

1 RESOLUTION NO. _____
2

3 **Abolish the Position of *Counselor I, II, or III – AODA* and**
4 **Create the Position of *Psychiatric Therapist II – Outpatient***
5

6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,
7

8 **WHEREAS**, the Dodge County Human Services and Health Board has studied and analyzed
9 staffing needs at the Dodge County Human Services and Health Department; and,
10

11 **WHEREAS**, as a result of these studies and analyses, the Human Services and Health Board
12 recommends that the Dodge County Board of Supervisors abolish the following position in the
13 Human Services and Health Department, effective September 19, 2018:
14

15 One vacant, funded, full-time, benefited position of *Counselor I, II, or III - AODA*; and,
16

17 **WHEREAS**, as a result of these studies and analyses, the Human Services and Health Board
18 also recommends that the Dodge County Board of Supervisors create the following position in the
19 Human Services and Health Department, effective September 19, 2018:
20

21 One new, full-time, benefited position of *Psychiatric Therapist II - Outpatient*; and,
22

23 **WHEREAS**, job descriptions for each of the *Counselor I, II, or III - AODA* positions have
24 been marked for identification as Exhibits “A”, “B”, and “C”, respectively, and have been attached
25 hereto; and,
26

27 **WHEREAS**, a job description for the proposed position of *Psychiatric Therapist II -*
28 *Outpatient* has been marked for identification as Exhibit “D” and has been attached hereto; and,
29

30 **WHEREAS**, there are funds in the 2018 Budget of the Human Services and Health
31 Department to fund the proposed position of *Psychiatric Therapist II – Outpatient* during the period
32 of time commencing on September 19, 2018, and ending on December 31, 2018, both inclusive;
33

34 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of
35 Supervisors hereby abolishes the following position in the Human Services and Health Department,
36 effective September 19, 2018:
37

38 One vacant, funded, full-time, benefited position of *Counselor I, II, or III - AODA*; and,
39

40 **BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby
41 creates the following position in the Human Services and Health Department, effective September 19,
42 2018:
43

44 One new, full-time, benefited position of *Psychiatric Therapist II - Outpatient*; and,
45

1 **BE IT FINALLY RESOLVED**, that funds in the 2018 Budget of the Human Services and
2 Health Department shall be used to fund the position of *Psychiatric Therapist II - Outpatient* during
3 the period of time commencing on September 19, 2018, and ending on December 31, 2018, both
4 inclusive.

All of which is respectfully submitted this 18th day of September, 2018.

Dodge County Human Services and Health Board:

Mary J. Bobholz

Lois Augustson

Becky Glewen

Stephanie Justmann

Kira Sheahan-Malloy

Mark E. Roesch

David Godshall

Jennifer Keyes

Timothy J. Kemmel

FISCAL NOTE:

The revenue/expenditure is contained in the current year budget: X Yes No N/A.

Budget Impact: \$12,407 (Net Surplus). Finance Committee review date: September 11, 2018. Chair initials: _____.

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to abolish the position of *Counselor I, II, or III – AODA* and create the position of *Psychiatric Therapist II – Outpatient*.

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Counselor I - AODA	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	August 14, 2000
LABOR GRADE:	Dodge County Five (5)	REVISED:	11/15/10; 3/20/13; 7/06/16

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides alcohol and other drug abuse assessments utilizing standardized formats.
2. Provides individual or group therapy to assigned clients.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
5. Provides community outreach to increase awareness of available agency resources.
6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning and review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, or and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
15. Serves as contact person to other treatment agencies or organizations.
16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
17. Participates in staff trainings as deemed appropriate by supervisor.
18. Maintains required and related paperwork in an accurate and timely manner.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of individual/group counseling techniques and theories.
 Knowledge of pharmacology/psychopharmacology.
 Knowledge of assessment & treatment planning.
 Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.
 Knowledge of counselor ethics/conduct.
 Skill in working with chronic alcohol and other drug abuse cases and special populations.
 Ability to work with chemically dependent individuals/families.
 Ability to communicate effectively.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

A minimum of a Bachelor's Degree and WI State Substance Abuse Counselor Certification (SAC or CSAC) and no experience.

WORKING CONDITIONS

Office and field working environment. Potential to work in adverse interpersonal situations.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.51 - \$28.13

JOB TITLE:	Counselor II - AODA	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	August 14, 2000
LABOR GRADE:	Dodge County Six (6)	REVISED:	11/15/10; 3/20/13; 7/6/16

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides alcohol and other drug abuse assessments utilizing standardized formats.
2. Provides individual or group therapy to assigned clients.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
5. Provides community outreach to increase awareness of available agency resources.
6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning and review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
15. Serves as contact person to other treatment agencies or organizations.
16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
17. Participates in staff trainings as deemed appropriate by supervisor.
18. Maintains required and related paperwork in an accurate and timely manner.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of individual/group counseling techniques and theories.
 Knowledge of pharmacology/psychopharmacology.
 Knowledge of assessment & treatment planning.
 Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.
 Knowledge of counselor ethics/conduct.
 Skill in working with chronic alcohol and other drug abuse cases and special populations.
 Ability to work with chemically dependent individuals/families.
 Ability to communicate effectively.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

A minimum of a Bachelor's Degree and WI State Substance Abuse Counselor Certification (SAC or CSAC) and two (2) years directly related experience and 5 C.E.U.'s.

WORKING CONDITIONS

Office and field working environment. Potential to work in adverse interpersonal situations.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "B"

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.44 - \$30.77

JOB TITLE:	Counselor III - AODA	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	August 14, 2000
LABOR GRADE:	Dodge County Seven (7)	REVISED:	11/15/10; 3/20/13; 7/6/16

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides alcohol and other drug abuse assessments utilizing standardized formats.
2. Provides individual or group therapy to assigned clients.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
5. Provides community outreach to increase awareness of available agency resources.
6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning and review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, or and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
15. Serves as contact person to other treatment agencies or organizations.
16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
17. Participates in staff trainings as deemed appropriate by supervisor.
18. Maintains required and related paperwork in an accurate and timely manner.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of individual/group counseling techniques and theories.
 Knowledge of pharmacology/psychopharmacology.
 Knowledge of assessment & treatment planning.
 Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.
 Knowledge of counselor ethics/conduct.
 Skill in working with chronic alcohol and other drug abuse cases and special populations.
 Ability to work with chemically dependent individuals/families.
 Ability to communicate effectively.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

A minimum of a Bachelor's Degree and WI State Substance Abuse Counselor Certification (SAC or CSAC) and five (5) years directly related experience and ten (10) C.E.U.'s.

WORKING CONDITIONS

Office and field working environment. Potential to work in adverse interpersonal situations.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Psychiatric Therapist II-Outpatient	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	July 7, 1998
LABOR GRADE:	Dodge County Nine (9)	REVISED:	11/15/10; 3/18/14

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides/coordinates services, through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment and social planning using developed skills and methodology. Plans and carries out prevention/rehabilitative treatment programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides individual, family or group therapy to assigned clients, scheduling client appointments as required.
2. Provides psycho-social assessments, including impressions of mental status and diagnosis.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
5. Refers clients to appropriate agency staff or other agencies for evaluation and diagnosis.
6. Monitors client's progress on ongoing basis.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Suggests need for new programs or services to meet unfulfilled client needs to administration's attention.
14. Provides consultative services to other agency staff on an as needed basis.
15. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
16. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
17. Prepares articles/presentations for various media sources.
18. Participates in staff trainings as deemed appropriate by supervisor.
19. Maintains required and related paperwork in an accurate and timely manner.
20. Regular attendance and punctuality required.
21. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of psycho-social assessments/diagnosis and appropriate courses of treatment.
 Knowledge of pharmacology/psychopharmacology.
 Knowledge of assessment & treatment planning.
 Knowledge of individual/group therapy and crisis intervention techniques.
 Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.
 Knowledge of professional ethics/conduct codes.
 Ability to communicate effectively.
 Ability to work with multi-problem clients and their families.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Master's degree in social work, psychology, counseling, or related field, and 3000 hours of supervised clinical experience, and/or Medical Assistance Certified for billing. Wisconsin State Certified or certifiable as Licensed Clinical Social Worker or Wisconsin State Professional Counselor or Wisconsin State Marriage & Family Therapist. Wisconsin State Substance Abuse Counselor Certification is of additional benefit.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
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EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

COMMUNITY SUPPORT SERVICES DIVISION
FROM JUNE TO JULY STATISTICS NARRATIVE
FOR THE SEPTEMBER 2018
HUMAN SERVICES & HEALTH BOARD MEETING

AGING AND DISABILITY RESOURCE CENTER

KRIS SCHEFFT – SUPERVISOR

CALL STATISTICS

- Recorded Contacts increased from 584 in June to 602 in July ↑
- Providing Information and Assistance decreased from 341 in June to 317 in July ↓
- Administering Long Term Care Functional Screens increased from 56 in June to 59 in July ↑
- Providing all other services decreased from 235 in June to 234 in July ↓
- Referring for all other services remained steady at 2 →

AGING, TRANSPORTATION, AND NUTRITION

AMY EWERDT – SUPERVISOR

DINING MEAL DONATIONS

- Congregate donations decreased from \$38.38 in June to \$17.06 in July ↓
- Home delivered donations decreased from \$26.76 in June to \$24.62 in July ↓

DINING MEAL PARTICIPANTS

- Congregate participants stayed steady at 61 →
- Home delivered participants decreased from 140 in June to 125 in July ↓

VOLUNTEER DRIVER STATISTICS

- Total trip miles went up from 18,097 in June to 19,153 in July ↑
- Total hours of service stayed steady at 866 →
- Total cash donations received went down from \$4,186.27 in June to \$2,229.02 in July ↓

CASELOAD/WORKLOAD STATISTICS

- Total caseload decreased from 294 in June to 292 in July ↓
- Referrals decreased from 33 in June to 27 in July ↓
- Court hearings increased from 4 in June to 7 in July ↑
- Annual Protective Placement reviews decreased from 36 in June to 33 in July ↓
- Supportive Home Care reviews decreased from 23 in June to 20 in July ↓
- Total Supportive Home Care cases decreased from 124 in June to 122 in July ↓
- Total Home and Financial Manager cases increased from 32 in June to 36 in July ↑

CASELOAD/WORKLOAD STATISTICS

- FoodShare caseloads decreased from 3467 in June to 3446 in July ↓
- Medicaid Total caseload increased from 2358 in June to 2367 in July ↑
- BadgerCare Total caseload increased from 4723 in June to 4742 in July ↑
- Total gross recipients increased from 13,073 in June to 13,090 in July ↑
(This is the number of county residents receiving assistance, which includes those handled by other counties in the consortia)
- Total cases increased from 7461 in June to 7466 in July ↑
- FoodShare expenditures decreased from \$680,653 in June to \$677,569 in July ↓
- Child Care expenditures increased from \$122,636 in June to \$135,050 in July ↑

CASELOAD/WORKLOAD STATISTICS

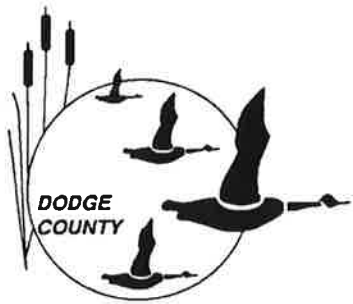
- Programs for Children increased from 60 in June to 69 in July ↑
- Programs for Children and Families decreased from 998 in June to 990 in July ↓
- Programs for Women decreased from 27 in June to 21 in July ↓
- Programs for ALL Residents decreased from 98 in June to 76 in July ↓

Dining Center Comments

July

2	BD Watermark	Potatoes were burnt and food was very late.
2	Randolph	Peaches instead of pears
2	Reeseville	Very late delivery of food!
3	Reeseville	Cataloupe was very hard to chew.
5	BD Watermark	Cake was nice and moist
5	Fox Lake	Driver left before temps were ready. 1 serving short of mashed potatoes-burnt. Veggies mushy. No gravy for chicken
5	Lomira	Potatoes were brown-not appealing, veggies were mushy again
5	Randolph	Food was all burned. Veggies were brown and mushy, chicken was dry-worst meal yet!
6	Bayshore	Served peaches instead of pears
6	Hustisford	No sauce or juice to cover rice-rice was very dry.
9	Bayshore	Cabbage was under temp
9	Fox Lake	3 servings short of cabbage
10	Reeseville	Wasn't enough servings-only had enough for 18, needed 19
11	Watertown	Short one cookie
12	Fox Lake	Melon instead of applesauce
12	Mayville	Melon instead of applesauce
12	Randolph	Melon instead of applesauce
13	Mayville	German potato salad instead of sour cream/chive potatoes, only sent one diet dessert
17	Lomira	Corn instead of lettuce
17	Mayville	Sent corn instead of tossed salad
17	Randolph	carrots instead of salad
17	Reeseville	Some said that the chili casserole was a little spicy
18	BD Watermark	Loved the chicken
18	Lomira	Apples for dessert
18	Mayville	Sent sliced apples instead of pineapple
18	Randolph	apples slices instead of pineapple
18	Reeseville	Everyone loved the chicken
19	Hustisford	short 2 desserts and 1 baked potato
19	Reeseville	People said the liver was nice and tender.
20	Fox Lake	Pudding instead of fruit cocktail
20	Hustisford	Tapioca pudding instead of fruit cocktail
20	Lomira	Pudding instead of fruit cocktail
20	Mayville	Sent bananas instead of fruit cocktail
20	Watertown	Tapioca pudding instead of fruit cocktail
23	Bayshore	3 people commented that the meal was very good. 1 person thought the turkey was tough

23	Lomira	Potatoes were tan in color
23	Reeseville	Everything was tasty
24	BD Watermark	Good meal. Cantalope wasn't hard!
24	Lomira	1/2 serving short of meatloaf
24	Randolph	Cantaloupe and meatloaf had some small pieces. Green bean salad was cold
24	Reeseville	Cantaloupe was hard on the side
25	Bayshore	Veggie substituted for the salad
25	Fox Lake	Peas instead of mixed Italian salad
25	Hustisford	Broccoli instead of salad-broccoli was over cooked, chicken was dry, spice cake was very sweet
25	Lomira	Green beans instead of Italian Salad
25	Randolph	Cooked peas instead of Italian salad
25	Reeseville	Peas instead of mixed Italian salad
25	Watertown	Sub peas for cold salad
26	Bayshore	good remarks about the meal.
26	Fox Lake	Potatoes came in at 108-reheated to 160
26	Lomira	Potatoes were tan in color
26	Randolph	Potatoes were cold
26	Reeseville	chopped steak was nice and tender
27	Reeseville	Entire meal was very good
30	Fox Lake	Vegetables were really good
30	Hustisford	California Blend vegetable was perfect!
30	Reeseville	A little short on potatoes. Meat was tender
31	BD Watermark	Chicken was dry and burnt.
31	Fox Lake	Potatoes were brown-participants claimed "potatoes are not tasty, not even with butter". "We get carrots all the time"
31	Lomira	Potatoes were tan in color
31	Reeseville	Some of the chicken breasts were a little dry. Close on potato servings.
31	Watertown	Chicken was very over done, skin was black



HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF ♦ JUNEAU, WISCONSIN 53039-9512

920-386-3500

Becky Bell, Director

♦ ADMINISTRATION
(920) 386-3501
FAX: (920) 386-4011

♦ AGING & DISABILITY
RESOURCE CENTER (ADRC)
& AGING PROGRAM
(920) 386-3580
NUTRITION
(920) 386-3580
TRANSPORTATION
(920) 386-3832
FAX: (920) 386-4015

♦ ADULT PROTECTIVE SERVICES
& SUPPORTIVE HOME CARE
(920) 386-3750
FAX: (920) 386-3245

♦ ALCOHOL & DRUG ABUSE
(920) 386-4094
FAX: (920) 386-3812

♦ CHILD WELFARE &
JUVENILE JUSTICE
(920) 386-3750
FAX: (920) 386-3533

♦ COMMUNITY SUPPORT
PROGRAM & COMPREHENSIVE
COMMUNITY SERVICES
(920) 386-4094
FAX: (920) 386-3812

♦ ECONOMIC SUPPORT
(920) 386-3760
FAX: (920) 386-4012

♦ MENTAL HEALTH
(920) 386-4094
FAX: (920) 386-3812

♦ PUBLIC HEALTH
(920) 386-3670
FAX: (920) 386-4011

Dear Human Services and Health Board,

As Public Health Officer, I have been tasked with completing a Strategic Plan for the Dodge County Public Health Unit. A strategic plan reflects on the strengths of the health department. It also provides direction and opportunities to make changes, which will make the health department a more effective, stronger, and productive organization.

The first part of Strategic Plan process is to conduct a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis with employees, board members, and key stakeholders. This analysis is a tool to learn how our organization is functioning. The results help determine where changes may be needed and help establish priorities.

Please look over the SWOT analysis questions below and time permitting provide a response. We will discuss the questions at the board meeting on September 5, 2018. I ask that you turn in this sheet at that time.

1. When thinking about the Dodge County Health Department, what do you think of as the particular **strengths** the organization has? What do we do well? What strengths do we bring to the table?

2. Similarly, what **weaknesses** do you observe in the organization? What are areas where we could improve?

3. When you think about the external circumstances that may shape the future of the Dodge County Health Department, what do you see as **potential opportunities** we could take advantage of? What changes in the environment might allow us to better achieve our goals?

4. Similarly, what do you see as **potential threats** to the organization? What changes in the environment might hinder our pursuit of our goals?

Sincerely,

Abby Sauer, RN BSN
Public Health Officer

CLINICAL AND FAMILY SERVICES DIVISION

JULY STATISTICS NARRATIVE

FOR THE SEPTEMBER 2018

HUMAN SERVICES & HEALTH BOARD MEETING

CHILD PROTECTIVE SERVICES UNITS

MARK BEBEL – INTAKE SUPERVISOR
LISA GRYCOWSKI – ONGOING SUPERVISOR

ACCESS REPORTS

- Total number of CPS Access and Services reports decreased by 5 (from 83 to 78) ↓

ONGOING CASELOAD DATA

- Number of families being served increased by 7 (from 87 to 94) ↑
- Number of children being served increased by 2 (from 210 to 212) ↑
- Number of children in out-of-home care increased by 2 (from 82 to 84) ↑
- Termination of Parental Rights (TPR) and guardianship cases in progress decreased by 1 (from 7 to 6) ↓

CHILD AND ADOLESCENT SERVICES UNIT

AMY BOOHER – SUPERVISOR

JUVENILE JUSTICE CASELOAD STATISTICS

- Total caseload decreased by 25 (from 162 to 137) ↓

BIRTH TO THREE PROGRAM DATA

- Number of referrals increased by 3 (from 19 to 22) ↑
- Number of admissions decreased by 2 (from 18 to 16) ↓
- Number of discharges decreased by 6 (from 11 to 5) ↓
- Total number of children served increased by 11 (from 95 to 106) ↑

CHILDRENS LONG TERM SUPPORT WAIVER (CLTS) and COMMUNITY OPTIONS PROGRAM (CCOP) DATA

- Total number of children served stayed the same at 110 →
- Total number of new referrals this month is 6; total for the calendar year is 73
- Number of families dually enrolled in both CLTS and CCS increased by 2 (from 18 to 20) ↑
- Wait list for CLTS and Family Support programs decreased by 2 (from 38 to 36) ↓

CLINICAL SERVICES UNIT

SARA GASKA – CLINICAL SUPERVISOR
KIM KUNZ – COMMUNITY PROGRAMS SUPERVISOR

OUTPATIENT MENTAL HEALTH SERVICES DATA

- Admissions decreased by 8 (from 46 to 38) ↓
- Discharges increased by 31 (from 17 to 48) ↑
- End of month total client census decreased by 16 (from 988 to 972) ↓
- End of month psychiatry census (for all programs) decreased by 45 (from 844 to 799) ↓
- End of month therapy census decreased by 27 (from 451 to 424) ↓
- Average caseload size for MH therapists decreased by 3 (from 64 to 61) ↓

- # of clients on waitlist for adult psychiatric evaluation is 0, next available appt. is 10/3/18 (as of 8/16/18)
- # of clients on waitlist for child/adolescent psychiatric evaluation is 1, next available appt. is 11/14/18 (as of 8/16/18).
- Next available intake date for MH (non-emergency) is 8/17/18 (as of 8/16/18)

OUTPATIENT SUBSTANCE ABUSE SERVICES DATA

- Admissions increased by 2 (from 38 to 40) ↑
- Discharges increased by 14 (from 25 to 39) ↑
- End of month total client census decreased by 7 (from 183 to 176) ↓
- Average caseload size for SA counselors decreased by 1 (from 33 to 32) ↓
- Number of Intoxicated Driver Assessments decreased by 5 (from 31 to 26) ↓
- Next available intake date for AODA (non-emergency) is 7/24/18 (as of 8/16/18)

CRISIS RESPONSE SERVICES DATA

- Total hospitalization days increased by 8 (from 122 to 130) ↑
- Of this total, number of county-funded days decreased by 26 (from 50 to 24) ↓
- Number of Emergency Detentions (EDs) decreased by 2 (from 13 to 11) ↓
- Number of crisis diversions increased by 20 (from 93 to 113) ↑
- Number of protective custody cases decreased by 6 (from 9 to 3) ↓
- Number of voluntary admissions increased by 1 (from 4 to 5) ↑

COMMUNITY PROGRAMS DATA

- Community Support Program (CSP) end of month census decreased by 2 (from 18 to 16) ↓
- Comprehensive Community Services (CCS) end of month census increased by 7 (from 137 to 144) ↑
- Targeted Case Management (TCM) enrollment decreased by 2 (from 31 to 29) ↓



2018 Children's Monthly Out-of-Home Placement Costs (# of children / \$\$\$)

	Group Homes		Institutions		Foster Care		Kinship Care		Monthly Total	
January	5	29,426.76	11	109,688.55	43	45,624.33	40	9,504.65	99	194,244.29
February	7	49,515.38	10	110,292.70	39	43,729.07	40	9,392.50	96	212,929.65
March	7	34,189.58	9	114,487.34	45	48,029.31	39	8,667.80	100	205,374.03
April	6	30,827.04	11	122,286.60	45	48,515.37	36	8,806.00	98	210,435.01
May	4	11,827.64	12	134,114.39	45	61,032.43	37	9,496.97	98	216,471.43
June	2	6,920.70	9	103,044.90	47	58,085.26	36	8,091.99	94	176,142.85
July	2	9,177.96	11	124,972.26	46	56,444.51	38	8,890.45	97	199,485.18
August										
September										
October										
November										
December										
Total 2018	33	171,885.06	73	818,886.74	310	361,460.28	264	62,850.36	683	1,415,082.44
Average 2018	4.7	24,555.01	10.4	116,983.82	44.3	51,637.18	37.7	8,978.62	97.6	202,154.62
Total 2017	81	388,532.97	121	1,244,529.42	482	570,425.12	482	110,900.56	1166	2,314,388.07
Average 2017	6.7	32,377.75	10.1	103,710.78	40.2	47,535.43	40.2	9,241.71	97.2	192,865.66

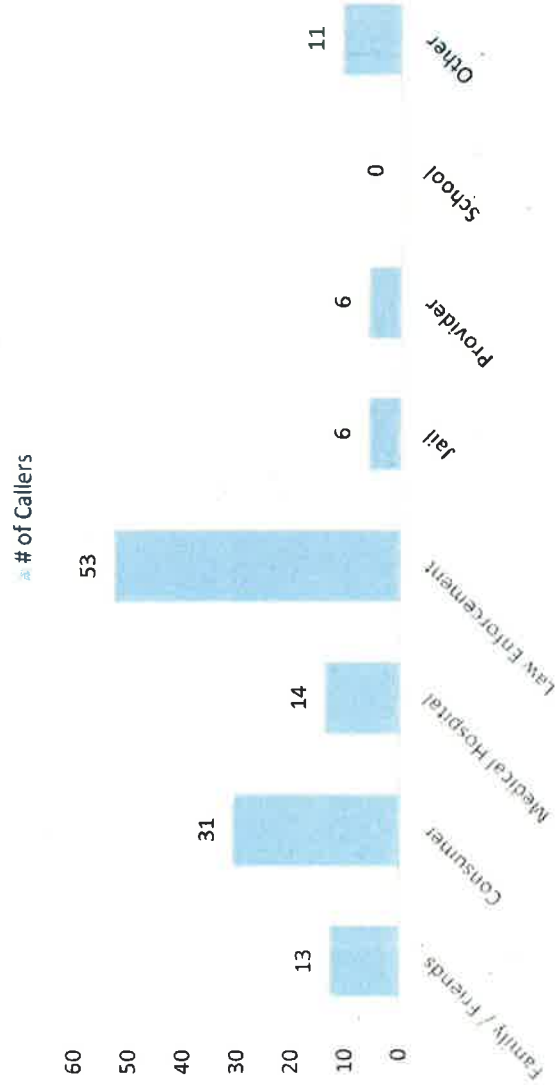
Number of placements are duplicated month-to-month.



Dodge County
Data Report for July 1, 2018 to July 31, 2018

Total Calls— 134
Total Minors: 32
Total Adults: 101
Total Age Unknown: 1
Mobile Sent— 4
AODA related contacts— 18
Dementia Related contacts - 3

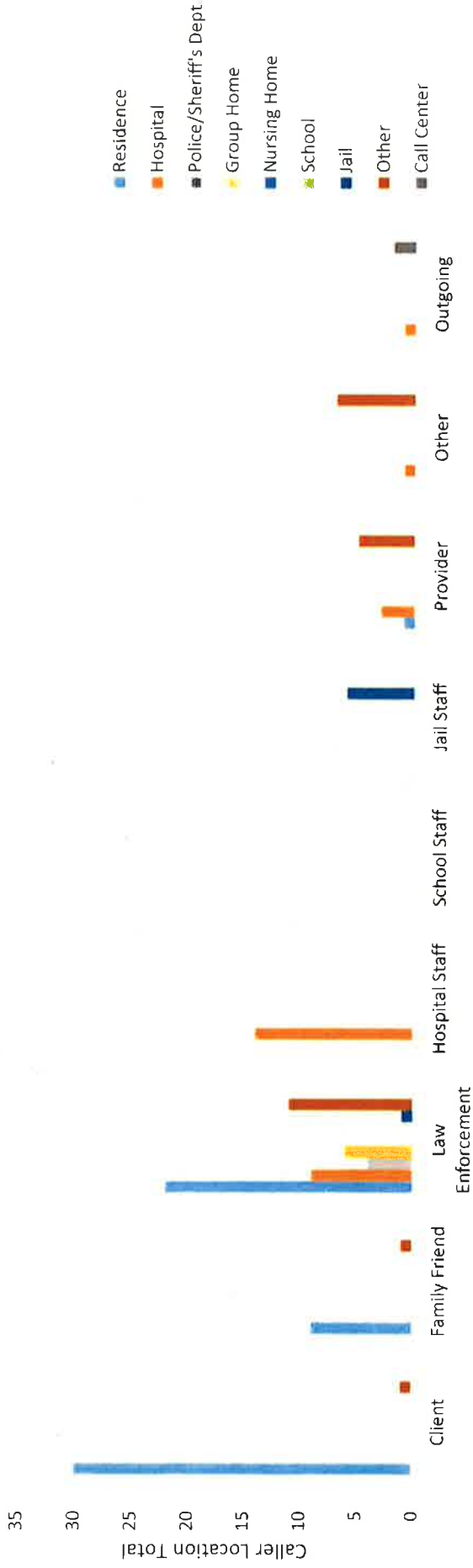
of Callers July 1 - July 31, 2018



Caller	Total	Percent
Family / Friends	13	9.70%
Consumer	31	23.13%
Medical Hospital	14	10.45%
Law Enforcement	53	39.55%
Jail	6	4.48%
Provider	6	4.48%
School	0	0.00%
Other	11	8.21%
Totals	134	100%

Stabilization Calls (incoming and outgoing): 11

Note-Stabilization calls are created through a response plan following an initial contact resulting in a diversion with community supports.



Caller Type

	Residence	Hospital	Police / Sheriff's Dept.	Group Home	Nursing Home	School	Jail	Other	Call Center	Totals	Percentage
Client	30	0	0	0	0	0	0	1	0	31	22.96%
Family Friend	9	0	0	0	0	0	0	4	0	13	9.63%
Law Enforcement	22	9	4	6	0	0	1	11	0	53	39.26%
Hospital Staff	0	14	0	0	0	0	0	0	0	14	10.37%
School Staff	0	0	0	0	0	0	0	0	0	0	0.00%
Jail Staff	0	0	0	0	0	0	6	0	0	7	5.19%
Provider	1	0	0	0	0	0	0	5	0	6	4.44%
Other	0	1	0	0	0	0	0	7	0	8	5.93%
Outgoing	0	1	0	0	0	0	0	0	2	3	2.22%
Totals	62	25	4	6	0	0	7	28	2	135	100%

NORTHWEST COUNSELING AND GUIDANCE CLINIC

PO Box 309
Siren, WI 54872

Dodge County Human Service & Health Department
Henry Dodge Office Building
199 County Rd DF 3rd Floor
Juneau, WI 53039

8/6/2018

Enclosed please find the **JULY** monthly billings for the following services from NWCGC:

Training/Supervision-1140	\$88.35
Mobile Service Usage-1171	\$722.40
Mobile Service Mileage-1172	\$50.27
Mobile Service Expense-1173	\$0.00
Phone Flat Rate- 1160	\$5,488.00
Mobile Flat Rate- 1170	\$1,822.75

TOTAL DUE **\$8,171.77**

If you have any questions, please call 715-349-7069.

Thank you,

Cortney H.
Out-Patient/County Billing Coordinator
Northwest Counseling & Guidance Clinic



Dodge County, Wisconsin
Finance Department
Intra-Department Fund Transfer Form
Effective Date: January 01, 2016

Doc = BX
Ledger = BA

Date: 8/8/18

Department: Human Services & Health Department

Budget Year: 2018

Description of Adjustment:

The department had to place a client at a facility and there is not enough money in the object line to pay for the costs. This transfer will allow for the invoice to be paid.

For Finance Department use only
Doc# _____
Batch# _____
GL Date: _____

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4812	5291	466	Other Facilities	12,782

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4809	5279	568	Other CBRF	12,782

Note the increases must balance with the decreases

Department Head Signature _____ Date: _____

County Administrator Signature _____ Date: _____

Committee of Jurisdiction Chairman
Signature _____ Date: _____

Finance Committee Chairman
Signature _____ Date: _____



Dodge County, Wisconsin
Finance Department
Intra-Department Fund Transfer Form
 Effective Date: January 01, 2016

Doc = BX
Ledger = BA

Date: 8/8/18

Department: Human Services & Health Department

Budget Year: 2018

Description of Adjustment:

Crisis and Mental Health revenue was combined in business unit 4801. This is now being split and Crisis revenue will be recorded in its own business unit 4802.

For Finance Department use only	
Doc#	_____
Batch#	_____
GL Date:	_____

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4802	4610		Crisis Private Insurance	-31,200
4802	4630		Crisis Medicaid	-112,000

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4801	4610		Private Insurance Revenue	31,200
4801	4630		Medicaid Revenues	112,000

Note the increases must balance with the decreases

Department Head Signature _____ Date: _____

County Administrator Signature _____ Date: _____

Committee of Jurisdiction Chairman
 Signature _____ Date: _____

Finance Committee Chairman
 Signature _____ Date: _____



Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form

Doc = BX
Ledger = BA

Effective January 1st, 2016

Date: 8/16/18

Department: Human Services & Health Department

Budget Year: 2018

Description of Adjustment:

The department applied and was awarded the 2018 Changemaker Health Grant from the Greater Watertown Community Health Foundation. These funds will be used to purchase the Incredible Years Parenting Skills Group.

For Finance Department use only
Doc# _____
Batch# _____
GL Date: _____

Budget Adjustment

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5005	4851		Donation from Organization	-20,000
5005	5219		Professional Services	8,000
5005	5343		Food, Vending Mach Sup	800
5005	5335		Meals	200
5005	5334		Commercial Travel	1,500
5005	5348		Education Supplies	4,000
5005	5813		Office Equipment	1,000
5005	5349		Other Operating Supplies	4,500

Note the total Budget Adjustment must balance

Department Head Signature _____ Date: _____

County Administrator Signature _____ Date: _____

Committee of Jurisdiction Chairman
Signature _____ Date: _____

Finance Committee Chairman
Signature _____ Date: _____



Dodge County, Wisconsin
Finance Department
Intra-Department Fund Transfer Form
 Effective Date: January 01, 2016

Doc = BX
Ledger = BA

Date: 7/30/18

Department: Human Services & Health Department

Budget Year: 2018

For Finance Department use only	
Doc#	_____
Batch#	_____
GL Date:	_____

Description of Adjustment:

When the 2018 budget was created and entered into JD Edwards, the budget amount for revenue relating to business unit 4804 was entered into the wrong object line. Object line 4573.04 was the old TCM account number used and the new Netsmart account object line is 4630.

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4804	4630		Medicaid Revenues	-10,800

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4804	4573.04		Case Mangmnt -Medicaid	10,800

Note the increases must balance with the decreases

Department Head Signature _____ Date: _____

County Administrator Signature _____ Date: _____

Committee of Jurisdiction Chairman
 Signature _____ Date: _____

Finance Committee Chairman
 Signature _____ Date: _____



**Dodge County, Wisconsin
Finance Department
Intra-Department Fund Transfer Form**
Effective Date: January 01, 2016

**Doc = BX
Ledger = BA**

Date: 7/30/18

Department: Human Services & Health Department

Budget Year: 2018

For Finance Department use only	
Doc#	_____
Batch#	_____
GL Date:	_____

Description of Adjustment:

When the 2018 budget was created and entered into JD Edwards, the budget amount for revenue relating to business unit 4808 was entered into the wrong object line Object line 4573.05 was the old TCM account number used and the new Netsmart account object line is 4630.

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4808	4630		Medicaid Revenues	-156,000

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4808	4575.05		Medicaid	156,000

Note the increases must balance with the decreases

Department Head Signature _____ Date: _____

County Administrator Signature _____ Date: _____

Committee of Jurisdiction Chairman
Signature _____ Date: _____

Finance Committee Chairman
Signature _____ Date: _____