

**Tuesday,
March 12, 2019
9:00 a.m.**

HUMAN SERVICES BOARD

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

Oversight Board for the Department of Human Services

***Revised AGENDA**

HUMAN SERVICES BOARD MEETING

1. Call Meeting to Order
2. Roll Call – Establishing Quorum
3. **Adopt** Agenda
4. **Approve** Minutes – January 3, 2019 Regular Board Meeting
5. Correspondence
6. Public Comment
7. Program Reports
 - a. Written Collective Unit Report – January & February
 - b. 2018 Statistical Report by Unit
8. Continuing / Pending Business
 - a. Transportation Service Update
 - b. Health & Human Services Merger Update
 - c. Staff Recruitment Updates
 - d. Vouchers
9. New Business
 - a. Request to Refill CCS Coordinator Position
 - b. Request to Refill Part-time Prep Cook
 - c. Request to Refill Economic Support Specialist Position
 - d. Youth Connection Program
 - 1) Lease with PATH of Door County
 - e. Residential Placements for Mental Health
 - f. *Mental Health Services on Washington Island
 - g. 2018 - Gifts, Grants & Donations
 - h. Human Services Day at the Capitol-Madison
 - i. 2018 Annual Report
 - j. Completion of Introductory Period
 - Abby Brown
 - Melissa Xiong
10. Topics to Be Referred to the Legislative Committee
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
12. Set Next Meeting Date – Tuesday, April 9, 2019
13. Meeting Per Diem Code
14. **Adjourn** Meeting

Deviation from the order shown may occur.

DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Thursday, January 3, 2019

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-

Interim Chair Laura Vlies Wotachek called the January 3, 2019 meeting of the Door County Human Services Board to order at 9:00am in the Chambers Room at the Government Center, 421 Nebraska Street, Sturgeon Bay, Wisconsin.

2. Roll Call / Establishing a Quorum-

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

Excused: Helen Bacon, Tom Leist

Staff Present: JoAnn Bauman-Department Accountant/Finance; Julie Behnke-Business Manager; Joseph Krebsbach-Director; Cori McFarlane-Deputy Director; Ken Pabich-County Administrator; and Shawn Barlament-Office Manager/Recording Secretary.

Board members present established a quorum.

3. Adopt Agenda-

Motion by M. Lundahl, second by J. Miller to adopt the agenda. Motion carried by unanimous voice vote.

4. Approve Minutes-

Motion by Wayne Kudick, second by B. Bultman to approve the November 6, 2018 85.21 Elderly/Disabled Transportation Plan Public Participation Meeting minutes. Motion carried by unanimous voice vote.

Motion by N. Norton, second by B. Rau to approve the November 6, 2018 Human Services Board meeting minutes. Motion carried by unanimous voice vote.

5. Correspondence-

No correspondence presented.

6. Public Comment-

No one present offered comment.

7. Program Reports

a. Written Collective Unit Report – December

W. Kudick asked for Northern Door Meal Statistics to be broken out of the total meal statistics. Next month's board meeting will include the statistical report from all program areas for 2018 and this break out will be completed for all meal sites.

8. Continuing / Pending Business-

a. Transportation Services

J. Krebsbach will forward an invitation to Board members to join the Transportation Resource Improvement Partners (TRIP) on January 21, 2019 at 10am when SRF Consulting Group Inc. (SRF) will provide their overall analysis and recommendations to enhance transportation services in Door County. TRIP will provide an update on all of their projects as well.

W. Kudick suggested that consideration should be given to the public for employment transportation needs between the northern, mid and southern sections of our county.

b. Health & Human Services Merger

Public Health Staff has been included in the All Staff meetings for several months, and Sue Powers is attending weekly management team meetings. A team will be formed to implement a roll-out plan and create a culture to wrap around both departments.

c. Staff Recruitment Updates

- Several Interviews have taken place for the Children & Families Social Worker position. One candidate will return for a second interview.
- A number of individuals have applied for the Youth Support Specialist position. Interviews will be held next week.
- Interviews are scheduled on January 16th for the Public Health Nurse position.

- The department has an option to contract with two Locum Tenens psychiatrists to provide telehealth part-time beginning in March. J. Krebsbach has also had a telephone interview with a doctor, presented by the recruiting firm, who is interested in a full time position with the county who has had other county experience. A face to face interview is scheduled for later this morning.
- Robin Lambrecht, dually certified as a mental health and AODA therapist, began in our Behavioral Health unit on December 20, 2018

d. Vouchers

At the request of B. Bultman, a newer member of this board, J. Krebsbach reviewed the approval process for all vouchers. L. Vlies Wotachek inquired about a payment to United Way of \$6,457.88. This was our financial assistance for the speaker and materials for the December 2018 Challenge Day presentation at 4 of the county high schools for AODA prevention. The focus of the presentation was to show students that they are not alone in any particular situation. M. Lundahl asked about the payments to Bellin Psychiatric Center which are inpatient costs.

9. New Business-

a. Child Welfare Resolution

Motion by M. Lundahl, second by W. Kudick to forward the resolution titled "Requesting Increased Funding and Oversight Reforms for Wisconsin's Child Protective Services System" to the Door County Board of Supervisor for support and approval. Motion carried by unanimous voice vote.

b. Nicole Kahler – Resignation Letter

Nicole's last day with our department as a Community Support Program Case Manager will be February 15, 2019.

c. Kris Wagner-Maclean – Retirement Letter & Recognition

Kris will be given a recognition certificate for her many years of service with the department as a Child & Family Services Case Manager.

d. Request to Refill - Child & Family Services Case Manager Position

Motion by B. Rau, second by N. Norton to refill the Child & Family Services Case Manager position and to adjust to full time status. Motion carried by unanimous voice vote.

e. Request to Refill – Community Support Program Case Manager Position

Motion by W. Kudick, second by B. Bultman to refill the Community Support Program Case Manager position. Motion carried by unanimous voice vote.

f. Contract Approval for Food Vendor

Our department has signed a 3 year contract with HPS, a group purchasing organization, which has saved money on our raw food purchases at the ADRC.

g. Introductory Period Completions

Emma Lehman, Julie Behnke, Hope Klatt, Gloria Schneider and Jamie Cole have successfully completed their introductory periods between November 11, 2018 and January 9, 2019.

10. Topics to be Referred to the Legislative Committee

The Board determined that it would submit a letter to our State Assembly Representative, Joel Kitchens, asking to overcome the gap in timing of the first payments to WI Home Energy Assistance Program (WHEAP) participants in order to eliminate possible disconnects in service.

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

In May, N. Norton offered to present on her attendance at the Wisconsin Autism Conference. 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, February 12, 2019 at 9:00 a.m. in the Chambers Room of the Government Center, 421 Nebraska Street, Sturgeon Bay.

13. Meeting Per Diem Code-

822

14. Adjourn the Meeting:

Motion by N. Norton, second by W. Kudick to adjourn the meeting. Motion carried by unanimous voice vote. The meeting adjourned at 10:14 a.m.

Respectfully submitted,
Shawn M. Barlament, Recording Secretary



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Human Services Board Written Agency Updates – January 2019

I. Program Changes and Highlights

- A.** The **Behavioral Health** division is happy to announce that Dr. Andrew Kessler will be joining our staff as our full time psychiatrist and medical director. Given our long wait list for services, we are fortunate to have a full time psychiatrist join us. His first day will be Monday Feb. 11. Dr. Kessler has been in practice for over 25 years, working in a variety of settings, including private practice, county human services, and state institutions. He has experience working with individuals across the lifespan from children through senior citizens.

Robin Lambrecht, LPC-IT, CSAC-IT, recently joined us as a full time therapist, completing our behavioral health team. She has both mental health and alcohol and drug treatment experience. We are happy to have her at Door County Human Services.

- B.** The **Birth to Three** team is looking forward to an onsite visit with our Birth to Three RESource person for the Northeast Region on February 18, 2019. The agenda for this meeting includes reviewing our County Performance Plan goals to measure progress since their implementation in April 2018 and discuss our next years' goals for the program. We will also be reviewing our Child Outcomes data, which is a measure of the developmental gains a child makes from entrance to exit from the program. The Door County Birth to Three program worked with 148 children in CY 2018.
- C.** The **Children's Long Term Support** staff had a quarterly communication with our State Technical Assistance Lead on February 4th. Topics of conversation included discussion of the new state rates for CLTS waiver services, implementation of the new levels of care ratings for children and the ability to ask the state for their approval of an outlier request; an increased rate in special circumstances where a child's needs can only be met by a provider with special knowledge, skills and training of their particular disability.

Our long time Support and Service Coordinator, Kris Wagner-Maclean, took her leave and settled into retirement in January. She leaves some very big shoes to fill, but we were fortunate to have had many qualified candidates apply for that open position. Interviews were conducted on February 7th. We hope to make an offer of employment very soon. The Children's Services team appreciates the Human Services Board support in increasing that position to full time.

- D.** The **Comprehensive Community Services (CCS)** received the report from the state Division of Quality Assurance site review, completed in October. As expected, there were three deficiencies noted. A Plan of correction has been submitted. In January, we also submitted our 2018 Performance Report for the Coordinated Services Team (CST) initiative. This report provided an opportunity to reflect on the great work accomplished by the team over the course of the year. Despite a vacancy in the CCS/CST manager role for nearly half of 2018 and complete restructuring of our staffing (splitting CCS/CST off from the Children's Long Term Support case management system), we met our program goals and are poised and ready for a strong 2019. With the

continued growth of our CCS program, we have been able to utilize CST funding in new and creative ways to directly support children and families. Our system of care network for youth with emotional and behavioral support needs is vibrant and multi-layered, including CST & CCS; agency partners in Behavioral Health, child protection and juvenile justice and children's long term support; the services and programs of the Door County Partnership for Children and Families; and, new in 2018, STRIDE, our school mental health initiative.

Our work plan included a goal of increasing enrollment in 2018 by 25%. In 2018, we served 36 youth in CST, compared to 25 in 2017. This is a 44% increase. We are also serving 62 youth in CCS. 27 of these are duplicative; i.e., co-enrolled in both CST and CCS. This means we have a total of 71 youth benefitting from team-based behavioral health supports and services. Our Coordinating Committee is more active, energized and engaged than ever before, and we are using data measures to more closely track the effectiveness of our services. We provided several great community outreach and training opportunities, and we utilized CST funding to build on youth's strengths, build connections for families, and strengthen our trauma-informed care approaches.

- E. The **Children and Families** team is excited to start services at the Youth Connection Center. Two new limited term staff were hired and began on February 7th. We are also excited to be partnering with two of our Behavioral Health Therapists who will be facilitating group twice per week at the Center. The center will be open Monday, Tuesdays, and Thursdays from noon to 8 pm. We are anticipating having youth start attending towards the end of February. The Youth Center is funded by dollars passed through from the state designated for juvenile programming. The goals of the report center are to reduce the use of secure detention and ultimately reduce delinquent behaviors.

On another note, our child protection referrals are high for the month of January with a total of 43 reports made in January 2019 alone. We have had an open position since the end of October and the social workers have been very patient and resilient during this time. We have extended the job posting several times and are hopeful we will have some quality candidates coming up in the near future. The team looks forward to adding another team member to fill the responsibilities of Access and Assessment (investigations) for child abuse allegations.

- F. In the area of **Economic Support**, we have been closely watching happenings at the federal level. During the recent partial government shut-down, the outlook for FoodShare benefits was quite unclear. On January 20, current FoodShare recipients had their February benefits loaded on their electronic benefits cards early, and they were advised that they would need to budget wisely in order to make these food dollars stretch through the end of February. At that time, it appeared unlikely that any FoodShare benefits would be available for March. Thankfully, the government reopened for three weeks, and we have now been advised that March benefits are secure. Should the government shut down again after February 15, it is unclear what the outlook is for April and beyond. FoodShare benefits are 100% federally funded.

Programs not impacted by the federal government shutdown include Social Security, Medicare, and Medicaid (including BadgerCare Plus and SeniorCare), Wisconsin Shares child care subsidies, Wisconsin Works (W-2) payments, and Kinship Care. In addition, funding for Older Americans Act and many other aging services programs are not impacted by the government shutdown. The Wisconsin DHS has continued to post up-to-date information regarding impacted programs on their webpage, www.dhs.wisconsin.gov, and has issued notice to clients in a variety of ways. Our department has also issued public service announcements through the media as well as various social media postings.

- G. The contract with Family Services Crisis Center to triage all of our incoming **mental health crisis** calls continues to be highly effective. In 2017, they covered 510 calls and the Mobile Crisis workers completed 178 face to face suicide assessments. In 2018, Family Services Crisis Line covered 629 crisis calls and the Mobile Crisis workers completed 120 face to face suicide assessment. The crisis team will be saying goodbye to Nikki Kahler (Community Support Program Case Manager) on Feb. 15th, and she will be replaced by Mary Simac who was previously one of our contracted Crisis On-Call staff. The team will also be adding Robin Lambrecht (Behavioral Health Therapist) to the crisis rotation as soon as she completes her 40 hours of Crisis Orientation.

II. Noteworthy Events

- A. Please join us on Thursday, February 21 for a free public screening of the film Resilience from 5:00-8:00pm at the Donald and Carol Kress Pavilion in Egg Harbor. Doors open and light dinner starts at 5pm. The film will begin at 5:30 with panel discussion immediately after the film.

RESILIENCE: THE BIOLOGY OF STRESS AND THE SCIENCE OF HOPE documentary (<https://kpfjfilms.co/resilience/>) chronicles the promising beginnings on a national movement to prevent childhood trauma, treat Toxic Stress, and greatly improve the health of future generations. The film delves into the science of Adverse Childhood Experiences (ACEs), now understood to be one of the leading causes of everything from heart disease and cancer to substance abuse and depression. Extremely stressful experiences in childhood can alter brain development and have lifelong effects on health and behavior. "The child may not remember, but the body remembers."

- B. Mark your calendars for a community-wide Trauma Informed Care Conference, planned for August 14 at Stone Harbor!
- C. Please see the ADRC newsletter for a full calendar of many great events occurring at the ADRC in February.

III. High-Cost Placements & Other Fiscal Updates

- A. We currently have 6 clients placed in CBRF's, including 4 at Brotoloc, a specialized CBRF serving some of our high needs clients, at a rate of approximately \$5600 per month. All things remaining somewhat constant, we are looking at a budget shortfall of approximately \$200,000 in the CBRF budget line for 2019. We always attempt to screen individuals for Family Care, but when individuals are under 65 and their primary diagnosis is mental health related, they typically do not qualify for Family Care, and the county ends up being responsible for a good portion of their costs.
- B. We are also seeing a significant demand for AODA residential treatment, in part due to an increase in methamphetamine use in the county. We are developing additional group treatment options in the clinic in hopes of addressing some of the need, but we anticipate the need for residential care will continue to remain high in 2019.

IV. Training & Staff Development

- A. Two Economic Support staff attended the annual WHEAP training February 4-6.
- B. We are planning several professional development opportunities for staff, including Client Rights Training on March 11, Civil Rights Training on March 20, and The Art of De-escalation Training on April 10 & 11.

V. Agency & Community Collaboration

- A. **Adult Protective Services** Social Worker, Carol Lenius, was part of a team from Door County to travel to Washington, DC in January for an orientation training on **End All Grant** that was awarded

to the Wisconsin Department of Justice (DOJ). The grant, sponsored by the Office of Violence Against Women, offers an opportunity for providing or enhancing training and services to address elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, or stalking, involving victims who are 50 years of age or older. Wisconsin is a unique program, as we have 5 participating regions in the state, to include Door County, Outagamie County, Oneida Tribe, and the cities of Milwaukee and Madison.

The project's focus in Door County is to enhance the existing Coordinated Community Response (CCR) through Help of Door County. The team will participate in a system review and change project with the focus on victim safety and offender accountability. A Coordinator is being hired by DOJ for oversight of the three year grant. The grant is designed to increase collaboration between programs/organizations that are already involved, in some way, with Abuse in Later Life issues. Organization representatives at the Grant Orientation were: Clint Henry (SBPS) – Law Enforcement; Colleen Nordin (District Attorney) – Prosecutor; Anne Lampert (HELP of Door County) – Advocacy; Carol Lenius (Door County Human Services) – APS/Aging.

VI. Sharing our Successes

- A.** On January 31, **Community Support Program** Manager Glen Begrow had to say goodbye to an individual to whom he has provided case management services for thirteen years. Due to age related illnesses, the client now requires nursing home placement, and his stepmother was appointed as his legal guardian of person and estate. When the transition occurred, the guardian called the Community Services Manager and stated, "I just can't thank Glen enough for caring for our son all these years. He would have never been able to remain in his own apartment without Glen's constant monitoring. The Community Support Program saves lives!"

Human Services Board Written Agency Updates – February 2019

I. Program Changes and Highlights

- A.** Our **Behavioral Health** AODA team is just a few weeks away from launching our continuum of alcohol treatment groups. These will include a primary treatment group, intensive outpatient groups, and a relapse prevention group. Our launch date for groups is the week of March 25th, 2019. We have two therapists from the Behavioral Health unit leading groups for our youth who attend the Youth Connection Center. These include a group for alcohol and other drugs as well as a group for emotional regulation and distress tolerance. Our behavioral health team continues to work toward promoting health and well-being with our county residents.
- B.** On February 27, 2019, the **Birth to Three** team met with our Birth to 3 REsource for the Northeast Region to review our County Performance Plan (CPP) which was developed in 2018. We analyzed progress made toward goals set at that time and refreshed our ideals for 2019. Our goals for 2019 include fine tuning a universal coaching visit note to leave with each parent/caregiver at the end of an encounter and remaining mindful of our trauma informed practices in service delivery. It was a great time to reflect on all we have accomplished in the past year and sharpen our vision for the future.
- C.** The **Children’s Long Term Support** staff has submitted a report to the state outlining how we plan to transition our approximate 268 service authorizations to our Third Party Administrator by 6/30/19 to reflect the new service rate schedule set by the state. This is the culmination of a multi-year process to comply with state mandates standardizing processes and rate structure for all counties in Wisconsin as we authorize services and supports for children eligible for the CLTS waiver. Additionally, this group of staff continues to make progress toward the state mandate of having zero children on a waiting list for children’s long term support waivers. There are currently six children on the waiting list, and we plan to pick those last six up by the end of June 2019. This will be supported by the welcome addition of our newest team member who fills the position vacated by a retirement. She will begin full time employment with us on March 11th.
- D.** The **Community Support Program** staff spent the day on March 5 with reviewers from the State of Wisconsin Department Division of Quality Assurance on March 5th. Congratulations to Sheryl Flores and the CSP team for a successful audit! The program has been recertified for two years.
- E.** Abuse can occur anywhere. Most abuse occurs in the home, but it also takes place in regulated facilities and community settings, such as adult day cares, community based residential facilities, or workplaces, or by specialized transportation drivers. If you suspect a vulnerable person is being abused you are able to remain anonymous when you call Door County Human Services (920) 746-7155 or 1-888-743-1844 ext. 7155 to file a report with an **Adult Protective Services** worker.
- F.** In **Economic Support** news, the Bay Lake Consortium has moved forward with a Child Care line that is staffed live with one agent from Brown County each day and another from each of the four

other counties, in a rotation. We continue to evaluate the effectiveness of this separate line and will decide whether or not to keep it later this spring. There continues to be many changes to the work Economic Support Specialists do, as polices and systems are revised. There is a possibility for many added changes later this year, as the newly proposed state budget appears to indicate revisions to ES programs, to include Medicaid expansion, changes in FoodShare Employment and Training rules, and Drug Testing rules for FoodShare.

One of our Economic Support, Jill Whitman, announced she will be retiring in early June. Jill's work has been highly regarded not only in our county but by collaborative counties in the consortium as well as our ADRC and ADRC staffs in other counties. Her work is exemplary in the areas of Long Term Care and Nursing Home and Waiver customers. Because basic ES work can take months to learn, and Long Term Care as much as two years, it will be a challenge to replace her expertise and role. We have two other staff who are training with her in the months ahead to allow for some transfer of knowledge.

- G.** The **Comprehensive Community Services** team continues to exercise excellent teamwork while their manager is out on maternity leave and the Regional CCS Coordinator position is vacant. They have implemented a new peer review process in response to feedback from the state site review. They continue to enroll new clients and enhance services and treatments plans for existing clients. Planning is underway for youth consumers for this summer. We are hoping to be able to conduct interviews for the Regional Coordinator position later this month and to have someone on board right around the time that Manager Jamie Cole returns from her leave!
- H.** Next time you are in the neighborhood, please stop by and say hi to the newest **ADRC** addition, Lorraine Fahrenkrug. Lorraine was recently hired as our new Disability Benefit Specialist. She received her bachelor's degree from the University of Arizona. Lorraine comes to us with lots of great career experience including being an advocate in various capacities. Lorraine enjoys spending time with her husband, their 3 children and friends.

In an effort to engage a younger aging population and increase organizational efficiency, we are starting a brand new ADRC Ambassador volunteer program. The ADRC Ambassador welcomes and assists customers, professionals, and visitors entering the ADRC. Volunteers working in this capacity will answer questions, provide information, and direct people to the location they need, thus creating an atmosphere in the ADRC that is caring, yet efficient. Our goal is to recruit at least 8 new ADRC Ambassadors by the end of the current calendar year. If you or someone you know might be interested, please call the front desk at (920)746-2545.

Do you love playing with your grandkids? Do you miss playing with them because they don't live close by, or they've grown too old to play? If so, we have a volunteer opportunity for you. We need volunteers to be play assistants for the BLOCK PARTY we are hosting at the ADRC. This Block Party is a collaborative effort between UW-Extension, the ADRC and the Door County Partnership for Children and Families. Our Block Party will be held on Thursday, March 28th from 10-11am. For more information and to volunteer for this event, contact Cathy Keller at the ADRC by calling (920)746-7153.

We are excited to announce that we are currently working with TWEAK Marketing to create a promotional video for our hot and frozen home delivered meal program. The purpose of the video is to highlight the many benefits of our home delivered meal program. Our MOWs program is more than a nutritious meal. Please stay tuned for more.

- I. The **Child Protection/Juvenile Justice** division is excited to announce the Youth Connections Center (YCC) is up and running! Jeff MacDonald and Erin Cabino have done an amazing job setting up structured activities and academic support to hold youth accountable, build youth competency, and establish community connections. This is a great alternative to secure detention and will hopefully have long-term positive impacts for the youth and community. There have been 17 new juvenile referrals in 2019, and our staff are currently managing 38 ongoing juvenile cases.**

2019 has been very busy for child protection with January having 40 abuse reports, compared to 27 in January of 2018. In February there were 47 CPS reports compared to 17 in February of 2018. On a positive note we had two children return home permanently after being placed in foster care for quite some time. After a child is returned home, we continue to work with the family for 6-12 months to ensure they have the support they need to sustain safety and well-being of the child and their family.

March is Social Worker Appreciation Month, and the social workers in the CPS/JJ team have been resilient, persevering through staff shortages, higher caseloads, and very tough work!

II. High-Cost Placements & Other Fiscal Updates

- A.** We continue to run high on our inpatient costs, including psychiatric hospital, Community Based Residential Facility, and residential AODA treatment. These are largely costs beyond the control of the Department. Individuals are generally placed in these settings by court order, emergency detention, or, in the case of residential AODA treatment, as a last resort when lower levels of care are deemed insufficient to meet the need of the individual.

III. Training & Staff Development

- A.** On February 28, DHHS hosted a training by the Office of State Courts, Children’s Court Improvement Project on the Safety Decision Making Model. The training was attended by our CPS/JJ team, Director and Deputy Director, both Circuit Court Judges, District Attorney, Court Commissioner, and numerous private attorneys/guardians ad litem. The training was helpful in teaching all parties a common language around child safety. We look forward to follow-up conversations around processes and practice with our legal partners.
- B.** Two staff attended the WI Home Energy Assistance Program annual conference and training from held February 4th – 6th.

IV. Agency & Community Collaboration

- A.** Economic Support staff will attend the upcoming Job Fair on March 20th from 2 – 6 pm at We Are Hope. ES plans are to have a resource booth at the event to better inform the community about our programs. We continue to assist Brown County with their caseload and call center shifts due to staffing shortages.
- B.** Behavioral Health continues to participate in STRIDE, the school mental health initiative. One of our therapists provides counseling services in the Gibraltar School District 8 hours per week, and this is going very well. The collaborative, with United Way as our fiscal agent, has been successful in raising funds that will allow some reimbursement to each mental health provider agency to offset some of the costs that are not reimbursed by insurance. The Department is currently in communication with Washington Island School District personnel to explore options for expanding STRIDE services to that district, in conjunction with therapy services to the broader community.

VI. Sharing our Successes

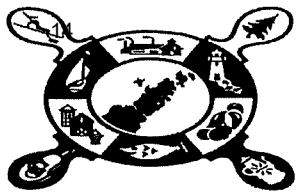
- A.** This month’s Shining Start award was awarded to Behavioral Health Nurse Scott Davis, RN. Colleague. Scott’s Public Health colleagues acknowledged his efforts for working collaboratively and on shared cases and for always going “above and beyond.” They noted that he is frequently here well past 4:30

p.m. most days of the week, attending to the needs of his patients. Scott's level of care and concern for our CSP and psychiatric patients is second-to-none. He has been extremely instrumental in the transition of psychiatrists in our clinic, as he is the one who follows up with pharmacies on medication orders, works with pharmaceutical companies, answer calls from patients with medication questions, administers injectable medications, and so much more.

- B.** Economic Support Specialist Eric Olsen went far above and beyond his assigned role in helping a client struggling with income issues to connect with the social security administration. The customer was not able to effectively work with the agency on his own, and Eric provided the help that was greatly needed.
- C.** In our CCS program, we have begun contracting with Wisconsin Family Ties for a parent peer specialist. We've seen early success with this service with one family in which a mom and daughter are both enrolled in CCS. With the support of a parent peer, the mother has learned to advocate effectively for the services and supports her daughter needs to manage her mental health symptoms, while also holding her daughter accountable. Both mom and daughter are beginning to find their voice, and with that, feeling stronger and more hopeful than in the past.
- D.** Jess Holland at the ADRC received this note of thanks: "Jessica, I just wanted to thank you for all your help today with (client). She was able to pick up her FoodShare card - which made her very happy; she was also able to speak to someone regarding counseling. I was not sure if the ADRC was the right place to go but I knew if it wasn't that you would point me in the right direction! She can't say enough nice things (which I agree) about you and her experience with you today; your kindness went a long way!! Thank you again and enjoy the rest of your day!"

HUMAN SERVICES STATISTICS			
UNIT	2016	2017	2018
AGING & DISABILITY RESOURCE CENTER (ADRC)			
Unduplicated Memberships	552	686	2178
Total Participation - Activites & Events	10682	12413	21,086
Volunteers / Hours	113/3900 hours	114/4692 hours	263/6297 hours
I & A Consumers	3,064	4,814	4,533
Elderly Benefits Specialist (EBS) Consumers - Cases Open/Contacts	473	705	804 / 512
Disability Benefits Specialist (DBS) Consumers - Cases Open/Contacts	1820	1983	178 / 1,364
Total Consumers	5,357	7,502	6,409
Congregate Meals:			
Baileys Harbor	1,143	1,520	1,370
Brussels - Opened October 2018			318
Forestville - Closed October 2018	628	856	659
Liberty Grove	1,592	1,197	1,279
Sturgeon Bay	12,475	11,003	17,155
Washington Island	847	987	1,059
Congregate Meals-TOTAL	16,685	15,563	21,840
Home Delivered Meals:			
Sturgeon Bay	17,300	17,838	17,051
Scand	993	1,251	1,568
Washington Island	652	739	832
Hot Meals on Wheels-TOTAL	18,945	19,828	19,451
Frozen Meal-TOTAL	6,091	4,954	4,523
Home Delivered Meals(MOWs & Frozen)-TOTAL	25,036	24,782	23,974
All Meals(Home Delivered & Congregate)-TOTAL	41,721	40,345	45,814
Door 2 Door Rides	42,043	43,932	42,573
ADRC Bus	6,589	7,073	5,941
Transportation- SRC Bus & Door2Door TOTAL	48,632	51,005	48,514
Adult Protective Service (APS)			
Referrals	183	294	174
BEHAVIORAL HEALTH (BH)			
Crisis - DCDHS Mobile Face to Face	165	178	118
Crisis Calls to Family Services			629
Inpatient Admissions	67	79	77
Inpatient Costs	\$ 188,215.87	\$ 552,988.00	\$ 486,940.24
CHILDREN & FAMILY SERVICES			
Child Welfare Referrals	393	404	415
Youth Service Referrals (Juvenile Justice)	69	71	76
Birth-Three Participants	73	75	148
Children's Case Management:			
CLTS (Children's Long Term Services)	61	63	76
CCOP (Children's Community Options Program)	39	57	39
TCM (Targeted Case Management)	n/a	n/a	16
DD (Developmentally Disabled)	37	26	24
CLTS/CCOP/TCM/DD - (Previous Years Combined)	137	146	155

COMPREHENSIVE COMMUNITY SERVICES (CCS) & COMMUNITY SUPPORT TEAMS (CST)			
Consumers Enrolled	50	67	98
COMMUNITY SUPPORT PROGRAM (CSP)			
Consumers Enrolled	53	51	51
ECONOMIC SUPPORT (ES)			
Badger Care (BC) Total	4,169	4,157	3969
FoodShare (FS) Total	2,007	1,930	Not Available
Consortium Calls	112,972	156,804	149,696
WI Home Energy Assistance	557	937	973



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

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

MEMO

To: Human Services Committee
From: Ashley LaLuzerne
Date: 02.12.2019
Re: Request for Expenditure Approval

Expenditures since the last committee meeting held 01.03.2019

\$	944.85	Wal-Mart Credit Card November-December 2018
\$	452.83	Wal-Mart Credit Card December 2018
\$	1,823.82	Elan Credit Card November-December 2018
\$	19,774.37	December 2018 Foster / Kinship Care Payments #2018-654/660
\$	1,204.00	Invoices Paid Prior to February 12,2019 not included in Batches
\$	24,199.87	

Departmental journal entries not included on the attached voucher list:

\$	449.82	Maintenance Dept. September 2018 gas usage - Fleet
\$	205.04	Maintenance Dept. December 2018 gas usage - Fleet
\$	3.12	Lamination Fees - December 2018
\$	35.46	Maintenance Dept. - office supplies - December 2018
\$	693.44	

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

\$	100,674.64	Monthly Vouchers - 2018 Batch Totals (Dec) #2018-606
\$	58,663.19	Monthly Vouchers -2018 Batch Totals (Dec) #2018-644
\$	86,658.25	Monthly Vouchers -2018 Batch Totals (Dec) #2018-655
\$	1,447.00	Monthly Vouchers - 2019 Batch Totals (Jan) #2019-002
\$	6,846.80	Monthly Vouchers -2019 Batch Totals (Jan) #2018-020
\$	18,901.90	Monthly Vouchers - 2019 Batch Totals (Feb) #2019-053
\$	24,199.87	Expenditures since the last committee meeting held 10.09.2018
\$	693.44	Amounts paid to other County Departments as per above
\$	298,085.09	

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

\$	9,433.16	Monthly Vouchers -2018 Batch (Dec) #2019-009
\$	47,634.00	Monthly Vouchers -2018 Batch (Dec) #2019-039
\$	120.00	Monthly Vouchers -2019 Batch (Jan) #2019-013
\$	5,652.16	Monthly Vouchers -2019 Batch (Jan) #2019-040
\$	6,828.05	Monthly Vouchers - 2019 Batch (Feb) #2018-060
\$	145.34	Walmart Card November-December 2018
\$	349.76	Walmart Card December 2018-January 2019
\$	224.38	Elan Credit Card December 2018
\$	4,029.50	Invoices Paid Prior to February 12, 2019 not included in Batches
\$	74,416.35	

\$ 372,501.44 Total Expenditures and Vouchers

Accounts Payable Invoice Report

G/L Date Range 12/31/18 - 12/31/18
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Batch Number 2018-00000654 Batch Date 12/31/2018 Entered by User Ashley LaLuzerne									
Vendor 17929 - ADVOCATES FOR HEALTHY Sub-Department 47 Human Services									
Import - 9806	WISACWIS- PID:0008038182_Voucher:01917 _IM_01/04/2019	Edit		01/04/2019	12/31/2018	12/31/2018			671.30
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 17929 - ADVOCATES FOR HEALTHY Totals						Invoices	1	\$671.30
Vendor 19161 - [REDACTED] Sub-Department 47 Human Services									
Import - 9808	WISACWIS- PID:0008044459_Voucher:01917 _IM_01/04/2019	Edit		01/04/2019	12/31/2018	12/31/2018			714.00
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 19161 - [REDACTED] Totals						Invoices	1	\$714.00
Vendor 9701 - [REDACTED] Sub-Department 47 Human Services									
Import - 9817	WISACWIS- PID:0008085157_Voucher:01917 _IM_01/04/2019	Edit		01/04/2019	12/31/2018	12/31/2018			238.00
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 9701 - [REDACTED] Totals						Invoices	1	\$238.00
Vendor 9479 - [REDACTED] Sub-Department 47 Human Services									
Import - 9816	WISACWIS- PID:0008000379_Voucher:01917 _IM_01/04/2019	Edit		01/04/2019	12/31/2018	12/31/2018			879.00
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 9479 - [REDACTED] Totals						Invoices	1	\$879.00
Vendor 19526 - [REDACTED] Sub-Department 47 Human Services									
Import - 9809	WISACWIS- PID:0008024832_Voucher:01917 _IM_01/04/2019	Edit		01/04/2019	12/31/2018	12/31/2018			637.41
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 19526 - [REDACTED] Totals						Invoices	1	\$637.41
Vendor 9850 - [REDACTED]									

Accounts Payable Invoice Report

G/L Date Range 12/31/18 - 12/31/18
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
Sub-Department Import - 9818	47 Human Services WISACWIS- PID:0008085718_Voucher:01917 _IM_01/04/2019	Edit		01/04/2019	12/31/2018	12/31/2018			476.00
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 9850 [REDACTED] Totals						Invoices	1	\$476.00
Vendor 6968 - [REDACTED]									
Sub-Department Import - 9815	47 Human Services WISACWIS- PID:0008079799_Voucher:01917 _IM_01/04/2019	Edit		01/04/2019	12/31/2018	12/31/2018			394.00
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 6968 [REDACTED] Totals						Invoices	1	\$394.00
Vendor 21744 - [REDACTED]									
Sub-Department Import - 9810	47 Human Services WISACWIS- PID:0008063868_Voucher:01917 _IM_01/04/2019	Edit		01/04/2019	12/31/2018	12/31/2018			584.71
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 21744 [REDACTED] Totals						Invoices	1	\$584.71
Vendor 22478 - [REDACTED]									
Sub-Department Import - 9813	47 Human Services WISACWIS- PID:0008080114_Voucher:01917 _IM_01/04/2019	Edit		01/04/2019	12/31/2018	12/31/2018			618.00
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 22478 [REDACTED] Totals						Invoices	1	\$618.00
Vendor 17937 - [REDACTED]									
Sub-Department Import - 9807	47 Human Services WISACWIS- PID:0008040115_Voucher:01917 _IM_01/04/2019	Edit		01/04/2019	12/31/2018	12/31/2018			238.00
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 17937 - MARYRAE V DUFEK Totals						Invoices	1	\$238.00
Vendor 6476 - OCONOMOWOC DEV TRAINING CENTER									

Accounts Payable Invoice Report

G/L Date Range 12/31/18 - 12/31/18
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
Sub-Department 47 Human Services									
Import - 9814	WISACWIS- PID:0008019479_Voucher:01917 _IM_01/04/2019	Edit		01/04/2019	12/31/2018	12/31/2018			11,816.27
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 6476 - OCONOMOWOC DEV TRAINING CENTER Totals						Invoices	1	\$11,816.27
Vendor 22153									
Sub-Department 47 Human Services									
Import - 9811	WISACWIS- PID:0008067949_Voucher:01917 _IM_01/04/2019	Edit		01/04/2019	12/31/2018	12/31/2018			476.00
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 22153 - Totals						Invoices	1	\$476.00
Vendor 22316									
Sub-Department 47 Human Services									
Import - 9812	WISACWIS- PID:0008079501_Voucher:01917 _IM_01/04/2019	Edit		01/04/2019	12/31/2018	12/31/2018			238.00
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 22316 - Totals						Invoices	1	\$238.00
Vendor 16915									
Sub-Department 47 Human Services									
Import - 9805	WISACWIS- PID:0008042309_Voucher:01917 _IM_01/04/2019	Edit		01/04/2019	12/31/2018	12/31/2018			1,310.00
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 16915 - Totals						Invoices	1	\$1,310.00
	Batch Number 2018-00000654 Totals						Invoices	14	\$19,290.69
	Department 47 - Human Services Totals						Invoices	49	\$77,953.88
47 Human Services									
	Grand Totals						Invoices	49	\$77,953.88

VOUCHER

STATE OF WISCONSIN

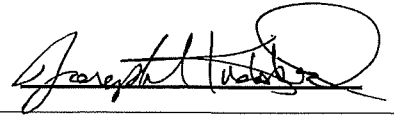
2018

Door County

Submitted By:

alaluzerne 01.15.2019

Approved by: Department Head:



Approved by: Committee Chair /
County Administrator

VENDOR # _____

New Vendor (Please Assign New #)

One Time Vendor (Please Assign New #)

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: _____

VENDOR ADDRESS: MONTHLY FOSTER/KINSHIP CARE PAYROLL

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

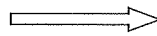
Voucher Listing Signed / Approved

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				2018 Foster/Kinship Care for December 2018 - 2nd Batch		\$ 483.68	01.15.19	2018-660
					VOUCHER TOTAL		\$ 483.68	VOUCHER TOTAL	

Accounts Payable Invoice Report

G/L Date Range 12/31/18 - 12/31/18
 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
Vendor 29071 - [REDACTED]									
Sub-Department 47 Human Services									
122018	Dec 2018 Juvenile Boarder (3 days)	Edit		12/31/2018	12/31/2018	12/31/2018			[REDACTED]
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 29071 - [REDACTED] Totals						Invoices	1	[REDACTED]
Vendor 10049 - [REDACTED]									
Sub-Department 47 Human Services									
122018	Dec 2018 CST Purchase	Edit		12/31/2018	12/31/2018	12/31/2018			[REDACTED]
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 10049 - [REDACTED] Totals						Invoices	1	[REDACTED]
Vendor 7694 - [REDACTED]									
Sub-Department 47 Human Services									
122018	Dec 2018 CCOP/CST/CCS/CSP Tech	Edit		12/31/2018	12/31/2018	12/31/2018			[REDACTED]
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 7694 - [REDACTED] Totals						Invoices	1	[REDACTED]
Vendor 15069 - [REDACTED]									
Sub-Department 47 Human Services									
122018-2	Dec 2018 HS Supplies	Edit		12/31/2018	12/31/2018	12/31/2018			[REDACTED]
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 15069 - [REDACTED] Totals						Invoices	1	[REDACTED]
Vendor 17638 - [REDACTED]									
Sub-Department 47 Human Services									
122018	Dec 2018 IMD Services/Ancillary Charges	Edit		12/31/2018	12/31/2018	12/31/2018			[REDACTED]
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 17638 - [REDACTED] Totals						Invoices	1	[REDACTED]
	Batch Number 2018-0000655 Totals						Invoices	32	[REDACTED]
Batch Number 2018-0000660									
Vendor 10091 - [REDACTED]									
Sub-Department 47 Human Services									
Import - 9937	WISACWIS- PID:0008085630_Voucher:01918 _IM_01/14/2019	Edit		01/14/2019	12/31/2018	12/31/2018			483.68
	Sub-Department 47 Human Services Totals						Invoices	1	0
	Vendor 10091 - [REDACTED] Totals						Invoices	1	\$483.68
	Batch Number 2018-0000660 Totals						Invoices	1	\$483.68

VOUCHER

21

STATE OF WISCONSIN


2018

Door County

Submitted By:

alaluzerne 12.21.2018

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 2018-606 December 2018- 2nd Batch Processing		\$100,674.64		various - as attached	
VOUCHER TOTAL							\$ 100,674.64	VOUCHER TOTAL		

Accounts Payable Invoice Report

G/L Date Range 12/21/18 - 12/21/18

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 10042 - AAPC PUBLISHING 122018	Dec 2018 CST Purchase	Edit		12/21/2018	12/21/2018	12/21/2018			54.90
			Vendor 10042 - AAPC PUBLISHING Totals			Invoices	1		\$54.90
Vendor 17929 - ADVOCATES FOR HEALTHY 112018	Nov 2018 CCS Services	Edit		12/21/2018	12/21/2018	12/21/2018			2,681.30
			Vendor 17929 - ADVOCATES FOR HEALTHY Totals			Invoices	1		\$2,681.30
Vendor 21173 - [REDACTED] 112018	Nov 2018 Emp Meal/Mileage Reim	Edit		12/21/2018	12/21/2018	12/21/2018			125.20
			Vendor 21173 - [REDACTED] Totals			Invoices	1		\$125.20
Vendor 16069 - [REDACTED] 122018	Oct-Dec 2018 Emp Mileage Reim	Edit		12/21/2018	12/21/2018	12/21/2018			23.33
			Vendor 16069 - [REDACTED] Totals			Invoices	1		\$23.33
Vendor 9506 - AUTISM-PRODUCTS.COM 122018	Dec 10,2018 112.99 Adaptive Aid	Edit		12/21/2018	12/21/2018	12/21/2018			92.94
			Vendor 9506 - AUTISM-PRODUCTS.COM Totals			Invoices	1		\$92.94
Vendor 8124 - BARNES & NOBLE BOOKSELLERS 122018	Dec 2018 CST Order	Edit		12/21/2018	12/21/2018	12/21/2018			239.40
			Vendor 8124 - BARNES & NOBLE BOOKSELLERS Totals			Invoices	1		\$239.40
Vendor 21177 - BAY COUNSELING CLINIC, LLP 112018	Nov 2018 CCS Services	Edit		12/21/2018	12/21/2018	12/21/2018			3,501.00
			Vendor 21177 - BAY COUNSELING CLINIC, LLP Totals			Invoices	1		\$3,501.00
Vendor 2140 - BEAR GRAPHICS INC 122018	Dec 2018 HS Calendars	Edit		12/21/2018	12/21/2018	12/21/2018			34.86
			Vendor 2140 - BEAR GRAPHICS INC Totals			Invoices	1		\$34.86
Vendor 2176 - BELLIN HEALTH 112018	Nov 2018 CCS Services 3hrs	Edit		12/21/2018	12/21/2018	12/21/2018			306.00
			Vendor 2176 - BELLIN HEALTH Totals			Invoices	1		\$306.00
Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY 112018-2	Nov 2018 CCS Services 1.8hrs	Edit		12/21/2018	12/21/2018	12/21/2018			122.40
			Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY Totals			Invoices	1		\$122.40
Vendor 3680 - BROWN COUNTY HUMAN SERVICES 82018	July/Aug 2018 Child Care Certification	Edit		12/21/2018	12/21/2018	12/21/2018			311.15
			Vendor 3680 - BROWN COUNTY HUMAN SERVICES Totals			Invoices	1		\$311.15

Accounts Payable Invoice Report

G/L Date Range 12/21/18 - 12/21/18

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 5929 - CDW GOVERNMENT INC 112018	Nov/Dec 2018 Telehealth/YCC Order	Edit		12/21/2018	12/21/2018	12/21/2018			3,941.11	
Vendor 5929 - CDW GOVERNMENT INC Totals									Invoices 1	\$3,941.11
Vendor 4818 - CELLCOM WISCONSIN RSA 10 122018	Dec 2018 HS Cellphones	Edit		12/21/2018	12/21/2018	12/21/2018			1,114.86	
Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals									Invoices 1	\$1,114.86
Vendor 9957 - CHILD THERAPY TOYS.COM, LLC 112018	Nov 2018 CST Order	Edit		12/21/2018	12/21/2018	12/21/2018			59.09	
Vendor 9957 - CHILD THERAPY TOYS.COM, LLC Totals									Invoices 1	\$59.09
Vendor 17122 - CORPORATE GUARDIANS OF NEW 122018	Nov/Dec Guardianship Services	Edit		12/21/2018	12/21/2018	12/21/2018			900.00	
Vendor 17122 - CORPORATE GUARDIANS OF NEW Totals									Invoices 1	\$900.00
Vendor 6361 - COUNSELING ASSOCIATES OF DOOR 112018	Nov 2018 CCS Services	Edit		12/21/2018	12/21/2018	12/21/2018			10,771.20	
Vendor 6361 - COUNSELING ASSOCIATES OF DOOR Totals									Invoices 1	\$10,771.20
Vendor 21234 - CURATIVE CONNECTIONS, INC 112018	Nov 2018 CCS/CST Services	Edit		12/21/2018	12/21/2018	12/21/2018			1,968.60	
Vendor 21234 - CURATIVE CONNECTIONS, INC Totals									Invoices 1	\$1,968.60
Vendor 12499 - DOOR COUNTY CLERK OF COURTS 122018	Dec 2018 Victim/Witness Fees	Edit		12/21/2018	12/21/2018	12/21/2018			40.00	
Vendor 12499 - DOOR COUNTY CLERK OF COURTS Totals									Invoices 1	\$40.00
Vendor 8270 - DOOR COUNTY CO OPERATIVE 122018	Dec 2018 Appliances for YCC	Edit		12/21/2018	12/21/2018	12/21/2018			1,459.84	
Vendor 8270 - DOOR COUNTY CO OPERATIVE Totals									Invoices 1	\$1,459.84
Vendor 8770 - DOOR COUNTY MEMORIAL HOSPITAL 112018	Nov 2018 B3 OT/PT Therapy & Mileage	Edit		12/21/2018	12/21/2018	12/21/2018			4,095.49	
Vendor 8770 - DOOR COUNTY MEMORIAL HOSPITAL Totals									Invoices 1	\$4,095.49
Vendor 1836 - DOOR COUNTY YMCA 122018-2	Oct 2018-Oct 2019 Membership Fees	Edit		12/21/2018	12/21/2018	12/21/2018			130.85	
Vendor 1836 - DOOR COUNTY YMCA Totals									Invoices 1	\$130.85
Vendor 21410 - DYNAMIC FAMILY SOLUTIONS 112018	Nov 2018 CCS Services	Edit		12/21/2018	12/21/2018	12/21/2018			316.20	

Accounts Payable Invoice Report

G/L Date Range 12/21/18 - 12/21/18
 Report By Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
			Vendor 21410 - DYNAMIC FAMILY SOLUTIONS Totals			Invoices	1		\$316.20
Vendor 8952	[REDACTED]								
112018	Nov 2018 Emp Mileage Reim 292mi	Edit		12/21/2018	12/21/2018	12/21/2018			159.14
			Vendor 8952 [REDACTED] Totals			Invoices	1		\$159.14
Vendor 3841 - FAMILY SERVICES									
112018	Nov 2018 CCS/CST/SELF/Crisis/Healthy Families	Edit		12/21/2018	12/21/2018	12/21/2018			18,437.50
			Vendor 3841 - FAMILY SERVICES Totals			Invoices	1		\$18,437.50
Vendor 2313 - GENERATIONS COMMUNITY SERVICES									
112018	Nov 2018 CCS Services	Edit		12/21/2018	12/21/2018	12/21/2018			6,097.40
			Vendor 2313 - GENERATIONS COMMUNITY SERVICES Totals			Invoices	1		\$6,097.40
Vendor 10029 - GEORGE PATTON ASSOCIATES, INC									
112018	Nov 2018 Frames for Gibraltar Schools	Edit		12/21/2018	12/21/2018	12/21/2018			1,277.73
			Vendor 10029 - GEORGE PATTON ASSOCIATES, INC Totals			Invoices	1		\$1,277.73
Vendor 9948 - HAKER COUNSELING LLC									
122018	Dec 10-21,2018 AODA Services 45hrs	Edit		12/21/2018	12/21/2018	12/21/2018			1,530.00
			Vendor 9948 - HAKER COUNSELING LLC Totals			Invoices	1		\$1,530.00
Vendor 13227 - HAZELDEN									
122018	Dec 2018 Order for 115 Club	Edit		12/21/2018	12/21/2018	12/21/2018			450.51
			Vendor 13227 - HAZELDEN Totals			Invoices	1		\$450.51
Vendor 17401 - HIRN MENTAL HEALTH COUNSELING									
122018	Dec 2018 Wash Island Outpt	Edit		12/21/2018	12/21/2018	12/21/2018			420.00
			Vendor 17401 - HIRN MENTAL HEALTH COUNSELING Totals			Invoices	1		\$420.00
Vendor 5078 - INNOVATIVE SERVICES, INC.									
112018	Nov 18 CCS Services 7.5hrs	Edit		12/21/2018	12/21/2018	12/21/2018			765.00
			Vendor 5078 - INNOVATIVE SERVICES, INC. Totals			Invoices	1		\$765.00
Vendor 17423 - JAK'S PLACE									
122018	Dec 2018 Payment for Outreach Advertising	Edit		12/21/2018	12/21/2018	12/21/2018			822.29
			Vendor 17423 - JAK'S PLACE Totals			Invoices	1		\$822.29
Vendor 21360 - JUSTICEPOINT, INC									
112018	Nov 2018 Electronic Monitoring	Edit		12/21/2018	12/21/2018	12/21/2018			834.00

Accounts Payable Invoice Report

G/L Date Range 12/21/18 - 12/21/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
			Vendor 21360 - JUSTICEPOINT, INC Totals			Invoices	1		\$834.00
Vendor 17200 - LAKESHORE CAP, INC.									
112018	Nov 2018 CSP Tech/Peer Specialist	Edit		12/21/2018	12/21/2018	12/21/2018			589.15
			Vendor 17200 - LAKESHORE CAP, INC. Totals			Invoices	1		\$589.15
Vendor 20086 - MARSHALL J BALES									
122018	Dec 2018 Physician Competency Screening	Edit		12/21/2018	12/21/2018	12/21/2018			555.00
			Vendor 20086 - MARSHALL J BALES Totals			Invoices	1		\$555.00
Vendor 10050									
2018-00000493	Nov/Dec 2018 CCOP	Edit		12/21/2018	12/21/2018	12/21/2018			49.78
			Vendor 10050 Totals			Invoices	1		\$49.78
Vendor 8169 - MICHAEL P SAYERS PHD									
122018	Dec 2018 Psych Services 27hrs	Edit		12/21/2018	12/21/2018	12/21/2018			1,923.75
			Vendor 8169 - MICHAEL P SAYERS PHD Totals			Invoices	1		\$1,923.75
Vendor 22029 - MILWAUKEE CHILD WELFARE									
72019	July 2019 CBT Learning Collaborative Conf Fee	Edit		12/21/2018	12/21/2018	12/21/2018			360.00
			Vendor 22029 - MILWAUKEE CHILD WELFARE Totals			Invoices	1		\$360.00
Vendor 9986 - MOSAIC WEIGHTED BLANKETS LLC									
112018	Nov 2018 B-3 Weighted Blankets	Edit		12/21/2018	12/21/2018	12/21/2018			399.80
			Vendor 9986 - MOSAIC WEIGHTED BLANKETS LLC Totals			Invoices	1		\$399.80
Vendor 22267									
112018	NOv 2018 Emp Mileage Reim 220mi	Edit		12/21/2018	12/21/2018	12/21/2018			119.90
			Vendor 22267 Totals			Invoices	1		\$119.90
Vendor 10033 - PENINSULA TRANSFER									
112018	Nov 2018 Moving Services	Edit		12/21/2018	12/21/2018	12/21/2018			288.00
			Vendor 10033 - PENINSULA TRANSFER Totals			Invoices	1		\$288.00
Vendor 17442 - PHOENIX BEHAVIORAL HEALTH SVC									
112018	Nov 2018 CCS/CST Services	Edit		12/21/2018	12/21/2018	12/21/2018			7,843.80
			Vendor 17442 - PHOENIX BEHAVIORAL HEALTH SVC Totals			Invoices	1		\$7,843.80
Vendor 9832 - PLAY THERAPY SUPPLY LLC									
122018	Dec 2018 Supplies for AODA Group	Edit		12/21/2018	12/21/2018	12/21/2018			49.47
			Vendor 9832 - PLAY THERAPY SUPPLY LLC Totals			Invoices	1		\$49.47

Accounts Payable Invoice Report

G/L Date Range 12/21/18 - 12/21/18

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 29071 - SHEBOYGAN COUNTY TREASURER 112018	Nov 2018 Juvenile Boarders	Edit		12/21/2018	12/21/2018	12/21/2018			400.00
				Vendor 29071 - SHEBOYGAN COUNTY TREASURER Totals		Invoices	1		\$400.00
Vendor 3394 - SHERRY PESCH 112018	Nov 2018 CSP/DD Bookkeeping Services	Edit		12/21/2018	12/21/2018	12/21/2018			1,034.25
				Vendor 3394 - SHERRY PESCH Totals		Invoices	1		\$1,034.25
Vendor 7694 - SPECIALIZED SERVICES LLC 112018	Nov 2018 CCS/CST/CSP Tech/CCOP	Edit		12/21/2018	12/21/2018	12/21/2018			10,150.11
				Vendor 7694 - SPECIALIZED SERVICES LLC Totals		Invoices	1		\$10,150.11
Vendor 15069 - STAPLES ADVANTAGE 122018	Dec 18 HS Supplies/Nov 18 Chair	Edit		12/21/2018	12/21/2018	12/21/2018			712.54
				Vendor 15069 - STAPLES ADVANTAGE Totals		Invoices	1		\$712.54
Vendor 22555 - [REDACTED] 122018	Nov/Dec 2018 Emp Mileage Reim	Edit		12/21/2018	12/21/2018	12/21/2018			29.98
				Vendor 22555 - [REDACTED] Totals		Invoices	1		\$29.98
Vendor 9993 - THE SIMPLE STENCIL 112018	Nov 2018 Wall Stencil for AODA Group Room	Edit		12/21/2018	12/21/2018	12/21/2018			82.49
				Vendor 9993 - THE SIMPLE STENCIL Totals		Invoices	1		\$82.49
Vendor 17638 - TREMPEALEAU CNTY HEALTH CARE 112018	Nov 2018 IMD Services/Ancillary Charges	Edit		12/21/2018	12/21/2018	12/21/2018			10,915.20
				Vendor 17638 - TREMPEALEAU CNTY HEALTH CARE Totals		Invoices	1		\$10,915.20
Vendor 11832 - UW GREEN BAY 012019	Jan-Dec 2019 Annual Contribution	Edit		12/21/2018	12/21/2018	12/21/2018			1,400.00
				Vendor 11832 - UW GREEN BAY Totals		Invoices	1		\$1,400.00
Vendor 19282 - UW-MADISON 112018	Nov 2018 Conf Fees	Edit		12/21/2018	12/21/2018	12/21/2018			50.00
				Vendor 19282 - UW-MADISON Totals		Invoices	1		\$50.00
Vendor 10043 - WHOLE PERSON ASSOCIATES, INC 122018	Dec 2018 Books for YCC	Edit		12/21/2018	12/21/2018	12/21/2018			638.13
				Vendor 10043 - WHOLE PERSON ASSOCIATES, INC Totals		Invoices	1		\$638.13
						Grand Totals	Invoices	52	\$100,674.64

VOUCHER

STATE OF WISCONSIN

2018

Door County

VENDOR # _____

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

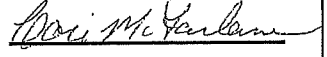
VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By: 27
alaluzerne 01.04.2019

Approved by: Department Head:


Approved by: Committee Chair / County Administrator

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				SUBMITTED FOR PAYMENT, BATCH 2018-644 December 2018- 3rd Batch Processing		\$58,663.19		various - as attached	
VOUCHER TOTAL →							\$ 58,663.19	← VOUCHER TOTAL		

Accounts Payable Invoice Report

G/L Date Range 12/31/18 - 12/31/18

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 10042 - AAPC PUBLISHING 122018-2	Dec 2018 CST Purchase	Edit		12/31/2018	12/31/2018	12/31/2018			53.92
Vendor 10042 - AAPC PUBLISHING Totals						Invoices	1		\$53.92
Vendor 9284 - [REDACTED] 122018	Dec 2018 Emp Mileage Reim 127mi	Edit		12/31/2018	12/31/2018	12/31/2018			69.22
Vendor 9284 - [REDACTED] Totals						Invoices	1		\$69.22
Vendor 21173 - [REDACTED] 122018	Dec 2018 Emp Mileage Reim 112mi	Edit		12/31/2018	12/31/2018	12/31/2018			61.04
Vendor 21173 - [REDACTED] Totals						Invoices	1		\$61.04
Vendor 8124 - BARNES & NOBLE BOOKSELLERS 122018-2	Dec 2018 Purchases	Edit		12/31/2018	12/31/2018	12/31/2018			312.48
Vendor 8124 - BARNES & NOBLE BOOKSELLERS Totals						Invoices	1		\$312.48
Vendor 2435 - [REDACTED] 122018	Nov/Dec 2018 Emp Mileage Reim	Edit		12/31/2018	12/31/2018	12/31/2018			24.53
Vendor 2435 - [REDACTED] Totals						Invoices	1		\$24.53
Vendor 22596 - BROOKE MARNIE DEY 122018	Dec 2018 CCS Services 15.7hrs	Edit		12/31/2018	12/31/2018	12/31/2018			1,601.40
Vendor 22596 - BROOKE MARNIE DEY Totals						Invoices	1		\$1,601.40
Vendor 3640 - BROTOLOC HEALTH CARE SYSTEM IN 122018	Dec 2018 SHC/CBRF/R&B	Edit		12/31/2018	12/31/2018	12/31/2018			6,489.50
Vendor 3640 - BROTOLOC HEALTH CARE SYSTEM IN Totals						Invoices	1		\$6,489.50
Vendor 9849 - C.A.R.I.N.G. 122018	Dec 2018 Crisis on Call	Edit		12/31/2018	12/31/2018	12/31/2018			672.50
Vendor 9849 - C.A.R.I.N.G. Totals						Invoices	1		\$672.50
Vendor 5929 - CDW GOVERNMENT INC 122018	Dec 2018 Purchases	Edit		12/31/2018	12/31/2018	12/31/2018			5,140.41
Vendor 5929 - CDW GOVERNMENT INC Totals						Invoices	1		\$5,140.41
Vendor 15237 - CLINICAL DATA SOLUTIONS LLC 122018-2	Dec 2018 CRFs	Edit		12/31/2018	12/31/2018	12/31/2018			4,791.27
Vendor 15237 - CLINICAL DATA SOLUTIONS LLC Totals						Invoices	1		\$4,791.27
Vendor 6361 - COUNSELING ASSOCIATES OF DOOR 112018-2	Nov 2018 CST Services 1hr	Edit		12/31/2018	12/31/2018	12/31/2018			102.00
Vendor 6361 - COUNSELING ASSOCIATES OF DOOR Totals						Invoices	1		\$102.00

Accounts Payable Invoice Report

G/L Date Range 12/31/18 - 12/31/18
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 5245 - DC PRINTING LLC 122018	Dec 2018 HS Envelopes	Edit		12/31/2018	12/31/2018	12/31/2018			151.00	
							Vendor 5245 - DC PRINTING LLC Totals	Invoices	1	\$151.00
Vendor 6876 - [REDACTED] 122018	Dec 2018 Emp Mileage Reim 420mi	Edit		12/31/2018	12/31/2018	12/31/2018			228.90	
							Vendor 6876 - [REDACTED] Totals	Invoices	1	\$228.90
Vendor 21410 - DYNAMIC FAMILY SOLUTIONS 122018	Dec 2018 CCS/CST Services	Edit		12/31/2018	12/31/2018	12/31/2018			775.20	
							Vendor 21410 - DYNAMIC FAMILY SOLUTIONS Totals	Invoices	1	\$775.20
Vendor 22233 - [REDACTED] 122018-2	Dec 11-20,2018 Emp Mileage Reim 440mi	Edit		12/31/2018	12/31/2018	12/31/2018			239.80	
							Vendor 22233 - [REDACTED] Totals	Invoices	1	\$239.80
Vendor 20081 - [REDACTED] 122018	Dec 2018 Emp Mileage Reim 185mi	Edit		12/31/2018	12/31/2018	12/31/2018			100.83	
							Vendor 20081 - [REDACTED] Totals	Invoices	1	\$100.83
Vendor 9948 - HAKER COUNSELING LLC 122018-2	Dec 2018 CCS Services/AODA Services	Edit		12/31/2018	12/31/2018	12/31/2018			1,727.20	
							Vendor 9948 - HAKER COUNSELING LLC Totals	Invoices	1	\$1,727.20
Vendor 20507 - HEARTLAND BUSINESS SYSTEMS 122018	Dec 2018 YCC Web Filtering & Access Points	Edit		12/31/2018	12/31/2018	12/31/2018			2,065.32	
							Vendor 20507 - HEARTLAND BUSINESS SYSTEMS Totals	Invoices	1	\$2,065.32
Vendor 22837 - JAY LIVINGSTON 122018	DEc 2018 CCS Contracted Services 29.5hrs	Edit		12/31/2018	12/31/2018	12/31/2018			1,032.50	
							Vendor 22837 - JAY LIVINGSTON Totals	Invoices	1	\$1,032.50
Vendor 5555 - [REDACTED] 122018	Dec 2018 B-3 Therapy/Mileage	Edit		12/31/2018	12/31/2018	12/31/2018			3,409.66	
							Vendor 5555 - [REDACTED] Totals	Invoices	1	\$3,409.66
Vendor 22015 - [REDACTED] 122018	Dec 2018 Emp Mileage Reim 89mi	Edit		12/31/2018	12/31/2018	12/31/2018			48.51	
							Vendor 22015 - [REDACTED] Totals	Invoices	1	\$48.51

Accounts Payable Invoice Report

G/L Date Range 12/31/18 - 12/31/18
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 12614 - [REDACTED]									
122018	Nov/Dec 2018 Emp Mileage Reim	Edit		12/31/2018	12/31/2018	12/31/2018			82.84
			Vendor 12614 - [REDACTED] Totals			Invoices	1		\$82.84
Vendor 2040 - MSIMACS LLC									
122018	Dec 2018 Crisis on Call	Edit		12/31/2018	12/31/2018	12/31/2018			2,340.00
			Vendor 2040 - MSIMACS LLC Totals			Invoices	1		\$2,340.00
Vendor 18398 - [REDACTED]									
122018	Dec 2018 Emp Mileage Reim 248mi	Edit		12/31/2018	12/31/2018	12/31/2018			135.16
			Vendor 18398 - [REDACTED] Totals			Invoices	1		\$135.16
Vendor 22245 - [REDACTED]									
112018	Nov 2018 CCOP Services	Edit		12/31/2018	12/31/2018	12/31/2018			86.29
			Vendor 22245 - [REDACTED] Totals			Invoices	1		\$86.29
Vendor 3394 - SHERRY PESCH									
122018	Dec 2018 CSP/DD Bookkeeping Services 47.75hrs	Edit		12/31/2018	12/31/2018	12/31/2018			1,002.75
			Vendor 3394 - SHERRY PESCH Totals			Invoices	1		\$1,002.75
Vendor 15069 - STAPLES ADVANTAGE									
1220018	Nov/Dec 2018 HS Orders	Edit		12/31/2018	12/31/2018	12/31/2018			2,779.84
			Vendor 15069 - STAPLES ADVANTAGE Totals			Invoices	1		\$2,779.84
Vendor 22199 - STRATEGIC BEHAVIORAL HEALTH									
112018	Nov 2018 Inpatient Services 6 days	Edit		12/31/2018	12/31/2018	12/31/2018			6,300.00
			Vendor 22199 - STRATEGIC BEHAVIORAL HEALTH Totals			Invoices	1		\$6,300.00
Vendor 22555 - [REDACTED]									
122018-2	Dec 13-28, 2018 Emp Mileage Reim	Edit		12/31/2018	12/31/2018	12/31/2018			123.72
			Vendor 22555 - [REDACTED] Totals			Invoices	1		\$123.72
Vendor 3823 - TIMOTHY HICKEY									
122018	Dec 2018 OWI Assessments/No Shows	Edit		12/31/2018	12/31/2018	12/31/2018			470.00
			Vendor 3823 - TIMOTHY HICKEY Totals			Invoices	1		\$470.00
Vendor 10052 - UNISON, INC									
122018	2018 Participation Fees	Edit		12/31/2018	12/31/2018	12/31/2018			1,500.00
			Vendor 10052 - UNISON, INC Totals			Invoices	1		\$1,500.00
Vendor 22349 - UNLIMITED POSSIBILITIES									

Accounts Payable Invoice Report

G/L Date Range 12/31/18 - 12/31/18

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
122018	DEc 2018 CBRF	Edit		12/31/2018	12/31/2018	12/31/2018			10,540.00
		Vendor	22349 - UNLIMITED POSSIBILITIES	Totals		Invoices		1	\$10,540.00
Vendor	13022 - WENDY RAY								
122018	DEc 2018 B-3 Therapy/Mileage	Edit		12/31/2018	12/31/2018	12/31/2018			3,934.67
		Vendor	13022 - WENDY RAY	Totals		Invoices		1	\$3,934.67
Vendor	4331 - WI DEPT OF JUSTICE CRIME INFO								
122018	Dec 2018 Background Checks	Edit		12/31/2018	12/31/2018	12/31/2018			120.00
		Vendor	4331 - WI DEPT OF JUSTICE CRIME INFO	Totals		Invoices		1	\$120.00
Vendor	5999 - WISCONSIN DOCUMENT IMAGING								
122018	Dec 2018 APS/HŞ Copies	Edit		12/31/2018	12/31/2018	12/31/2018			150.73
		Vendor	5999 - WISCONSIN DOCUMENT IMAGING	Totals		Invoices		1	\$150.73
			Grand Totals			Invoices		35	\$58,663.19

VOUCHER

STATE OF WISCONSIN

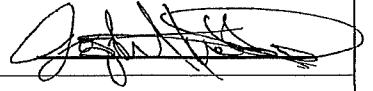
2018

Door County

Submitted By:

alaluzerne 01.18.2019

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

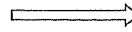
VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

↓ This Area to be Completed by Finance Department



Voucher Listing Signed / Approved

PAID BY _____
CHECK # _____

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 2018-655 December 2018- 4th Batch Processing		\$86,658.25		various - as attached	
VOUCHER TOTAL							\$ 86,658.25	VOUCHER TOTAL		

Accounts Payable Invoice Report

G/L Date Range 12/31/18 - 12/31/18

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										
12312018	Dec 2018 CCS Services	Edit		12/31/2018	12/31/2018	12/31/2018			1,016.20	
	Vendor 17929 - ADVOCATES FOR HEALTHY Totals								Invoices 1	<u>\$1,016.20</u>
Vendor 8124 - BARNES & NOBLE BOOKSELLERS										
122018-3	Dec 2018 CST Purchases	Edit		12/31/2018	12/31/2018	12/31/2018			94.19	
	Vendor 8124 - BARNES & NOBLE BOOKSELLERS Totals								Invoices 1	<u>\$94.19</u>
Vendor 21177 - BAY COUNSELING CLINIC, LLP										
122018	Dec 2018 CCS Services	Edit		12/31/2018	12/31/2018	12/31/2018			3,089.20	
	Vendor 21177 - BAY COUNSELING CLINIC, LLP Totals								Invoices 1	<u>\$3,089.20</u>
Vendor 2176 - BELLIN HEALTH										
122018	Dec 2018 CCS Services 5hrs	Edit		12/31/2018	12/31/2018	12/31/2018			510.00	
	Vendor 2176 - BELLIN HEALTH Totals								Invoices 1	<u>\$510.00</u>
Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY										
122018	Dec 2018 CCS Services	Edit		12/31/2018	12/31/2018	12/31/2018			489.60	
	Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY Totals								Invoices 1	<u>\$489.60</u>
Vendor 3680 - BROWN COUNTY HUMAN SERVICES										
122018-2	Dec 18 Fraud Prevention/Oct-Dec 18 Child Care Cert	Edit		12/31/2018	12/31/2018	12/31/2018			2,240.55	
	Vendor 3680 - BROWN COUNTY HUMAN SERVICES Totals								Invoices 1	<u>\$2,240.55</u>
Vendor 5929 - CDW GOVERNMENT INC										
122018-2	Dec 2018 CCOP Order	Edit		12/31/2018	12/31/2018	12/31/2018			77.84	
	Vendor 5929 - CDW GOVERNMENT INC Totals								Invoices 1	<u>\$77.84</u>
Vendor 9957 - CHILD THERAPY TOYS.COM, LLC										
122018	Dec 2018 CST Purchase	Edit		12/31/2018	12/31/2018	12/31/2018			33.80	
	Vendor 9957 - CHILD THERAPY TOYS.COM, LLC Totals								Invoices 1	<u>\$33.80</u>
Vendor 10098 - COMMUNICATION PATHWAYS LLC										
82018	Aug 30, 2018 Social Learning Class Group	Edit		12/31/2018	12/31/2018	12/31/2018			44.38	
	Vendor 10098 - COMMUNICATION PATHWAYS LLC Totals								Invoices 1	<u>\$44.38</u>
Vendor 6361 - COUNSELING ASSOCIATES OF DOOR										
122018	Dec 2018 CCS/CST Services	Edit		12/31/2018	12/31/2018	12/31/2018			9,057.60	
	Vendor 6361 - COUNSELING ASSOCIATES OF DOOR Totals								Invoices 1	<u>\$9,057.60</u>
Vendor 21234 - CURATIVE CONNECTIONS, INC										
122018	Dec 2018 CCS/CST Services	Edit		12/31/2018	12/31/2018	12/31/2018			1,253.50	
	Vendor 21234 - CURATIVE CONNECTIONS, INC Totals								Invoices 1	<u>\$1,253.50</u>

Accounts Payable Invoice Report

G/L Date Range 12/31/18 - 12/31/18
 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 8770 - DOOR COUNTY MEMORIAL HOSPITAL										
122018	Dec 2018 B-3 Therapy/Mileage	Edit		12/31/2018	12/31/2018	12/31/2018			4,242.18	
	Vendor 8770 - DOOR COUNTY MEMORIAL HOSPITAL Totals								Invoices 1	\$4,242.18
Vendor 21410 - DYNAMIC FAMILY SOLUTIONS										
122018-2	Dec 2018 CCS Services 1.1hrs	Edit		12/31/2018	12/31/2018	12/31/2018			112.20	
	Vendor 21410 - DYNAMIC FAMILY SOLUTIONS Totals								Invoices 1	\$112.20
Vendor 9674 - ECONO FOODS										
122018	Dec 2018 HS Purchases	Edit		12/31/2018	12/31/2018	12/31/2018			622.73	
	Vendor 9674 - ECONO FOODS Totals								Invoices 1	\$622.73
Vendor 10124 - ELDER INNOVATIONS, LLC										
122018	Nov/Dec 2018 CBRF	Edit		12/31/2018	12/31/2018	12/31/2018			2,950.85	
	Vendor 10124 - ELDER INNOVATIONS, LLC Totals								Invoices 1	\$2,950.85
Vendor 3841 - FAMILY SERVICES										
122018	Dec 2018 CCS/CST/SELF/Healthy Families/Crisis Center	Edit		12/31/2018	12/31/2018	12/31/2018			15,376.30	
	Vendor 3841 - FAMILY SERVICES Totals								Invoices 1	\$15,376.30
Vendor 2313 - GENERATIONS COMMUNITY SERVICES										
122018	Dec 2018 CCS Services	Edit		12/31/2018	12/31/2018	12/31/2018			7,055.10	
	Vendor 2313 - GENERATIONS COMMUNITY SERVICES Totals								Invoices 1	\$7,055.10
Vendor 13420 - HELP OF DOOR COUNTY INC										
122018	Dec 2018 Supervised Visits 42.25hrs	Edit		12/31/2018	12/31/2018	12/31/2018			1,056.25	
	Vendor 13420 - HELP OF DOOR COUNTY INC Totals								Invoices 1	\$1,056.25
Vendor 8553 - [REDACTED]										
122018	Dec 2018 B-3 Interpreting Services 1.5hrs	Edit		12/31/2018	12/31/2018	12/31/2018			105.00	
	Vendor 8553 - [REDACTED] Totals								Invoices 1	\$105.00
Vendor 5078 - INNOVATIVE SERVICES, INC.										
122018	Dec 2018 CCS Services 6.7hrs	Edit		12/31/2018	12/31/2018	12/31/2018			683.40	
	Vendor 5078 - INNOVATIVE SERVICES, INC. Totals								Invoices 1	\$683.40
Vendor 8573 - JACKIE NITSCHKE CENTER INC										
112018	Sep-Nov 2018 AODA Residential Treatment	Edit		12/31/2018	12/31/2018	12/31/2018			2,660.00	
	Vendor 8573 - JACKIE NITSCHKE CENTER INC Totals								Invoices 1	\$2,660.00
Vendor 21360 - JUSTICEPOINT, INC										
122018	Dec 2018 Electronic Monitoring	Edit		12/31/2018	12/31/2018	12/31/2018			599.00	

Accounts Payable Invoice Report

G/L Date Range 12/31/18 - 12/31/18
 Report By Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
			Vendor 21360 - JUSTICEPOINT, INC Totals				Invoices	1	\$599.00
Vendor 10104 [REDACTED]									
122018	Dec 27,2018 113 Comprehensive Evaluation	Edit		12/31/2018	12/31/2018	12/31/2018			295.00
			Vendor 10104 [REDACTED] Totals				Invoices	1	\$295.00
Vendor 157 - KEWAUNEE CO DEPT OF HUMAN SRVC									
122018	Dec 2018 Transcription Costs	Edit		12/31/2018	12/31/2018	12/31/2018			837.07
			Vendor 157 - KEWAUNEE CO DEPT OF HUMAN SRVC Totals				Invoices	1	\$837.07
Vendor 4788 [REDACTED]									
122018	June-Dec 2018 Emp Mileage Reim	Edit		12/31/2018	12/31/2018	12/31/2018			238.73
			Vendor 4788 [REDACTED] Totals				Invoices	1	\$238.73
Vendor 17200 - LAKESHORE CAP, INC.									
122018	Dec 2018 CSP Tech/Peer Specialist	Edit		12/31/2018	12/31/2018	12/31/2018			448.30
			Vendor 17200 - LAKESHORE CAP, INC. Totals				Invoices	1	\$448.30
Vendor 14606 - LANGUAGE LINE SERVICES									
122018	Dec 2018 Interpretor Services 276min	Edit		12/31/2018	12/31/2018	12/31/2018			200.25
			Vendor 14606 - LANGUAGE LINE SERVICES Totals				Invoices	1	\$200.25
Vendor 17220 [REDACTED]									
062018	June 2018 Consumer Education 3 hrs	Edit		12/31/2018	12/31/2018	12/31/2018			75.00
			Vendor 17220 [REDACTED] Totals				Invoices	1	\$75.00
Vendor 2006 [REDACTED]									
122018	Dec 2018 Emp Mileage Reim 526mi	Edit		12/31/2018	12/31/2018	12/31/2018			286.67
			Vendor 2006 [REDACTED] Totals				Invoices	1	\$286.67
Vendor 17788 - OPTIONS LAB, INC									
122018	Dec 2018 Drug Screens	Edit		12/31/2018	12/31/2018	12/31/2018			162.00
			Vendor 17788 - OPTIONS LAB, INC Totals				Invoices	1	\$162.00
Vendor 9732 - PATHWAYS TO A BETTER LIFE LLC									
102018-2	Oct 28-31,2018 Door Cty Sober Living	Edit		12/31/2018	12/31/2018	12/31/2018			44.40
			Vendor 9732 - PATHWAYS TO A BETTER LIFE LLC Totals				Invoices	1	\$44.40
Vendor 10108 [REDACTED]									

Accounts Payable Invoice Report

G/L Date Range 12/31/18 - 12/31/18
 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	
122018	Dec 21,2018 113 Consumer Education	Edit		12/31/2018	12/31/2018	12/31/2018			1,400.00	
							Vendor 10108 [REDACTED] Totals	Invoices	1	<u>\$1,400.00</u>
Vendor 17442 - PHOENIX BEHAVIORAL HEALTH SVC										
122018	Dec 2018 CCS/CST Services	Edit		12/31/2018	12/31/2018	12/31/2018			5,599.80	
							Vendor 17442 - PHOENIX BEHAVIORAL HEALTH SVC Totals	Invoices	1	<u>\$5,599.80</u>
Vendor 5008 - PROFESSIONAL GUARDIANSHIPS INC										
122018	Dec 2018 Guardianship Services	Edit		12/31/2018	12/31/2018	12/31/2018			223.00	
							Vendor 5008 - PROFESSIONAL GUARDIANSHIPS INC Totals	Invoices	1	<u>\$223.00</u>
Vendor 21993 - SAINTA, INC										
122018	Nov/Dec 2018 CST Services	Edit		12/31/2018	12/31/2018	12/31/2018			2,580.60	
							Vendor 21993 - SAINTA, INC Totals	Invoices	1	<u>\$2,580.60</u>
Vendor 19806 [REDACTED]										
102018	Oct 2018 Emp Conf Fees/Mileage	Edit		12/31/2018	12/31/2018	12/31/2018			83.72	
							Vendor 19806 [REDACTED] Totals	Invoices	1	<u>\$83.72</u>
Vendor 29071 - SHEBOYGAN COUNTY TREASURER										
122018	Dec 2018 Juvenile Boarder (3 days)	Edit		12/31/2018	12/31/2018	12/31/2018			300.00	
							Vendor 29071 - SHEBOYGAN COUNTY TREASURER Totals	Invoices	1	<u>\$300.00</u>
Vendor 10049 - SOCIAL THINKING										
122018	Dec 2018 CST Purchase	Edit		12/31/2018	12/31/2018	12/31/2018			69.62	
							Vendor 10049 - SOCIAL THINKING Totals	Invoices	1	<u>\$69.62</u>
Vendor 7694 - SPECIALIZED SERVICES LLC										
122018	Dec 2018 CCOP/CST/CCS/CSP Tech	Edit		12/31/2018	12/31/2018	12/31/2018			9,394.71	
							Vendor 7694 - SPECIALIZED SERVICES LLC Totals	Invoices	1	<u>\$9,394.71</u>
Vendor 15069 - STAPLES ADVANTAGE										
122018-2	Dec 2018 HS Supplies	Edit		12/31/2018	12/31/2018	12/31/2018			371.09	
							Vendor 15069 - STAPLES ADVANTAGE Totals	Invoices	1	<u>\$371.09</u>
Vendor 17638 - TREMPEALEAU CNTY HEALTH CARE										
122018	Dec 2018 IMD Services/Ancillary Charges	Edit		12/31/2018	12/31/2018	12/31/2018			10,578.42	
							Vendor 17638 - TREMPEALEAU CNTY HEALTH CARE Totals	Invoices	1	<u>\$10,578.42</u>
Vendor 19282 - UW-MADISON										
122018	Dec 2018 Training Reg Fees	Edit		12/31/2018	12/31/2018	12/31/2018			100.00	

Accounts Payable Invoice Report

G/L Date Range 12/31/18 - 12/31/18

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	19282 - UW-MADISON Totals		Invoices	1		\$100.00
				Grand Totals		Invoices	42		\$86,658.25

2019 invoices

38

VOUCHER

STATE OF WISCONSIN

2019

Door County

Submitted By: 38

alaluzerne 1.04.2019

Approved by: Department Head:

Lois McLaughlin

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 2019-002 January 2019- 1st Batch Processing		\$1,447.00		various - as attached	
VOUCHER TOTAL							\$ 1,447.00	VOUCHER TOTAL		

Accounts Payable Invoice Report

2019
39

G/L Date Range 01/04/19 - 01/04/19

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 11090 - DIVISION OF QUALITY ASSURANCE 012019	2019 CSP Certification #2159	Edit		01/04/2019	01/04/2019	01/04/2019			550.00
Vendor 11090 - DIVISION OF QUALITY ASSURANCE Totals						Invoices	1		<u>\$550.00</u>
Vendor 9948 - HAKER COUNSELING LLC 012019	Jan 2-4,2019 AODA/IDP Services	Edit		01/04/2019	01/04/2019	01/04/2019			697.00
Vendor 9948 - HAKER COUNSELING LLC Totals						Invoices	1		<u>\$697.00</u>
Vendor 4276 - WI ENERGY CONSERVATION CORP 012019	Feb 2019 WI Home Energy Conf Fees	Edit		01/04/2019	01/04/2019	01/04/2019			200.00
Vendor 4276 - WI ENERGY CONSERVATION CORP Totals						Invoices	1		<u>\$200.00</u>
Grand Totals						Invoices	3		<u><u>\$1,447.00</u></u>

VOUCHER

STATE OF WISCONSIN

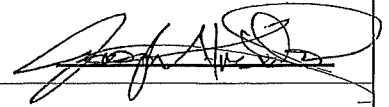
2019

Door County

Submitted By:

alaluzerne 1.18.2019

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

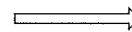
VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

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	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH 2019-020 January 2019- 2nd Batch Processing		\$6,846.80		various - as attached	
VOUCHER TOTAL							\$ 6,846.80	VOUCHER TOTAL		

Accounts Payable Invoice Report

G/L Date Range 01/18/19 - 01/18/19

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									
012019	Jan 2019 Purchase of D2D Vouchers	Edit		01/18/2019	01/18/2019	01/18/2019			350.00
			Vendor 16735 - ABBY VANS INC Totals				Invoices	1	<u>\$350.00</u>
Vendor 4611 - AUTISM SOCIETY OF WISCONSIN									
042019	Apr 2019 Autism Conf Reg Fees	Edit		01/18/2019	01/18/2019	01/18/2019			1,930.00
			Vendor 4611 - AUTISM SOCIETY OF WISCONSIN Totals				Invoices	1	<u>\$1,930.00</u>
Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY									
012019	Jan 2019 Registration Fees	Edit		01/18/2019	01/18/2019	01/18/2019			72.00
			Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY Totals				Invoices	1	<u>\$72.00</u>
Vendor 4818 - CELLCOM WISCONSIN RSA 10									
012019	Jan 2019 HS Cell Phones	Edit		01/18/2019	01/18/2019	01/18/2019			984.71
			Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals				Invoices	1	<u>\$984.71</u>
Vendor 22233 [REDACTED]									
012019	Jan 3-17,2019 Emp Mileage Reim 688mi	Edit		01/18/2019	01/18/2019	01/18/2019			399.04
			Vendor 22233 [REDACTED] Totals				Invoices	1	<u>\$399.04</u>
Vendor 9948 - HAKER COUNSELING LLC									
012019-2	Jan 8-18,2019 AODA Services 42hrs	Edit		01/18/2019	01/18/2019	01/18/2019			1,428.00
			Vendor 9948 - HAKER COUNSELING LLC Totals				Invoices	1	<u>\$1,428.00</u>
Vendor 10167 - OFF THE COUCH COUNSELING & CONSULTATION									
042019	Apr 2018 AMSR Training	Edit		01/18/2019	01/18/2019	01/18/2019			1,200.00
			Vendor 10167 - OFF THE COUCH COUNSELING & CONSULTATION Totals				Invoices	1	<u>\$1,200.00</u>
Vendor 16705 - REGISTRATION FEE TRUST									
012019	Jan 2019 Vehicle Registration Costs	Edit		01/18/2019	01/18/2019	01/18/2019			144.50
			Vendor 16705 - REGISTRATION FEE TRUST Totals				Invoices	1	<u>\$144.50</u>
Vendor 15069 - STAPLES ADVANTAGE									
12019	Jan 2019 HS Office Supplies	Edit		01/18/2019	01/18/2019	01/18/2019			298.55
			Vendor 15069 - STAPLES ADVANTAGE Totals				Invoices	1	<u>\$298.55</u>
Vendor 10349 - STURGEON BAY SCHOOLS									
012019	Jan 2019 Restitution Payment	Edit		01/18/2019	01/18/2019	01/18/2019			40.00
			Vendor 10349 - STURGEON BAY SCHOOLS Totals				Invoices	1	<u>\$40.00</u>
			Grand Totals				Invoices	10	<u><u>\$6,846.80</u></u>

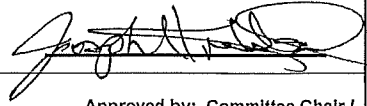
VOUCHER

STATE OF WISCONSIN

2019

Door County

Submitted By:
alaluzerne 02.01.2019

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 2019-053 February 2019- 1st Batch Processing		\$18,901.90		various - as attached	
VOUCHER TOTAL							\$ 18,901.90	VOUCHER TOTAL		

Accounts Payable Invoice Report

G/L Date Range 02/01/19 - 02/01/19

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 22596 - BROOKE MARNIE DEY 012019	Jan 2019 CCS Services 15.2hrs	Edit		02/01/2019	02/01/2019	02/01/2019			1,550.40
Vendor 22596 - BROOKE MARNIE DEY Totals									Invoices 1 <u>1,550.40</u>
Vendor 21443 - [REDACTED] 122018	Nov/Dec 2018 Emp Mileage Reim	Edit		02/01/2019	02/01/2019	02/01/2019			165.14
Vendor 21443 - [REDACTED] Totals									Invoices 1 <u>165.14</u>
Vendor 5929 - CDW GOVERNMENT INC 012019	Jan 2019 HS Supplies/Dictation Software	Edit		02/01/2019	02/01/2019	02/01/2019			1,245.04
Vendor 5929 - CDW GOVERNMENT INC Totals									Invoices 1 <u>1,245.04</u>
Vendor 6486 - CHARTER COMMUNICATIONS 012019	Jan 18-Feb 17,2019 YCC Internet	Edit		02/01/2019	02/01/2019	02/01/2019			167.73
Vendor 6486 - CHARTER COMMUNICATIONS Totals									Invoices 1 <u>167.73</u>
Vendor 1836 - DOOR COUNTY YMCA 022019	Jan-Dec 2019 Membership Fees	Edit		02/01/2019	02/01/2019	02/01/2019			139.44
Vendor 1836 - DOOR COUNTY YMCA Totals									Invoices 1 <u>139.44</u>
Vendor 16496 - DOOR-TRAN 012019	Jan 2019 Client Transportation	Edit		02/01/2019	02/01/2019	02/01/2019			51.50
Vendor 16496 - DOOR-TRAN Totals									Invoices 1 <u>51.50</u>
Vendor 10124 - ELDER INNOVATIONS, LLC 012019	Jan 2019 CBRF 31 Days	Edit		02/01/2019	02/01/2019	02/01/2019			2,613.61
Vendor 10124 - ELDER INNOVATIONS, LLC Totals									Invoices 1 <u>2,613.61</u>
Vendor 21809 - [REDACTED] 012019	Jan 2019 Emp Mileage/Meal Reim	Edit		02/01/2019	02/01/2019	02/01/2019			242.57
Vendor 21809 - [REDACTED] Totals									Invoices 1 <u>242.57</u>
Vendor 20081 - [REDACTED] 012019	Jan 2019 Emp Mileage Reim 350mi	Edit		02/01/2019	02/01/2019	02/01/2019			203.00
Vendor 20081 - [REDACTED] Totals									Invoices 1 <u>203.00</u>
Vendor 10238 - ENVISION 122018	Dec 2018 NYLF Registration Fee	Edit		02/01/2019	02/01/2019	02/01/2019			2,445.00
Vendor 10238 - ENVISION Totals									Invoices 1 <u>2,445.00</u>
Vendor 9948 - HAKER COUNSELING LLC 012019-3	Jan 29-31,2019 AODA Services	Edit		02/01/2019	02/01/2019	02/01/2019			204.00
Vendor 9948 - HAKER COUNSELING LLC Totals									Invoices 1 <u>204.00</u>

Accounts Payable Invoice Report

G/L Date Range 02/01/19 - 02/01/19

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 22837 - JAY LIVINGSTON									
012019	Jan 2019 CCS Contracted Services/OWI Assessments	Edit		02/01/2019	02/01/2019	02/01/2019			1,820.00
Vendor 22837 - JAY LIVINGSTON Totals									Invoices 1 \$1,820.00
Vendor 9816 [REDACTED]									
122018	Dec 18,2018 403.01 Rec Activity	Edit		02/01/2019	02/01/2019	02/01/2019			75.00
Vendor 9816 - [REDACTED] Totals									Invoices 1 \$75.00
Vendor 5555 - JULIE TOYNE									
012019	Jan 2019 B-3 Therapy/Mileage	Edit		02/01/2019	02/01/2019	02/01/2019			3,317.96
Vendor 5555 - JULIE TOYNE Totals									Invoices 1 \$3,317.96
Vendor 12614 [REDACTED]									
012019	Jan 2019 Emp Mileage Reim 80mi	Edit		02/01/2019	02/01/2019	02/01/2019			46.40
Vendor 12614 - [REDACTED] Totals									Invoices 1 \$46.40
Vendor 2006 [REDACTED]									
012019	Jan 2019 Emp Mileage/Meal Reim	Edit		02/01/2019	02/01/2019	02/01/2019			520.27
Vendor 2006 - [REDACTED] Totals									Invoices 1 \$520.27
Vendor 8169 - MICHAEL P SAYERS PHD									
012019	Jan 2019 Psych Services 36hrs	Edit		02/01/2019	02/01/2019	02/01/2019			2,565.00
Vendor 8169 - MICHAEL P SAYERS PHD Totals									Invoices 1 \$2,565.00
Vendor 10232 - MIDWEST ROI, INC									
012019	Jan 2019 Records Request	Edit		02/01/2019	02/01/2019	02/01/2019			44.64
Vendor 10232 - MIDWEST ROI, INC Totals									Invoices 1 \$44.64
Vendor 18398 [REDACTED]									
012019	Jan 2019 Emp Mileage Reim 234mi	Edit		02/01/2019	02/01/2019	02/01/2019			135.72
Vendor 18398 - [REDACTED] Totals									Invoices 1 \$135.72
Vendor 20956 - PACU									
012019	Jan 2019 Food Stamp Fraud Recovery	Edit		02/01/2019	02/01/2019	02/01/2019			76.80
012019-2	Jan 2019 Food Stamp Fraud Recovery	Edit		02/01/2019	02/01/2019	02/01/2019			504.00
Vendor 20956 - PACU Totals									Invoices 2 \$580.80
Vendor 22245 [REDACTED]									
122018	Dec 2018 CCOP Expenses	Edit		02/01/2019	02/01/2019	02/01/2019			104.93
Vendor 22245 - [REDACTED] Totals									Invoices 1 \$104.93
Vendor 11413 - SKILLPATH SEMINARS									

Accounts Payable Invoice Report

G/L Date Range 02/01/19 - 02/01/19
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
012019	Jan 2019 Customer Service Training	Edit		02/01/2019	02/01/2019	02/01/2019			205.95
		Vendor 11413 - SKILLPATH SEMINARS Totals				Invoices	1		\$205.95
Vendor 15069 - STAPLES ADVANTAGE									
012019	Jan 2019 HS Office Supplies	Edit		02/01/2019	02/01/2019	02/01/2019			103.63
		Vendor 15069 - STAPLES ADVANTAGE Totals				Invoices	1		\$103.63
Vendor 13400 - SUNSET VIEW APARTMENTS									
012019	Jan 2019 Rent Payment	Edit		02/01/2019	02/01/2019	02/01/2019			101.00
		Vendor 13400 - SUNSET VIEW APARTMENTS Totals				Invoices	1		\$101.00
Vendor 16915 - [REDACTED]									
012019	Jan 18-20,2019 Respite	Edit		02/01/2019	02/01/2019	02/01/2019			60.00
		Vendor 16915 - [REDACTED] Totals				Invoices	1		\$60.00
Vendor 2784 - VIKING ELECTRIC SUPPLY									
012019	Jan 2019 YCC Network Wiring	Edit		02/01/2019	02/01/2019	02/01/2019			113.17
		Vendor 2784 - VIKING ELECTRIC SUPPLY Totals				Invoices	1		\$113.17
Vendor 5999 - WISCONSIN DOCUMENT IMAGING									
012019	Jan 2019 APS Copies	Edit		02/01/2019	02/01/2019	02/01/2019			80.00
		Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals				Invoices	1		\$80.00
				Grand Totals		Invoices	28		\$18,901.90

VOUCHER

STATE OF WISCONSIN

2018

Door County

Submitted By: _____
 mark _____

Approved by: Department Head:

Christine M. Farlane

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	
204	23				SUBMITTED FOR PAYMENT, BATCH #2019-00000009- 2018 Human Services vouchers to date. January processing		\$ 9,433.16		various - as attached	
VOUCHER TOTAL							\$ 9,433.16	VOUCHER TOTAL		

Accounts Payable Invoice Report

G/L Date Range 12/31/18 - 12/31/18

Report By Department - Batch - Vendor - Invoice
Summary Listing

ADRC, 1st batch, 1/4/19 - 2018 INVOICES

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 23 - HS Resource Center									
Batch Number	2019-0000009	Batch Date	01/03/2019	Entered by User Robin Mark					
Vendor	13325 - ADVOCATES-INDEPENDENT LIVINGII								
Sub-Department	23 HS Resource Center								
13325 DEC2018	DEC HOUSEKEEPING/RSP/HOMEMAKE R/PERSONAL CARES	Edit		01/03/2019	01/03/2019	12/31/2018			1,573.43
Sub-Department 23 HS Resource Center Totals							Invoices	1	0
Vendor 13325 - ADVOCATES-INDEPENDENT LIVINGII Totals							Invoices	1	<u>\$1,573.43</u>
Vendor 8383 - AMAZON CAPITAL SERVICES, INC									
Sub-Department	23 HS Resource Center								
8383 DEC2018	NEW BUILDING SUPPLIES/3D SUPPLIES/NFCSP SUPPLIES	Edit		01/03/2019	01/03/2019	12/31/2018			1,644.99
Sub-Department 23 HS Resource Center Totals							Invoices	1	0
Vendor 8383 - AMAZON CAPITAL SERVICES, INC Totals							Invoices	1	<u>\$1,644.99</u>
Vendor 257 - BROTHERS DAIRY									
Sub-Department	23 HS Resource Center								
257 DEC2018B	DEC RAW FOOD	Edit		01/03/2019	01/03/2019	12/31/2018			254.50
Sub-Department 23 HS Resource Center Totals							Invoices	1	0
Vendor 257 - BROTHERS DAIRY Totals							Invoices	1	<u>\$254.50</u>
Vendor 18153 - [REDACTED]									
Sub-Department	23 HS Resource Center								
18153 DEC2018	DEC SITE SURVEY-SB	Edit		01/03/2019	01/03/2019	12/31/2018			30.00
Sub-Department 23 HS Resource Center Totals							Invoices	1	0
Vendor 18153 - [REDACTED] Totals							Invoices	1	<u>\$30.00</u>
Vendor 16496 - DOOR-TRAN									
Sub-Department	23 HS Resource Center								
16496 DEC2018	DEC STAFF HOURS	Edit		01/03/2019	01/03/2019	12/31/2018			600.00
Sub-Department 23 HS Resource Center Totals							Invoices	1	0
Vendor 16496 - DOOR-TRAN Totals							Invoices	1	<u>\$600.00</u>
Vendor 9674 - ECONO FOODS									
Sub-Department	23 HS Resource Center								
9674 DEC2018B	DEC RAW FOOD	Edit		01/03/2019	01/03/2019	12/31/2018			304.39
Sub-Department 23 HS Resource Center Totals							Invoices	1	0
Vendor 9674 - ECONO FOODS Totals							Invoices	1	<u>\$304.39</u>
Vendor 22145 - GORDON FOOD SERVICE, INC									

Accounts Payable Invoice Report

G/L Date Range 12/31/18 - 12/31/18

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
Sub-Department 22145 DEC2018B	23 HS Resource Center DEC RAW FOOD/NUTRITIONAL SUPPLIES	Edit		01/03/2019	01/03/2019	12/31/2018			2,088.99
	Sub-Department 23 HS Resource Center Totals					Invoices	1		0
	Vendor 22145 - GORDON FOOD SERVICE, INC Totals					Invoices	1		<u>\$2,088.99</u>
Vendor 19080 - [REDACTED]									
Sub-Department 19080 DEC2018	23 HS Resource Center 22 DEC MOW MILEAGE REIMB	Edit		01/03/2019	01/03/2019	12/31/2018			12.00
	Sub-Department 23 HS Resource Center Totals					Invoices	1		0
	Vendor 19080 - [REDACTED] Totals					Invoices	1		<u>\$12.00</u>
Vendor 17906 - [REDACTED]									
Sub-Department 17906 DEC2018	23 HS Resource Center 673.50 DEC MEALSITE MILEAGE REIMB	Edit		01/03/2019	01/03/2019	12/31/2018			367.07
	Sub-Department 23 HS Resource Center Totals					Invoices	1		0
	Vendor 17906 - [REDACTED] Totals					Invoices	1		<u>\$367.07</u>
Vendor 20934 - [REDACTED]									
Sub-Department 20934 DEC2018	23 HS Resource Center 35 DEC EMPLY MILEAGE REIMB	Edit		01/03/2019	01/03/2019	12/31/2018			19.08
	Sub-Department 23 HS Resource Center Totals					Invoices	1		0
	Vendor 20934 - [REDACTED] Totals					Invoices	1		<u>\$19.08</u>
Vendor 5354 - [REDACTED]									
Sub-Department 5354 DEC2018	23 HS Resource Center 23 DEC MOW MILEAGE REIMB	Edit		01/03/2019	01/03/2019	12/31/2018			12.54
	Sub-Department 23 HS Resource Center Totals					Invoices	1		0
	Vendor 5354 - [REDACTED] Totals					Invoices	1		<u>\$12.54</u>
Vendor 16857 - [REDACTED]									
Sub-Department 16857 2018 REIM	23 HS Resource Center REIMBURSEMENT FOR RSP DAY SVCS	Edit		01/03/2019	01/03/2019	12/31/2018			1,284.00
	Sub-Department 23 HS Resource Center Totals					Invoices	1		0
	Vendor 16857 - [REDACTED] Totals					Invoices	1		<u>\$1,284.00</u>
Vendor 18469 - [REDACTED]									
Sub-Department 18469 DEC2018	23 HS Resource Center 165 DEC MEALSITE MILEAGE REIMB	Edit		01/03/2019	01/03/2019	12/31/2018			89.94
	Sub-Department 23 HS Resource Center Totals					Invoices	1		0

Accounts Payable Invoice Report

G/L Date Range 12/31/18 - 12/31/18
 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
Vendor 18469 - [REDACTED]			Totals			Invoices	1		\$89.94
Vendor 18103 - LIFELINE DEPARTMENT \ DCMH									
Sub-Department 23 HS Resource Center									
18103 DEC2018	DEC LIFELINE	Edit		01/03/2019	01/03/2019	12/31/2018			95.00
Sub-Department 23 HS Resource Center			Totals			Invoices	1		0
Vendor 18103 - LIFELINE DEPARTMENT \ DCMH			Totals			Invoices	1		\$95.00
Vendor 7092 - [REDACTED]									
Sub-Department 23 HS Resource Center									
7092 DEC2018	95 DEC MOW MILEAGE REIMB	Edit		01/03/2019	01/03/2019	12/31/2018			51.80
Sub-Department 23 HS Resource Center			Totals			Invoices	1		0
Vendor 7092 - [REDACTED]			Totals			Invoices	1		\$51.80
Vendor 20044 - [REDACTED]									
Sub-Department 23 HS Resource Center									
20044 DEC2018	58.40 DEC EMPLOY MILEAGE REIMB	Edit		01/03/2019	01/03/2019	12/31/2018			31.83
Sub-Department 23 HS Resource Center			Totals			Invoices	1		0
Vendor 20044 - [REDACTED]			Totals			Invoices	1		\$31.83
Vendor 14091 - [REDACTED]									
Sub-Department 23 HS Resource Center									
14091 DEC2018	509 DEC MEALSITE MILEAGE REIMB	Edit		01/03/2019	01/03/2019	12/31/2018			277.41
Sub-Department 23 HS Resource Center			Totals			Invoices	1		0
Vendor 14091 - [REDACTED]			Totals			Invoices	1		\$277.41
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 23 HS Resource Center									
15069 DEC2018B	DEC OFFICE SUPPLIES/DEMENTIA SUPPLIES	Edit		01/03/2019	01/03/2019	12/31/2018			62.75
Sub-Department 23 HS Resource Center			Totals			Invoices	1		0
Vendor 15069 - STAPLES ADVANTAGE			Totals			Invoices	1		\$62.75
Vendor 10942 - TIP TOP CLEANERS									
Sub-Department 23 HS Resource Center									
10942 DEC2018	DEC LAUNDRY/KITCHEN	Edit		01/03/2019	01/03/2019	12/31/2018			99.75
Sub-Department 23 HS Resource Center			Totals			Invoices	1		0
Vendor 10942 - TIP TOP CLEANERS			Totals			Invoices	1		\$99.75
Vendor 20955 - UNITED HOME HEALTH SERVICES,LLC									
Sub-Department 23 HS Resource Center									
20955 DEC2018B	DEC HOMECARE-AH	Edit		01/03/2019	01/03/2019	12/31/2018			361.17
Sub-Department 23 HS Resource Center			Totals			Invoices	1		0

Accounts Payable Invoice Report

G/L Date Range 12/31/18 - 12/31/18

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
		Vendor	20955 - UNITED HOME HEALTH SERVICES,LLC		Totals		Invoices	1	\$361.17
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL									
Sub-Department 23 HS Resource Center									
36120 DEC2018B	DEC NUTRITIONAL SUPPLIES/JANITORIAL SUPPLIES	Edit		01/03/2019	01/03/2019	12/31/2018			172.52
		Sub-Department	23 HS Resource Center		Totals		Invoices	1	0
		Vendor	36120 - WARNER-WEXEL WHOLESALE & POOL		Totals		Invoices	1	\$172.52
			Batch Number 2019-00000009		Totals		Invoices	21	\$9,433.16
		Department	23 - HS Resource Center		Totals		Invoices	21	\$9,433.16
23 HS Resource Center									
				Grand Totals			Invoices	21	\$9,433.16

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:
mark

Approved by: Department Head:


Approved by: Committee Chair /
 County Administrator

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	
204	23				SUBMITTED FOR PAYMENT, BATCH #2019-00000039- 2018 Human Services vouchers to date. January processing		\$ 47,634.00		various - as attached	
VOUCHER TOTAL							\$ 47,634.00	VOUCHER TOTAL		

Accounts Payable Invoice Report

*ADRC, 2nd batch, Jan. 2019
2018 INVOICES*

G/L Date Range 12/31/18 - 12/31/18
Report By Department - Batch - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 23 - HS Resource Center									
Batch Number 2019-0000039		Batch Date 01/16/2019			Entered by User Robin Mark				
Vendor 16735 - ABBY VANS INC									
Sub-Department 23 HS Resource Center									
16735 DEC2018	D2D TAXI-DEC 2018	Edit		01/16/2019	01/16/2019	12/31/2018			40,183.50
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 16735 - ABBY VANS INC Totals						Invoices	1		<u>\$40,183.50</u>
Vendor 17949 - BOETTCHER COMMUNICATIONS, LLC									
Sub-Department 23 HS Resource Center									
17949 DEC2018	DEC D2D MARKETING	Edit		01/16/2019	01/16/2019	12/31/2018			2,310.75
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 17949 - BOETTCHER COMMUNICATIONS, LLC Totals						Invoices	1		<u>\$2,310.75</u>
Vendor 27395 - GOOD SAMARITAN, SCANDIA VILLAGE									
Sub-Department 23 HS Resource Center									
27395 DEC2018	DECEMBER MOW	Edit		01/16/2019	01/16/2019	12/31/2018			552.00
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 27395 - GOOD SAMARITAN, SCANDIA VILLAGE Totals						Invoices	1		<u>\$552.00</u>
Vendor 18770 - MANN'S STORE									
Sub-Department 23 HS Resource Center									
18770 DEC2018B	D2D TAXI-DEC 2018	Edit		01/16/2019	01/16/2019	12/31/2018			809.29
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 18770 - MANN'S STORE Totals						Invoices	1		<u>\$809.29</u>
Vendor 6544 - MEAT PROCESSORS INC									
Sub-Department 23 HS Resource Center									
6544 DEC2018B	DEC RAW FOOD	Edit		01/16/2019	01/16/2019	12/31/2018			83.00
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 6544 - MEAT PROCESSORS INC Totals						Invoices	1		<u>\$83.00</u>
Vendor 6470 - N E W CURATIVE REHABILITATION									
Sub-Department 23 HS Resource Center									
6470 DEC2018	DEC RSP-JE	Edit		01/16/2019	01/16/2019	12/31/2018			692.65
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 6470 - N E W CURATIVE REHABILITATION Totals						Invoices	1		<u>\$692.65</u>
Vendor 4168 - [REDACTED]									
Sub-Department 23 HS Resource Center									
4168 DEC2018	52 DEC EMPLY MILEAGE REIMB	Edit		01/16/2019	01/16/2019	12/31/2018			28.30
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 4168 - [REDACTED] Totals						Invoices	1		<u>\$28.30</u>

Accounts Payable Invoice Report

G/L Date Range 12/31/18 - 12/31/18
 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
Vendor 22676 - PLAYCORE WISCONSIN INC									
Sub-Department 23 HS Resource Center									
8424912	ADRC EXERCISE EQUIPMENT EVIDENCE BASED	Edit		01/16/2019	01/16/2019	12/31/2018			773.13
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 22676 - PLAYCORE WISCONSIN INC Totals						Invoices	1		\$773.13
Vendor 21959 - SIR SPEEDY PRINTING									
Sub-Department 23 HS Resource Center									
21959	87763 ADRC MARKETING MATERIAL	Edit		01/16/2019	01/16/2019	12/31/2018			266.08
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 21959 - SIR SPEEDY PRINTING Totals						Invoices	1		\$266.08
Vendor 30820 - STURGEON BAY UTILITIES									
Sub-Department 23 HS Resource Center									
30820	DEC2018 DEC UTILITIES ADRC	Edit		01/16/2019	01/16/2019	12/31/2018			1,935.30
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 30820 - STURGEON BAY UTILITIES Totals						Invoices	1		\$1,935.30
Batch Number 2019-00000039 Totals						Invoices	10		\$47,634.00
Department 23 - HS Resource Center Totals						Invoices	10		\$47,634.00
23 HS Resource Center									
Grand Totals						Invoices	10		\$47,634.00

VOUCHER

STATE OF WISCONSIN 2019

Door County

Submitted By: _____
 rmark _____

Approved by: Department Head:
[Signature]

Approved by: Committee Chair /
 County Administrator

VENDOR # _____

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

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

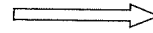
Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date _____

Hold For Approval / Documentation
After Processing

↓ This Area to be Completed by Finance Department



PAID BY
CHECK # _____

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
204	23				SUBMITTED FOR PAYMENT, BATCH #2019-00000013- 2019 Human Services vouchers to date. January processing		\$ 120.00		various - as attached	
VOUCHER TOTAL							\$	120.00	VOUCHER TOTAL	

Accounts Payable Invoice Report

ADRC, 1st batch, Jan, 2019

2019 INVOICES

G/L Date Range 01/04/19 - 01/04/19

Report By Department - Batch - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 23 - HS Resource Center									
Batch Number 2019-00000013		Batch Date 01/04/2019			Entered by User Robin Mark				
Vendor 7087 - [REDACTED]									
Sub-Department 23 HS Resource Center									
7087 JAN2019	JAN ENTERTAINMENT	Edit		01/04/2019	01/04/2019	01/04/2019			100.00
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 7087 [REDACTED] Totals						Invoices	1		<u>\$100.00</u>
Vendor 10092 - BAY AREA MANAGERS OF VOLUNTEER SERVICES									
Sub-Department 23 HS Resource Center									
10092 2019 MEMB	2019 MEMBERSHIP DUES-CK	Edit		01/04/2019	01/04/2019	01/04/2019			20.00
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 10092 - BAY AREA MANAGERS OF VOLUNTEER SERVICES Totals						Invoices	1		<u>\$20.00</u>
Batch Number 2019-00000013 Totals						Invoices	2		<u>\$120.00</u>
Department 23 - HS Resource Center Totals						Invoices	2		<u>\$120.00</u>
23 HS Resource Center									
Grand Totals						Invoices	2		<u><u>\$120.00</u></u>

VOUCHER

STATE OF WISCONSIN

2019

Door County

VENDOR # _____

New Vendor (Please Assign New #)

One Time Vendor (Please Assign New #)

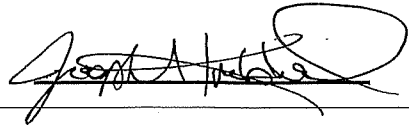
VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By: _____
 rmark

Approved by: Department Head:


Approved by: Committee Chair /
 County Administrator

Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date _____

Hold For Approval / Documentation
After Processing

This Area to be Completed by Finance Department

PAID BY

CHECK # _____

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
204	23				SUBMITTED FOR PAYMENT, BATCH #2019-00000040- 2019 Human Services vouchers to date. January processing		\$ 5,652.16		various - as attached	
VOUCHER TOTAL							\$ 5,652.16	VOUCHER TOTAL		

Door County

ADRC, 2nd batch, Jan. '19

Accounts Payable Invoice Report

G/L Date Range 01/18/19 - 01/18/19
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount	
Department 23 - HS Resource Center										
Batch Number 2019-0000040		Batch Date 01/18/2019			Entered by User Robin Mark					
Vendor 19663 - AGING & DISAB PROF ASSOC OF WI										
Sub-Department 23 HS Resource Center										
19663 JAN2019	2019 MEMBERSHIP DUES-JF	Edit		01/18/2019	01/18/2019	01/18/2019			75.00	
						Sub-Department 23 HS Resource Center Totals		Invoices	1	0
						Vendor 19663 - AGING & DISAB PROF ASSOC OF WI Totals		Invoices	1	<u>\$75.00</u>
Vendor 257 - BROTHERS DAIRY										
Sub-Department 23 HS Resource Center										
257 JAN2019	JAN RAW FOOD	Edit		01/18/2019	01/18/2019	01/18/2019			361.00	
						Sub-Department 23 HS Resource Center Totals		Invoices	1	0
						Vendor 257 - BROTHERS DAIRY Totals		Invoices	1	<u>\$361.00</u>
Vendor 4818 - CELLCOM WISCONSIN RSA 10										
Sub-Department 23 HS Resource Center										
4818 JAN2019	JAN CELL PHONE	Edit		01/18/2019	01/18/2019	01/18/2019			173.48	
						Sub-Department 23 HS Resource Center Totals		Invoices	1	0
						Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals		Invoices	1	<u>\$173.48</u>
Vendor 19077 - [REDACTED]										
Sub-Department 23 HS Resource Center										
19077 JAN2019	JAN CAREGIVER SUPPORT GROUP	Edit		01/18/2019	01/18/2019	01/18/2019			37.50	
						Sub-Department 23 HS Resource Center Totals		Invoices	1	0
						Vendor 19077 - [REDACTED] Totals		Invoices	1	<u>\$37.50</u>
Vendor 9674 - ECONO FOODS										
Sub-Department 23 HS Resource Center										
9674 JAN2019	JAN RAW FOOD	Edit		01/18/2019	01/18/2019	01/18/2019			412.00	
						Sub-Department 23 HS Resource Center Totals		Invoices	1	0
						Vendor 9674 - ECONO FOODS Totals		Invoices	1	<u>\$412.00</u>
Vendor 22145 - GORDON FOOD SERVICE, INC										
Sub-Department 23 HS Resource Center										
22145 JAN2019	JAN RAW FOOD/JANITORIAL SUPPLIES/COFFEE	Edit		01/18/2019	01/18/2019	01/18/2019			3,702.88	
						Sub-Department 23 HS Resource Center Totals		Invoices	1	0
						Vendor 22145 - GORDON FOOD SERVICE, INC Totals		Invoices	1	<u>\$3,702.88</u>
Vendor 12762 - [REDACTED]										
Sub-Department 23 HS Resource Center										
12762 JAN2019	JAN ENTERTAINMENT	Edit		01/18/2019	01/18/2019	01/18/2019			50.00	
						Sub-Department 23 HS Resource Center Totals		Invoices	1	0

Door County

Accounts Payable Invoice Report

G/L Date Range 01/18/19 - 01/18/19

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
			Vendor 12762 [REDACTED]	Totals		Invoices	1		\$50.00
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 23 HS Resource Center									
15069 JAN2019	JAN OFFICE SUPPLIES	Edit		01/18/2019	01/18/2019	01/18/2019			201.22
						Sub-Department 23 HS Resource Center Totals	Invoices	1	0
						Vendor 15069 - STAPLES ADVANTAGE Totals	Invoices	1	\$201.22
Vendor 20955 - UNITED HOME HEALTH SERVICES,LLC									
Sub-Department 23 HS Resource Center									
20955 JAN2019	JAN IN HOME PERSONAL CARES- AH	Edit		01/18/2019	01/18/2019	01/18/2019			232.53
						Sub-Department 23 HS Resource Center Totals	Invoices	1	0
						Vendor 20955 - UNITED HOME HEALTH SERVICES,LLC Totals	Invoices	1	\$232.53
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL									
Sub-Department 23 HS Resource Center									
36120 JAN 2019	JAN NUTRITIONAL SUPPLIES/JANITORIAL SUPPLIES	Edit		01/18/2019	01/18/2019	01/18/2019			331.55
						Sub-Department 23 HS Resource Center Totals	Invoices	1	0
						Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL Totals	Invoices	1	\$331.55
Vendor 6359 - WIL KIL PEST CONTROL									
Sub-Department 23 HS Resource Center									
6359 ADRC	JAN PEST CONTROL	Edit		01/18/2019	01/18/2019	01/18/2019			75.00
						Sub-Department 23 HS Resource Center Totals	Invoices	1	0
						Vendor 6359 - WIL KIL PEST CONTROL Totals	Invoices	1	\$75.00
						Batch Number 2019-00000040 Totals	Invoices	11	\$5,652.16
						Department 23 - HS Resource Center Totals	Invoices	11	\$5,652.16
23 HS Resource Center						Grand Totals	Invoices	11	\$5,652.16

VOUCHER

STATE OF WISCONSIN

2019

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	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
204	23				SUBMITTED FOR PAYMENT, BATCH #2019-00000060- 2019 Human Services vouchers to date. February processing		\$ 6,828.05		various - as attached	
VOUCHER TOTAL							\$ 6,828.05	VOUCHER TOTAL		

Door County

A Dec, 1st batch, Feb. 2019

Accounts Payable Invoice Report

G/L Date Range 02/01/19 - 02/01/19

Report By Department - Batch - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount	
Department 23 - HS Resource Center										
Batch Number 2019-0000060 Batch Date 02/01/2019 Entered by User Robin Mark										
Vendor 257 - BROTHERS DAIRY										
Sub-Department 23 HS Resource Center										
257 JAN2019B	JAN RAW FOOD	Edit		02/01/2019	02/01/2019	02/01/2019			269.00	
						Sub-Department 23 HS Resource Center Totals		Invoices	1	0
						Vendor 257 - BROTHERS DAIRY Totals		Invoices	1	<u>\$269.00</u>
Vendor 21234 - CURATIVE CONNECTIONS, INC										
Sub-Department 23 HS Resource Center										
21234 4Q19	4Q14 SR. AIDE PAYMENT	Edit		02/01/2019	02/01/2019	02/01/2019			60.00	
						Sub-Department 23 HS Resource Center Totals		Invoices	1	0
						Vendor 21234 - CURATIVE CONNECTIONS, INC Totals		Invoices	1	<u>\$60.00</u>
Vendor 9674 - ECONO FOODS										
Sub-Department 23 HS Resource Center										
9674 JAN2019B	JAN RAW FOOD	Edit		02/01/2019	02/01/2019	02/01/2019			608.26	
						Sub-Department 23 HS Resource Center Totals		Invoices	1	0
						Vendor 9674 - ECONO FOODS Totals		Invoices	1	<u>\$608.26</u>
Vendor 9207 - [REDACTED]										
Sub-Department 23 HS Resource Center										
9207 FEB2019	VALENTINE PARTY ENTERTAINMENT	Edit		02/01/2019	02/01/2019	02/01/2019			200.00	
						Sub-Department 23 HS Resource Center Totals		Invoices	1	0
						Vendor 9207 - [REDACTED] Totals		Invoices	1	<u>\$200.00</u>
Vendor 22145 - GORDON FOOD SERVICE, INC										
Sub-Department 23 HS Resource Center										
22145 JAN2019B	RAW FOOD/JANITORIAL SUPPLIES/NUTRITIONAL SUPPLIES	Edit		02/01/2019	02/01/2019	02/01/2019			4,753.08	
						Sub-Department 23 HS Resource Center Totals		Invoices	1	0
						Vendor 22145 - GORDON FOOD SERVICE, INC Totals		Invoices	1	<u>\$4,753.08</u>
Vendor 19378 - [REDACTED]										
Sub-Department 23 HS Resource Center										
19378 DEC2018	11.8 DEC MOW MILEAGE REIMB	Edit		02/01/2019	02/01/2019	02/01/2019			6.43	
						Sub-Department 23 HS Resource Center Totals		Invoices	1	0
						Vendor 19378 - [REDACTED] Totals		Invoices	1	<u>\$6.43</u>
Vendor 21883 - [REDACTED]										

Door County

Accounts Payable Invoice Report

G/L Date Range 02/01/19 - 02/01/19
 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
Sub-Department 23 HS Resource Center									
21883 JAN2019	48 JAN EMPLY MILEAGE REIMB	Edit		02/01/2019	02/01/2019	02/01/2019			27.55
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 21883 - [REDACTED] Totals		Invoices	1		\$27.55
Vendor 5354 - [REDACTED]									
Sub-Department 23 HS Resource Center									
5354 JAN2019	33 JAN MOW MILEAGE REIMB	Edit		02/01/2019	02/01/2019	02/01/2019			19.14
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 5354 - [REDACTED] Totals		Invoices	1		\$19.14
Vendor 18103 - LIFELINE DEPARTMENT \ DCMH									
Sub-Department 23 HS Resource Center									
18103 JAN2019	JAN LIFELINE	Edit		02/01/2019	02/01/2019	02/01/2019			118.00
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 18103 - LIFELINE DEPARTMENT \ DCMH Totals		Invoices	1		\$118.00
Vendor 22190 - MUSIC & MEMORY INC									
Sub-Department 23 HS Resource Center									
22190 2019	2019 ANNUAL RENEWAL	Edit		02/01/2019	02/01/2019	02/01/2019			200.00
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 22190 - MUSIC & MEMORY INC Totals		Invoices	1		\$200.00
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 23 HS Resource Center									
15069 JAN2019B	JAN OFFICE SUPPLIES	Edit		02/01/2019	02/01/2019	02/01/2019			59.56
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 15069 - STAPLES ADVANTAGE Totals		Invoices	1		\$59.56
Vendor 374 - [REDACTED]									
Sub-Department 23 HS Resource Center									
374 JAN2019	36 JAN MOW EMPLY MILEAGE REIMB	Edit		02/01/2019	02/01/2019	02/01/2019			20.88
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 374 - [REDACTED] Totals		Invoices	1		\$20.88
Vendor 20955 - UNITED HOME HEALTH SERVICES,LLC									
Sub-Department 23 HS Resource Center									
20955 JAN2019B	JAN RSP-KE	Edit		02/01/2019	02/01/2019	02/01/2019			79.16
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 20955 - UNITED HOME HEALTH SERVICES,LLC Totals		Invoices	1		\$79.16
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL									

Door County

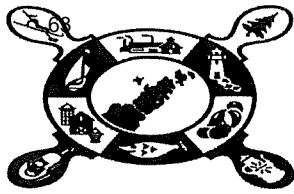
Accounts Payable Invoice Report

G/L Date Range 02/01/19 - 02/01/19

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
36120 JAN2019	Sub-Department 23 HS Resource Center JAN COFFEE SUPPLIES/NUTRITIONAL SUPPLIES	Edit		02/01/2019	02/01/2019	02/01/2019			406.99
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL Totals						Invoices	1		\$406.99
Batch Number 2019-00000060 Totals						Invoices	14		\$6,828.05
Department 23 - HS Resource Center Totals						Invoices	14		\$6,828.05
23 HS Resource Center									
Grand Totals						Invoices	14		\$6,828.05



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

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

MEMO

To: Human Services Committee
From: Ashley LaLuzerne
Date: 03.13.2019
Re: Request for Expenditure Approval

Expenditures since the last committee meeting held 02.12.2019

\$	1,629.17	Elan Credit Card December 2018-January 2019
\$	1,443.65	Elan Credit Card January 2019-February 2019
\$	22,891.19	January 2019 Foster / Kinship Care Payments #2019-85
\$	90,000.00	Invoices Paid Prior to March 13,2019 not included in Batches
\$	115,964.01	

Departmental journal entries not included on the attached voucher list:

\$	360.12	Maintenance Dept. January 2019 gas usage - Fleet
\$	360.12	

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

\$	102,570.60	Monthly Vouchers - 2019 Batch Totals (Feb) #2019-77
\$	59,220.62	Monthly Vouchers -2019 Batch Totals (Mar) #2019-103
\$	115,964.01	Expenditures since the last committee meeting held 10.09.2018
\$	360.12	Amounts paid to other County Departments as per above
\$	278,115.35	

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

\$	59,278.87	Monthly Vouchers -2019 Batch (Feb) #2019-84
\$	7,251.43	Monthly Vouchers -2019 Batch (Mar) #2019-110
\$	305.65	Walmart Card January 2019-February 2019
\$	607.24	Elan Credit Card December 2018-January 2019
\$	28.58	Elan Credit Card February 2019
\$	67,471.77	

\$	345,587.12	Total Expenditures and Vouchers
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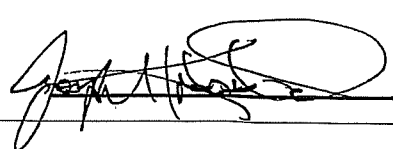
VOUCHER

STATE OF WISCONSIN

2019

Door County

Submitted By:
alaluzerne 02.06.2019

Approved by: Department Head:


Approved by: Committee Chair /
County Administrator

VENDOR # _____

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

VENDOR NAME: Door County Dept of Human Services

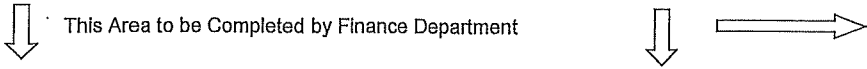
VENDOR ADDRESS: _____

VENDOR ADDRESS: MONTHLY FOSTER/KINSHIP CARE PAYROLL

VENDOR ADDRESS: 421 Nebraska Street

Added to Voucher Listing

PAID BY
CHECK # _____



- 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				2019 Foster/Kinship Care for January 2019 - 1st Batch		\$ 22,891.19	02.06.19	2019-085	
VOUCHER TOTAL							\$ 22,891.19	VOUCHER TOTAL		

Accounts Payable Invoice Report

G/L Date Range 02/06/19 - 02/06/19

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 17929 - ADVOCATES FOR HEALTHY									
Import - 10512	WISACWIS- PID:0008038182_Voucher:01919 _IM_02/05/2019	Edit		02/05/2019	02/06/2019	02/06/2019			1,770.00
Vendor 17929 - ADVOCATES FOR HEALTHY Totals									Invoices 1 <u>1,770.00</u>
Vendor 19161 - [REDACTED]									
Import - 10514	WISACWIS- PID:0008044459_Voucher:01919 _IM_02/05/2019	Edit		02/05/2019	02/06/2019	02/06/2019			732.00
Vendor 19161 - [REDACTED] Totals									Invoices 1 <u>732.00</u>
Vendor 9701 - [REDACTED]									
Import - 10523	WISACWIS- PID:0008085157_Voucher:01919 _IM_02/05/2019	Edit		02/05/2019	02/06/2019	02/06/2019			244.00
Vendor 9701 - [REDACTED] Totals									Invoices 1 <u>244.00</u>
Vendor 9479 - [REDACTED]									
Import - 10522	WISACWIS- PID:0008000379_Voucher:01919 _IM_02/05/2019	Edit		02/05/2019	02/06/2019	02/06/2019			892.00
Vendor 9479 - [REDACTED] Totals									Invoices 1 <u>892.00</u>
Vendor 10091 - [REDACTED]									
Import - 10508	WISACWIS- PID:0008085630_Voucher:01919 _IM_02/05/2019	Edit		02/05/2019	02/06/2019	02/06/2019			244.00
Vendor 10091 - [REDACTED] Totals									Invoices 1 <u>244.00</u>
Vendor 9850 - [REDACTED]									
Import - 10524	WISACWIS- PID:0008085718_Voucher:01919 _IM_02/05/2019	Edit		02/05/2019	02/06/2019	02/06/2019			488.00
Vendor 9850 - [REDACTED] Totals									Invoices 1 <u>488.00</u>
Vendor 6968 - [REDACTED]									
Import - 10521	WISACWIS- PID:0008079799_Voucher:01919 _IM_02/05/2019	Edit		02/05/2019	02/06/2019	02/06/2019			404.00
Vendor 6968 - [REDACTED] Totals									Invoices 1 <u>404.00</u>
Vendor 21744 - [REDACTED]									
Import - 10516	WISACWIS- PID:0008063868_Voucher:01919 _IM_02/05/2019	Edit		02/05/2019	02/06/2019	02/06/2019			528.67

Accounts Payable Invoice Report

G/L Date Range 02/06/19 - 02/06/19

Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
			Vendor 21744 - [REDACTED] Totals				Invoices	1	\$528.67
Vendor 22478 - [REDACTED]									
Import - 10519	WISACWIS- PID:0008080114_Voucher:01919 _IM_02/05/2019	Edit		02/05/2019	02/06/2019	02/06/2019			630.00
			Vendor 22478 - [REDACTED] Totals				Invoices	1	\$630.00
Vendor 10168 - [REDACTED]									
Import - 10509	WISACWIS- PID:0008086414_Voucher:01919 _IM_02/05/2019	Edit		02/05/2019	02/06/2019	02/06/2019			488.00
			Vendor 10168 - [REDACTED] Totals				Invoices	1	\$488.00
Vendor 21012 - [REDACTED]									
Import - 10515	WISACWIS- PID:0008042054_Voucher:01919 _IM_02/05/2019	Edit		02/05/2019	02/06/2019	02/06/2019			982.26
			Vendor 21012 - [REDACTED] Totals				Invoices	1	\$982.26
Vendor 17937 - [REDACTED]									
Import - 10513	WISACWIS- PID:0008040115_Voucher:01919 _IM_02/05/2019	Edit		02/05/2019	02/06/2019	02/06/2019			244.00
			Vendor 17937 - [REDACTED] Totals				Invoices	1	\$244.00
Vendor 6476 - OCONOMOWOC DEV TRAINING CENTER									
Import - 10520	WISACWIS- PID:0008019479_Voucher:01919 _IM_02/05/2019	Edit		02/05/2019	02/06/2019	02/06/2019			12,502.30
			Vendor 6476 - OCONOMOWOC DEV TRAINING CENTER Totals				Invoices	1	\$12,502.30
Vendor 22153 - [REDACTED]									
Import - 10517	WISACWIS- PID:0008067949_Voucher:01919 _IM_02/05/2019	Edit		02/05/2019	02/06/2019	02/06/2019			488.00
			Vendor 22153 - [REDACTED] Totals				Invoices	1	\$488.00
Vendor 22316 - [REDACTED]									
Import - 10518	WISACWIS- PID:0008079501_Voucher:01919 _IM_02/05/2019	Edit		02/05/2019	02/06/2019	02/06/2019			244.00
			Vendor 22316 - [REDACTED] Totals				Invoices	1	\$244.00
Vendor 16915 - [REDACTED]									

Accounts Payable Invoice Report

G/L Date Range 02/06/19 - 02/06/19

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
Import - 10511	WiSACWIS- PID:0008042309_Voucher:01919 _IM_02/05/2019	Edit		02/05/2019	02/06/2019	02/06/2019			1,332.00
			Vendor 16915 - [REDACTED]	Totals		Invoices	1		\$1,332.00
Vendor 16527 - [REDACTED]									
Import - 10510	WiSACWIS- PID:0008028553_Voucher:01919 _IM_02/05/2019	Edit		02/05/2019	02/06/2019	02/06/2019			677.96
			Vendor 16527 - [REDACTED]	Totals		Invoices	1		\$677.96
				Grand Totals		Invoices	17		\$22,891.19

VOUCHER

STATE OF WISCONSIN

2019

Door County

VENDOR #

New Vendor (Please Assign New #)

One Time Vendor (Please Assign New #)

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

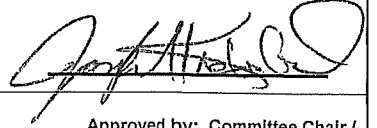
VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:

alaluzerne 02.15.2019

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	@ Cos/UEa	Total Amount	Invoice Date	Vendor Invoice Number	
240	47				SUBMITTED FOR PAYMENT, BATCH 2019-077 February 2019- 2nd Batch Processing		\$102,570.60		various - as attached	
VOUCHER TOTAL							\$ 102,570.60	VOUCHER TOTAL		

Accounts Payable Invoice Report

Invoice Date Range 02/15/19 - 02/15/19

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]									
012018	Jan 2019 Emp Mileage/Meal Reim	Edit		02/15/2019	02/15/2019	02/15/2019			31.29
			Vendor 9284 - [REDACTED] Totals			Invoices	1		\$31.29
Vendor 21173 - [REDACTED]									
012019	Jan 2019 Emp Mileage/Meal Reim	Edit		02/15/2019	02/15/2019	02/15/2019			59.19
			Vendor 21173 - [REDACTED] Totals			Invoices	1		\$59.19
Vendor 21177 - BAY COUNSELING CLINIC, LLP									
012019	Jan 2019 CCS Services	Edit		02/15/2019	02/15/2019	02/15/2019			2,175.60
			Vendor 21177 - BAY COUNSELING CLINIC, LLP Totals			Invoices	1		\$2,175.60
Vendor 2176 - BELLIN HEALTH									
012019	Jan 2019 CCS Services 4hrs	Edit		02/15/2019	02/15/2019	02/15/2019			408.00
			Vendor 2176 - BELLIN HEALTH Totals			Invoices	1		\$408.00
Vendor 2435 - [REDACTED]									
012019	Jan 2019 Emp Mileage Reim 69mi	Edit		02/15/2019	02/15/2019	02/15/2019			40.02
			Vendor 2435 - [REDACTED] Totals			Invoices	1		\$40.02
Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY									
2019-00000058	Jan 2019 CCS Services	Edit		02/15/2019	02/15/2019	02/15/2019			707.20
			Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY Totals			Invoices	1		\$707.20
Vendor 3640 - BROTOLOC HEALTH CARE SYSTEM IN									
012019	Jan 2019 SHC/CRBF/Room & Board	Edit		02/15/2019	02/15/2019	02/15/2019			8,306.00
			Vendor 3640 - BROTOLOC HEALTH CARE SYSTEM IN Totals			Invoices	1		\$8,306.00
Vendor 3680 - BROWN COUNTY HUMAN SERVICES									
012019	Jan 2019 Child Care Certification 1hr	Edit		02/15/2019	02/15/2019	02/15/2019			35.10
			Vendor 3680 - BROWN COUNTY HUMAN SERVICES Totals			Invoices	1		\$35.10
Vendor 9849 - C.A.R.I.N.G.									
012019	Jan 2019 Crisis on Call	Edit		02/15/2019	02/15/2019	02/15/2019			606.00
			Vendor 9849 - C.A.R.I.N.G. Totals			Invoices	1		\$606.00
Vendor 5929 - CDW GOVERNMENT INC									
122018-3	Dec 2018 TVs for YCC/HS	Edit		02/15/2019	02/15/2019	02/15/2019			1,410.12
			Vendor 5929 - CDW GOVERNMENT INC Totals			Invoices	1		\$1,410.12
Vendor 4818 - CELLCOM WISCONSIN RSA 10									
2019-00000043	Feb 2019 Cell Phones	Edit		02/15/2019	02/15/2019	02/15/2019			1,106.18
			Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals			Invoices	1		\$1,106.18

Accounts Payable Invoice Report

Invoice Date Range 02/15/19 - 02/15/19

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 6486 - CHARTER COMMUNICATIONS 022019	Feb 18,2019-March 17,2019 YCC Internet	Edit		02/15/2019	02/15/2019	02/15/2019			59.99
Vendor 6486 - CHARTER COMMUNICATIONS Totals							Invoices	1	<u>\$59.99</u>
Vendor 6361 - COUNSELING ASSOCIATES OF DOOR 012019	Jan 2019 CCS/CST Services	Edit		02/15/2019	02/15/2019	02/15/2019			9,149.40
Vendor 6361 - COUNSELING ASSOCIATES OF DOOR Totals							Invoices	1	<u>\$9,149.40</u>
Vendor 21234 - CURATIVE CONNECTIONS, INC 012019	Jan 2019 CCS/CST Services	Edit		02/15/2019	02/15/2019	02/15/2019			1,847.00
Vendor 21234 - CURATIVE CONNECTIONS, INC Totals							Invoices	1	<u>\$1,847.00</u>
Vendor 20431 - D.C YOUNG MEN'S CHRISTIAN ASSC 032018	2016/2017/Feb-Mar 2018 101 Childcare	Edit		02/15/2019	02/15/2019	02/15/2019			1,270.20
Vendor 20431 - D.C YOUNG MEN'S CHRISTIAN ASSC Totals							Invoices	1	<u>\$1,270.20</u>
Vendor 6876 - [REDACTED] 012019	Jan 2019 Emp Mileage Reim 213mi	Edit		02/15/2019	02/15/2019	02/15/2019			123.54
Vendor 6876 - [REDACTED] Totals							Invoices	1	<u>\$123.54</u>
Vendor 12499 - DOOR COUNTY CLERK OF COURTS 022019	Feb 2019 Victim/Witness Fee	Edit		02/15/2019	02/15/2019	02/15/2019			20.00
Vendor 12499 - DOOR COUNTY CLERK OF COURTS Totals							Invoices	1	<u>\$20.00</u>
Vendor 8770 - DOOR COUNTY MEMORIAL HOSPITAL 012019	Jan 2019 B-3 OT/PT Therapy & Mileage	Edit		02/15/2019	02/15/2019	02/15/2019			4,755.38
Vendor 8770 - DOOR COUNTY MEMORIAL HOSPITAL Totals							Invoices	1	<u>\$4,755.38</u>
Vendor 21410 - DYNAMIC FAMILY SOLUTIONS 012019	Jan 2019 CCS Services	Edit		02/15/2019	02/15/2019	02/15/2019			234.60
Vendor 21410 - DYNAMIC FAMILY SOLUTIONS Totals							Invoices	1	<u>\$234.60</u>
Vendor 21171 - EMERALD SHORES ASSISTED LIVING 022019	Jan/Feb 2019 CBRF	Edit		02/15/2019	02/15/2019	02/15/2019			5,831.55
Vendor 21171 - EMERALD SHORES ASSISTED LIVING Totals							Invoices	1	<u>\$5,831.55</u>
Vendor 8952 - [REDACTED] 012019	Jan 2019 Emp Mileage Reim 612mi	Edit		02/15/2019	02/15/2019	02/15/2019			354.96
Vendor 8952 - [REDACTED] Totals							Invoices	1	<u>\$354.96</u>
Vendor 3841 - FAMILY SERVICES									

Accounts Payable Invoice Report

Invoice Date Range 02/15/19 - 02/15/19

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
012019	Jan 2019 Healthy Families/Crisis/SELF/CCS/CST	Edit		02/15/2019	02/15/2019	02/15/2019			16,278.20
			Vendor 3841 - FAMILY SERVICES	Totals		Invoices	1		\$16,278.20
Vendor 8367 - FRED PRYOR SEMINARS									
022019	Feb 2019 Conference Fee	Edit		02/15/2019	02/15/2019	02/15/2019			149.00
			Vendor 8367 - FRED PRYOR SEMINARS	Totals		Invoices	1		\$149.00
Vendor 8657 - FW CONSULTING-DHFS, LLC									
022019	Dec 2018-Feb2019 Respite	Edit		02/15/2019	02/15/2019	02/15/2019			1,296.94
			Vendor 8657 - FW CONSULTING-DHFS, LLC	Totals		Invoices	1		\$1,296.94
Vendor 2313 - GENERATIONS COMMUNITY SERVICES									
012019	Jan 2019 CCS Services	Edit		02/15/2019	02/15/2019	02/15/2019			5,879.00
			Vendor 2313 - GENERATIONS COMMUNITY SERVICES	Totals		Invoices	1		\$5,879.00
Vendor 9948 - HAKER COUNSELING LLC									
022019	Jan 2019 CCS Services/Feb 4-14 AODA Services	Edit		02/15/2019	02/15/2019	02/15/2019			2,142.00
			Vendor 9948 - HAKER COUNSELING LLC	Totals		Invoices	1		\$2,142.00
Vendor 17401 - HIRN MENTAL HEALTH COUNSELING									
022019	Feb 2019 Wash Island Outpt	Edit		02/15/2019	02/15/2019	02/15/2019			420.00
			Vendor 17401 - HIRN MENTAL HEALTH COUNSELING	Totals		Invoices	1		\$420.00
Vendor 8553 - [REDACTED]									
012019	Jan 2019 B-3 Interpreting Services 1.5hrs	Edit		02/15/2019	02/15/2019	02/15/2019			105.00
			Vendor 8553 - [REDACTED]	Totals		Invoices	1		\$105.00
Vendor 5078 - INNOVATIVE SERVICES, INC.									
012019	Jan 2019 CCS Services 13.8hrs	Edit		02/15/2019	02/15/2019	02/15/2019			1,407.60
			Vendor 5078 - INNOVATIVE SERVICES, INC.	Totals		Invoices	1		\$1,407.60
Vendor 10248 - [REDACTED]									
122018	Nov/Dec 2018 104.23 SCH	Edit		02/15/2019	02/15/2019	02/15/2019			120.00
			Vendor 10248 - [REDACTED]	Totals		Invoices	1		\$120.00
Vendor 17397 - [REDACTED]									
012019	Jan 2019 Emp Meal Reim	Edit		02/15/2019	02/15/2019	02/15/2019			24.75
			Vendor 17397 - [REDACTED]	Totals		Invoices	1		\$24.75
Vendor 21360 - JUSTICEPOINT, INC									
012019	Jan 2019	Edit		02/15/2019	02/15/2019	02/15/2019			549.45
			Vendor 21360 - JUSTICEPOINT, INC	Totals		Invoices	1		\$549.45

Accounts Payable Invoice Report

Invoice Date Range 02/15/19 - 02/15/19

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 22015 - [REDACTED]									
012019	Jan 2019 Emp Mileage Reim 77mi	Edit		02/15/2019	02/15/2019	02/15/2019			44.66
			Vendor 22015 - [REDACTED] Totals				Invoices	1	<u>44.66</u>
Vendor 157 - KEWAUNEE CO DEPT OF HUMAN SRVC									
012019	Jan 2019 Transcription Services	Edit		02/15/2019	02/15/2019	02/15/2019			1,946.57
			Vendor 157 - KEWAUNEE CO DEPT OF HUMAN SRVC Totals				Invoices	1	<u>1,946.57</u>
Vendor 17200 - LAKESHORE CAP, INC.									
012019	Jan 2019 CSP Tech/Peer Specialist	Edit		02/15/2019	02/15/2019	02/15/2019			535.94
			Vendor 17200 - LAKESHORE CAP, INC. Totals				Invoices	1	<u>535.94</u>
Vendor 14606 - LANGUAGE LINE SERVICES									
012019	Jan 2019 ES Interpreter Charges 174min	Edit		02/15/2019	02/15/2019	02/15/2019			117.45
			Vendor 14606 - LANGUAGE LINE SERVICES Totals				Invoices	1	<u>117.45</u>
Vendor 11760 - NCS PEARSON INC									
012019	Jan 24,2019-Jan 23,2020 BH Liscensing Fee	Edit		02/15/2019	02/15/2019	02/15/2019			155.00
			Vendor 11760 - NCS PEARSON INC Totals				Invoices	1	<u>155.00</u>
Vendor 17788 - OPTIONS LAB, INC									
012019	Jan 2019 Drug Screens	Edit		02/15/2019	02/15/2019	02/15/2019			266.00
			Vendor 17788 - OPTIONS LAB, INC Totals				Invoices	1	<u>266.00</u>
Vendor 22666 - P.A.T.H. OF DOOR COUNTY									
022019	Jan/Feb 2019 YCC Rent	Edit		02/15/2019	02/15/2019	02/15/2019			800.00
			Vendor 22666 - P.A.T.H. OF DOOR COUNTY Totals				Invoices	1	<u>800.00</u>
Vendor 17442 - PHOENIX BEHAVIORAL HEALTH SVC									
012019	Jan 2019 CCS/CST Services	Edit		02/15/2019	02/15/2019	02/15/2019			5,967.00
			Vendor 17442 - PHOENIX BEHAVIORAL HEALTH SVC Totals				Invoices	1	<u>5,967.00</u>
Vendor 5008 - PROFESSIONAL GUARDIANSHIPS INC									
012019	Jan 2019 Guardianship Services	Edit		02/15/2019	02/15/2019	02/15/2019			225.00
			Vendor 5008 - PROFESSIONAL GUARDIANSHIPS INC Totals				Invoices	1	<u>225.00</u>
Vendor 9829 - [REDACTED]									
012019	Jan 2019 Emp Training Meals Reim (RM)	Edit		02/15/2019	02/15/2019	02/15/2019			51.24
			Vendor 9829 - [REDACTED] Totals				Invoices	1	<u>51.24</u>
Vendor 8409 - RMR SERVICES, TRANSLATING &									

Accounts Payable Invoice Report

Invoice Date Range 02/15/19 - 02/15/19

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
012019	Jan 2019 CPS Interpreting Services 1.25hrs	Edit		02/15/2019	02/15/2019	02/15/2019			43.75
Vendor 8409 - RMR SERVICES, TRANSLATING & Totals									Invoices 1 <u>\$43.75</u>
Vendor 29071 - SHEBOYGAN COUNTY TREASURER									
012019	Jan 2019 Juvenile Boarders	Edit		02/15/2019	02/15/2019	02/15/2019			550.00
Vendor 29071 - SHEBOYGAN COUNTY TREASURER Totals									Invoices 1 <u>\$550.00</u>
Vendor 7694 - SPECIALIZED SERVICES LLC									
012019	Jan 2019 CSP Tech/CCS/CST	Edit		02/15/2019	02/15/2019	02/15/2019			8,409.37
Vendor 7694 - SPECIALIZED SERVICES LLC Totals									Invoices 1 <u>\$8,409.37</u>
Vendor 15069 - STAPLES ADVANTAGE									
012019-2	Jan/Feb 2019 HS Office Supplies	Edit		02/15/2019	02/15/2019	02/15/2019			584.10
Vendor 15069 - STAPLES ADVANTAGE Totals									Invoices 1 <u>\$584.10</u>
Vendor 2294 - STATE OF WI VITAL RECORDS									
022019	Feb 2019 Paternity Judgement	Edit		02/15/2019	02/15/2019	02/15/2019			33.00
Vendor 2294 - STATE OF WI VITAL RECORDS Totals									Invoices 1 <u>\$33.00</u>
Vendor 9617 - STREUS PHARMACY INC									
012019	Jan 2019 CSP Med Room Supplies	Edit		02/15/2019	02/15/2019	02/15/2019			7.98
Vendor 9617 - STREUS PHARMACY INC Totals									Invoices 1 <u>\$7.98</u>
Vendor 9883 - T J WALKER MIDDLE SCHOOL									
022019	Feb 2019 Restitution Payment	Edit		02/15/2019	02/15/2019	02/15/2019			40.00
Vendor 9883 - T J WALKER MIDDLE SCHOOL Totals									Invoices 1 <u>\$40.00</u>
Vendor 22555 - [REDACTED]									
012019	Jan 2019 Emp Mileage/Meal Reim	Edit		02/15/2019	02/15/2019	02/15/2019			116.39
Vendor 22555 - [REDACTED] Totals									Invoices 1 <u>\$116.39</u>
Vendor 14752 - THE CHANGE COMPANIES									
022019	Feb 2019 Dapper 3 Order	Edit		02/15/2019	02/15/2019	02/15/2019			255.15
Vendor 14752 - THE CHANGE COMPANIES Totals									Invoices 1 <u>\$255.15</u>
Vendor 22349 - UNLIMITED POSSIBILITIES									
012019	Jan 2019 CBRF 31 days	Edit		02/15/2019	02/15/2019	02/15/2019			10,540.00
Vendor 22349 - UNLIMITED POSSIBILITIES Totals									Invoices 1 <u>\$10,540.00</u>
Vendor 13022 - WENDY RAY									
012019	Jan 2019 B-3 Therapy/Mileage	Edit		02/15/2019	02/15/2019	02/15/2019			4,529.74
Vendor 13022 - WENDY RAY Totals									Invoices 1 <u>\$4,529.74</u>
Vendor 4331 - WI DEPT OF JUSTICE CRIME INFO									

Accounts Payable Invoice Report

Invoice Date Range 02/15/19 - 02/15/19

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
012019	Jan 2019 Fingerprinting/Background Checks	Edit		02/15/2019	02/15/2019	02/15/2019			192.50
	Vendor		4331 - WI DEPT OF JUSTICE CRIME INFO	Totals			Invoices	1	<u>\$192.50</u>
Vendor	7085 - WISCONSIN LOCK AND LOAD LLC								
022019	Feb 2019 Client Transportation 114mi	Edit		02/15/2019	02/15/2019	02/15/2019			256.50
	Vendor		7085 - WISCONSIN LOCK AND LOAD LLC	Totals			Invoices	1	<u>\$256.50</u>
			Grand Totals				Invoices	55	<u><u>\$102,570.60</u></u>

VOUCHER

STATE OF WISCONSIN

2019

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 03.01.2019

Approved by: Department Head:

[Signature]

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 2019-103 March 2019- 1st Batch Processing		\$59,220.62		various - as attached	
VOUCHER TOTAL							\$ 59,220.62	VOUCHER TOTAL		

Accounts Payable Invoice Report

G/L Date Range 03/01/19 - 03/01/19
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										
032019	March 2019 Purchases of D2D Vouchers	Edit		03/01/2019	03/01/2019	03/01/2019			350.00	
							Vendor 16735 - ABBY VANS INC Totals	Invoices	1	<u>\$350.00</u>
Vendor 21961 - ANTHEM BLUE CROSS & BLUE SHIELD										
032019	Mar 2019 Refund for 2018 Services	Edit		03/01/2019	03/01/2019	03/01/2019			1,132.37	
							Vendor 21961 - ANTHEM BLUE CROSS & BLUE SHIELD Totals	Invoices	1	<u>\$1,132.37</u>
Vendor 8124 - BARNES & NOBLE BOOKSELLERS										
022019	Feb 2019 AODA books for YCC Group	Edit		03/01/2019	03/01/2019	03/01/2019			577.57	
							Vendor 8124 - BARNES & NOBLE BOOKSELLERS Totals	Invoices	1	<u>\$577.57</u>
Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY										
032019	March 2019 Membership Fees	Edit		03/01/2019	03/01/2019	03/01/2019			72.00	
							Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY Totals	Invoices	1	<u>\$72.00</u>
Vendor 9849 - C.A.R.I.N.G.										
022019	Feb 2019 Crisis on Call	Edit		03/01/2019	03/01/2019	03/01/2019			550.00	
							Vendor 9849 - C.A.R.I.N.G. Totals	Invoices	1	<u>\$550.00</u>
Vendor 10118 - CESA 4										
022019	Feb 2019 Conf Fees	Edit		03/01/2019	03/01/2019	03/01/2019			250.00	
							Vendor 10118 - CESA 4 Totals	Invoices	1	<u>\$250.00</u>
Vendor 3006 - [REDACTED]										
022019	Jan/Feb 2019 GoAnimate Subscription	Edit		03/01/2019	03/01/2019	03/01/2019			88.00	
							Vendor 3006 - [REDACTED] Totals	Invoices	1	<u>\$88.00</u>
Vendor 10124 - ELDER INNOVATIONS, LLC										
032019	March 2019 CBRF 31 days	Edit		03/01/2019	03/01/2019	03/01/2019			2,613.61	
							Vendor 10124 - ELDER INNOVATIONS, LLC Totals	Invoices	1	<u>\$2,613.61</u>
Vendor 22233 - [REDACTED]										
020219	Jan/Feb 2019 Emp Mileage Reim	Edit		03/01/2019	03/01/2019	03/01/2019			220.40	
							Vendor 22233 - [REDACTED] Totals	Invoices	1	<u>\$220.40</u>
Vendor 21171 - EMERALD SHORES ASSISTED LIVING										
032019	March 2019 CBRF 31 days	Edit		03/01/2019	03/01/2019	03/01/2019			4,500.00	
							Vendor 21171 - EMERALD SHORES ASSISTED LIVING Totals	Invoices	1	<u>\$4,500.00</u>
Vendor 3841 - FAMILY SERVICES										
012019-2	Jan 2019 CST Services 3hrs	Edit		03/01/2019	03/01/2019	03/01/2019			150.00	

Accounts Payable Invoice Report

G/L Date Range 03/01/19 - 03/01/19

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 3841 - FAMILY SERVICES Totals				Invoices	1	\$150.00
Vendor 8573 - JACKIE NITSCHKE CENTER INC									
012019	Jan/Feb 2019 AODA Residential Treatment	Edit		03/01/2019	03/01/2019	03/01/2019			9,163.00
			Vendor 8573 - JACKIE NITSCHKE CENTER INC Totals				Invoices	1	\$9,163.00
Vendor 22837 - JAY LIVINGSTON									
022019	Feb 2019 CCS Contracted Services/OWI Assessments	Edit		03/01/2019	03/01/2019	03/01/2019			1,137.50
			Vendor 22837 - JAY LIVINGSTON Totals				Invoices	1	\$1,137.50
Vendor 9816 - [REDACTED]									
022019	Feb 2019 CCOP Purchases	Edit		03/01/2019	03/01/2019	03/01/2019			114.99
			Vendor 9816 - [REDACTED] Totals				Invoices	1	\$114.99
Vendor 5555 - JULIE TOYNE									
022019	Feb 2019 B-3 Therapy/Mileage	Edit		03/01/2019	03/01/2019	03/01/2019			3,111.52
			Vendor 5555 - JULIE TOYNE Totals				Invoices	1	\$3,111.52
Vendor 17101 - [REDACTED]									
012019	Jan 2019 CCOP Purchases	Edit		03/01/2019	03/01/2019	03/01/2019			16.79
			Vendor 17101 - [REDACTED] Totals				Invoices	1	\$16.79
Vendor 17200 - LAKESHORE CAP, INC.									
022019	Feb 2019 MAAP Program	Edit		03/01/2019	03/01/2019	03/01/2019			12,000.00
			Vendor 17200 - LAKESHORE CAP, INC. Totals				Invoices	1	\$12,000.00
Vendor 20086 - MARSHALL J BALES									
022019	Feb 2019 Physician Competency Screening	Edit		03/01/2019	03/01/2019	03/01/2019			705.00
			Vendor 20086 - MARSHALL J BALES Totals				Invoices	1	\$705.00
Vendor 10050 - [REDACTED]									
022019	Nov 2018/Jan-Feb 2019 CCOP 403.01	Edit		03/01/2019	03/01/2019	03/01/2019			48.46
			Vendor 10050 - [REDACTED] Totals				Invoices	1	\$48.46
Vendor 8169 - MICHAEL P SAYERS PHD									
022019	Feb 2019 Psych Services 27hrs	Edit		03/01/2019	03/01/2019	03/01/2019			1,923.75
			Vendor 8169 - MICHAEL P SAYERS PHD Totals				Invoices	1	\$1,923.75
Vendor 22666 - P.A.T.H. OF DOOR COUNTY									
032019	March 2019 YCC Rent	Edit		03/01/2019	03/01/2019	03/01/2019			626.00
			Vendor 22666 - P.A.T.H. OF DOOR COUNTY Totals				Invoices	1	\$626.00

Accounts Payable Invoice Report

G/L Date Range 03/01/19 - 03/01/19

Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 22245 - [REDACTED]									
012019	Jan 2019 CCOP Purchases	Edit		03/01/2019	03/01/2019	03/01/2019			19.84
			Vendor 22245 - [REDACTED] Totals			Invoices	1		\$19.84
Vendor 3394 - SHERRY PESCH									
012019	Jan 2019 Book Keeping Services 51.25hrs	Edit		03/01/2019	03/01/2019	03/01/2019			1,076.25
			Vendor 3394 - SHERRY PESCH Totals			Invoices	1		\$1,076.25
Vendor 11392 - [REDACTED]									
022019	Feb 2019 CSP Movie Day	Edit		03/01/2019	03/01/2019	03/01/2019			112.00
			Vendor 11392 - [REDACTED] Totals			Invoices	1		\$112.00
Vendor 15069 - STAPLES ADVANTAGE									
022019	Jan/Feb 2019 HHS Supplies/Chairs	Edit		03/01/2019	03/01/2019	03/01/2019			957.74
			Vendor 15069 - STAPLES ADVANTAGE Totals			Invoices	1		\$957.74
Vendor 10283 - STATE OF WI									
032019	March 2019 Refunds for PCW	Edit		03/01/2019	03/01/2019	03/01/2019			265.32
			Vendor 10283 - STATE OF WI Totals			Invoices	1		\$265.32
Vendor 22199 - STRATEGIC BEHAVIORAL HEALTH									
022019	Feb 2019 Inpatient Services 4 days	Edit		03/01/2019	03/01/2019	03/01/2019			4,200.00
			Vendor 22199 - STRATEGIC BEHAVIORAL HEALTH Totals			Invoices	1		\$4,200.00
Vendor 22555 - [REDACTED]									
022019	Jan/Feb Client Meal & Emp Mileage Reim	Edit		03/01/2019	03/01/2019	03/01/2019			85.46
			Vendor 22555 - [REDACTED] Totals			Invoices	1		\$85.46
Vendor 14752 - THE CHANGE COMPANIES									
022019-2	Feb 2019 Dapper 3 Manual	Edit		03/01/2019	03/01/2019	03/01/2019			33.50
			Vendor 14752 - THE CHANGE COMPANIES Totals			Invoices	1		\$33.50
Vendor 17638 - TREMPPEALEAU CNTY HEALTH CARE									
012019	Jan 2019 IMD Services/Ancillary Charges	Edit		03/01/2019	03/01/2019	03/01/2019			7,393.72
			Vendor 17638 - TREMPPEALEAU CNTY HEALTH CARE Totals			Invoices	1		\$7,393.72
Vendor 19282 - UW-MADISON									
012019	Jan 2019 Training Registration Fees	Edit		03/01/2019	03/01/2019	03/01/2019			75.00
			Vendor 19282 - UW-MADISON Totals			Invoices	1		\$75.00

Accounts Payable Invoice Report

G/L Date Range 03/01/19 - 03/01/19

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 13022 - WENDY RAY 022019	Feb 2019 B-3 Therapy/Mileage	Edit		03/01/2019	03/01/2019	03/01/2019			4,614.58
			Vendor 13022 - WENDY RAY Totals			Invoices	1		<u>\$4,614.58</u>
Vendor 5999 - WISCONSIN DOCUMENT IMAGING 022019	Feb 2019 HS/APS Copies	Edit		03/01/2019	03/01/2019	03/01/2019			80.00
			Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals			Invoices	1		<u>\$80.00</u>
Vendor 20854 - WISCONSIN EMERGENCY MANAGEMENT 032019	March 19 WEM Governor's Conf Reg Fee (CS)	Edit		03/01/2019	03/01/2019	03/01/2019			200.00
			Vendor 20854 - WISCONSIN EMERGENCY MANAGEMENT Totals			Invoices	1		<u>\$200.00</u>
Vendor 7085 - WISCONSIN LOCK AND LOAD LLC 022019-2	Feb 15,2019 Client Transportation 275mi	Edit		03/01/2019	03/01/2019	03/01/2019			756.25
			Vendor 7085 - WISCONSIN LOCK AND LOAD LLC Totals			Invoices	1		<u>\$756.25</u>
			Grand Totals			Invoices	35		<u><u>\$59,220.62</u></u>

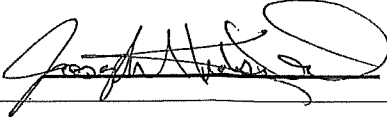
VOUCHER

STATE OF WISCONSIN

2019

Door County

Submitted By:
rmark

Approved by: Department Head:


Approved by: Committee Chair / County Administrator

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

VENDOR # _____

VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: c/o Dept Human Services

VENDOR ADDRESS: MONTHLY MEETING VOUCHERS

VENDOR ADDRESS: 421 Nebraska Street

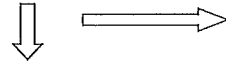
Added to Voucher Listing

Voucher Listing Signed / Approved

Meeting Date _____

Hold For Approval / Documentation After Processing

↓ This Area to be Completed by Finance Department



PAID BY _____
CHECK # _____

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
204	23				SUBMITTED FOR PAYMENT, BATCH #2019-00000084- 2019 Human Services vouchers to date. February processing		\$ 59,278.87		various - as attached	
VOUCHER TOTAL								\$ 59,278.87		VOUCHER TOTAL

ADDC, 2nd batch, Feb. 2019

Accounts Payable Invoice Report

G/L Date Range 02/15/19 - 02/15/19
Report By Department - Batch - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 23 - HS Resource Center									
Batch Number 2019-0000084		Batch Date 02/15/2019			Entered by User Robin Mark				
Vendor 16735 - ABBY VANS INC									
Sub-Department 23 HS Resource Center									
16735 JAN2019	JAN 2019 D2D TAXI	Edit		02/15/2019	02/15/2019	02/15/2019			43,894.21
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 16735 - ABBY VANS INC Totals						Invoices	1		\$43,894.21
Vendor 13325 - ADVOCATES-INDEPENDENT LIVINGII									
Sub-Department 23 HS Resource Center									
13325 JAN2019	JAN RSP/HOMEMAKER/HOMECARE/PE RSIONAL CARES	Edit		02/15/2019	02/15/2019	02/15/2019			2,605.81
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 13325 - ADVOCATES-INDEPENDENT LIVINGII Totals						Invoices	1		\$2,605.81
Vendor 19663 - AGING & DISAB PROF ASSOC OF WI									
Sub-Department 23 HS Resource Center									
19663 2019 ADRC	2019 MEMBERSHIP DUES-JE	Edit		02/15/2019	02/15/2019	02/15/2019			75.00
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 19663 - AGING & DISAB PROF ASSOC OF WI Totals						Invoices	1		\$75.00
Vendor 8383 - AMAZON CAPITAL SERVICES, INC									
Sub-Department 23 HS Resource Center									
8383 ADRC 1819	NEW BUILDING SUPPLIES/KITCHEN SUPPLIES/OFFICE SUPPLIES	Edit		02/15/2019	02/15/2019	02/15/2019			76.39
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 8383 - AMAZON CAPITAL SERVICES, INC Totals						Invoices	1		\$76.39
Vendor 257 - BROTHERS DAIRY									
Sub-Department 23 HS Resource Center									
257 FEB2019	FEB RAW FOOD	Edit		02/15/2019	02/15/2019	02/15/2019			150.00
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 257 - BROTHERS DAIRY Totals						Invoices	1		\$150.00
Vendor 18153 - [REDACTED]									
Sub-Department 23 HS Resource Center									
18153 FEB2019	FEM MENUE REVIEW AND NEWSLETTER	Edit		02/15/2019	02/15/2019	02/15/2019			75.00
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 18153 - [REDACTED] Totals						Invoices	1		\$75.00
Vendor 4818 - CELLCOM WISCONSIN RSA 10									

Accounts Payable Invoice Report

G/L Date Range 02/15/19 - 02/15/19
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
Sub-Department 4818 FEB2019	23 HS Resource Center FEB CELL CHARGES-ADRC	Edit		02/15/2019	02/15/2019	02/15/2019			100.08
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals		Invoices	1		\$100.08
Vendor 19077 - [REDACTED]									
Sub-Department 19077 FEB2019	23 HS Resource Center FEB CAREGIVER SUPPORT	Edit		02/15/2019	02/15/2019	02/15/2019			37.50
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 19077 - [REDACTED] Totals		Invoices	1		\$37.50
Vendor 16496 - DOOR-TRAN									
Sub-Department 16496 JAN2019	23 HS Resource Center JAN STAFF HOURS	Edit		02/15/2019	02/15/2019	02/15/2019			750.00
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 16496 - DOOR-TRAN Totals		Invoices	1		\$750.00
Vendor 9674 - ECONO FOODS									
Sub-Department 9674 FEB2019	23 HS Resource Center FEB RAW FOOD	Edit		02/15/2019	02/15/2019	02/15/2019			236.72
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 9674 - ECONO FOODS Totals		Invoices	1		\$236.72
Vendor 27395 - GOOD SAMARITAN, SCANDIA VILLAGE									
Sub-Department 27395 JAN2019	23 HS Resource Center JAN MOW	Edit		02/15/2019	02/15/2019	02/15/2019			588.00
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 27395 - GOOD SAMARITAN, SCANDIA VILLAGE Totals		Invoices	1		\$588.00
Vendor 22145 - GORDON FOOD SERVICE, INC									
Sub-Department 22145 JANFEB2019	23 HS Resource Center JAN/FEB RAW FOOD/COFFEE SUPPLIES/NUTRITIONAL SUPPLIES	Edit		02/15/2019	02/15/2019	02/15/2019			4,150.44
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 22145 - GORDON FOOD SERVICE, INC Totals		Invoices	1		\$4,150.44
Vendor 17906 - [REDACTED]									
Sub-Department 17906 JAN2019	23 HS Resource Center 817.20 JAN MEALSITE/MOW MILEAGE REIMB	Edit		02/15/2019	02/15/2019	02/15/2019			473.98
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 17906 - [REDACTED] Totals		Invoices	1		\$473.98

Accounts Payable Invoice Report

G/L Date Range 02/15/19 - 02/15/19

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
Vendor 871 - [REDACTED]									
Sub-Department 23 HS Resource Center									
871 ADRC 107	OVERNITE RSP-MH	Edit		02/15/2019	02/15/2019	02/15/2019			1,000.00
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 871 - [REDACTED] Totals		Invoices	1		<u>\$1,000.00</u>
Vendor 18770 - MANNS STORE									
Sub-Department 23 HS Resource Center									
18770 JAN2019	JAN RAW FOOD	Edit		02/15/2019	02/15/2019	02/15/2019			766.16
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 18770 - MANNS STORE Totals		Invoices	1		<u>\$766.16</u>
Vendor 7092 - [REDACTED]									
Sub-Department 23 HS Resource Center									
7092 JAN2019	56 JAN MOW MILEAGE REIMB	Edit		02/15/2019	02/15/2019	02/15/2019			32.48
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 7092 - [REDACTED] Totals		Invoices	1		<u>\$32.48</u>
Vendor 4168 - [REDACTED]									
Sub-Department 23 HS Resource Center									
4168 JAN2019	52 JAN EMPLY MILEAGE REIMB	Edit		02/15/2019	02/15/2019	02/15/2019			30.20
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 4168 - [REDACTED] Totals		Invoices	1		<u>\$30.20</u>
Vendor 20044 - [REDACTED]									
Sub-Department 23 HS Resource Center									
20044 JAN2019	70.30 JAN EMPLY MILEAGE REIMB	Edit		02/15/2019	02/15/2019	02/15/2019			40.78
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 20044 - [REDACTED] Totals		Invoices	1		<u>\$40.78</u>
Vendor 20673 - SCHEDULESPLUS LLC									
Sub-Department 23 HS Resource Center									
20673 1511 ADRC	2019 ANNUAL LICENSE SCHEDULES PLUS	Edit		02/15/2019	02/15/2019	02/15/2019			720.00
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 20673 - SCHEDULESPLUS LLC Totals		Invoices	1		<u>\$720.00</u>
Vendor 14091 - [REDACTED]									
Sub-Department 23 HS Resource Center									
14091 JAN2019	511 JAN MEALSITE MILEAGE REIMB-LG	Edit		02/15/2019	02/15/2019	02/15/2019			296.38
				Sub-Department 23 HS Resource Center Totals		Invoices	1		0
				Vendor 14091 - [REDACTED] Totals		Invoices	1		<u>\$296.38</u>

Accounts Payable Invoice Report

G/L Date Range 02/15/19 - 02/15/19

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
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 23 HS Resource Center									
15069 FEB2019	FEB OFFICE SUPPLIES	Edit		02/15/2019	02/15/2019	02/15/2019			117.12
			Sub-Department	23 HS Resource Center Totals		Invoices	1		0
			Vendor	15069 - STAPLES ADVANTAGE Totals		Invoices	1		<u>\$117.12</u>
Vendor 30820 - STURGEON BAY UTILITIES									
Sub-Department 23 HS Resource Center									
30820 JAN2019	JAN ADRC UTILITIES	Edit		02/15/2019	02/15/2019	02/15/2019			1,993.03
			Sub-Department	23 HS Resource Center Totals		Invoices	1		0
			Vendor	30820 - STURGEON BAY UTILITIES Totals		Invoices	1		<u>\$1,993.03</u>
Vendor 10942 - TIP TOP CLEANERS									
Sub-Department 23 HS Resource Center									
10942 JAN2019	JAN LAUNDRY/KITCHEN	Edit		02/15/2019	02/15/2019	02/15/2019			110.25
			Sub-Department	23 HS Resource Center Totals		Invoices	1		0
			Vendor	10942 - TIP TOP CLEANERS Totals		Invoices	1		<u>\$110.25</u>
Vendor 20955 - UNITED HOME HEALTH SERVICES,LLC									
Sub-Department 23 HS Resource Center									
20955 JAN2019C	JAN RSP-KE	Edit		02/15/2019	02/15/2019	02/15/2019			384.45
			Sub-Department	23 HS Resource Center Totals		Invoices	1		0
			Vendor	20955 - UNITED HOME HEALTH SERVICES,LLC Totals		Invoices	1		<u>\$384.45</u>
Vendor 9654 - WAND									
Sub-Department 23 HS Resource Center									
9654 ADRC 2019	2019 MEMBERSHIP DUES-JF	Edit		02/15/2019	02/15/2019	02/15/2019			75.00
			Sub-Department	23 HS Resource Center Totals		Invoices	1		0
			Vendor	9654 - WAND Totals		Invoices	1		<u>\$75.00</u>
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL									
Sub-Department 23 HS Resource Center									
36120 FEB2019	FEB NUTRITIONAL SUPPLIES/JANITORIAL SUPPLIES	Edit		02/15/2019	02/15/2019	02/15/2019			316.39
			Sub-Department	23 HS Resource Center Totals		Invoices	1		0
			Vendor	36120 - WARNER-WEXEL WHOLESALE & POOL Totals		Invoices	1		<u>\$316.39</u>
Vendor 36270 - WASHINGTON ISLAND FERRY LINE I									
Sub-Department 23 HS Resource Center									
36270 ADRC 466	JAN FERRY-JE	Edit		02/15/2019	02/15/2019	02/15/2019			13.50
			Sub-Department	23 HS Resource Center Totals		Invoices	1		0
			Vendor	36270 - WASHINGTON ISLAND FERRY LINE I Totals		Invoices	1		<u>\$13.50</u>
Vendor 10193 - WI ASSOC OF BENEFIT SPECIALIST									

Accounts Payable Invoice Report

G/L Date Range 02/15/19 - 02/15/19

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
Sub-Department 23 HS Resource Center									
10193 2019 ADRC	2019 MEMBERSHIP DUES-DBS & EBS	Edit		02/15/2019	02/15/2019	02/15/2019			170.00
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 10193 - WI ASSOC OF BENEFIT SPECIALIST Totals						Invoices	1		\$170.00
Batch Number 2019-00000084 Totals						Invoices	28		\$59,278.87
Department 23 - HS Resource Center Totals						Invoices	28		\$59,278.87
23 HS Resource Center				Grand Totals		Invoices	28		\$59,278.87

VOUCHER

STATE OF WISCONSIN

2019

Door County

New Vendor (Please Assign New #)

One Time Vendor (Please Assign New #)

VENDOR # _____

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:

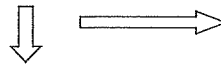
rmark

Approved by: Department Head:

Approved by: Committee Chair / County Administrator

Added to Voucher Listing

↓ This Area to be Completed by Finance Department



Voucher Listing Signed / Approved

Meeting Date _____

Hold For Approval / Documentation After Processing

PAID BY

CHECK # _____

Fund	Dept	Sub Dept	Account Number	Detail	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
204	23				SUBMITTED FOR PAYMENT, BATCH #2019-00000110- 2019 Human Services vouchers to date. March processing		\$ 7,251.43		various - as attached	
VOUCHER TOTAL							\$ 7,251.43	VOUCHER TOTAL		

ADRC, 1st batch, Mar. 2019

Accounts Payable Invoice Report⁸⁷

G/L Date Range 03/01/19 - 03/01/19
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 23 - HS Resource Center									
Batch Number 2019-00000110		Batch Date 03/01/2019			Entered by User Robin Mark				
Vendor 18248 - [REDACTED]									
Sub-Department 23 HS Resource Center									
18248 FEB2019	48.5 FEB MOW MILEAGE REIIMB	Edit		03/01/2019	03/01/2019	03/01/2019			28.13
Sub-Department 23 HS Resource Center Totals							Invoices	1	0
Vendor 18248 - [REDACTED] Totals							Invoices	1	<u>\$28.13</u>
Vendor 21194 - [REDACTED]									
Sub-Department 23 HS Resource Center									
21994 MAR2019	MARCH 2019 ENTERTAINMENT	Edit		03/01/2019	03/01/2019	03/01/2019			50.00
Sub-Department 23 HS Resource Center Totals							Invoices	1	0
Vendor 21194 - [REDACTED] Totals							Invoices	1	<u>\$50.00</u>
Vendor 257 - BROTHERS DAIRY									
Sub-Department 23 HS Resource Center									
257 FEB2019B	FEB RAW FOOD	Edit		03/01/2019	03/01/2019	03/01/2019			343.00
Sub-Department 23 HS Resource Center Totals							Invoices	1	0
Vendor 257 - BROTHERS DAIRY Totals							Invoices	1	<u>\$343.00</u>
Vendor 1159 - CENTRAL RESTAURANT PRODUCTS									
Sub-Department 23 HS Resource Center									
11734716 ADRC	KITCHEN SHELF	Edit		03/01/2019	03/01/2019	03/01/2019			170.09
Sub-Department 23 HS Resource Center Totals							Invoices	1	0
Vendor 1159 - CENTRAL RESTAURANT PRODUCTS Totals							Invoices	1	<u>\$170.09</u>
Vendor 9674 - ECONO FOODS									
Sub-Department 23 HS Resource Center									
9674 FEB2019B	FEB RAW FOOD	Edit		03/01/2019	03/01/2019	03/01/2019			194.68
Sub-Department 23 HS Resource Center Totals							Invoices	1	0
Vendor 9674 - ECONO FOODS Totals							Invoices	1	<u>\$194.68</u>
Vendor 14200 - ENERGETIX									
Sub-Department 23 HS Resource Center									
1218 ADRC FEB201	WISDOT RANDOM DRUG TEST-GH	Edit		03/01/2019	03/01/2019	03/01/2019			56.50
Sub-Department 23 HS Resource Center Totals							Invoices	1	0
Vendor 14200 - ENERGETIX Totals							Invoices	1	<u>\$56.50</u>
Vendor 22145 - GORDON FOOD SERVICE, INC									
Sub-Department 23 HS Resource Center									
22145 FEB2019	FEB RAW FOOD/NUTRITIONAL SUPPLIES/SMALL TOOLS	Edit		03/01/2019	03/01/2019	03/01/2019			4,030.55
Sub-Department 23 HS Resource Center Totals							Invoices	1	0

Accounts Payable Invoice Report⁸⁸

G/L Date Range 03/01/19 - 03/01/19
 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
		Vendor	22145 - GORDON FOOD SERVICE, INC	Totals		Invoices	1		\$4,030.55
Vendor	17906 - [REDACTED]								
Sub-Department	23 HS Resource Center								
17906 FEB2019	721.40 FEB MEALSITE/MOW MILEAGE REIMB	Edit		03/01/2019	03/01/2019	03/01/2019			418.41
		Sub-Department	23 HS Resource Center	Totals		Invoices	1		0
		Vendor	17906 - [REDACTED]	Totals		Invoices	1		\$418.41
Vendor	21883 - [REDACTED]								
Sub-Department	23 HS Resource Center								
21883 FEB2019	137.70 FEB EMPLY MILEAGE REIMB	Edit		03/01/2019	03/01/2019	03/01/2019			79.88
		Sub-Department	23 HS Resource Center	Totals		Invoices	1		0
		Vendor	21883 - [REDACTED]	Totals		Invoices	1		\$79.88
Vendor	20492 - JIM OLSON FORD LINCOLN, LLC								
Sub-Department	23 HS Resource Center								
31238 ADRC2019	O/C FOR ADRC BUS 2019	Edit		03/01/2019	03/01/2019	03/01/2019			52.22
		Sub-Department	23 HS Resource Center	Totals		Invoices	1		0
		Vendor	20492 - JIM OLSON FORD LINCOLN, LLC	Totals		Invoices	1		\$52.22
Vendor	7125 - JIM OLSON MOTORS								
Sub-Department	23 HS Resource Center								
30614 ADRC VAN	O/C ADRC VAN	Edit		03/01/2019	03/01/2019	03/01/2019			53.05
		Sub-Department	23 HS Resource Center	Totals		Invoices	1		0
		Vendor	7125 - JIM OLSON MOTORS	Totals		Invoices	1		\$53.05
Vendor	18469 - [REDACTED]								
Sub-Department	23 HS Resource Center								
18469 FEB2019	44 FEB MOW MILEAGE REIMB	Edit		03/01/2019	03/01/2019	03/01/2019			25.52
		Sub-Department	23 HS Resource Center	Totals		Invoices	1		0
		Vendor	18469 - [REDACTED]	Totals		Invoices	1		\$25.52
Vendor	10277 - [REDACTED]								
Sub-Department	23 HS Resource Center								
10277 FEB19 TRG	FEB MEALS DBS TRAINING-LF	Edit		03/01/2019	03/01/2019	03/01/2019			52.38
		Sub-Department	23 HS Resource Center	Totals		Invoices	1		0
		Vendor	10277 - [REDACTED]	Totals		Invoices	1		\$52.38
Vendor	6544 - MEAT PROCESSORS INC								
Sub-Department	23 HS Resource Center								
6544 FEB2019	FEB RAW FOOD	Edit		03/01/2019	03/01/2019	03/01/2019			290.49
		Sub-Department	23 HS Resource Center	Totals		Invoices	1		0

Accounts Payable Invoice Report⁸⁹

G/L Date Range 03/01/19 - 03/01/19
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
			Vendor 6544 - MEAT PROCESSORS INC Totals				Invoices	1	\$290.49
Vendor 20044 - [REDACTED]									
Sub-Department 23 HS Resource Center									
20044 FEB2019	59.90 FEB EMPLY MILEAGE REIMB	Edit		03/01/2019	03/01/2019	03/01/2019			34.75
			Sub-Department 23 HS Resource Center Totals				Invoices	1	0
			Vendor 20044 - [REDACTED] Totals				Invoices	1	\$34.75
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 23 HS Resource Center									
15069 FEB2019B	ADRC OFFICE SUPPLIES FEB 2019	Edit		03/01/2019	03/01/2019	03/01/2019			95.67
			Sub-Department 23 HS Resource Center Totals				Invoices	1	0
			Vendor 15069 - STAPLES ADVANTAGE Totals				Invoices	1	\$95.67
Vendor 33170 - TOWN OF LIBERTY GROVE									
Sub-Department 23 HS Resource Center									
33170 NOVDECJAN	NOV/DEC/JAN MEALSITE PAYMENT	Edit		03/01/2019	03/01/2019	03/01/2019			297.00
			Sub-Department 23 HS Resource Center Totals				Invoices	1	0
			Vendor 33170 - TOWN OF LIBERTY GROVE Totals				Invoices	1	\$297.00
Vendor 20955 - UNITED HOME HEALTH SERVICES,LLC									
Sub-Department 23 HS Resource Center									
20955 FEB2019	FEB RSP/IN HOME PERSONAL CARES	Edit		03/01/2019	03/01/2019	03/01/2019			379.24
			Sub-Department 23 HS Resource Center Totals				Invoices	1	0
			Vendor 20955 - UNITED HOME HEALTH SERVICES,LLC Totals				Invoices	1	\$379.24
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL									
Sub-Department 23 HS Resource Center									
36120 FEB2019A	FEB NUTRITIONAL SUPPLIES/JANITORIAL SUPPLIES	Edit		03/01/2019	03/01/2019	03/01/2019			524.87
			Sub-Department 23 HS Resource Center Totals				Invoices	1	0
			Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL Totals				Invoices	1	\$524.87
Vendor 6359 - WIL KIL PEST CONTROL									
Sub-Department 23 HS Resource Center									
6359 FEB2019	FEB PEST CONTROL	Edit		03/01/2019	03/01/2019	03/01/2019			75.00
			Sub-Department 23 HS Resource Center Totals				Invoices	1	0
			Vendor 6359 - WIL KIL PEST CONTROL Totals				Invoices	1	\$75.00
			Batch Number 2019-00000110 Totals				Invoices	20	\$7,251.43
			Department 23 - HS Resource Center Totals				Invoices	20	\$7,251.43

Request to Refill Position

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

DEPT. HEAD TO COMPLETE:

Department Human Services Position Title: Comprehensive Community Services Coordinator

Position Status: Currently vacant Will be vacant Date Vacant: 2-8-19

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

Reason for Vacancy: Separation Transfer Retirement Resignation Death

Discuss turnover with the department in the previous 18-24 months: Decreased over previous years

Transfer: why is the new position more attractive to employee than current one? _____

Name of Current / Most Recent Incumbent: Elizabeth Secrest

Is office space, furniture, and office equipment available? Yes No

If not, explain plan to obtain: _____

Reviewed, updated, and submitted to Human Resources:

- Job Analysis Questionnaire
- Job Description

Completed by: Joe Krebsbach Date 1-25-19

Financial Information:

Salary Range: J \$27.00 - \$30.86 Is the Position Budgeted: Yes No

Funding Source: Levy % _____ Grant Funded % _____ Other 2/3rs funding from Other County 1/3 billable to state % 100

Fiscal Impact, from Finance Department, completed and attached

HR TO COMPLETE:

EEO professional FLSA Status Exempt

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

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

Approvals:

County Administrator [Signature] Date 1-26-19

Oversight Committee Chair _____ Date _____

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

I want to participate I do not wish to participate

Administrative Committee Chair _____ Date _____

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

I want to participate I do not wish to participate



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

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

Memo

To: Human Services Board
From: Joe Krebsbach
CC: Administrative Committee
Date: January 30, 2019
Re: Request to Refill Regional Comprehensive Community Services
Coordinator

The CCS Coordinator position was created in 2016 and although the position is a Door County position, it is shared between Door, Kewaunee, and Shawano Counties. This includes sharing the person's time and costs equally between the three counties. The other two counties each pay 1/3 of the employee costs on a monthly basis. We are then able to build our expense into the rate we charge for the service, meaning the position requires no tax levy to support it.

The person in the position is responsible to provide Quality Assurance that we are meeting all of the state requirements for documentation and billing. They will also work with new vendors across the three counties, as most of these services are contracted out. It is a crucial position to make sure that we are following the rules set up by the state in a very administrative heavy program.

I am respectfully requesting permission to refill the position.

Joe

County of Door
Comprehensive Community Services Coordinator CCS

Job Title	CCS Coordinator	Last Revision	1/25/2019
Department	Human Services	HR Reviewed	
Division	Behavioral Health	Employee Group	General Municipal Employee
Report To	CCS Manager, collaboration with tri-county CCS Administrators	FLSA Status	Exempt
Pay Grade	J	EEO Code	02 – Professionals

General Summary

Provides Comprehensive Community Services program oversight and coordination across a three county (Door, Kewaunee, and Shawano) regional shared service model. This includes quality assurance and quality improvement processes; technical assistance and training; and provider network development and support. Responsible for consultation with CCS Administrators and Clinical Program Managers within each of the three counties to ensure consistent implementation of the CCS program across the region. Recruits and develops contracts with service providers in accordance with DHS 36.10. Upholds CCS program values, assists with developing appropriate policies and procedures and participates in state recertification site reviews and audits for each program location. Oversees the CCS Regional Steering Committee and acts as a liaison to each partnering county. Travel between the counties within the consortium and to provider locations region-wide is required.

Duties and Responsibilities

Essential Job Functions

1. Quality Assurance, Monitoring, and Quality Improvement
 - Implement comprehensive Quality Assurance process for Consortium, to include routine auditing of case files, staff and provider records to ensure compliance with Comprehensive Community Services (CCS) and Coordinated Services Teams (CST) regulations.
 - Ensure consistency across the region in proper Medicaid/programmatic documentation for internally employed staff and external contractors through regular review of documentation, including case notes in the electronic record system (The Clinical Manager, TCM).
 - Compile quality assurance findings and follow up on identified concerns; work with CCS Administrators and Program Directors to implement corrective actions as needed.
 - Conduct and compile results of consumer satisfaction surveys for CCS and CST.
 - Analyze data, develop reports, and identify areas needing attention. Develop quality improvement initiatives in particular counties or region-wide to address deficits.
 - Lead regional QI Committee. Revise Quality Assurance/Quality Improvement Plan as needed to reflect any new QA/QI procedures put into place.
 - Assist in preparation for State recertification site reviews and audits through chart reviews, submission of application materials to Department of Health Services/Division of Quality Assurance, and compilation of supporting materials. Participate in site reviews at each county location.
 - Serve as the point person for the State Department of Health Services, assuring that all certification requirements are met.

County of Door

Comprehensive Community Services Coordinator CCS

2. **Provider Network Development & Support**
 - Identify gaps in the provider network and outreach to provider community to fill these gaps through contract negotiation and development.
 - In partnership with Provider Network Administrator and CCS Administrators, ensure all new and existing providers have submitted all necessary components of application packet and meet all credentialing requirements.
 - Maintain positive relationships with provider network through ongoing communication and technical support.
 - Lead efforts to onboard and orient new provider staff to the consortium.
 - Monitor quality of contracted services and work with CCS Administrators and Service Directors to address any identified deficiencies.

3. **Reports and Database Management**
 - Assure that all required state reporting is completed in a timely manner and information shared with local and regional coordinating committees.
 - Develop and maintain a regional CCS database and resource folder of shared information including:
 - 1) Regional steering committee minutes and recommendations.
 - 2) Maintenance of a provider network directory.
 - 3) Calendar of events including training and other CCS events and activities.
 - 4) Quality Assurance/Quality Improvement reports
 - 5) Summary of regional CCS information and statistics.
 - 6) Policies and procedures
 - 7) Forms, tools, resources
 - Aid the local CCS Administrators, Service Directors and IT staff in identifying and implementing enhancements to the case management software system (TCM).
 - Coordinate with Wisconsin Department of Health Services data and program analysts to interface with state and regional datasets.

4. **Policies, Procedures, Technical Assistance & Training**
 - Respond in a timely manner to day-to-day requests for technical assistance (programmatic, fiscal and information systems related) from CCS/CST staff and service providers.
 - Develop policies and procedures to assist with uniform implementation of CCS rules and regulations across the consortium.
 - Develop resources, tools, brochures, handbooks, and templates to assist staff and providers in implementing program requirements.
 - Assist managers and staff in the development of a seamless service delivery system for youth, integrating CST and CCS services, practice models and philosophies where appropriate.
 - Identify training needs; provide a lead role in facilitating, coordinating and/or delivering trainings and orientations as needed for staff and providers in the region.
 - Work with Provider Network Administrator to ensure all staff and providers meet training requirements.
 - Partner with State of Wisconsin Department of Health Services and regional Behavioral Health Training Partnership to obtain information and resources needed by the region.

5. **Regional Steering Committee**
 - Convene and facilitate regional CCS Steering Committee.
 - Serve as a liaison to each of the local CCS Coordinating Committees.

County of Door

Comprehensive Community Services Coordinator CCS

- Follow up on all recommendations of the Steering Committee and report back on actions taken.

Requirements

Training and Experience

1. Bachelor's degree required.
2. Masters preferred in Psychology, Social Work or like field.
3. 1-2 years' experience providing psychosocial rehabilitative services to individuals with mental health and substance use disorders in CCS or a related program strongly preferred.
4. CCS orientation training (20 or 40 hours, dependent on past experience) and CST training required within 3 months of beginning employment.

Knowledge, Skills, and Abilities Required

1. Requires thorough knowledge of clinical social work methods and procedures.
2. Requires working knowledge of services available in the treatment of individuals in a community setting.
3. Requires working knowledge of the preparation and maintenance of case records.
4. Ability to read, analyze, and interpret state statutes and local policies.
5. Ability to effectively present information to top management, public groups, and/or boards of directors.
6. Ability to define problems, collect data, establish facts, and draw valid conclusions.
7. Ability to operate a computer using word processing and related functions, and the ability to operate other office machines.
8. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.
9. Requires ability to successfully facilitate committees/group discussion.
10. Requires ability to establish and maintain satisfactory working relationships with co-workers, contractors, state staff, stakeholders, and the general public.
11. Requires completion of CCS recovery based training and gaining proficiency in the CCS and CST practice models and philosophies.
12. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

Physical and Working Conditions

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

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

This position may require office hours at locations in each of the three counties. Travel to various offices within consortium required on a regular basis.

County of Door

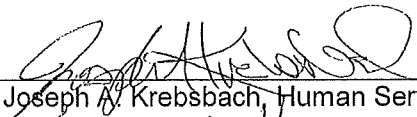
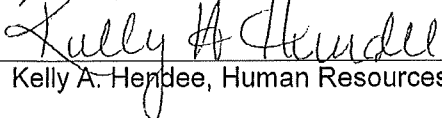
Comprehensive Community Services Coordinator CCS

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.

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	2/6/19 Date
 Kelly A. Hendee, Human Resources Director	2/6/19 Date

Door County Human Resources Form #: 2015-05		Title: Job Analysis Questionnaire
Date Created 04/2015	Date Revised 1//24/2019	Admin. Manual or Handbook Reference: Administrative Manual, Section 2.04 – Creation & Classification of Positions

Current Position Title: Regional Comprehensive Community Services Coordinator

Department Human Services Division Behavioral Health

Report to: (position title): Comprehensive Community Services Manager

A. Job Summary (Purpose): Use two or three brief, **specific** statements to summarize the overall purpose of the job.
 Provides CCS program oversight and coordination across a three county (Door, Kewaunee and Shawano) regional shared service model.
 Role includes quality assurance monitoring, quality improvement projects, provider network development, training and technical assistance to staff and providers.

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.	Conduct quality assurance record reviews to assure local program compliance with DHS 36 regulations.	35	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Analyze data, develop reports, and identify areas needing attention to assist with quality improvement activities in individual counties and region-wide.	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Provide technical assistance to CCS providers and staff.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Identify gaps in provider network and outreach to potential providers to fill gaps.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Coordinate with Provider Network Administrator to ensure all providers have required credentials and training to perform CCS services.	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Develop resources and tools to assist CCS providers in implementing program requirements.	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Facilitate/coordinate/deliver training and orientation for CCS providers and staff.	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Assist with preparation for state recertifications, audits and site reviews at each county location.	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.	Complete state CCS reports for region.	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	Develop/maintain regional database and resource folder with shared reports and resources.	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.	Conduct and compile consumer satisfaction surveys.	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.	Convene/facilitate regional CCS Steering Committee.	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.			<input 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?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- (Approve?)
- Coordinate Activities
- Plan Work of Others
- Schedule work of others

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) Managers, CCS Service Facilitators, and other direct service staff (Behavioral Health, CPS/JJ, Children's Long-Term Support)	Quality Assurance, Technical Assistance, Consultation	Daily
Other Departments (list other departments) Managers and Service Facilitators in Kewaunee and Shawano Counties	Quality Assurance, Technical Assistance, Consultation	Daily
Customers – General Public (list all)		
Suppliers/Vendors Multiple Contracted CCS Providers throughout region	Technical Assistance, Monitoring, Coordination of service	Daily/Weekly
Community / Trade / Professional Regional CCS Steering Committee County CCS Coordinating Committee	Facilitation of meetings, dissemination of information	Quarterly
Federal / State Gov't =. / Regulatory Dept. of Health Services/DCTS, DQA, OIG	Requests for information, provision of information, regulatory oversight	DCTS as needed for technical assistance; DQA and OIG annually per site for recertification
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: Psychology, Social Work or like field
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Graduate work or advance degree	Specify:
<input type="checkbox"/>	<input type="checkbox"/>	Professional license required (list below under certification)	

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

<input type="checkbox"/>	No previous experience required.
<input type="checkbox"/>	Up to one year of experience required.
<input checked="" type="checkbox"/>	One to at least three years' experience required.
<input type="checkbox"/>	Over three years and up to and including six years' experience required.
<input type="checkbox"/>	Over six years and up to and including nine years' experience required.
<input type="checkbox"/>	Over ten (10) years of experience required.
<input type="checkbox"/>	Experience in related field
<input checked="" type="checkbox"/>	Experience in (specify): Mental health/substance abuse, social work, psychosocial rehabilitative services or like field.

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

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

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

No.	Equipment Used	Freq.	Daily	Weekly	Monthly	As Needed
1.	No equipment used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Basic office equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Typewriter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Computer	<input 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 type="checkbox"/>
	e. Fax machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Hand Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Hammers, wrenches, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Electrical power tools: saws, drills, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Gas power tools: weed-eater, chain-saw, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Yard/Garden tools: shovel, rake, broom, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Weapons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Handguns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Rifle/Shotgun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Baton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Communication Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Telephone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Cell Phone	<input type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>
	b. Oxygen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Electronic monitoring equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Patient transport apparatus (spine board, stretcher, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Miscellaneous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

Condition	Rarely	Occasionally	Constantly	Seasonally
Dirt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness/humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibrations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sudden temp. changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Darkness	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heights above 10 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bodily Injury – physical attack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving vehicles/traffic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (allergies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

This position requires significant commuting and travel time, as office hours in the three county offices in the consortium (Door, Kewaunee and Shawano) are required as is travel to providers throughout the region.

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

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

Supervisor Review:

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

II. How many employees under your supervisor perform the same job described above by this employee? 1

III. Supervisor Comments This position works for a three-county consortium and therefore takes overall direction from a management group representing these counties. Day-to-day supervision is provided by Door County CCS Manager.

Signature Approvals

Supervisor _____
 Name Title Date

Dept. Head _____
 Name Title Date

REQUEST FOR FISCAL IMPACT INFORMATION

<p>RECLASSIFICATION</p> <p>_____ FTE/Hours</p> <p>_____ Job Class</p> <p>_____ Step</p> <p>_____ Rate</p>	<p>CHANGE FTE/Hours</p> <p>From _____ TO _____</p> <p>CHANGE JOB CLASS/STEP</p> <p>From _____ TO _____</p>
Position Title	<u>Human Services - CCS Coordinator</u>
Effective Date	<u>6 Mo</u>
Department	<u>Human Services</u> Sub Dept _____

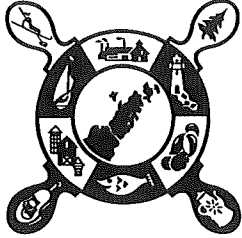
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
HS - CCS Coordinator Pay Range J Step 1									
1.00	\$27.00	56,311				33,480			89,791
Human Services -CCS Coordinator- Budget									
1.00	\$26.96	56,228				19,679			75,907
								Total Salary and Benefit Increase	13,884
HS - CCS Coordinator Pay Range J Control Point									
1.00	\$30.86	64,362				34,982			99,344
Human Services -CCS Coordinator- Budget									
1.00	\$26.96	56,228				19,679			75,907
								Total Salary and Benefit Increase	23,437

Dept Head Signature *Steve Wimmer* Finance Director
 Date 1/30/19

Disclaimer: This Fiscal Impact does not include Step 2 \$27.77, Step 3 \$28.55, Step 4 \$29.32, or Step 5 \$30.09.

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

Door County Human Resources Form #: 2015-04		Title: Request to Refill Position
Date Created 11/19/2014	Date Revised 01/23/2019	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.
DEPT. HEAD TO COMPLETE:		
Department	<u>Health & Human Services</u>	Position Title: <u>Prep-Cook</u>
Position Status:	<input type="checkbox"/> Currently vacant <input checked="" type="checkbox"/> Will be vacant	Date Vacant: <u>3/13/2019</u>
	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> New position	Hours per week: <u>24 hours per week</u>
Reason for Vacancy:	<input checked="" type="checkbox"/> Termination <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Resignation	
Transfer: why is the new position more attractive to employee than current one?	<u>n/a</u>	
Name of Current / Most Recent Incumbent:	<u>Linda Will</u>	
Reviewed, updated, and submitted to Human Resources:		
<input type="checkbox"/> Job Analysis Questionnaire <i>(not to be included in the agenda packet)</i>		
<input checked="" type="checkbox"/> Job Description		
Completed by:	<u>Joe Krebsbach</u>	Date <u>2/27/2019</u>
Financial Information:		
Salary Range:	<u>\$12.84 - \$14.67</u>	Is the Position Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Funding Source:	<input checked="" type="checkbox"/> Levy % _____ <input type="checkbox"/> Grant Funded % _____ <input type="checkbox"/> Other _____ % _____	
<input checked="" type="checkbox"/> Fiscal Impact, from Finance Department, completed and attached		
HR TO COMPLETE:		
EEO <u>Service/Maintenance</u>	FLSA Status <u>Non-exempt</u>	
<input checked="" type="checkbox"/> Human Resources has performed a position review?	<u>KH</u> (HR initial)	<u>2/27/2019</u> Date
<input checked="" type="checkbox"/> The Job Description has been updated and signed?	<u>KH</u> (HR initial) 	<u>2/27/2019</u> Date
Approvals:		
County Administrator		Date <u>2-28-19</u>
Administrative Committee Chair	_____	Date _____



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

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

Memo

To: Human Services Board
 From: Joe Krebsbach
 CC: Administrative Committee
 Date: February 28, 2019
 Re: Request to Refill Cook and Economic Support Specialist positions

Due to personal reasons our regular part time cook, Linda Will, is unable to return to work, being out since December of 2018. The agency has been handling the workload with LTE's so far this year. This position is in the 2019 budget and I am requesting approval to fill the position with a regular part time employee.

Jill Whitman will also be retiring from her position on June 3, 2019. Jill works as an Economic Support Specialist. She is one of two workers trained to handle the Elderly and Disabled Benefits which is slightly more specialized cases and carries a higher case load. Although this request is coming early, I am hopeful that we could have someone hired and able to begin two weeks prior to Jill leaving. There is a long training process for these positions and having the ability to bring someone onboard to shadow Jill will expedite that process. I am requesting approval to fill this position.

Joe

County of Door Prep Cook

Job Title	Prep Cook	Last Revision	01/01/2017
Department	Health & Human Services	HR Reviewed	01/01/2017
Division	ADRC	Employee Group	General Municipal Employee
Report To	Assistant ADRC Director	FLSA Status	Non-Exempt
Pay Grade	A	EEO Code	08 – Service/Maintenance

General Summary

This position reports to the Assistant ADRC Director of the Senior Resource Center and is key to the effective functioning of the Nutrition Program. The position is responsible but not limited to the preparation of food according to ServSafe standards on an intermittent basis in the absence of either the main cook, assistant cook or both. This position may also be called in for projects or events. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Prepares meals according to the daily menu using ServSafe standards.
2. Maintains a clean and orderly kitchen area according to current food safety standards.
3. Completes the prep work necessary for the side dishes and bakes necessary items on the menu.
4. Works on a team to prepare, package and serve all hot meals for the Meals on Wheels Program, frozen meals for the Frozen Meal Program and all meals for the congregate meal sites. This could include delivering and serving the food at meal sites.
5. Provide truthful and accurate written and verbal communications.

General Job Functions

1. Presents a welcoming and pleasant atmosphere by greeting meal participants and treating volunteers and co-workers with respect.
2. Observes and monitors kitchen equipment for needed repairs and makes recommendations as needed.
3. On a daily basis is responsible for sanitizing work spaces, carts, cooler bags and other necessary areas and equipment.

REQUIREMENTS

Training and Experience

1. High School diploma or GED.
2. Technical diploma in culinary science preferred.
3. Up to three years experience cooking for large groups of people strongly preferred.
4. Ability to pass the ServSafe exam through the National Restaurant Association.

Knowledge, Skills and Abilities Required

1. Ability to maintain a system that ensures an accurate inventory of products.

County of Door Prep Cook

2. Knowledge of proper food safety practices and an ability to provide leadership and supervision of other staff in the kitchen to ensure such safety.
3. Skills associated with dealing with vendors and volunteers.
4. Ability to use teamwork and flexibility in the overall nutrition program.
5. Willingness to attend required training.

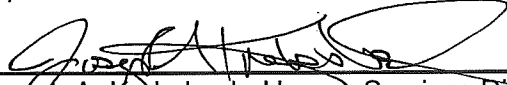
Physical and Working Conditions

1. Mostly inside a kitchen environment that requires safety precautions most of the time.
2. Over 50% of the time is spent bending, twisting, reaching, standing, and walking.
3. About 25% of the time is spent lifting and carrying nutrition related objects weighing more than 10 pounds. In many circumstances, this worker must be able to lift objects between 20 and 40 pounds.
4. Exposure to extreme heat (ovens, steamers, etc) is experienced 50% of the time and exposure to mechanical equipment (slicer, mixer) is frequent.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you might be required to work during a proclaimed state of emergency, consistent with Sec. 166.03 (4) (a)-(d), 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 accommodations or other reasons.

Approvals:



 Joseph A. Krebsbach, Human Services Director 8/2/17
Date



 Kelly A. Hendee, Human Resource Director Aug. 2, 2017
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

Senior Ctr - Prep Cook
 _____ 6 Mo _____
Senior Ctr Sub Dept _____

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Senior Center - Prep Cook Grade A - Level 1									
0.60	\$12.84	16,067				17,755			33,822
Senior Center - Prep Cook-Grade A-Budget									
0.60	\$14.24	17,819				3,339			21,158
Total Salary and Benefit Increase									12,664
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
Senior Center - Prep Cook Grade A - Control Point									
0.60	\$14.67	18,357				18,182			36,539
Senior Center - Prep Cook-Grade A-Budget									
0.60	\$14.24	17,819				3,339			21,158
Total Salary and Benefit Increase									15,381

Dept Head Signature

Steph Wimperfort

Finance Director

Date

2/28/19

Disclaimer: This Fiscal Impact does not include Step 2 \$13.20, Step 3 \$13.57, Step 4 \$13.94, or Step 5 \$14.30.

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

Door County Human Resources Form #: 2015-04	Title: Request to Refill Position
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Date Created 11/19/2014	Date Revised 01/23/2019	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.
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DEPT. HEAD TO COMPLETE:

Department Health & Human Services Position Title: Economic Support Specialist

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

Full Time Part Time New position Hours per week: _____

Reason for Vacancy: Termination Transfer Retirement Resignation

Transfer: why is the new position more attractive to employee than current one? n/a

Name of Current / Most Recent Incumbent: Jill Whitman

Reviewed, updated, and submitted to Human Resources:

Job Analysis Questionnaire (not to be included in the agenda packet)

Job Description

Completed by: Joe Krebsbach Date 2/27/2019

Financial Information:

Salary Range: \$19.46 – \$22.24 Is the Position Budgeted: Yes No

Funding Source: Levy % 30 Grant Funded % _____ Other State & Federal Funding % 70

Fiscal Impact, from Finance Department, completed and attached

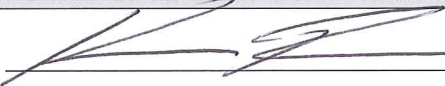
HR TO COMPLETE:

EEO Office/Clerical FLSA Status Non-exempt

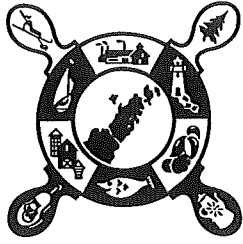
Human Resources has performed a position review? KH (HR initial) 2/27/2019 Date

The Job Description has been updated and signed? KH (HR initial) 2/27/2019 Date

Approvals:

County Administrator  Date 2-28-19

Administrative Committee Chair _____ Date _____



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

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

Memo

To: Human Services Board
 From: Joe Krebsbach
 CC: Administrative Committee
 Date: February 28, 2019
 Re: Request to Refill Cook and Economic Support Specialist positions

Due to personal reasons our regular part time cook, Linda Will, is unable to return to work, being out since December of 2018. The agency has been handling the workload with LTE's so far this year. This position is in the 2019 budget and I am requesting approval to fill the position with a regular part time employee.

Jill Whitman will also be retiring from her position on June 3, 2019. Jill works as an Economic Support Specialist. She is one of two workers trained to handle the Elderly and Disabled Benefits which is slightly more specialized cases and carries a higher case load. Although this request is coming early, I am hopeful that we could have someone hired and able to begin two weeks prior to Jill leaving. There is a long training process for these positions and having the ability to bring someone onboard to shadow Jill will expedite that process. I am requesting approval to fill this position.

Joe

County of Door Economic Support Specialist

Job Title	Economic Support Specialist	Last Revision	10/26/2015
Department	Health & Human Services	HR Reviewed	01/01/2017
Division	Economic Support	Employee Group	General Municipal Employee
Report To	Economic Support Manager	FLSA Status	Non-Exempt
Pay Grade	F	EEO Code	06 – Office/Clerical

General Summary

This position serves as a central point of contact for Door County residents in determining initial and ongoing eligibility for Medical Assistance, BadgerCare Plus, Food Share, Child Care Subsidies, and other state and federal financial assistance programs, such as the Patient Protection and Affordable Care Act (PPACA). Duties also include exploration and assessment of alternative forms of assistance available in the community, and providing general financial planning and resource information. Positions in this job classification will also determine financial eligibility for the Family Care program, once it is established for Door County. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Interview applicants or participants to determine initial or continued eligibility for Medicaid, BadgerCare Plus, Food Share, Child Care, FSET, PPACA and other programs and supportive services. Some cases will necessitate alternate site or home visits.
2. Evaluate personal and financial data obtained from applicants or participants to determine initial or continuing eligibility per state policies and enter detailed data into CARES computer system. Organize data in CARES and other documents per electronic file compliance, for follow-up, review, and evaluation.
3. Assist applicants or participants in efforts toward meeting basic human needs and self-sufficiency, including identifying options and referrals to and collaboration with other community services.
4. Research, federal, state and local polices governing eligibility, legal rights, and responsibilities of applicants and participants. Explain regulations, rights and responsibilities to applicants and participants.
5. Provide necessary information for fair hearings and participate in client grievance procedures.
6. Investigate allegations of welfare fraud. Refer cases to Supervisor and determine overpayments.
7. Attend all agency and unit meetings, and required training activities.
8. Perform Economic Support Intake and CWW Client Registration functions.
9. Participate in specialty duties related to the Bay Lake Income Maintenance Consortium, as assigned, such as staffing the regional Call Information Center.
10. Assist with data gathering, state reporting, and program or project implementation as assigned.
11. Provide truthful and accurate written and verbal communications.

General Job Functions

1. Partner with other community agencies to coordinate services for individuals and families.
2. Maintain current case documentation of all new applications, reviews, and changes.
3. Regularly meet with the Economic Support Manager for supervision / training purposes.
4. Strictly follow Federal and State laws and regulations, County and Department policies and procedures in regard to individual medical privacy, other confidential protocols, and information systems security.

Requirements

County of Door Economic Support Specialist

Training and Experience

1. High School Diploma Required. Two-year or four year college degree, in human services, financial planning or related field preferred.
2. Three to Five years' experience in social/human services or public service agency performing eligibility determination or case management strongly preferred. A combination of related education and work experience may also be considered.
3. Must obtain Economic Support Specialist certification within 6 months of being employed.

Knowledge, Skills, and Abilities Required

1. Knowledge of available community resources, Human Services, Public Health, Child Support, etc.
2. Ability to listen carefully, communicate respectfully and engage in conflict resolution and problem-solving.
3. Successful public contact / customer service experience.
4. Ability to plan and work independently, and organize workload in order to meet deadlines.
5. Ability to explain basic budgeting and personal finance needs to clients.
6. Ability to utilize the CARES, Microsoft Office and other related computer systems.
7. Ability to recognize and respect the needs and beliefs of individuals, while demonstrating a consistent approach to engaging clients and offering services that support them.
8. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
9. Ability to accept supervision, and work collaboratively within the agency and community.
10. Ability to read, comprehend, and communicate, both verbally and in writing.

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.

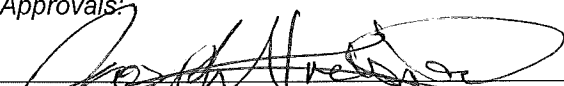
Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment). Potential for physical harm exists during contacts with angry or irate members of the public. Working with persons under stress may lead to aggressive and volatile actions on their part, but such situations can usually be defused / avoided by taking proper precautionary procedures.

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.

This position may require office hours at locations other than the main department office in the Door County Government Center, particularly at the Aging and Disability Resource Center.

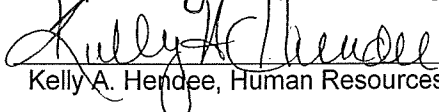
Approvals:



 Joseph A. Krebsbach, Human Services Director

10/26/15

 Date



 Kelly A. Hendee, Human Resources Director

10/26/15

 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 - Economic Support Specialist

_____ 6 Mo _____

Human Services Sub Dept _____

FTE/Hrs	@ Rate	2019 TOTAL SALARY					2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
HS - Economic Support Specialist Pay Range F - Step 1										
1.00	\$19.46	40,586					28,834			69,420
HS - Economic Support Specialist Range F Budget										
1.00	\$22.08	46,050					15,835			61,885
Total Salary and Benefit Increase										7,535
FTE/Hrs	@ Rate	2019 TOTAL SALARY					2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
HS - Economic Support Specialist Pay Range F - Control Point										
1.00	\$22.24	46,384					29,669			76,053
HS - Economic Support Specialist Range F Budget										
1.00	\$22.08	46,050					15,835			61,885
Total Salary and Benefit Increase										14,168

_____ Dept Head Signature

Steve Hignford

Finance Director

_____ Date

2/28/15

Disclaimer: This Fiscal Impact does not include Step 2 \$20.02, Step 3 \$20.57, Step 4 \$21.13, or Step 5 \$21.68.

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.

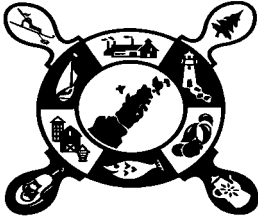
Memo

To: Human Services Board
From: Joseph Krebsbach, Director
CC: Finance Committee, Ken Pabich
Date: 2/4/2019
Re: Residential Placements

This memo is to serve as an update to a potential budget issue within DHHS budget. At the time we completed our budget we had only three individuals who were protectively placed relating to their mental health issues. We had also been on a downward trend in this area.

Between November and now we had picked up five additional patients who have had protracted inpatient stays in psychiatric hospitals. Three of these individuals are new to us. These placements affect our inpatient costs significantly. However, more significantly, each of these cases have also resulted in court ordered protective placements. Our anticipated fiscal impact will be approximately \$215,000 increase in the Community Based Residential Facility budget line for 2019. The likelihood that this will decrease after 2019 is slim.

I do not believe that action is needed at this time. We will monitor the budget as always and return later in the year with an update and requests as needed.



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

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

Date: February 5, 2019
To: County Board
From: Joseph Krebsbach
Re: 2018 Donations

The following Gifts Grants and donations were all received specific to the Senior Center or for Senior Services.

Susan J. Clemens – Arts & Crafts	\$100.00
Jacksonport Women’s Club	\$100.00
Jerry Micolichek-memorial - Nutrition.....	\$165.00
Mary Orlowksi – Birthday Party donation – thank you.....	\$100.00
E. Gabert – for decorations	\$100.00
Blanche Jacobson	\$210.00
AJ & KE Queenen.....	\$50.00
PEO Chapter DF.....	\$25.00
N. Ford – decorations	\$20.00
Marsh	\$20.00
Rich Woldt.....	\$50.00
Tax prep donations	\$2,127.00
Greeting Card donations.....	\$90.80
Manicure donations.....	\$25.00
Anonymous - Sandy Purves – memorial.....	\$25.00
Scott & Laurie Howard- Purves memorial.....	\$100.00
Anonymous cash for transportation.....	<u>\$70.00</u>
	\$3,377.80

The following were not direct money contributions but noteworthy nonetheless:

Alexander’s Restaurant – Ground beef donations..... valued at.....	\$5,326.01
Sonya Lund – Fleece Fabric	valued at.....\$499.50
Susan Londo – Plant.....	valued at.....\$300.00
Nancy Prange – Photograph	valued at.....\$250.00
Mary Kay – Ceramic Bisque Pieces.....	valued at.....\$100.00
DeJardin’s Cleaners – clean Santa Suit.....	valued at.....\$43.38
Econo Foods - water.....	valued at.....\$21.89
Lucille Kirkegaard – Salt Water Taffy.....	valued at.....\$17.01
Volunteered Hours...6,307.50 total Hrs. valued at \$23.06-\$24.00/hr.....	\$150,050.84

**Door County Department of Human Services (DHS)
2018 Annual Report**

Mission Statement

“The primary mission of the Door County Department of Human Services is to enhance the human well-being throughout an individual’s life-span and to help meet the needs of individuals and families while promoting safety and self-sufficiency in a manner that demonstrates respect and dignity.”

SUMMARY OF RESPONSIBILITIES

The Human Services Department provided a large array of services that will be covered below alphabetically.

Aging and Disability Resource Center (ADRC)-Jake Erickson, Director

2018 was a year of significant change for the Aging and Disability Resource Center (ADRC). On January 29th we moved into the beautifully refurbished highway shop. With the move there was a significant excitement and with it came increased use of the facility and the programming. The increase remained steady throughout 2018. The move into the new facility also solidified the integration of two historically separate programs, the ADRC and the Senior Center into one combined program.

Programming at the ADRC is tied to two contracts that the county has with the state. One through the Department of Health Services and one through the Greater Wisconsin Agency on Aging Resources. Like all department’s contracts, these provide some funding and required services to be provided through the county. Highlights of the services provided will be covered here.

In 2018, our Information and Assistance Specialist had 4,533 contacts with individuals. Our Disabilities Benefits Specialist (DBS) worked with 178 consumers and our Elderly Benefit Specialist (EBS) served a total of 804 different individuals. That last number accounted for 99 more individuals served by our EBS than were served last year. These services are provided to individuals 60 years of age or older and individuals 18 and older with physical or developmental disorders. Services include information and assistance, Long Term Care Options Counseling, and help to consumers trying to navigate the Medicare and Medicaid programs. The primary goal of the program is to help individuals connect to resources and stay independent in the community as long as possible.

The most significant changes related to the new building was its utilization. The number of unduplicated members at the ADRC went from 686 in 2017 to 2,178 in 2018. The number of activities that participants were involved in increased from 12,413 to 21,086 from 2017 to 2018. We went from 114 volunteers to 263. The number of meals served in Sturgeon Bay went from 11,003 to 17,155.

The department provides meals at 4 other sites as well. In October of 2018 we moved one meal site from Forestville to Brussels. With the change, about 50% more meals were provided than in the first 9 months. We provided a total of 19,451 hot Meals on Wheels throughout the county.

Other services provided by our ADRC staff include: Transportation, Alzheimer’s and National Family Caregiver Support Programs, Senior Citizen/Low income Free Tax Assistance, daily socialization

opportunities, and activities programming. The Activities Program focuses on evidence based programs that include exercise, preventive health and other educational experiences to enhance and promote independence by encouraging socialization and good nutrition.

ADULT PROTECTIVE SERVICES (APS)-Sheryl Flores, Manager

The function of APS is the investigation of suspected neglect, abuse, financial exploitation or self-neglect of frail elderly or individuals affected by developmental disability, alcoholism, or mental illness. In 2018, the APS staff investigated 174 new reports.

In addition to these new investigations, the social workers in this unit provide ongoing case management for vulnerable seniors. This included 45 individuals under Protective Placement who must have annual WATTS reviews to assure that clients are being treated in the least restrictive and most appropriate level of treatment to meet their needs. The staff worked on 63 guardianship and protective placement cases throughout the year.

BEHAVIORAL HEALTH DIVISION-Donna Altepeter, Manager

In March, Donna Altepeter was hired to manage this division. We also added a new psychiatrist on site two days per week and two new therapists. We are fully staffed in this division for the first time in over two years.

The unit is responsible for providing counseling and case management services to individuals suffering from mental health, alcohol and/or drug problems. We also contract and manage services for residential and inpatient care when this level of care is needed.

In 2018, 296 individuals received counseling services, and 273 individuals received medication management. These were both increases from 2017. We completed 137 OWI assessments and monitored individuals for compliance with their Driver Safety Plan.

The Behavioral Health Staff along with the Community Support staff are responsible for providing 24/7 crisis services to Door County citizens. The staff works in partnership with law enforcement and other community partners to assess and provide safety planning for individuals who may be a danger to themselves or others. In 2017, we adjusted our contract with Family services to have them triage all of our incoming crisis calls. This helped cut down on the number of contacts that our full-time staff needed to do after hours. Family Services Crisis Hotline took 510 calls for Door County in the last 9 months of the year. Although this meant less calls for our staff, they did still need to mobile out and provide suicide assessments, which is a slight increase over 2017.

CHILDREN AND FAMILY SERVICES DIVISION/Child Protective Services and Juvenile Justice-Doreen Goddard, Manager

This program area serves children and juveniles from birth to age 18 and their families. Social workers provide initial screening of referrals related to child abuse and neglect. If these reports are substantiated we provide ongoing supervision of these families. We recruit, train and license foster care families to support children who are in need of a placement out of their homes. This unit also provides supervision of delinquent youth or juveniles in need of protective placement. We provide or contract for services such as electronic monitoring, secure detention, restitution, community service, and parent education. In 2018, we provided services at the following levels; Child Welfare received 415 referrals

and Juvenile Justice had 7 new cases. We have seen a steady increase in both areas for years. The number of kids in and out of home placement was similar to 2017, with 27 kids in foster care and 23 in kinship placements.

CHILDREN AND FAMILY SUPPORT SERVICES-Beth Chisholm, Manager

In 2018, Cindy Zellner-Ehlers retired after 30 years of service. At that time a decision was made to split the programming she supervised to two separate managers. The department also discontinued the personal care program after 18 years. In March, Beth Chisholm was hired to oversee the Children and Family Support Services.

- BIRTH TO THREE EARLY INTERVENTION PROGRAM
 - These services are provided to children who are not meeting milestones in two or more areas. If that is the case, we can provide Special Instruction/Teacher Services, Speech and Language Therapy, Occupational Therapy, Physical Therapy, Service Coordination and other ancillary support services. The number of children in this program increased by almost 200% in just one year, from 75 in 2017 to 148 in 2018.
- CHILDRENS LONG TERM SUPPORT (CLTS) AND CHILDRENS COMMUNITY OPTIONS PROGRAM (CCOP)
 - These programs work with children with physical or cognitive disorders. Services include: Information/Referral, coordination of the use of community resources and other case management services, limited funding to assist families, networking for families and other supports.
 - In 2018 the State asked counties to eliminate waiting lists for children who qualified for CLTS services. We made changes in the way we staffed the division to try and accomplish this. As a result, we were able to move 13 additional kids into the program. This took our CLTS numbers from 63 to 76. This is our full capacity given our current staffing level. This division provided services to 45 other children through the Community Options Program (COP) or targeted case management.

COMMUNITY SUPPORT PROGRAM-Sheryl Flores, Manager

The CSP program is an off-shoot of the Behavioral Health Division. The primary goal of the program is to help individuals with severe and persistent mental illness to lead normal lives and stay in the community. This population often had high incidents of inpatient care. By providing services such as case management, medication management, group counseling or activities, and maintaining community partnerships, we are better able to help these individuals stay out of mental health institutions. In 2018 we served 52 individuals in this program.

COMPREHENSIVE COMMUNITY SERVICES (CCS) AND COORDINATED SERVICES TEAM (CST)-Jamie Cole, Manager

In 2018, the CCS and CST programs were separated from Children's programming as their focus is on mental health across the lifespan. These two programs provide case management services to kids (CST) or kids and adults who need more support than is provided through traditional therapy.

In March, Jamie Cole was hired to oversee these two programs. CCS has been a program with steady growth in the past three years. In 2018 we serviced 98 unduplicated individuals compared to 67 in 2017.

ECONOMIC SUPPORT UNIT-Carol Wautlet, Manager

Our Economic Support Unit provided eligibility determinations as part of a five-county consortium for major financial programs such as Medical Assistance, BadgerCare, FoodShare (Food Stamps), Caretaker Supplement and Wisconsin Shares (subsidized Child Care). In addition, staff networked with numerous other community agencies to obtain supplementary financial assistance for current recipients, as well as for those who didn't qualify for our regular financial-related programs.

There was a monthly average of 1,841 Door County FoodShare recipients in 2018. There was an average of 4,095 Medicaid/BadgerCare recipients per month. Our Wisconsin Shares program served 52 families. This program provides lower income families a subsidy so they can afford child care and can continue to stay gainfully employed. The energy assistance program provides help to individuals with heating bills and emergency heating assistance. 864 households received energy assistance in 2018, and 210 households received crisis dollars. There were also 23 total heating units repaired/replaced (17 repaired, 6 replaced with new furnaces).

TRANSPORTATION PROGRAM-Joe Krebsbach/Robin Mark

The department manages the operations for both the Senior Center Bus and the County's Public Transit System. The Door 2 Door Shared Ride Taxi system is contracted through Abby Vans. In 2018, Door 2 Door provided 42,573 rides and the ADRC Bus provided 5,491 rides in 2018.

KNOWLEDGE SHARING IN 2018

A large part of the services provided by Human Services are related to collaboration and partnering with other community resources. Individual staff members often provide education to community members or partners agencies throughout the year. Listed below are some of the more constant areas staff have been involved with in the past year:

- Interdisciplinary Team for Adults and Elders at Risk-involving multiple agencies
- Door County Partnership for Children and Families (founding member and ongoing participation in executive committee and various sub-committees)
- Child foster home recruitment and training
- Fiscal support and participation in the Door County AOD^A Coalition
- Participation in Child Health Team
- Emergency Food and Shelter Network
- Agency-based trainings on Crisis Services, Trauma Informed Care and Secondary Traumatic Stress
- Outreach to hospital and law enforcement crisis services
- Caregiver Coalition
- Coordinated Community Response
- STRIDE (School Mental Health Initiative)

BUDGET STATUS

2018			
	<u>Fund 240- Human Services</u>	<u>Fund 204- SRC/ADRC</u>	<u>Total</u>
Adopted Total 2018 Budget	\$9,110,635	\$2,044,727	\$11,155,362
2018 Budgeted Revenue	\$6,019,114	\$1,517,763	\$7,536,877
2018 Levy Appropriation	\$3,091,521	\$526,964	\$3,618,485
Actual Total 2018	\$8,422,919	\$1,929,437	\$10,352,357
2018 Actual Revenue*	\$5,976,693	\$1,560,036 **	\$7,536,729
2018 Actual Appropriation	\$2,446,227	\$369,401	\$2,815,628
	Excess Appropriation from Budgeted		\$802,858

ISSUES, CONCERNS AND RESTRAINTS

- In December 2018, a decision was made to create the Department of Health and Human Services by merging the Public Health Department and Human Services Department. This presents both opportunities and obstacles. It will be important to look at the merger as a process rather than something that happens when you flip a switch. It requires being aware of creating a shared culture where staff know they are valued. It will also require a significant amount of time to attend to the details of merging business operations. In the end, the merged department should be more efficient, and provide better service to the county.
- We have struggled with adequate dependable psychiatric services and this has resulted in increased costs of inpatient services. This trend will be hard to break at this point.
- We have seen an increase in drug use in the county, increasing the need for AODA Services. This happened at the same time we saw a decrease in AODA Providers in the community. Although we held steady in 2018, this trend could also have a negative impact on our child welfare division.

2018 GOALS AND OUTCOMES

- Fill staffing vacancies and stabilize the workforce. - The department had 6 positions filled as compared to 11 in 2017. This accounts for about 8% of the department staff. We were fully staffed in some areas for the first time in years.
- Improve timeliness of required documentation in all areas. – Improved in some areas but not all.
- Decrease the number of inpatient stays and the number of days per stay. – Remained about the same.
- Increase the number of Foster Homes available. – Added 2 additional homes.
- Continue to move toward becoming a more Trauma Informed Care Agency. – Continued significant improvement in this area.
- Continue to increase revenues through CCS program. -- Increased revenue over \$150,000 in 2018.
- Documentation of Standard Operating Procedures (SOP) regarding our fiscal and support services. -- 75% completed.
- Cross training and back up for SOPs listed above. – Not achieved around 15%

- Decrease the amount of denied claims and the amount of time to follow up on these. – Not measured due to loss of Business Manager.
- Increase the number of volunteers at the ADRC. – Over 200% increase.
- 2X per month outreach related to ADRC services. – Not achieved lost one I&A staff halfway through the year.
- More effectively track spending in Children’s Services to maximize State funding. --

2019 GOALS AND OBJECTIVES

Administration/Support Staff

- Implement Office Ally – Direct billing to insurance
- Track Denied Claims – Identify patterns and ways to decrease these.
- Calendarize annual reporting responsibilities and responsible party.
- Complete SOPs

Adult Protective Services

- Train 30 -50 partners in “OVW Abuse in Later Life Program and Community Response.
- Have 8 inmates complete the Fresh Start Program and transition to case management (CM) services

Aging and Disability Resource Center

- Develop Advocacy Training Program for older adults interested in bringing issues to legislators and local officials with at least five individuals participating in the program.
- Increase use of Frozen Meal program in Northern and Southern Door by 15 %.
- Start Purple Tube Project - with 15 participants
- Develop Fall prevention classes – 15 participants
- Develop ADRC Ambassador Program – With 8 volunteers by end of year.

Behavioral Health

- Complete Driver’s Safety Plan Manual prior to next DQA audit
- Launch three separate outpatient treatment groups.
- Complete two peer chart audits
- Expand Trauma Informed Cognitive Behavioral Therapy by getting manager and two staff trained.

Children’s and Family Support Services

- Participate in 4 activities providing education on services available¹
- Provide training for contracted providers regarding CLTS/CCOP provider qualifications, incident reporting and client rights.

Child Protection and Juvenile Justice

- Decrease the use of juvenile detention days by 25%.
- By using Youth Connection Center for intervention, decrease repeat offences and consequently the number of juvenile referrals by 25%.
- Create Face Book Page for foster parents by the end of May.
- Add two new foster homes by Dec.

Community Support Program

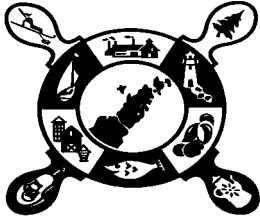
- Present 2 educational programs at JAK's. One on Mental Health for Women and one on Depression.
- Increase consumer participation by 2% in community-based activities.

Economic Support

- By 7/1/19 the ES Unit will have a Facebook page, reaching 50 customers in the first year.
- By 11/15/19 the ES Team will have completed two community outreach events regarding programs, and had a total of 25 attendees.
- By 11/30/19 the ES Team has another member that is fully trained in Long Term Care casework & CIC EBD line.
- Discrepancy clean up- by 12/1/19 ES Team will have not more than 100 outdated discrepancies. (Outdated is with creation date prior to 2018. Currently have 191 outdated)

Transportation

- Develop sustainability plan or transition out of providing transportation services.

**DOOR COUNTY DEPARTMENT OF HUMAN SERVICES**

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

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

January 9, 2019
Director, Human Resources
Kelly Hendee
421 Nebraska St.
Sturgeon Bay, WI 54235

RE: Completion on Introductory Period
Employee Name: Abby Brown
Position: Crisis/Behavioral Health Case Manager
Start Date: July 2, 2018

As of January 27th 2019, Abby Brown will have successfully completed her introductory period as Case Manager/Crisis and Behavioral Health Units in the Human Services Department. Abby has completed all orientation and introductory training required of her position. She is meeting all expectations of the Crisis/Behavioral Health Case Manager position and is performing assigned duties and responsibilities at a satisfactory level.

Abby manages our daily crisis calls and behavioral health referrals and is serving on the regular on call schedule after hours. She is eager to serve the clients of Door County. She is a willing team member and has earned the respect of others on team. We are fortunate to have her as part of our team.

Sincerely,

Donna M. Altepeter, LCSW
Manager, Behavioral Health
Door County Human Services

March 5, 2019

Kelly Hendee
Director of Human Resources
421 Nebraska St.
Sturgeon Bay, WI 54235

RE: Completion on Introductory Period
Employee Name: Melissa Xiong
Position: Behavioral Health Therapist/dual
Start Date: Sept. 10, 2018

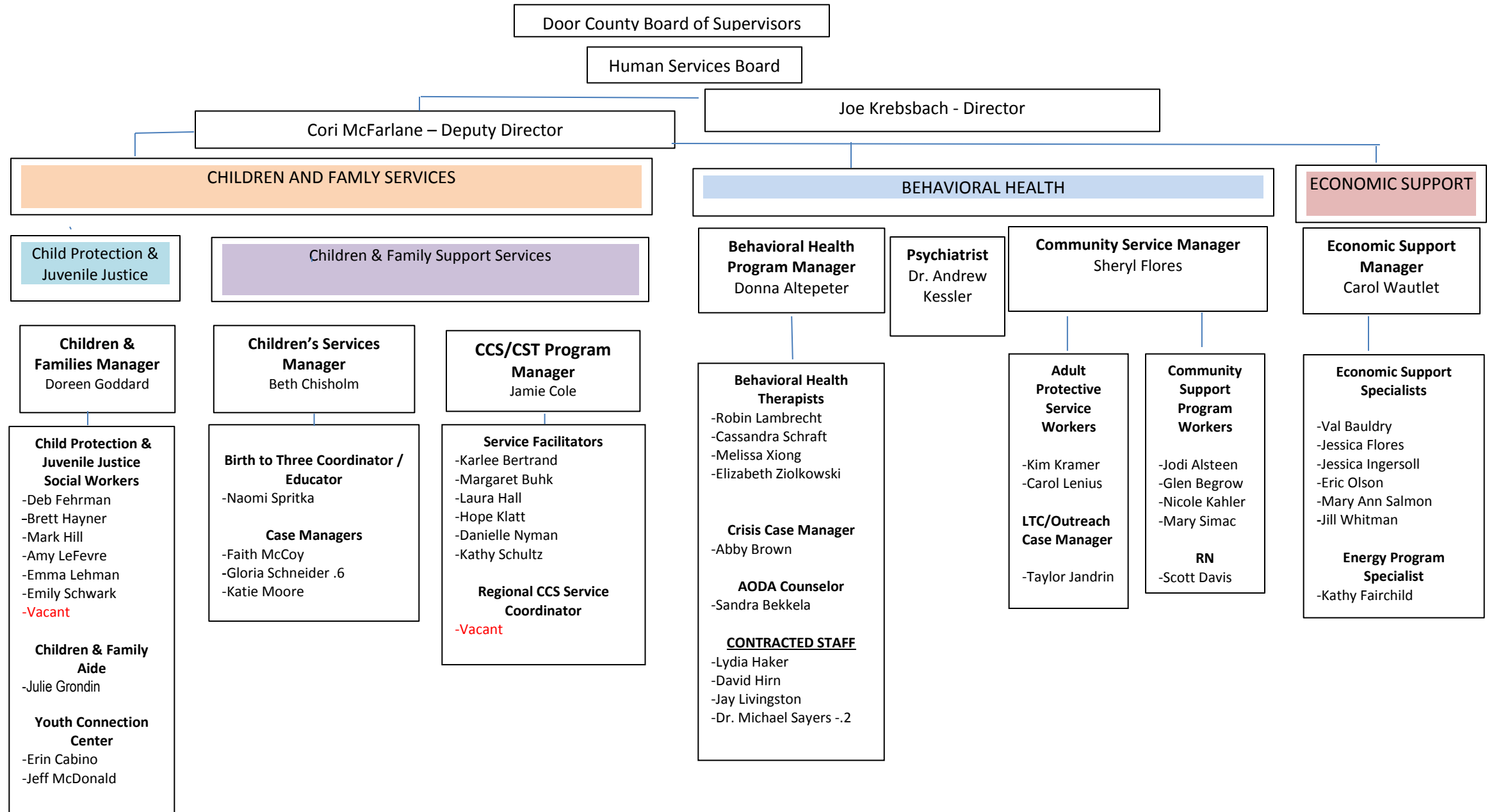
As of March 9, 2019, Melissa Xiong will have successfully completed her introductory period as a Behavioral Health Therapist/dual in the Human Services Department. Melissa has completed all orientation and introductory training required of her position. She is meeting all expectations of the Behavioral Health therapist role and is performing assigned duties and responsibilities at a satisfactory level.

Melissa has taken on the crisis role on our team and is serving on the regular on-call schedule. Along with carrying a caseload of individual clients, Melissa is serving at our Youth Connection Center, leading an AODA group there as well as planning to lead a relapse prevention group through our Behavioral Health Services at the end of March. Melissa is eager to serve the clients of Door County. She is a willing team member and has earned the respect of others on the team. I recommend that Melissa be moved to regular employment status.

Best,

Donna Altepeter, LCSW
Behavioral Health Manager
Door County Human Services

DOOR COUNTY DEPARTMENT OF HUMAN SERVICES – **STAFFING**
Organization Chart 03.12.19



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES – STAFFING (continued)
 Organization Chart 03.12.19

