative & Business Support Teams Verbal Report
  - c. Written Collective Unit Report
  - d. 2<sup>nd</sup> Quarter 2018 Unit Statistic Report
8. Continuing / Pending Business
  - a. Resource Center Building Update
  - b. Staff Recruitment Updates
  - c. Vouchers
9. New Business
  - a. Psychiatric Services Update
  - b. Limited Term Employee (LTE) Diversion Case Manager
  - c. Transportation Funding / Contractor
  - d. Request to Refill Disabilities Benefit Specialist and Subsequent Vacancies
  - e. Meal Site Move from Forestville to Brussels
  - f. Introductory Period Completion – Cathy Keller
10. Topics To Be Referred to the Legislative Committee
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
12. Set Next Meeting Date – Public Participation Meeting for Proposed 2019-2021 Aging Unit Plan and Regularly Scheduled Board Meeting Tuesday, September 11, 2018, 12:45pm at the ADRC
13. Meeting Per Diem Code
14. **Adjourn** Meeting

*Deviation from the order shown may occur.*

## DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

### **PUBLIC PARTICIPATION PROCESS MEETING (2019 Budget Public Hearing)**

\*\*\*\*\* Tuesday, July 10, 2018 at 9:00 a.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 second 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 July 4<sup>th</sup> and July 7<sup>th</sup>, 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 9:00 a.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. Marsha Lau

Sunshine House/Sunflower Cottage

Marsha thanked the department for past funding to support Sunshine House programs. Sunflower Cottage is a daytime life enrichment program for people living with dementia, arthritis, cognitive impairment, medically frail, seniors, etc. This program provides a meaningful day through individualized care and a respite program for caregivers. Marsha would appreciate help in getting the word out that this valuable service is available.

2. Mike Rabas

Sunshine House/Sunflower Cottage

Sunshine House provides diverse employment opportunities and day services to develop life skills and foster independence for those individuals with special needs. A new summer program has been established, titled "SunSeekers Camp". Participants enjoy visiting local attractions and participate in in-house leisure activities while improving socialization skills, appropriate communication and developing new self-help skills.

3. Lisa Crandall

Professional Guardianships, Inc.

Lisa acknowledged and thanked our department's Adult Protective Services for using their services. Lisa realizes that their services are used as a last resort when families are unable to commit to providing these service. She would appreciate ongoing consideration when there is a need.

4. Pam Busch

Door-Tran

Pam conveyed her appreciation of our department's ongoing support of the Veteran's Transportation Program.

## 5. Amy Kohnle

## United Way

Amy expressed her appreciation for the department's partnership and the board's support with the Alcohol & Drug Coalition, Partnership for Children and Families Lunch & Learn opportunities, Project 180 to compliment the DARE Program and the development of the Mental Health initiative which will place a mental health provider in each of the mainland schools one day per week beginning in October of this year.

## 6. Dana Warpinski

## Currative Connections

Dana shared that they have added a new employee based in Sturgeon Bay to better serve their contract with our department in the Comprehensive Community Services (CCS) and Community Support Teams (CST) programs.

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

Robert Rau motioned to adjourn with Megan Lundahl providing the 2<sup>nd</sup>. All were in favor. The Public Participation Meeting adjourned at 9:10 a.m.

Respectfully submitted,  
Shawn M. Barlament – Recording Secretary

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

Tuesday, July 10, 2018 9:00am Chambers Room-Government Center

**Please Print**

	Name	Organization	"X" If You Wish to Speak
1	Maisha Lau	Sunshine House/sunflower Co Page	X
2	Mike Kebas	" "	X
3	Lisa Crandall	Professional Guardianships	X
4	Pam Busch	Door-Tran	X
5	Amy Kohle	United Way	X
6	Dana Warpiniski	curative connections	X
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# Door County Advocate



JUL 19 2018

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: 0002932077  
No. of Affidavits: 1  
Total Ad Cost: \$51.03  
Published Dates: 07/04/18, 07/07/18

(Signed) *R. King* (Date) 07/13/18  
Legal Clerk

Signed and sworn before me

*Tara Mondloch*

TARA MONDLOCH  
Notary Public  
State of Wisconsin

My commission expires August 2021

DOOR CO HUMAN SERVICES  
Re: 7/10/18PPPMeet

**PUBLIC MEETING NOTICE**

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

The purpose of the meeting 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 [sbartament@co.door.wi.us](mailto:sbartament@co.door.wi.us).

The regular open board meeting of the department will begin immediately at the conclusion of the public participation process meeting.

RUN: July 4 & 7, 2018 WNAJLP

# DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Tuesday, July 10, 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 July 10, 2018 meeting of the Door County Human Services Board to order immediately following the 2019 Budget Public Participation Meeting at 9.12 a.m. 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 Board Members were present.

**Staff Present:** Joseph Krebsbach-Director; Cori McFarlane-Deputy Director; JoAnn Bauman-Department Accountant/Finance; Julie Behnke-Business Manager; Beth Chisholm-Children’s Services Manager; Naomi Spritka-Birth to Three Coordinator/Educator; Faith McCoy, Gloria Schneider and Kris Wagner-Maclean-Case Managers and Shawn Barlament–Office Manager/Recording Secretary.

**Others Present:** Lisa Crandall-Professional Guardianships, Inc. and Dana Warpinski-Curative Connections

Board members present established a quorum.

**3. Adopt Agenda-**

Motion by Bob Rau, seconded by Megan Lundahl to adopt the agenda. Motion carried by unanimous voice vote.

**4. Approve Minutes-**

Motion by Wayne Kudick, seconded by Bob Bultman to approve the June 12, 2018 Human Services Public Participation meeting minutes as corrected. The minutes were edited to eliminate the word “Interim” from the second to last paragraph of the minutes. Motion carried by unanimous voice vote.

Motion by Nissa Norton, seconded by Bob Rau to approve the June 12, 2018 Human Services Board meeting minutes. Motion carried by unanimous voice vote.

**5. Correspondence-**

No correspondence presented.

**6. Public Comment-**

No one present to offer comment.

**7. Discussion of Public Participation Meeting**

Laura Vlies Wotachek expressed the strong need to continue to support the Alcohol & Drug Coalition. Wayne Kudick questioned the sustainability of the Mental Health Service grant at the county school districts. Cori McFarlane explained that insurance would be billed when applicable and fundraising efforts would take place for those in need but uninsured. Bob Rau praised the willingness for multiple agencies to collaborate on many projects. Continuing support for JAK’ Place was encouraged as their Tuesday evening meal program provides socialization for many of our Community Support Program participants and provides work opportunities for those using the Medicaid Purchase Plan (MAPP) in order to purchase health care coverage.

**8. Collateral Conversation Topics**

Instructions for topic submittal for this agenda item were included in last month’s minutes. It was clarified that this agenda item will only be added to a monthly agenda when a specific topic has been submitted and stated on the agenda.

## 9. Program Reports

### **a. Children & Family Services Verbal Report – Beth Chisholm**

Beth shared that this unit assists children from birth to young adulthood. Currently 27 children are being served in the Children's Community Options Program (C-COP), 60 children in the Children's Long Term Services (CLTS) with 24 on the wait list and 31 children in the Birth to Three program. Each of the staff members introduced themselves, sharing their history with the department and how they connect families to support services for the long term in order to keep children in their homes and strive to provide services in their natural environment. A family that receives services for their teenage son created an awesome PowerPoint presentation for the board with the young man sharing his successes.

### **b. Written Collective Unit Report**

Wayne Kudick asked for additional information about the OARS Program mentioned under B. Community Support Program. This program provides up to 2 years of support for the successful transition, recovery and self-sufficiency of offenders with mental health needs as they reintegrate into the community from incarceration.

## 10. Continuing / Pending Business-

### **a. Resource Center Building Updates**

Last week's AC issues were addressed.

### **b. Staff Recruitment Updates**

- Hope Klatt began as the CCS Case Manager.
- Yesterday, Jamie Cole transitioned from Crisis Case Manager to the CCS Manager position.
- Information & Assistance Specialist application acceptance will close tomorrow.
- Interviews will be conducted next Monday, July 16<sup>th</sup> for the Behavioral Health Therapist.
- The department continues to pursue a part-time contracted AODA Counselor and an Advanced Nurse Prescriber.

### **c. ADRC Vehicle Update**

The bus was sold to the Village of Sister Bay and the van was placed on the state website for availability to purchase.

### **d. Vouchers**

Wayne Kudick shared that it was difficult to determine reasons why each vendor was used due to the blackouts used to meet HIPAA codes. Joe shared that vendors may be used by several units as the vendors may provide several services. The vouchers are offered for review not approval.

## 11. New Business-

### **a. Request to Refill – Behavioral Health Crisis Case Manager Position & Subsequent Vacancies**

Joe shared the main responsibility of this position is supporting individuals served by the county's emergency mental health crisis system. Laura Vlies Wotachek moved and Bob Bultman seconded the motion to refill the BH Crisis Manager position and subsequent vacancies. Motion carried by unanimous voice vote.

### **b. Requests for Carry-Over Funds**

- ADRC Exercise Equipment & Maintenance  
The monthly fees collected for exercise room use would be carried over annually to offset the cost of purchasing replacement or new equipment. Laura Vlies Wotachek moved and Megan Lundahl seconded the motion to carry over this specific revenue annually. Motion carried by unanimous voice vote.
- Technology Equipment Replacements  
The memo included in the agenda packet explained the need to carry-over funds for the replacement of the 40 Surface Pro tablets as needed. Wayne Kudick moved and Bob Rau seconded the motion to carry-over unused money from one year to the next not to exceed \$20,000 each year. Motion carried by unanimous voice vote.

### **c. ADRC Donation Requests**

Beginning August 1<sup>st</sup> the meal donation will increase from \$4 to \$5 and the monthly exercise room use fee from \$5 to \$10.



**12. Topics to be Referred to the Legislative Committee**

None at this time.

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

September's meeting will be held at the ADRC along with the ADRC Board for the 3 Year Aging Plan Public Participation meeting. Scheduling this meeting after the noon meal will give ample opportunity for our senior residents to participate. Please notify the Chair of this Committee or the Director of the Human Services Department if there are any additional requests.

**14. Next Meeting Date-**

The next meeting will be Tuesday, August 14, 2018 at 9:00 a.m. in the Chambers Room of the Government Center, 421 Nebraska Street, Sturgeon Bay.

**15. Meeting Per Diem Code-**

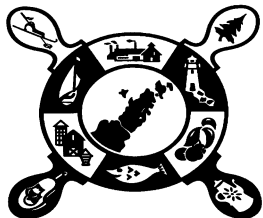
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**16. Adjourn the Meeting:**

Motion by Wayne Kudick, seconded by Megan Lundahl to adjourn the meeting. Motion carried by unanimous voice vote. The meeting adjourned at 10.56 a.m.

Respectfully submitted,

Shawn M. Barlament, Recording Secretary



## DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

Joseph Krebsbach, Director  
1<sup>st</sup> Floor Fax: 920-746-2355  
2<sup>nd</sup> Floor Fax: 920-746-2439  
[dhs@co.door.wi.us](mailto:dhs@co.door.wi.us)

### Human Services Board Written Agency Updates – August 2018

#### I. Program Changes and Highlights

- A.** Our **Birth to Three** program continues to be strong and effective in helping the children we serve make gains in their development and strengthen parent child interactions. Program staff are looking forward to an onsite visit with our technical assistant from the state on October 5, 2018. The state lead will answer any questions we have about applying applicable laws and policies as we deliver services to our Birth to 3 population and assist in the transition from our services to school supports if the family so chooses.
- B.** Our **Children's Long-Term Support (CLTS)** team is busy preparing for a successful audit of our 2017 files. The state's Bureau of Children's Services 2017 onsite record review for Door County will be conducted by MetaStar, Inc. the week of 9/17/18. MetaStar is the external quality review organization contracted by the Wisconsin Department of Health Services to conduct external quality review activities for the Children's Long-Term Support Waiver Program operations by Wisconsin's county waiver agencies. They will be auditing 30 of our cases from 2017.

The Children's Services team is also looking forward to a joint meeting with the staff at the ADRC in September to further fine tune our processes around transitioning individuals with disabilities from the children's waiver into adult services to support their long term needs and independence in the community. Efforts continue to be made to eliminate our CLTS waitlist by the end of 2018 per the state mandate. We currently have 24 children on our waitlist.

- C.** We are very pleased to announce that our **Comprehensive Community Services (CCS)** team has a new leader! Program Manager Jamie Cole started on June 9<sup>th</sup>. Jamie is not a stranger to the team, as she was a regular attendee at the weekly CCS team meetings in her previous role as Crisis Case Manager. Jamie's excellent clinical skills as well as her strong organizational skills and attention to detail will be a good fit with this complex behavioral health program area. Jamie has hit the ground running, helping staff with problem-solving of various case management situations, while also attending a variety of meetings and trainings to orient herself to the new role. Jamie attended the Regional CCS Consortium Managers' meeting and is looking forward to meeting with state DHS contact Langston Hughes for further CCS orientation/discussion on August 20th. Jamie will also attend the NE Regional CCS Meeting on August 21st. Jamie and several case facilitators attended the Coordinated Services Team (CST) Initiatives NE Regional Meeting on July 31st which focused on relationship building through the assessment process, utilizing strength-based practices to engage and understand families, and the importance of including narrative content in an assessment to "tell the story." Our semi-annual CST Performance Report was submitted to the state DHS at the end of July. The report highlighted outreach efforts to community partners to educate them on changes to our organizational structure and single point of entry; training of our staff and partners on the teaming process; trainings on brain development and trauma informed care; and measures of program effectiveness. Preliminary analysis of assessment data for the 1st 6 months

of 2018 indicates that the majority of youth who participated in CST scored lower in Risk Behaviors and Behavioral/Emotional Needs at discharge as compared to when they enrolled in services.

In addition to other summer programming offerings that have been discussed in previous monthly reports, we are also partnering with Counseling Associates to offer a Skills Development group for middle school aged youth. Service Facilitator Laura Hall from our staff is helping to facilitate these sessions. All of our CCS staff are busy working with consumers, families, and providers on service planning for the upcoming school year. We currently have 62 consumers enrolled in CCS and 16 in CST.

- D. The Door County Human Services **Behavioral Health** unit, along with 3 other Door County mental health agencies, have been involved in a collaborative effort with United Way and the school districts of Southern Door, Sturgeon Bay, Sevastopol and Gibraltar to provide mental health services in the schools. Therapist Beth Ziolkowski will be our therapist providing services. This initiative recently was the recipient of a \$75,000 grant from the Wisconsin Department of Public Instruction, as well as a \$7,800 grant from the 100 Caring Women of Northern Door. Services in the schools will begin in the fall of this upcoming school year.

Paperwork has been completed for our outpatient clinic's re-certification, and we await a date for a site visit in the fall. 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, we have filled our crisis case manager position with Ms. Abby Brown. We are thrilled to have her on as part of our team. Abby has her Bachelor degree in Social Work from UW Green Bay and has experience working locally with Door County agencies.

- E. Our **Economic Support** team is to be commended for their performance in recent months. Recent state reports show 100% of FoodShare applications were processed timely. Call handling times and wait times on the Call Center, which have always been relatively good for our county and consortium, continue to improve. In addition, staff have been hard at work processing "discrepancies" on cases (situations where what is reported by client or one data source conflicts with what is available via data matches with other systems). The most recent dashboard report indicates our team has only 22 discrepancies - a significant decline from months' past and very low compared to most counties. All of these have already been processed and are waiting for income verifications or employer responses. We are very fortunate to have a team of such hard-working, customer-focused staff in Economic Support!
- F. **The Community Support Program (CSP)** enrolled a new female client in July. Nikki Kahler has been assigned as the CSP case manager and will be utilizing Julie Pflieger's Adult Family Home diversion bed to transition the client from the psychiatric hospital back into a community setting for a short-term placement. CSP and **Adult Protective Services (APS)** will work to get her apartment decluttered due to hoarding so the individual can return to independent apartment living and avoid eviction. On August 17, the staff will be hosting our annual Summer Picnic at Sunset Park for members of CSP and their family members.
- G. The **Crisis Services** team has been incredibly busy, as we had 16 emergency mental health hospitalizations in the month of July. In consulting with Dr. Steven Shopbell, it was pointed out that the heat wave adversely effects the very young, the elderly, and patients on psychotropic medications. Many of the clients who were hospitalized in July were on mood stabilizers. These individuals typically do not have air conditioning, and when temperatures reach the upper 80's they

are not properly hydrating, which leads to irregular therapeutic medication blood levels and disrupted sleep patterns. Six out of the 16 admissions were also clients over the age of 60.

- H. The Child Protective Services/Juvenile Justice team** has been busy with case management services, youth programming, and court services. Safety and permanency for children is paramount in child protection cases. Permanency for children can be accomplished in multiple ways. The ultimate permanency goal is reunifying children with the parents. If that is not possible due to continued safety concerns, the next permanency option is terminating parental rights and pursuing permanency through adoption. Guardianship with a relative is a last resort in achieving permanency for children placed outside the parental home. When a child or youth is placed outside the home, a permanency review is required every 6 months. At the 6th and 18th month reviews, we have citizen review panel members who attend, review case progress, and make recommendations. The panelists are valuable community members who volunteer their time for one of our most vulnerable populations. Their knowledge, compassion, and commitment to the review process is critical to achieving case outcomes in the child's best interest.
- I.** Throughout the month of July, the **Aging and Disability Resource Center (ADRC)** added a number of new programs to the schedule, including a 10-week "BE! Brain Enrichment" series, a 6-week "Living Well with Chronic Conditions" course, and a Yoga and Ballroom Dance Class. In addition to the new program news, our September Brewer's baseball day trip is sold out with 50 individuals signed up to go! This is our third year in a row, and we will once again be joining the ADRC of Brown County. As reported last month, we had to make some modest increases to fees in order to support operational expenses in our new building. Effective August 1, the monthly fitness room rate is \$10.00, and the suggested Nutrition Program participant contribution is \$5.00 per meal.

In August of 2015, Door County Human Services and the ADRC worked together to roll out a new long term care system known as Family Care. At that time there were approximately 220 Door County residents on our long term care waitlist. Over the past three years, the ADRC in partnership with other Human Services units and community partners has worked diligently to reach "Entitlement Status". This means that Door County has successfully eliminated our long term care waiting for residents seeking state funded long-term care programs. To date, the ADRC has helped connect 346 Door County residents to much needed long term care services, most of whom required the additional long term care support to remain living in their own homes and connected to their community. Anyone who is interested in accessing services through the Wisconsin long-term care programs may contact the ADRC to begin the process of enrollment in these programs. To qualify, a person must be eligible functionally (physically) and financially. The assessment and eligibility process can take a few months to complete.

We are very excited to announce that we have filled our vacant Information & Assistance Specialist position at the ADRC. Jess Holland was offered and has accepted the position. Jess brings a wealth of knowledge to her new position. She is not a new face to the ADRC organization; for the past five years, Jess has worked for the ADRC as the Disability Benefit Specialist.

## **II. Noteworthy Events:**

- a. Come and visit the ADRC sometime in August for one or all of the following scheduled events:
- Thursday, August 2<sup>nd</sup> at 1pm, "Oral Storytelling" presented by Write On Door County
  - Tuesday, August 7<sup>th</sup> at 11:30am Lunch Entertainment by Holly Olm and Mike Bleck
  - Thursday, August 9<sup>th</sup> at 11:30am Luau Party
  - Monday, August 13<sup>th</sup> Day Trip to the Antique Malls, bus will depart at 12:45pm shortly after lunch and will return before 4:30pm.

- Tuesday, August 14<sup>th</sup> at 12:15pm, Lunchtime Entertainment by Mike Peterson
- Thursday, August 16<sup>th</sup> at 1pm, "Mental Health and Aging" presented by Sue Exworthy from Human Services Behavioral Health Division
- Thursday, August 23<sup>rd</sup> from 11am-Noon Free Blood Pressure Checks by the American Heart Association
- Thursday, August 23<sup>rd</sup> at 2pm, "What is an Elder Care/End of Life Doula" presented by Marggie Hatala
- Friday, August 24<sup>th</sup> at 11:30am Packer Tailgate Party in Sturgeon Bay
- Monday, August 27<sup>th</sup> Day Trip to Eagle Bluff Lighthouse Tour, bus will depart at 1pm and be back by 12:45pm. Fee for trip is \$7.00 to cover the cost of the tour.
- Thursday, August 30<sup>th</sup> at 11:15am, "Hot Topics in Nutrition" presented by Carmen Schroeder

b. Lunchtime Entertainment

- "Music with Herb" Wednesdays at 11am (keyboard player)
- "Music with George", August 16<sup>th</sup> and 23<sup>rd</sup> at Noon
- "Music with Ken" August 21<sup>st</sup> at 11am

## II. Training & Staff Development

- A.** On August 21 & 22, a team of Human Services staff will be attending Crisis Debriefing training offered by the Behavioral Health Training Partnership. Crisis Debriefing was first introduced in 2005 at a NEW Child Welfare Training Partnership Conference. Supervisors were concerned about debriefing child welfare staff after an egregious incident, and they were concerned about secondary traumatic stress (STS). In fact, this is where human services agencies in the NE Region first began to identify secondary trauma and the need to address it. As agencies continued to discuss STS and train staff in this area, the need to offer an option for debriefing critical incidents that occur at work was identified as a need. As a result, the Partnership decided to pursue a hybrid model of the Critical Incident Stress Management model (Mitchell Model) and the Restoring Resilience Response model (RRR Model) that seemed to fit best with human services staff. Many counties in the region now have teams trained in this model, and Door County Human Services is excited to get a team trained as well. Not only will we have an internal resource to call upon when a critical incident occurs, but we will also have the option to request debriefers from another county in the region should we determine that would be more appropriate. In July, our Deputy Director and Behavioral Health Manager attended a training entitled *Resilient Leadership and Managing Crisis* which is a precursor to the debriefing training. We are now in the process of developing our internal policies and procedures to support this process.
- B.** The Adult Protective Services (APS) staff attended Day 1 of a 4-day Adult Protective Services Training put on by University of Wisconsin Green Bay. Joan Groessl, PH.D. is the presenter. Day 1 covered Foundations of Adult Protective Services on July 17; August 7 is titled Collaborating for Best Practice; October 18 is titled Interventions Strategies in Adult Protective Services offered in Appleton followed by Adult Learning Train-the-Trainer Session in Stevens Point on October 26. This is the first time there has been a comprehensive training offered for Adult Protective Services workers in Wisconsin.
- C.** One Economic Support staff attended a three day Child Care training held on July 24-26.

## III. Agency & Community Collaboration

- A.** The Behavioral Health Manager, Deputy Director, Therapist, and Technical Support Specialist attended a planning meeting at Gibraltar Schools on July 16 to discuss implementation of our

mental health in the schools services. It was helpful to tour the site, discuss technology needs, talk through logistics, etc. Another planning meeting will be scheduled between our therapist and the school counselors to work through referral procedures and discuss specific roles and responsibilities as the start of the school year approaches.

- B.** Meetings of our CCS Consortium management team and Service Facilitators were held on July 9 in Green Bay. This consortium consists of Door, Kewaunee and Shawano County. We are fortunate to have CCS Regional Coordinator Elizabeth Secrest to facilitate these meetings. The management meeting focused on rate setting with our contracted providers for 2019, while the staff meeting included discussion on shared providers and working sessions on some shared program tools.
- C.** Several of our Child Protection/Juvenile Justice staff attended a meeting on July 10 hosted by the District Attorney with the county's schools, law enforcement, and other community partners on the topic of school violence. It was a very productive conversation and helpful to hear the message of a consistent, proactive, and unified response to any school threats.

## **VI. Sharing our Successes**

- A.** Within the next 60 to 90 days, one of our ongoing social workers, Deb Fehrman, anticipates moving three children from two families into permanency through voluntary termination of parental rights and subsequent adoption by their current foster parents. All three children have been placed in out of home care since 2016. We always seek first to reunify children with their biological parents whenever this can occur in a safe and timely manner, as we know that children generally do best when their biological families remain intact. However, sometimes it is necessary to make the difficult decision to recommend terminating parents' rights in order to protect the rights of children to grow up in a safe, stable and permanent living arrangement. This decision is made somewhat easier when the birth parents agree to terminate their rights voluntarily as in these cases. (One of these started out involuntary but later converted to voluntary as of June 2018.) Nice work, Deb, helping these children to find their "forever families".
- B.** This success story includes 3 different families, fathers specifically. Just recently, we've had 3 children who have been reunified with their fathers. We have been working with one of the families for 2.5 years and did not believe the children would be able to go back to a parent at times, but each father has done their part and are now each reunified with their children. All three of these fathers stepped up and did what they needed to for their children.

We don't always give fathers the credit they deserve, and many times mothers are the main point of contact and who we focus on, not because we try to do that purposely, but because it naturally occurs that way sometimes. There are many fathers out there who work hard, fight for their children, and deserve credit for playing roles of both mother and father to their child. Something to be celebrated!

- C.** Birth to 3 had the privilege of meeting Tayler at 4-months-old. Tayler was referred to Birth to 3 by the NICU due to her premature birth at just 28 weeks 6 days gestation. She had a 2 month stay in the NICU before she was discharged to go home with her family. Due to her premature birth, and birth weight of just 2 lbs. 14 oz., Tayler was an automatic qualifier for Birth to 3 services. Tayler received assessment from OT, PT, SL and general development. Tayler's services supported her oral motor needs due to her history of respiratory distress, parenteral and eternal feedings and reflux. Tayler's primary provider, SLP Julie Toyne met the family once a week to help support them in Tayler's growth and development.

Taylor quickly showed us that she may have arrived early, but had no plans to be behind in anything. The family worked continuously in keeping her healthy while allowing her to grow and develop at her own pace.

Taylor had periodic consults with PT when she needed some additional support pulling some motor tasks together. The family did an amazing job maintaining all of her follow-up medical appointments. Birth to 3 worked with the medical providers to ensure they had the most current information regarding Taylor's ongoing growth and development.

Birth to 3 is happy to say that after 1.5 years of early intervention, Taylor will likely be graduating from Birth to 3 early. Taylor has her last NICU check up in a couple weeks, and we are hopeful she will be discharged from all early interventions services. Taylor's journey with our program has been so heartwarming! We will miss the family greatly, but are so proud of Taylor and all she continues to accomplish.



(then and now)

**HUMAN SERVICES STATISTICS**

UNIT	2015	2016	2017	2018-1st Half
<b>AGING &amp; DISABILITY RESOURCE CENTER (ADRC)</b>				
I & A Consumers		3,064	4,814	2756
Elderly Benefits Specialist (EBS) Consumers - Cases Open/Contacts		473	705	317/210
Disability Benefits Specialist (DBS) Consumers - Cases Open/Contacts		1820	1983	919/198
Total Consumers	4,971	5,357	7,502	1236/3164
Meals-Congregate	16,092	17,802	15,568	10532
Meals on Wheels	13,718	14,293	14,899	7275
Meals-Frozen	6,276	6,245	4,914	2532
Total Meals	36,086	38,340	35,381	20,339
Transportation- SRC Bus & Door2Door	42,180	48,503	49,116	26,054
<b>Adult Protective Service (APS)</b>				
Referrals	212	183	294	97
<b>BEHAVIORAL HEALTH (BH)</b>				
Crisis	192	165	178	72
Inpatient Admissions	93	67	79	36
Inpatient Costs	\$ 434,021.00	\$ 188,215.87	\$552,988.00	\$ 172,000.00
<b>CHILDREN &amp; FAMILY SERVICES</b>				
Child Welfare Referrals	440	393	404	225
Juvenile Justice Referrals	90	69	71	51
Birth-Three Participants	70	73	75	72
CCS/CST				74
Children's Case Management - CLTS/CCOP				112
Case Management (CCOP/CST/CCS/DD)	233	143	170	See Above
<b>COMMUNITY SUPPORT PROGRAM (CSP)</b>				
Consumers Enrolled	62	53	51	52
<b>ECONOMIC SUPPORT (ES)</b>				
Badger Care (BC) Total	4,333	4,169	4,157	4008
FoodShare (FS) Total	2,351	2,007	1,930	1868
Consortium Calls	111,044+	112,972	156,804	75,329
WI Home Energy Assistance		557	937	971





**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

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

Joseph Krebsbach, Director  
 1<sup>st</sup> Floor Fax: 920-746-2355  
 2<sup>nd</sup> Floor Fax: 920-746-2349  
[dhs@co.door.wi.us](mailto:dhs@co.door.wi.us)

**MEMO**

**To:** Human Services Committee  
**From:** Ashley LaLuzerne  
**Date:** 08.14.2018  
**Re:** Request for Expenditure Approval

**Expenditures since the last committee meeting held 07.10.2018**

\$	54.54	Wal-Mart Credit Card June 2018
\$	2,151.25	Elan Credit Card May-June 2018
\$	32,526.04	June 2018 Foster / Kinship Care Payments #2018-314/322/337
\$	34,731.83	

**Departmental journal entries not included on the attached voucher list:**

\$	40.00	Finger Printing - DC Jail July 2018
\$	360.33	Maintenance Dept. June 2018 gas usage - Fleet
\$	21.12	Lamination Fees - June 2018
\$	41.74	Maintenance Dept. - office supplies - May 2018
\$	463.19	

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

\$	53,281.59	Monthly Vouchers - 2018 Batch Totals (July) 2018-289
\$	141,164.00	Monthly Vouchers -2018 Batch Totals (July) #2018-310
\$	34,731.83	Expenditures since the last committee meeting held 07.10.2018
\$	463.19	Amounts paid to other County Departments as per above
\$	229,640.61	

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

\$	7,551.09	Monthly Vouchers -2018 Batch (July) #2018-307
\$	51,353.81	Monthly Vouchers -2018 Batch (July) #2018-317
\$	279.00	Walmart Card June 2018
\$	1,976.78	Elan Credit Card June 2018
\$	61,160.68	

\$	290,801.29	<b>Total Expenditures and Vouchers</b>
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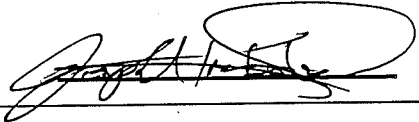
**VOUCHER**

STATE OF WISCONSIN

2018

Door County

Submitted By:  
alaluzerne 07.10.2018

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

This Area to be Completed by Finance Department

PAID BY  
CHECK # \_\_\_\_\_

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

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				2018 Foster/Kinship Care for June 2018-1st Batch		\$ 24,595.36	07.10.18	2018-314	
VOUCHER TOTAL							\$ 24,595.36	VOUCHER TOTAL		

19  
**Accounts Payable Invoice Report**

G/L Date Range 07/10/18 - 07/10/18

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 <b>6824</b> - [REDACTED] Import - 6359	WISACWIS- PID:0008083191_Voucher:01901 _IM_07/05/2018	Edit		07/05/2018	07/10/2018	07/10/2018			985.00	
Vendor <b>6824</b> - [REDACTED] Totals								Invoices	1	\$985.00
Vendor <b>19161</b> - [REDACTED] Import - 6346	WISACWIS- PID:0008044459_Voucher:01901 _IM_07/05/2018	Edit		07/05/2018	07/10/2018	07/10/2018			714.00	
Vendor <b>19161</b> - [REDACTED] Totals								Invoices	1	\$714.00
Vendor <b>21818</b> - [REDACTED] Import - 6351	WISACWIS- PID:0008063756_Voucher:01901 _IM_07/05/2018	Edit		07/05/2018	07/10/2018	07/10/2018			767.40	
Vendor <b>21818</b> - [REDACTED] Totals								Invoices	1	\$767.40
Vendor <b>19526</b> - [REDACTED] Import - 6347	WISACWIS- PID:0008024832_Voucher:01901 _IM_07/05/2018	Edit		07/05/2018	07/10/2018	07/10/2018			1,976.00	
Vendor <b>19526</b> - [REDACTED] Totals								Invoices	1	\$1,976.00
Vendor <b>6968</b> - [REDACTED] Import - 6360	WISACWIS- PID:0008079799_Voucher:01901 _IM_07/05/2018	Edit		07/05/2018	07/10/2018	07/10/2018			354.60	
Vendor <b>6968</b> - [REDACTED] Totals								Invoices	1	\$354.60
Vendor <b>22586</b> - [REDACTED] Import - 6356	WISACWIS- PID:0008079815_Voucher:01901 _IM_07/05/2018	Edit		07/05/2018	07/10/2018	07/10/2018			39.40	
Vendor <b>22586</b> - [REDACTED] Totals								Invoices	1	\$39.40
Vendor <b>21744</b> - [REDACTED] Import - 6350	WISACWIS- PID:0008063868_Voucher:01901 _IM_07/05/2018	Edit		07/05/2018	07/10/2018	07/10/2018			706.61	
Vendor <b>21744</b> - [REDACTED] Totals								Invoices	1	\$706.61

# Accounts Payable Invoice Report

G/L Date Range 07/10/18 - 07/10/18

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 22478 - [REDACTED] Import - 6354	WISACWIS- PID:0008080114_Voucher:01901 _IM_07/05/2018	Edit		07/05/2018	07/10/2018	07/10/2018			238.00
			Vendor 22478 - [REDACTED] Totals				Invoices	1	\$238.00
Vendor 21012 - [REDACTED] Import - 6349	WISACWIS- PID:0008042054_Voucher:01901 _IM_07/05/2018	Edit		07/05/2018	07/10/2018	07/10/2018			1,610.00
			Vendor 21012 - [REDACTED] Totals				Invoices	1	\$1,610.00
Vendor 17937 - [REDACTED] Import - 6345	WISACWIS- PID:0008040115_Voucher:01901 _IM_07/05/2018	Edit		07/05/2018	07/10/2018	07/10/2018			238.00
			Vendor 17937 - [REDACTED] Totals				Invoices	1	\$238.00
Vendor 22502 - [REDACTED] Import - 6355	WISACWIS- PID:0008080393_Voucher:01901 _IM_07/05/2018	Edit		07/05/2018	07/10/2018	07/10/2018			712.32
			Vendor 22502 - [REDACTED] Totals				Invoices	1	\$712.32
Vendor 20836 - [REDACTED] Import - 6348	WISACWIS- PID:0008057128_Voucher:01901 _IM_07/05/2018	Edit		07/05/2018	07/10/2018	07/10/2018			245.93
			Vendor 20836 - [REDACTED] Totals				Invoices	1	\$245.93
Vendor 6476 - OCONOMOWOC DEV TRAINING CENTER Import - 6358	WISACWIS- PID:0008019479_Voucher:01901 _IM_07/05/2018	Edit		07/05/2018	07/10/2018	07/10/2018			11,435.10
			Vendor 6476 - OCONOMOWOC DEV TRAINING CENTER Totals				Invoices	1	\$11,435.10
Vendor 8116 - [REDACTED] Import - 6361	WISACWIS- PID:0008017407_Voucher:01901 _IM_07/05/2018	Edit		07/05/2018	07/10/2018	07/10/2018			476.00
			Vendor 8116 - [REDACTED] Totals				Invoices	1	\$476.00

# Accounts Payable Invoice Report

G/L Date Range 07/10/18 - 07/10/18

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 <b>22153</b> - [REDACTED] Import - 6352	WISACWIS- PID:0008067949_Voucher:01901 _IM_07/05/2018	Edit		07/05/2018	07/10/2018	07/10/2018			476.00
				Vendor <b>22153</b> - [REDACTED] Totals			Invoices	1	<u>476.00</u>
Vendor <b>6472</b> - [REDACTED] Import - 6357	WISACWIS- PID:0008038416_Voucher:01901 _IM_07/05/2018	Edit		07/05/2018	07/10/2018	07/10/2018			1,625.00
				Vendor <b>6472</b> - [REDACTED] Totals			Invoices	1	<u>\$1,625.00</u>
Vendor <b>22316</b> - [REDACTED] Import - 6353	WISACWIS- PID:0008079501_Voucher:01901 _IM_07/05/2018	Edit		07/05/2018	07/10/2018	07/10/2018			238.00
				Vendor <b>22316</b> - [REDACTED] Totals			Invoices	1	<u>\$238.00</u>
Vendor <b>16915</b> - [REDACTED] Import - 6344	WISACWIS- PID:0008042309_Voucher:01901 _IM_07/05/2018	Edit		07/05/2018	07/10/2018	07/10/2018			1,758.00
				Vendor <b>16915</b> - [REDACTED] Totals			Invoices	1	<u>\$1,758.00</u>
						Grand Totals	Invoices	18	<u><u>\$24,595.36</u></u>



# Accounts Payable Invoice Report

G/L Date Range 07/17/18 - 07/17/18

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 <b>17929 - ADVOCATES FOR HEALTHY</b>									
Import - 6362	WISACWIS- PID:0008038182_Voucher:01902 _IM_07/16/2018	Edit		07/16/2018	07/17/2018	07/17/2018			4,027.80
			Vendor <b>17929 - ADVOCATES FOR HEALTHY</b> Totals				Invoices	1	<u>\$4,027.80</u>
Vendor <b>7857 - FOUNDATIONS HEALTH &amp; WHOLENESS</b>									
Import - 6363	WISACWIS- PID:0008004685_Voucher:01902 _IM_07/16/2018	Edit		07/16/2018	07/17/2018	07/17/2018			2,182.20
			Vendor <b>7857 - FOUNDATIONS HEALTH &amp; WHOLENESS</b> Totals				Invoices	1	<u>\$2,182.20</u>
			Grand Totals				Invoices	2	<u>\$6,210.00</u>





# Accounts Payable Invoice Report

G/L Date Range 07/24/18 - 07/24/18

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 <b>22847 - MARINETTE COUNTY TREASURER</b>									
Import - 6584	WISACWIS- PID:0008020717_Voucher:01903 _IM_07/23/2018	Edit		07/23/2018	07/24/2018	07/24/2018			1,720.68
		Vendor <b>22847 - MARINETTE COUNTY TREASURER</b>	Totals			Invoices	1		<u>\$1,720.68</u>
			Grand Totals			Invoices	1		<u>\$1,720.68</u>

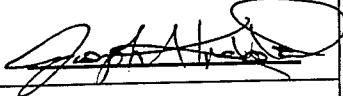
# VOUCHER

STATE OF WISCONSIN **2018**

Door County

Submitted By:  
alaluzerne 07.06.2018

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Approved by: Department Head:  


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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
- Voucher Listing Signed / Approved  
Meeting Date \_\_\_\_\_
- Hold For Approval / Documentation  
After Processing

↓ This Area to be Completed by Finance Department      ↓      →

PAID BY \_\_\_\_\_

CHECK # \_\_\_\_\_

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH 2018-289 July 2018-1st Batch Processing		\$53,281.59		various - as attached	
VOUCHER TOTAL →							\$ 53,281.59	← VOUCHER TOTAL		

# Accounts Payable Invoice Report

G/L Date Range 07/06/18 - 07/06/18

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 14205 - ADVENTURES CHILD CARE INC 62018-2	June 18-29,2018 Childcare Costs	Edit		07/06/2018	07/06/2018	07/06/2018			160.00
		Vendor 14205 - ADVENTURES CHILD CARE INC Totals				Invoices	1		\$160.00
Vendor 21173 - [REDACTED] 52018	May/June 2018 Emp Mileage Reim	Edit		07/06/2018	07/06/2018	07/06/2018			117.18
		Vendor 21173 - [REDACTED] Totals				Invoices	1		\$117.18
Vendor 21177 - BAY COUNSELING CLINIC, LLP 52018-2	May 2018 CCS Services	Edit		07/06/2018	07/06/2018	07/06/2018			2,274.60
		Vendor 21177 - BAY COUNSELING CLINIC, LLP Totals				Invoices	1		\$2,274.60
Vendor 2176 - BELLIN HEALTH 42018	April/May 2018 CCS Services	Edit		07/06/2018	07/06/2018	07/06/2018			3,804.60
		Vendor 2176 - BELLIN HEALTH Totals				Invoices	1		\$3,804.60
Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY 62018	June 2018 Summer Membership Fees	Edit		07/06/2018	07/06/2018	07/06/2018			795.00
		Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY Totals				Invoices	1		\$795.00
Vendor 22222 - [REDACTED] 62018	June 2018 Emp Mileage Reim 368mi	Edit		07/06/2018	07/06/2018	07/06/2018			200.56
		Vendor 22222 - [REDACTED] Totals				Invoices	1		\$200.56
Vendor 22596 - BROOKE MARNIE DEY 62018	June 2018 CCS Services 12.8hrs	Edit		07/06/2018	07/06/2018	07/06/2018			1,305.60
		Vendor 22596 - BROOKE MARNIE DEY Totals				Invoices	1		\$1,305.60
Vendor 3640 - BROTOLOC HEALTH CARE SYSTEM IN 62018	June 2018 CBRF 30 days	Edit		07/06/2018	07/06/2018	07/06/2018			10,687.50
		Vendor 3640 - BROTOLOC HEALTH CARE SYSTEM IN Totals				Invoices	1		\$10,687.50
Vendor 8449 - [REDACTED] 62018	Jun 18 Reim of Purchase for IM Consortium Training	Edit		07/06/2018	07/06/2018	07/06/2018			180.47
		Vendor 8449 - [REDACTED] Totals				Invoices	1		\$180.47
Vendor 6876 - [REDACTED] 62018	June 2018 Emp Mileage Reim 567mi	Edit		07/06/2018	07/06/2018	07/06/2018			309.02
		Vendor 6876 - [REDACTED] Totals				Invoices	1		\$309.02

# Accounts Payable Invoice Report <sup>28</sup>

G/L Date Range 07/06/18 - 07/06/18  
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 62018	<b>11090 - DIVISION OF QUALITY ASSURANCE</b> Jun 2018 MH Program Certification Fee #1283	Edit		07/06/2018	07/06/2018	07/06/2018			1,100.00	
Vendor 11090 - DIVISION OF QUALITY ASSURANCE Totals								Invoices	1	\$1,100.00
Vendor 62018	<b>3618 - DOOR \ KEWAUNEE DRUG TASK FORC</b> June 2018 Restitution Payment	Edit		07/06/2018	07/06/2018	07/06/2018			132.00	
Vendor 3618 - DOOR \ KEWAUNEE DRUG TASK FORC Totals								Invoices	1	\$132.00
Vendor 62018	<b>12499 - DOOR COUNTY CLERK OF COURTS</b> June 2018 Victim/Witness Fees	Edit		07/06/2018	07/06/2018	07/06/2018			80.00	
Vendor 12499 - DOOR COUNTY CLERK OF COURTS Totals								Invoices	1	\$80.00
Vendor 62018	<b>21410 - DYNAMIC FAMILY SOLUTIONS</b> June 2018 Juvenile Program 4hrs	Edit		07/06/2018	07/06/2018	07/06/2018			840.00	
Vendor 21410 - DYNAMIC FAMILY SOLUTIONS Totals								Invoices	1	\$840.00
Vendor 62018	<b>9674 - ECONO FOODS</b> June 2018 Purchases	Edit		07/06/2018	07/06/2018	07/06/2018			176.15	
Vendor 9674 - ECONO FOODS Totals								Invoices	1	\$176.15
Vendor 62018	<b>20081 - [REDACTED]</b> June 2018 Emp Mileage Reim 130mi	Edit		07/06/2018	07/06/2018	07/06/2018			70.85	
Vendor 20081 - [REDACTED] Totals								Invoices	1	\$70.85
Vendor 62018	<b>8952 - [REDACTED]</b> June 2018 Emp Meal/Mileage/Fuel Reim	Edit		07/06/2018	07/06/2018	07/06/2018			302.22	
Vendor 8952 - [REDACTED] Totals								Invoices	1	\$302.22
Vendor 52018	<b>2607 - FEDEX</b> May 2018 Fee for Returned Package	Edit		07/06/2018	07/06/2018	07/06/2018			76.47	
Vendor 2607 - FEDEX Totals								Invoices	1	\$76.47
Vendor 62018	<b>15904 - GANNETT WISCONSIN MEDIA</b> June 2018 Public Participation ads	Edit		07/06/2018	07/06/2018	07/06/2018			55.58	
Vendor 15904 - GANNETT WISCONSIN MEDIA Totals								Invoices	1	\$55.58
Vendor 62018-2	<b>13103 - IPAT INC</b> June 2018 Psych Eval	Edit		07/06/2018	07/06/2018	07/06/2018			41.00	
Vendor 13103 - IPAT INC Totals								Invoices	1	\$41.00

# Accounts Payable Invoice Report <sup>29</sup>

G/L Date Range 07/06/18 - 07/06/18  
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 62018	<b>22837 - JAY LIVINGSTON</b> June 2018 CCS Contracted Services 28hrs	Edit		07/06/2018	07/06/2018	07/06/2018			980.00
	Vendor <b>22837 - JAY LIVINGSTON</b> Totals						Invoices	1	\$980.00
Vendor 62018	<b>5555 - JULIE TOYNE</b> June 2018 B3 Therapy/Mileage	Edit		07/06/2018	07/06/2018	07/06/2018			4,622.92
	Vendor <b>5555 - JULIE TOYNE</b> Totals						Invoices	1	\$4,622.92
Vendor 62018	<b>14317 - KALAHARI RESORT &amp; CONVENTION C</b> April 2018 Autism Conference Lodging	Edit		07/06/2018	07/06/2018	07/06/2018			1,342.00
	Vendor <b>14317 - KALAHARI RESORT &amp; CONVENTION C</b> Totals						Invoices	1	\$1,342.00
Vendor 62018	<b>17200 - LAKESHORE CAP, INC.</b> June 2018 TIC Lunch & Learn/MAAP Program	Edit		07/06/2018	07/06/2018	07/06/2018			12,080.00
	Vendor <b>17200 - LAKESHORE CAP, INC.</b> Totals						Invoices	1	\$12,080.00
Vendor 62018	<b>8169 - MICHAEL P SAYERS PHD</b> June 2018 Psych Services 36hrs	Edit		07/06/2018	07/06/2018	07/06/2018			2,565.00
	Vendor <b>8169 - MICHAEL P SAYERS PHD</b> Totals						Invoices	1	\$2,565.00
Vendor 62018	<b>18398 - [REDACTED]</b> June 2018 Emp Mileage Reim 200mi	Edit		07/06/2018	07/06/2018	07/06/2018			109.00
	Vendor <b>18398 - [REDACTED]</b> Totals						Invoices	1	\$109.00
Vendor 72018	<b>22666 - P.A.T.H. OF DOOR COUNTY</b> Jul 2018 P.A.T.H. Camp 1 on 1	Edit		07/06/2018	07/06/2018	07/06/2018			1,050.00
	Vendor <b>22666 - P.A.T.H. OF DOOR COUNTY</b> Totals						Invoices	1	\$1,050.00
Vendor 52018	<b>5008 - PROFESSIONAL GUARDIANSHIPS INC</b> May/June 2018 Guardianship Services	Edit		07/06/2018	07/06/2018	07/06/2018			446.00
	Vendor <b>5008 - PROFESSIONAL GUARDIANSHIPS INC</b> Totals						Invoices	1	\$446.00
Vendor 62018	<b>8409 - RMR SERVICES, TRANSLATING &amp;</b> June 2018 Interpreting Services 1hr	Edit		07/06/2018	07/06/2018	07/06/2018			35.00
	Vendor <b>8409 - RMR SERVICES, TRANSLATING &amp;</b> Totals						Invoices	1	\$35.00

# Accounts Payable Invoice Report <sup>30</sup>

G/L Date Range 07/06/18 - 07/06/18

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 20392 - [REDACTED] 62018	June 2018 Restitution Payment	Edit		07/06/2018	07/06/2018	07/06/2018			229.40
			Vendor 20392 - [REDACTED] Totals			Invoices	1		\$229.40
Vendor 15069 - STAPLES ADVANTAGE 62018	June 2018 HS/AODA Supplies	Edit		07/06/2018	07/06/2018	07/06/2018			159.65
			Vendor 15069 - STAPLES ADVANTAGE Totals			Invoices	1		\$159.65
Vendor 22555 - [REDACTED] 62018-2	June 2018 Emp Mileage Reim 118mi	Edit		07/06/2018	07/06/2018	07/06/2018			64.31
			Vendor 22555 - [REDACTED] Totals			Invoices	1		\$64.31
Vendor 3823 - TIMOTHY HICKEY 62018	June 2018 OWI Assessments/No Show	Edit		07/06/2018	07/06/2018	07/06/2018			485.00
			Vendor 3823 - TIMOTHY HICKEY Totals			Invoices	1		\$485.00
Vendor 16915 - [REDACTED] 62018	June/July 2018 Respite	Edit		07/06/2018	07/06/2018	07/06/2018			180.00
			Vendor 16915 - [REDACTED] Totals			Invoices	1		\$180.00
Vendor 20955 - UNITED HOME HEALTH SERVICES,LLC 62018-2	June 17-30,2018 SHC 20hrs	Edit		07/06/2018	07/06/2018	07/06/2018			395.80
			Vendor 20955 - UNITED HOME HEALTH SERVICES,LLC Totals			Invoices	1		\$395.80
Vendor 13022 - WENDY RAY 62018	June 2018 B3 Therapy/Mileage	Edit		07/06/2018	07/06/2018	07/06/2018			5,690.76
			Vendor 13022 - WENDY RAY Totals			Invoices	1		\$5,690.76
Vendor 5999 - WISCONSIN DOCUMENT IMAGING 62018	June 2018 HS/APS Copies	Edit		07/06/2018	07/06/2018	07/06/2018			137.95
			Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals			Invoices	1		\$137.95
			Grand Totals			Invoices	37		\$53,281.59

# VOUCHER

STATE OF WISCONSIN 2018

Door County

Submitted By:  
alaluzerne 07.20.2018

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Approved by: Department Head:

*[Signature]*

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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 Voucher Listing Signed / ApprovedMeeting Date \_\_\_\_\_ Hold For Approval / Documentation After Processing

This Area to be Completed by Finance Department

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PAID BY  
CHECK # \_\_\_\_\_

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH 2018-310 July 2018-2nd Batch Processing		\$141,164.00		various - as attached	
VOUCHER TOTAL							→	\$ 141,164.00	←	VOUCHER TOTAL

# Accounts Payable Invoice Report

G/L Date Range 07/20/18 - 07/20/18

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									
62018	June 2018 CCS Services	Edit		07/20/2018	07/20/2018	07/20/2018			6,912.90
			Vendor 17929 - ADVOCATES FOR HEALTHY Totals				Invoices	1	\$6,912.90
Vendor 21177 - BAY COUNSELING CLINIC, LLP									
62018	June 2018 CCS Services	Edit		07/20/2018	07/20/2018	07/20/2018			4,929.40
			Vendor 21177 - BAY COUNSELING CLINIC, LLP Totals				Invoices	1	\$4,929.40
Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY									
62018-2	June 2018 CCS Services	Edit		07/20/2018	07/20/2018	07/20/2018			1,615.00
			Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY Totals				Invoices	1	\$1,615.00
Vendor 21443 - [REDACTED]									
72018	April-June 2018 Emp Mileage Reim	Edit		07/20/2018	07/20/2018	07/20/2018			241.98
			Vendor 21443 - [REDACTED] Totals				Invoices	1	\$241.98
Vendor 5929 - CDW GOVERNMENT INC									
72018	July 2018 HS Office Supplies/Surface Pros	Edit		07/20/2018	07/20/2018	07/20/2018			12,625.06
			Vendor 5929 - CDW GOVERNMENT INC Totals				Invoices	1	\$12,625.06
Vendor 4818 - CELLCOM WISCONSIN RSA 10									
72018	July 2018 HS Cell Phones	Edit		07/20/2018	07/20/2018	07/20/2018			672.92
			Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals				Invoices	1	\$672.92
Vendor 15237 - CLINICAL DATA SOLUTIONS LLC									
72018	July 2018 CRFs	Edit		07/20/2018	07/20/2018	07/20/2018			1,968.94
			Vendor 15237 - CLINICAL DATA SOLUTIONS LLC Totals				Invoices	1	\$1,968.94
Vendor 6361 - COUNSELING ASSOCIATES OF DOOR									
62018	June 2018 CCS Services	Edit		07/20/2018	07/20/2018	07/20/2018			5,334.60
			Vendor 6361 - COUNSELING ASSOCIATES OF DOOR Totals				Invoices	1	\$5,334.60
Vendor 21234 - CURATIVE CONNECTIONS, INC									
62018	June 2018 CCS Services 5.6hrs	Edit		07/20/2018	07/20/2018	07/20/2018			380.80
			Vendor 21234 - CURATIVE CONNECTIONS, INC Totals				Invoices	1	\$380.80
Vendor 20518 - [REDACTED]									
72018	July 2018 Respite	Edit		07/20/2018	07/20/2018	07/20/2018			360.00
			Vendor 20518 - [REDACTED] Totals				Invoices	1	\$360.00
Vendor 21410 - DYNAMIC FAMILY SOLUTIONS									
62018-2	June 2018 CCS Services	Edit		07/20/2018	07/20/2018	07/20/2018			1,795.20
			Vendor 21410 - DYNAMIC FAMILY SOLUTIONS Totals				Invoices	1	\$1,795.20



# Accounts Payable Invoice Report

G/L Date Range 07/20/18 - 07/20/18

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 22233 - [REDACTED]	June/July 2018 Emp Mileage Reim	Edit		07/20/2018	07/20/2018	07/20/2018			494.86
									\$494.86
			Vendor 22233 - [REDACTED] Totals					Invoices	1
Vendor 3841 - FAMILY SERVICES	June 2018 CCS/SELF/Healthy Families/Crisis	Edit		07/20/2018	07/20/2018	07/20/2018			17,058.10
									\$17,058.10
			Vendor 3841 - FAMILY SERVICES Totals					Invoices	1
Vendor 15904 - GANNETT WISCONSIN MEDIA	July 2018 Public Participation Ads	Edit		07/20/2018	07/20/2018	07/20/2018			51.03
									\$51.03
			Vendor 15904 - GANNETT WISCONSIN MEDIA Totals					Invoices	1
Vendor 2313 - GENERATIONS COMMUNITY SERVICES	June 2018 CCS Services	Edit		07/20/2018	07/20/2018	07/20/2018			3,823.40
									\$3,823.40
			Vendor 2313 - GENERATIONS COMMUNITY SERVICES Totals					Invoices	1
Vendor 13420 - HELP OF DOOR COUNTY INC	June 2018 Supervised Visits 68.5hrs	Edit		07/20/2018	07/20/2018	07/20/2018			1,712.50
									\$1,712.50
			Vendor 13420 - HELP OF DOOR COUNTY INC Totals					Invoices	1
Vendor 17401 - HIRN MENTAL HEALTH COUNSELING	July 2018 Wash Island Outpt	Edit		07/20/2018	07/20/2018	07/20/2018			420.00
									\$420.00
			Vendor 17401 - HIRN MENTAL HEALTH COUNSELING Totals					Invoices	1
Vendor 5078 - INNOVATIVE SERVICES, INC.	June 2018 CCS Services 7.8hrs	Edit		07/20/2018	07/20/2018	07/20/2018			795.60
									\$795.60
			Vendor 5078 - INNOVATIVE SERVICES, INC. Totals					Invoices	1
Vendor 13103 - IPAT INC	July 2018 Psych Eval	Edit		07/20/2018	07/20/2018	07/20/2018			41.00
									\$41.00
			Vendor 13103 - IPAT INC Totals					Invoices	1
Vendor 21360 - JUSTICEPOINT, INC	June 2018 Electronic Monitoring	Edit		07/20/2018	07/20/2018	07/20/2018			623.70
									\$623.70
			Vendor 21360 - JUSTICEPOINT, INC Totals					Invoices	1
Vendor 12614 - [REDACTED]	May/June 2018 Emp Mileage Reim	Edit		07/20/2018	07/20/2018	07/20/2018			73.58
									\$73.58
			Vendor 12614 - [REDACTED] Totals					Invoices	1

# Accounts Payable Invoice Report <sup>34</sup>

G/L Date Range 07/20/18 - 07/20/18  
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 <b>17200 - LAKESHORE CAP, INC.</b> 62018-2	June 2018 CSP Tech/Peer Specialist	Edit		07/20/2018	07/20/2018	07/20/2018			691.65
Vendor <b>17200 - LAKESHORE CAP, INC.</b> Totals									Invoices 1 <u>\$691.65</u>
Vendor <b>14606 - LANGUAGE LINE SERVICES</b> 62018	June 18 ES Interpreter Charges 193min	Edit		07/20/2018	07/20/2018	07/20/2018			140.17
Vendor <b>14606 - LANGUAGE LINE SERVICES</b> Totals									Invoices 1 <u>\$140.17</u>
Vendor <b>22847 - MARINETTE COUNTY TREASURER</b> 62018	June 2018 Group Home Expenses 11days	Edit		07/20/2018	07/20/2018	07/20/2018			451.00
Vendor <b>22847 - MARINETTE COUNTY TREASURER</b> Totals									Invoices 1 <u>\$451.00</u>
Vendor <b>2006 - [REDACTED]</b> 62018	June 2018 Emp Mileage Reim 392mi	Edit		07/20/2018	07/20/2018	07/20/2018			213.64
Vendor <b>2006 - [REDACTED]</b> Totals									Invoices 1 <u>\$213.64</u>
Vendor <b>17788 - OPTIONS LAB, INC</b> 62018	June 2018 Drug Screens	Edit		07/20/2018	07/20/2018	07/20/2018			340.00
Vendor <b>17788 - OPTIONS LAB, INC</b> Totals									Invoices 1 <u>\$340.00</u>
Vendor <b>17442 - PHOENIX BEHAVIORAL HEALTH SVC</b> 62018	June 2018 CCS Services	Edit		07/20/2018	07/20/2018	07/20/2018			2,896.80
Vendor <b>17442 - PHOENIX BEHAVIORAL HEALTH SVC</b> Totals									Invoices 1 <u>\$2,896.80</u>
Vendor <b>3394 - SHERRY PESCH</b> 62018	June 2018 Bookkeeping Services 47.5hrs	Edit		07/20/2018	07/20/2018	07/20/2018			997.50
Vendor <b>3394 - SHERRY PESCH</b> Totals									Invoices 1 <u>\$997.50</u>
Vendor <b>11392 - [REDACTED]</b> 72018	March-July 2018 Emp Mileage Reim	Edit		07/20/2018	07/20/2018	07/20/2018			134.18
Vendor <b>11392 - [REDACTED]</b> Totals									Invoices 1 <u>\$134.18</u>
Vendor <b>7694 - SPECIALIZED SERVICES LLC</b> 62018	June 2018 CSP/CCS/CCOP	Edit		07/20/2018	07/20/2018	07/20/2018			13,729.06
Vendor <b>7694 - SPECIALIZED SERVICES LLC</b> Totals									Invoices 1 <u>\$13,729.06</u>

# Accounts Payable Invoice Report

G/L Date Range 07/20/18 - 07/20/18

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 15069 - STAPLES ADVANTAGE 72018	June/July 2018 HS Office Supplies/Desks	Edit		07/20/2018	07/20/2018	07/20/2018			2,132.22	
Vendor 15069 - STAPLES ADVANTAGE Totals									Invoices 1	\$2,132.22
Vendor 22555 - [REDACTED] 72018	June/July 2018 Emp Mileage Reim	Edit		07/20/2018	07/20/2018	07/20/2018			79.57	
Vendor 22555 - [REDACTED] Totals									Invoices 1	\$79.57
Vendor 16915 - [REDACTED] 72018	July 13-15,2018 Respite	Edit		07/20/2018	07/20/2018	07/20/2018			90.00	
Vendor 16915 - [REDACTED] Totals									Invoices 1	\$90.00
Vendor 20955 - UNITED HOME HEALTH SERVICES,LLC 72018	July 2-13,2018 SHC 11.25hrs	Edit		07/20/2018	07/20/2018	07/20/2018			222.64	
Vendor 20955 - UNITED HOME HEALTH SERVICES,LLC Totals									Invoices 1	\$222.64
Vendor 502 - UNITED WAY OF DOOR COUNTY 62018	June 2018 Services Provided for AODA Coalition/July TIC	Edit		07/20/2018	07/20/2018	07/20/2018			15,125.00	
Vendor 502 - UNITED WAY OF DOOR COUNTY Totals									Invoices 1	\$15,125.00
Vendor 22349 - UNLIMITED POSSIBILITIES 72018	March-June 2018 CBRF	Edit		07/20/2018	07/20/2018	07/20/2018			41,480.00	
Vendor 22349 - UNLIMITED POSSIBILITIES Totals									Invoices 1	\$41,480.00
Vendor 4331 - WI DEPT OF JUSTICE CRIME INFO 62018	May/June 2018 Fingerprinting/Background Checks	Edit		07/20/2018	07/20/2018	07/20/2018			260.00	
Vendor 4331 - WI DEPT OF JUSTICE CRIME INFO Totals									Invoices 1	\$260.00
Vendor 35669 - WJCIA 72018	July 2018 WJCIA Annual Training Conf Fee	Edit		07/20/2018	07/20/2018	07/20/2018			250.00	
Vendor 35669 - WJCIA Totals									Invoices 1	\$250.00
Grand Totals									Invoices 38	\$141,164.00

# VOUCHER

STATE OF WISCONSIN

2017

Door County

Submitted By: mark

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Approved by: Department Head:  
*[Signature]*

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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 #2018-00000307- 2018 Human Services vouchers to date. July processing		\$ 7,551.09		various - as attached	
VOUCHER TOTAL							\$ 7,551.09	VOUCHER TOTAL		

Door County

# Accounts Payable Invoice Report

*ADRC, 1st batch, July 2018*

G/L Date Range 07/06/18 - 07/06/18  
 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 <b>23 - HS Resource Center</b>									
Batch Number <b>2018-0000307</b>		Batch Date 07/06/2018			Entered by User Robin Mark				
Vendor <b>13325 - ADVOCATES-INDEPENDENT LIVINGII</b>									
13325 JUN2018	JUN RSP/SHC	Edit		07/06/2018	07/06/2018	07/06/2018			648.13
Vendor <b>13325 - ADVOCATES-INDEPENDENT LIVINGII</b> Totals							Invoices	1	\$648.13
Vendor <b>7087 - [REDACTED]</b>									
7087 JUL2018	JUL ENTERTAINMENT	Edit		07/06/2018	07/06/2018	07/06/2018			95.00
Vendor <b>7087 - [REDACTED]</b> Totals							Invoices	1	\$95.00
Vendor <b>6269 - [REDACTED]</b>									
6269 JUN2018	35 JUN MEALSITE MILEAGE REIMB-FVLE	Edit		07/06/2018	07/06/2018	07/06/2018			19.08
Vendor <b>6269 - [REDACTED]</b> Totals							Invoices	1	\$19.08
Vendor <b>257 - BROTHERS DAIRY</b>									
257 JUN2018 B	RAW FOOD	Edit		07/06/2018	07/06/2018	07/06/2018			329.50
Vendor <b>257 - BROTHERS DAIRY</b> Totals							Invoices	1	\$329.50
Vendor <b>18153 - [REDACTED]</b>									
18153 JUN2018	JUN MENU/NEWSLETTER/SITE SURVEY/ANALYSIS	Edit		07/06/2018	07/06/2018	07/06/2018			180.00
Vendor <b>18153 - [REDACTED]</b> Totals							Invoices	1	\$180.00
Vendor <b>16496 - DOOR-TRAN</b>									
16496 JUN2018	JUN STAFF HOURS/POSTAGE	Edit		07/06/2018	07/06/2018	07/06/2018			775.00
Vendor <b>16496 - DOOR-TRAN</b> Totals							Invoices	1	\$775.00
Vendor <b>9674 - ECONO FOODS</b>									
9674 JUN/JUL2018	JUN/JUL RAW FOOD	Edit		07/06/2018	07/06/2018	07/06/2018			163.15
Vendor <b>9674 - ECONO FOODS</b> Totals							Invoices	1	\$163.15
Vendor <b>22145 - GORDON FOOD SERVICE, INC</b>									
22145 JUN2018B	JUN/JUL RAW FOOD/NUTRITIONAL SUPPLIES	Edit		07/06/2018	07/06/2018	07/06/2018			3,038.86
Vendor <b>22145 - GORDON FOOD SERVICE, INC</b> Totals							Invoices	1	\$3,038.86
Vendor <b>19080 - [REDACTED]</b>									
19080 JUN2018	20 JUN MOW MILEAGE REIMB	Edit		07/06/2018	07/06/2018	07/06/2018			10.90
Vendor <b>19080 - [REDACTED]</b> Totals							Invoices	1	\$10.90
Vendor <b>17906 - [REDACTED]</b>									
17906 JUN2018	872.30 JUN MEALSITE MILEAGE REIMB	Edit		07/06/2018	07/06/2018	07/06/2018			475.41
Vendor <b>17906 - [REDACTED]</b> Totals							Invoices	1	\$475.41

Door County

# Accounts Payable Invoice Report

G/L Date Range 07/06/18 - 07/06/18  
 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 <b>2018-0000307</b>		Batch Date 07/06/2018		Entered by User Robin Mark					
Vendor <b>21883</b> - [REDACTED]									
21883 JUN 2018	35.50 JUN EMPLY MILEAGE REIMB	Edit		07/06/2018	07/06/2018	07/06/2018			19.37
Vendor <b>21883</b> - [REDACTED] Totals							Invoices	1	\$19.37
Vendor <b>5354</b> - [REDACTED]									
5354 JUN 2018	40 JUN MOW MILEAGE REIMB	Edit		07/06/2018	07/06/2018	07/06/2018			21.80
Vendor <b>5354</b> - [REDACTED] Totals							Invoices	1	\$21.80
Vendor <b>6544 - MEAT PROCESSORS INC</b>									
6544 JUN2018	RAW FOOD	Edit		07/06/2018	07/06/2018	07/06/2018			215.61
Vendor <b>6544 - MEAT PROCESSORS INC</b> Totals							Invoices	1	\$215.61
Vendor <b>7092</b> - [REDACTED]									
7092 MAYJUN2018	158 MAY/JUN MOW MILEAGE REIMB	Edit		07/06/2018	07/06/2018	07/06/2018			86.13
Vendor <b>7092</b> - [REDACTED] Totals							Invoices	1	\$86.13
Vendor <b>4168</b> - [REDACTED]									
4168 JUN2018	22 JUN EMPLY MILEAGE REIMB	Edit		07/06/2018	07/06/2018	07/06/2018			12.00
Vendor <b>4168</b> - [REDACTED] Totals							Invoices	1	\$12.00
Vendor <b>20044</b> - [REDACTED]									
20044 JUN2018	72.90 JUN EMPLY MILEAGE REIMB	Edit		07/06/2018	07/06/2018	07/06/2018			39.73
Vendor <b>20044</b> - [REDACTED] Totals							Invoices	1	\$39.73
Vendor <b>14091</b> - [REDACTED]									
14091 JUN2018	414 JUN MEALSITE MILEAGE REIMB-LG	Edit		07/06/2018	07/06/2018	07/06/2018			225.63
Vendor <b>14091</b> - [REDACTED] Totals							Invoices	1	\$225.63
Vendor <b>15069 - STAPLES ADVANTAGE</b>									
15069 JUN2018 B	ADRC OFFICE SUPPLIES	Edit		07/06/2018	07/06/2018	07/06/2018			136.21
Vendor <b>15069 - STAPLES ADVANTAGE</b> Totals							Invoices	1	\$136.21
Vendor <b>374</b> - [REDACTED]									
374 JUN2018	14 JUN MOW MILEAGE REIMB	Edit		07/06/2018	07/06/2018	07/06/2018			7.63
Vendor <b>374</b> - [REDACTED] Totals							Invoices	1	\$7.63

Door County

# Accounts Payable Invoice Report

G/L Date Range 07/06/18 - 07/06/18  
 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 <b>2018-00000307</b>		Batch Date 07/06/2018				Entered by User Robin Mark			
Vendor <b>8954 - THE LUCKY CLOVER TRADING CO.</b>									
1288921 ADRC	NEW BUILDING BASKETS FOR BOOKCASE	Edit		07/06/2018	07/06/2018	07/06/2018			104.80
Vendor <b>8954 - THE LUCKY CLOVER TRADING CO. Totals</b>							Invoices	1	<u>\$104.80</u>
Vendor <b>10942 - TIP TOP CLEANERS</b>									
10942 JUN2018	JUN LAUNDRY/KITCHEN	Edit		07/06/2018	07/06/2018	07/06/2018			146.25
Vendor <b>10942 - TIP TOP CLEANERS Totals</b>							Invoices	1	<u>\$146.25</u>
Vendor <b>20955 - UNITED HOME HEALTH SERVICES,LLC</b>									
20955 JUN2018B	JUN RSP/PERS CARES-AH	Edit		07/06/2018	07/06/2018	07/06/2018			217.69
Vendor <b>20955 - UNITED HOME HEALTH SERVICES,LLC Totals</b>							Invoices	1	<u>\$217.69</u>
Vendor <b>36120 - WARNER-WEXEL WHOLESALE &amp; POOL</b>									
36120 JUN2018	NUTRITIONAL SUPPLIES	Edit		07/06/2018	07/06/2018	07/06/2018			463.71
Vendor <b>36120 - WARNER-WEXEL WHOLESALE &amp; POOL Totals</b>							Invoices	1	<u>\$463.71</u>
Vendor <b>36270 - WASHINGTON ISLAND FERRY LINE I</b>									
36270 JUN2018	JUN FERRY CHARGES ADRC	Edit		07/06/2018	07/06/2018	07/06/2018			119.50
Vendor <b>36270 - WASHINGTON ISLAND FERRY LINE I Totals</b>							Invoices	1	<u>\$119.50</u>
Batch Number <b>2018-00000307 Totals</b>							Invoices	24	<u>\$7,551.09</u>
Department <b>23 - HS Resource Center Totals</b>							Invoices	24	<u>\$7,551.09</u>
<b>23 HS Resource Center</b>				Grand Totals		Invoices	24	<u><u>\$7,551.09</u></u>	

### VOUCHER

STATE OF WISCONSIN

2017

Door County

VENDOR # \_\_\_\_\_

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

VENDOR NAME: Door County Dept of Human Services

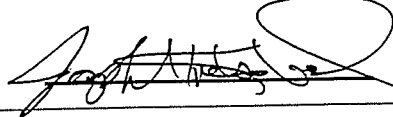
VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By: \_\_\_\_\_  
mark

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Approved by: Department Head:  


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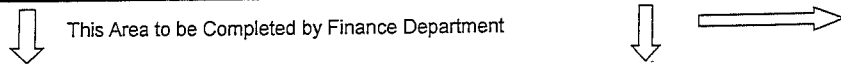
Approved by: Committee Chair / County Administrator  
\_\_\_\_\_

Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date \_\_\_\_\_

Hold For Approval / Documentation After Processing



PAID BY \_\_\_\_\_  
CHECK # \_\_\_\_\_

Fund	Dept	Sub Dept	Account Number	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
204	23			SUBMITTED FOR PAYMENT, BATCH #2018-00000317- 2018 Human Services vouchers to date. July processing		\$ 51,353.81		various - as attached

VOUCHER TOTAL →

\$ 51,353.81

← VOUCHER TOTAL



Door County

*ADRC, 2<sup>nd</sup> Batch, July, 2018*

# Accounts Payable Invoice Report

G/L Date Range 07/20/18 - 07/20/18  
 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 <b>23 - HS Resource Center</b>									
Batch Number <b>2018-00000317</b>		Batch Date 07/20/2018			Entered by User Robin Mark				
Vendor <b>16735 - ABBY VANS INC</b>									
18825 MAY/JUN	ADDITIONAL PAYMENT FOR D2D FOR MAY2018/JUNE TAXI	Edit		07/20/2018	07/20/2018	07/20/2018			38,832.05
Vendor <b>16735 - ABBY VANS INC</b> Totals							Invoices	1	<u>\$38,832.05</u>
Vendor <b>8383 - AMAZON CAPITAL SERVICES, INC</b>									
1MTR-RR4X-FXMW	COFFEE CARAFES FOR NEW BUILDING/CLIENT EQUIPMENT	Edit		07/20/2018	07/20/2018	07/20/2018			570.76
Vendor <b>8383 - AMAZON CAPITAL SERVICES, INC</b> Totals							Invoices	1	<u>\$570.76</u>
Vendor <b>18248 - [REDACTED]</b>									
18248 JUN 2018	15 JUN MOW MILEAGE REIMB	Edit		07/20/2018	07/20/2018	07/20/2018			8.18
Vendor <b>18248 - [REDACTED]</b> Totals							Invoices	1	<u>\$8.18</u>
Vendor <b>257 - BROTHERS DAIRY</b>									
257 JUL2018	JUL RAW FOOD	Edit		07/20/2018	07/20/2018	07/20/2018			346.00
Vendor <b>257 - BROTHERS DAIRY</b> Totals							Invoices	1	<u>\$346.00</u>
Vendor <b>4818 - CELLCOM WISCONSIN RSA 10</b>									
4818 JUL 2018	ADRC/SRC CELL CHARGES JUL2018	Edit		07/20/2018	07/20/2018	07/20/2018			153.16
Vendor <b>4818 - CELLCOM WISCONSIN RSA 10</b> Totals							Invoices	1	<u>\$153.16</u>
Vendor <b>1159 - CENTRAL RESTAURANT PRODUCTS</b>									
11678623 ADRC	DISHES FOR NEW BUILDING	Edit		07/20/2018	07/20/2018	07/20/2018			1,840.39
Vendor <b>1159 - CENTRAL RESTAURANT PRODUCTS</b> Totals							Invoices	1	<u>\$1,840.39</u>
Vendor <b>19077 - [REDACTED]</b>									
19077 JUL2018	JUL CAREGIVER SUPPORT GROUP	Edit		07/20/2018	07/20/2018	07/20/2018			37.50
Vendor <b>19077 - [REDACTED]</b> Totals							Invoices	1	<u>\$37.50</u>
Vendor <b>9674 - ECONO FOODS</b>									
9674 JUL 2018	RAW FOOD	Edit		07/20/2018	07/20/2018	07/20/2018			688.23
Vendor <b>9674 - ECONO FOODS</b> Totals							Invoices	1	<u>\$688.23</u>
Vendor <b>17474 - [REDACTED]</b>									
17474 JUN2018	30 JUN MOW MILEAGE REIMB	Edit		07/20/2018	07/20/2018	07/20/2018			16.36
Vendor <b>17474 - [REDACTED]</b> Totals							Invoices	1	<u>\$16.36</u>
Vendor <b>27395 - GOOD SAMARITAN, SCANDIA VILLAGE</b>									
27395 JUN2018	JUN MOW	Edit		07/20/2018	07/20/2018	07/20/2018			472.00
Vendor <b>27395 - GOOD SAMARITAN, SCANDIA VILLAGE</b> Totals							Invoices	1	<u>\$472.00</u>

Door County

# Accounts Payable Invoice Report

G/L Date Range 07/20/18 - 07/20/18  
 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 <b>2018-0000317</b>		Batch Date 07/20/2018		Entered by User Robin Mark					
Vendor <b>22145 - GORDON FOOD SERVICE, INC</b>									
22145 JUL2018	JUL RAW FOOD/NUTRITIONAL SUPPLIES/COFFEE SUPPLIES	Edit		07/20/2018	07/20/2018	07/20/2018			3,643.76
Vendor <b>22145 - GORDON FOOD SERVICE, INC</b> Totals						Invoices	1		\$3,643.76
Vendor <b>13841 - GWAAR, INC</b>									
13841 EBS TRG1	EBS LARGE GROUP TRG-MB	Edit		07/20/2018	07/20/2018	07/20/2018			12.00
Vendor <b>13841 - GWAAR, INC</b> Totals						Invoices	1		\$12.00
Vendor <b>17906 - [REDACTED]</b>									
17906 JUL2018A	433.30 JUL EMPLY MILEAGE REIMB	Edit		07/20/2018	07/20/2018	07/20/2018			236.15
Vendor <b>17906 - [REDACTED]</b> Totals						Invoices	1		\$236.15
Vendor <b>20492 - JIM OLSON FORD LINCOLN, LLC</b>									
104246 ADRC 0718	TOUCH UP PAINT FOR NEW BUS	Edit		07/20/2018	07/20/2018	07/20/2018			19.60
Vendor <b>20492 - JIM OLSON FORD LINCOLN, LLC</b> Totals						Invoices	1		\$19.60
Vendor <b>7125 - JIM OLSON MOTORS</b>									
106816 ADRC 0718	TOUCH UP PAINT FOR NEW VAN	Edit		07/20/2018	07/20/2018	07/20/2018			23.90
Vendor <b>7125 - JIM OLSON MOTORS</b> Totals						Invoices	1		\$23.90
Vendor <b>18103 - LIFELINE DEPARTMENT \ DCMH</b>									
18103 JUN2018	JUN LIFELINE-JP	Edit		07/20/2018	07/20/2018	07/20/2018			35.00
Vendor <b>18103 - LIFELINE DEPARTMENT \ DCMH</b> Totals						Invoices	1		\$35.00
Vendor <b>20119 - [REDACTED]</b>									
20119 MAYJUN18	240 MAY/JUN EMPLY MILEAGE REIMB	Edit		07/20/2018	07/20/2018	07/20/2018			130.84
Vendor <b>20119 - [REDACTED]</b> Totals						Invoices	1		\$130.84
Vendor <b>18770 - MANN'S STORE</b>									
18770 JUN2018	JUN RAW FOOD	Edit		07/20/2018	07/20/2018	07/20/2018			701.80
Vendor <b>18770 - MANN'S STORE</b> Totals						Invoices	1		\$701.80
Vendor <b>6544 - MEAT PROCESSORS INC</b>									
6544 JUL2018	RAW FOOD	Edit		07/20/2018	07/20/2018	07/20/2018			422.29
Vendor <b>6544 - MEAT PROCESSORS INC</b> Totals						Invoices	1		\$422.29
Vendor <b>21501 - [REDACTED]</b>									
21501 JUN2018	JUN MEALSITE 8 DAYS @ \$8/DAY	Edit		07/20/2018	07/20/2018	07/20/2018			64.00
Vendor <b>21501 - [REDACTED]</b> Totals						Invoices	1		\$64.00

Door County

# Accounts Payable Invoice Report

G/L Date Range 07/20/18 - 07/20/18  
 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 <b>2018-00000317</b>		Batch Date	07/20/2018			Entered by User	Robin Mark		
Vendor <b>15069 - STAPLES ADVANTAGE</b>									
15069 JUN2018	JUN ADRC OFFICE SUPPLIES	Edit		07/20/2018	07/20/2018	07/20/2018			86.06
	Vendor <b>15069 - STAPLES ADVANTAGE</b> Totals					Invoices	1		<u>\$86.06</u>
Vendor <b>30820 - STURGEON BAY UTILITIES</b>									
30820 JUN2018	JUN UTILITIES CHARGES-NEW BUILDING	Edit		07/20/2018	07/20/2018	07/20/2018			2,507.90
	Vendor <b>30820 - STURGEON BAY UTILITIES</b> Totals					Invoices	1		<u>\$2,507.90</u>
Vendor <b>33170 - TOWN OF LIBERTY GROVE</b>									
33170 JUN2018	JUN MEALSITE 13 DAYS @ \$9/DAY	Edit		07/20/2018	07/20/2018	07/20/2018			117.00
	Vendor <b>33170 - TOWN OF LIBERTY GROVE</b> Totals					Invoices	1		<u>\$117.00</u>
Vendor <b>33570 - TOWN OF WASHINGTON</b>									
33570JUN2018	JUN MEALSITE 10 DAYS @ \$8/DAY	Edit		07/20/2018	07/20/2018	07/20/2018			80.00
	Vendor <b>33570 - TOWN OF WASHINGTON</b> Totals					Invoices	1		<u>\$80.00</u>
Vendor <b>36120 - WARNER-WEXEL WHOLESALE &amp; POOL</b>									
36120 JUNJUL18	NUTRITIONAL SUPPLIES/JANITORIAL SUPPLIES	Edit		07/20/2018	07/20/2018	07/20/2018			308.88
	Vendor <b>36120 - WARNER-WEXEL WHOLESALE &amp; POOL</b> Totals					Invoices	1		<u>\$308.88</u>
	Batch Number <b>2018-00000317</b> Totals					Invoices	25		<u>\$51,353.81</u>
	Department <b>23 - HS Resource Center</b> Totals					Invoices	25		<u>\$51,353.81</u>
<b>23 HS Resource Center</b>									
				Grand Totals		Invoices	25		<u><u>\$51,353.81</u></u>



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

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

### **Memo**

To: Human Services Board  
From: Joe Krebsbach  
CC: Administrative Committee  
Date: August 9, 2018  
Re: Request to refill Disabilities Benefit Specialist (DBS)

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Jess Holland has accepted the offer for the I&A position which will leave our DBS position vacant. This position has been in the organization since we opened the ADRC in 2013. It has been highly effective in helping individuals with disabilities navigate the complicated Social Security system.

We have adjusted the hours a couple of times since beginning the program. Based on current caseload I am suggesting that we move the position from 32 hours per week, to 24 hours per week. The savings associated with this is reflected in the fiscal impact. This position is fully funded through the ADRC monies received from the state.

I request that we be allowed to fill the position.

Respectfully submitted,  
Joe Krebsbach

## COUNTY OF DOOR

### Disability Benefit Specialist

<b>Job Title</b>	Disability Benefit Specialist	<b>Last Revision</b>	10/12/2015
<b>Department</b>	Human Services	<b>HR Reviewed</b>	01/01/2017
<b>Division</b>	ADRC	<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	ADRC/Aging Program Director but supervised on most client work by Disability Rights Wisconsin Attorney	<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	G	<b>EEO Code</b>	02 – Professionals

#### General Summary

This position is responsible for providing information and assistance, counseling, consultation and representation to all county residents between the ages of 17 3/4 and 59, regarding public benefits and eligibility requirements of programs available to them. Services provided will meet all the State Department of Health Services' requirements as contained in the *Disability Benefit Specialist Program Policies and Procedures* and the *Disability Benefit Specialist Scope of Services* documents. 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. Researches, interprets and keeps informed of current federal, state and local agency rules, regulations, policies and procedures, as well as changes in the law as they affect benefits and programs for persons with disabilities, for programs including but not limited to Medicaid, Family Care, legacy waiver programs, SSDI, SSI, individual health insurance, FoodShare, Veteran's benefits, etc.
2. Interprets and explains the legal rights and responsibilities of applicants and participants for numerous benefit programs, including but not limited to public benefits, consumer law, housing law, advanced directives, etc.
3. Provides legal advocacy and lay representation in matters which require review, waiver, reconsideration and / or hearing before administrative agencies.
4. Identifies legal issues that arise in a client's specific situation; and after consultation with the supervising attorney, takes appropriate action.
5. Acts as a facilitator to resolve complaints or problems with public benefits.

##### *General Job Functions*

1. Maintains timely and thorough confidential documentation on all cases.
2. Required to attend and participate in initial and ongoing trainings conducted by the Disability Rights Wisconsin (DRW) and the Wisconsin Disability Benefits Network (WDBN), including updates and discussion of intricate aspects of laws and regulations.
3. Must pass a competency test on the duties of a Disability Benefit Specialist, including attendance at required continuing education courses in order to meet minimum performance standards.
4. Maintains a public relations program, including public speaking, development of informational materials, and media releases.
5. Participates in staff meetings and appropriate training and law updates.
6. Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.

## COUNTY OF DOOR

### Disability Benefit Specialist

#### Requirements

##### *Training and Experience*

1. Graduate of an accredited college or university with a Bachelor's degree in Human Services or related field.
2. Minimum of 1 year of appropriate and relevant work experience.
3. Working knowledge of computers, computer programs, typing and data entry.
4. Current valid Wisconsin driver's license required and unlimited access to reliable transportation required.

##### *Knowledge, Skills, and Abilities Required*

1. Ability to master a working knowledge of complicated material on disability benefits, while working with considerable autonomy.
2. Ability to exercise independent judgment on sensitive subjects using privileged, confidential information, with a high level of responsibility, as the results that are achieved are highly consequential to the well-being of their vulnerable clients.
3. Ability to use effective interviewing techniques to obtain information relevant to the client's legal issues.
4. Ability to work very independently and to seek consultation from the supervising attorney on a regular basis.
5. Ability to do public demonstrations effectively.
6. Ability to proficiently use a computer and related office equipment; demonstrating familiarity with required software and database programs.
7. Demonstrated skill in solid written and oral communications to convey complicated legal concepts with such entities as governmental bodies, insurance companies, medical providers, decision-makers such as administrative law judges and hearing examiners, as well as many older people and their families.
8. Excellent public relations skills with specialized training on the characteristics of working with people with disabilities.
9. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
10. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.

##### **Physical and Working Conditions**

Most of the work is done in the office setting, with some time spent in client's homes and in other community facilities when presenting public information forums.

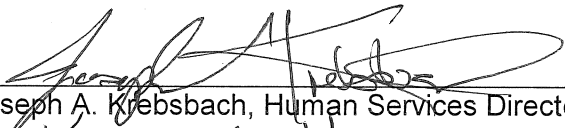
Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

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.

**COUNTY OF DOOR**  
Disability Benefit Specialist

Approvals:

  
\_\_\_\_\_  
Joseph A. Krebsbach, Human Services Director

10/20/15  
Date

  
\_\_\_\_\_  
Kelly A. Hendee, Human Resources Director

12/9/15  
Date

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

Current Position Title: Disability Benefit Specialist

Department Human Services Division ADRC / Senior Resource Center  
 Report to: (position title): This position reports to the Aging & Disability Resource Center (ADRC) / ADRC/Aging Program Director for day to day operations; but is otherwise supervised on most client work by the Disability Rights Wisconsin (DRW) Attorney.

**A. Job Summary (Purpose):** Use two or three brief, **specific** statements to summarize the overall purpose of the job.  
This position is responsible for providing information and assistance, counseling, consultation and representation to all county residents between the ages of 17 ¾ and 59, regarding public benefits and eligibility requirements of programs available to them. Services will meet all the State Department of Health Services requirements as contained in the *Disability Benefit Specialist Program Policies and Procedures* and the *Disability Benefit Specialist Scope of Services* documents.

**B. Fundamental duties of the position**

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

Item No.	Duty	% of Total Time	Essential		Do Others Perform the Same Duty?	
			Yes	No	Yes	No
1.	Researches, interprets and keeps informed of current federal, state and local agency rules, regulations, policies and procedures, as well as changes in the law as they affect benefits and programs for persons with disabilities, for programs including but not limited to Medicare, Medicaid, Family Care, legacy waiver programs, Social Security, SSI, Social Security Disability, individual health insurance, FoodShare, Railroad Retirement, Veteran's benefits, Patient Protection and Affordable Care Act, etc.	35	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Interprets and explains the legal rights and responsibilities of applicants and participants for numerous benefit programs, including but not limited to public benefits, consumer laws, housing law, advance directives, etc.	40	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Provides legal advocacy and lay representation in matters which require review, waiver, reconsideration and/or hearing before administrative agencies.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Identifies legal issues that arise in a client's specific situation; and after review with the consulting attorney, takes appropriate action.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Acts as a facilitator to resolve complaints or problems with public benefits.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/> Discipline               | <input type="checkbox"/> (Recommend?)                | <input type="checkbox"/> (Approve?)              |
| <input type="checkbox"/> Discharge                | <input type="checkbox"/> (Recommend?)                | <input type="checkbox"/> (Conduct?)              |
| <input type="checkbox"/> Salary Increases         | <input type="checkbox"/> (Recommend?)                | <input type="checkbox"/> (Approve?)              |

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

CONTACT	PURPOSE OF CONTACT	FREQUENCY
Employees in same or other department(s)	Coordination and referral	Daily
Other Departments (list other departments)		
Customers – General Public (list all)	Direct services	Daily
Suppliers/Vendors		
Community / Trade / Professional		
Federal / State Gov't =. / Regulatory	Supervising Attorney	Weekly
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: Human Services or closely related field
<input type="checkbox"/>	<input type="checkbox"/>	Graduate work or advance degree	Specify:
<input type="checkbox"/>	<input type="checkbox"/>	Professional license required (list below under certification)	

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

<input type="checkbox"/>	No previous experience required.
<input type="checkbox"/>	Up to one year of experience required.
<input checked="" type="checkbox"/>	One to at least three years' experience required.
<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 type="checkbox"/>	Experience in related field
<input type="checkbox"/>	Experience in (specify):

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

1.	
2.	
3.	
4.	
5.	
6.	Valid State of Wisconsin Driver's License Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Type: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> CDL Endorsement Required: No

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

No.	Equipment Used	Freq.	Daily	Weekly	Monthly	As Needed
1.	No equipment used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Basic office equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Typewriter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	b. Computer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Copy machine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Calculator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Telephone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Cell Phone	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Automobiles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Light truck (pick-up)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Heavy truck (dump truck, fire truck, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Construction/heavy equipment (loader, tractor, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g. Boat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Medical Apparatus/Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. First aid equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 50# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium lifting: 60# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy lifting: 100# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy lifting: in excess of 100#	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 50# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium carrying: 60# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy carrying: 100# max	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very heavy carrying: in excess of 100#	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Activity: Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Running	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Swimming	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Physically controlling another person	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Climbing stairs or ladders up or down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs/routine non-emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing stairs emergency – i.e. pursuit of suspect	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – routine – i.e. changing light bulbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders – emergency – i.e. Fire truck aerial ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing while carrying – i.e. carrying parts, stretcher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity: Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching up (to high shelf)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching across (work bench)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching down (to floor)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Condition	Rarely	Occasionally	Constantly	Seasonally
Dirt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness/humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vibrations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden temp. changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Darkness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Health and Safety: Check any of the following encountered on the job and note the frequency each is encountered</b>				
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 checked="" type="checkbox"/>	<input 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.

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**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 VACANT \_\_\_\_\_  
 Name Title Date

Dept. Head [Signature] \_\_\_\_\_  
 Name Title Date 12/10/15

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION  
 \_\_\_\_\_  
 FTE/Hours  
 \_\_\_\_\_  
 Job Class  
 \_\_\_\_\_  
 Step  
 \_\_\_\_\_  
 Rate  
 \_\_\_\_\_

CHANGE FTE/Hours  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP  
 From \_\_\_\_\_ TO \_\_\_\_\_

Position Title  
 Effective Date  
 Department

ADRC - DBS Position

\_\_\_\_\_ 6 Mo \_\_\_\_\_  
 ADRC Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2018 TOTAL SALARY				2018 TOTAL BENEFITS		TOTAL SALARY and Benefits
<b>ADRC-DBS Position Grade G-Level 1</b>								
0.60	\$20.72	25,859				19,677		45,536
<b>ADRC-DBS Position Budget</b>								
0.80	\$23.68	39,404				26,279		65,683
Total Salary and Benefit Decrease								(20,147)
FTE/Hrs	@ Rate	2018 TOTAL SALARY				2018 TOTAL BENEFITS		TOTAL SALARY and Benefits
<b>ADRC-DBS Position Grade G-Level CP</b>								
0.60	\$23.68	29,553				20,381		49,934
<b>ADRC-DBS Position Budget</b>								
0.80	\$23.68	39,404				26,279		65,683
Total Salary and Benefit Decrease								(15,749)

Dept Head Signature Mark E. Garrison  
 Date 8/6/2018

Finance Director

**Disclaimer: This Fiscal Impact does not include Step 2 \$21.31, Step 3 \$21.90, Step 4 \$22.50, or Step 5 \$23.09.**

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.

**AGING & DISABILITY RESOURCE CENTER OF DOOR COUNTY**

916 North 14<sup>th</sup> Avenue  
Sturgeon Bay WI 54235  
Main Line: 920-746-2372

Jake Erickson, Director  
Fax: 920-746-7150  
[ADRC@co.door.wi.us](mailto:ADRC@co.door.wi.us)

## Memo

To: Joe Krebsbach, Director Human Services Department  
From: Jake Erickson, ADRC Director  
Date: August 8<sup>th</sup>, 2018  
Re: Southern Door Meal Site Relocation  
C.c. Department of Human Services Board

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I'm writing you to recommend the relocation of our Southern Door meal site from Orchard Valley Apartments in Forestville to the Community Center in Brussels.

Currently the Southern Door County meal site is located at Orchard Valley Apartments in Forestville, WI. This location was established over ten years ago. At that time the apartment complex was designated primarily as a senior living apartment complex. The apartment facility has changed over the years and is now open to anyone interested in renting an apartment there. Because the majority of the rental population at the apartment complex is under 60 years of age, this meal site no longer meets GWAAR's criteria as an acceptable meal site location.

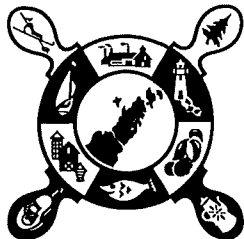
Over the past three years, we have had a small increase in meals served at the Forestville site. The total unduplicated number of people served each year has been 23 and the total number of meals has been less than 900. We have served less individuals in this site than any of our other sites.

One goal over the next three years is to strengthen the ADRC's presence in other parts of the County outside of Sturgeon Bay. We believe moving the meal site to the Brussels Community Center will put the ADRC in a better position to better meet the needs of more Southern Door residents. We have recently begun facilitating our Caregivers Support Group at the Community Center and it is our hope to add some exercise classes at this site over the next year.

We have made GWARR, our funding provider, aware of our desire to move the site and they are supportive of this. We are hopeful to make the move to the new meal site beginning Tuesday, October 2<sup>nd</sup>, 2018. I would ask that you put this recommendation in front of the DHS board for approval at the August meeting.

Respectfully,

Jake



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

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

August 7, 2018

Human Services Board  
421 Nebraska St.  
Sturgeon Bay WI 54235

Re: Completion of Introductory Period

Name: Catherine Keller

Start Date: January 2, 2018

Catherine Keller has done an excellent job learning her new job as the Activity and Volunteer Coordinator. Since Catherine has been here, she has been active and motivated in understanding in her new role. Catherine has a wonderfully positive attitude and has developed strong collaborative working relationships with her other colleagues and community partners. She completed her introductory period successfully and has moved into regular employment status as of July 2, 2018.

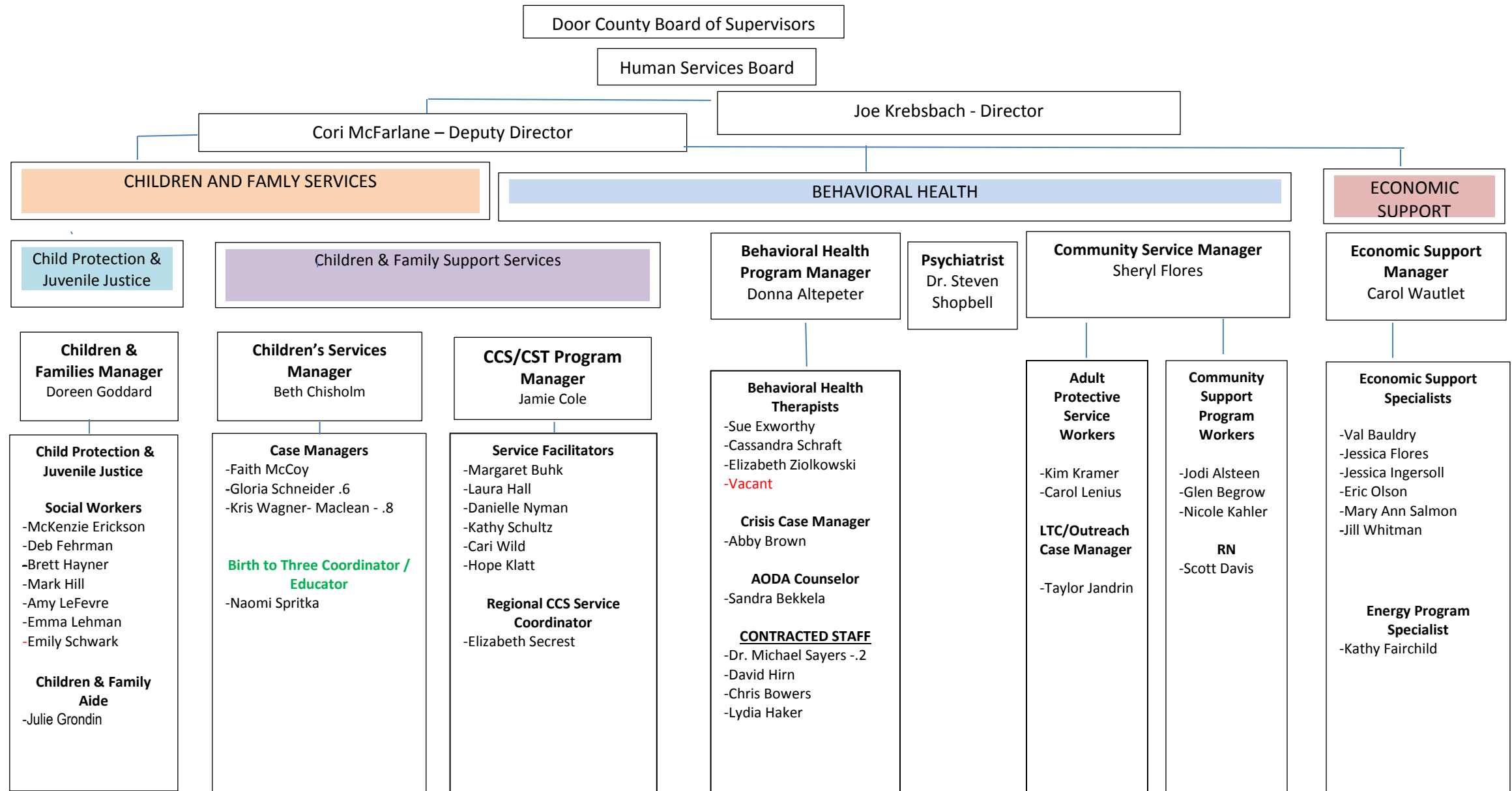
Sincerely,

Jennifer Fitzgerald  
Assistant ADRC Director

Cc: Administrative Committee  
Human Resources Department.



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES – **STAFFING**  
 Organization Chart 08.01.18



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES – STAFFING (continued)  
 Organization Chart – 08.01.18

