

**Tuesday,  
November 6, 2018  
9:00 a.m.**

**HUMAN SERVICES BOARD**

1  
Door County Government Center  
Chambers Room (C102), 1st floor  
421 Nebraska Street, Sturgeon Bay, WI

Oversight Board for the Department of Human Services

**AGENDA**

**PUBLIC HEARING FOR PROPOSED 2018 – 85.21 Elderly/Disabled Transportation Plan (SRC Bus & Van)**

1. Call the Public Hearing to order at 9 a.m.
2. Introductions
3. Ground Rules for the Public Hearing
4. Proposed Changes to the System for 2019
5. Public Comments
6. Adjourn the Public Hearing

**HUMAN SERVICES BOARD MEETING**

1. Call Meeting to Order
2. Roll Call – Establishing Quorum
3. **Adopt** Agenda
4. **Approve** Minutes – September 11, 2018 - 3 Year Aging Plan Public Participation Meeting & Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Discussion of Public Participation Meeting
8. Program Reports
  - a. Written Collective Unit Report – October & November
  - b. Statistical Report January 1 – September 30, 2018
9. Continuing /Pending Business
  - a. Transportation Service Update
  - b. Staff Recruitment Updates
  - c. Vouchers – September & October
10. New Business
  - a. 2018 Budget Status Update
  - b. Request to Refill – Child & Family Services Social Worker Position
  - c. Door County Public Health & Human Services Department Merger Recommendation
  - d. Transfer of Funds -\$45,000 from Staff Coasts (240.47.3915.51101) to Coordinated Services (240.47.3929.52857)
  - e. FYI-Request for Proposal (RFP) – ADRC Food Services
  - f. Mental Health Services on Washington Island
  - g. Resolution – Increased Funding & Oversight Reforms for Wisconsin's Child Protective Services System
11. Topics to Be referred to the Legislative Committee
12. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
13. Set Next Meeting Date – Tuesday, December 4, 2018 or January 15, 2019
14. **Adjourn** Meeting

*Deviation from the order shown may occur*

**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES and AGING & DISABILITY  
RESOURCE CENTER ADVISORY COMMITTEE**

**JOINT PUBLIC PARTICIPATION PROCESS MEETING (PROPOSED 2019-2021  
3 YEAR AGING PLAN)**

**\*\*\*\*\* Tuesday, September 11, 2018 at 12:45 p.m. \*\*\*\*\***

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

The Door County Human Services Board and the Aging & Disability Resource Center Advisory Committee held a joint public participation meeting. The purpose of this meeting is to receive public comments regarding the proposed 2019-2021 Three Year Aging Plan. The Notice of the Public Hearing appeared in the August 22<sup>nd</sup>, August 29<sup>th</sup> and September 1<sup>st</sup> 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 Meeting to order at 12:45 p.m. at the Aging & disability Resource Center, 916 North 14<sup>th</sup> Avenue in Sturgeon Bay. The Board and Committee 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 Chair to acknowledge requests. This sign-in sheet is attached to these minutes.

Jake Erickson, the Aging & Disability Resource Center Director reviewed the Executive Summary and the six major goals of the plan:

Advocacy Related Activities	Services to People with Dementia
Elder Nutrition Program	Healthy Aging
Services in Support of Caregivers	Local Priorities

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

1. Stephen Johnson

He is encouraging not only intergenerational events mentioned in the plan but building relationships off of those events for ongoing connectivity between the participants. He thanked the staff for their effort in developing the plan and shared that this is a great new facility.

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

During the Discussion of Public Input portion of the meeting, various board and committee members shared their thanks to the public for their attendance, supporting intergenerational events that build relationships with ongoing connectivity, creative thinking on building use plus involving the aging population with growing community deficits such as childcare, understanding the aging process, developing an elder friendly community and continuing recognition of the projected substantial increase in our county's aging group when developing plans. Several activities were suggested such as a 2<sup>nd</sup> Chance Prom, Adopt-A-Senior program, and using technology as an intergenerational opportunity.

Laura Vlies Wotachek motioned to adjourn with Joe Miller providing the 2<sup>nd</sup>. Motion Carried by unanimous voice vote. The Public Participation Meeting adjourned at 1:20 p.m.

Respectfully submitted,  
Shawn M. Barlament – Recording Secretary

Door County Department of Human Services

Public Participation Meeting - Three Year Aging Plan

Tuesday, September 11, 2018 12:45pm at the ADRC, 916 North 14th Avenue,  
Sturgeon Bay WI

Please Print

	Name	Organization	"X" If You Wish to Speak
1	Dorothy Russell	ADRC Volunteer	N
2	Judy Hoplin		N
3	Kase Knutson		N
4	Maisie Cox		N
5	Steph Johnson	STEPHEN JOHNSON	<del>N</del> YES
6	Jeff Jones	DCDHS	N
7	Paul		N
8	Lucille Ferguson		N
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## DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Tuesday, September 11, 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 September 11, 2018 meeting of the Door County Human Services Board to order immediately following the 2019-2021 Aging Unit Plan Public Participation Meeting at 1:23 p.m. at the Aging and Disability Resource Center, 916 North 14<sup>th</sup> Avenue, Sturgeon Bay, Wisconsin

**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; Ken Pabich-County Administrator; JoAnn Bauman-Department Accountant/Finance; Julie Behnke-Business Manager; Jake Erickson-ADRC/Aging Program Director; Jennifer Fitzgerald-Assistant ADRC/Aging Program Director; Sheryl Flores-Community Support Program (CSP) Manager; Jodi Ahlsteen, Nicole Kahler-CSP Case Workers; Barb Snow-ADRC Office Assistant and Shawn Barlament–Office Manager/Recording Secretary.

**Others Present:** Members of the Aging & Disability Resource Advisory Committee: Christine Andersen, Mike Green, Lucille Kirkegaard, Tom Krueck and Judy Larson

Board members present established a quorum.

**3. Adopt Agenda-**

Motion by Megan Lundahl, seconded by Joe Miller to adopt the agenda. Motion carried by unanimous voice vote.

**4. Approve Minutes-**

Motion by Laura Vlies Wotachek, second by Nissa Norton to approve the August 14, 2018 Human Services Board meeting minutes as corrected. The minutes were edited to include reference to the \$80,000 grant funding for 2 years of the Operation Fresh Start Program discussed under 7.b. and to correct the spelling of Catherine Keller's last name on page 4, 9.f. Motion carried by unanimous voice vote.

**5. Correspondence-**

No correspondence presented.

**6. Public Comment-**

No one present offered comment.

**7. Program Reports**

**a. Community Support Program – Sheryl Flores & Staff**

Sheryl reviewed the 2017 statistics and activities of this state mandated program from the report she provided for this meeting's agenda packet. Jodi Ahlsteen and Nicole Kahler, case workers for the program, introduced themselves and shared their history with the department and their responsibilities.

**b. Written Collective Unit Report**

No questions were asked.

**8. Continuing / Pending Business-**

**a. Transportation Services**

Next week we expect to have options to consider for possible contract to review and propose different options for our transportation program.

**b. Staff Recruitment Updates**

- Melissa Xiong began yesterday as our newest Behavioral Health Therapist. This is the first time since March 2016 that this unit has been fully staffed.



- Interviews will be held next week for the part-time Disability Benefits Specialist position.
- This Thursday we will conduct interviews for the limited term Diversion Program contractor.

**c. Vouchers**

No questions were asked.

**9. New Business-**

**a. Review Proposed 2019 Human Services and ADRC Budgets**

Joe Krebsbach reviewed the ADRC and the Human Services Budget summaries, respectively, referencing significant changes between the 2018 and 2019 budgets. The comment column on the summary spreadsheets that were included in the meeting's agenda packet note the reasons for revenue and expense changes. The 5<sup>th</sup> column on the Human Services Budget Summary should be titled "Difference 2018-2019".

Motion by Bob Bultman, second by Tom Leist to accept the proposed ADRC budget and to forward to the Finance Committee. There was discussion about expanded use of building and cleaning budget should evening events be considered. Motion carried by unanimous voice vote.

Motion by Wayne Kudick, second by Bob Rau to accept the proposed Human Services budget with 2 additional expenses:

- \$1389.00 for Technology Services software under General Ledger Account #240.47.3900.52302.00047
- \$67,000.00 more be added to the Community Mental Health Program

Motion carried by unanimous voice vote.

**b. Request to Refill CCS Case Manager Position**

Motion by Megan Lundahl, second by Nissa Norton to refill the CCS Case Manager position vacated by Kari Wild. Motion carried by unanimous voice vote.

**c. Accept and Approve 2019-2021 Three Year Aging Plan**

Motion by Laura Vlies Wotacheck, second by Bob Bultman to accept the 3 Year Aging plan along with recommendations from the Public Participation Meeting. Motion carried by unanimous voice vote.

**d. Employee Introductory Period Completions**

Donna Altepeter, Sandra Bekkela, Beth Chisholm and Julie Grondin have met all requirements of their positions within six months to achieve regular employment status.

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

None at this time.

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

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

**12. Next Meeting Date-**

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

**13. Meeting Per Diem Code-**

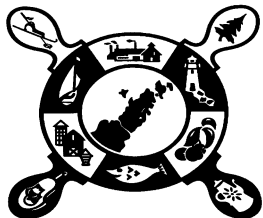
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**14. Adjourn the Meeting:**

Motion by Bob Bultman, second by Laura Vlies Wotacheck to adjourn the meeting. Motion carried by unanimous voice vote. The meeting adjourned at 2:25 p.m.

Respectfully submitted,

Shawn M. Barlament, Recording Secretary



## DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

#### I. Program Changes and Highlights

- A. The Aging and Disability Resource Center (ADRC)** successfully opened the new Southern Door meal site at the Brussels Community Center on October 2. We had 13 meal site participants registered. On Thursday, October 25th at noon, we will hold an ADRC Open House at this new meal site location.

On Wednesday, October 17th from 3:30 p.m. to 6:00 p.m. the ADRC, EMS and the County of Door will host a Building Dedication Event. The dedication ceremony will officially start at 4:00 p.m. with live entertainment, refreshments and building tours to follow.

Medicare Open Enrollment officially begins on October 15th and runs until December 7. Every year insurance companies can change their list of covered drug plans and their pricing structure, known as the plan formulary. That means even if you are taking the same medications, the amount you pay for your medications can change next year. Throughout the Medicare Open Enrollment Period, beneficiaries can schedule an appointment with Mary Bink, Elder Benefit Specialist, to find out what their Medicare plan's cost and coverage will be next year and compare it with other options based on current medications and other medical needs.

- B. For our Economic Support team,** the WI Home Energy Assistance (WHEAP) FFY 2019 began October 1st. The first payments will not be applied until sometime in mid-November. This means that in some cases, those payments will not be of help to avoid utility disconnects at this time if utility companies require payments before mid-November.

The WHEAP program for FFY 2018 officially ended September 30. Statewide, applications were down 3.24 % for Public Benefits, and down 3.08 % for Low Income Home Energy Assistance Program (LIHEAP) benefits. Door County staff completed additional outreach efforts this spring to increase applications. We ended the year with an increase of 3.96 % for Public Benefits and an increase of 3.45% for LIHEAP in our county. We plan to do targeted outreach efforts again in late winter.

- C. The Behavioral Health division** is now fully staffed with the addition of Abby Brown as our crisis case manager and Melissa Xiong as a therapist. (We are interviewing for a part-time contracted AODA Counselor and hope to make an offer on that position very soon.) We had our site visit with the state Division of Quality Assurance and are recertified for two more years. We were told that we will not receive the report from the review for a few months due to staff turnover at the state. We are working on developing more comprehensive AODA groups and services as we move into 2019. Our department is also serving the STRIDE initiative in Door County schools with therapist Beth Ziolkowski serving in the Gibraltar schools 8 hours a week. Additionally, we are partnering with the Youth Services (Juvenile Justice) team to explore ways our staff might be able to support programming in the Day Report Center being planned for 2019. Finally, therapist Sue Exworthy will

be presenting on "Chronic Pain and Sleep" at the ADRC November 12, 2019 at 1:00. It is free and open to the public. We are excited to be exploring new and different ways to serve the clients in our county!

- D. Our annual **Comprehensive Community Services (CCS)** Recertification Application was submitted to the state at the end of September. This month the team will focus on preparing for successful CCS and CST site visits in November. Both involve significant workload in terms of client chart review, policy and procedure updating, completion of various forms, etc. The hiring process is underway for a new CCS Service Facilitator. We are hoping to fill the vacant position in early November.
- E. The **Community Support Program** assisted Jane Herlitz and staff of JAK's Place to sponsor their first "On Top of Old Spaghetti" dinner and silent auction at Hope Church on Sept. 25. We are happy to report that the event raised \$5,700.00. The original goal for this event was \$5,000.00.
- F. **Adult Protective Services** reorganized this year. Carol Lenius and Kim Kramer are the two APS staff responsible for taking referrals from the community and conducting investigations. Once a referral is made, APS staff opens a WITS report (Wisconsin Incident Tracking System) with the state. As of October 1, they have filed 132 WITS reports in 2018. Once a referral is made, the staff opens a new referral and checks to see if there are prior reports or investigations on this adult at risk or alleged abuser. They check on any connections that may exist between the individual and the Family Care system, the ADRC, or other aging and human service programs. Once information is gathered, APS staff have direct contact with the adult at risk and assess the situation and intervene accordingly. There are times the individual is competent and will state they do not want any assistance, and the case is closed. Other individuals will be connected with an Information & Assistance Specialist or Benefit Specialist at the ADRC, where individuals may qualify for Family Care or other services. In cases where there is severe self-neglect or abuse, APS may file an Emergency Protective Placement, request a medical competency evaluation, and seek a Legal Guardianship and Protective Placement of an individual found incompetent to care for their own basic needs. Adult Protective Service Workers are to conduct their investigations and either close the case in 90 days or refer the individual to Taylor Jandrin, Long Term Care Case Manager, for ongoing support in the community.
- G. The State Department of Children and Families has shifted their perspective on juvenile justice, youth more commonly referred to as "delinquent." We are now using "**Youth Services**" to describe juveniles involved with Juvenile Court. In a recent memo the state has made a decision to use the YASI assessment tool for youth cases. YASI is an assessment and screening tool that measures risk, needs, and strengths and guides our case planning with the youth. The use of this tool helps us navigate case planning to be more effective. It is designed to help us be more efficient in our use of resources and to improve the outcomes for youth, ultimately improving community safety.

This past spring, the state had a federal review of the child welfare system called the Child and Family Services Review (CFSR). The federal review is meant to improve child welfare practice statewide. There was a comprehensive review of 65 cases in three Wisconsin counties. One of those chosen in Brown County also involved Door County. The review identifies strengths and areas needing improvement. Wisconsin's strengths include effective collaboration with stakeholders, active youth advisory council, timely investigations, keeping siblings together when placed in out of home care, meeting educational needs of children, applying licensing standards, and timely background checks on caregivers. Areas identified for Wisconsin to focus improvements on include: assessing and addressing safety through the life of the case, engaging families (especially fathers),

quality caseworker home visits, worker and foster parent training, timely court processes, availability of mental health and substance use services, and increasing foster home and placement options. Overall, Wisconsin performed at or above the national level on four of seven measurable outcomes in the review.

- H.** The **Birth to Three Early Intervention Program** is currently serving 36 children in Door County who are in need of Birth to Three services including speech and language therapy, occupational therapy, physical therapy and developmental education. Our B-3 Coordinator/Educator Naomi Spritka and Manager Beth Chisolm are looking forward to an onsite visit with our technical assistant from the state on November 16, 2018. Dana Romary needed to reschedule this quarterly meeting, originally scheduled for October. Dana 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. Naomi and Beth spoke on Eddie Allen's radio show, along with Sturgeon Bay Schools' Director of Pupil Services, on September 25th. The topic of conversation was school transition from Birth to Three services to public education and the Sturgeon Bay Schools' upcoming developmental screening for children who are ages 3 ½ -5 years old in the district.

The Bureau of Children's Services (BCS) set out to identify the statewide number of children in Wisconsin with delays and disabilities as part of their long-term planning. They sent each county their specific predictive data, and this is helpful for enrollment and future budget awareness and planning at our county level. At a statewide level they plan to continue to use this data and similar analysis to inform birth to three program planning.

- I.** The **Children's Long Term Support** team were all hands on deck during the week of September 10th as the state contracted auditors from Metastar were on site to review 30 files from services delivered in 2017. The two auditors who were on site with us held an exit interview with staff and managers involved and credited Door County with being very responsive to the safety of children receiving services through the programs we administer. They could see, based on documentation, how quickly our service and support coordinators respond to keep the whole child safe and noted they were impressed by this. We are awaiting the final audit results and summary and any remediation that may need to be completed.

The Wisconsin Department of Health Services (DHS) is launching a new provider registration process. The registry will be used to create a searchable online Children's Long Term Supports (CLTS) Waiver Provider Directory. All new and current providers of services in Door County are required to sign up on this registry. A letter is being sent to all of our providers in Door County who have not yet signed up encouraging them to do so.

Efforts continue to be made to eliminate our CLTS waitlist, per the state mandate. We currently have 20 children on our waitlist and have promised the state at least 5 more will be enrolled in services by the end of 2018.

As an update from last month's report: we continue to await the state's new rates for CLTS services for 2019. We have been told to expect these rates in October.

## **II. Noteworthy Events**

- A.** The ADRC, in partnership with the Door County Caregiver Coalition, will host our very first Caregiver Conference on Thursday, November 8th, 2018 at the ADRC of Door County from 8:15am – 3:30pm. The all-day educational conference is designed exclusively for informal caregivers. Participants have the opportunity to learn practical aspects of helping loved ones deal with

everyday living and are provided with information to assist with managing the challenges of caring for another. The conference will take place Cost is free but space is limited to 200 participants. Light breakfast & lunch will be provided. Our keynote speaker is Former Governor Martin Schreiber. If you are a caregiver or know a caregiver, please encourage them to register by Friday, Nov. 2.

- B.** A training on transitions, "What's After High School," will be held at the ADRC at the Community Center on October 24 from 5:30 to 8:00 p.m. This training will provide a broad overview of the transition to adult life for young adults with disabilities and special needs and includes the following topics: planning for the future, the role of schools, long-term supports, vocational resources, moving into adult health care, supported decision making, and basics of self-determination. This training is co-sponsored by Family Voices of Wisconsin, the ADRC of Door County, Door County Partnership for Children and Families & the Northeast Regional Center for Children and Youth with Special Health Care Needs. Anyone interested can register by contacting the Northeast Regional Center for Children and Families and Youth with Special Health Care Needs at (877)568-5205 or by email at [infonerc@chw.org](mailto:infonerc@chw.org).
- C.** On Tuesday, October 16th from 10am-2pm and Friday and November 2nd from 8am-2pm, the ADRC and NWTC will be hosting a Foot Care Clinic. A group of NWTC nursing students will conduct the free clinic which includes a foot soak, massage with lotion and nail cutting. To register please call the ADRC main number at (920)746-2372(ADRC).
- D.** Throughout the month of October the ADRC and Door County Medical Center are bringing the popular "Art for Health" series back. The following is a list of series topics: "The Joy of Collage", "Mindful Meditation & Chair Yoga", "Essential Oils: Treatment Blending & Perfume Blending Workshop," and "The Creative Mind & Art Storytelling". All information on the series of art health related programs can be found in the ADRC October monthly newsletter.
- E.** The Door County Partnership for Children and Families and Mental Health Focus Group are joining forces to co-sponsor a series of film screenings with panel discussions October through February at the Kress Pavilion in Egg Harbor. The first event is a screening of *Suicide: The Ripple Effect*, October 4, 5:00-8:00. This is the powerful true story of Kevin Himes, who attempted to take his life by jumping off the Golden Gate Bridge at the age of 19 and survived. *Paper Tigers* will be shown November 8. January's event will be another showing of *Resilience*, and February will be a screening of *Resilience*.

### **III. High-Cost Placements & Other Fiscal Updates**

- A.** We have a client under commitment who was just released from a lengthy stay at Winnebago Mental Health Institute and who is now being admitted to Trempealeau Health Care Center (IMD) due to risk of elopement at a lower level of care. The cost of this placement is \$365 per day, all at county expense.
- B.** We recently placed an adult at a Brotoloc group home. This is a CSP participant who came to us via the OARS program and who reached her mandatory release date at the Wisconsin Resource Center. She was not successful in the past in a community placement due to the severity of her chronic mental illness, thus we have arranged this placement. We are working with her representative payee to get social security benefits reinstated which will assist in offsetting the room and board portion of her care. Until that time, this placement is fully at county expense.

### **IV. Training & Staff Development**

- A.** Carol Howard, our assigned coach/liaison from Fostering Futures Wisconsin, spent the day in our agency on September 19. During our All Agency staff meeting in the morning, she led us through a

lively and creative “Greek Chorus” role play activity designed to teach us more about Trauma Informed Care and help us come to consensus around a set of *universal commitments* we can all agree to implementing in our interpersonal interactions, no matter what our role in the agency. She then met with the management team to facilitate conversation on the topic of reflective/trauma informed supervision. The management team began to develop some action steps to implement in this regard. Finally, she had a working lunch with our Trauma Informed Care core team to review where we’ve been and help us think strategically about how to structure ourselves for what we would like to accomplish next in our agency and in the broader community.

- B. Several CCS team members attended the 2nd Annual CCS/CST Statewide Conference on September 12th. Registration was at capacity due to the huge response. The conference featured keynote speaker Jonathan Cloud who spoke about developmental stages and the ways in which professionals can engage, equip, and empower youth. Attendees then had the opportunity to choose among a variety of breakout sessions to suit their interests and program needs.
- C. One staff attended the two day DCF training “Train the Trainer” for Child Care cases. Each county will now have local staff that will be considered the trainers for Child Care Subsidy cases. Many changes to the Child Care Subsidy program will be rolled out in the upcoming months.

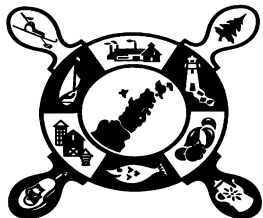
#### V. Agency & Community Collaboration

- A. Staff from Child Protection/Youth Services (Juvenile Justice), Behavioral Health, CCS, and Children’s Long-Term Support continue to meet together every other Monday morning for a collaborative “Think Tank”. This is an opportunity to staff children and family cases that cross divisional boundaries to ensure we are providing services in a seamless manner and that we continue to refine our teaming practices. Some weeks we have several cases to staff, and some weeks there are none on the agenda. Incredibly, when we get these groups of staff together, they always find they have issues they need to talk about, and the time is always well spent, even if just in continuing to build relationships and educate one another about the various roles each division plays.

#### VI. Sharing our Successes

- A. Our Community Support Program was concerned one of their clients might be resistant to coming in to the clinic to receive an injection of her psychiatric medication. She had recently been hospitalized for an extended period of time, as her psychiatric condition had led to serious concerns about her ability to care for herself. Refusing this injection could have meant a return to the hospital for non-compliance with her court order, and no one wanted to see that happen. Our RN Scott Davis went above and beyond by going out to the client’s home with the CSP case manager to administer the injection. She did very well in her familiar surroundings, and it was clear that she really appreciated the care and compassion she received from our team.
- B. Juvenile Justice Social Workers Mark Hill and Brett Hayner went to Fort McCoy to visit two Door County youth who are attending the Badger Challenge Academy, a 22-weeklong program that develops character and promotes attainment of the Wisconsin High School Equivalency Diploma (HSED). Both students were thriving and proud of their efforts. The two are scheduled to graduate the middle of December.
- C. Our Wisconsin Home Energy Assistance Program (WHEAP) worker met with an individual with limited income who reported their mobile home did not have a working heat source. We were able to partner with the Weatherization program & state contacts to get a propane furnace for the mobile home, so this household will now have heat for the winter.

- D.** This month's Shining Star went to Juvenile Justice Social Worker Brett Hayner. His co-worker Ashley LaLuzerne appropriately described him as, "...somebody who goes above and beyond what is in their job description...somebody who takes great pride in their work and expresses that pride to both co-workers and clients." She points out that Brett works with youth who oftentimes have encountered trauma and can therefore be a bit challenging, but Brett's positive attitude never waivers as he works to put those youth at ease and strives to bring out their strengths. Ashley says, "When I hear the pride in (Brett's) voice when he talks about some of the kids he works with, I know he has truly found his calling in life. That is why this month's Shining Star award goes to Brett Hayner."



## DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

#### I. Program Changes and Highlights

- A.** In **ADRC** news, the dedication of the new EMS/Community Center building on October 17 was a great celebration, with many people coming out to see the new building. One of the guest speakers was Anne Olson, Director of the Office on Resource Center Development for WI DHS. She was extremely impressed by the building and what the new building means for our Door County community. If you were unable to make the event please check out the following link: <https://www.doorcountydailynews.com/2018/10/18/door-county-community-center-dedicated/>.

Jess Holland is back from leave but in a brand new role. For the past five years, Jess was our Disability Benefit Specialist. She now joins us as an Information and Assistance Specialist (I&A). We are extremely excited to have Jess join the I&A Team. She is a wealth of knowledge and is extremely dedicated to serving our consumers.

We are in need of more volunteer Meals on Wheels drivers. If you are interested or know someone who would be interested please call the ADRC at (920)746-2372.

On Thursday, October 25th we held an Open House event at our new Southern Door meal site in Brussels. We had 18 individuals register and attend on that day. It was a ton of fun. Our new Southern Door meal site is averaging around 18 individuals for lunch, which is a great improvement compared to the participation we had when our meal site was located in Forestville.

Lastly, the ADRC is partnering up with a group of 4th grade students from Sunrise Elementary School to start a pen pal program. Writing letters helps students practice literacy skills and patience. We are hoping to connect the group of 4th graders to older adults who are living at home and have a harder time getting out. Letters will be sent out on a monthly basis for a few months. At the end of the program, students will be invited to the ADRC to meet their pen pals in person. If you are interested or know someone who is please contact Cathy Keller at (920)746-7155.

- A.** The **Behavioral Health** team is pleased to announce that Lydia Haker, LPC, will be joining us two days a week, beginning October 30, to assist us in meeting AODA needs in the community. This contracted position is funded by the Substance Abuse Block Grant. We are excited to have Lydia join our team. In November, co-occurring therapist Sue Exworthy will be presenting on "Chronic Pain and Sleep" at the ADRC November 12, 2019 at 1:00. It is free and open to the public. Please join her for an informative presentation and an opportunity to ask questions. Finally, we are happy to announce that the state re-certification site visit was completed this past month for our Behavioral Health Unit and Crisis Services, and we are re-certified for another two years. In this month of November, our behavioral health team is thankful for ways we are supported by the county to provide services to our Door county residents. Have a wonderful Thanksgiving!



- B. The **Economic Support** unit is getting ready for open enrollment for healthcare, which is from November 1 to December 15th this year. This is the time when those who are covered by the Federally Facilitated Marketplace will apply. Those who apply and are under 100% Federal Poverty Level (\$1011 for a single person) will automatically have their applications sent directly via electronic transfer to our agency to process. The agency receives about 300 Marketplace healthcare applications during this 6 week time frame.
- C. The number of **Crisis** On-Call staff will be expanding! Abby Brown has completed her 40 hours of mandatory Crisis Orientation and has assumed her full responsibility of Behavioral Health Crisis Case Manager addressing Crisis request for a mobile worker to the ER and clinic walk-ins between 8-4:30 Monday – Friday as well as joining the after-hours rotation. Melissa Xiong, Co-Occurring Therapist has completed her Crisis On-line training and one of the three required classroom trainings through the UWGB Behavioral Health Training Partnership. Melissa will start shadowing senior staff by the middle of November and will be added to the Crisis Rotation as of Jan. 1, 2019.

DCDHS has been contracting with Mary Simac, MSW since May of 2018 to work two weekends every month. Her shift begins at 4:00 on Friday afternoon through 8:00 a.m. on Monday morning. She has also been available to pick up additional shifts when the Community Services Manager experiences a coverage problem. As of November 1, Cari Wild will also be contracting to provide crisis on-call mobile service 3-5 days a month. Having these two staff picking up additional Crisis On-Call shifts helps to reduce some job related stress on the full time therapist/crisis workers. These changes will bring our Crisis Team to 9 full time employees and 2 contacted staff to provide 24/7 crisis coverage.

- D. The **Adult Protective Services** team continues to lead a Hoarding Task Force. Community partners meet to find ways to assist in developing a coordinated effort to address various types of hoarding situations. Current staff that are involved are Taylor Jandrin (Outreach Case Manager with DHS), Chelsea Smies (DC Public Health), Sheryl Flores (Community Services Manager), Debbie Barns (DC Humane Society), Callie Kraul (Northshore Clinic Therapist), Lisa VanAlstine (I&A ADRC) and David VanDyke (Executive Director Habitat for Humanity). The goal is to identify hoarding situations and devise a plan of action to assist the individual to gain control over their environment so that is deemed safe by the Sanitarian. For the past 6 months, Taylor Jandrin has been providing support for a 63 year old female who has received multiple warnings to clean up her property for the past three years. The matter was finally taken to court, and on 10/29/18 a professional cleaning crew will arrive at the individual's home to clear the property. Taylor will be present upon their arrival and address the client's emotional state during the following week as her possessions will be removed from the house. Sue Exworthy will continue to provide ongoing individual therapy, and once the home is cleared, the team will enlist the assistance of Habitat for Humanity to address structural problems with the home and vouchers to acquire donated furniture so the client can eventually return to a clean and structurally safe home.
- E. The **Community Support Program** had two of its OARS consumers jailed on probation violations in the month of October. The male consumer has now been revoked and will be returned to prison; the female consumer has accepted an Alternative to Revocation Agreement to enter a special residential program through the Dept. of Corrections from January – May, when she will then return to the community working with a CSP case manager.

CSP enrolled one return client after serving her sentence at Wisconsin Resource Center. The Dept. of Corrections and Community Support staff were unable to provide the level of support this consumer needed in 2016, so the decision was made to do a step-down placement into a Community Based Residential Facility. Jodi Alsteen is now case managing two CSP consumers

placed at Brotoloc's Sylvan View CBRF in Hortonville, WI. As of November 1<sup>st</sup>, CSP is expecting a new referral from the CCS program. It has been determined that this client has reached maximum benefit with CCS and requires more long term intensive case management in order to address her psychiatric and medical needs in the community.

- F.** The **Child Protection and Youth Services** team continue to receive a steady flow of child abuse reports. Many reports we receive in child protection that do not rise to the level of an investigation, but where we would like to offer resources and services to families, can be referred to our partners in one of the Children Support Services teams. If families are open to receiving voluntary service interventions, this can be a resource to provide supportive services to families to reduce stress factors that may cause child maltreatment. The CCS, Children's Long-term Support, and CPS/Youth Services teams have been working collaboratively to address family needs.

During October, we sadly received the resignation of one of our child protection social workers. Manager Dori Goddard reports, "Working in child protection, we are exposed to the daily impact of client's trauma which can have a secondary impact on social workers. We sometimes even receive serious threats from those we are trying to help. We can be sworn at, screamed at, and called derogatory names. This can take a toll on our physical and mental health, as well as job satisfaction that can result in turnover. Our team is strong and strength-based. Through the turmoil of our work, we find hope in the families we work with. We engage compassionately with families in crisis and believe in positive outcomes, even when confronted with resistance. Our Youth Services team members, those working with youth referred for delinquent behaviors and truancy, continue to receive referrals regularly. With the loss of another team member, everyone has had to take on additional duties to cover workload. This type of work is not able to be delayed as we have strict timelines we have to follow in responding. This team is resilient and incredibly supportive of each other. The people we work alongside of can be our lifesavers, and as their supervisor I am humbled to be a part of the team."

- G.** In October the **Birth to Three Early Intervention Program** submitted our annual child count report to the Office of Special Education Programs (OSEP). Counties are required to review their data on children being served on or prior to Oct. 1, 2018 (in addition to closed files for children who disenrolled on or prior to Oct. 1, 2018, closed files for any children older than 3 years, removal of any duplicate files). Door County continues to have accurate and timely data reporting in all aspects of Birth to Three programming. We are currently serving 42 children through Birth to Three services.
- H.** In the area of **Children's Services-Children's Long Term Support**, we are continuing to await final state memos and mandates on our new provider rates and service definitions going into 2019 as well as expected implementation of those rates and the exceptions that will go along with them. This will have an impact on the contracts we broker with our service providers and, ultimately, the children receiving services through the Children's Long Term Support Waiver. Additionally, DHS is considering extending the waitlist elimination initiative into 2019, and we are anxiously awaiting what this will mean for our department and the children served through Medicaid waiver services as we continue to have 20 children on our waiting list.
- I.** The Division of Quality Assurance on-site review of our **Comprehensive Community Services** (CCS) program was completed earlier than anticipated on October 25. While noting some concerns with past case files, the reviewers noted a significant improvement in the quality and continuity of service provision from 2015 to today, particularly over the past six months, with regard to the "golden thread" – the link between a consumer's comprehensive assessment, goals, outcomes, interventions, and achievement. They also commended our effort in bringing in new child

consumers. Currently, 77% of enrolled consumers in CCS and/or CST programs are under the age of 18. Out of the total 73 consumers currently enrolled, 51 are enrolled in CCS, 7 are enrolled in CST and 15 are dually enrolled in CCS and CST. Sixty-two annual satisfaction surveys went out to consumers this month in effort to obtain additional data from 2017. We will receive the final results and summary from the CCS on-site review in approximately two weeks. In the meantime, we will continue to prepare for the CST on-site review scheduled for November 27. The CCS Team has also been discussing ideas for additional mental health programming geared toward youth consumers and parents. Topics for prospective trainings and skill development groups include internet safety/gaming, bullying, and self-esteem building through creative arts.

## II. Noteworthy Events

- A. On November 8 from 8:15-3:30, the ADRC and the Door County Caregiver Coalition will host a **Caregiver Conference** for informal caregivers at the ADRC. Participants will have the opportunity to learn practical aspects of helping loved ones deal with everyday living and will receive information to assist with managing the challenges of caring for another. Cost is free but space is limited to 200 participants. Light breakfast & lunch will be provided. Our keynote speaker is Former Governor Martin Schreiber.
- B. On Friday, November 9th please come to the ADRC for our **Veteran's Day Celebration**. Bring a photo of a friend or loved one who has served. We will be honoring them with a photo display.
- C. The Mental Health Focus Group will host a screening of **Paper Tigers** on November 8 at the Kress Pavillion. This film highlights how a school district was completely transformed by implementing a trauma-informed care approach. A light meal will be served at 5:00, followed by the film and a panel discussion.

## III. Training & Staff Development

- A. All Economic Support staff completed a 6 hour mandatory Child Care training for Phase 3 of Child Care Development Block Grant changes. This was done in house, by an ES staff member who completed the "Train the Trainer" curriculum offered by DCF last month. Many changes to the Child Care Subsidy program will be rolled out in the upcoming months.
- B. The majority of DHS managers attended training on HIPAA on October 30.

## IV. Agency & Community Collaboration

- A. On Wednesday, October 24th the ADRC hosted a "What's After High School" event in partnership with the Door County Youth to Adult Transition Coalition, the Northeast Regional Center for Children and Youth with Special Health Care Needs, and the Door County Partnership for Children and Families. Over 50 individuals, family members, local teachers and providers participated. The training went through a ton of information educating participants on everything they would need to know about the transition from youth services to the adult life for young adults living with a disability.
- B. Our agency is an active member of the Alcohol & Drug Coalition, supporting the Coordinator position and many of its prevention activities in the community with our Substance Abuse Block Grant funds. The Coalition met on October 2, and the focus of the meeting was the proposed county referendum on cannabis. Many community representatives spoke about the impact of marijuana and other drugs on the clients they serve and potential cost impact on their organizations. The AOD Coalition is interested in hosting community conversations in an effort to educate the community and to have all voices heard on the issue prior to any potential vote.

- C. The Deputy Director and ADRC Director presented to the United Way Community Investment Committee on needs in our community through the eyes of Human Services, in order to give them some perspective to help inform their funding decisions.
- D. STRIDE school-based mental health initiative is off and running this month. Therapist Beth Ziolkowski has begun seeing students in Gibraltar Schools, and all is going well. 5 of her 8 appointment slots are filled at this time.

## **VI. Sharing our Successes**

- A. The ADRC staff is receiving a lot of very positive feedback on the new building, and on the new Southern Door meal site. Here's one example of a particularly touching compliment received from an individual who visited the new Brussels site for lunch recently: "Thank you for all your hard work. To be old is difficult, but to be mentally handicapped is too. I am a caregiver for my 81 year old brother. He is kind hearted. He took money from his piggybank and gave it to me so that we could go out for lunch at your meal site. It crushed my heart."
- B. Our Shining Star Award recipient this month was Laura Hall, a Service Facilitator for Comprehensive Community Services (CCS) & Coordinated Services Teams (CST). As her colleague in Youth Services pointed out, Laura has demonstrated excellent engagement skills in working with the youth and parents on her caseload. Her positive, can-do attitude and creative approaches have helped many teams coalesce around common goals. She meets families "where they're at", and helps them to recognize that even small successes are worth celebrating. Laura is a great collaborator across program lines, and the staff of the Child Protection/Juvenile Justice division are grateful to be able to serve on teams with her!

**HUMAN SERVICES STATISTICS**

<b>UNIT</b>	<b>2017</b>	<b>2018-Thru Sept.</b>
<b>AGING &amp; DISABILITY RESOURCE CENTER (ADRC)</b>		
I & A Consumers	4,814	3688
Elderly Benefits Specialist (EBS) Consumers - Cases Open/Contacts	705	316/425
Disability Benefits Specialist (DBS) Consumers - Cases Open/Contacts	1983	207/1364
Total Consumers	7,502	5477
Meals-Congregate	15,568	16,405
Meals on Wheels	14,899	11,112
Meals-Frozen	4,914	3,567
Total Meals	35,381	31,084
Transportation- SRC Bus & Door2Door	49,116	36,705
<b>Adult Protective Service (APS)</b>		
Referrals	294	132
<b>BEHAVIORAL HEALTH (BH)</b>		
Crisis - DCDHS Mobile Face to Face	178	77
Crisis Calls to Family Services		458
Inpatient Admissions	79	55
Inpatient Costs	\$ 552,988.00	\$ 451,000.00
<b>CHILDREN &amp; FAMILY SERVICES</b>		
Child Welfare Referrals	404	312
Youth Service Referrals (Juvenile Justice)	71	61
Birth-Three Participants	75	86
CCS/CST		72
Children's Case Management - CLTS/CCOP/TCM CCOP/CST/CCS/DD - (Previous Years Combined)	170	130
<b>COMMUNITY SUPPORT PROGRAM (CSP)</b>		
Consumers Enrolled	51	53
<b>ECONOMIC SUPPORT (ES)</b>		
Badger Care (BC) Total	4,157	4050
FoodShare (FS) Total	1,930	1765
Consortium Calls	156,804	113,191
WI Home Energy Assistance	937	973



**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:** 10.09.2018  
**Re:** Request for Expenditure Approval

**Expenditures since the last committee meeting held 09.11.2018**

\$	295.18	Wal-Mart Credit Card August-September 2018
\$	2,518.40	Elan Credit Card July-August 2018
\$	32,793.71	August 2018 Foster / Kinship Care Payments #2018-421/426/456
\$	375.00	Invoices Paid Prior to October 9,2018 not included in Batches
\$	35,982.29	

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

\$	517.33	Maintenance Dept. August 2018 gas usage - Fleet
\$	517.33	

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

\$	27,191.93	Monthly Vouchers - 2018 Batch Totals (Sep) 2018-390
\$	115,241.99	Monthly Vouchers -2018 Batch Totals (Sep) #2018-420
\$	22,226.93	Monthly Vouchers -2018 Batch Totals (Sep) #2018-446
\$	35,982.29	Expenditures since the last committee meeting held 07.10.2018
\$	517.33	Amounts paid to other County Departments as per above
\$	201,160.47	

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

\$	15,287.77	Monthly Vouchers -2018 Batch (Sep) #2018-427
\$	46,539.33	Monthly Vouchers - Batch 1 (Sep) #2018-460
\$	240.08	Walmart Card August-September 2018
\$	1,657.36	Elan Credit Card July-August 2018
\$	177.00	Elan Credit Card August-September 2018
\$	53.00	Invoices Paid Prior to October 9, 2018 not included in Batches
\$	63,954.54	

\$	265,115.01	<b>Total Expenditures and Vouchers</b>
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**Accounts Payable Invoice Report**

G/L Date Range 09/07/18 - 09/07/18

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> - <b>ADRIANNA FISCHER</b>									
Import - 7200	WISACWIS- PID:0008083191_Voucher:01907 _IM_09/06/2018	Edit		09/06/2018	09/07/2018	09/07/2018			985.00
Vendor <b>6824</b> - <b>ADRIANNA FISCHER</b> Totals									Invoices 1 <u>985.00</u>
Vendor <b>19161</b> - <b>BERENDA FIKE</b>									
Import - 7190	WISACWIS- PID:0008044459_Voucher:01907 _IM_09/06/2018	Edit		09/06/2018	09/07/2018	09/07/2018			476.00
Vendor <b>19161</b> - <b>BERENDA FIKE</b> Totals									Invoices 1 <u>476.00</u>
Vendor <b>21818</b> - <b>BRITTNEY NICOLE MARTI</b>									
Import - 7194	WISACWIS- PID:0008063756_Voucher:01907 _IM_09/06/2018	Edit		09/06/2018	09/07/2018	09/07/2018			49.51
Vendor <b>21818</b> - <b>BRITTNEY NICOLE MARTI</b> Totals									Invoices 1 <u>49.51</u>
Vendor <b>9479</b> - <b>DEB DOYLE</b>									
Import - 7204	WISACWIS- PID:0008000379_Voucher:01907 _IM_09/06/2018	Edit		09/06/2018	09/07/2018	09/07/2018			226.84
Vendor <b>9479</b> - <b>DEB DOYLE</b> Totals									Invoices 1 <u>226.84</u>
Vendor <b>19526</b> - <b>DENISE MCGINNIS</b>									
Import - 7191	WISACWIS- PID:0008024832_Voucher:01907 _IM_09/06/2018	Edit		09/06/2018	09/07/2018	09/07/2018			1,976.00
Vendor <b>19526</b> - <b>DENISE MCGINNIS</b> Totals									Invoices 1 <u>1,976.00</u>
Vendor <b>6968</b> - <b>JESSE WARPINSKI</b>									
Import - 7201	WISACWIS- PID:0008079799_Voucher:01907 _IM_09/06/2018	Edit		09/06/2018	09/07/2018	09/07/2018			394.00
Vendor <b>6968</b> - <b>JESSE WARPINSKI</b> Totals									Invoices 1 <u>394.00</u>
Vendor <b>21744</b> - <b>MIKE DELCORO</b>									
Import - 7193	WISACWIS- PID:0008063868_Voucher:01907 _IM_09/06/2018	Edit		09/06/2018	09/07/2018	09/07/2018			706.61
Vendor <b>21744</b> - <b>MIKE DELCORO</b> Totals									Invoices 1 <u>706.61</u>



# Accounts Payable Invoice Report

G/L Date Range 09/07/18 - 09/07/18

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 - 7197	WISACWIS- PID:0008080114_Voucher:01907 _IM_09/06/2018	Edit		09/06/2018	09/07/2018	09/07/2018			618.00
			Vendor 22478 - [REDACTED] Totals				Invoices	1	\$618.00
Vendor 21012 - [REDACTED]									
Import - 7192	WISACWIS- PID:0008042054_Voucher:01907 _IM_09/06/2018	Edit		09/06/2018	09/07/2018	09/07/2018			1,610.00
			Vendor 21012 - [REDACTED] Totals				Invoices	1	\$1,610.00
Vendor 17937 - [REDACTED]									
Import - 7189	WISACWIS- PID:0008040115_Voucher:01907 _IM_09/06/2018	Edit		09/06/2018	09/07/2018	09/07/2018			238.00
			Vendor 17937 - [REDACTED] Totals				Invoices	1	\$238.00
Vendor 6476 - OCONOMOWOC DEV TRAINING CENTER									
Import - 7199	WISACWIS- PID:0008019479_Voucher:01907 _IM_09/06/2018	Edit		09/06/2018	09/07/2018	09/07/2018			11,816.27
			Vendor 6476 - OCONOMOWOC DEV TRAINING CENTER Totals				Invoices	1	\$11,816.27
Vendor 8116 - [REDACTED]									
Import - 7202	WISACWIS- PID:0008017407_Voucher:01907 _IM_09/06/2018	Edit		09/06/2018	09/07/2018	09/07/2018			476.00
			Vendor 8116 - [REDACTED] Totals				Invoices	1	\$476.00
Vendor 22153 - [REDACTED]									
Import - 7195	WISACWIS- PID:0008067949_Voucher:01907 _IM_09/06/2018	Edit		09/06/2018	09/07/2018	09/07/2018			476.00
			Vendor 22153 - [REDACTED] Totals				Invoices	1	\$476.00
Vendor 6472 - [REDACTED]									
Import - 7198	WISACWIS- PID:0008038416_Voucher:01907 _IM_09/06/2018	Edit		09/06/2018	09/07/2018	09/07/2018			1,625.00
			Vendor 6472 - [REDACTED] Totals				Invoices	1	\$1,625.00

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**Accounts Payable Invoice Report**

G/L Date Range 09/07/18 - 09/07/18

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 9109 - <del>SUSAN MARIE MOZLEY</del> Import - 7203	WISACWIS- PID:0008066612_Voucher:01907 _IM_09/06/2018	Edit		09/06/2018	09/07/2018	09/07/2018			847.38	
							Vendor 9109 - <del>SUSAN MARIE MOZLEY</del> Totals	Invoices	1	\$847.38
Vendor 22316 - <del>TERESA N SICKEL SOUZA</del> Import - 7196	WISACWIS- PID:0008079501_Voucher:01907 _IM_09/06/2018	Edit		09/06/2018	09/07/2018	09/07/2018			238.00	
							Vendor 22316 - <del>TERESA N SICKEL SOUZA</del> Totals	Invoices	1	\$238.00
Vendor 16915 - <del>TONY CATTEN</del> Import - 7188	WISACWIS- PID:0008042309_Voucher:01907 _IM_09/06/2018	Edit		09/06/2018	09/07/2018	09/07/2018			2,226.60	
							Vendor 16915 - <del>TONY CATTEN</del> Totals	Invoices	1	\$2,226.60
						Grand Totals	Invoices	17	\$24,985.21	



# Accounts Payable Invoice Report

G/L Date Range 09/11/18 - 09/11/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>17929 - ADVOCATES FOR HEALTHY</b>									
Import - 7205	WISACWIS- PID:0008038182_Voucher:01908 _IM_09/10/2018	Edit		09/10/2018	09/11/2018	09/11/2018			4,162.06
			Vendor <b>17929 - ADVOCATES FOR HEALTHY</b> Totals			Invoices	1		<u>\$4,162.06</u>
Vendor <b>6495 - LUTHERAN SOCIAL SERVICES OF WI</b>									
Import - 7206	WISACWIS- PID:0006205925_Voucher:01908 _IM_09/10/2018	Edit		09/10/2018	09/11/2018	09/11/2018			1,391.50
			Vendor <b>6495 - LUTHERAN SOCIAL SERVICES OF WI</b> Totals			Invoices	1		<u>\$1,391.50</u>
			Grand Totals			Invoices	2		<u><u>\$5,553.56</u></u>

### VOUCHER

STATE OF WISCONSIN                      2018


Door County

Submitted By:

alaluzerne 09.25.2018

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Approved by: Department Head:



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Approved by: Committee Chair /  
County Administrator

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

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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: \_\_\_\_\_

VENDOR ADDRESS: MONTHLY FOSTER/KINSHIP CARE PAYROLL

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

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

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

↓ This Area to be Completed by Finance Department ↓

Voucher Listing Signed / Approved  
Meeting Date \_\_\_\_\_

Hold For Approval / Documentation  
After Processing

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				2018 Foster/Kinship Care for August 2018 - 3rd Batch		\$ 2,254.94	09.25.18	2018-456	
VOUCHER TOTAL							\$ 2,254.94	VOUCHER TOTAL		

# Accounts Payable Invoice Report

G/L Date Range 09/25/18 - 09/25/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>7857 - FOUNDATIONS HEALTH &amp; WHOLENESS</b>									
Import - 7532	WISACWIS- PID:0008004685_Voucher:01909 _IM_09/24/2018	Edit		09/24/2018	09/25/2018	09/25/2018			2,254.94
		Vendor <b>7857 - FOUNDATIONS HEALTH &amp; WHOLENESS</b> Totals				Invoices	1		<u>\$2,254.94</u>
		Grand Totals				Invoices	1		<u><u>\$2,254.94</u></u>

# VOUCHER

STATE OF WISCONSIN

2018

Door County

Submitted By: alaluzerne 08.31.2018
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: 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 2018-390 September 2018- 1st Batch Processing		\$27,191.93		various - as attached	
<b>VOUCHER TOTAL</b>							→	<b>\$ 27,191.93</b>	←	<b>VOUCHER TOTAL</b>

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

G/L Date Range 09/04/18 - 09/04/18  
Report By Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 9284 - [REDACTED] 82018	Aug 2018 Emp Mileage Reim	Edit		09/04/2018	09/04/2018	09/04/2018			145.52
			Vendor 9284 - [REDACTED] Totals			Invoices	1		\$145.52
Vendor 16735 - ABBY VANS INC 82018-2	Aug 2018 Remainder of Payment for D2D vouchers	Edit		09/04/2018	09/04/2018	09/04/2018			50.00
			Vendor 16735 - ABBY VANS INC Totals			Invoices	1		\$50.00
Vendor 9506 - AUTISM-PRODUCTS.COM 82018	Aug 2018 Purchase of CCOP Adaptive Aids	Edit		09/04/2018	09/04/2018	09/04/2018			289.58
			Vendor 9506 - AUTISM-PRODUCTS.COM Totals			Invoices	1		\$289.58
Vendor 2176 - BELLIN HEALTH 82018	May/July 2018 CCS Services	Edit		09/04/2018	09/04/2018	09/04/2018			1,458.60
			Vendor 2176 - BELLIN HEALTH Totals			Invoices	1		\$1,458.60
Vendor 2435 - [REDACTED] 82018	Aug 2018 Safe Kids Day Purchases	Edit		09/04/2018	09/04/2018	09/04/2018			56.26
			Vendor 2435 - [REDACTED] Totals			Invoices	1		\$56.26
Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY 72018	July 2018 CCS Services/Membership Fees	Edit		09/04/2018	09/04/2018	09/04/2018			1,391.20
			Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY Totals			Invoices	1		\$1,391.20
Vendor 21750 - [REDACTED] 82018	June-Aug 2018 101 Child Care	Edit		09/04/2018	09/04/2018	09/04/2018			249.35
			Vendor 21750 - [REDACTED] Totals			Invoices	1		\$249.35
Vendor 5929 - CDW GOVERNMENT INC 82018-2	Aug 2018 Video Adapters/MS Surface Pro Docks	Edit		09/04/2018	09/04/2018	09/04/2018			589.71
			Vendor 5929 - CDW GOVERNMENT INC Totals			Invoices	1		\$589.71
Vendor 6361 - COUNSELING ASSOCIATES OF DOOR 72018-2	July 2018 CCS Services 2.1hrs	Edit		09/04/2018	09/04/2018	09/04/2018			214.20
			Vendor 6361 - COUNSELING ASSOCIATES OF DOOR Totals			Invoices	1		\$214.20
Vendor 20518 - [REDACTED] 102018	Oct 2018 Foster Parenting Training/Hotel	Edit		09/04/2018	09/04/2018	09/04/2018			727.56
			Vendor 20518 - [REDACTED] Totals			Invoices	1		\$727.56



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

G/L Date Range 09/04/18 - 09/04/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 9479 - [REDACTED]									
82018	Aug 19-21,2018 Respite	Edit		09/04/2018	09/04/2018	09/04/2018			100.00
			Vendor 9479 - [REDACTED] Totals				Invoices	1	\$100.00
Vendor 12499 - DOOR COUNTY CLERK OF COURTS									
82018-2	Aug 2018 Victim/Witness Fee	Edit		09/04/2018	09/04/2018	09/04/2018			20.00
			Vendor 12499 - DOOR COUNTY CLERK OF COURTS Totals				Invoices	1	\$20.00
Vendor 8060 - [REDACTED]									
82018	May/August 2018 Emp Reim	Edit		09/04/2018	09/04/2018	09/04/2018			74.83
			Vendor 8060 - [REDACTED] Totals				Invoices	1	\$74.83
Vendor 22233 - [REDACTED]									
82018	Aug 2018 Emp Mileage/Meal Reim	Edit		09/04/2018	09/04/2018	09/04/2018			662.28
			Vendor 22233 - [REDACTED] Totals				Invoices	1	\$662.28
Vendor 8952 - [REDACTED]									
72018	July 2018 Emp Mileage/Meal Reim	Edit		09/04/2018	09/04/2018	09/04/2018			230.12
			Vendor 8952 - [REDACTED] Totals				Invoices	1	\$230.12
Vendor 22837 - JAY LIVINGSTON									
82018	Aug 2018 CCS Contracted Services 35hrs	Edit		09/04/2018	09/04/2018	09/04/2018			1,225.00
			Vendor 22837 - JAY LIVINGSTON Totals				Invoices	1	\$1,225.00
Vendor 6222 - [REDACTED]									
42018	April 2018 Emp Mileage Reim 157mi	Edit		09/04/2018	09/04/2018	09/04/2018			85.57
			Vendor 6222 - [REDACTED] Totals				Invoices	1	\$85.57
Vendor 17222 - JULIE M PFLIEGER									
82018	Aug 2018 Respite 14 days	Edit		09/04/2018	09/04/2018	09/04/2018			1,750.00
			Vendor 17222 - JULIE M PFLIEGER Totals				Invoices	1	\$1,750.00
Vendor 5555 - JULIE TOYNE									
82018	August 2018 B3 SL Therapy/Mileage	Edit		09/04/2018	09/04/2018	09/04/2018			4,521.42
			Vendor 5555 - JULIE TOYNE Totals				Invoices	1	\$4,521.42
Vendor 12614 - [REDACTED]									
82018	July/Aug 2018 Emp Mileage Reim	Edit		09/04/2018	09/04/2018	09/04/2018			192.39
			Vendor 12614 - [REDACTED] Totals				Invoices	1	\$192.39

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

G/L Date Range 09/04/18 - 09/04/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 22022 - [REDACTED] 82018	Aug 2018 Juv Restitution Payment	Edit		09/04/2018	09/04/2018	09/04/2018			630.00
Vendor 22022 - [REDACTED] Totals									Invoices 1 \$630.00
Vendor 22843 - MARATHON COUNTY TREASURER 72018	July 2018 Secure Detention 2 days	Edit		09/04/2018	09/04/2018	09/04/2018			300.00
Vendor 22843 - MARATHON COUNTY TREASURER Totals									Invoices 1 \$300.00
Vendor 2006 - [REDACTED] 82018	Aug 2018 Emp Mileage Reim 360mi	Edit		09/04/2018	09/04/2018	09/04/2018			196.20
Vendor 2006 - [REDACTED] Totals									Invoices 1 \$196.20
Vendor 21771 - [REDACTED] 72018	July 2018 Emp Mileage Reim	Edit		09/04/2018	09/04/2018	09/04/2018			59.95
Vendor 21771 - [REDACTED] Totals									Invoices 1 \$59.95
Vendor 8169 - MICHAEL P SAYERS PHD 82018	Aug 2018 Psych Services 36hrs	Edit		09/04/2018	09/04/2018	09/04/2018			2,565.00
Vendor 8169 - MICHAEL P SAYERS PHD Totals									Invoices 1 \$2,565.00
Vendor 22645 - NORTHERN DOOR CHILD CARE CENTE 82018	June-Aug 2018 101 Child Care	Edit		09/04/2018	09/04/2018	09/04/2018			666.21
Vendor 22645 - NORTHERN DOOR CHILD CARE CENTE Totals									Invoices 1 \$666.21
Vendor 22583 - SPIRIT OF THE HORSE AND HEART 82018	July/August 2018 Equine Group Therapy	Edit		09/04/2018	09/04/2018	09/04/2018			2,160.00
Vendor 22583 - SPIRIT OF THE HORSE AND HEART Totals									Invoices 1 \$2,160.00
Vendor 15069 - STAPLES ADVANTAGE 82018	Aug 2018 HS Office Supplies	Edit		09/04/2018	09/04/2018	09/04/2018			193.34
Vendor 15069 - STAPLES ADVANTAGE Totals									Invoices 1 \$193.34
Vendor 9495 - SUPER DUPER PUBLICATIONS 82018	Aug 2018 B3 Phono Test Purchase	Edit		09/04/2018	09/04/2018	09/04/2018			262.95
Vendor 9495 - SUPER DUPER PUBLICATIONS Totals									Invoices 1 \$262.95
Vendor 22555 - [REDACTED] 82018	Aug 2018 Emp Mileage Reim	Edit		09/04/2018	09/04/2018	09/04/2018			85.03
Vendor 22555 - [REDACTED] Totals									Invoices 1 \$85.03

# Accounts Payable Invoice Report <sup>31</sup>

G/L Date Range 09/04/18 - 09/04/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>3823 - TIMOTHY HICKEY</b> 82018	Aug 2018 OWI Assessments/No Shows	Edit		09/04/2018	09/04/2018	09/04/2018			470.00
Vendor <b>3823 - TIMOTHY HICKEY</b> Totals							Invoices	1	\$470.00
Vendor <b>11832 - UW GREEN BAY</b> 82018	Aug 2018 Clinical Supervision Certificate Training Fees	Edit		09/04/2018	09/04/2018	09/04/2018			545.00
Vendor <b>11832 - UW GREEN BAY</b> Totals							Invoices	1	\$545.00
Vendor <b>13022 - WENDY RAY</b> 82018	Aug 2018 B3 Therapy/Mileage	Edit		09/04/2018	09/04/2018	09/04/2018			4,871.61
Vendor <b>13022 - WENDY RAY</b> Totals							Invoices	1	\$4,871.61
Vendor <b>5999 - WISCONSIN DOCUMENT IMAGING</b> 82018	August 2018 HS/APS Copies	Edit		09/04/2018	09/04/2018	09/04/2018			153.05
Vendor <b>5999 - WISCONSIN DOCUMENT IMAGING</b> Totals							Invoices	1	\$153.05
Grand Totals							Invoices	34	\$27,191.93

# VOUCHER

STATE OF WISCONSIN

2018

Door County

Submitted By: alaluzerne 09.14.2018
Approved by: Department Head:  <i>Lori M. Galone</i>
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

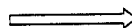
VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

↓ This Area to be Completed by Finance Department



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

Voucher Listing Signed / Approved  
Meeting Date \_\_\_\_\_

Hold For Approval / Documentation  
After Processing

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH 2018-420 September 2018- 2nd Batch Processing		\$115,241.99		various - as attached	
VOUCHER TOTAL							\$ 115,241.99	← VOUCHER TOTAL		

# Accounts Payable Invoice Report

G/L Date Range 09/14/18 - 09/14/18

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 82018	August 2018 CCS Services	Edit		09/14/2018	09/14/2018	09/14/2018			14,098.10	
Vendor 17929 - ADVOCATES FOR HEALTHY Totals								Invoices	1	<u>\$14,098.10</u>
Vendor 7888 - AHNAPEE HILL CLEANING SERVICES 82018	Aug 2018 Residential Cleaning	Edit		09/14/2018	09/14/2018	09/14/2018			663.70	
Vendor 7888 - AHNAPEE HILL CLEANING SERVICES Totals								Invoices	1	<u>\$663.70</u>
Vendor 21173 - [REDACTED] 82018	Aug 2018 Emp Mileage Reim 122mi	Edit		09/14/2018	09/14/2018	09/14/2018			66.49	
Vendor 21173 - [REDACTED] Totals								Invoices	1	<u>\$66.49</u>
Vendor 12354 - AURORA MEDICAL GROUP 92018	Sep 2018 Drug Screen	Edit		09/14/2018	09/14/2018	09/14/2018			25.00	
Vendor 12354 - AURORA MEDICAL GROUP Totals								Invoices	1	<u>\$25.00</u>
Vendor 21177 - BAY COUNSELING CLINIC, LLP 82018	August 2018 CCS Services	Edit		09/14/2018	09/14/2018	09/14/2018			3,835.00	
Vendor 21177 - BAY COUNSELING CLINIC, LLP Totals								Invoices	1	<u>\$3,835.00</u>
Vendor 2435 - [REDACTED] 82018-2	Aug 2018 Emp Mileage Reim 47mi	Edit		09/14/2018	09/14/2018	09/14/2018			25.62	
Vendor 2435 - [REDACTED] Totals								Invoices	1	<u>\$25.62</u>
Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY 82018-2	August 2018 CCS Services	Edit		09/14/2018	09/14/2018	09/14/2018			979.20	
Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY Totals								Invoices	1	<u>\$979.20</u>
Vendor 22596 - BROOKE MARNIE DEY 82018	August 2018 CCS Services 12.3hrs	Edit		09/14/2018	09/14/2018	09/14/2018			1,254.60	
Vendor 22596 - BROOKE MARNIE DEY Totals								Invoices	1	<u>\$1,254.60</u>
Vendor 3640 - BROTOLOC HEALTH CARE SYSTEM IN 82018	Aug 2018 CBRF/SHC	Edit		09/14/2018	09/14/2018	09/14/2018			5,970.00	
Vendor 3640 - BROTOLOC HEALTH CARE SYSTEM IN Totals								Invoices	1	<u>\$5,970.00</u>
Vendor 16015 - BROWN CO COMUNITY TREATMNT CNT 92018	June/July/Aug 2018 Inpatient Services	Edit		09/14/2018	09/14/2018	09/14/2018			866.01	
Vendor 16015 - BROWN CO COMUNITY TREATMNT CNT Totals								Invoices	1	<u>\$866.01</u>

# Accounts Payable Invoice Report

G/L Date Range 09/14/18 - 09/14/18

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>22518 - CAPITAL CREDIT UNION</b>									
92018	Sep 2018 Records for LH (324 pages)	Edit		09/14/2018	09/14/2018	09/14/2018			81.00
				Vendor <b>22518 - CAPITAL CREDIT UNION</b> Totals		Invoices	1		<u>\$81.00</u>
Vendor <b>17122 - CORPORATE GUARDIANS OF NEW</b>									
92018	July/August 2018 Guardianship Services	Edit		09/14/2018	09/14/2018	09/14/2018			600.00
				Vendor <b>17122 - CORPORATE GUARDIANS OF NEW</b> Totals		Invoices	1		<u>\$600.00</u>
Vendor <b>6361 - COUNSELING ASSOCIATES OF DOOR</b>									
82018	August 2018 CCS/CST Services	Edit		09/14/2018	09/14/2018	09/14/2018			10,605.45
				Vendor <b>6361 - COUNSELING ASSOCIATES OF DOOR</b> Totals		Invoices	1		<u>\$10,605.45</u>
Vendor <b>21234 - CURATIVE CONNECTIONS, INC</b>									
82018	August 2018 CCS/CST Services	Edit		09/14/2018	09/14/2018	09/14/2018			2,505.40
				Vendor <b>21234 - CURATIVE CONNECTIONS, INC</b> Totals		Invoices	1		<u>\$2,505.40</u>
Vendor <b>6876 - [REDACTED]</b>									
82018	Aug 2018 Emp Mileage Reim 170mi	Edit		09/14/2018	09/14/2018	09/14/2018			92.65
				Vendor <b>6876 - [REDACTED]</b> Totals		Invoices	1		<u>\$92.65</u>
Vendor <b>11090 - DIVISION OF QUALITY ASSURANCE</b>									
92018	Sep 2018 Program Recertification #3057	Edit		09/14/2018	09/14/2018	09/14/2018			550.00
				Vendor <b>11090 - DIVISION OF QUALITY ASSURANCE</b> Totals		Invoices	1		<u>\$550.00</u>
Vendor <b>1836 - DOOR COUNTY YMCA</b>									
82018	Aug 6-12,2018 Summer Camp	Edit		09/14/2018	09/14/2018	09/14/2018			98.00
				Vendor <b>1836 - DOOR COUNTY YMCA</b> Totals		Invoices	1		<u>\$98.00</u>
Vendor <b>21410 - DYNAMIC FAMILY SOLUTIONS</b>									
82018	Sep 2018 Juv Program/Aug 2018 CCS	Edit		09/14/2018	09/14/2018	09/14/2018			2,505.00
				Vendor <b>21410 - DYNAMIC FAMILY SOLUTIONS</b> Totals		Invoices	1		<u>\$2,505.00</u>
Vendor <b>9674 - ECONO FOODS</b>									
82018	August 2018 Purchases	Edit		09/14/2018	09/14/2018	09/14/2018			270.02
				Vendor <b>9674 - ECONO FOODS</b> Totals		Invoices	1		<u>\$270.02</u>

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**Accounts Payable Invoice Report**

G/L Date Range 09/14/18 - 09/14/18

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 20081 - [REDACTED]									
82018	Aug 2018 Emp Mileage Reim 156mi	Edit		09/14/2018	09/14/2018	09/14/2018			85.02
			Vendor 20081 - [REDACTED] Totals				Invoices	1	\$85.02
Vendor 8952 - [REDACTED]									
82018	Aug 2018 Emp Mileage Reim	Edit		09/14/2018	09/14/2018	09/14/2018			377.69
			Vendor 8952 - [REDACTED] Totals				Invoices	1	\$377.69
Vendor 3841 - FAMILY SERVICES									
82018	Aug 2018 SELF/CCS/CST/Crisis/Healthy Families	Edit		09/14/2018	09/14/2018	09/14/2018			22,316.50
			Vendor 3841 - FAMILY SERVICES Totals				Invoices	1	\$22,316.50
Vendor 2313 - GENERATIONS COMMUNITY SERVICES									
82018	Aug 2018 CCS Services	Edit		09/14/2018	09/14/2018	09/14/2018			11,162.70
			Vendor 2313 - GENERATIONS COMMUNITY SERVICES Totals				Invoices	1	\$11,162.70
Vendor 13420 - HELP OF DOOR COUNTY INC									
82018	Aug 2018 Supervised Visits 35.75hrs	Edit		09/14/2018	09/14/2018	09/14/2018			893.75
			Vendor 13420 - HELP OF DOOR COUNTY INC Totals				Invoices	1	\$893.75
Vendor 17401 - HIRN MENTAL HEALTH COUNSELING									
92018	September 2018 Wash Island Outpt	Edit		09/14/2018	09/14/2018	09/14/2018			420.00
			Vendor 17401 - HIRN MENTAL HEALTH COUNSELING Totals				Invoices	1	\$420.00
Vendor 9687 - [REDACTED]									
82018	Aug 2018 Restitution Payment	Edit		09/14/2018	09/14/2018	09/14/2018			258.00
			Vendor 9687 - [REDACTED] Totals				Invoices	1	\$258.00
Vendor 6222 - [REDACTED]									
82018	Aug 2018 Emp Mileage Reim 384mi	Edit		09/14/2018	09/14/2018	09/14/2018			209.28
			Vendor 6222 - [REDACTED] Totals				Invoices	1	\$209.28
Vendor 22015 - [REDACTED]									
82018	Aug 2018 Emp Mileage Reim 166mi	Edit		09/14/2018	09/14/2018	09/14/2018			90.47
			Vendor 22015 - [REDACTED] Totals				Invoices	1	\$90.47

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**Accounts Payable Invoice Report**

G/L Date Range 09/14/18 - 09/14/18

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
<b>Vendor 17200 - LAKESHORE CAP, INC.</b>									
82018	Aug 2018 CSP Tech/Peer Specialist	Edit		09/14/2018	09/14/2018	09/14/2018			683.85
92018	July/August 2018 TIC Lunch & Learn	Edit		09/14/2018	09/14/2018	09/14/2018			160.00
<b>Vendor 17200 - LAKESHORE CAP, INC. Totals</b>							Invoices	2	\$843.85
<b>Vendor 14606 - LANGUAGE LINE SERVICES</b>									
82018	Aug 2018 ES Interpreter Charges 365min	Edit		09/14/2018	09/14/2018	09/14/2018			264.87
<b>Vendor 14606 - LANGUAGE LINE SERVICES Totals</b>							Invoices	1	\$264.87
<b>Vendor 17788 - OPTIONS LAB, INC</b>									
82018	August 2018 Drug Screens	Edit		09/14/2018	09/14/2018	09/14/2018			610.00
<b>Vendor 17788 - OPTIONS LAB, INC Totals</b>							Invoices	1	\$610.00
<b>Vendor 10033 - PENINSULA TRANSFER</b>									
82018	Aug 2018 Moving Costs	Edit		09/14/2018	09/14/2018	09/14/2018			204.00
<b>Vendor 10033 - PENINSULA TRANSFER Totals</b>							Invoices	1	\$204.00
<b>Vendor 17442 - PHOENIX BEHAVIORAL HEALTH SVC</b>									
82018	August 2018 CCS Services	Edit		09/14/2018	09/14/2018	09/14/2018			8,211.00
<b>Vendor 17442 - PHOENIX BEHAVIORAL HEALTH SVC Totals</b>							Invoices	1	\$8,211.00
<b>Vendor 5008 - PROFESSIONAL GUARDIANSHIPS INC</b>									
82018-2	Aug 2018 Guardianship Services	Edit		09/14/2018	09/14/2018	09/14/2018			223.00
<b>Vendor 5008 - PROFESSIONAL GUARDIANSHIPS INC Totals</b>							Invoices	1	\$223.00
<b>Vendor 29071 - SHEBOYGAN COUNTY TREASURER</b>									
82018	August 2018 Juvenile Detention	Edit		09/14/2018	09/14/2018	09/14/2018			1,700.00
<b>Vendor 29071 - SHEBOYGAN COUNTY TREASURER Totals</b>							Invoices	1	\$1,700.00
<b>Vendor 3394 - SHERRY PESCH</b>									
82018	August DD/CSP Bk Services 43.75hrs	Edit		09/14/2018	09/14/2018	09/14/2018			918.75
<b>Vendor 3394 - SHERRY PESCH Totals</b>							Invoices	1	\$918.75
<b>Vendor 7694 - SPECIALIZED SERVICES LLC</b>									
82018	Aug 2018 CCOP/CSP/CCS	Edit		09/14/2018	09/14/2018	09/14/2018			19,326.08
<b>Vendor 7694 - SPECIALIZED SERVICES LLC Totals</b>							Invoices	1	\$19,326.08
<b>Vendor 22583 - SPIRIT OF THE HORSE AND HEART</b>									
92018	May-Sep 2018 Equine Therapy	Edit		09/14/2018	09/14/2018	09/14/2018			570.00
<b>Vendor 22583 - SPIRIT OF THE HORSE AND HEART Totals</b>							Invoices	1	\$570.00



# Accounts Payable Invoice Report

G/L Date Range 09/14/18 - 09/14/18

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>15069 - STAPLES ADVANTAGE</b>									
92018	Sep 2018 HS Office Supplies	Edit		09/14/2018	09/14/2018	09/14/2018			174.68
			Vendor <b>15069 - STAPLES ADVANTAGE</b> Totals			Invoices	1		<u>\$174.68</u>
Vendor <b>22199 - STRATEGIC BEHAVIORAL HEALTH</b>									
72018-2	July 11-18,2018 Inpatient Services (8days)	Edit		09/14/2018	09/14/2018	09/14/2018			264.86
			Vendor <b>22199 - STRATEGIC BEHAVIORAL HEALTH</b> Totals			Invoices	1		<u>\$264.86</u>
Vendor <b>19282 - UW-MADISON</b>									
82018	July/August 2018 WCWPDS Conf Fees	Edit		09/14/2018	09/14/2018	09/14/2018			175.00
			Vendor <b>19282 - UW-MADISON</b> Totals			Invoices	1		<u>\$175.00</u>
Vendor <b>4331 - WI DEPT OF JUSTICE CRIME INFO</b>									
82018	July/Aug 2018 Background Checks	Edit		09/14/2018	09/14/2018	09/14/2018			120.00
			Vendor <b>4331 - WI DEPT OF JUSTICE CRIME INFO</b> Totals			Invoices	1		<u>\$120.00</u>
Vendor <b>7085 - WISCONSIN LOCK AND LOAD LLC</b>									
82018-2	Aug 29,2018 Client Transportation	Edit		09/14/2018	09/14/2018	09/14/2018			731.25
			Vendor <b>7085 - WISCONSIN LOCK AND LOAD LLC</b> Totals			Invoices	1		<u>\$731.25</u>
			Grand Totals			Invoices	44		<u><u>\$115,241.99</u></u>

# VOUCHER

STATE OF WISCONSIN

2018

Door County

Submitted By:  
alaluzerne 09.28.2018

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Approved by: Department Head:

*Doni McFarlane*

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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

↓ This Area to be Completed by Finance Department ↓ →

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

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

Voucher Listing Signed / Approved Meeting Date \_\_\_\_\_

Hold For Approval / Documentation After Processing

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH 2018-446 September 2018- 3rd Batch Processing		\$22,226.93		various - as attached	
VOUCHER TOTAL							\$ 22,226.93	VOUCHER TOTAL		

# Accounts Payable Invoice Report

G/L Date Range 10/01/18 - 10/01/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 17929 - <b>ADVOCATES FOR HEALTHY</b>									
82018-2	Sep 2018 CCS Services 3.1hrs	Edit		10/01/2018	10/01/2018	10/01/2018			133.30
	Vendor 17929 - <b>ADVOCATES FOR HEALTHY</b> Totals								Invoices 1
									\$133.30
Vendor 7888 - <b>AHNAPEE HILL CLEANING SERVICES</b>									
92018	Sept 2018 General House Cleaning	Edit		10/01/2018	10/01/2018	10/01/2018			349.03
	Vendor 7888 - <b>AHNAPEE HILL CLEANING SERVICES</b> Totals								Invoices 1
									\$349.03
Vendor 16069 - <b>ASHLEY LAUZERNE</b>									
92018	June-Sept 2018 Emp Mileage Reim	Edit		10/01/2018	10/01/2018	10/01/2018			22.35
	Vendor 16069 - <b>ASHLEY LAUZERNE</b> Totals								Invoices 1
									\$22.35
Vendor 2176 - <b>BELLIN HEALTH</b>									
82018-2	August 2018 CCS Services 3hrs	Edit		10/01/2018	10/01/2018	10/01/2018			306.00
	Vendor 2176 - <b>BELLIN HEALTH</b> Totals								Invoices 1
									\$306.00
Vendor 5929 - <b>CDW GOVERNMENT INC</b>									
92018	Sep 2018 HS Office Supplies	Edit		10/01/2018	10/01/2018	10/01/2018			63.34
	Vendor 5929 - <b>CDW GOVERNMENT INC</b> Totals								Invoices 1
									\$63.34
Vendor 3006 - <b>DEBRA TESKA</b>									
92018	Aug-Dec 2018 GoAnimate Subscription	Edit		10/01/2018	10/01/2018	10/01/2018			195.00
	Vendor 3006 - <b>DEBRA TESKA</b> Totals								Invoices 1
									\$195.00
Vendor 1836 - <b>DOOR COUNTY YMCA</b>									
92018	Sept 2018-Mar 2018 Membership Dues	Edit		10/01/2018	10/01/2018	10/01/2018			112.85
	Vendor 1836 - <b>DOOR COUNTY YMCA</b> Totals								Invoices 1
									\$112.85
Vendor 21312 - <b>ELSBETH NOGA</b>									
92018	Sep 7,2018 103.99 Swim Lessons	Edit		10/01/2018	10/01/2018	10/01/2018			100.00
	Vendor 21312 - <b>ELSBETH NOGA</b> Totals								Invoices 1
									\$100.00
Vendor 8952 - <b>EMMA LEHRMAN</b>									
92018	Sep 2018 Emp Mileage Reim 529mi	Edit		10/01/2018	10/01/2018	10/01/2018			288.31
	Vendor 8952 - <b>EMMA LEHRMAN</b> Totals								Invoices 1
									\$288.31
Vendor 5078 - <b>INNOVATIVE SERVICES, INC.</b>									
82018	August 2018 CCS Services	Edit		10/01/2018	10/01/2018	10/01/2018			2,427.60
	Vendor 5078 - <b>INNOVATIVE SERVICES, INC.</b> Totals								Invoices 1
									\$2,427.60

40  
**Accounts Payable Invoice Report**

G/L Date Range 10/01/18 - 10/01/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>22837 - JAY LIVINGSTON</b> 92018	Sep 2018 CCS Contracted Services 34hrs	Edit		10/01/2018	10/01/2018	10/01/2018			1,190.00
			Vendor <b>22837 - JAY LIVINGSTON</b> Totals			Invoices	1		<u>\$1,190.00</u>
Vendor <b>5555 - JULIE TOYNE</b> 92018	Sept 2018 B3 SL Therapy/Milage	Edit		10/01/2018	10/01/2018	10/01/2018			4,244.35
			Vendor <b>5555 - JULIE TOYNE</b> Totals			Invoices	1		<u>\$4,244.35</u>
Vendor <b>1862 - [REDACTED]</b> 92018	April/June 2018 112.47 Phone Cards	Edit		10/01/2018	10/01/2018	10/01/2018			95.72
			Vendor <b>1862 - [REDACTED]</b> Totals			Invoices	1		<u>\$95.72</u>
Vendor <b>11831 - L E C C</b> 92018	Oct 23-23,2018 Summit on Opiod & Meth Training Fee	Edit		10/01/2018	10/01/2018	10/01/2018			75.00
			Vendor <b>11831 - L E C C</b> Totals			Invoices	1		<u>\$75.00</u>
Vendor <b>22295 - [REDACTED]</b> 92018	Sep 2018 Emp Training Meal Reim	Edit		10/01/2018	10/01/2018	10/01/2018			15.79
			Vendor <b>22295 - [REDACTED]</b> Totals			Invoices	1		<u>\$15.79</u>
Vendor <b>2006 - [REDACTED]</b> 92018	Sep 2018 Emp Milage/Meal Reim	Edit		10/01/2018	10/01/2018	10/01/2018			171.44
			Vendor <b>2006 - [REDACTED]</b> Totals			Invoices	1		<u>\$171.44</u>
Vendor <b>8169 - MICHAEL P SAYERS PHD</b> 92018	Sept 2018 Psych Services 36hrs	Edit		10/01/2018	10/01/2018	10/01/2018			2,565.00
			Vendor <b>8169 - MICHAEL P SAYERS PHD</b> Totals			Invoices	1		<u>\$2,565.00</u>
Vendor <b>22502 - [REDACTED]</b> 82018	Aug 24-26,2018 Respite	Edit		10/01/2018	10/01/2018	10/01/2018			200.00
			Vendor <b>22502 - [REDACTED]</b> Totals			Invoices	1		<u>\$200.00</u>
Vendor <b>9069 - [REDACTED]</b> 92018	Sept 2018 Restitution	Edit		10/01/2018	10/01/2018	10/01/2018			583.50
			Vendor <b>9069 - [REDACTED]</b> Totals			Invoices	1		<u>\$583.50</u>
Vendor <b>2040 - MSIMACS LLC</b> 92018	Aug/Sep 2018 Crisis Services	Edit		10/01/2018	10/01/2018	10/01/2018			3,470.00
			Vendor <b>2040 - MSIMACS LLC</b> Totals			Invoices	1		<u>\$3,470.00</u>

# Accounts Payable Invoice Report

G/L Date Range 10/01/18 - 10/01/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>13684 - PESI LLC</b>									
92018	Sep 2018 Suicide & Self-Harm Conf Fees	Edit		10/01/2018	10/01/2018	10/01/2018			399.98
			Vendor <b>13684 - PESI LLC</b> Totals			Invoices	1		<u>\$399.98</u>
Vendor <b>20202 - RICHARD BENEUSE</b>									
92018	June-Aug 2018 CLTS Payments	Edit		10/01/2018	10/01/2018	10/01/2018			271.89
			Vendor <b>20202 - RICHARD BENEUSE</b> Totals			Invoices	1		<u>\$271.89</u>
Vendor <b>15069 - STAPLES ADVANTAGE</b>									
92018-2	Sep 2018 HS Office Supplies	Edit		10/01/2018	10/01/2018	10/01/2018			537.02
			Vendor <b>15069 - STAPLES ADVANTAGE</b> Totals			Invoices	1		<u>\$537.02</u>
Vendor <b>22555 - TAYLOR JANDREIN</b>									
92018	Aug/Sept 2018 Emp Mileage Reim	Edit		10/01/2018	10/01/2018	10/01/2018			162.42
			Vendor <b>22555 - TAYLOR JANDREIN</b> Totals			Invoices	1		<u>\$162.42</u>
Vendor <b>3823 - TIMOTHY HICKEY</b>									
92018	September 2018 OWI Assessments/No Show	Edit		10/01/2018	10/01/2018	10/01/2018			485.00
			Vendor <b>3823 - TIMOTHY HICKEY</b> Totals			Invoices	1		<u>\$485.00</u>
Vendor <b>13022 - WENDY RAY</b>									
92018	Spet 2018 B3 Therapy/Mileage	Edit		10/01/2018	10/01/2018	10/01/2018			3,518.32
			Vendor <b>13022 - WENDY RAY</b> Totals			Invoices	1		<u>\$3,518.32</u>
Vendor <b>5999 - WISCONSIN DOCUMENT IMAGING</b>									
92018	Sept 2018 HS/APS Copies	Edit		10/01/2018	10/01/2018	10/01/2018			143.72
			Vendor <b>5999 - WISCONSIN DOCUMENT IMAGING</b> Totals			Invoices	1		<u>\$143.72</u>
Vendor <b>11363 - WISCONSIN PUBLIC SERVICE</b>									
92018	Sep 2018 One Time Payment on Account	Edit		10/01/2018	10/01/2018	10/01/2018			100.00
			Vendor <b>11363 - WISCONSIN PUBLIC SERVICE</b> Totals			Invoices	1		<u>\$100.00</u>
			Grand Totals			Invoices	28		<u>\$22,226.93</u>

# VOUCHER

STATE OF WISCONSIN

2018

Door County

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

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

VENDOR NAME: Door County Dept of Human Services

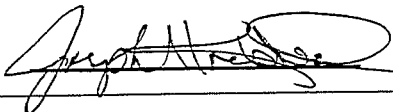
VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:  
rmark

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Approved by: Department Head:  


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

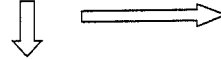
Added to Voucher Listing

Voucher Listing Signed / Approved

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

Hold For Approval / Documentation After Processing

↓ This Area to be Completed by Finance Department



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

Fund	Dept	Sub Dept	Account Number	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
204	23			SUBMITTED FOR PAYMENT, BATCH #2018-00000427- 2018 Human Services vouchers to date. September processing		\$ 15,287.77		various - as attached	
VOUCHER TOTAL						\$ 15,287.77	VOUCHER TOTAL		

Door County

ADRC - 2<sup>nd</sup> batch, Sep. 2018

# Accounts Payable Invoice Report

G/L Date Range 09/14/18 - 09/14/18  
 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>2018-0000427</b>		Batch Date 09/14/2018		Entered by User Robin Mark						
Vendor <b>13325 - ADVOCATES-INDEPENDENT LIVINGII</b>										
13325 AUG 2018	AUG RSP/SHC/CHORE	Edit		09/14/2018	09/14/2018	09/14/2018			925.19	
Vendor <b>13325 - ADVOCATES-INDEPENDENT LIVINGII</b> Totals								Invoices	1	<u>\$925.19</u>
Vendor <b>257 - BROTHERS DAIRY</b>										
257 AUG/SEP18	RAW FOOD	Edit		09/14/2018	09/14/2018	09/14/2018			305.00	
Vendor <b>257 - BROTHERS DAIRY</b> Totals								Invoices	1	<u>\$305.00</u>
Vendor <b>18153 - CARMEN SCHROEDER</b>										
18153 SEP2018	SEP MENU REVIEW/NEWSLETTER/PRESENTATION	Edit		09/14/2018	09/14/2018	09/14/2018			135.00	
Vendor <b>18153 - CARMEN SCHROEDER</b> Totals								Invoices	1	<u>\$135.00</u>
Vendor <b>19077 - JUSTINE ANDERSEN</b>										
19077 SEP2018	SEP CAREGIVER SUPPORT GROUP	Edit		09/14/2018	09/14/2018	09/14/2018			37.50	
Vendor <b>19077 - JUSTINE ANDERSEN</b> Totals								Invoices	1	<u>\$37.50</u>
Vendor <b>19268 - CHRISTINE WISHTENSKI</b>										
19268 AUG2018	39 AUG MOW MILEAGE REIMB	Edit		09/14/2018	09/14/2018	09/14/2018			21.26	
Vendor <b>19268 - CHRISTINE WISHTENSKI</b> Totals								Invoices	1	<u>\$21.26</u>
Vendor <b>16496 - DOOR-TRAN</b>										
16496 AUG2018	AUG STAFF HOURS	Edit		09/14/2018	09/14/2018	09/14/2018			750.00	
Vendor <b>16496 - DOOR-TRAN</b> Totals								Invoices	1	<u>\$750.00</u>
Vendor <b>9674 - ECONO FOODS</b>										
9674 SEP 2018	RAW FOOD	Edit		09/14/2018	09/14/2018	09/14/2018			548.14	
Vendor <b>9674 - ECONO FOODS</b> Totals								Invoices	1	<u>\$548.14</u>
Vendor <b>27395 - GOOD SAMARITAN,SCANDIA VILLAGE</b>										
27395 AUG2018	AUG MOW	Edit		09/14/2018	09/14/2018	09/14/2018			608.00	
Vendor <b>27395 - GOOD SAMARITAN,SCANDIA VILLAGE</b> Totals								Invoices	1	<u>\$608.00</u>
Vendor <b>22145 - GORDON FOOD SERVICE, INC</b>										
22145 AUG/SEP 18	RAW FOOD/NUTRITIONAL SUPPLIES/KITCHEN EQUIPMENT	Edit		09/14/2018	09/14/2018	09/14/2018			4,454.57	
Vendor <b>22145 - GORDON FOOD SERVICE, INC</b> Totals								Invoices	1	<u>\$4,454.57</u>
Vendor <b>19080 - GREGORY W VIRLEY</b>										
19080 AUG 2018	18 AUG MOW MILEAGE REIMB	Edit		09/14/2018	09/14/2018	09/14/2018			9.81	
Vendor <b>19080 - GREGORY W VIRLEY</b> Totals								Invoices	1	<u>\$9.81</u>

Door County

# Accounts Payable Invoice Report

G/L Date Range 09/14/18 - 09/14/18  
 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>2018-00000427</b>		Batch Date 09/14/2018		Entered by User Robin Mark					
Vendor <b>19378</b> - [REDACTED]									
19378 JUNJUL AUG	36.40 JUN/JUL/AUG MOW MILEAGE REIMB	Edit		09/14/2018	09/14/2018	09/14/2018			19.83
Vendor <b>19378</b> - [REDACTED] Totals							Invoices	1	\$19.83
Vendor <b>17906</b> - [REDACTED]									
17906 AUG2018B	534 AUG MEALSITE MILEAGE REIMB	Edit		09/14/2018	09/14/2018	09/14/2018			291.05
Vendor <b>17906</b> - [REDACTED] Totals							Invoices	1	\$291.05
Vendor <b>20492</b> - JIM OLSON FORD LINCOLN, LLC									
27810 ADRC BUS	O/C ADRC BUS	Edit		09/14/2018	09/14/2018	09/14/2018			41.96
Vendor <b>20492</b> - JIM OLSON FORD LINCOLN, LLC Totals							Invoices	1	\$41.96
Vendor <b>5354</b> - [REDACTED]									
5354 AUG2018	31 AUG MOW MILEAGE REIMB	Edit		09/14/2018	09/14/2018	09/14/2018			16.90
Vendor <b>5354</b> - [REDACTED] Totals							Invoices	1	\$16.90
Vendor <b>18469</b> - [REDACTED]									
18469 SEP2018	37.90 SEP MEALSITE/MOW MILEAGE REIMB	Edit		09/14/2018	09/14/2018	09/14/2018			40.28
Vendor <b>18469</b> - [REDACTED] Totals							Invoices	1	\$40.28
Vendor <b>22415</b> - LEALIOU PHOTOGRAPHY									
22415 SEP2018	SEP ENTERTAINMENT	Edit		09/14/2018	09/14/2018	09/14/2018			200.00
Vendor <b>22415</b> - LEALIOU PHOTOGRAPHY Totals							Invoices	1	\$200.00
Vendor <b>18103</b> - LIFELINE DEPARTMENT \ DCMH									
18103 AUG2018	AUG LIFELINE	Edit		09/14/2018	09/14/2018	09/14/2018			80.00
Vendor <b>18103</b> - LIFELINE DEPARTMENT \ DCMH Totals							Invoices	1	\$80.00
Vendor <b>18770</b> - MANNS STORE									
18770 AUG2018	RAW FOOD	Edit		09/14/2018	09/14/2018	09/14/2018			700.66
Vendor <b>18770</b> - MANNS STORE Totals							Invoices	1	\$700.66
Vendor <b>6544</b> - MEAT PROCESSORS INC									
6544 SEP 2018	RAW FOOD	Edit		09/14/2018	09/14/2018	09/14/2018			81.80
Vendor <b>6544</b> - MEAT PROCESSORS INC Totals							Invoices	1	\$81.80
Vendor <b>4168</b> - [REDACTED]									
4168 AUG2018	24.2 AUG EMPLY MILEAGE REIMB	Edit		09/14/2018	09/14/2018	09/14/2018			13.20
Vendor <b>4168</b> - [REDACTED] Totals							Invoices	1	\$13.20



# Accounts Payable Invoice Report

G/L Date Range 09/14/18 - 09/14/18  
 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>2018-00000427</b>		Batch Date	09/14/2018					Entered by User	Robin Mark
Vendor <b>21501 - ROBERT A. KARMLOW AND</b>									
21501 AUG2018	AUG MEALSITE 9 DAYS @ \$8/DAY	Edit		09/14/2018	09/14/2018	09/14/2018			72.00
		Vendor <b>21501 - ROBERT A. KARMLOW AND</b>	Totals				Invoices	1	\$72.00
Vendor <b>20044 - ROBIN MARK</b>									
20044 AUG2018	72.20 AUG EMPLY MILEAGE REIMB	Edit		09/14/2018	09/14/2018	09/14/2018			39.35
		Vendor <b>20044 - ROBIN MARK</b>	Totals				Invoices	1	\$39.35
Vendor <b>21508 - SETON</b>									
215018 ADRC	NEW BUILDING EQUIPMENT	Edit		09/14/2018	09/14/2018	09/14/2018			276.28
		Vendor <b>21508 - SETON</b>	Totals				Invoices	1	\$276.28
Vendor <b>14091 - STACY VOLKMEYER</b>									
14091 AUG2018	345 AUG MEALSITE MILEAGE REIMB	Edit		09/14/2018	09/14/2018	09/14/2018			188.03
		Vendor <b>14091 - STACY VOLKMEYER</b>	Totals				Invoices	1	\$188.03
Vendor <b>15069 - STAPLES ADVANTAGE</b>									
15069 AUG2018	AUG ADRC OFFICE SUPPLIES	Edit		09/14/2018	09/14/2018	09/14/2018			131.94
		Vendor <b>15069 - STAPLES ADVANTAGE</b>	Totals				Invoices	1	\$131.94
Vendor <b>30820 - STURGEON BAY UTILITIES</b>									
30820 AUG 2018	AUG UTILITIES NEW BUILDING	Edit		09/14/2018	09/14/2018	09/14/2018			4,246.03
		Vendor <b>30820 - STURGEON BAY UTILITIES</b>	Totals				Invoices	1	\$4,246.03
Vendor <b>10942 - TIP TOP CLEANERS</b>									
10942 AUG2018	AUG LAUNDRY/KITCHEN	Edit		09/14/2018	09/14/2018	09/14/2018			151.50
		Vendor <b>10942 - TIP TOP CLEANERS</b>	Totals				Invoices	1	\$151.50
Vendor <b>33170 - TOWN OF LIBERTY GROVE</b>									
33170 AUG2018	AUG MEALSITE 14 DAYS @ \$9/DAY	Edit		09/14/2018	09/14/2018	09/14/2018			126.00
		Vendor <b>33170 - TOWN OF LIBERTY GROVE</b>	Totals				Invoices	1	\$126.00
Vendor <b>33570 - TOWN OF WASHINGTON</b>									
33570 AUG2018	AUG MEALSITE 11 DAYS @ \$8/DAY	Edit		09/14/2018	09/14/2018	09/14/2018			88.00
		Vendor <b>33570 - TOWN OF WASHINGTON</b>	Totals				Invoices	1	\$88.00

Door County

# Accounts Payable Invoice Report

G/L Date Range 09/14/18 - 09/14/18  
 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>2018-00000427</b>		Batch Date 09/14/2018		Entered by User Robin Mark					
Vendor <b>20955 - UNITED HOME HEALTH SERVICES,LLC</b>									
20955 AUG2018B	AUG RSP/PERSONAL CARES	Edit		09/14/2018	09/14/2018	09/14/2018			336.43
Vendor <b>20955 - UNITED HOME HEALTH SERVICES,LLC</b> Totals							Invoices	1	<u>\$336.43</u>
Vendor <b>36120 - WARNER-WEXEL WHOLESALE &amp; POOL</b>									
36120 AUG 2018	NUTRITIONAL SUPPLIES	Edit		09/14/2018	09/14/2018	09/14/2018			352.06
Vendor <b>36120 - WARNER-WEXEL WHOLESALE &amp; POOL</b> Totals							Invoices	1	<u>\$352.06</u>
Batch Number <b>2018-00000427</b> Totals							Invoices	31	<u>\$15,287.77</u>
Department <b>23 - HS Resource Center</b> Totals							Invoices	31	<u>\$15,287.77</u>
<b>23 HS Resource Center</b>				Grand Totals		Invoices	31		<u><u>\$15,287.77</u></u>

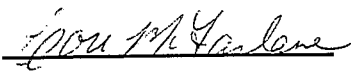
# VOUCHER

STATE OF WISCONSIN 2018

Door County

Submitted By:  
mark

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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

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 #2018-00000460- 2018 Human Services vouchers to date. September processing		\$ 46,539.33		various - as attached	
VOUCHER TOTAL							\$ 46,539.33	VOUCHER TOTAL		

Door County

*ADEC, 2<sup>nd</sup> batch, SEPT. 2018*

# Accounts Payable Invoice Report

G/L Date Range 09/28/18 - 09/28/18  
 Report By Department - Batch - Vendor - Invoice  
 Summary Listing

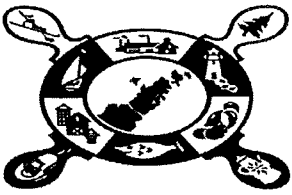
Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department <b>23 - HS Resource Center</b>									
Batch Number <b>2018-00000460</b>		Batch Date 09/28/2018			Entered by User Robin Mark				
Vendor <b>16735 - ABBY VANS INC</b>									
16735 AUG2018	D2D TAXI-AUG2018	Edit		09/28/2018	09/28/2018	09/28/2018			41,583.50
Vendor <b>16735 - ABBY VANS INC</b> Totals							Invoices	1	<u>\$41,583.50</u>
Vendor <b>18248 - [REDACTED]</b>									
18248 SEP2018	64.5 SEP MOW MILEAGE REIMB	Edit		09/28/2018	09/28/2018	09/28/2018			35.15
Vendor <b>18248 - [REDACTED]</b> Totals							Invoices	1	<u>\$35.15</u>
Vendor <b>257 - BROTHERS DAIRY</b>									
257 SEP2018B	RAW FOOD	Edit		09/28/2018	09/28/2018	09/28/2018			319.34
Vendor <b>257 - BROTHERS DAIRY</b> Totals							Invoices	1	<u>\$319.34</u>
Vendor <b>4818 - CELLCOM WISCONSIN RSA 10</b>									
4818 OCT2018	ADRC CELL SERVICE (09/06-10/05)	Edit		09/28/2018	09/28/2018	09/28/2018			80.67
Vendor <b>4818 - CELLCOM WISCONSIN RSA 10</b> Totals							Invoices	1	<u>\$80.67</u>
Vendor <b>19268 - [REDACTED]</b>									
19268 SEP 2018	28 SEP MOW MILEAGE REIMB	Edit		09/28/2018	09/28/2018	09/28/2018			15.26
Vendor <b>19268 - [REDACTED]</b> Totals							Invoices	1	<u>\$15.26</u>
Vendor <b>39472 - DOOR COUNTY YMCA</b>									
39472 OCT2018	HEALTHY LIVING FAIR REG	Edit		09/28/2018	09/28/2018	09/28/2018			25.00
Vendor <b>39472 - DOOR COUNTY YMCA</b> Totals							Invoices	1	<u>\$25.00</u>
Vendor <b>9674 - ECONO FOODS</b>									
9674 SEP2018B	RAW FOOD	Edit		09/28/2018	09/28/2018	09/28/2018			306.37
Vendor <b>9674 - ECONO FOODS</b> Totals							Invoices	1	<u>\$306.37</u>
Vendor <b>9711 - FERNANDO RAFAEL JIMENEZ CORTES</b>									
9711 OCT2018	ENTERTAINMENT	Edit		09/28/2018	09/28/2018	09/28/2018			100.00
Vendor <b>9711 - FERNANDO RAFAEL JIMENEZ CORTES</b> Totals							Invoices	1	<u>\$100.00</u>
Vendor <b>15904 - GANNETT WISCONSIN MEDIA</b>									
15904 OCT2018	NEWSPAPER SUBSCRIPTION ADRC	Edit		09/28/2018	09/28/2018	09/28/2018			56.35
Vendor <b>15904 - GANNETT WISCONSIN MEDIA</b> Totals							Invoices	1	<u>\$56.35</u>
Vendor <b>13074 - [REDACTED]</b>									
13074 SEP2018	52 SEP EMPLY MILEAGE REIMB	Edit		09/28/2018	09/28/2018	09/28/2018			28.34
Vendor <b>13074 - [REDACTED]</b> Totals							Invoices	1	<u>\$28.34</u>

Door County

# Accounts Payable Invoice Report

G/L Date Range 09/28/18 - 09/28/18  
 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>2018-00000460</b>		Batch Date 09/28/2018		Entered by User Robin Mark					
Vendor <b>22145 - GORDON FOOD SERVICE, INC</b>									
22145 SEP2018B	RAW FOOD/NUTRITIONAL SUPPLIES	Edit		09/28/2018	09/28/2018	09/28/2018			3,093.30
Vendor <b>22145 - GORDON FOOD SERVICE, INC</b> Totals							Invoices	1	<u>\$3,093.30</u>
Vendor <b>13841 - GWAAR, INC</b>									
13841 OCT2018 B	NUTRITION TRAINING KITCHEN STAFF-X6	Edit		09/28/2018	09/28/2018	09/28/2018			84.00
Vendor <b>13841 - GWAAR, INC</b> Totals							Invoices	1	<u>\$84.00</u>
Vendor <b>21883 - JIMMY FITZGERALD</b>									
21883 SEP2018	EMPLY TRAINING MEAL REIMB	Edit		09/28/2018	09/28/2018	09/28/2018			34.00
Vendor <b>21883 - JIMMY FITZGERALD</b> Totals							Invoices	1	<u>\$34.00</u>
Vendor <b>15069 - STAPLES ADVANTAGE</b>									
15069 SEP 2018B	ADRC OFFICE SUPPLIES	Edit		09/28/2018	09/28/2018	09/28/2018			38.95
Vendor <b>15069 - STAPLES ADVANTAGE</b> Totals							Invoices	1	<u>\$38.95</u>
Vendor <b>36120 - WARNER-WEXEL WHOLESALE &amp; POOL</b>									
36120 SEP2018B	NUTRITIONAL SUPPLIES/JANITORIAL SUPPLIES	Edit		09/28/2018	09/28/2018	09/28/2018			634.10
Vendor <b>36120 - WARNER-WEXEL WHOLESALE &amp; POOL</b> Totals							Invoices	1	<u>\$634.10</u>
Vendor <b>6359 - WIL KIL PEST CONTROL</b>									
6359 SEP2018	SEP PEST CONTROL/LIGHT TRAP SVC	Edit		09/28/2018	09/28/2018	09/28/2018			105.00
Vendor <b>6359 - WIL KIL PEST CONTROL</b> Totals							Invoices	1	<u>\$105.00</u>
Batch Number <b>2018-00000460</b> Totals							Invoices	16	<u>\$46,539.33</u>
Department <b>23 - HS Resource Center</b> Totals							Invoices	16	<u>\$46,539.33</u>
<b>23 HS Resource Center</b>				Grand Totals		Invoices	16	<u><u>\$46,539.33</u></u>	



**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

**MEMO**

**To:** Human Services Committee  
**From:** Ashley LaLuzerne  
**Date:** 11.06.2018  
**Re:** Request for Expenditure Approval

Expenditures since the last committee meeting held 10.09.2018

\$	725.12	Wal-Mart Credit Card September-October 2018
\$	3,826.22	Elan Credit Card August-September 2018
\$	28,569.09	September 2018 Foster / Kinship Care Payments #2018-473/480/509
\$	60.00	Invoices Paid Prior to November 6,2018 not included in Batches
\$	<b>33,180.43</b>	

Departmental journal entries not included on the attached voucher list:

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

\$	160,730.65	Monthly Vouchers - 2018 Batch Totals (Oct) 2018-472
\$	16,417.24	Monthly Vouchers -2018 Batch Totals (Oct) #2018-497
\$	33,180.43	Expenditures since the last committee meeting held 10.09.2018
\$	<b>210,328.32</b>	

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

\$	65,531.26	Monthly Vouchers -2018 Batch (Oct) #2018-478
\$	7,762.26	Monthly Vouchers - Batch 1 (Oct) #2018-508
\$	286.83	Walmart Card Sep-Oct 2018
\$	<b>73,580.35</b>	

\$	<b>283,908.67</b>	<b>Total Expenditures and Vouchers</b>
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# Accounts Payable Invoice Report

G/L Date Range 10/04/18 - 10/04/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>6824</b> - [REDACTED] Import - 7614	WISACWIS- PID:0008083191_Voucher:01910 _IM_10/03/2018	Edit		10/03/2018	10/04/2018	10/04/2018			361.17
Vendor <b>6824</b> - [REDACTED] Totals									Invoices 1 <u>361.17</u>
Vendor <b>19161</b> - [REDACTED] Import - 7605	WISACWIS- PID:0008044459_Voucher:01910 _IM_10/03/2018	Edit		10/03/2018	10/04/2018	10/04/2018			714.00
Vendor <b>19161</b> - [REDACTED] Totals									Invoices 1 <u>714.00</u>
Vendor <b>9479</b> - [REDACTED] Import - 7617	WISACWIS- PID:0008000379_Voucher:01910 _IM_10/03/2018	Edit		10/03/2018	10/04/2018	10/04/2018			879.00
Vendor <b>9479</b> - [REDACTED] Totals									Invoices 1 <u>879.00</u>
Vendor <b>19526</b> - [REDACTED] Import - 7606	WISACWIS- PID:0008024832_Voucher:01910 _IM_10/03/2018	Edit		10/03/2018	10/04/2018	10/04/2018			1,976.00
Vendor <b>19526</b> - [REDACTED] Totals									Invoices 1 <u>\$1,976.00</u>
Vendor <b>6968</b> - [REDACTED] Import - 7615	WISACWIS- PID:0008079799_Voucher:01910 _IM_10/03/2018	Edit		10/03/2018	10/04/2018	10/04/2018			394.00
Vendor <b>6968</b> - [REDACTED] Totals									Invoices 1 <u>\$394.00</u>
Vendor <b>21744</b> - [REDACTED] Import - 7608	WISACWIS- PID:0008063868_Voucher:01910 _IM_10/03/2018	Edit		10/03/2018	10/04/2018	10/04/2018			706.61
Vendor <b>21744</b> - [REDACTED] Totals									Invoices 1 <u>\$706.61</u>
Vendor <b>22478</b> - [REDACTED] Import - 7611	WISACWIS- PID:0008080114_Voucher:01910 _IM_10/03/2018	Edit		10/03/2018	10/04/2018	10/04/2018			618.00
Vendor <b>22478</b> - [REDACTED] Totals									Invoices 1 <u>\$618.00</u>



# Accounts Payable Invoice Report

G/L Date Range 10/04/18 - 10/04/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>21012</b> - [REDACTED] Import - 7607	WISACWIS- PID:0008042054_Voucher:01910 _IM_10/03/2018	Edit		10/03/2018	10/04/2018	10/04/2018			1,610.00
Vendor <b>21012</b> - [REDACTED] Totals									Invoices 1 <u>\$1,610.00</u>
Vendor <b>17937</b> - [REDACTED] Import - 7604	WISACWIS- PID:0008040115_Voucher:01910 _IM_10/03/2018	Edit		10/03/2018	10/04/2018	10/04/2018			238.00
Vendor <b>17937</b> - [REDACTED] Totals									Invoices 1 <u>\$238.00</u>
Vendor <b>6476</b> - <b>OCONOMOWOC DEV TRAINING CENTER</b> Import - 7613	WISACWIS- PID:0008019479_Voucher:01910 _IM_10/03/2018	Edit		10/03/2018	10/04/2018	10/04/2018			11,435.10
Vendor <b>6476</b> - <b>OCONOMOWOC DEV TRAINING CENTER</b> Totals									Invoices 1 <u>\$11,435.10</u>
Vendor <b>8116</b> - [REDACTED] Import - 7616	WISACWIS- PID:0008017407_Voucher:01910 _IM_10/03/2018	Edit		10/03/2018	10/04/2018	10/04/2018			476.00
Vendor <b>8116</b> - [REDACTED] Totals									Invoices 1 <u>\$476.00</u>
Vendor <b>22153</b> - [REDACTED] Import - 7609	WISACWIS- PID:0008067949_Voucher:01910 _IM_10/03/2018	Edit		10/03/2018	10/04/2018	10/04/2018			476.00
Vendor <b>22153</b> - [REDACTED] Totals									Invoices 1 <u>\$476.00</u>
Vendor <b>6472</b> - [REDACTED] Import - 7612	WISACWIS- PID:0008038416_Voucher:01910 _IM_10/03/2018	Edit		10/03/2018	10/04/2018	10/04/2018			1,625.00
Vendor <b>6472</b> - [REDACTED] Totals									Invoices 1 <u>\$1,625.00</u>
Vendor <b>22316</b> - [REDACTED] Import - 7610	WISACWIS- PID:0008079501_Voucher:01910 _IM_10/03/2018	Edit		10/03/2018	10/04/2018	10/04/2018			238.00
Vendor <b>22316</b> - [REDACTED] Totals									Invoices 1 <u>\$238.00</u>

# Accounts Payable Invoice Report

G/L Date Range 10/04/18 - 10/04/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 16915 - [REDACTED] Import - 7603	WISACWIS- PID:0008042309_Voucher:01910 _IM_10/03/2018	Edit		10/03/2018	10/04/2018	10/04/2018			1,823.40
			Vendor 16915 - [REDACTED]	Totals			Invoices	1	\$1,823.40
				Grand Totals			Invoices	15	\$23,570.28

# VOUCHER

STATE OF WISCONSIN

2018

Door County

Submitted By: alaluzerne 10.09.2018

Approved by: Department Head:

*Don M. Fedlow*

Approved by: Committee Chair / County Administrator

VENDOR # \_\_\_\_\_  New Vendor (Please Assign New #)  
 One Time Vendor (Please Assign New #)

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: \_\_\_\_\_

VENDOR ADDRESS: MONTHLY FOSTER/KINSHIP CARE PAYROLL

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

Voucher Listing Signed / Approved Meeting Date \_\_\_\_\_

Hold For Approval / Documentation After Processing

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

This Area to be Completed by Finance Department

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				2018 Foster/Kinship Care for September 2018 - 2nd Batch		\$ 238.00	10.09.18	2018-480	
VOUCHER TOTAL							\$ 238.00	VOUCHER TOTAL		

# Accounts Payable Invoice Report

G/L Date Range 10/09/18 - 10/09/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 9701 - [REDACTED] Import - 7618	WISACWIS- PID:0008085157_Voucher:01911 _IM_10/08/2018	Edit		10/08/2018	10/09/2018	10/09/2018			238.00
			Vendor 9701 - [REDACTED]	Totals			Invoices	1	\$238.00
				Grand Totals			Invoices	1	\$238.00



# Accounts Payable Invoice Report

G/L Date Range 10/23/18 - 10/23/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>17929 - ADVOCATES FOR HEALTHY</b>									
Import - 7790	WISACWIS- PID:0008038182_Voucher:01912 _IM_10/22/2018	Edit		10/22/2018	10/23/2018	10/23/2018			3,960.67
Vendor <b>17929 - ADVOCATES FOR HEALTHY</b> Totals						Invoices	1		<u>\$3,960.67</u>
Vendor <b>7857 - FOUNDATIONS HEALTH &amp; WHOLENESS</b>									
Import - 7791	WISACWIS- PID:0008004685_Voucher:01912 _IM_10/22/2018	Edit		10/22/2018	10/23/2018	10/23/2018			800.14
Vendor <b>7857 - FOUNDATIONS HEALTH &amp; WHOLENESS</b> Totals						Invoices	1		<u>\$800.14</u>
Grand Totals						Invoices	2		<u><u>\$4,760.81</u></u>

**VOUCHER**

STATE OF WISCONSIN

2018

Door County

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

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

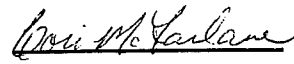
VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:  
alaluzerne 10.12.2018

Approved by: Department Head:  


Approved by: Committee Chair /  
 County Administrator

Added to Voucher Listing

Voucher Listing Signed / Approved

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

Hold For Approval / Documentation  
 After Processing

This Area to be Completed by Finance Department

PAID BY

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

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH 2018-472 October 2018- 1st Batch Processing		\$160,730.65		various - as attached	
VOUCHER TOTAL							\$ 160,730.65	VOUCHER TOTAL		

# Accounts Payable Invoice Report <sup>60</sup>

G/L Date Range 10/12/18 - 10/12/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 16735 - ABBY VANS INC									
102018	Oct 2018 Purchase of D2D vouchers (20)	Edit		10/12/2018	10/12/2018	10/12/2018			350.00
			Vendor 16735 - ABBY VANS INC Totals				Invoices	1	\$350.00
Vendor 17929 - ADVOCATES FOR HEALTHY									
92018	July-Sep 2018 CCS Services	Edit		10/12/2018	10/12/2018	10/12/2018			4,700.00
			Vendor 17929 - ADVOCATES FOR HEALTHY Totals				Invoices	1	\$4,700.00
Vendor 21173 - [REDACTED]									
92018	Sep 2018 Emp Meal/Mileage Reim	Edit		10/12/2018	10/12/2018	10/12/2018			165.75
			Vendor 21173 - [REDACTED] Totals				Invoices	1	\$165.75
Vendor 9506 - AUTISM-PRODUCTS.COM									
92018	Sep 2018 CCOP/CST Services	Edit		10/12/2018	10/12/2018	10/12/2018			422.99
			Vendor 9506 - AUTISM-PRODUCTS.COM Totals				Invoices	1	\$422.99
Vendor 21177 - BAY COUNSELING CLINIC, LLP									
92018	Sep 2018 CCS Services	Edit		10/12/2018	10/12/2018	10/12/2018			3,186.80
			Vendor 21177 - BAY COUNSELING CLINIC, LLP Totals				Invoices	1	\$3,186.80
Vendor 2176 - BELLIN HEALTH									
92018	Sep 2018 CCS Services 1hr	Edit		10/12/2018	10/12/2018	10/12/2018			102.00
			Vendor 2176 - BELLIN HEALTH Totals				Invoices	1	\$102.00
Vendor 2435 - [REDACTED]									
92018	Sep 2018 Emp Meal/Mileage Reim	Edit		10/12/2018	10/12/2018	10/12/2018			31.54
			Vendor 2435 - [REDACTED] Totals				Invoices	1	\$31.54
Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY									
92018	Sep 2018 CCS Services	Edit		10/12/2018	10/12/2018	10/12/2018			1,156.00
			Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY Totals				Invoices	1	\$1,156.00
Vendor 22596 - BROOKE MARNIE DEY									
92018	Sep 2018 CCS Services 15.6hrs	Edit		10/12/2018	10/12/2018	10/12/2018			1,591.20
			Vendor 22596 - BROOKE MARNIE DEY Totals				Invoices	1	\$1,591.20
Vendor 3640 - BROTOLOC HEALTH CARE SYSTEM IN									
92018	Sep 2018 CBRF/Room & Board	Edit		10/12/2018	10/12/2018	10/12/2018			6,666.00
			Vendor 3640 - BROTOLOC HEALTH CARE SYSTEM IN Totals				Invoices	1	\$6,666.00
Vendor 5929 - CDW GOVERNMENT INC									
102018	Oct 2018 HS Surface Pros	Edit		10/12/2018	10/12/2018	10/12/2018			2,771.02
			Vendor 5929 - CDW GOVERNMENT INC Totals				Invoices	1	\$2,771.02



# Accounts Payable Invoice Report <sup>61</sup>

G/L Date Range 10/12/18 - 10/12/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 15237 - CLINICAL DATA SOLUTIONS LLC 102018	Oct 2018 Numerous CRFs	Edit		10/12/2018	10/12/2018	10/12/2018			1,397.72
Vendor 15237 - CLINICAL DATA SOLUTIONS LLC Totals									Invoices 1 <u>\$1,397.72</u>
Vendor 6361 - COUNSELING ASSOCIATES OF DOOR 92018	Sep 2018 CCS Services	Edit		10/12/2018	10/12/2018	10/12/2018			8,598.60
Vendor 6361 - COUNSELING ASSOCIATES OF DOOR Totals									Invoices 1 <u>\$8,598.60</u>
Vendor 21234 - CURATIVE CONNECTIONS, INC 92018	Sep 2018 CCS/CST Services	Edit		10/12/2018	10/12/2018	10/12/2018			1,926.70
Vendor 21234 - CURATIVE CONNECTIONS, INC Totals									Invoices 1 <u>\$1,926.70</u>
Vendor 6876 - [REDACTED] 92018	Sept 2018 Emp Mileage Reim 75mi	Edit		10/12/2018	10/12/2018	10/12/2018			40.88
Vendor 6876 - [REDACTED] Totals									Invoices 1 <u>\$40.88</u>
Vendor 12499 - DOOR COUNTY CLERK OF COURTS 102018	Oct 2018 Victim/Witness Fee	Edit		10/12/2018	10/12/2018	10/12/2018			20.00
Vendor 12499 - DOOR COUNTY CLERK OF COURTS Totals									Invoices 1 <u>\$20.00</u>
Vendor 8770 - DOOR COUNTY MEMORIAL HOSPITAL 92018	Aug/Sep 2018 B3 OT/PT	Edit		10/12/2018	10/12/2018	10/12/2018			8,679.15
Vendor 8770 - DOOR COUNTY MEMORIAL HOSPITAL Totals									Invoices 1 <u>\$8,679.15</u>
Vendor 1836 - DOOR COUNTY YMCA 102018	Oct 2018-Mar 2019 Membership Fees	Edit		10/12/2018	10/12/2018	10/12/2018			110.40
Vendor 1836 - DOOR COUNTY YMCA Totals									Invoices 1 <u>\$110.40</u>
Vendor 21410 - DYNAMIC FAMILY SOLUTIONS 92018	Sep 2018 CCS Services	Edit		10/12/2018	10/12/2018	10/12/2018			1,499.40
Vendor 21410 - DYNAMIC FAMILY SOLUTIONS Totals									Invoices 1 <u>\$1,499.40</u>
Vendor 9674 - ECONO FOODS 92018	Sep 2018 Purchases	Edit		10/12/2018	10/12/2018	10/12/2018			396.21
Vendor 9674 - ECONO FOODS Totals									Invoices 1 <u>\$396.21</u>
Vendor 22233 - [REDACTED] 92018	Sep 2018 Emp Mileage Reim	Edit		10/12/2018	10/12/2018	10/12/2018			571.71
Vendor 22233 - [REDACTED] Totals									Invoices 1 <u>\$571.71</u>

# Accounts Payable Invoice Report <sup>62</sup>

G/L Date Range 10/12/18 - 10/12/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 92018	<b>20081 - [REDACTED]</b> Sep 2018 Emp Mileage Reim 210mi	Edit		10/12/2018	10/12/2018	10/12/2018			114.45
	Vendor <b>20081 - [REDACTED]</b> Totals					Invoices	1		\$114.45
Vendor 92018	<b>3841 - FAMILY SERVICES</b> Sep 2018 CCS/SELF/Crisis/Healthy Families	Edit		10/12/2018	10/12/2018	10/12/2018			17,858.80
	Vendor <b>3841 - FAMILY SERVICES</b> Totals					Invoices	1		\$17,858.80
Vendor 92018	<b>22607 - FUN AND FUNCTION LLC</b> Sep 2018 CLTS/CST Purchases	Edit		10/12/2018	10/12/2018	10/12/2018			200.33
	Vendor <b>22607 - FUN AND FUNCTION LLC</b> Totals					Invoices	1		\$200.33
Vendor 92018	<b>2313 - GENERATIONS COMMUNITY SERVICES</b> Sep 2018 CCS Services	Edit		10/12/2018	10/12/2018	10/12/2018			9,156.60
	Vendor <b>2313 - GENERATIONS COMMUNITY SERVICES</b> Totals					Invoices	1		\$9,156.60
Vendor 102018	<b>17401 - HIRN MENTAL HEALTH COUNSELING</b> Oct 2018 Wash Island Outpt	Edit		10/12/2018	10/12/2018	10/12/2018			420.00
	Vendor <b>17401 - HIRN MENTAL HEALTH COUNSELING</b> Totals					Invoices	1		\$420.00
Vendor 102018	<b>157 - KEWAUNEE CO DEPT OF HUMAN SRVC</b> Feb-May 2018 Psych Services	Edit		10/12/2018	10/12/2018	10/12/2018			45,000.00
	Vendor <b>157 - KEWAUNEE CO DEPT OF HUMAN SRVC</b> Totals					Invoices	1		\$45,000.00
Vendor 92018	<b>12614 - [REDACTED]</b> Sep 18 Emp Mileage Reim 259mi	Edit		10/12/2018	10/12/2018	10/12/2018			141.16
	Vendor <b>12614 - [REDACTED]</b> Totals					Invoices	1		\$141.16
Vendor 92018	<b>14606 - LANGUAGE LINE SERVICES</b> Sep 18 ES Interpreter Charges 536min	Edit		10/12/2018	10/12/2018	10/12/2018			389.71
	Vendor <b>14606 - LANGUAGE LINE SERVICES</b> Totals					Invoices	1		\$389.71
Vendor 92018	<b>20086 - MARSHALL J BALES</b> Sep 18 Physician Competency Screening	Edit		10/12/2018	10/12/2018	10/12/2018			525.00
	Vendor <b>20086 - MARSHALL J BALES</b> Totals					Invoices	1		\$525.00
Vendor 92018	<b>21771 - [REDACTED]</b> Sep 2018 Emp Mileage Reim 69mi	Edit		10/12/2018	10/12/2018	10/12/2018			37.61
	Vendor <b>21771 - [REDACTED]</b> Totals					Invoices	1		\$37.61

# Accounts Payable Invoice Report

G/L Date Range 10/12/18 - 10/12/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount	
Vendor <b>9736 - ON DECK CLOTHING COMPANY INC</b> 102018	Oct 2018 Juvenile Restitution Fees	Edit		10/12/2018	10/12/2018	10/12/2018			190.00	
Vendor <b>9736 - ON DECK CLOTHING COMPANY INC</b> Totals								Invoices	1	<u>\$190.00</u>
Vendor <b>17788 - OPTIONS LAB, INC</b> 92018	Sep 2018 Drug Screens	Edit		10/12/2018	10/12/2018	10/12/2018			214.00	
Vendor <b>17788 - OPTIONS LAB, INC</b> Totals								Invoices	1	<u>\$214.00</u>
Vendor <b>9732 - PATHWAYS TO A BETTER LIFE LLC</b> 92018	Sep 20-30,2018 AODA Residential Treatment 11days	Edit		10/12/2018	10/12/2018	10/12/2018			2,398.00	
Vendor <b>9732 - PATHWAYS TO A BETTER LIFE LLC</b> Totals								Invoices	1	<u>\$2,398.00</u>
Vendor <b>13684 - PESI LLC</b> 102018	Oct 2018 Suicide & Self Harm Conf Reg Fee	Edit		10/12/2018	10/12/2018	10/12/2018			399.98	
Vendor <b>13684 - PESI LLC</b> Totals								Invoices	1	<u>\$399.98</u>
Vendor <b>17442 - PHOENIX BEHAVIORAL HEALTH SVC</b> 92018	Sep 2018 CCS Services	Edit		10/12/2018	10/12/2018	10/12/2018			7,344.00	
Vendor <b>17442 - PHOENIX BEHAVIORAL HEALTH SVC</b> Totals								Invoices	1	<u>\$7,344.00</u>
Vendor <b>5008 - PROFESSIONAL GUARDIANSHIPS INC</b> 92018	Sep 2018 Guardianship Services	Edit		10/12/2018	10/12/2018	10/12/2018			223.00	
Vendor <b>5008 - PROFESSIONAL GUARDIANSHIPS INC</b> Totals								Invoices	1	<u>\$223.00</u>
Vendor <b>29071 - SHEBOYGAN COUNTY TREASURER</b> 92018	Sep 18 Juvenile Boarder 3 days	Edit		10/12/2018	10/12/2018	10/12/2018			300.00	
Vendor <b>29071 - SHEBOYGAN COUNTY TREASURER</b> Totals								Invoices	1	<u>\$300.00</u>
Vendor <b>7694 - SPECIALIZED SERVICES LLC</b> 92018	Sep 2018 CCOP/CCS/CSP	Edit		10/12/2018	10/12/2018	10/12/2018			8,058.19	
Vendor <b>7694 - SPECIALIZED SERVICES LLC</b> Totals								Invoices	1	<u>\$8,058.19</u>
Vendor <b>15069 - STAPLES ADVANTAGE</b> 92018-3	Sept 2018 HS Office Supplies	Edit		10/12/2018	10/12/2018	10/12/2018			449.97	
Vendor <b>15069 - STAPLES ADVANTAGE</b> Totals								Invoices	1	<u>\$449.97</u>
Vendor <b>22555 - [REDACTED]</b> 102018	Sep/Oct 2018 Emp Mileage Reim	Edit		10/12/2018	10/12/2018	10/12/2018			216.37	
Vendor <b>22555 - [REDACTED]</b> Totals								Invoices	1	<u>\$216.37</u>

# Accounts Payable Invoice Report

G/L Date Range 10/12/18 - 10/12/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 16915 - [REDACTED] 102018	October 2018 Respite	Edit		10/12/2018	10/12/2018	10/12/2018			200.00
			Vendor 16915 - [REDACTED] Totals			Invoices	1		\$200.00
Vendor 502 - UNITED WAY OF DOOR COUNTY 102018	Oct 2018 DVD Order	Edit		10/12/2018	10/12/2018	10/12/2018			164.95
			Vendor 502 - UNITED WAY OF DOOR COUNTY Totals			Invoices	1		\$164.95
Vendor 22349 - UNLIMITED POSSIBILITIES 92018	August/September 2018 CBRF	Edit		10/12/2018	10/12/2018	10/12/2018			20,740.00
			Vendor 22349 - UNLIMITED POSSIBILITIES Totals			Invoices	1		\$20,740.00
Vendor 4331 - WI DEPT OF JUSTICE CRIME INFO 92018	Sep 2018 Background Checks	Edit		10/12/2018	10/12/2018	10/12/2018			130.00
			Vendor 4331 - WI DEPT OF JUSTICE CRIME INFO Totals			Invoices	1		\$130.00
Vendor 9740 - WILDERNESS RESORT/CONVENTION CENTER 102018	Nov 2018 Children Come First Conf Lodging	Edit		10/12/2018	10/12/2018	10/12/2018			1,071.95
			Vendor 9740 - WILDERNESS RESORT/CONVENTION CENTER Totals			Invoices	1		\$1,071.95
Vendor 16706 - WISCONSIN FAMILY TIES 102018	Nov 2018 Children Come First Conf Reg Fee	Edit		10/12/2018	10/12/2018	10/12/2018			215.00
			Vendor 16706 - WISCONSIN FAMILY TIES Totals			Invoices	1		\$215.00
Vendor 151 - WPS HEALTH INSURANCE 102018	Oct 2018 Refunds	Edit		10/12/2018	10/12/2018	10/12/2018			187.51
			Vendor 151 - WPS HEALTH INSURANCE Totals			Invoices	1		\$187.51
			Grand Totals			Invoices	48		\$160,730.65

**VOUCHER**  
STATE OF WISCONSIN  
Door County

2018

65

Submitted By:  
alaluzerne 10.26.2018

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: 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 2018-497 October 2018- 2nd Batch Processing		\$16,417.24		various - as attached	
VOUCHER TOTAL							\$ 16,417.24	VOUCHER TOTAL		

# Accounts Payable Invoice Report

G/L Date Range 10/26/18 - 10/26/18

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>12354 - AURORA MEDICAL GROUP</b> 92018-2	Sep 2018 Drug Screen	Edit		10/26/2018	10/26/2018	10/26/2018			8.00
Vendor <b>12354 - AURORA MEDICAL GROUP</b> Totals									Invoices 1 <u>\$8.00</u>
Vendor <b>9506 - AUTISM-PRODUCTS.COM</b> 102018	Oct 2018 CST Purchases	Edit		10/26/2018	10/26/2018	10/26/2018			288.23
Vendor <b>9506 - AUTISM-PRODUCTS.COM</b> Totals									Invoices 1 <u>\$288.23</u>
Vendor <b>21177 - BAY COUNSELING CLINIC, LLP</b> 92018-2	Sep 2018 CCS Services 6.4hrs	Edit		10/26/2018	10/26/2018	10/26/2018			652.80
Vendor <b>21177 - BAY COUNSELING CLINIC, LLP</b> Totals									Invoices 1 <u>\$652.80</u>
Vendor <b>17122 - CORPORATE GUARDIANS OF NEW</b> 102018	Sep/Oct 2018 Guardianship Services	Edit		10/26/2018	10/26/2018	10/26/2018			600.00
Vendor <b>17122 - CORPORATE GUARDIANS OF NEW</b> Totals									Invoices 1 <u>\$600.00</u>
Vendor <b>5245 - DC PRINTING LLC</b> 102018	Oct 2018 DSP Provider Brochures	Edit		10/26/2018	10/26/2018	10/26/2018			126.00
Vendor <b>5245 - DC PRINTING LLC</b> Totals									Invoices 1 <u>\$126.00</u>
Vendor <b>1836 - DOOR COUNTY YMCA</b> 82018-2	Aug 27,2018 403.01 Rec Act - Swim Lessons	Edit		10/26/2018	10/26/2018	10/26/2018			75.00
Vendor <b>1836 - DOOR COUNTY YMCA</b> Totals									Invoices 1 <u>\$75.00</u>
Vendor <b>22233 - [REDACTED]</b> 102018	Oct 2-23,2018 Emp Mileage Reim 660mi	Edit		10/26/2018	10/26/2018	10/26/2018			359.70
Vendor <b>22233 - [REDACTED]</b> Totals									Invoices 1 <u>\$359.70</u>
Vendor <b>21312 - [REDACTED]</b> 102018	Oct 5,2018 403.01 Rec Act Swim Lessons	Edit		10/26/2018	10/26/2018	10/26/2018			100.00
Vendor <b>21312 - [REDACTED]</b> Totals									Invoices 1 <u>\$100.00</u>
Vendor <b>22607 - FUN AND FUNCTION LLC</b> 102018	Oct 2018 B-3 Purchases	Edit		10/26/2018	10/26/2018	10/26/2018			105.25
Vendor <b>22607 - FUN AND FUNCTION LLC</b> Totals									Invoices 1 <u>\$105.25</u>
Vendor <b>8657 - FW CONSULTING-DHFS, LLC</b> 92018	Sep 1-15,2018 Mentoring Services 30hrs	Edit		10/26/2018	10/26/2018	10/26/2018			859.57
Vendor <b>8657 - FW CONSULTING-DHFS, LLC</b> Totals									Invoices 1 <u>\$859.57</u>

# Accounts Payable Invoice Report

G/L Date Range 10/26/18 - 10/26/18

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>10051 - HEARTHIDE CORDIAL CARE</b>									
102018	Sep 13-Oct 13,2018 CBRF	Edit		10/26/2018	10/26/2018	10/26/2018			5,000.00
				Vendor <b>10051 - HEARTHIDE CORDIAL CARE</b> Totals			Invoices	1	<u>\$5,000.00</u>
Vendor <b>13420 - HELP OF DOOR COUNTY INC</b>									
92018	Sep 2018 Supervised Visits 25hrs	Edit		10/26/2018	10/26/2018	10/26/2018			625.00
				Vendor <b>13420 - HELP OF DOOR COUNTY INC</b> Totals			Invoices	1	<u>\$625.00</u>
Vendor <b>8553 - IMELDA DELCHAMBRE</b>									
92018	Sep 2018 B-3 Interpreting Services 3hrs	Edit		10/26/2018	10/26/2018	10/26/2018			105.00
				Vendor <b>8553 - IMELDA DELCHAMBRE</b> Totals			Invoices	1	<u>\$105.00</u>
Vendor <b>5078 - INNOVATIVE SERVICES, INC.</b>									
92018	Sep 2018 CCS Services 15.4hrs	Edit		10/26/2018	10/26/2018	10/26/2018			1,570.80
				Vendor <b>5078 - INNOVATIVE SERVICES, INC.</b> Totals			Invoices	1	<u>\$1,570.80</u>
Vendor <b>21744 - [REDACTED]</b>									
102018	Oct 19-21,2018 Respite	Edit		10/26/2018	10/26/2018	10/26/2018			125.00
				Vendor <b>21744 - [REDACTED]</b> Totals			Invoices	1	<u>\$125.00</u>
Vendor <b>9816 - [REDACTED]</b>									
92018	Sep 6,2018 403.01 Rec Act Swim Lessons	Edit		10/26/2018	10/26/2018	10/26/2018			14.88
				Vendor <b>9816 - [REDACTED]</b> Totals			Invoices	1	<u>\$14.88</u>
Vendor <b>17200 - LAKESHORE CAP, INC.</b>									
102018	Sep/Oct 2018 Lunch & Learn/Spec CSP Tech/Peer Spec	Edit		10/26/2018	10/26/2018	10/26/2018			516.60
				Vendor <b>17200 - LAKESHORE CAP, INC.</b> Totals			Invoices	1	<u>\$516.60</u>
Vendor <b>9835 - [REDACTED]</b>									
102018	Oct 2018 Emp Meals,Mileage,Conf Fees	Edit		10/26/2018	10/26/2018	10/26/2018			340.32
				Vendor <b>9835 - [REDACTED]</b> Totals			Invoices	1	<u>\$340.32</u>
Vendor <b>18398 - [REDACTED]</b>									
92018	Aug/Sep 2018 Emp Mileage Reim	Edit		10/26/2018	10/26/2018	10/26/2018			315.01
				Vendor <b>18398 - [REDACTED]</b> Totals			Invoices	1	<u>\$315.01</u>

# Accounts Payable Invoice Report

G/L Date Range 10/26/18 - 10/26/18

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	
<b>Vendor 11760 - NCS PEARSON INC</b>										
92018	Sep 2018 Conners QuikScore Forms	Edit		10/26/2018	10/26/2018	10/26/2018			216.24	
							Vendor 11760 - NCS PEARSON INC Totals	Invoices	1	<u>\$216.24</u>
<b>Vendor 3394 - SHERRY PESCH</b>										
92018	Sep 2018 CSP/DD Bk Services 39.5hrs	Edit		10/26/2018	10/26/2018	10/26/2018			829.50	
							Vendor 3394 - SHERRY PESCH Totals	Invoices	1	<u>\$829.50</u>
<b>Vendor 15069 - STAPLES ADVANTAGE</b>										
102018	Oct 2018 HS Office Supplies	Edit		10/26/2018	10/26/2018	10/26/2018			1,086.05	
							Vendor 15069 - STAPLES ADVANTAGE Totals	Invoices	1	<u>\$1,086.05</u>
<b>Vendor 22199 - STRATEGIC BEHAVIORAL HEALTH</b>										
82018	Aug 18 Inpatient Services 4days	Edit		10/26/2018	10/26/2018	10/26/2018			29.24	
							Vendor 22199 - STRATEGIC BEHAVIORAL HEALTH Totals	Invoices	1	<u>\$29.24</u>
<b>Vendor 11366 - [REDACTED]</b>										
82018	Aug 2018 Speech Therapy 9 sessions	Edit		10/26/2018	10/26/2018	10/26/2018			432.00	
							Vendor 11366 - [REDACTED] Totals	Invoices	1	<u>\$432.00</u>
<b>Vendor 22555 - [REDACTED]</b>										
102018-2	Oct 4-16,2018 Emp Mileage Reim 146mi	Edit		10/26/2018	10/26/2018	10/26/2018			79.57	
							Vendor 22555 - [REDACTED] Totals	Invoices	1	<u>\$79.57</u>
<b>Vendor 16915 - [REDACTED]</b>										
102018-2	Oct 16/18,2018 Respite	Edit		10/26/2018	10/26/2018	10/26/2018			100.00	
							Vendor 16915 - [REDACTED] Totals	Invoices	1	<u>\$100.00</u>
<b>Vendor 21934 - [REDACTED]</b>										
82018	August 2018 Eye Glasses/Eye Exam	Edit		10/26/2018	10/26/2018	10/26/2018			164.00	
							Vendor 21934 - [REDACTED] Totals	Invoices	1	<u>\$164.00</u>
<b>Vendor 616 - WCHSA Treasurer</b>										
102018	Nov 2018 WCHSA Fall Conf Fee	Edit		10/26/2018	10/26/2018	10/26/2018			125.00	
							Vendor 616 - WCHSA Treasurer Totals	Invoices	1	<u>\$125.00</u>



# Accounts Payable Invoice Report

G/L Date Range 10/26/18 - 10/26/18

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
<b>Vendor 9740 - WILDERNESS RESORT/CONVENTION CENTER</b>									
102018-2	Nov 2018 Children Come First Conf Lodging	Edit		10/26/2018	10/26/2018	10/26/2018			363.98
Vendor 9740 - WILDERNESS RESORT/CONVENTION CENTER Totals							Invoices	1	<u>\$363.98</u>
<b>Vendor 7085 - WISCONSIN LOCK AND LOAD LLC</b>									
102018	Oct 2018 Client Transport	Edit		10/26/2018	10/26/2018	10/26/2018			1,204.50
Vendor 7085 - WISCONSIN LOCK AND LOAD LLC Totals							Invoices	1	<u>\$1,204.50</u>
Grand Totals						Invoices	30	<u><u>\$16,417.24</u></u>	



Door County

*ADRC, OCT. 2018, 1<sup>st</sup> batch*

# Accounts Payable Invoice Report

G/L Date Range 10/12/18 - 10/12/18  
 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>2018-00000478</b>		Batch Date 10/12/2018			Entered by User Robin Mark				
Vendor <b>16735 - ABBY VANS INC</b>									
16735 SEP2018	D2D TAXI-SEP2018	Edit		10/12/2018	10/12/2018	10/12/2018			40,337.55
Vendor <b>16735 - ABBY VANS INC</b> Totals						Invoices	1		<u>\$40,337.55</u>
Vendor <b>13325 - ADVOCATES-INDEPENDENT LIVINGII</b>									
13325 SEP2018	SEP HOMECARE/RSP/HOMEMAKER/PE RSONAL CARES	Edit		10/12/2018	10/12/2018	10/12/2018			806.66
Vendor <b>13325 - ADVOCATES-INDEPENDENT LIVINGII</b> Totals						Invoices	1		<u>\$806.66</u>
Vendor <b>8383 - AMAZON CAPITAL SERVICES, INC</b>									
14PXNKJ3L9LH	SIGN HOLDER AND CAREGIVER CONFERENCE SUPPLIES	Edit		10/12/2018	10/12/2018	10/12/2018			119.16
Vendor <b>8383 - AMAZON CAPITAL SERVICES, INC</b> Totals						Invoices	1		<u>\$119.16</u>
Vendor <b>18248 - [REDACTED]</b>									
18248 OCT2018	101.80 OCT MOW MILEAGE REIMB	Edit		10/12/2018	10/12/2018	10/12/2018			55.49
Vendor <b>18248 - [REDACTED]</b> Totals						Invoices	1		<u>\$55.49</u>
Vendor <b>17949 - BOETTCHER COMMUNICATIONS, LLC</b>									
17949 16795 TRAN	TRANSPORTATION MARKETING	Edit		10/12/2018	10/12/2018	10/12/2018			8,348.00
Vendor <b>17949 - BOETTCHER COMMUNICATIONS, LLC</b> Totals						Invoices	1		<u>\$8,348.00</u>
Vendor <b>257 - BROTHERS DAIRY</b>									
257 SEPOCT18	RAW FOOD	Edit		10/12/2018	10/12/2018	10/12/2018			330.50
Vendor <b>257 - BROTHERS DAIRY</b> Totals						Invoices	1		<u>\$330.50</u>
Vendor <b>18153 - [REDACTED]</b>									
18153 OCT2018	MENU REVIEW/NEWSLETTER/W.I. SITE SURVEY	Edit		10/12/2018	10/12/2018	10/12/2018			292.50
Vendor <b>18153 - [REDACTED]</b> Totals						Invoices	1		<u>\$292.50</u>
Vendor <b>16496 - DOOR-TRAN</b>									
16496 SEP2018	SEP STAFF HOURS	Edit		10/12/2018	10/12/2018	10/12/2018			600.00
Vendor <b>16496 - DOOR-TRAN</b> Totals						Invoices	1		<u>\$600.00</u>
Vendor <b>9674 - ECONO FOODS</b>									
9674 SEPOCT2018	RAW FOOD	Edit		10/12/2018	10/12/2018	10/12/2018			843.32
Vendor <b>9674 - ECONO FOODS</b> Totals						Invoices	1		<u>\$843.32</u>

Door County

# Accounts Payable Invoice Report

G/L Date Range 10/12/18 - 10/12/18  
 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>2018-00000478</b>		Batch Date 10/12/2018		Entered by User Robin Mark					
Vendor <b>17474</b> - [REDACTED]									
17474 SEP2018	38 SEP MOW MILEAGE REIMB	Edit		10/12/2018	10/12/2018	10/12/2018			20.72
				Vendor <b>17474</b> [REDACTED] Totals		Invoices	1		\$20.72
Vendor <b>27395</b> - <b>GOOD SAMARITAN, SCANDIA VILLAGE</b>									
27395 SEP2018	SEP MEALS	Edit		10/12/2018	10/12/2018	10/12/2018			520.00
				Vendor <b>27395</b> - <b>GOOD SAMARITAN, SCANDIA VILLAGE</b> Totals		Invoices	1		\$520.00
Vendor <b>22145</b> - <b>GORDON FOOD SERVICE, INC</b>									
22145 SEPOCT18	RAW FOOD/NUTRITIONAL SUPPLIES/JANITORIAL SUPPLIES/SMALL TOOLS	Edit		10/12/2018	10/12/2018	10/12/2018			4,966.03
				Vendor <b>22145</b> - <b>GORDON FOOD SERVICE, INC</b> Totals		Invoices	1		\$4,966.03
Vendor <b>19080</b> - [REDACTED]									
19080 SEP2018	12 SEP MOW MILEAGE REIMB	Edit		10/12/2018	10/12/2018	10/12/2018			6.54
				Vendor <b>19080</b> [REDACTED] Totals		Invoices	1		\$6.54
Vendor <b>17906</b> - [REDACTED]									
17906 SEP 2018	651 SEP MEALSITE MILEAGE REIMB	Edit		10/12/2018	10/12/2018	10/12/2018			354.81
				Vendor <b>17906</b> [REDACTED] Totals		Invoices	1		\$354.81
Vendor <b>21883</b> - [REDACTED]									
21883 SEP2018B	85.10 SEP EMPLY MILEAGE REIMB	Edit		10/12/2018	10/12/2018	10/12/2018			46.37
				Vendor <b>21883</b> [REDACTED] Totals		Invoices	1		\$46.37
Vendor <b>9762</b> - [REDACTED]									
9762 OCT2018	OCT BUILDING DEDICATION ENTERTAINMENT	Edit		10/12/2018	10/12/2018	10/12/2018			600.00
				Vendor <b>9762</b> [REDACTED] Totals		Invoices	1		\$600.00
Vendor <b>5354</b> - [REDACTED]									
5354 SEP2018	33 SEP MOW MILEAGE REIMB	Edit		10/12/2018	10/12/2018	10/12/2018			18.00
				Vendor <b>5354</b> [REDACTED] Totals		Invoices	1		\$18.00
Vendor <b>18469</b> - [REDACTED]									
18469 SEP2018B	90 SEP MEALSITE MILEAGE REIMB	Edit		10/12/2018	10/12/2018	10/12/2018			49.06
				Vendor <b>18469</b> [REDACTED] Totals		Invoices	1		\$49.06

Door County

# Accounts Payable Invoice Report

G/L Date Range 10/12/18 - 10/12/18  
 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>2018-00000478</b>		Batch Date 10/12/2018		Entered by User Robin Mark					
Vendor <b>18103 - LIFELINE DEPARTMENT \ DCMH</b>									
18103 SEP2018	SEP LIFELINE-JP	Edit		10/12/2018	10/12/2018	10/12/2018			35.00
Vendor <b>18103 - LIFELINE DEPARTMENT \ DCMH</b> Totals						Invoices	1		\$35.00
Vendor <b>20119 - [REDACTED]</b>									
20119 JULAUGSEP	469 JUL/AUG/SEP EMPLY MILEAGE REIMB	Edit		10/12/2018	10/12/2018	10/12/2018			255.65
Vendor <b>20119 - [REDACTED]</b> Totals						Invoices	1		\$255.65
Vendor <b>18770 - MANNS STORE</b>									
18770 SEP2018	RAW FOOD	Edit		10/12/2018	10/12/2018	10/12/2018			869.32
Vendor <b>18770 - MANNS STORE</b> Totals						Invoices	1		\$869.32
Vendor <b>6470 - N E W CURATIVE REHABILITATION</b>									
6470 SEP2018	SEP HOMECARE-MW	Edit		10/12/2018	10/12/2018	10/12/2018			188.01
Vendor <b>6470 - N E W CURATIVE REHABILITATION</b> Totals						Invoices	1		\$188.01
Vendor <b>7092 - [REDACTED]</b>									
7092 SEP2018	120 SEP MOW MILEAGE REIMB	Edit		10/12/2018	10/12/2018	10/12/2018			65.44
Vendor <b>7092 - [REDACTED]</b> Totals						Invoices	1		\$65.44
Vendor <b>4168 - [REDACTED]</b>									
4168 SEP2018	19.80 SEP EMPLY MILEAGE REIMB	Edit		10/12/2018	10/12/2018	10/12/2018			10.80
Vendor <b>4168 - [REDACTED]</b> Totals						Invoices	1		\$10.80
Vendor <b>21501 - [REDACTED]</b>									
21501 SEP2018	SEP MEALSITE 8 DAYS @ \$8/DAY	Edit		10/12/2018	10/12/2018	10/12/2018			64.00
Vendor <b>21501 - [REDACTED]</b> Totals						Invoices	1		\$64.00
Vendor <b>20044 - [REDACTED]</b>									
20044 SEP2018	62 SEP EMPLY MILEAGE REIMB	Edit		10/12/2018	10/12/2018	10/12/2018			33.79
Vendor <b>20044 - [REDACTED]</b> Totals						Invoices	1		\$33.79
Vendor <b>14091 - [REDACTED]</b>									
14091 SEP2018	458 SEP MEALSITE MILEAGE REIMB	Edit		10/12/2018	10/12/2018	10/12/2018			249.61
Vendor <b>14091 - [REDACTED]</b> Totals						Invoices	1		\$249.61

Door County

# Accounts Payable Invoice Report

G/L Date Range 10/12/18 - 10/12/18  
 Report By Department - Batch - Vendor - Invoice  
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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Batch Number <b>2018-00000478</b>		Batch Date 10/12/2018		Entered by User Robin Mark					
Vendor <b>15069 - STAPLES ADVANTAGE</b>									
15069 SEP2018	3390851895/ADRC OFFICE SUPPLIES	Edit		10/12/2018	10/12/2018	10/12/2018			109.27
Vendor <b>15069 - STAPLES ADVANTAGE</b> Totals							Invoices	1	\$109.27
Vendor <b>30820 - STURGEON BAY UTILITIES</b>									
30820 SEP2018	SEP UTILITIES NEW BUILDING	Edit		10/12/2018	10/12/2018	10/12/2018			2,846.80
Vendor <b>30820 - STURGEON BAY UTILITIES</b> Totals							Invoices	1	\$2,846.80
Vendor <b>10942 - TIP TOP CLEANERS</b>									
10942 SEP2018	SEP LAUNDRY/KITCHEN	Edit		10/12/2018	10/12/2018	10/12/2018			116.25
Vendor <b>10942 - TIP TOP CLEANERS</b> Totals							Invoices	1	\$116.25
Vendor <b>33170 - TOWN OF LIBERTY GROVE</b>									
33170 SEP2018	SEP MEALSITE 11 DAYS @ \$9/DAY	Edit		10/12/2018	10/12/2018	10/12/2018			99.00
Vendor <b>33170 - TOWN OF LIBERTY GROVE</b> Totals							Invoices	1	\$99.00
Vendor <b>33570 - TOWN OF WASHINGTON</b>									
33570 SEP2018	SEP MEALSITE 9 DAYS @ \$8/DAY	Edit		10/12/2018	10/12/2018	10/12/2018			72.00
Vendor <b>33570 - TOWN OF WASHINGTON</b> Totals							Invoices	1	\$72.00
Vendor <b>20955 - UNITED HOME HEALTH SERVICES,LLC</b>									
20955 SEP2018	SEP RSP	Edit		10/12/2018	10/12/2018	10/12/2018			613.49
Vendor <b>20955 - UNITED HOME HEALTH SERVICES,LLC</b> Totals							Invoices	1	\$613.49
Vendor <b>36120 - WARNER-WEXEL WHOLESALE &amp; POOL</b>									
36120 OCT2018	NUTRITIONAL SUPPLIES/JANITORIAL SUPPLIES	Edit		10/12/2018	10/12/2018	10/12/2018			352.62
Vendor <b>36120 - WARNER-WEXEL WHOLESALE &amp; POOL</b> Totals							Invoices	1	\$352.62
Vendor <b>36270 - WASHINGTON ISLAND FERRY LINE I</b>									
36270 OCT2018	FERRY CHARGES PACKER PARTY W.I.	Edit		10/12/2018	10/12/2018	10/12/2018			287.00
Vendor <b>36270 - WASHINGTON ISLAND FERRY LINE I</b> Totals							Invoices	1	\$287.00
Vendor <b>9761 - WISCONSIN WINDOW TINTING, LLC</b>									
9761 154 ADRC	NEW BUILDING OFFICE WINDOW TINTING	Edit		10/12/2018	10/12/2018	10/12/2018			948.50
Vendor <b>9761 - WISCONSIN WINDOW TINTING, LLC</b> Totals							Invoices	1	\$948.50
Batch Number <b>2018-00000478</b> Totals							Invoices	36	\$65,531.26
Department <b>23 - HS Resource Center</b> Totals							Invoices	36	\$65,531.26

Door County

# Accounts Payable Invoice Report

G/L Date Range 10/12/18 - 10/12/18  
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
<b>23 HS Resource Center</b>									
				Grand Totals		Invoices	36		\$65,531.26

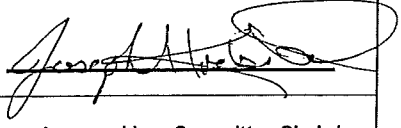
VOUCHER

STATE OF WISCONSIN

2018

Door County

Submitted By:  
mark

Approved by: Department Head:  


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

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

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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

↓ 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	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
204	23			SUBMITTED FOR PAYMENT, BATCH #2018-00000508- 2018 Human Services vouchers to date. October processing		\$ 7,762.26		various - as attached
VOUCHER TOTAL						\$ 7,762.26	VOUCHER TOTAL	



*ADDC, 2<sup>nd</sup> batch, Oct. 2018*

# Accounts Payable Invoice Report

G/L Date Range 10/26/18 - 10/26/18  
 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>2018-0000508</b>		Batch Date 10/26/2018			Entered by User Robin Mark				
Vendor <b>8383 - AMAZON CAPITAL SERVICES, INC</b>									
8383 OCT2018	NEW BLDG SUPPLIES/R&M KITCHEN	Edit		10/26/2018	10/26/2018	10/26/2018			200.97
Vendor <b>8383 - AMAZON CAPITAL SERVICES, INC</b> Totals							Invoices	1	\$200.97
Vendor <b>6269 - [REDACTED]</b>									
6269 SEP2018	69 SEP MEALSITE MILEAGE REIMB-LG	Edit		10/26/2018	10/26/2018	10/26/2018			37.61
Vendor <b>6269 - [REDACTED]</b> Totals							Invoices	1	\$37.61
Vendor <b>257 - BROTHERS DAIRY</b>									
257 OCT2018	RAW FOOD	Edit		10/26/2018	10/26/2018	10/26/2018			300.00
Vendor <b>257 - BROTHERS DAIRY</b> Totals							Invoices	1	\$300.00
Vendor <b>4818 - CELLCOM WISCONSIN RSA 10</b>									
4818 OCTB2018	OCT CELL CHARGES ADRC	Edit		10/26/2018	10/26/2018	10/26/2018			117.30
Vendor <b>4818 - CELLCOM WISCONSIN RSA 10</b> Totals							Invoices	1	\$117.30
Vendor <b>19268 - [REDACTED]</b>									
19268 OCT2018	28 OCT MOW MILEAGE REIMB	Edit		10/26/2018	10/26/2018	10/26/2018			15.26
Vendor <b>19268 - [REDACTED]</b> Totals							Invoices	1	\$15.26
Vendor <b>21234 - CURATIVE CONNECTIONS, INC</b>									
21234 3Q18	3Q18 SR AIDE PAYMENT-PR	Edit		10/26/2018	10/26/2018	10/26/2018			150.00
Vendor <b>21234 - CURATIVE CONNECTIONS, INC</b> Totals							Invoices	1	\$150.00
Vendor <b>9674 - ECONO FOODS</b>									
9674 OCT2018	RAW FOOD	Edit		10/26/2018	10/26/2018	10/26/2018			118.04
Vendor <b>9674 - ECONO FOODS</b> Totals							Invoices	1	\$118.04
Vendor <b>22145 - GORDON FOOD SERVICE, INC</b>									
22145 OCT2018	RAW FOOD/NUTRITIONAL SUPPLIES/SMALL TOOLS	Edit		10/26/2018	10/26/2018	10/26/2018			3,558.35
Vendor <b>22145 - GORDON FOOD SERVICE, INC</b> Totals							Invoices	1	\$3,558.35
Vendor <b>9818 - [REDACTED]</b>									
9818 OCT2018	OCT ENTERTAINMENT	Edit		10/26/2018	10/26/2018	10/26/2018			50.00
Vendor <b>9818 - [REDACTED]</b> Totals							Invoices	1	\$50.00
Vendor <b>20934 - [REDACTED]</b>									
20934 AUG/SEP18	150.80 AUG/SEP EMPLY MILEAGE REIMB/TRG MEAL REIMB	Edit		10/26/2018	10/26/2018	10/26/2018			106.17
Vendor <b>20934 - [REDACTED]</b> Totals							Invoices	1	\$106.17

Door County

# Accounts Payable Invoice Report

G/L Date Range 10/26/18 - 10/26/18  
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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Batch Number <b>2018-0000508</b>									
Vendor <b>18116 - [REDACTED]</b>							Entered by User Robin Mark		
18116 OCT2018	39.10 OCT MOW MILEAGE REIMB	Edit		10/26/2018	10/26/2018	10/26/2018			21.31
			Vendor <b>18116 - [REDACTED]</b> Totals				Invoices	1	<u>\$21.31</u>
Vendor <b>18103 - LIFELINE DEPARTMENT \ DCMH</b>									
18103 OCT2018	OCT LIFELINE	Edit		10/26/2018	10/26/2018	10/26/2018			110.00
			Vendor <b>18103 - LIFELINE DEPARTMENT \ DCMH</b> Totals				Invoices	1	<u>\$110.00</u>
Vendor <b>6544 - MEAT PROCESSORS INC</b>									
6544 OCT2018	RAW FOOD	Edit		10/26/2018	10/26/2018	10/26/2018			353.61
			Vendor <b>6544 - MEAT PROCESSORS INC</b> Totals				Invoices	1	<u>\$353.61</u>
Vendor <b>9846 - MY TWO ELAINES</b>									
9846 OCT2018	CAREGIVER CONF MATERIALS	Edit		10/26/2018	10/26/2018	10/26/2018			150.00
			Vendor <b>9846 - MY TWO ELAINES</b> Totals				Invoices	1	<u>\$150.00</u>
Vendor <b>20503 - NATIONAL PEN CO, LLC</b>									
20503 OCT2018	110313765/ADRC MARKETING MATERIALS	Edit		10/26/2018	10/26/2018	10/26/2018			528.52
			Vendor <b>20503 - NATIONAL PEN CO, LLC</b> Totals				Invoices	1	<u>\$528.52</u>
Vendor <b>9525 - SCATUROS BAKERY &amp; CAFE</b>									
9525 OCT2018	COOKIES FOR NEW BUILDING DEDICATION	Edit		10/26/2018	10/26/2018	10/26/2018			419.16
			Vendor <b>9525 - SCATUROS BAKERY &amp; CAFE</b> Totals				Invoices	1	<u>\$419.16</u>
Vendor <b>21959 - SIR SPEEDY PRINTING</b>									
21959 87539ADRC	PHOTOGRAPHY SIGNS FOR NEW BUILDING	Edit		10/26/2018	10/26/2018	10/26/2018			620.00
			Vendor <b>21959 - SIR SPEEDY PRINTING</b> Totals				Invoices	1	<u>\$620.00</u>
Vendor <b>15069 - STAPLES ADVANTAGE</b>									
15069 OCT2018	ADRC OFFICE SUPPLIES	Edit		10/26/2018	10/26/2018	10/26/2018			58.48
			Vendor <b>15069 - STAPLES ADVANTAGE</b> Totals				Invoices	1	<u>\$58.48</u>
Vendor <b>20955 - UNITED HOME HEALTH SERVICES,LLC</b>									
20955 OCT2018	OCT RSP/SHC	Edit		10/26/2018	10/26/2018	10/26/2018			336.43
			Vendor <b>20955 - UNITED HOME HEALTH SERVICES,LLC</b> Totals				Invoices	1	<u>\$336.43</u>

Door County

# Accounts Payable Invoice Report

G/L Date Range 10/26/18 - 10/26/18  
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Batch Number <b>2018-0000508</b>		Batch Date 10/26/2018		Entered by User Robin Mark					
Vendor <b>36120 - WARNER-WEXEL WHOLESALE &amp; POOL</b>									
36120 OCT2018B	NUTRITIONAL/JANITORIAL SUPPLIES	Edit		10/26/2018	10/26/2018	10/26/2018			436.05
Vendor <b>36120 - WARNER-WEXEL WHOLESALE &amp; POOL</b> Totals							Invoices	1	<u>\$436.05</u>
Vendor <b>37513 - WI ASSOCIATION OF SENIOR CENTE</b>									
1 ADRC 2019	2019 MEMBERSHIP DUES - JF	Edit		10/26/2018	10/26/2018	10/26/2018			75.00
Vendor <b>37513 - WI ASSOCIATION OF SENIOR CENTE</b> Totals							Invoices	1	<u>\$75.00</u>
Batch Number <b>2018-0000508</b> Totals							Invoices	21	<u>\$7,762.26</u>
Department <b>23 - HS Resource Center</b> Totals							Invoices	21	<u>\$7,762.26</u>
<b>23 HS Resource Center</b>				Grand Totals		Invoices	21	<u><u>\$7,762.26</u></u>	

3 COUNTY DEPARTMENT OF HUMAN SERVICES  
 BUDGET SUMMARY  
 September 9/30/2018

**REVENUES**

Description	2018 Budget as Amended	9/30/2018 Actual Year to Date	Difference Budget to Actual	% used or received	Comments
County Tax Levy	\$3,091,521	\$3,091,521	\$0	100.00%	
IDP Emergency Supplemental Funds	\$20,000	\$0	(\$20,000)	0.00%	
Youth Aids	\$236,563	\$193,224	(\$43,339)	81.68%	
Juvenile Justice Comm. Intervention	\$10,050	\$10,552	\$502	105.00%	
Children's COP	\$56,876	\$11,824	(\$45,052)	20.79%	
Foster Care Training	\$2,858	\$25	(\$2,833)	0.87%	
Child Care	\$48,117	\$21,385	(\$26,732)	44.44%	
Income Maintenance Consortium	\$481,785	\$273,730	(\$208,055)	56.82%	
Promoting Safe & Stable Families	\$38,069	\$24,096	(\$13,973)	63.30%	
Kinship Care	\$47,233	\$20,667	(\$26,566)	43.76%	
In Home Safety Services	\$17,600	\$11,960	(\$5,640)	67.95%	
WHEAP	\$50,539	\$22,757	(\$27,782)	45.03%	
Mental Health Block Grant	\$7,665	\$2,763	(\$4,902)	36.05%	
AODA Block Grant	\$54,143	\$11,377	(\$42,766)	21.01%	
WECCP Grant	\$500	\$500	\$0	100.00%	
Birth to Three Program	\$78,408	\$62,403	(\$16,005)	79.59%	
Initiatives for Coordinated Services	\$60,000	\$10,940	(\$49,060)	18.23%	
CLTS Waiver Program	\$423,580	\$298,876	(\$124,704)	70.56%	
Community Mental Health Program	\$103,623	\$73,875	(\$29,748)	71.29%	
Elder Abuse	\$13,429	\$3,748	(\$9,681)	27.91%	
APS	\$22,783	\$8,358	(\$14,425)	36.69%	
CCS Internal Revenue	\$461,784	\$93,788	(\$367,996)	20.31%	MA reimbursement from County Services
CCS Revenue	\$1,147,600	\$765,627	(\$381,973)	66.72%	MA reimbursement from Purchased Services
CCS Coordinator Revenue	\$62,448	\$36,275	(\$26,173)	58.09%	Shawano and Kewaunee reimbursed expenses
CCS Reconciliation Revenue	\$0	\$0	\$0		

Rep Payee Reimbursement	\$12,000	\$10,920	(\$1,080)	91.00%	
Juvenile Restitution/Victim Witness Fees	\$0	\$2,282	\$2,282		
Miscellaneous Revenues	\$0	\$6,442	\$6,442		
Basic County Allocation (BCA)	\$1,148,194	\$1,148,194	\$0	100.00%	
WIMCR	\$50,000	\$0	(\$50,000)	0.00%	
<b>Subtotal</b>	<b>\$7,747,368</b>	<b>\$6,218,108</b>	<b>(\$1,529,260)</b>	<b>80.26%</b>	
Collections					
----Alcohol & Other Drug Abuse	\$19,000	\$6,215	(\$12,785)	32.71%	
----Developmental Disabilities	\$92,000	\$37,005	(\$54,995)	40.22%	
----Mental Health	\$86,500	\$51,750	(\$34,750)	59.83%	
----Psychiatrist	\$41,000	\$20,528	(\$20,472)	50.07%	
----Community Support Program	\$275,000	\$229,691	(\$45,309)	83.52%	
----Intoxicated Driver Program	\$67,500	\$48,785	(\$18,715)	72.27%	
----PCW Program	\$101,176	\$11,926	(\$89,250)	11.79%	Program ended in March
----APS Case Management	\$0	\$3,826	\$3,826		
----Miscellaneous Collections	\$18,000	\$16,374	(\$1,626)	90.97%	
<b>Subtotal - Collections</b>	<b>\$700,176</b>	<b>\$426,100</b>	<b>(\$274,076)</b>	<b>60.86%</b>	
Allowance for Indirect Costs	\$763,125	\$572,343	(\$190,782)	75.00%	
Prior Year Revenues	\$0	\$39,944	\$39,944		
Transfers In	\$11,630	\$11,630	\$0	100.00%	
<b>Total Revenues</b>	<b>\$9,222,299</b>	<b>\$7,268,125</b>	<b>(\$1,954,174)</b>	<b>78.81%</b>	

### EXPENDITURES

<u>Description</u>	<u>2018 Budget as Amended</u>	<u>8-31-2018 Actual Year to Date</u>	<u>Difference Budget to Actual</u>	<u>% used or received</u>	<u>Comments</u>
Agency Administration	\$2,469,934	\$1,593,506	(\$876,428)	64.52%	
All Other DCDHS Staff Costs	\$3,537,588	\$2,113,110	(\$1,424,478)	59.73%	
Income Maintenance Purchased Services	\$6,063	\$3,594	(\$2,469)	59.28%	
Birth to Three Program	\$206,800	\$115,693	(\$91,107)	55.94%	
Developmental Disabilities Purch. Services	\$12,400	\$5,582	(\$6,818)	45.02%	

Behavioral Health	\$611,000	\$154,104	(\$456,896)	25.22%	
AODA Block Grant	\$54,143	\$32,063	(\$22,080)	59.22%	
Coordinated Services Team (CST)	\$12,000	\$20,512	\$8,512	170.93%	
Community Support Program	\$39,000	\$25,697	(\$13,303)	65.89%	
Mental Health Block Grant	\$7,665	\$4,115	(\$3,550)	53.69%	
PCW Program	\$101,176	\$9,469	(\$91,707)	9.36%	Program ended in March 2018
CLTS Waiver Program	\$313,930	\$230,446	(\$83,484)	73.41%	
Adults & Elderly	\$36,212	\$25,305	(\$10,907)	69.88%	
Alternate Care	\$257,434	\$164,775	(\$92,659)	64.01%	
Children & Families	\$92,620	\$60,509	(\$32,111)	65.33%	
Juvenile Community Services	\$19,050	\$18,661	(\$389)	97.96%	
WHEAP	\$0	\$233	\$233	#DIV/0!	
Miscellaneous	\$2,500	\$500	(\$2,000)	20.00%	
CCS	\$917,550	\$739,072	(\$178,478)	80.55%	
Children's COP	\$56,876	\$18,185	(\$38,691)	31.97%	
Community Mental Health	\$175,902	\$157,078	(\$18,824)	89.30%	
Youth Aids	\$274,856	\$125,065	(\$149,791)	45.50%	
In Home Safety Services	\$17,600	\$1,403	(\$16,197)	7.97%	
<b>Total Expenditures</b>	<b>\$9,222,299</b>	<b>\$5,618,677</b>	<b>(\$3,603,622)</b>	<b>60.92%</b>	

Grand Total Revenues  
Grand Total Expenditures

**\$7,268,125**  
**\$5,618,677**  
**\$1,649,448**

Door County Human Resources Form #: 2015-04		Title: <b>Request to Refill Position</b>	
Date Created 11/19/2014	Date Revised 07/23/2015	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	
<b>DEPT. HEAD TO COMPLETE:</b>			
Department <u>Human Services</u>		Position Title: <u>Social Worker – Children &amp; Families</u>	
Position Status: <input type="checkbox"/> Currently vacant <input checked="" type="checkbox"/> Will be vacant		Date Vacant: <u>October 19, 2018</u>	
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Limited Term <input type="checkbox"/> Project		Hours per week: <u>40</u>	
Reason for Vacancy: <input type="checkbox"/> Separation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input checked="" type="checkbox"/> Resignation <input type="checkbox"/> Death		Children & Families Division and the Department as a whole have recently reached a point of substantial stability after a few years of much turnover. This division has had one social worker position turnover in the past 24 months, due to a promotion.	
Discuss turnover with the department in the previous 18-24 months:		<u>months, due to a promotion.</u>	
Transfer: why is the new position more attractive to employee than current one? _____			
Name of Current / Most Recent Incumbent: <u>McKenzie Erickson</u>			
Is office space, furniture, and office equipment available?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If not, explain plan to obtain: _____			
Reviewed, updated, and submitted to Human Resources:			
<input checked="" type="checkbox"/> Job Analysis Questionnaire			
<input checked="" type="checkbox"/> Job Description			
Completed by: <u><i>[Signature]</i></u>		Date <u>10/4/18</u>	
<b>Financial Information:</b>			
Salary Range: <u>\$22.56 - \$25.78</u>		Is the Position Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source: <input type="checkbox"/> Levy % _____ <input type="checkbox"/> Grant Funded % _____ <input type="checkbox"/> Other _____ % _____			
<input checked="" type="checkbox"/> Fiscal Impact, from Finance Department, completed and attached			
<b>HR TO COMPLETE:</b>			
EEO <u>02-Professional</u>		FLSA Status <u>EXEMPT</u>	
<input checked="" type="checkbox"/> Human Resources has performed a position review?		<u>AKH</u> (HR initial) Date <u>10/20/18</u>	
<input checked="" type="checkbox"/> The Job Analysis and Job Description have both been updated and signed?		<u>AKH</u> (HR initial)	
<b>Approvals:</b>			
County Administrator <u><i>[Signature]</i></u>		Date <u>10-20-18</u>	
Oversight Committee Chair _____		Date _____	
<input type="checkbox"/> I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.			
<input type="checkbox"/> I want to participate <input type="checkbox"/> I do not wish to participate			
Administrative Committee Chair _____		Date _____	
<input type="checkbox"/> I am aware and approve of the refill and the process moving forward (posting/advertisement/selection for interviews/offer and may participate per Admin. Manual section 2.04.			
<input type="checkbox"/> I want to participate <input type="checkbox"/> I do not wish to participate			

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

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

### **General Summary**

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

### **Duties and Responsibilities**

#### ***Essential Job Functions***

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

#### ***Other General Job Functions***

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

### **Requirements**

#### ***Training and Experience***

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



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

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

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

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

**Physical & Working Conditions**

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

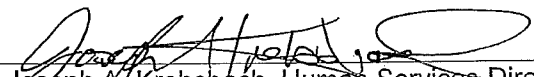
Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and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

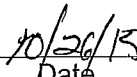
Potential for physical harm exists during home visits or when the worker is engaging hostile or emotionally irate clients. Limited office space may produce some overcrowding and may cause distraction. Lack of office privacy requires careful attention to confidentiality to safeguard client personal information.

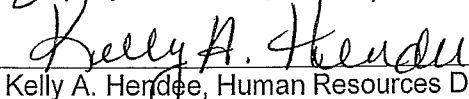
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

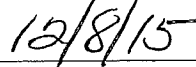
The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

  
 Joseph A. Krebsbach, Human Services Director

  
 Date

  
 Kelly A. Hendee, Human Resources Director

  
 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: Social Worker Child & Family Services Ongoing Services

Department Human Services Division Children & Families

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

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

The position is responsible for the delivery of ongoing services to children / juveniles and their families on either a voluntary basis or following the completion of Juvenile Court action. Services will continue until the end of Juvenile Court jurisdiction timelines OR until the reaches the age of majority / independent living status

OR

until a mutually agreed upon closure date (for voluntary child welfare cases).

**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.	Complete required case documentation paperwork in e-WISACWIS throughout the life of the case (non-placement cases) in a timely manner, as defined by statute / practice / state or local policy.	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	■ - those with this same generic job description (applies to duties 1-10 listed below) <input type="checkbox"/>	
2.	Complete Permanency Plans, Permanency Plan Reviews, Administrative and Judicial Reviews, as needed, throughout the life of the case (placement cases) in a timely manner.	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Deliver permanency efforts with each child / juvenile in placement directed toward family reconciliation, termination of parental rights, or long term alternate care in a timely manner.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Enforce compliance monitoring and follow-through on the child's / family's / juvenile's Informal Disposition Agreement, Deferred Prosecution Agreement, Consent Decree, or Dispositional order conditions.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Complete any post- dispositional Juvenile Court work and attendant reports, such as extensions revisions, revocations, etc.	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Arrange out-of-home placements for children / juveniles, as necessary, in the least restrictive setting that will meet their needs, including the required timely documentation in e-WISACWIS.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	Refer the case to the appropriate Intake / Access worker and / or law enforcement (as appropriate) in a timely manner, if case information suggests new maltreatment / risk thereof / or new violations and cooperate with any follow-up actions.	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

8.	Close the case (or refer to a community provider for non-Juvenile Court services) upon successful completion of Juvenile Court ordered conditions, OR mutually agreed upon adequate progress in voluntary case, OR the child reaching the age of majority / independent living status.	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.	Provide case management in all of the above activities.	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	When necessary to balance workload between various positions in the Child and Family Services Unit, the Unit Supervisor may assign some Intake / Access work duties to this position, besides the Ongoing Services work duties.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.	<b>NOTE: The remaining 5% of the job duties will be assigned to the specific worker by the Unit Supervisor based on interests / skills / and workload balance from among the duties shown as items 12-17.</b>					
12.	Complete all initial assessment / annual reassessment work to Kinship Care cases, including necessary case management and timely documentation in WISACWIS.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> - (1 or more of the duties 12-18 may be assigned to any worker with this job)
13.	Coordinate the Administrative Review process, including timely scheduling, notification, and communication with the various panel members, mailing of meeting materials, chairing the Administrative Review meetings, timely documentation of the meeting outcomes, and recruitment / training of Administrative Review panel members.	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.	Coordinate the Foster Care program, including but not limited to: recruitment, licensing, supervision, training, support and recognition of foster parents.	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15.	Coordinate the Electronic Monitoring program, including hook-up, disconnection, maintenance of equipment, scheduling and monitoring of clients, and any attendance recordkeeping.	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.	Coordinate the BRICK program, including site visits at the prison with boys and their follow-up written reports.	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17.	Acts as the liaison between Social Services and the (former) Challenge School program, as it is reconstituted into a <u>school only program</u> for the 2008 – 2009 school year – and provide <u>only limited services</u> to the (former) Challenge students who were enrolled as of the 2007 – 2008 school year (and their families), until their cases would normally close in the Social Services Department. This is expected to be a <u>time – limited, narrow scope responsibility</u> .	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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
None			

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

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

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

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

**D. Minimum Education , Experience and Certification Requirements**

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

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

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

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

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

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

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

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

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

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

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

Condition	Rarely	Occasionally	Constantly	Seasonally
Dirt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness/humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vibrations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden temp. changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Darkness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Health and Safety:** Check any of the following encountered on the job and note the frequency each is encountered

Electrical hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights above 10 ft.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bodily Injury – physical attack	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving vehicles/traffic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (allergies) (Angry or upset clientele – who may represent some physical danger to the worker)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

- Office / indoors
- Shop / warehouse
- Vehicle
- Outdoors
- Other: Clients' Homes


**Supervisor Review:**

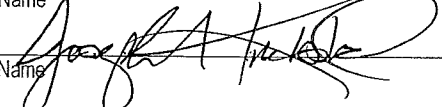
I. Your signature below indicates that you have reviewed this questionnaire. If you want to make revisions, please enter them in the margins in the appropriate spaces. Use extra paper if you need to, numbering your comments to match the items in question. These items will be reviewed with you before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

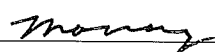
II. How many employees under your supervisor perform the same job described above by this employee? \_\_\_\_\_

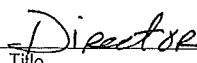
III. Supervisor Comments \_\_\_\_\_

**Signature Approvals**

Supervisor   
 Name \_\_\_\_\_

Dept. Head   
 Name \_\_\_\_\_

 10/26/2015  
 Title \_\_\_\_\_ Date \_\_\_\_\_

 10/26/15  
 Title \_\_\_\_\_ Date \_\_\_\_\_



REQUEST FOR FISCAL IMPACT INFORMATION

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

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

Position Title  
 Effective Date  
 Department

Human Services - Case Manager Children & Families

6 Mo

Human Services

Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2019 TOTAL SALARY					2019 TOTAL BENEFITS				TOTAL SALARY and Benefits
<b>HS - Case Manager Children &amp; Families Pay Range H Step 1</b>											
1.00	\$22.56	47,051					31,873				78,924
<b>Human Services - Case Manager Children &amp; Families - Budget</b>											
1.00	\$23.20	48,386					32,126				80,512
										<b>Total Salary and Benefit Decrease</b>	
										<b>(1,588)</b>	
FTE/Hrs	@ Rate	2019 TOTAL SALARY					2019 TOTAL BENEFITS				TOTAL SALARY and Benefits
<b>HS - Case Manager Children &amp; Families Pay Range H Control Point</b>											
1.00	\$25.78	53,767					33,143				86,910
<b>Human Services - Case Manager Children &amp; Families - Budget</b>											
1.00	\$23.20	48,386					32,126				80,512
										<b>Total Salary and Benefit Increase</b>	
										<b>6,398</b>	

Dept Head Signature

*Mark E. Janich*

Finance Director

Date

*10/10/2018*

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

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



## COUNTY OF DOOR

County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235

Ken Pabich  
County Administrator  
(920) 746-2303  
kpabich@co.door.wi.us

### MEMORANDUM

TO: Board of Health  
Administrative Committee

FROM: Ken Pabich, County Administrator

DATE: October 30, 2018

RE: Recommendation for Public Health

#### Background:

Please refer to the summary provided by Joe Krebsbach (attached in packet). In addition to the research done by Joe, Human Resources and Administration also completed research with the State and other Counties. Many of the comments or issues have been identified by the summary.

#### Recommendation:

Based on the research and our current staffing in Public Health, I am recommending that Public Health merges with Human Services. While there are many details to work out, these are the key decision points:

1. The current position of Public Health Director be changed Public Health Officer / Manager.
2. Joe Krebsbach would be the appointed as Director overseeing the department.
3. The Board of Health would remain in place for approximately the next 18 months; during this time it would be determined if the structure should be changed. Any changes would first take place as new rules are established for the incoming 2020 County Board (April 2020).
4. The Department would remain in its current location and would function as a separate division under Human Services.
5. We will work with the State to properly implement the transition.

#### Impact on Organization

The recommendation for the merger is based on two primary considerations:

1. What is the best way to provide Public Health services that are required by the State and expected by our customers (/taxpayers)?  
*While there are lot of 'what if's' or concerns, based on the research there is no substantial evidence that the merger would diminish services. In fact, there is more evidence that we can provide better services. There is also evidence that services can become more aligned.*
2. Does the merge negatively impact our operations within Public Health or Human Services?  
*There is an increased workload for the Director and support services, but it can be absorbed. This shift in workload allows the PH department to focus on service delivery. By maintaining the Board of Health, we also ensure that the core vision/mission is preserved.*

**Timeline:**

## Implementation schedule:

Approval by Board of Health:	October 30, 2018
Approval by Human Services Committee:	November 6, 2018
Approval by Administrative Committee:	November 12, 2018
Approval / Posting of Public Health Officer:	November 12, 2018
Approval by County Board:	December 18, 2018*

\* Approval by County Board pushed back to ensure we follow the state requirements for making the change.

## **FUTURE OF DOOR COUNTY PUBLIC HEALTH 2018 EVALUATION SUMMARY REPORT**

### **BACKGROUND**

There has been consideration for many years by the previous and current County Administrator regarding a merge of the Public Health Department (PHD) and Department of Human Services (DHS). The retirement of the long term Public Health Director, Rhonda Kolberg, in July of this year has brought the issue to the forefront. It provides the Administrator and the County Board the opportunity to explore the future direction of the PH Department. Several issues should be considered to make a sound decision for the good of the County.

It is relevant to point out that there has been a significant amount of transition within the PHD in the past eighteen months. In addition to losing the long-term Director, several long-term staff members including two nurses and two support staff have retired. One of the vacated nursing positions was filled with as a different role, Sanitarian/Health Educator. This position and the work are new to the department. Four of the nine staff have been with the county for one year or less, and three of those staff are currently still in the orientation/introductory phase of their employment. (At the time this report was written, the department received another resignation.)

### **OPTIONS**

When discussions began about the future direction of the PHD, three options were presented:

1. Leave PHD as a separate department
2. Merge with Kewaunee County's PHD
3. Merge PHD with DHS in our county

### **STUDY/EVALUATION PROCESS**

Information was gathered by this writer in several ways. First was a review of State Statues, Chapter 250: Health Administration and Supervision, as well as Chapter DHS140: Required Services of Local Health Departments. The evaluation process also included multiple conversations/interviews both in person and by phone all of which this writer was a part of:

- Three meetings between County Administrator, Ken Pabich; Public Health Director, Rhonda Kolberg and Human Services Director, Joseph Krebsbach
- 07.31.18 Public Health Staff Meeting
- 08.15.18 Strategic Planning with Public Health Staff
- 08.17.18 Meeting with Sue Powers, Ken Pabich and Kewaunee County's Administrator, Scott Feldt; Public Health Officer, Cindy Kinnard
- 09.05.18 Board of Health Meeting
- 09.12.18 Public Health Staff Meeting
- 09.28.18 Meeting with Outagamie County's Health & Human Services Director, Rosemary Davis; Public Health Officer, Mary Dorn
- 10.02.18 Meeting with Sue Powers; Brown County's DHHS Director, Eric Pritzl; and BC Public Health Officer, Ann Destree
- 10.16.18 Phone Interview with Sue Powers and Oconto County's DHHS Director, Mike Reimer

All of the counties talked to, outside of Door and Kewaunee, are in merged systems where Public Health is a division within a Department of Health and Human Services. All spoke highly of the merged system.

**OPTION 1: Public Health remains as is.**

This option does not require any change in the current structure of the county or departments. As a result, does not merit a great deal of information here. The obvious benefit is there is no work that would go into this.

**OPTION 2: Merger with Kewaunee Co. Public Health Department**

In addition to the 8/17/18 meeting listed above, Sue Powers and Cindy Kinnard, the Public Health Officers from Door and Kewaunee respectively, also had separate meetings to discuss Option 2, the merger of both counties' Public Health Departments. These two meetings identified more obstacles and barriers to a merger than potential benefits. Size of the geographical area and vastly different resources in the departments were the biggest barriers. There also did not seem to be any significant financial savings for either county. As a result, it was decided that although there may be opportunity for collaboration, neither county saw an opportunity for a merger at this time.

**OPTION 3: Merger with Door Counties Department of Human Services**

This option presents the most potential and consequently the most issues to consider.

Potential Benefits of Merger:

- Increased efficiency and consistency in business practices
- DHS has staff dedicated to Accounts Payable, Accounts Receivable, contracts, etc.
- This could decrease administrative burden on PH Manager
- Increased support for the PH Manager, being part of a collective management team.
- Increased accountability and tracking of services provided
- Possible increase in PH Revenue
- Increased collaboration and efficiency related to emergency preparedness; PH has always been ahead of DHS in this area and they could help improve the Human Services preparedness
- Potential for cross use of funding for both departments
- AODA Block Grant or Comprehensive Community Services funding for projects PH already focuses on
- Increased or shared use of software including The Clinical Manager (TCM) for tracking of patient services in Public Health
- Nursing back-up when Community Service Program (CSP) nurse is on vacation
- Improved partnership/collaboration/understanding across departments. This is an area we do very well, however it has been evident that staff from the different departments do not have a good understanding of the other department's functions.

Potential Trade-offs:

With any change in structure there are pros and cons. Often things that are not thought of before making a change. The Public Health staff has legitimate concerns to consider, as they may ring true. There were similar challenges and staff concerns in 2013 when the Department of Community Programs and Department of Social Services were merged, which made the transition difficult and painful in many regards.

In conversations with the current staff, the following concerns have been brought forward:

- Loss of authority – The ability of the Public Health Officer to make decisions becomes less clear.
- Loss of identity and mission – There are philosophical differences between the departments.
- Public perception – Human Services has some stigma not currently connected to Public Health
- Significant amount of autonomy and creativity – PHD does not want to lose this
- Potential loss of jobs

- Loss of funding for Public Health initiatives - will funds be taken to supplant Human Service programming?
- Need to have physical separation from the DHS department.

In addition to the issues brought by staff, there are other things to consider:

The DC Department of Human Services is already a large and diverse department. A merger with Public Health increases the size and scope of the department. On one hand this could create a more cohesive approach and balance. On the other, it will likely change the culture and dynamics of services in PH department. By moving PH into the larger department, it may make it easier for the Board and Administrator to lose sight of the need for and the benefit of their population-based services.

To create efficiencies of scale, operations would change and there would be a workload shift to the DHS administrative staff. Until some balance is reached, this will likely mean increased stress on the administrative staff.

### **NEXT STEPS/CONSIDERATIONS**

The decision about what direction the county should go rests on the recommendation of the County Administrator and the vote of the Board. This writer has been asked to review options and present pros and cons to the various options. However, because the final decision could affect this writer's workload, it may not be fully objective.

It is this writer's opinion that the PHD is at a critical juncture. They have lost most of their institutional knowledge, particularly related to the nursing functions over the last 18 months. Due to the recent transitions within the PHD, through no fault of their own, it is likely that the new staff have not received significant orientation or support. They are just trying to complete the necessary day to day workload.

A merger at any point will be complicated and will take hard work and time. However, given the absence of a permanent director/manager and the large staff transition, this may be the best time for a merger. Both departments would be learning and moving together to form new processes. Being a part of a bigger department may also help the Public Health staff feel more connected and supported.

It is important that the decision, whatever it is, be made in a timely fashion. The PHD is currently running with an Interim Director (Joseph Krebsbach-DHS Director) and Interim Public Health Officer (Sue Powers). As these roles are undefined, there is some ambiguity about the split of work at this point. Clarifying these roles will help the PH staff and programming move forward.

If a merger is contemplated, the County Administrator and Board need to give the process time to work through to completion. It will take new management at least a year, likely longer, to work out what needs to be done and the most efficient way to do it. The DHS Management Team will need to work with the PH staff to make sure they do not lose the essence of what the PHD is and should be doing to support our community. It would be suggested for at least the first year the two departments' committees remain separate until further options are explored. This will keep the County Board apprised of progress and ensure PHD won't get lost in the larger structure of DHS.

Respectfully submitted,  
Joe Krebsbach Department of Human Services Director



## County of Door Finance Department

County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235

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**JoAnn M. Baumann, CPA**

Human Services Accountant  
(920) 746-2348

Email: [jbaumann@co.door.wi.us](mailto:jbaumann@co.door.wi.us)

### Memorandum

To: Door County Human Services Board

From: JoAnn Baumann  
At the request of Joe Krebsbach

Date: November 1, 2018

RE: Movement of funds from Staff Costs to CST Expenses

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The 2018 budget is projected to have a surplus within the Children's Long Term Support Staff of approximately \$84,559 because of several short-term vacancies throughout the year within the Department. Conversely, it has been determined that we will need to spend an additional amount over what was budgeted for client services in the CST program in order to receive our budgeted CST revenue because we have registered less employee staff time than anticipated, which is part of our claimed expenses.

Our 100% time reporting system has somewhat changed the way employees categorize their time and ultimately resulted in charging less of their direct time to CST. We have a \$60,000 allocation for CST which requires a 20% match of \$12,000, meaning we must spend \$72,000 to receive the \$60,000. We currently have \$12,000 budgeted for CST expenses over and above employee time; however, our employee cost related to the program will not reach \$60,000 this year.

We are requesting permission to move \$45,000 from the Children's Long Term Staff expense accounts to the CST Budget to provide more CST services directly for 2018. The budget for 2019 was prepared properly with this situation in mind.

Thank you for your consideration.

Respectfully submitted,

JoAnn M. Baumann  
For Joseph Krebsbach – Director DCDHS



	A	B	O	P	Q	R	S	W
4			<b>2018</b>	<b>2018</b>	<b>2018</b>	<b># Mos</b>	<b>2018</b>	100
5	<b>ACCOUNT NUM</b>		<b>Amended Budget</b>	<b>YTD Actual 9/30/2018</b>	<b>Balance of the Year</b>		<b>Total Anticipated</b>	<b>Definitions</b>
314	51101.330PR	S&W Comp Time	-	-	-	9	-	
315	51101.331PR	S&W Comp Time Payouts	-	-	-	9	-	
316	51101.350PR	S&W Funeral	-	-	-	9	-	
317	51101.380PR	S&W Training/Meetings	-	-	-	9	-	
318	51101.390PR	S&W Personal Time	-	1,517	-	9	1,517	
319	51101.395PR	S&W Admin. Leave	-	4,688	-	9	4,688	
320	51102	S&W Part-Time	15,180	-	-	9	-	
321	51102.299PR	Vacation/PTO	-	-	-	9	-	
322	51102.319PR	PT Holiday	-	-	-	9	-	
323	51102.389PR	PT Personal	-	-	-	9	-	
324	51104	Overtime	-	-	-	9	-	
325	51105	Longevity	-	-	-	9	-	
326	51201	Social Security	46,630	22,100	8,177	9	30,277	
327	51202	Retirement	40,840	19,716	7,295	9	27,011	
328	51203	Dental Insurance	8,626	3,034	1,123	9	4,157	
329	51204	Health Insurance	148,792	55,994	20,718	9	76,712	
330	51205	Life Insurance	83	72	27	9	99	
331	51206	Workers Comp	27,735	14,082	5,210	9	19,293	
332	51209	Health Risk Assessments	-	-	-	9	-	
333	54102.04211	Taxable Meals (training)	-	60	22	9	82	
334	55302	Benefit Allocation	-	-	-	9	-	
335	55314	Administrative Allocation	-	-	-	9	-	
336	55315	Staff Allocations	-	-	-	8	-	Allocated to CCS & CST
337	59153.04211	Taxable Meals (operations)	-	-	-	9	-	
338		PLACEHOLDER - STAFF						
339		<b>SUBTOTAL</b>	<b>732,264</b>	<b>414,039</b>	<b>153,195</b>		<b>567,234</b>	
340								
341	<b>3913</b>	<b>PS IM Contracts</b>						
342	52146	Drug Screens	-	194	64	8	258	
343	52153	Purch. Serv.-Child Care Certif.	2,063	925	925	8	1,849	
344	52154	Purch. Serv.-IM Fraud Invest.	4,000	2,476	2,476	8	4,952	
345		<b>SUBTOTAL</b>	<b>6,063</b>	<b>3,595</b>	<b>3,465</b>		<b>7,059</b>	
346								
347	<b>3915</b>	<b>Childrens Long Term Care Unit (Dev Dis)</b>						
348	51101	Salaries & Wages	469,759	246,498	114,229	9	360,727	469,759
349	51101.300PR	Vacation/PTO	-	23,615	-	9	23,615	
350	51101.310PR	Sick/EUSL	-	1,741	-	9	1,741	
351	51101.311PR	PTO/Vac?Sick/EUSL/Payout	-	28,431	-	9	28,431	
352	51101.320PR	S&W Holidays	-	6,112	-	9	6,112	
353	51101.330PR	S&W Comp Time	-	-	-	9	-	
354	51101.331PR	S&W Comp Time Payouts	-	-	-	9	-	422,954
355	51101.340PR	S&W Jury Duty	-	58	-	9	58	
356	51101.350PR	S&W Funeral	-	196	-	9	196	
357	51101.380PR	S&W Training/Meetings	-	-	-	9	-	
358	51101.390PR	S&W Personal Time	-	828	-	9	828	
359	51101.395PR	S&W Admin. Leave	-	1,246	-	9	1,246	46,805 *
360	51102	S&W Part-Time	54,357	33,670	14,669	9	48,339	
361	51102.299PR	PT Vacation/PTO	-	4,393	-	9	4,393	
362	51102.309PR	PT Sick/EUSL	-	-	-	9	-	
363	51102.319PR	PT Holiday	-	747	-	9	747	
364	51102.329PR	PT Comp Time	-	-	-	9	-	
365	51102.349PR	PT Funeral	-	772	-	9	772	
366	51102.389PR	PT Personal Time	-	64	-	9	64	
367	51104	Overtime	-	-	-	9	-	
368	51105	Longevity	400	-	-	9	-	
369	51201	Social Security	40,123	25,513	9,440	9	34,953	225,617
370	51202	Retirement	35,142	21,436	7,931	9	29,367	
371	51203	Dental Insurance	10,096	4,872	1,803	9	6,675	187,863
372	51204	Health Insurance	115,800	69,383	25,672	9	95,055	
373	51205	Life Insurance	190	159	59	9	218	
374	51206	Workers Comp	23,866	15,763	5,832	9	21,595	37,754 *
375	51209	Health Risk Assessments	-	-	-	9	-	
376	54102.04211	Training Taxable Meals	-	27	10	9	37	
377	55302	Benefit Allocation	-	-	-	9	-	



The Child Welfare Crisis

## **ACT NOW TO HELP**

Wisconsin County Officials:

The child welfare crisis has hit counties from all across the state hard. The increasing number of referrals and out of home placements, coupled with staff burnout, has placed counties in an all too tenuous position of struggling to meet the needs of children and families, many of whom are grappling with addiction issues due to the increased use of opiates and meth in all corners of the state. Counties are working hard to meet these new demands on the system, but too many counties

have already "pulled all of the rabbits out of the hat" and have no where else to access the increased financial resources needed to deal with our new norm in child welfare.

Due to the child welfare crisis, the Wisconsin Counties Association (WCA) and Wisconsin County Human Service Association (WCHSA) have identified increased funding in the Children and Family Aids allocation as their top human services budget priority for the 2019–21 state biennial budget. The ask is huge, \$30 million annually, and in order to be successful, all counties need to participate in our advocacy efforts.

Throughout the budget process, from now until June 2019, counties will be asked to undertake actions to assist in our advocacy efforts. Our first set of asks is now. Between now and mid-November, we are asking all counties to take the following actions:

1. Adopt the attached resolution seeking an annual increase in the Children and Family Aids allocation of \$30 million. Please feel free to modify the resolution to include county-specific information e.g., out-of-home care cost increases, caseload ratios, etc.
2. Invite all of your legislators to your child welfare agency and discuss with them the current child welfare crisis. This involves:
  - Having your legislators hear from your staff first hand what they are experiencing in the field.
  - Sharing with your legislators the attached PowerPoint presentation (please feel free to shorten based on what messages would best resonate with your legislative delegation). Go through the information in the PowerPoint with your legislators and explain the impacts of the crisis in your county. You can watch a webinar detailing the PowerPoint slides here: <https://wicounties.adobeconnect.com/p2wdmk6u9hnm/>
  - Providing your legislators with a copy of the attached issue paper outlining the ask.
  - Asking your legislators to support the ask as outlined in the issue paper.

Once you have completed the meetings with your legislators, please contact Sarah Diedrick-Kasdorf at the WCA office so she can keep track of which legislators have been talked to about the issue and their initial reactions. A feedback form is attached.

This information was recently sent out to county human and social services directors. However, based on the overwhelming response to the breakout session at the WCA Annual Conference on this topic we decided to share this information with a broader audience. Please coordinate with your human/social services departments to avoid duplication of effort.

Counties should feel free to contact the Wisconsin Counties Association at any time with regard to how best to approach your legislators. Additional background materials are attached for your use as well.

Questions on the materials or on the advocacy plan can be directed to Jason Witt, La Crosse County Human Services ([jwitt@lacrossecounty.org](mailto:jwitt@lacrossecounty.org); 608.785.6095) or Sarah Diedrick-Kasdorf, WCA ([diedrick@wicounties.org](mailto:diedrick@wicounties.org); 608.663.7188).

Thank you in advance for your advocacy on this important issue.

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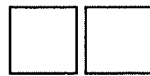
LINKS

## RESOURCES

- [Child Welfare Resolution](#)
- [Report Back Form](#)
- [Children and Family Aids Allocation Increase](#)
- [In the News...County Child Welfare Challenges](#)
- [Review of Wisconsin's Child Protective Services Mandates](#)
- [2019-21 Recommended Biennial Budget Request](#)
- [County Perspectives & Recommendations to Wisconsin's Child Welfare Crisis](#)

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CONNECT WITH US!



## Requesting Increased Funding and Oversight Reforms for Wisconsin's Child Protective Services System

WHEREAS, the Wisconsin child welfare system is county-operated and state-supervised, except Milwaukee County, where the system is administered by the Wisconsin Department of Children and Families (DCF), Division of Milwaukee Child Protective Services (DMCPS); and

WHEREAS, DCF provides insufficient funding to counties for the provision of child abuse and neglect services including prevention, investigation, treatment, and out-of-home placement costs, though the state has primary responsibility for compliance with federal requirements and shares liability for ensuring the system is meeting its obligations to children and families in all 72 counties; and

WHEREAS, in recent years the state of Wisconsin added numerous mandates and practice expectations which increased county child protective services (CPS) workload and costs; and

WHEREAS, the opioid and methamphetamine epidemics have brought Wisconsin's child welfare system to a point of crisis, with increasing concern about the system's ability to meet its obligations to children and families; and

WHEREAS, the capacity for counties to continue to bear the lion's share of financial responsibility to address this crisis has been exhausted, as rising county contributions to the CPS system have far outpaced increases to the DCF Children and Family Aids allocation and counties have used reserve funding to cover CPS expenses and increase staffing; and

WHEREAS, maintaining sufficient resources for Wisconsin's child welfare system is critical to secure the safety and future of our most vulnerable children; and

WHEREAS, without a proportional increase in the DCF Children and Family Services allocation, the CPS system has been stressed for over a decade, causing caseloads for CPS workers to grow to unreasonable levels, contributing to high levels of staff turnover in some counties and an overrun of out-of-home care costs above what counties can sustain within available resources; and

WHEREAS, Wisconsin's CPS system leaves significant gaps in state-level oversight for all counties except Milwaukee County, including the absence of caseload standards, no process for regular legislative evaluation and prioritization of CPS needs and the absence of a legislative committee that provides regular policy guidance concerning CPS system issues such as adequate funding, performance, cost sharing and long-term stability; and

WHEREAS, along with DMCPS, all eleven of Wisconsin's peer states with county-administered CPS systems have either adopted caseload standards for CPS caseworkers, completed thorough workload studies as a basis of determining funding needs, or otherwise have made significant recommendations related to keeping CPS workloads manageable; and

WHEREAS, the children within Wisconsin's CPS system are too important to allow the current level of under resourcing, oversight gaps and, disparity of attention, while shifting the burden to property taxpayers.

NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ County Board of Supervisors does hereby request that the state of Wisconsin increase the Children and Family Aids Allocation to counties in the 2019-21 state biennial budget by \$30 million annually in order to cover a greater share of out-of-home care costs and increase staffing levels based on the caseload standards developed by the Wisconsin County Human Services Association (WCHSA) so Wisconsin's CPS system can meet its obligations; and

BE IT FURTHER RESOLVED that the Wisconsin Counties Association urges the state of Wisconsin to close critical oversight gaps by creating legislative mechanisms to review the CPS resource needs of all counties as part of the biennial budget process and ensure an appropriate committee provide ongoing policy guidance to respond to emerging CPS trends and ongoing system needs; and

BE IT FURTHER RESOLVED that a copy of this resolution be sent to Governor Scott Walker, Department of Children and Families Secretary Eloise Anderson, Department of Administration Secretary Ellen Nowak, area legislators, and the Wisconsin Counties Association.

**CONTACT INFORMATION**

Honorable Scott Walker  
Governor, State of Wisconsin  
115 East Capitol  
Madison, WI 53702

Secretary Eloise Anderson  
Wisconsin Department of Children and Families  
201 East Washington Avenue, Second Floor  
P.O. Box 8916  
Madison, WI 53708-8916

Secretary Ellen Nowak  
Wisconsin Department of Administration  
101 E. Wilson Street, 10<sup>th</sup> Floor  
P.O. Box 7864  
Madison, WI 53707  
DOASecretarysOffice@wisconsin.gov

Wisconsin Counties Association  
Attn: Sarah Diedrick-Kasdorf  
22 E. Mifflin Street, Suite 900  
Madison, WI 53703  
diedrick@wicounties.org

## Area Legislators:

Honorable (First Name) (Last Name)  
Wisconsin State Senate  
P.O. Box 7882  
Madison, WI 53707-7882

Honorable (First Name) (Last Name A-L)  
Wisconsin State Assembly  
P.O. Box 8952  
Madison, WI 53708

Honorable (First Name) (Last Name M-Z)  
Wisconsin State Assembly  
P.O. Box 8953  
Madison, WI 53708