

**Tuesday,
July 9, 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

AGENDA

PUBLIC HEARING

1. Call Public Hearing to Order at 9:00 a.m.
2. Introductions
3. Ground Rules for Public Hearing
4. Public Comments
5. Adjourn the Public Hearing

HUMAN SERVICES BOARD MEETING

1. Call Meeting to Order
2. Roll Call – Establishing Quorum
3. **Adopt** Agenda
4. **Approve** Minutes – June 11, 2019 Regular Board Meeting
5. Correspondence
6. Public Comment
7. Discussion of Public Participation Meeting
8. Program Reports
 - Written Collective Unit Report-June
9. Continuing / Pending Business
 - a. Health & Human Services Board Merger
 - b. Health & Human Services Merger Update
 - c. Staff Recruitment Updates
 - d. One-time Funding – Wisconsin Department of Health Services (DHS)
 - e. Vouchers
10. New Business
 - a. Wisconsin County Human Services Association – One day training in the fall.
 - b. Retirement Letter Margaret Buhk
 - c. Request to Refill Comprehensive Community Services Case Facilitator
 - d. Introductory Period Completion- Robin Lambrecht
11. Topics to Be Referred to the Legislative Committee
12. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
13. Set Next Meeting Date – Tuesday, August 13, 2019 9:00am at the Government Center – Chambers Room
14. Meeting Per Diem Code
15. **Adjourn** Meeting

Deviation from the order shown may occur.

DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Tuesday, June 11, 2019

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

PUBLIC HEARING

1. Call Public Hearing to Order at 4:00 p.m.

Chair Helen Bacon called the June 11, 2019 meeting of the Door County Human Services Board to order at 4:00pm in the Activity Room of the Aging and Disability Resource Center (ADRC), 916 North 14th Ave. Sturgeon Bay, Wisconsin

2. Introductions

None required

3. Ground Rules for Public Hearing

4. Public Comments

No public comment offered

5. Adjourn the Public Hearing

Chair Helen Bacon adjourned the Public Hearing at 4:02p.m.

HUMAN SERVICES BOARD MEETING

1. Call to Order-

Chair Helen Bacon called the June 11, 2019 meeting of the Door County Human Services Board to order at 4:03pm in the Activity Room of the Aging and Disability Resource Center (ADRC), 916 North 14th Ave. Sturgeon Bay, Wisconsin

2. Roll Call / Establishing a Quorum-

Present: Helen Bacon, Bob Bultman, Megan Lundahl, Joe Miller, Nissa Norton, Robert Rau (arrived 4:40pm)

Excused: Wayne Kudick, Tom Leist, Laura Vlies Wotachek

Staff Present: Julie Behnke, Business Manager; Kelly Hendee-Human Resource Director; Joseph Krebsbach-Director; Cori McFarlane-Deputy Director; Ken Pabich-County Administrator; and Shannon Lauder-Recording Secretary.

Others Present: Pam Busch-Mobility Manager Door-Tran; Sue Kohout- County Board member

Board members present established a quorum.

3. Adopt Agenda-

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

4. Approve Minutes-

Motion by B. Bultman, second by M. Lundahl to approve the May 7, 2019 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. Discussion of Public Participation-

None

8. Program Reports-

a. Written Collective Unit Report – May

No questions asked or comments provided.

9. Continuing / Pending Business-

a. Transportation Service Update

County Board passed vote to remove management of transportation from Human Services Board. This item will be removed from future agendas.

b. Health & Human Services Board Merger

J. Krebsbach stated there is a joint meeting of the Human Services Board and the Board of Health planned for September 2019. Recommendations will be presented at that time. Statutes need to be reviewed to ensure all are met with merger.

c. Health & Human Services Merger Update

J. Krebsbach stated that the merger continues to go well. He stated that the minutes from the last Merger Work Group Committee indicated that Public Health staff were feeling comfortable and this was one of the primary goals. J. Krebsbach stated that a sub-committee of the merger workgroup has been formed and will be meeting to discuss the transition of all accounts payable out of Public Health to the Business Office. The goal for this transition is the end of July.

d. Staff Recruitment Updates

Emily May has started in Economic Support. She comes to Door County fully trained as she has worked in this role in Marinette County for the past five years.

Katie Lasee, CCS Regional Coordinator has begun in her new role.

Dr. Rao, Psychiatrist is providing eight hours a week of Telehealth services. This will increase to 16 hours/week beginning August 1, 2019.

Shannon Lauder has accepted the Administrative Assistant III position and will begin transitioning to her new role as we work to refill the Front Desk position. Interviews are tentatively planned for June 27, 2019.

C. McFarlane stated we also have an accepted offer for the position in Child Protective Services. Paige Osmunson will be starting June 24, 2019.

e. Vouchers-

No discussion

10. New Business-

a. Winnebago Resolution

Copy of resolution had been handed out at the May Board Meeting-not included in this month's packet. J. Krebsbach reread the Resolution passed by Winnebago County. Discussion ensued regarding the general language of the Resolution. All members present agree with the language of the Resolution although it does not appear to be actionable and the specific impact for Door County is unclear at this time. No further action will be taken on this matter.

b. Wayne Kudick – Board Member Resignation

Reviewed and accepted. Discussion regarding if this position should be refilled now or wait until the potential merger with Board of Health moves forward. After discussion it was decided to wait the combined meeting in September until more is known about the Board of Health and Human Services merger, and the requirements of those board members. If recruitment is needed at that point, it may be of benefit to find a replacement that meets both requirements.

Retirement Letter – Gloria Schneider

Reviewed and accepted

c. Request to Refill Children & Families Case Manager Position

J. Krebsbach noted that the correct Job Title for this position should be Case Manager-Long Term Support. A copy of the Job Description was distributed for board members to review as this had not been included in the packet. J. Krebsbach reviewed the memo requesting an increase in the Full-Time Equivalent (FTE) for this position. Currently, the FTE is at 0.6. The refill request is for a 1.0 FTE. J. Krebsbach stated that a previous request for a new 1.0 FTE had been denied in the 2019 budget process. J. Krebsbach stated that this 0.4 FTE increase would eliminate the need to request a 1.0 FTE in the 2020 budget. J. Krebsbach also stated that he believes that this increase can be supported fiscally by generating additional revenue without impact to the tax levy. A motion to approve a 1.0 FTE for the Case Manager Long Term Support position was made by N. Norton and seconded by B. Bultman. J. Krebsbach requested that if there should be internal interest in this position, he would also request approval to fill any subsequent vacancies. An amended motion was made to include permission to refill any subsequent vacancies. Amended motion made by N. Norton. Second by B. Bultman. Motion carried by unanimous voice vote.

d. Community Mental Health Services & Substance Abuse Block Grant Supplemental Awards

Additional funds have been received. The Mental Health Block Grant has received approx. \$3000.00 for 2019 and \$7000.00 for 2020. The Substance Abuse Block grant has received approx. \$20,000 for both 2019 and 2020. Cori McFarlane to oversee requests for these funds.

e. Status of State Budget & Potential Impact to Department Operations

Discussion regarding specific items in the state budget that may impact county services. Items discussed included Child Welfare, Medicaid Expansion, Levy Limits, Transportation and potential Medicaid funding for crisis. The goal at this

stage in budget discussions is to identify areas that the legislative Committee may want to act on. It was recommended that the previous Resolution regarding Child Welfare be forwarded to State officials.

f. Residential Reserve Fund

J. Krebsbach stated that the greatest challenge for the Human Services Budget are the unexpected high cost of inpatient and protective placements, most specifically in three areas.

1. Psychiatric inpatient stays
2. Juvenile placements
3. Court-ordered Protective placements

These costs are difficult to predict, and this year has there has been a higher than anticipated number of these types of placements. The idea to create a "Reserve Fund" to be used for these instances has been presented. Having a reserve fund in place would prevent the need to budget too high. This Reserve account would be used for the instances listed above and be separate from the Counties General Reserve Account. This fund creates a plan to fill a need avoiding unexpected spikes and help to manage the tax levy. M. Lundahl presented a motion to create a Reserve Fund with a minimum of \$500,000 and maximum of \$1,000,000 funded initially by the General Fund to cover Psychiatric Inpatient Stays, Juvenile/Placements and Court-Ordered Protective Placements. Seconded by N. Norton. Motion carried by unanimous voice vote.

g. One-time Funding – Wisconsin Department of Health Services (DHS)

Jake Erickson, Manager ADRC, wrote a grant for one-time funding from Wisconsin Department of Human Services. Grant request was written to be used to create a resource room and provide computers for public use. Grant amount requested was \$16,339.00. The full one-time funding amount was approved by DHS. J. Krebsbach states that while the money is now available to use for computers, there are additional costs that will be incurred for maintenance and management of these computers that will not be covered by the grant. Technology Services is unable to manage the maintenance of these public computers. This creates a situation similar to the County Libraries who hires a technician for their computers. Options are being explored for ways provide the maintenance needed. This item will be revisited at the July Human Services Board after additional information has been gathered. R. Rau commented on the quality of the well written grant request.

h. Drug Court Steering Committee

J. Krebsbach reports that 6-8 people attended a training regarding Drug Court processes. One of the things that they learned at the training is that in order to be eligible to apply in 2020 a specific steering committee needs to be formed. There is a meeting scheduled that will include Judge Weber, the District Attorney, County Administrator, Sheriff and J. Krebsbach. Volunteers will be needed to serve on this committee. N. Norton volunteered to participate.

i. Intern Request- Behavioral Health – Community Support Program – Children and Families

No action required. Agency brings in interns as a way to provide valuable experience for students and helps agency as well.

j. Introductory Period Completion-Karlee Bertrand - Lorraine Fahrenkrug - Susan Powers

Karlee Bertrand, Lorraine Fahrenkrug and Susan Powers have successfully completed their employment introductory periods.

11. Topics to be referred to the Legislative Committee

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

One-time Funding – Wisconsin Department of Health Services (DHS)

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

13. Next Meeting Date-

The next meeting will be Tuesday, July 9, 2019 at 9:00 a.m. immediately following the Budget Public Participation Meeting, in the Chambers Room of the Government Center, 421 Nebraska Street, Sturgeon Bay.

14. Meeting Per Diem Code-

447

15. Adjourn the Meeting:

Motion by R. Rau, second by B. Bultman to adjourn the meeting. Motion carried by unanimous voice vote. The meeting adjourned at 5:39pm

Respectfully submitted,
Shannon Lauder, Recording Secretary

Human Services Board Written Agency Updates – June 2019

I. Program Changes and Highlights

- A.** Our **Birth to Three** Service Coordinator/Early Childhood Educator attended a training in June that focused on how to report the outcomes of each child participating in the Birth to Three program. The outcomes data that local programs collect are converted to the national data reported by the U.S. Department of Education's Office of Special Education Programs (OSEP). It is very important that we accurately reflect each child's development at entry into programming and at exit in order to represent progress made and determine if program development or changes need to occur statewide. Our Service Coordinator also attended a statewide meeting that was largely focused on the upcoming Birth to Three audit that will be conducted onsite in conjunction with our Children's Long-Term Support audit in October 2019. This is the first year that an independent auditor, Metastar, will also be looking at our Birth to Three files. We have been told that each county will have up to 8 files reviewed.
- B.** The **Children's Long-Term Support** team has enrolled 3 more children since last month's report. In addition, as of June 17, they have achieved zero children on the waitlist as the state mandated to happen by June 30, 2019. From this point forward, they will need to enroll every new child found eligible for programming. The team is nearing the finish line on converting all of the children's Individual Service Plans (ISP's) to the new statewide, standardized rate schedule and completing the necessary paperwork to authorize the services outlined on the plans. This has been a huge undertaking for the Manager, Support & Service Coordinators, and Business Office (fiscal and tech support) to make the many facets of this change work together seamlessly. From programming changes within our TCM reporting system, to listening in together on statewide teleconferences, to making changes to internal processes, the partnership between our divisions has been outstanding and was definitely the silver lining to what has often been an arduous process in the first six months of 2019. We are sad to bid farewell to Gloria Schneider who is retiring in July 16. Recruitment for a new full-time Support & Service Coordinator is underway. In the interim, we will be dividing the caseload created by the vacancy among the four of us remaining on the team.
- C.** In our **Behavioral Health** clinic, services provided by our new telehealth psychiatrist, Dr. Sheila Rao continue to roll out smoothly as her schedule fills out. Our drug and alcohol therapists continue to serve our county court diversion programs, Pathway and Bridgeway, for clients involved with potential low-level drug charges. These programs, led by case manager Kelsey Christensen, help direct county residents into education and treatment of drug use. Group services continue over the summer for our adjudicated youth at the Youth

Connection Center, as does our mental health in the schools initiative. We are glad to be part of the support services for our county youth. Finally, patient satisfaction surveys will be made available July 1 for behavioral health and crisis services.

- D.** From our **Economic Support** division, the regular heating benefit season for Energy Assistance has ended. The agency received 953 applications to date. The Public Benefit crisis funds for electricity needs is depleted. Limited crisis funds remain for LIHEAP (crisis heat benefits) that can be used for matching agreements on bulk fuel (propane) or other heating needs. The fiscal benefit year ends September 30th.
- E. Community Support Programs (CSP)** are for adults living with a serious and persistent mental illness. CSPs provide coordinated professional care and treatment in the community that includes a broad range of services to meet an individual's unique personal needs, reduce symptoms, and promote recovery. CSPs are designed to be capable of providing services that can be tailored to the individual's needs at any given time, ranging from minimal to intensive, or a level that might otherwise require care in a hospital setting.

The CSP program has enrolled three new consumers since April of this year, bringing the census to 52. The three CSP case managers currently have equal caseload size. The program also provides weekly psychoeducational groups. Mary Simac leads the Problem Solving Group on Fridays at 1:00; Glen Begrow leads the Art Group at JAK's Place on Tuesdays at 2:30 in addition to Harm Reduction for Co-Occurring clients on Monday afternoons at 1:00; and Jodi Alsteen runs Men's Group on Thursdays at 11:00.

The next large community outing will be the annual CSP picnic scheduled on Aug. 13th at JAK's Place.

- F.** The **Comprehensive Community Services (CCS)** and **Coordinated Services Teams (CST)** Program Manager is thankful for the appointment of community member, Evonne Lacrosse, to the Coordinating Committee. Evonne is passionate about helping others overcome adversity and meet goals related to bettering personal wellness. Her voice on the committee is valuable with respect to advocacy, improving service delivery, and strengthening community partnerships. At the next meeting on August 29, per the suggestion of CCS service provider/committee member Kathy Birmingham, the CCS Program Manager will provide an overview of the programs and define membership responsibilities, and the committee will discuss future direction of their efforts. Taking multiple perspectives into consideration while pursuing a common course of action will serve to mitigate our consumers' needs.
- G.** The **Child Protection & Youth Justice** team is happy to announce they are fully staffed! Paige Osmunson joined the team on June 24, filling the role of child protection access and initial assessments. Paige completed her social work degree through UWGB social work program and is a recent graduate. January through June 2019, there were 212 child protection reports (20% screened in for investigation) received and 45 child welfare reports (73% screened in for follow up) received. Of the screened in child protection reports, 59% of the allegations were for neglect and 24% were for physical abuse. There were 50 juvenile referrals received on 32 youth. 64% of the juveniles had more than one delinquency referral. The state awarded us a Community Intervention Program grant for

youth services. In the past, this has typically been an ongoing, “automatic” grant award. However, the criteria for the application process became much more competitive this year. The funds received through this grant are used to support programming for juvenile services, more specifically for the Youth Connection Center.

- H.** Check it out! The **ADRC**’s new website (<http://www.adrcdoorcounty.org>) is now live as of June 10! Don’t forget to take a look at the Door County Home delivered Meals promotional video embedded on the Nutrition Page of the website. None of this would have been possible without the outstanding help from Martha Beller, Mike Jarman and the rest of the Tweak Marketing Team. The ADRC has several new evidence-based programs starting, as well as fun social activities. See highlights in Noteworthy Events below, and a full listing in the ADRC newsletter.

II. Noteworthy Events

- A.** The ADRC is starting a new evidence-based strength training class in July. Strong Women is an 8-week class that meets every Tuesday & Thursday from 8:30-9:30am. The cost is \$10.00 per participant. Strong Women is proven to reduce the risk for chronic diseases such as diabetes, high blood pressure, heart disease while increasing a participant’s strength, muscle mass, bone density and ability to do activities of daily living. To register please contact the UW-Extension office at (920)746-2260.
- B.** Please join us at the ADRC for the next installment of our monthly caregiver educational series. On Tuesday, July 23rd at 1pm Sonja Kuehl from Unity Hospice will give a presentation on “Compassionate Touch”. Compassionate touch is a holistic approach using intentional skilled touch massage to reduce pain, anxiety and depression. The demonstration will include instruction and guidance for caregivers on how to utilize the technique when taking care of their loved one at home. If you are someone you know is interested please call the front desk at (920)746-2372 to sign up.
- C.** Tickets are going fast! Join the ADRC for a fun afternoon at Miller Park on Thursday, September 19th when the Brew Crew takes on the San Diego Padres. The bus trip includes transportation to and from the ballpark, food and refreshments and of course field level seats on the third base line. Tickets costs \$65.00 per participant. Please call the ADRC front desk to sign up for a really fun time. Last year we had a full bus.
- D.** Registration is open for the Trauma Informed Care Conference, August 14 at Stone Harbor. Go to <https://hopebeyondthehurt.wixsite.com/conference> for more information or to register.

III. High-Cost Placements & Other Fiscal Updates

- A.** Our trend of high numbers of admissions to inpatient psychiatric care and residential care continues, with 9 admissions to inpatient psychiatric hospitals and 4 admissions to AODA residential treatment in June.
- B.** A juvenile was placed at Northwest Passages for residential care at the end of June. Daily costs range from \$348-\$510 depending on the level of service needed.

IV. Training & Staff Development

- A.** A number of our staff attended Drug Impairment Training sponsored by the AOD Coalition on June 19-20. The purpose of this training was to help educators, social workers, case managers and others better identify chemically impaired individuals and types of drugs. Those who attended report that they learned a great deal about the effects of various drugs on people and how to recognize drug impairment signs and symptoms
- B.** Two therapists as well as the Behavioral Health manager will begin the Trauma Focused Cognitive Behavioral Therapy (TF-CBT) in July. This will allow Door County Behavioral Health Services to provide more trauma focused therapy to children seeking services through our clinic.
- C.** One Economic Support Specialist attended a Child Care Refresher training on June 25th & 26th in Fond du Lac.

V. Sharing our Successes

- A.** Our Disability Benefit Specialist (DBS), Lorraine Fahrenkrug, shares this success story: A consumer was told by the Social Security Administration that he had an overpayment in his Social Security Disability payment of over \$29,000. His parents, who serve as his designated representative, disputed this. They met with Social Security in January and turned in all necessary paperwork in hopes of a resolution. The agent told them it would be resolved. Both the parents and the DBS made several calls over the next few months to the local SSA agent that was handling the case but received no response. The consumer started receiving bills for his Medicare premium since it was no longer being taken from his SSDI payment. The family had to pay this out of pocket. The consumer then started receiving collection letters from SSA, but still no response as to the status of the review. The DBS assisted the family in working with Congressman Mike Gallagher's office to do a Congressional Inquiry into the matter. Through this process, the issue was finally resolved. Last week the DBS was notified that the consumer no longer has an overpayment.
- B.** Child Protective Services Social Worker Emily Schwark was awarded the Shining Star for excellence in customer service. As her colleague noted when making the presentation, "When we have to work with Emily on issue with the families we serve, it's never an easy issue," but Emily is always trauma-informed in her approach. Her calm, caring demeanor puts everyone at ease. She helps families understand the complex system of child protection, and helps parents to know that her ultimate goal is to help them become better parents so that their children can remain safely in their care, and their family can thrive.

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: _____

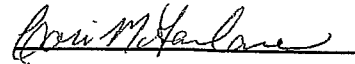
VENDOR ADDRESS: MONTHLY FOSTER/KINSHIP CARE PAYROLL

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:

alaluzerne 06.06.2019

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
240	47				2019 Foster/Kinship Care for May 2019 - 1st Batch		\$ 25,140.54	06.06.19	2019-307

VOUCHER TOTAL

\$ 25,140.54

VOUCHER TOTAL

10
Accounts Payable Invoice Report

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

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 - 14605	WISACWIS- PID:0008038182_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			2,194.80
				Vendor 17929 - ADVOCATES FOR HEALTHY Totals			Invoices	1	\$2,194.80
Vendor 21572 - [REDACTED]									
Import - 14611	WISACWIS- PID:0008087814_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			267.62
				Vendor 21572 - [REDACTED] Totals			Invoices	1	\$267.62
Vendor 19161 - [REDACTED]									
Import - 14608	WISACWIS- PID:0008044459_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			732.00
				Vendor 19161 - [REDACTED] Totals			Invoices	1	\$732.00
Vendor 9479 - [REDACTED]									
Import - 14619	WISACWIS- PID:0008000379_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			804.00
				Vendor 9479 - [REDACTED] Totals			Invoices	1	\$804.00
Vendor 10091 - [REDACTED]									
Import - 14599	WISACWIS- PID:0008085630_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			485.55
				Vendor 10091 - [REDACTED] Totals			Invoices	1	\$485.55
Vendor 9850 - [REDACTED]									
Import - 14620	WISACWIS- PID:0008085718_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			488.00
				Vendor 9850 - [REDACTED] Totals			Invoices	1	\$488.00
Vendor 6968 - [REDACTED]									
Import - 14617	WISACWIS- PID:0008079799_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			404.00
				Vendor 6968 - [REDACTED] Totals			Invoices	1	\$404.00
Vendor 21744 - [REDACTED]									
Import - 14612	WISACWIS- PID:0008063868_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			528.67

Accounts Payable Invoice Report

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

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 10380 - [REDACTED]									
Import - 14603	WISACWIS- PID:0008058542_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			488.00
			Vendor 10380 - [REDACTED] Totals				Invoices	1	\$488.00
Vendor 22478 - [REDACTED]									
Import - 14615	WISACWIS- PID:0008080114_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			524.00
			Vendor 22478 - [REDACTED] Totals				Invoices	1	\$524.00
Vendor 10168 - [REDACTED]									
Import - 14600	WISACWIS- PID:0008086414_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			488.00
			Vendor 10168 - [REDACTED] Totals				Invoices	1	\$488.00
Vendor 21012 - [REDACTED]									
Import - 14610	WISACWIS- PID:0008042054_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			1,218.00
			Vendor 21012 - [REDACTED] Totals				Invoices	1	\$1,218.00
Vendor 18001 - [REDACTED]									
Import - 14607	WISACWIS- PID:0008087277_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			488.00
			Vendor 18001 - [REDACTED] Totals				Invoices	1	\$488.00
Vendor 17937 - [REDACTED]									
Import - 14606	WISACWIS- PID:0008040115_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			244.00
			Vendor 17937 - [REDACTED] Totals				Invoices	1	\$244.00
Vendor 20836 - [REDACTED]									
Import - 14609	WISACWIS- PID:0008057128_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			244.00
			Vendor 20836 - [REDACTED] Totals				Invoices	1	\$244.00
Vendor 6476 - OCONOMOWOC DEV TRAINING CENTER									

Accounts Payable Invoice Report

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

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 - 14616	WISACWIS- PID:0008019479_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			12,502.30
	Vendor 6476 - OCONOMOWOC DEV TRAINING CENTER	Totals				Invoices	1		\$12,502.30
Vendor 8116 - [REDACTED]									
Import - 14618	WISACWIS- PID:0008017407_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			488.00
	Vendor 8116 - [REDACTED]	Totals				Invoices	1		\$488.00
Vendor 22153 - [REDACTED]									
Import - 14613	WISACWIS- PID:0008067949_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			488.00
	Vendor 22153 - [REDACTED]	Totals				Invoices	1		\$488.00
Vendor 10339 - [REDACTED]									
Import - 14602	WISACWIS- PID:0008087053_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			244.00
	Vendor 10339 - [REDACTED]	Totals				Invoices	1		\$244.00
Vendor 10312 - [REDACTED]									
Import - 14601	WISACWIS- PID:0008086324_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			698.00
	Vendor 10312 - [REDACTED]	Totals				Invoices	1		\$698.00
Vendor 22316 - [REDACTED]									
Import - 14614	WISACWIS- PID:0008079501_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			244.00
	Vendor 22316 - [REDACTED]	Totals				Invoices	1		\$244.00
Vendor 16527 - [REDACTED]									
Import - 14604	WISACWIS- PID:0008028553_Voucher:01926 _IM_06/05/2019	Edit		06/05/2019	06/06/2019	06/06/2019			877.60
	Vendor 16527 - [REDACTED]	Totals				Invoices	1		\$877.60
	Grand Totals					Invoices	22		\$25,140.54

VOUCHER

STATE OF WISCONSIN

2019

Door County

VENDOR # _____

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

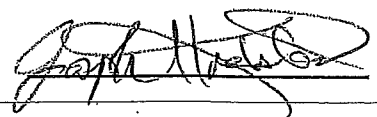
VENDOR NAME: Door County Dept of Human Services

VENDOR ADDRESS: _____

VENDOR ADDRESS: MONTHLY FOSTER/KINSHIP CARE PAYROLL

VENDOR ADDRESS: 421 Nebraska Street

Submitted By:
alaluzerne 06.11.2019

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	
240	47				2019 Foster/Kinship Care for May 2019 - 2nd Batch		\$ 6,789.00	06.11.19	2019-312	
VOUCHER TOTAL							\$ 6,789.00	VOUCHER TOTAL		

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Accounts Payable Invoice Report

G/L Date Range 06/11/19 - 06/11/19

Report By Vendor - Invoice

Summary Listing

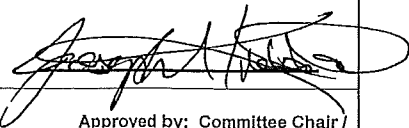
Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 10378 - POSITIVE ALTERNATIVES, INC									
Import - 14643	WISACWIS- PID:0008020654_Voucher:01927 _IM_06/10/2019	Edit		06/10/2019	06/11/2019	06/11/2019			6,789.00
		Vendor 10378 - POSITIVE ALTERNATIVES, INC Totals				Invoices	1		\$6,789.00
		Grand Totals				Invoices	1		\$6,789.00

VOUCHER

STATE OF WISCONSIN

2019

Door County

Submitted By: alaluzerne 06.21.2019
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

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 2019-302 June 2019- 2nd Batch Processing		\$183,209.46		various - as attached	
VOUCHER TOTAL							\$ 183,209.46	VOUCHER TOTAL		

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Accounts Payable Invoice Report

G/L Date Range 06/21/19 - 06/21/19
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									
052019	May 10-12,2019 Respite	Edit		06/21/2019	06/21/2019	06/21/2019			260.00
	Vendor 17929 - ADVOCATES FOR HEALTHY Totals								Invoices 1 <u>\$260.00</u>
Vendor 13325 - ADVOCATES-INDEPENDENT LIVINGII									
022019	Feb 2,2019 403.01 Rec Activity	Edit		06/21/2019	06/21/2019	06/21/2019			8.00
	Vendor 13325 - ADVOCATES-INDEPENDENT LIVINGII Totals								Invoices 1 <u>\$8.00</u>
Vendor 21173 - [REDACTED]									
052019	May 2019 Emp Mileage Reim 146mi	Edit		06/21/2019	06/21/2019	06/21/2019			84.68
	Vendor 21173 - [REDACTED] Totals								Invoices 1 <u>\$84.68</u>
Vendor 9506 - AUTISM-PRODUCTS.COM									
062019	June 2019 Weighted Blanket	Edit		06/21/2019	06/21/2019	06/21/2019			149.00
	Vendor 9506 - AUTISM-PRODUCTS.COM Totals								Invoices 1 <u>\$149.00</u>
Vendor 20427 - BAETEN COUNSELING									
062019	May/June Clinical Supervision	Edit		06/21/2019	06/21/2019	06/21/2019			250.00
	Vendor 20427 - BAETEN COUNSELING Totals								Invoices 1 <u>\$250.00</u>
Vendor 21177 - BAY COUNSELING CLINIC, LLP									
052019	May 2019 CCS Services	Edit		06/21/2019	06/21/2019	06/21/2019			4,555.60
	Vendor 21177 - BAY COUNSELING CLINIC, LLP Totals								Invoices 1 <u>\$4,555.60</u>
Vendor 21036 - BAY HOMETOWN PHARMACY LLC									
052019	May 2019 Emergency Med Refill	Edit		06/21/2019	06/21/2019	06/21/2019			118.52
	Vendor 21036 - BAY HOMETOWN PHARMACY LLC Totals								Invoices 1 <u>\$118.52</u>
Vendor 2176 - BELLIN HEALTH									
052019	May 2019 CCS Services 6hrs	Edit		06/21/2019	06/21/2019	06/21/2019			612.00
	Vendor 2176 - BELLIN HEALTH Totals								Invoices 1 <u>\$612.00</u>
Vendor 2435 - [REDACTED]									
052019	May 2019 Emp Mileage Reim 65mi	Edit		06/21/2019	06/21/2019	06/21/2019			37.70
	Vendor 2435 - [REDACTED] Totals								Invoices 1 <u>\$37.70</u>
Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY									
052019	May 2019 CCS Services	Edit		06/21/2019	06/21/2019	06/21/2019			1,846.20
	Vendor 2571 - BOYS & GIRLS CLUB OF DOOR CNTY Totals								Invoices 1 <u>\$1,846.20</u>
Vendor 3640 - BROTOLOC HEALTH CARE SYSTEM IN									
052019	May 2019 CBRF/Room & Board	Edit		06/21/2019	06/21/2019	06/21/2019			11,647.56
	Vendor 3640 - BROTOLOC HEALTH CARE SYSTEM IN Totals								Invoices 1 <u>\$11,647.56</u>

Accounts Payable Invoice Report

G/L Date Range 06/21/19 - 06/21/19

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 16015 - BROWN CO COMUNITY TREATMNT CNT									
052019	May 10-14,2019 Inpatient Expenses	Edit		06/21/2019	06/21/2019	06/21/2019			1,003.50
Vendor 16015 - BROWN CO COMUNITY TREATMNT CNT Totals									Invoices 1 <u>\$1,003.50</u>
Vendor 9849 - C.A.R.I.N.G.									
052019	May 2019 Crisis On Call	Edit		06/21/2019	06/21/2019	06/21/2019			700.00
Vendor 9849 - C.A.R.I.N.G. Totals									Invoices 1 <u>\$700.00</u>
Vendor 9651 - [REDACTED]									
062019	June 2019 Emp Training Meal Reim	Edit		06/21/2019	06/21/2019	06/21/2019			52.97
Vendor 9651 - [REDACTED] Totals									Invoices 1 <u>\$52.97</u>
Vendor 5929 - CDW GOVERNMENT INC									
062019	June 2019 Dragon Software/CLTS iPad Order/HS Supplies	Edit		06/21/2019	06/21/2019	06/21/2019			1,788.55
Vendor 5929 - CDW GOVERNMENT INC Totals									Invoices 1 <u>\$1,788.55</u>
Vendor 4818 - CELLCOM WISCONSIN RSA 10									
062019	June 2019 HS Cell Phones	Edit		06/21/2019	06/21/2019	06/21/2019			1,159.01
Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals									Invoices 1 <u>\$1,159.01</u>
Vendor 15237 - CLINICAL DATA SOLUTIONS LLC									
022019	Feb 2019 Dr. First Fees (Dr.Kessler)	Edit		06/21/2019	06/21/2019	06/21/2019			750.00
Vendor 15237 - CLINICAL DATA SOLUTIONS LLC Totals									Invoices 1 <u>\$750.00</u>
Vendor 6361 - COUNSELING ASSOCIATES OF DOOR									
052019	May 2019 CCS Services	Edit		06/21/2019	06/21/2019	06/21/2019			10,291.80
Vendor 6361 - COUNSELING ASSOCIATES OF DOOR Totals									Invoices 1 <u>\$10,291.80</u>
Vendor 21234 - CURATIVE CONNECTIONS, INC									
052019	May 2019 CCS/CST Services	Edit		06/21/2019	06/21/2019	06/21/2019			1,101.40
Vendor 21234 - CURATIVE CONNECTIONS, INC Totals									Invoices 1 <u>\$1,101.40</u>
Vendor 5245 - DC PRINTING LLC									
052019-2	May 2019 Elder Abuse Brochures	Edit		06/21/2019	06/21/2019	06/21/2019			235.00
Vendor 5245 - DC PRINTING LLC Totals									Invoices 1 <u>\$235.00</u>
Vendor 3006 - [REDACTED]									
062019	June 2019 GoAnimate Subscription	Edit		06/21/2019	06/21/2019	06/21/2019			49.00
Vendor 3006 - [REDACTED] Totals									Invoices 1 <u>\$49.00</u>
Vendor 8770 - DOOR COUNTY MEMORIAL HOSPITAL									

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Accounts Payable Invoice Report

G/L Date Range 06/21/19 - 06/21/19

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	
052019	May 2019 B-3 PT/OT	Edit		06/21/2019	06/21/2019	06/21/2019			4,927.54	
							Vendor 8770 - DOOR COUNTY MEMORIAL HOSPITAL Totals	Invoices	1	\$4,927.54
Vendor 1836 - DOOR COUNTY YMCA										
122018-3	2018 Swim Lessons/2019-2020 Membership Fees	Edit		06/21/2019	06/21/2019	06/21/2019			743.00	
							Vendor 1836 - DOOR COUNTY YMCA Totals	Invoices	1	\$743.00
Vendor 21410 - DYNAMIC FAMILY SOLUTIONS										
052019	Dec 2019 CCS Refund/May 2019 CCS Services	Edit		06/21/2019	06/21/2019	06/21/2019			836.40	
							Vendor 21410 - DYNAMIC FAMILY SOLUTIONS Totals	Invoices	1	\$836.40
Vendor 9674 - ECONO FOODS										
042019-3	Apr 2019 Lunch for Art of De-Escalation Training	Edit		06/21/2019	06/21/2019	06/21/2019			92.96	
							Vendor 9674 - ECONO FOODS Totals	Invoices	1	\$92.96
Vendor 10124 - ELDER INNOVATIONS, LLC										
072019	July 2019 CBRF 31 days	Edit		06/21/2019	06/21/2019	06/21/2019			2,613.61	
							Vendor 10124 - ELDER INNOVATIONS, LLC Totals	Invoices	1	\$2,613.61
Vendor 8952 - ██████████										
052019	May 2019 Emp Mileage/Parking/Client Meal Reim	Edit		06/21/2019	06/21/2019	06/21/2019			283.69	
							Vendor 8952 - ██████████ Totals	Invoices	1	\$283.69
Vendor 10638 - ██████████										
052019	May 2019 Emp Mileage Reim 160mi	Edit		06/21/2019	06/21/2019	06/21/2019			92.80	
							Vendor 10638 - ██████████ Totals	Invoices	1	\$92.80
Vendor 3841 - FAMILY SERVICES										
052019	May 2019 Crisis Center/Healthy Families/SELF/CCS/CST Services	Edit		06/21/2019	06/21/2019	06/21/2019			20,658.60	
							Vendor 3841 - FAMILY SERVICES Totals	Invoices	1	\$20,658.60
Vendor 2313 - GENERATIONS COMMUNITY SERVICES										
052019	May 2019 CCS/CST Services	Edit		06/21/2019	06/21/2019	06/21/2019			9,960.80	
							Vendor 2313 - GENERATIONS COMMUNITY SERVICES Totals	Invoices	1	\$9,960.80
Vendor 15665 - GLACIER CANYON LODGE, LLC										
112019	Nov 2019 Lodging for CCF Conference	Edit		06/21/2019	06/21/2019	06/21/2019			164.00	
							Vendor 15665 - GLACIER CANYON LODGE, LLC Totals	Invoices	1	\$164.00

Accounts Payable Invoice Report

G/L Date Range 06/21/19 - 06/21/19

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 9948 - HAKER COUNSELING LLC									
062019	June 4-20 2019 AODA Services & ART Group/May 2019 CCS Services	Edit		06/21/2019	06/21/2019	06/21/2019			3,870.97
Vendor 9948 - HAKER COUNSELING LLC Totals									Invoices 1 \$3,870.97
Vendor 13825 - HOLIDAY INN									
062019	June 2019 Lodging for School Mental Health Summit	Edit		06/21/2019	06/21/2019	06/21/2019			82.00
Vendor 13825 - HOLIDAY INN Totals									Invoices 1 \$82.00
Vendor 9919 - HOLIDAY INN WAUSAU \ MOSINEE									
062019	June 2019 Conference Lodging	Edit		06/21/2019	06/21/2019	06/21/2019			164.00
Vendor 9919 - HOLIDAY INN WAUSAU \ MOSINEE Totals									Invoices 1 \$164.00
Vendor 8553 - [REDACTED]									
052019	May 2019 B-3 Interpretor Services	Edit		06/21/2019	06/21/2019	06/21/2019			140.00
Vendor 8553 - [REDACTED] Totals									Invoices 1 \$140.00
Vendor 5078 - INNOVATIVE SERVICES, INC.									
052019	May 2019 CCS Services	Edit		06/21/2019	06/21/2019	06/21/2019			6,283.20
Vendor 5078 - INNOVATIVE SERVICES, INC. Totals									Invoices 1 \$6,283.20
Vendor 13103 - IPAT INC									
062019	June 2019 Psych Evals (3)	Edit		06/21/2019	06/21/2019	06/21/2019			123.50
Vendor 13103 - IPAT INC Totals									Invoices 1 \$123.50
Vendor 17397 - [REDACTED]									
052019	May 2019 Reim for Client Meal	Edit		06/21/2019	06/21/2019	06/21/2019			7.98
Vendor 17397 - [REDACTED] Totals									Invoices 1 \$7.98
Vendor 21360 - JUSTICEPOINT, INC									
052019	May 2019 Electronic Monitoring	Edit		06/21/2019	06/21/2019	06/21/2019			292.05
Vendor 21360 - JUSTICEPOINT, INC Totals									Invoices 1 \$292.05
Vendor 14317 - KALAHARI RESORT & CONVENTION C									
062019	June 2019 Lodging for 2019 Prevention Training	Edit		06/21/2019	06/21/2019	06/21/2019			211.00
Vendor 14317 - KALAHARI RESORT & CONVENTION C Totals									Invoices 1 \$211.00
Vendor 17101 - [REDACTED]									
052019	May 16,2019 403.01 Recreational Activity	Edit		06/21/2019	06/21/2019	06/21/2019			30.00
Vendor 17101 - [REDACTED] Totals									Invoices 1 \$30.00
Vendor 22015 - [REDACTED]									

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Accounts Payable Invoice Report

G/L Date Range 06/21/19 - 06/21/19

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
052019	May 2019 Emp Mileage Reim 107mi	Edit		06/21/2019	06/21/2019	06/21/2019			62.06
Vendor 22015 - [REDACTED] Totals									Invoices 1
									\$62.06
Vendor 10341 - [REDACTED]									
052019	May 2019 Emp Mileage Reim 41mi	Edit		06/21/2019	06/21/2019	06/21/2019			23.78
Vendor 10341 - [REDACTED] Totals									Invoices 1
									\$23.78
Vendor 157 - KEWAUNEE CO DEPT OF HUMAN SRVC									
052019	May 2019 Psychiatrist Services 90hrs	Edit		06/21/2019	06/21/2019	06/21/2019			13,500.00
Vendor 157 - KEWAUNEE CO DEPT OF HUMAN SRVC Totals									Invoices 1
									\$13,500.00
Vendor 12614 - [REDACTED]									
052019	May 2019 Emp Mileage Reim 56mi	Edit		06/21/2019	06/21/2019	06/21/2019			32.48
Vendor 12614 - [REDACTED] Totals									Invoices 1
									\$32.48
Vendor 9297 - KIMBERLEY KLEIN									
052019	May 2019 CCS Services	Edit		06/21/2019	06/21/2019	06/21/2019			1,397.40
Vendor 9297 - KIMBERLEY KLEIN Totals									Invoices 1
									\$1,397.40
Vendor 17200 - LAKESHORE CAP, INC.									
052019	May 2019 CSP Tech/Peer Specialist	Edit		06/21/2019	06/21/2019	06/21/2019			676.45
Vendor 17200 - LAKESHORE CAP, INC. Totals									Invoices 1
									\$676.45
Vendor 14606 - LANGUAGE LINE SERVICES									
052019	May 2019 HS Interpreting Services 155min	Edit		06/21/2019	06/21/2019	06/21/2019			112.40
Vendor 14606 - LANGUAGE LINE SERVICES Totals									Invoices 1
									\$112.40
Vendor 20787 - LIMITLESS POSSIBILITIES LLC									
052019	May 2019 AFH Care 31 Days	Edit		06/21/2019	06/21/2019	06/21/2019			12,090.00
Vendor 20787 - LIMITLESS POSSIBILITIES LLC Totals									Invoices 1
									\$12,090.00
Vendor 10407 - LOCUMTENENS.COM LLC									
052019	May 2019 Telehealth Services/June 2019 Deposit for Dr.Rao	Edit		06/21/2019	06/21/2019	06/21/2019			20,890.48
Vendor 10407 - LOCUMTENENS.COM LLC Totals									Invoices 1
									\$20,890.48
Vendor 22843 - MARATHON COUNTY TREASURER									
052019	May 2019 Secure Detention	Edit		06/21/2019	06/21/2019	06/21/2019			1,200.00
Vendor 22843 - MARATHON COUNTY TREASURER Totals									Invoices 1
									\$1,200.00

Accounts Payable Invoice Report

G/L Date Range 06/21/19 - 06/21/19

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 22001 - MEDICAL COLLEGE OF WISCONSIN 052019	May 2019 Consultation w/ Dr. Wilson	Edit		06/21/2019	06/21/2019	06/21/2019			255.00
Vendor 22001 - MEDICAL COLLEGE OF WISCONSIN Totals									Invoices 1 <u>\$255.00</u>
Vendor 10631 - [REDACTED] 062019	June 2019 Reimbursement for Required Training	Edit		06/21/2019	06/21/2019	06/21/2019			200.00
Vendor 10631 - [REDACTED] Totals									Invoices 1 <u>\$200.00</u>
Vendor 22502 - [REDACTED] 062019	May/June 2019 Respite	Edit		06/21/2019	06/21/2019	06/21/2019			70.00
Vendor 22502 - [REDACTED] Totals									Invoices 1 <u>\$70.00</u>
Vendor 9986 - MOSAIC WEIGHTED BLANKETS LLC 062019	June 2019 Weighted Blankets	Edit		06/21/2019	06/21/2019	06/21/2019			319.92
Vendor 9986 - MOSAIC WEIGHTED BLANKETS LLC Totals									Invoices 1 <u>\$319.92</u>
Vendor 10643 - [REDACTED] 062019	June 2019 Laundry Assistance for Family	Edit		06/21/2019	06/21/2019	06/21/2019			20.00
Vendor 10643 - [REDACTED] Totals									Invoices 1 <u>\$20.00</u>
Vendor 18398 - [REDACTED] 052019	May 2019 Emp Mileage Reim 249mi	Edit		06/21/2019	06/21/2019	06/21/2019			144.42
Vendor 18398 - [REDACTED] Totals									Invoices 1 <u>\$144.42</u>
Vendor 8999 - NIGHTENGALE MOTEL 062019	June 7-14,2019 Motel Stay	Edit		06/21/2019	06/21/2019	06/21/2019			240.00
Vendor 8999 - NIGHTENGALE MOTEL Totals									Invoices 1 <u>\$240.00</u>
Vendor 10472 - NORTHLAND BUSINESS SYSTEMS 052019	May 2019 Dictation Foot Controls (2)	Edit		06/21/2019	06/21/2019	06/21/2019			192.94
Vendor 10472 - NORTHLAND BUSINESS SYSTEMS Totals									Invoices 1 <u>\$192.94</u>
Vendor 17788 - OPTIONS LAB, INC 052019	May 2019 Drug Screens	Edit		06/21/2019	06/21/2019	06/21/2019			496.00
Vendor 17788 - OPTIONS LAB, INC Totals									Invoices 1 <u>\$496.00</u>
Vendor 22666 - P.A.T.H. OF DOOR COUNTY 072019	July 2019 YCC Rent	Edit		06/21/2019	06/21/2019	06/21/2019			638.00
Vendor 22666 - P.A.T.H. OF DOOR COUNTY Totals									Invoices 1 <u>\$638.00</u>
Vendor 17442 - PHOENIX BEHAVIORAL HEALTH SVC									

Accounts Payable Invoice Report ²²

G/L Date Range 06/21/19 - 06/21/19

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
052019	May 2019 CCS Services	Edit		06/21/2019	06/21/2019	06/21/2019			6,446.40
Vendor 17442 - PHOENIX BEHAVIORAL HEALTH SVC Totals									\$6,446.40
Invoices									1
Vendor 12804 - PREVEA HEALTH									
052019	May 2019 Drug Screens	Edit		06/21/2019	06/21/2019	06/21/2019			262.35
Vendor 12804 - PREVEA HEALTH Totals									\$262.35
Invoices									1
Vendor 5008 - PROFESSIONAL GUARDIANSHIPS INC									
052019	May 2019 Guardianship Services	Edit		06/21/2019	06/21/2019	06/21/2019			247.00
Vendor 5008 - PROFESSIONAL GUARDIANSHIPS INC Totals									\$247.00
Invoices									1
Vendor 21993 - SANTA, INC									
052019	May 2019 CCS Services 22.1hrs	Edit		06/21/2019	06/21/2019	06/21/2019			2,254.20
Vendor 21993 - SANTA, INC Totals									\$2,254.20
Invoices									1
Vendor 29071 - SHEBOYGAN COUNTY TREASURER									
052019	May 2019 Juvenile Boarders	Edit		06/21/2019	06/21/2019	06/21/2019			330.00
Vendor 29071 - SHEBOYGAN COUNTY TREASURER Totals									\$330.00
Invoices									1
Vendor 3394 - SHERRY PESCH									
052019	May 2019 Bookkeeping Services 45hrs	Edit		06/21/2019	06/21/2019	06/21/2019			945.00
Vendor 3394 - SHERRY PESCH Totals									\$945.00
Invoices									1
Vendor 7694 - SPECIALIZED SERVICES LLC									
052019	May 2019 CSP Tech/CCS Services	Edit		06/21/2019	06/21/2019	06/21/2019			9,403.16
Vendor 7694 - SPECIALIZED SERVICES LLC Totals									\$9,403.16
Invoices									1
Vendor 15069 - STAPLES ADVANTAGE									
052019-3	May/June 2019 HS Office Supplies	Edit		06/21/2019	06/21/2019	06/21/2019			804.29
Vendor 15069 - STAPLES ADVANTAGE Totals									\$804.29
Invoices									1
Vendor 6480 - ██████████									
052019	May 2019 WAHLDAB Registration Fee (SP)	Edit		06/21/2019	06/21/2019	06/21/2019			15.00
Vendor 6480 - ██████████ Totals									\$15.00
Invoices									1
Vendor 9883 - T J WALKER MIDDLE SCHOOL									
062019	June 2019 Restitution Payment	Edit		06/21/2019	06/21/2019	06/21/2019			40.00
Vendor 9883 - T J WALKER MIDDLE SCHOOL Totals									\$40.00
Invoices									1
Vendor 17638 - TREMPEALEAU CNTY HEALTH CARE									
052019	May 2019 IMD Services/Ancillary Charges	Edit		06/21/2019	06/21/2019	06/21/2019			10,347.14
Vendor 17638 - TREMPEALEAU CNTY HEALTH CARE Totals									\$10,347.14
Invoices									1

Accounts Payable Invoice Report

G/L Date Range 06/21/19 - 06/21/19

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 502 - UNITED WAY OF DOOR COUNTY 062019	June 2019 Hope Beyond the Hurt Conference Fees	Edit		06/21/2019	06/21/2019	06/21/2019			225.00	
Vendor 502 - UNITED WAY OF DOOR COUNTY Totals								Invoices	1	\$225.00
Vendor 22349 - UNLIMITED POSSIBILITIES 052019	May 2019 AFH Services	Edit		06/21/2019	06/21/2019	06/21/2019			10,540.00	
Vendor 22349 - UNLIMITED POSSIBILITIES Totals								Invoices	1	\$10,540.00
Vendor 19282 - UW-MADISON 052019	May 2019 Conference Registration Fees	Edit		06/21/2019	06/21/2019	06/21/2019			125.00	
Vendor 19282 - UW-MADISON Totals								Invoices	1	\$125.00
Vendor 4331 - WI DEPT OF JUSTICE CRIME INFO 052019	May 2019 Background Checks	Edit		06/21/2019	06/21/2019	06/21/2019			60.00	
Vendor 4331 - WI DEPT OF JUSTICE CRIME INFO Totals								Invoices	1	\$60.00
Vendor 7085 - WISCONSIN LOCK AND LOAD LLC 062019	June 2019 Client Transportation	Edit		06/21/2019	06/21/2019	06/21/2019			325.00	
Vendor 7085 - WISCONSIN LOCK AND LOAD LLC Totals								Invoices	1	\$325.00
Grand Totals							Invoices	77	\$183,209.46	

VOUCHER

STATE OF WISCONSIN 2019
Door County

VENDOR # _____

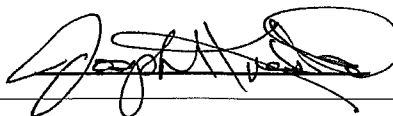
New Vendor (Please Assign New #)
 One Time Vendor (Please Assign New #)

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: <u>mark</u>
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 #2019-00000300- 2019 Human Services vouchers to date. June processing		\$ 62,641.05		various - as attached	
VOUCHER TOTAL							→	\$ 62,641.05	←	VOUCHER TOTAL

Accounts Payable Invoice Report

G/L Date Range 06/21/19 - 06/21/19
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

ADRC, June 2019, 2nd batch

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 2019-00000300		Batch Date 06/21/2019			Entered by User Robin Mark					
Vendor 16735 - ABBY VANS INC										
Sub-Department 23 HS Resource Center										
16735 MAY2019	D2D TAXI-MAY 2019	Edit		06/21/2019	06/21/2019	06/21/2019			44,135.81	
							Sub-Department 23 HS Resource Center Totals	Invoices	1	0
							Vendor 16735 - ABBY VANS INC Totals	Invoices	1	\$44,135.81
Vendor 13325 - ADVOCATES-INDEPENDENT LIVINGII										
Sub-Department 23 HS Resource Center										
13325 MAY2019	MAY 2019 RSP/HOMEMAKER/HOMECARE	Edit		06/21/2019	06/21/2019	06/21/2019			1,095.40	
							Sub-Department 23 HS Resource Center Totals	Invoices	1	0
							Vendor 13325 - ADVOCATES-INDEPENDENT LIVINGII Totals	Invoices	1	\$1,095.40
Vendor 8383 - AMAZON CAPITAL SERVICES, INC										
Sub-Department 23 HS Resource Center										
8383 JUN2019	KITCHEN EQUIPMENT	Edit		06/21/2019	06/21/2019	06/21/2019			36.76	
							Sub-Department 23 HS Resource Center Totals	Invoices	1	0
							Vendor 8383 - AMAZON CAPITAL SERVICES, INC Totals	Invoices	1	\$36.76
Vendor 18248 - [REDACTED]										
Sub-Department 23 HS Resource Center										
18248 JUN2019	48.9 JUN MOW MILEAGE REIMB	Edit		06/21/2019	06/21/2019	06/21/2019			28.36	
							Sub-Department 23 HS Resource Center Totals	Invoices	1	0
							Vendor 18248 - [REDACTED] Totals	Invoices	1	\$28.36
Vendor 22275 - BIRCH CREEK MUSIC PERFORMANCE										
Sub-Department 23 HS Resource Center										
22275 JUL2019	JULY 2019 ENTERTAINMENT	Edit		06/21/2019	06/21/2019	06/21/2019			150.00	
							Sub-Department 23 HS Resource Center Totals	Invoices	1	0
							Vendor 22275 - BIRCH CREEK MUSIC PERFORMANCE Totals	Invoices	1	\$150.00
Vendor 257 - BROTHERS DAIRY										
Sub-Department 23 HS Resource Center										
257 MAY/JUN 2019	MAY/JUNE 2019 RAW FOOD	Edit		06/21/2019	06/21/2019	06/21/2019			467.00	
							Sub-Department 23 HS Resource Center Totals	Invoices	1	0
							Vendor 257 - BROTHERS DAIRY Totals	Invoices	1	\$467.00
Vendor 18153 - [REDACTED]										
Sub-Department 23 HS Resource Center										
18153 JUN2019	JUL 2019 MENU REVIEW/NEWSLETTER	Edit		06/21/2019	06/21/2019	06/21/2019			60.00	
							Sub-Department 23 HS Resource Center Totals	Invoices	1	0

Accounts Payable Invoice Report

G/L Date Range 06/21/19 - 06/21/19
 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 4818 - CELLCOM WISCONSIN RSA 10			Totals			Invoices	1		\$60.00
Sub-Department 23 HS Resource Center									
4818 JUNE2019	ADRC JUNE 2019 CELL CHARGES	Edit		06/21/2019	06/21/2019	06/21/2019			89.19
Sub-Department 23 HS Resource Center			Totals			Invoices	1		0
Vendor 4818 - CELLCOM WISCONSIN RSA 10			Totals			Invoices	1		\$89.19
Vendor 19077 - [REDACTED]									
Sub-Department 23 HS Resource Center									
19077 JUN2019	JUN 2019 CAREGIVER SUPPORT GROUP	Edit		06/21/2019	06/21/2019	06/21/2019			37.50
Sub-Department 23 HS Resource Center			Totals			Invoices	1		0
Vendor 19077 - [REDACTED]			Totals			Invoices	1		\$37.50
Vendor 26890 - [REDACTED]									
Sub-Department 23 HS Resource Center									
26890 JUN2019	46 JUN MEALSITE MILEAGE REIMB-BH	Edit		06/21/2019	06/21/2019	06/21/2019			26.68
Sub-Department 23 HS Resource Center			Totals			Invoices	1		0
Vendor 26890 - [REDACTED]			Totals			Invoices	1		\$26.68
Vendor 15951 - [REDACTED]									
Sub-Department 23 HS Resource Center									
15951 MAY2019	32.50 MAY MOW MILEAGE REIMB	Edit		06/21/2019	06/21/2019	06/21/2019			18.84
Sub-Department 23 HS Resource Center			Totals			Invoices	1		0
Vendor 15951 - [REDACTED]			Totals			Invoices	1		\$18.84
Vendor 16496 - DOOR-TRAN									
Sub-Department 23 HS Resource Center									
16496 MAY2019	MAY 2019 STAFF HOURS/SPILL KIT	Edit		06/21/2019	06/21/2019	06/21/2019			623.93
Sub-Department 23 HS Resource Center			Totals			Invoices	1		0
Vendor 16496 - DOOR-TRAN			Totals			Invoices	1		\$623.93
Vendor 9674 - ECONO FOODS									
Sub-Department 23 HS Resource Center									
9674 JUNE2019	JUNE 2019 RAW FOOD	Edit		06/21/2019	06/21/2019	06/21/2019			565.59
Sub-Department 23 HS Resource Center			Totals			Invoices	1		0
Vendor 9674 - ECONO FOODS			Totals			Invoices	1		\$565.59
Vendor 17474 - [REDACTED]									
Sub-Department 23 HS Resource Center									
17474 MAY2019	30.80 MAY MOW MILEAGE REIMB	Edit		06/21/2019	06/21/2019	06/21/2019			17.88
Sub-Department 23 HS Resource Center			Totals			Invoices	1		0

Accounts Payable Invoice Report

G/L Date Range 06/21/19 - 06/21/19
 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 17474 [REDACTED] Totals				Invoices	1	\$17.88
Vendor 27395 - GOOD SAMARITAN, SCANDIA VILLAGE									
Sub-Department 23 HS Resource Center									
27395 MAY2019	MAY MOW	Edit		06/21/2019	06/21/2019	06/21/2019			592.00
			Sub-Department 23 HS Resource Center Totals				Invoices	1	0
			Vendor 27395 - GOOD SAMARITAN, SCANDIA VILLAGE Totals				Invoices	1	\$592.00
Vendor 22145 - GORDON FOOD SERVICE, INC									
Sub-Department 23 HS Resource Center									
22145 JUNE2019	JUNE RAW FOOD/NUTRITIONAL SUPPLIES/COFFEE/SALAD BAR	Edit		06/21/2019	06/21/2019	06/21/2019			7,012.99
			Sub-Department 23 HS Resource Center Totals				Invoices	1	0
			Vendor 22145 - GORDON FOOD SERVICE, INC Totals				Invoices	1	\$7,012.99
Vendor 19080 [REDACTED]									
Sub-Department 23 HS Resource Center									
19080 MAY2019	33 MAY MOW MILEAGE REIMB	Edit		06/21/2019	06/21/2019	06/21/2019			19.14
			Sub-Department 23 HS Resource Center Totals				Invoices	1	0
			Vendor 19080 [REDACTED] Totals				Invoices	1	\$19.14
Vendor 9818 [REDACTED]									
Sub-Department 23 HS Resource Center									
9818 JUN2019	JUNE 2019 ENTERTAINMENT	Edit		06/21/2019	06/21/2019	06/21/2019			50.00
			Sub-Department 23 HS Resource Center Totals				Invoices	1	0
			Vendor 9818 [REDACTED] Totals				Invoices	1	\$50.00
Vendor 20934 [REDACTED]									
Sub-Department 23 HS Resource Center									
20934 MAY2019	53 MAY EMPLY MILEAGE REIMB	Edit		06/21/2019	06/21/2019	06/21/2019			30.75
			Sub-Department 23 HS Resource Center Totals				Invoices	1	0
			Vendor 20934 [REDACTED] Totals				Invoices	1	\$30.75
Vendor 19650 [REDACTED]									
Sub-Department 23 HS Resource Center									
19650 MAY2019	133.60 MAY EMPLY MILEAGE REIMB	Edit		06/21/2019	06/21/2019	06/21/2019			77.48
			Sub-Department 23 HS Resource Center Totals				Invoices	1	0
			Vendor 19650 [REDACTED] Totals				Invoices	1	\$77.48
Vendor 20492 - JIM OLSON FORD LINCOLN, LLC									
Sub-Department 23 HS Resource Center									
20492 JUN2019	33537/O/C ADRC BUS	Edit		06/21/2019	06/21/2019	06/21/2019			138.32
			Sub-Department 23 HS Resource Center Totals				Invoices	1	0

Accounts Payable Invoice Report

G/L Date Range 06/21/19 - 06/21/19
 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	20492 - JIM OLSON FORD LINCOLN, LLC			Totals	Invoices	1	\$138.32
Vendor 18770 - MANN'S STORE									
Sub-Department 23 HS Resource Center									
18770 MAY2019	MAY 2019 RAW FOOD	Edit		06/21/2019	06/21/2019	06/21/2019			679.20
		Sub-Department 23 HS Resource Center			Totals	Invoices	1	0	
		Vendor 18770 - MANN'S STORE			Totals	Invoices	1	\$679.20	
Vendor 6544 - MEAT PROCESSORS INC									
Sub-Department 23 HS Resource Center									
6544 MAY2019	MAY 2019 RAW FOOD	Edit		06/21/2019	06/21/2019	06/21/2019			358.71
		Sub-Department 23 HS Resource Center			Totals	Invoices	1	0	
		Vendor 6544 - MEAT PROCESSORS INC			Totals	Invoices	1	\$358.71	
Vendor 6470 - N E W CURATIVE REHABILITATION									
Sub-Department 23 HS Resource Center									
6470 MAY2019	MAY 2019 RSP-JE	Edit		06/21/2019	06/21/2019	06/21/2019			872.76
		Sub-Department 23 HS Resource Center			Totals	Invoices	1	0	
		Vendor 6470 - N E W CURATIVE REHABILITATION			Totals	Invoices	1	\$872.76	
Vendor 7092 - [REDACTED]									
Sub-Department 23 HS Resource Center									
7092 MAY2019	99 MAY MOW MILEAGE REIMB	Edit		06/21/2019	06/21/2019	06/21/2019			57.42
		Sub-Department 23 HS Resource Center			Totals	Invoices	1	0	
		Vendor 7092 - [REDACTED]			Totals	Invoices	1	\$57.42	
Vendor 4168 - [REDACTED]									
Sub-Department 23 HS Resource Center									
4168 MAY2019	52 MAY EMPLY MILEAGE REIMB	Edit		06/21/2019	06/21/2019	06/21/2019			30.20
		Sub-Department 23 HS Resource Center			Totals	Invoices	1	0	
		Vendor 4168 - [REDACTED]			Totals	Invoices	1	\$30.20	
Vendor 20044 - [REDACTED]									
Sub-Department 23 HS Resource Center									
20044 MAY2019	65.50 MAY EMPLY MILEAGE REIMB	Edit		06/21/2019	06/21/2019	06/21/2019			37.99
		Sub-Department 23 HS Resource Center			Totals	Invoices	1	0	
		Vendor 20044 - [REDACTED]			Totals	Invoices	1	\$37.99	
Vendor 21959 - SIR SPEEDY PRINTING									
Sub-Department 23 HS Resource Center									
21959 MAY2019	88738/ADRC ENVELOPES	Edit		06/21/2019	06/21/2019	06/21/2019			227.94
		Sub-Department 23 HS Resource Center			Totals	Invoices	1	0	
		Vendor 21959 - SIR SPEEDY PRINTING			Totals	Invoices	1	\$227.94	

Accounts Payable Invoice Report

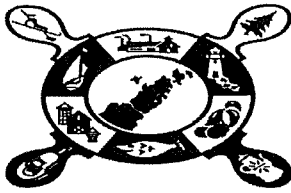
G/L Date Range 06/21/19 - 06/21/19
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 7694 - SPECIALIZED SERVICES LLC									
Sub-Department 23 HS Resource Center									
7694 MAY2019	MAY 2019 HOMECARE/RSP	Edit		06/21/2019	06/21/2019	06/21/2019			129.88
				Sub-Department 23 HS Resource Center Totals			Invoices	1	0
				Vendor 7694 - SPECIALIZED SERVICES LLC Totals			Invoices	1	\$129.88
Vendor 14091 - [REDACTED]									
Sub-Department 23 HS Resource Center									
14091 MAY2019	670 EMPLY MEALSITE MILEAGE REIMB-LG	Edit		06/21/2019	06/21/2019	06/21/2019			388.60
				Sub-Department 23 HS Resource Center Totals			Invoices	1	0
				Vendor 14091 - [REDACTED] Totals			Invoices	1	\$388.60
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 23 HS Resource Center									
15069 MAY2019C	MAY ADRC OFFICE SUPPLIES	Edit		06/21/2019	06/21/2019	06/21/2019			60.75
				Sub-Department 23 HS Resource Center Totals			Invoices	1	0
				Vendor 15069 - STAPLES ADVANTAGE Totals			Invoices	1	\$60.75
Vendor 30820 - STURGEON BAY UTILITIES									
Sub-Department 23 HS Resource Center									
30820/MAY2019	ADRC MAY UTILITIES	Edit		06/21/2019	06/21/2019	06/21/2019			1,976.33
				Sub-Department 23 HS Resource Center Totals			Invoices	1	0
				Vendor 30820 - STURGEON BAY UTILITIES Totals			Invoices	1	\$1,976.33
Vendor 31820 - SUNSHINE HOUSE INC									
Sub-Department 23 HS Resource Center									
31820 MAY2019	MARCH/MAY ADULT DAY CARE	Edit		06/21/2019	06/21/2019	06/21/2019			934.00
				Sub-Department 23 HS Resource Center Totals			Invoices	1	0
				Vendor 31820 - SUNSHINE HOUSE INC Totals			Invoices	1	\$934.00
Vendor 10942 - TIP TOP CLEANERS									
Sub-Department 23 HS Resource Center									
10942 MAY2019	MAY 2019 LAUNDRY/KITCHEN	Edit		06/21/2019	06/21/2019	06/21/2019			140.25
				Sub-Department 23 HS Resource Center Totals			Invoices	1	0
				Vendor 10942 - TIP TOP CLEANERS Totals			Invoices	1	\$140.25
Vendor 33170 - TOWN OF LIBERTY GROVE									
Sub-Department 23 HS Resource Center									
33170 MAY2019	MAY MEALSITE 13 DAYS @ \$9/DAY	Edit		06/21/2019	06/21/2019	06/21/2019			117.00
				Sub-Department 23 HS Resource Center Totals			Invoices	1	0
				Vendor 33170 - TOWN OF LIBERTY GROVE Totals			Invoices	1	\$117.00

Accounts Payable Invoice Report

G/L Date Range 06/21/19 - 06/21/19
 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 20955 - UNITED HOME HEALTH SERVICES,LLC									
Sub-Department 23 HS Resource Center									
20955 MAY2019	MAY RSP/HOMECARE	Edit		06/21/2019	06/21/2019	06/21/2019			774.06
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 20955 - UNITED HOME HEALTH SERVICES,LLC Totals						Invoices	1		<u>\$774.06</u>
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL									
Sub-Department 23 HS Resource Center									
36120 MAY/JUN19	MAY/JUNE 2019 NUTRITIONAL SUPPLIES/JANITORIAL SUPPLIES	Edit		06/21/2019	06/21/2019	06/21/2019			437.84
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL Totals						Invoices	1		<u>\$437.84</u>
Vendor 36270 - WASHINGTON ISLAND FERRY LINE I									
Sub-Department 23 HS Resource Center									
36270 MAY2019	MAY FERRY-JF	Edit		06/21/2019	06/21/2019	06/21/2019			39.50
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 36270 - WASHINGTON ISLAND FERRY LINE I Totals						Invoices	1		<u>\$39.50</u>
Vendor 6359 - WIL KIL PEST CONTROL									
Sub-Department 23 HS Resource Center									
6359 MAY2019	MAY PEST CONTROL	Edit		06/21/2019	06/21/2019	06/21/2019			105.00
Sub-Department 23 HS Resource Center Totals						Invoices	1		0
Vendor 6359 - WIL KIL PEST CONTROL Totals						Invoices	1		<u>\$105.00</u>
Batch Number 2019-00000300 Totals						Invoices	39		<u>\$62,641.05</u>
Department 23 - HS Resource Center Totals						Invoices	39		<u>\$62,641.05</u>
23 HS Resource Center				Grand Totals		Invoices	39		<u><u>\$62,641.05</u></u>



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES

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

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

MEMO

To: Human Services Committee
From: Ashley LaLuzerne
Date: 07.09.2019
Re: Request for Expenditure Approval

Expenditures since the last committee meeting held 06.11.2019

\$	624.01	Wal-Mart Credit Card May 2019-June 2019
\$	1,598.51	Elan Credit Card April 2019-May 2019
\$	31,929.54	May 2019 Foster / Kinship Care Payments #2019- 307/312
\$	34,152.06	

Departmental journal entries not included on the attached voucher list:

\$	562.22	Maintenance Dept. May 2019 gas usage - Fleet
\$	562.22	

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

\$	183,209.46	Monthly Vouchers - 2019 Batch Totals (June) #2019-302
\$	34,152.06	Expenditures since the last committee meeting held 10.09.2018
\$	562.22	Amounts paid to other County Departments as per above
\$	217,923.74	

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

\$	62,641.05	Monthly Vouchers -2019 Batch (June) #2019-300
\$	272.27	Walmart Credit Card May-June 2019
\$	1,024.72	Elan Credit Card April-May 2019
\$	63,938.04	

\$	281,861.78	Total Expenditures and Vouchers
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VOUCHER

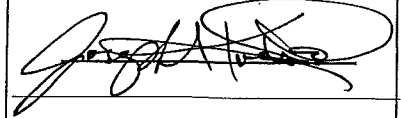
STATE OF WISCONSIN

Door County

Submitted By:

alaluzerne 06.25.2019

Approved by: Department Head:



Approved by: Committee Chair:

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

VENDOR # 14532

VENDOR NAME: Walmart Credit Card

VENDOR ADDRESS: PO Box 530934

VENDOR ADDRESS: Atlanta GA 30353

VENDOR ADDRESS: _____

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 E
CHECK _____

TOTAL AMT

PAID _____

Fund	Dept	Sub Dept	Account Number	Subproject	Description	Qty	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number
240	47	3963	53179		Food for YCC			\$ 93.14	5.28.19	#1
240	47	3963	53179		Food for YCC			\$ 73.17	6.10.19	#2
240	47	3950	52742		Office Supplies for CPS			\$ 7.88	6.5.19	#3
240	47	3950	52742	KM001	Diapers and formula for client			\$ 26.89	6.5.19	#4
240	47	3948	52795		Supplies for APS			\$ 29.81	6.7.19	#5
240	47	3963	53179		Food for YCC			\$ 29.46	5.16.19	#6
240	47	3963	53110		Supplies for YCC			\$ 43.83	5.16.19	#6
240	47	3900	53106		Supply for front desk			\$ 2.88	5.24.19	#7
240	47	3928	53188		Water for clients			\$ 11.88	5.24.19	#7
240	47	3950	52742	JL005	Diapers/wipes for client			\$ 37.54	6.5.19	#8
240	47	3949	52724		Supplies for Foster Parent Recognition Party			\$ 267.53	5.29.19	#9
VOUCHER TOTAL								\$ 624.01	VOUCHER TOTAL	

VOUCHER
STATE OF WISCONSIN
Door County

Submitted By:

alaluzerne 06.05.2019

Approved by: Department Head:

Dei M. Galone

Approved by: Committee Chair:

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

VENDOR # 9776

VENDOR NAME: Human Services Mastercard Invoice

VENDOR ADDRESS:

VENDOR ADDRESS:

VENDOR ADDRESS:

Added to Voucher Listing

55

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	Sub-project #	Description	@ Cost/Ea	Total Amount	Invoice Date	Vendor Invoice Number	
240	47	3963	53110			Refund for items purchased		-1.24	4.24.19	CR #1	
240	47	3950	52742		CZ003	Tax refund from hotel stay for family		-22.00	4.30.19	CR #2	
240	47	3950	52742		CS004	Tax refund from hotel stay for family		-11.00	05.14.19	CR #3	
240	47	3929	52857		JH001	Tax refund for items purchased		-1.65	05.20.19	CR #4	
240	47	3900	52206			Tax refund for items purchased		-1.40	05.20.19	CR #5	
240	47	3963	53110			Items purchased for YCC		29.53	4.23.19	#1	
240	47	3959	52701	05185	JS006	4/23/19 403.01 Recreational Activity		203.70	4.25.19	#2	
240	47	3950	52742		CZ003	Hotel stay for homeless family		222.00	4.28.19	#3	
240	47	3945	52701	05141	ET001	Light therapy box for client		78.00	05.02.19	#4	
240	47	3900	54102		1BH01	Hotel stay during conference		164.00	05.03.19	#5	
240	47	3950	52742		DH007	Hotel stay for homeless family		100.00	05.02.19	#6	
240	47	3923	54101		1NA01	Registration fee for webinar		30.00	05.03.19	#7	
240	47	3950	52742		CS004	Hotel stay for homeless family		111.00	05.08.19	#8	
240	47	3900	54101		1CL01	Registration fee for conference		35.00	05.10.19	#9	
240	47	3931	52815		DF002	Medical supplies for client		127.50	05.10.19	#10	
240	47	3900	52461		JG002	Medical records for client		27.75	05.14.19	#11	
240	47	3929	52857		CE002	Sensory supplies for client		31.98	05.16.19	#12	
240	47	3959	52701	05185	JS006	5/14/19 403.01 Recreational Activity		176.29	05.16.19	#13	
240	47	3900	52206			Phone case for new employee		26.81	05.16.19	#14	
240	47	3929	52857		JH001	CST purchase for client		31.53	05.16.19	#15	
240	47	3900	53106			Checks for Rep Payee		72.34	05.16.19	#16	
100	37	1120	52304			Cabinet key for Corp Counsel		11.90	05.20.19	#17	
240	47	3900	53106			Cabinet key for HS		13.90	05.21.19	#18	
240	47	3959	52701	05141	AK003	05.22.19 112.55 Medical Supplies		142.57	05.23.19	#19	
VOUCHER TOTAL								\$ 1,598.51	VOUCHER TOTAL		

Door County

Search



myFavorites | Financial Management | Maintenance

G/L Account Inquiry - 240.47.3900.53106 - Office Supplies

G/L Transaction Inquiry

G/L Account - 240.47.3900.53106 - Office Supplies

From Date

To Date

G/L Account

Project

Journal Type

AB JE

BA EA

Search



	G/L Date	G/L Account	Journal Type	SubLedger	Journal Number	Transaction Description	Debit	Credit
+	01/31/2019	240.47.3900.53140	Journal Entry	General Ledger	2019-00000867	January Journal Audits - Highway ...		\$360.12
+	02/28/2019	240.47.3900.53140	Journal Entry	General Ledger	2019-00001469	Fuel Billing February		\$452.75
+	03/31/2019	240.47.3900.53140	Journal Entry	General Ledger	2019-00002018	Fuel Billing March - Highway Dept.		\$458.26
+	04/30/2019	240.47.3900.53140	Journal Entry	General Ledger	2019-00002604	Fuel Billing April - Hwy Dept		\$645.45
+	05/31/2019	240.47.3900.53140	Journal Entry	General Ledger	2019-00003207	Fuel Billing May- Hwy Dept		\$562.22

\$2,478.80

1 of 2

Door County Highway Department

57

Detail Invoice By Account For Vehicle Key

Date Range From: 5/1/2019 12:00:00 AM To: 5/31/2019 11:59:59 PM

Date	Vehicle Key	Vehicle Key Name	Driver ID	Odom	Pump	Price	Total Quantity	Total Amount
Account: 07100		Door County Human Services Department 421 Nebraska Street Sturgeon Bay, WI 54235						
Product	01	Unleaded						
5/1/2019	3048000003	DODGE CHARGER - 2018	47057	15341	02-1	\$2.651	1.560	\$4.14
5/16/2019	3048000003	DODGE CHARGER - 2018	47066	16333	02-1	\$2.651	15.380	\$40.77
5/28/2019	3048000003	DODGE CHARGER - 2018	47086	16690	02-1	\$2.651	2.980	\$7.90
5/29/2019	3048000003	DODGE CHARGER - 2018	47057	16725	02-1	\$2.651	1.230	\$3.26
5/30/2019	3048000003	DODGE CHARGER - 2018	47090	16759	02-1	\$2.651	1.070	\$2.84
Totals for Card:				# of Trans: 5	Avg price:	\$2.651	22.220	\$58.91
5/2/2019	3048000266	2013 Dodge Caravan-	47001	84142	02-1	\$2.651	7.170	\$19.01
5/6/2019	3048000266	2013 Dodge Caravan-	47086	84330	02-1	\$2.651	1.680	\$4.45
5/10/2019	3048000266	2013 Dodge Caravan-	47093	84921	03-1	\$2.651	16.610	\$44.03
5/17/2019	3048000266	2013 Dodge Caravan-	47090	85635	03-1	\$2.651	12.550	\$33.27
5/20/2019	3048000266	2013 Dodge Caravan-	47090	85935	02-1	\$2.651	12.610	\$33.43
5/21/2019	3048000266	2013 Dodge Caravan-	47057	85984	02-1	\$2.651	2.210	\$5.86
5/21/2019	3048000266	2013 Dodge Caravan-	47090	86083	02-1	\$2.651	3.650	\$9.68
Totals for Card:				# of Trans: 7	Avg price:	\$2.651	56.480	\$149.73
5/2/2019	3048000300	2013 Dodge Avenger-Silver	47086	126230	02-1	\$2.651	2.120	\$5.62
5/3/2019	3048000300	2013 Dodge Avenger-Silver	47057	126280	02-1	\$2.651	1.710	\$4.53
5/6/2019	3048000300	2013 Dodge Avenger-Silver	47012	126360	02-1	\$2.651	2.460	\$6.52
5/10/2019	3048000300	2013 Dodge Avenger-Silver	47057	12682	02-1	\$2.651	8.250	\$21.87
5/14/2019	3048000300	2013 Dodge Avenger-Silver	47086	126842	02-1	\$2.651	1.010	\$2.68
5/14/2019	3048000300	2013 Dodge Avenger-Silver	47090	126941	02-1	\$2.651	3.300	\$8.75
5/23/2019	3048000300	2013 Dodge Avenger-Silver	47001	47272	01-1	\$2.651	9.200	\$24.39
5/24/2019	3048000300	2013 Dodge Avenger-Silver	47057	127533	02-1	\$2.651	1.760	\$4.67
5/28/2019	3048000300	2013 Dodge Avenger-Silver	47057	127582	02-1	\$2.651	1.850	\$4.90
5/30/2019	3048000300	2013 Dodge Avenger-Silver	47097	127788	02-1	\$2.651	6.240	\$16.54
5/31/2019	3048000300	2013 Dodge Avenger-Silver	47057	127839	02-1	\$2.651	2.340	\$6.20
Totals for Card:				# of Trans: 11	Avg price:	\$2.651	40.240	\$106.68
5/2/2019	3048000316	2014 Dodge Caravan-True	47004	81456	03-1	\$2.651	13.100	\$34.73
5/7/2019	3048000316	2014 Dodge Caravan-True	47057	81506	02-1	\$2.651	2.390	\$6.34
5/9/2019	3048000316	2014 Dodge Caravan-True	47001	81801	01-1	\$2.651	12.900	\$34.20
5/13/2019	3048000316	2014 Dodge Caravan-True	47090	82115	03-1	\$2.651	12.850	\$34.07
5/14/2019	3048000316	2014 Dodge Caravan-True	47057	82168	02-1	\$2.651	2.020	\$5.36
5/16/2019	3048000316	2014 Dodge Caravan-True	47001	82321	01-1	\$2.651	5.700	\$15.11
5/16/2019	3048000316	2014 Dodge Caravan-True	47093	82469	02-1	\$2.651	6.220	\$16.49
5/28/2019	3048000316	2014 Dodge Caravan-True	47051	82817	02-1	\$2.651	3.960	\$10.50
Totals for Card:				# of Trans: 8	Avg price:	\$2.651	59.140	\$156.78
5/1/2019	3048000438	2014 Dodge Caravan-	47086	69559	02-1	\$2.651	1.590	\$4.22
5/7/2019	3048000438	2014 Dodge Caravan-	47086	69816	02-1	\$2.651	1.860	\$4.93
5/13/2019	3048000438	2014 Dodge Caravan-	47086	70186	03-1	\$2.651	2.050	\$5.43
5/14/2019	3048000438	2014 Dodge Caravan-	47005	70325	02-1	\$2.651	6.030	\$15.99
5/15/2019	3048000438	2014 Dodge Caravan-	47090	70333	02-1	\$2.651	0.990	\$2.62
5/20/2019	3048000438	2014 Dodge Caravan-	47086	70834	02-1	\$2.651	1.740	\$4.61
5/21/2019	3048000438	2014 Dodge Caravan-	47027	70983	01-1	\$2.651	6.100	\$16.17
5/22/2019	3048000438	2014 Dodge Caravan-	47086	71037	02-1	\$2.651	2.460	\$6.52
5/28/2019	3048000438	2014 Dodge Caravan-	47005	71239	02-1	\$2.651	6.170	\$16.36
5/29/2019	3048000438	2014 Dodge Caravan-	47005	71354	02-1	\$2.651	5.010	\$13.28
Totals for Card:				# of Trans: 10	Avg price:	\$2.651	34.000	\$90.13
Totals for Product:				# of Trans: 41	Avg price:	\$2.651	212.080	\$562.22

Door County Highway Department

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Detail Invoice By Account For Vehicle Key

Date Range From: 5/1/2019 12:00:00 AM To: 5/31/2019 11:59:59 PM

Date	Vehicle Key	Vehicle Key Name	Driver ID	Odom	Pump	Price	Total Quantity	Total Amount
Totals for Account:					Avg price:	\$2.651	212.080	\$562.22

VOUCHER

STATE OF WISCONSIN

2019

Door County

VENDOR # 9776 New Vendor (Please Assign New#)
 One Time Vendor (Please Assign New#)

VENDOR NAME: ELAN FINANCIAL SERVICES

VENDOR ADDRESS: PO BOX 790408

VENDOR ADDRESS: ST LOUIS MO 63179-0408

VENDOR ADDRESS: _____

Submitted By:

rmark

Approved by: Department Head:

[Signature]

Approved by:
Committee

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	3610	53137.05172		Volunteer Recognition Gift	1	\$ 25.00	04/24/19	DC Visitor Bureau 042419	
204	23	3610	53137.05188		Kitchen Shelving	1	\$ 405.72	04/29/19	Shelving Inc. 042919	
204	23	3615	59141		Brewers Trip	1	\$ 250.00	05/01/19	Milwaukee Brewers 050119	
204	23	3612	53115		Kitchen Storage Items	1	\$ 8.44	05/03/19	Dollar Tree 050319	
204	23	3613	53115		Kitchen Storage Items	1	\$ 7.56	05/03/19	Dollar Tree 050319	
204	23	3619	54102		Lodging for State Training-MB	1	\$ 82.00	05/08/19	Holiday Inn Stevens Point 050819	
204	23	3619	54102		DBS Training-MB	1	\$ 82.00	05/13/19	Holiday Inn Madison 051319	
204	23	3609	54102		DBS Training-LF	1	\$ 164.00	05/14/19	Holiday Inn Madison 051419	
VOUCHER TOTAL							\$ 1,024.72	VOUCHER TOTAL		

July 1, 2019

Mr. Joseph Krebsbach, Director
Door County Department of Health and Human services
421 Nebraska Street
Sturgeon Bay, WI 54235

Dear Joe,

Please accept this letter as my official resignation as a Case Manager and Service Coordinator for the Door County Department of Health and Human Services. My last Day of work will be August 1, 2019.

I would like to thank you and all the many others of this department that I have had the opportunity to work with. The growth we have made as a department in recent years reflects a special group of individuals and leadership. It has been such a privilege to be part of this dynamic team and I am deeply grateful for the opportunity.

I am hopeful that our relationships can move into the future through support services provided once again through Lifeskills Development Center llc.

To you Jamie Cole, Beth Chisholm, Cori McFarlane and my wonderful team cohorts, I extend my very best wishes to each and every one of you.

Sincerely,



Margaret Buhk BA, BS
Children's Services Coordinator
Door County Department of Health and Human Services
421 Nebraska Street
Sturgeon Bay, WI 54235
Telephone: (920) 746-5993 Fax: (920) 746-2355

Date: July 3, 2019
To: Human Services Board
Cc: Administrative Committee
RE: Request to Refill Comprehensive Community Services Case Manager

Mrs. Margaret Buhk has provide a letter of resignation from her position as a Comprehensive Community Services Case Manager.

This position provides ongoing coordination of services for individuals or families impacted by mental health or addiction issues. The program has a combination of state and federal funding that covers our full costs. As a result, there is not a local tax levy needed to support this position.

We continue to look expand this program to offset other division's workload. All of the case managers in this program currently have a full case load. I am requesting permission to refill this position and any subsequent positions it may open,

Respectfully,

Joseph Krebsbach

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>Case Manager – Comprehensive Community Services</u>
Position Status:	<input type="checkbox"/> Currently vacant	<input checked="" type="checkbox"/> Will be vacant
	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
	<input type="checkbox"/> New position	Date Vacant: <u>8-1-2019</u>
Reason for Vacancy:	<input type="checkbox"/> Termination	<input type="checkbox"/> Transfer
	<input type="checkbox"/> Retirement	<input checked="" type="checkbox"/> Resignation
Transfer: why is the new position more attractive to employee than current one? _____		
Name of Current / Most Recent Incumbent: <u>Margaret Buhk</u>		
Reviewed, updated, and submitted to Human Resources:		
<input checked="" type="checkbox"/> Job Analysis Questionnaire (not to be included in the agenda packet)		
<input checked="" type="checkbox"/> Job Description		
Completed by: <u>Joseph Krebsbach</u>		Date <u>7-1-2019</u>
Financial Information:		
Salary Range:	<u>H - \$23.23 - \$30.53</u>	Is the Position Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Funding Source:	<input type="checkbox"/> Levy % _____	<input type="checkbox"/> Grant Funded % _____
	<input checked="" type="checkbox"/> Other	<u>Revenue generated through billing</u> % <u>100</u>
<input checked="" type="checkbox"/> Fiscal Impact, from Finance Department, completed and attached		
HR TO COMPLETE:		
EEO _____	FLSA Status _____	
<input type="checkbox"/> Human Resources has performed a position review?	_____ (HR initial)	_____ Date
<input type="checkbox"/> The Job Description has been updated and signed?	_____ (HR initial)	_____ Date
Approvals:		
County Administrator _____	Date _____	
Administrative Committee Chair _____	Date _____	

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

 FTE/Hours

 Job Class

 Step

 Rate

CHANGE FTE/Hours
 From _____ TO _____
 CHANGE JOB CLASS/STEP
 From _____ TO _____

Position Title
 Effective Date
 Department

Human Services - Case Manager CCS
 _____ 6 Mo _____
 Human Services Sub Dept _____

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS		TOTAL SALARY and Benefits
HS - Case Manager CCS Pay Range H - Step 1								
1.00	\$23.23	48,448				32,006		80,454
Human Services -Case Manager CCS - Level H Budget								
1.00	\$26.55	55,373				19,557		74,930
Total Salary and Benefit Increase								5,524
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS		TOTAL SALARY and Benefits
HS - Case Manager CCS Pay Range H - Step CP								
1.00	\$26.55	55,373				33,298		88,671
Human Services -Case Manager CCS - Level H Budget								
1.00	\$26.55	55,373				19,557		74,930
Total Salary and Benefit Increase								13,741

_____ Dept Head Signature Stu Wiggan Finance Director
 _____ Date 6/3/19

Disclaimer: This Fiscal Impact does not include Step 2 \$23.90, Step 3 \$24.56, Step 4 \$25.22, or Step 5 \$25.89.

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

County of Door

Case Manager – Comprehensive Community Services

Job Title	Case Manager-Comprehensive Community Services	Last Revision	New Created August 2016
Department	Human Services	HR Reviewed	01/01/2017
Division	Children & Families	Employee Group	General Municipal Employee
Report To	Children's Services Program Manager	FLSA Status	Exempt
Pay Grade	H	EEO Code	02 – Professionals

GENERAL SUMMARY

This advanced position is responsible for a wide range of individualized, client centered, and trauma-informed case management with individuals affected by a wide variety of disabilities. The case manager performs intake functions and screens individuals presenting to the county system for services. The case manager assists and enhances the ability of individuals to remain independent and works to reduce the risk of hospitalization or out of home placement. A primary focus of this position will be the Comprehensive Community Services (CCS) program. This position will serve as a CCS Service Facilitator, in addition to other responsibilities, with an emphasis on youth with mental health and/or alcohol issues.

Duties and Responsibilities

Essential Job Functions

1. Identifies needs and makes individual assessments regarding the nature of a client's abilities, disabilities and potential for maximized community and family living.
2. Functions as a CCS Service Facilitator, completing comprehensive assessments and facilitating team meetings with consumers, providers, family members and other informal supports to develop, implement, and monitor person-centered, recovery-focused treatment plans.
3. Procures and authorizes services to be delivered by contracted service providers. Monitors the quality and quantity of purchased services to ensure they are consistent with the individual's goals set forth on the treatment plan and in compliance with authorized hours. Follows up with provider in a timely manner when adjustments are needed.
4. Prepares and maintains treatment plans and individual progress notes on all assigned clients; completes all documentation as required by Department of Human Services and assigned program areas to include daily documentation of all face to face contact, collateral contacts and updating treatment plans and crisis plans every 6 months.
5. Completes child functional screens to determine all program eligibility; conducts Child and Adolescent Needs Assessment (CANS) to determine needs and strengths to help steer treatment planning; completes other state required program documents and tools as assigned.
6. Assists children, youth and families in obtaining all available resources (financial, social, remedial) to enable them to reach established goals and objectives.
7. Prepares required reports regarding individuals on caseload for state reporting, Social Security Administration, Medical Assistance Waiver, and case management.
8. Advocates on behalf of clients to ensure needs are met and client rights are protected, enhancing natural supports to the greatest extent possible.
9. Conducts and/or participates in community awareness, education, resource development, and option exploration activities.
10. Provide truthful and accurate written and verbal communications.

General Job Functions

1. Provides regular supportive contacts with service providers, team members and other community

County of Door

Case Manager – Comprehensive Community Services

partners.

2. Performs other Children Services Case Management services as may be required.
3. Participates in weekly team meetings to review client/clinical supervision issues and receive division program updates.
4. Strictly follow federal and state laws and regulations, county and departmental policies and procedures in regard to privacy, security and confidentiality of individuals' personal and health information.

REQUIREMENTS

Training and Experience

1. Minimum of a bachelor's degree in Social Work, Psychology, Sociology, Special Education with a concentration in human development. Master's degree preferred.
2. Two (2) years demonstrated experience working with individuals with disabilities. Experience working with children/youth with mental health needs preferred.
3. Current valid Wisconsin driver's license required and access to a reliable standard automobile.

Knowledge, Skills, and Abilities Required

1. Ability to conduct a comprehensive individual assessment, develop individual service plans and activities, and work creatively and independently.
2. Ability to listen carefully, communicate respectfully and engage in conflict resolution and problem-solving.
3. Ability to read, comprehend, and communicate both orally and in writing.
4. Ability to perform basic mathematical calculations; ability to compare invoices to authorizations and service notes and resolve discrepancies.
5. Ability to use tact and courtesy in maintaining an effective working relationship with clients, department employees, county supervisors, county officials, and the general public.
6. Ability to prioritize multiple tasks in an organized, efficient manner.
7. Required to complete training and pass Department of Health Services exams to become certified as a children's functional screener and Child & Adolescent Needs Assessment (CANS) assessor within three months of hire.

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).

Very frequent face to face and over the telephone oral communication with clients, their families and the public. Sitting and standing are required 100% of the time spent on the job. Occasional climbing of stairs.

Work includes driving vehicle to visit clients in their homes and other community settings; interacting with

County of Door Case Manager – Comprehensive Community Services

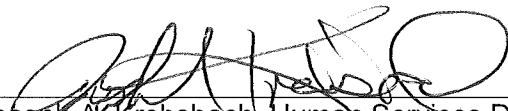
Very frequent face to face and over the telephone oral communication with clients, their families and the public. Sitting and standing are required 100% of the time spent on the job. Occasional climbing of stairs.

Work includes driving vehicle to visit clients in their homes and other community settings; interacting with and observing actions of clients to assess needs. Occasional pushing of clients in wheel chairs (20-40 lbs.). Frequent writing or typing of case notes.

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.

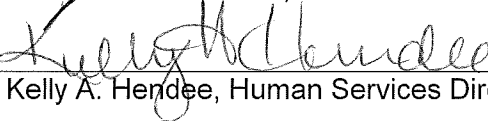
Approvals:



Joseph A. Krebsbach, Human Services Director

8/10/18

Date



Kelly A. Hendee, Human Services Director

8-10-18

Date

July 2, 2019

Kelly Hendee
421 Nebraska St.
Sturgeon Bay, WI 54235

RE: Completion on Introductory Period
Employee Name: Robin Lambrecht
Position: Behavioral Health Co-occurring therapist
Start Date: December 20, 2018

As of 06/20/2019, Robin Lambrecht, will have successfully completed her introductory period as Behavioral Health Therapist in the Human Services Department. Robin has completed all orientation and introductory training required of her position. She is meeting all responsibilities of the Behavioral Health therapist position and is performing assigned duties and responsibilities at a high level.

Robin exhibits excellent clinical skills and is a strong asset to our Behavioral Health team. She is responsible in her duties as a therapist and as a team member, she communicates clearly with her team and eagerly steps up to help with client referrals and in the crisis coverage. She is reliable and a dependable team member.

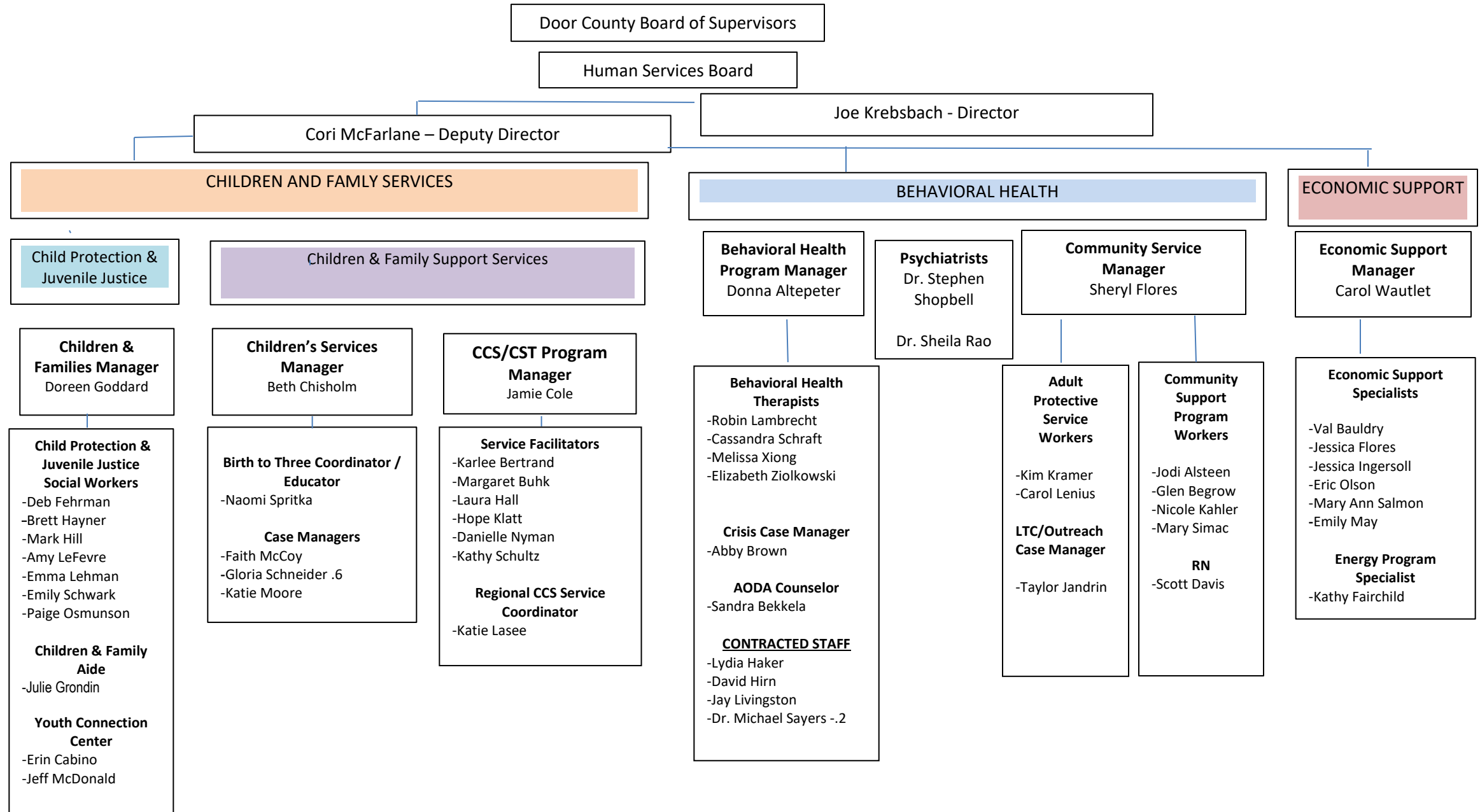
Robin is a wonderful addition to our Behavioral Health team. We are very fortunate to have Robin as part of our team. I recommend that she move to regular employment status effective June 20, 2019.

Sincerely,

Donna Altepeter, LCSW
Manager, Behavioral Health Services
Door County Health and Human Services

Cc: Joe Krebsbach, Human Services Director
Cori McFarlane, Human Services Deputy Director
Helen Bacon, Human Services Board Chair

DOOR COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES – **STAFFING**
Organization Chart 06.21.19



DOOR COUNTY DEPARTMENT OF HUMAN SERVICES – STAFFING (continued)
 Organization Chart 06.21.19

