



Minutes
Human Services and Health Board Meeting
Wednesday, June 5, 2019-6:00 pm
Henry Dodge Office Building
Room G46
199 County Rd DF, Juneau, WI 53039

1. Call to Order by Chairperson Mary Bobholz at 6:00pm
2. Roll Call and Non-Committee Member County Board Attendance

Board Present: Mary Bobholz, Mark Roesch, Stephanie Justmann, Becky Glewen, David Godshall, Tim Kimmel, Kira Sheahan-Malloy, Jennifer Keyes, Lois Augustson

Absent/Excused:

Staff Present: Director Becky Bell, Division Manager Monica Hooper, Division Manager Sheila Drays, Division Manager Alyssa Schultz, Supervisor Anne Connors, Supervisor Abby Sauer

Others Present: Donna Maly, Jim Mielke

3. Public Comment:
4. Public Hearing regarding agency requests for funding

Fred Hebert from Central Wisconsin Community Action Council talked about how they serve 5 different counties being, Adams, Columbia, Dodge, Juneau and Sauk Counties. They have offices in each of these counties and have been helping people for over 52 years. They have a 15 member board and they provide these counties with multiple services, including employment & training, car loans, emergency food & shelter and programs to help the homeless population with housing assistance. Fred mentioned that each of the 5 counties they serve do contribute annually which demonstrates support in their programs

Thea O'Connor from Church Health Services stated they have been serving the low income population in Dodge County for over 24 years, they provide dental, mental health and medical services. Thea mentioned that dental services has seen a dramatic increase in referrals, currently they have provided 507 child oral health visits. Church Health Service therapists are providing mental health services in schools when they are referred to by the school, they work with Waupun, Beaver Dam and Horicon. Thea indicated they provide these services regardless of ability to pay. Dental cleanings are reimbursed through Medicaid at \$36 which is extremely low.

Ashley Welak the interim Director from PAVE talked about how they serve all of Dodge County. PAVE provides domestic violence services, bilingual services, and responds to hospitals for rape victims. They have a 24 hour phone/texting hot line for people in need of assistance. Ashley discussed the LAP program. Law enforcement responds to calls and administers an 11 question protocol. Based on the answers to those questions they may call PAVE's hotline and set up a plan for the next 24 hours. Ashley reported that the shelter was opened in 1990 and PAVE is looking into and hoping to expand. She also mentioned that in 2017 PAVE served 700 individuals and in 2018 PAVE served over 1000 individuals. In an effort to educate youth, PAVE does presentations in the schools.

Jeannetta Westenberg from Watertown Area Cares Clinic indicated the clinic serves uninsured and underinsured individuals by providing them with medical and prescription services. They have been providing these services for 10 years.

Hugh Davis from Wisconsin Family Ties came to talk about the services they provide to the entire state of Wisconsin. Wisconsin Family Ties uses a Peer Support Program and has 17 Parent Peer Specialists to assist families in identifying their needs and achieving their goals. Wisconsin Family Ties serves 178 families in a month statewide and serves 15-18 Dodge County families. Hugh mentioned that Wisconsin Family Ties has a one million dollar budget.

5. Approval of the minutes of the May 1, 2019 meeting

Motion by Stephanie Justmann to approve the May 1, 2019 minutes. Seconded by Jennifer Keyes. Motion carried with one abstention.

6. Presentation: Rapid Rehousing by Fred Hebert and Central Wisconsin Community Action Council (CWCAC) staff.

Fred Hebert and the CWCAC staff talked to the board about the Rapid Rehousing program that they provide. This is a service that is provided to families that have been Sauk County residents for at least 6 months and that are homeless or living in housing situations that they cannot sustain for another 6 months. These families must have adequate income to be able to continue paying rent after the programs help with the security deposit and up to 2 months of rental assistance. Sauk County has had a 95% success rate with this program and helping people sustain their living situations. This is a onetime acceptance program and there are case workers that help support the families during this process.

7. BOARD ACTION

A. Nutrition Program closure for staff training day September 19, 2019

Motion by Lois Augustson to close Nutrition Meal sites for staff training on September 19, 2019. Seconded by Stephanie Justmann. Motion carried

B. Re-appointment to Commission on Aging and Disability Services-Dianne Birkholz, Shirley Kitchen and Gary Schmidt

Motion by Stephanie Justmann to approve the re-appointment of Dianne Birkholz, Shirley Kitchen and Gary Schmidt to the Commission on Aging and Disability Services. Seconded by Becky Glewen. Motion carried

C. Re-appointment to Nutrition Advisory Council-David Godshall and Thomas Koch

Motion by Kira Sheahan-Malloy to approve the re-appointment of David Godshall to the Nutrition Advisory Council. Seconded by Jennifer Keyes. Motion carried

8. DIRECTORS REPORT- Ms. Bell

A. Update: State Budget discussion

Director Becky Bell reported to the board that the Joint Finance Committee approved funding for the Child Welfare crisis. Funding was also approved to increase funding for certified crisis programs.

B. Travel request for Abby Sauer

Ms. Bell mentioned to the board that Abby will not be going to the Opioid conference in July.

C. Public Health conference discussion

Supervisor Abby Sauer talked to the board about the Public Health conference and how the focus is moving toward a more population health. Ms. Bell and Ms. Sauer informed the Board that Public Health intends to partner with clinical services regarding suicide prevention and addiction prevention efforts.

D. Update: CCS Service Facilitator revenue discussion

Becky Bell and Alyssa Schultz met with ACC and LSS about the possibility of limiting contracts with them. Ms. Bell stated these conversations went well. Both agencies understood the position of Dodge County. Both agencies will continue to partner with Human Services and Health Department for other services. Ms. Bell indicated that the number of people in the CCS program is increasing every year, in 2015 there were 52 clients and in 2019 there are 201 clients. Ms. Bell discussed some pros and cons of hiring county employees versus continuing to contract for service facilitation services.

E. Green Valley Enterprises, Inc. budget request discussion

Green Valley Enterprises provides Birth to 3 services to Dodge County residents through a contract with Dodge County Human Services and Health Department. Ms. Bell indicated that Green Valley Enterprises is asking for an additional \$243,000 in funding to provide these services in 2020. Ms. Bell informed the Board that Supervisor Amy Booher has been working with Green Valley on ways to improve services and increase revenue. Amy Booher for Dodge County Human Services and Health and Cassie Hurst from Green Valley Enterprises will be giving a presentation of Birth to 3 program at the July Board Meeting.

9. COMMUNITY SUPPORT SERVICES REPORT-Ms. Drays

- A. Stats for April
- B. Dining Center Comments
- C. Community Health Assessment Summit results

10. CLINICAL & FAMILY SERVICES REPORT-Ms. Schultz

- A. Stats for April
- B. Out of home costs
- C. April report from Northwest Connections-After Hours Crisis
- D. Northwest Connections April expenses

11. FISCAL & SUPPORT SERVICES REPORT-Ms. Hooper

- A. Review April 2019 expenditures & revenues
- B. Revenue and Expenditure Adjustment Forms

Next Meeting will be July 10, 2019 at 6:00pm

Adjourned at 7:35pm

Motion by Lois Augustson to adjourn. Seconded by Kira Sheahan-Malloy. Motion carried

Lois Augustson, **Secretary**

Mary Bobholz, **Chairperson**

Kris Keith, **Recording Secretary**

1 RESOLUTION NO. _____
2

3 **Create Position of *Elder/Disability Benefit Specialist I, II, or III***
4

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

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

10 **WHEREAS**, as a result of these studies and analyses, the Human Services and Health Board
11 recommends that the Dodge County Board of Supervisors create the following position at The Dodge
12 County Human Services and Health Department, effective July 17, 2019:
13

14 *Elder/Disability Benefit Specialist I, II, or III*; and,
15

16 **WHEREAS**, the job descriptions for the proposed position of *Elder/Disability Benefit Specialist*
17 *I, II, or III* have been marked for identification as Exhibits "A", "B", and "C", respectively, and have
18 been attached hereto; and,
19

20 **WHEREAS**, funding for this position is not contained in the 2019 Budget of the Dodge County
21 Human Services and Health Department; however, grant funding may be available in an amount
22 sufficient to pay wages and fringe benefits for the proposed position of *Elder/Disability Benefit*
23 *Specialist I, II, or III* during calendar year 2019, as set forth in Exhibit "D";
24

25 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors
26 hereby creates the following position in The Dodge County Human Services and Health Department,
27 effective July 17, 2019:
28

29 *Elder/Disability Benefit Specialist I, II, or III.*
30

31 **BE IT FINALLY RESOLVED**, that the Human Services and Health Department shall pursue
32 state and federal grant funds sufficient to pay wages and fringe benefits for the proposed position during
33 calendar year 2019, as set forth in Exhibit "D".
34

All of which is respectfully submitted this 16th day of July, 2019.

Dodge County Human Services and Health Board:

Mary J. Bobholz

Kira Sheahan-Malloy

Stephanie Justmann

Jennifer Keyes

Becky Glewen

David Godshall

Mark Roesch

Lois Augustson

Timothy Kemmel

FISCAL NOTE:

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

Budget Impact: \$0.00. Finance Committee review date: July 9, 2019. Chair initials: ____.

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create the position of *Elder/Disability Benefit Specialist I, II, or III.*



Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form
 Effective January 1st, 2016

Doc = BX
Ledger = BA

Date: 6/25/19

Department: Human Services & Health Department

Budget Year: 2019

Description of Adjustment:

see attached resolution

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

Budget Adjustment

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5035	4235	560100	Aging&Dis Resorc CTR	-33,454
5035	5121		Wages - Permanent-Regular	24,048
5035	5141		Social Security/Medica	1,840
5035	5142		WI Retirement-Employer	1,574
5035	5144		Hospital\Health Insurance	5,513
5035	5145		Life Insurance	10
5035	5146		Worker's Compensation	29
5035	5149		Dental Insurance	440

Note the total Budget Adjustment must balance

Exhibit "D"

DODGE COUNTY JOB DESCRIPTION**Wage Range: \$20.75 - \$26.98**

JOB TITLE:	Disability and Elder Benefit Specialist I	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services and Health--Aging & Disability Resource Center/Aging Services	REPORTS TO:	Human Services Supervisor – ADRC/Aging Services
LOCATION:	Administration Building	DATE:	Draft
LABOR GRADE:	Dodge County Five (5)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor – ADRC/Aging Services, this position is to provide broad access to benefits counselling and education, legal information as well as advocacy and representation to adults with disabilities and persons 60 years and older. This includes issues related to a wide range of public benefits, community programs, private health insurance and consumer debt.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides accurate, detailed benefit counseling information and documentation regarding public and private benefits, programs, acts as advocate regarding insurance and submitting complaints and appeals.
2. Assists consumers in understanding and determining benefit eligibility for all public benefit programs and assisting in completing eligibility forms.
3. Researches and interprets administrative law for consumer advocacy, consumer rights and eligibility issues and appeals.
4. Gathers documentation and evidence for applications, provides advocacy and representation in appeals, negotiations, and administrative law proceedings.
5. Evaluates consumer needs to recommend appropriate community resources, referrals, and health insurance options.
6. Provides public education and/or training on issues affecting the rights, benefits, or entitlements of adults with disabilities and elderly persons including conducting workshops.
7. Develops benefit program materials as resources for co-workers and consumers. Shares technical expertise to assist department in problem solving issues concerning public benefit programs, rules and regulations.
8. Administers volunteer program and provides volunteers training and supervision.
9. Coordinates with local Pro-Bono Attorney Program by initiating referrals and actions as a liaison.
10. Consults regularly with program attorney regarding individual cases and general caseload.
11. Attends ongoing training programs to maintain expertise regarding knowledge of programs and services.
12. Performs time reporting per Medicaid and DHS guidelines as well as prepares and submits timely, accurate program reports as required.
13. Applies motivational interviewing techniques when needed.
14. Supports and enhances a trauma-informed care environment.
15. Completes annual compliance training and adheres to Human Services compliance policies and procedures. Maintains detailed, accurate and confidential documentation in accordance with HIPAA guidelines.
16. Adheres to and promotes safety as a priority in the workplace.
17. Performs other duties as assigned or as may develop.
18. Complies with County HIPAA Policies and Procedures.
19. Demonstrates dependable attendance.

JOB SPECIFICATION**KNOWLEDGE, SKILLS, AND ABILITIES**

- Working knowledge of target populations.
- Working knowledge of local, State, and Federal governmental programs related to position (i.e. public and private benefits, entitlements, insurance, consumer issues, long-term care services, and legal system).
- Working knowledge of community programs, agencies, and support services.
- Working knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Working knowledge of physical, psychological and economic needs of target population.
- Ability to communicate effectively with groups and individuals, both verbally and in writing.
- Ability to communicate effectively, listen, assess and problem solve with elderly consumers, family members and general public.
- Ability to advocate on behalf of consumers.
- Ability to understand, interpret, and explain eligibility criteria and guidelines relating to benefits.
- Ability to establish and maintain accurate and confidential records.
- Ability to maintain confidentiality.
- Ability to follow instructions accurately.
- Ability to work independently as well as cooperatively with co-workers.
- Ability to advocate on behalf of consumers.
- Ability to read, interpret, apply, and explain eligibility criteria and regulation relating to benefits.
- Ability to communicate effectively with professionals providing medical, legal and other services.
- Must possess a valid driver's license and have access to an insured and reliable vehicle for work related travel.
- Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

A Bachelor degree, preferably in a health or human services related field, and at least one (1) year of experience working with the target populations. Education requirement may be waived by the State's DBS & EBS program managers based on evidence of ability to fully perform ADRC responsibilities based on her/his post-secondary education, experience, knowledge and skills. Valid driver's license required. Must obtain certification by the National Alliance of Information and Referral Systems (AIRS) as a Certified Information and Referral Specialist (CIRS or CIRS-A) within two (2) years of employment. Ability to attend and successfully complete initial and ongoing training as required by the DHS and the ADRC. Ability to attend and successfully complete initial and ongoing training as required under Chapter 9 of the Wisconsin Aging Network Manual of Policies, Procedures and Technical Assistance.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations. May require travel to consumer's residence and out-of-office meeting locations.

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: \$22.89 - \$29.77**

JOB TITLE:	Disability and Elder Benefit Specialist II	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services and Health--Aging & Disability Resource Center/Aging Services	REPORTS TO:	Human Services Supervisor – ADRC/Aging Services
LOCATION:	Administration Building	DATE:	Draft
LABOR GRADE:	Dodge County Six (6)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor – ADRC/Aging Services, this position is to provide broad access to benefits counselling and education, legal information as well as advocacy and representation to adults with disabilities and persons 60 years and older. This includes issues related to a wide range of public benefits, community programs, private health insurance and consumer debt.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides accurate, detailed benefit counseling information and documentation regarding public and private benefits, programs, acts as advocate regarding insurance and submitting complaints and appeals.
2. Assists consumers in understanding and determining benefit eligibility for all public benefit programs and assisting in completing eligibility forms.
3. Researches and interprets administrative law for consumer advocacy, consumer rights and eligibility issues and appeals.
4. Gathers documentation and evidence for applications, provides advocacy and representation in appeals, negotiations, and administrative law proceedings.
5. Evaluates consumer needs to recommend appropriate community resources, referrals, and health insurance options.
6. Provides public education and/or training on issues affecting the rights, benefits, or entitlements of adults with disabilities and elderly persons including conducting workshops.
7. Develops benefit program materials as resources for co-workers and consumers. Shares technical expertise to assist department in problem solving issues concerning public benefit programs, rules and regulations.
8. Administers volunteer program and provides volunteers training and supervision.
9. Coordinates with local Pro-Bono Attorney Program by initiating referrals and actions as a liaison.
10. Consults regularly with program attorney regarding individual cases and general caseload.
11. Attends ongoing training programs to maintain expertise regarding knowledge of programs and services.
12. Performs time reporting per Medicaid and DHS guidelines as well as prepares and submits timely, accurate program reports as required.
13. Applies motivational interviewing techniques when needed.
14. Supports and enhances a trauma-informed care environment.
15. Completes annual compliance training and adheres to Human Services compliance policies and procedures. Maintains detailed, accurate and confidential documentation in accordance with HIPAA guidelines.
16. Adheres to and promotes safety as a priority in the workplace.
17. Performs other duties as assigned or as may develop.
18. Complies with County HIPAA Policies and Procedures.
19. Demonstrates dependable attendance.

JOB SPECIFICATION**KNOWLEDGE, SKILLS, AND ABILITIES**

- Working knowledge of target populations.
- Working knowledge of local, State, and Federal governmental programs related to position (i.e. public and private benefits, entitlements, insurance, consumer issues, long-term care services, and legal system).
- Working knowledge of community programs, agencies, and support services.
- Working knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Working knowledge of physical, psychological and economic needs of target population.
- Ability to communicate effectively with groups and individuals, both verbally and in writing.
- Ability to communicate effectively, listen, assess and problem solve with elderly consumers, family members and general public.
- Ability to advocate on behalf of consumers.
- Ability to understand, interpret, and explain eligibility criteria and guidelines relating to benefits.
- Ability to establish and maintain accurate and confidential records.
- Ability to maintain confidentiality.
- Ability to follow instructions accurately.
- Ability to work independently as well as cooperatively with co-workers.
- Ability to advocate on behalf of consumers.
- Ability to read, interpret, apply, and explain eligibility criteria and regulation relating to benefits.
- Ability to communicate effectively with professionals providing medical, legal and other services.
- Must possess a valid driver's license and have access to an insured and reliable vehicle for work related travel.
- Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

A Bachelor degree, preferably in a health or human services related field, and at least three (3) years of experience working with the target populations and ten (10) days in-service training related to specific job responsibilities. Education requirement may be waived by the State's DBS & EBS program managers based on evidence of ability to fully perform ADRC responsibilities based on her/his post-secondary education, experience, knowledge and skills. Valid driver's license required. Must obtain certification by the National Alliance of Information and Referral Systems (AIRS) as a Certified Information and Referral Specialist (CIRS or CIRS-A) within two (2) years of employment. Ability to attend and successfully complete initial and ongoing training as required by the DHS and the ADRC. Ability to attend and success complete initial and ongoing training as required under Chapter 9 of the Wisconsin Aging Network Manual of Policies, Procedures and Technical Assistance.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations. May require travel to consumer's residence and out-of-office meeting locations.

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: \$25.05 - \$32.58**

JOB TITLE:	Disability and Elder Benefit Specialist III	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services and Health--Aging & Disability Resource Center/Aging Services	REPORTS TO:	Human Services Supervisor – ADRC/Aging Services
LOCATION:	Administration Building	DATE:	Draft
LABOR GRADE:	Dodge County Seven (7)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor – ADRC/Aging Services, this position is to provide broad access to benefits counselling and education, legal information as well as advocacy and representation to adults with disabilities and persons 60 years and older. This includes issues related to a wide range of public benefits, community programs, private health insurance and consumer debt.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides accurate, detailed benefit counseling information and documentation regarding public and private benefits, programs, acts as advocate regarding insurance and submitting complaints and appeals.
2. Assists consumers in understanding and determining benefit eligibility for all public benefit programs and assisting in completing eligibility forms.
3. Researches and interprets administrative law for consumer advocacy, consumer rights and eligibility issues and appeals.
4. Gathers documentation and evidence for applications, provides advocacy and representation in appeals, negotiations, and administrative law proceedings.
5. Evaluates consumer needs to recommend appropriate community resources, referrals, and health insurance options.
6. Provides public education and/or training on issues affecting the rights, benefits, or entitlements of adults with disabilities and elderly persons including conducting workshops.
7. Develops benefit program materials as resources for co-workers and consumers. Shares technical expertise to assist department in problem solving issues concerning public benefit programs, rules and regulations.
8. Administers volunteer program and provides volunteers training and supervision.
9. Coordinates with local Pro-Bono Attorney Program by initiating referrals and actions as a liaison.
10. Consults regularly with program attorney regarding individual cases and general caseload.
11. Attends ongoing training programs to maintain expertise regarding knowledge of programs and services.
12. Performs time reporting per Medicaid and DHS guidelines as well as prepares and submits timely, accurate program reports as required.
13. Applies motivational interviewing techniques when needed.
14. Supports and enhances a trauma-informed care environment.
15. Completes annual compliance training and adheres to Human Services compliance policies and procedures. Maintains detailed, accurate and confidential documentation in accordance with HIPAA guidelines.
16. Adheres to and promotes safety as a priority in the workplace.
17. Performs other duties as assigned or as may develop.
18. Complies with County HIPAA Policies and Procedures.
19. Demonstrates dependable attendance.

JOB SPECIFICATION**KNOWLEDGE, SKILLS, AND ABILITIES**

- Advanced knowledge of target populations.
- Advanced knowledge of local, State, and Federal governmental programs related to position (i.e. public and private benefits, entitlements, insurance, consumer issues, long-term care services, and legal system.
- Advanced knowledge of community programs, agencies, and support services.
- Advanced knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Advanced knowledge of physical, psychological and economic needs of target population.
- Ability to communicate effectively with groups and individuals, both verbally and in writing.
- Ability to communicate effectively, listen, assess and problem solve with elderly consumers, family members and general public.
- Ability to advocate on behalf of consumers.
- Ability to understand, interpret, and explain eligibility criteria and guidelines relating to benefits.
- Ability to establish and maintain accurate and confidential records.
- Ability to maintain confidentiality.
- Ability to follow instructions accurately.
- Ability to work independently as well as cooperatively with co-workers.
- Ability to advocate on behalf of consumers.
- Ability to read, interpret, apply, and explain eligibility criteria and regulation relating to benefits.
- Ability to communicate effectively with professionals providing medical, legal and other services.
- Must possess a valid driver's license and have access to an insured and reliable vehicle for work related travel.
- Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

A Bachelor degree, preferably in a health or human services related field, and at least seven (7) years of experience working with the target populations and twenty (20) days in-service training related to specific job responsibilities. Education requirement may be waived by the State's DBS & EBS program managers based on evidence of ability to fully perform ADRC responsibilities based on her/his post-secondary education, experience, knowledge and skills. Valid driver's license required. Must obtain certification by the National Alliance of Information and Referral Systems (AIRS) as a Certified Information and Referral Specialist (CIRS or CIRS-A) within two (2) years of employment. Ability to attend and successfully complete initial and ongoing training as required by the DHS and the ADRC. Ability to attend and success complete initial and ongoing training as required under Chapter 9 of the Wisconsin Aging Network Manual of Policies, Procedures and Technical Assistance.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations. May require travel to consumer's residence and out-of-office meeting locations.

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.

COMMUNITY SUPPORT SERVICES DIVISION
FROM APRIL TO MAY 2019 STATISTICS NARRATIVE
FOR THE JULY 2019
HUMAN SERVICES & HEALTH BOARD MEETING

AGING AND DISABILITY RESOURCE CENTER

KRIS SCHEFFT – SUPERVISOR

CALL STATISTICS

- Recorded Contacts increased from 586 in April to 612 in May ↑
- Providing Information and Assistance decreased from 331 in April to 302 in May ↓
- Administering Long Term Care Functional Screens increased from 38 in April to 49 in May ↑
- Providing all other services increased from 114 in April to 123 in May ↑
- Referring for all other services increased from 2 in March and April to 5 in May ↑

AGING, TRANSPORTATION, AND NUTRITION

JACKIE DELAROSA – SUPERVISOR

DINING MEAL DONATIONS

- Congregate donations increased from \$39.16 in April to \$45.27 in May ↑
- Home delivered donations decreased from \$21.04 in April to \$20.03 in May ↓

DINING MEAL PARTICIPANTS

- Congregate participants increased from 39 in March and April to 41 in May ↑
- Home delivered participants increased from 149 in April to 153 in May ↑

VOLUNTEER DRIVER STATISTICS

- Total trip miles decreased from 21,797 in April to 21,292 in May ↓
- Total hours of service increased from 1011 in April to 1021 in May ↑
- Total cash donations received decreased from \$3,958.90 in April to \$2,670.82 in May ↓

CASELOAD/WORKLOAD STATISTICS

- Total caseload decreased from 329 in April to 328 in May ↓
 - Referrals decreased from 30 in April to 27 in May ↓
 - Court hearings remained steady at 11 in April and May →
 - Annual Protective Placement reviews decreased from 25 in April to 17 in May ↓
 - Supportive Home Care reviews decreased from 20 in April to 18 in May ↓
 - Total Supportive Home Care cases increased from 144 in April to 147 in May ↑
 - Total Home and Financial Manager cases remained steady at 33 in April and May →
- kei

ECONOMIC SUPPORT

AMY BERANEK – SUPERVISOR
JENNY COX - SUPERVISOR

CASELOAD/WORKLOAD STATISTICS

- FoodShare caseloads increased from 3333 in April to 3335 in May ↑
- Medicaid Total caseload increased from 2404 in April to 2407 in May ↑
- BadgerCare Total caseload increased from 4746 in April to 4762 in May ↑
- Total gross recipients increased from 13,032 in April to 13,063 in May ↑
(This is the number of county residents receiving assistance, which includes those handled by other counties in the consortia)
- Total cases increased from 7460 in April to 7469 in May ↑
- FoodShare expenditures decreased from \$623,759 in April to \$610,997 in May ↓
- Child Care expenditures increased from \$120,884 in April to \$137,037 in May ↑

PUBLIC HEALTH

ABBY SAUER – SUPERVISOR / PUBLIC HEALTH OFFICER

CASELOAD/WORKLOAD STATISTICS

- Programs for Children decreased from 54 in April to 49 in May ↓
- Programs for Children and Families increased from 922 in April to 937 in May ↑
- Programs for Women increased from 23 in April to 28 in May ↑
- Programs for ALL Residents decreased from 122 in April to 104 in May ↓

Dodge County Dining Center Comments

May	Site	Comments
1	Juneau	Customer said food was really dry, no gravy, just noodles and peas, needs lots of gravy to swallow foods
1	Reeseville	Yay! More meat in the beef stroganoff. Brownies instead of cookies
1	Horicon	Congregate indicated meat was not tender- hard to chew.
2	Juneau	Short 1 milk
3	Randolph	Customer thought bolonga was a small serving size.
3	Juneau	No diet meal available for participant
6	Reeseville	Good meal.
6	Horicon	2 servings short of applesauce.
6	Watertown	Shorted one chicken breast.
7	Reeseville	Pears were hard. Meatballs were ok. Had enough food for 1 extra meal.
7	Randolph	Compliments on meal
8	Lomira	Received applesauce instead of fruit cocktail
8	Reeseville	Good meal.
8	Beaver Dam	Roast pork was excellent. Very good meal. Big crowd today!
9	Reeseville	Pears in the jello were hard to chew. Otherwise a great meal.
9	Horicon	1 serving short of veggies. Volunteer driver did not get a serving.
10	Reeseville	Good meal. Cantaloupe was a little on the hard side.
13	Randolph	Our table of guests said thank you for great meal
13	Beaver Dam	Home delivered complaint of burnt meatloaf, and baked potato was brown inside
13	Mayville	Short TEN pieces of meat loaf
14	Reeseville	Always love the baked chicken
15	Anonymous	I am bless to have you in my life, Thank You (written on donation slip sent with payment)
15	Randolph	Main course nice and hot
15	Reeseville	Yay! Actually had apricot halves
16	Randolph	had to heat up carrots
16	Beaver Dam	Short 1 cookie
16	Hustisford	Two meals short of carrots
16	Lomira	Short 2 cookies. Received an extra skim milk
16	Horicon	Sent 2 diet cookies, no diet cookies were ordered
16	Watertown	Meat burnt on the edges and no gravy. Meat stuck to pan on bottom and sides

17	Randolph	Complaints about small serving size of ham compared to meat loaf, about half size. Loved the squash - have more often
20	Reeseville	Great food!
22	Reeseville	Cantaloupe was better this time. Softer and easier to eat
23	Randolph	Veggies were at 130 - but came up to temp before serving. End result beautiful veggies, not veggie mush
24	Randolph	Residents enjoyed pepper steak
24	Watertown	Bread ws very dry and falling apart. No date on it
24	Reeseville	Meal arrived the latest it ever has! 11:42!! Otherwise good food.
24	Beaver Dam	Pepper steak was EXCELLENT! Loved by all!
28	Reeseville	Food was ok.
28	Watertown	Substituted banana for melon
29	Reeseville	Really like the German Cucumber Salad
29	Randolph	Subbed bananas for melon. Bananas were horrible
29	Watertown	Received melon today. Chicken was burned to bottom of pan
30	Reeseville	Egg Custard pie got really separated by the time it was delivered to HD people.
30	Randolph	Everyone loves the baked chicken. Several Congregate did not like cookie
30	Watertown	Dessert had ice on it still frozen
30	Lomira	Received coconut torte instead of custard pie, bread instead of rolls

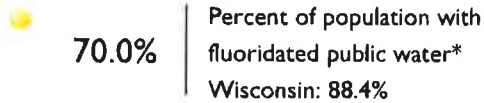
DODGE COUNTY

DASHBOARD | 2019 COUNTY ENVIRONMENTAL HEALTH PROFILE

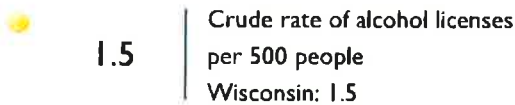


COMMUNITY HEALTH

Fluoride

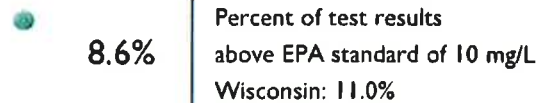


Alcohol Outlet Density

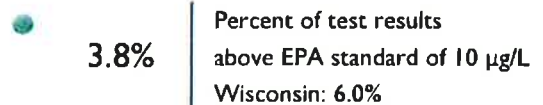


PRIVATE WATER QUALITY

Nitrate



Arsenic

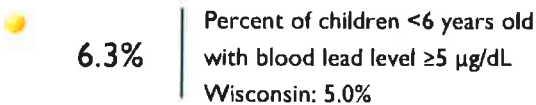


HOME HAZARDS

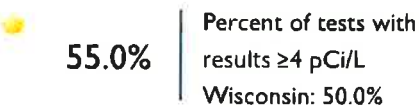
Carbon Monoxide Poisoning



Childhood Lead Poisoning



Radon

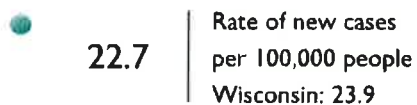


HEALTH CONDITIONS

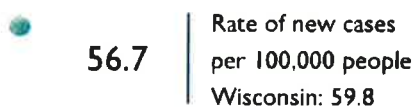
Asthma



Melanoma

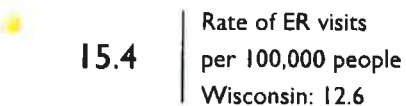


Lung Cancer

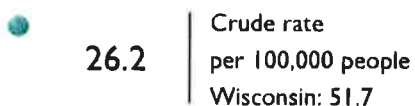


CLIMATE

Heat Stress



Lyme Disease

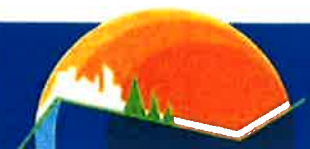


Above state value
 At or below state value

* Above state value preferred for this measure
Data are suppressed

Note this rate is per 10,000 people, while the others are per 100,000. To compare this measure to others, be sure to multiply the rate by 10.

Data details on next page



DASHBOARD DATA DETAILS

Below are the abbreviated references for the data presented in the dashboard. Note that some measures have more years of data available on the Wisconsin Tracking portal. For additional details on the data, see pages 15-16. For more information about age-adjustment and other terms referenced in this Profile, visit the Wisconsin Tracking Program's data details webpage or our Tracking 270 tutorial, both available [on our website](#).



COMMUNITY HEALTH

Fluoride: Percent of population with access to fluoridated public water

Source: Wisconsin Oral Health Program, Bureau of Community Health Promotion, Division of Public Health, Wisconsin Department of Health Services
Year displayed: 2017

Alcohol Outlet Density: Crude rate of alcohol licenses per 500 people

Source: Division of Care and Treatment Services, Wisconsin Department of Health Services; primary data source is Wisconsin Department of Revenue
Years displayed: 2015-2016



PRIVATE WATER QUALITY

Nitrate: Percent of test results that exceed EPA standard of 10 mg/L

Arsenic: Percent of test results that exceed EPA standard of 10 µg/L

Source: Well Water Quality Viewer, Center for Watershed Science and Education, University of Wisconsin-Stevens Point
Years displayed: 1988 to March 2017



HOME HAZARDS

Childhood Lead Poisoning: Percent of children (less than 6 years of age) tested who had a blood lead level ≥ 5 µg/dL

Source: Childhood Lead Poisoning Prevention Program, Bureau of Environmental and Occupational Health, Division of Public Health, Wisconsin Department of Health Services
Year displayed: 2016

Radon: Percent of tests with results above EPA standard of 4 pCi/L

Source: Radon and Indoor Air Program, Bureau of Environmental and Occupational Health, Division of Public Health, Wisconsin Department of Health Services

Year displayed: 2015

Carbon Monoxide (CO) Poisoning: Age-adjusted rate of unintentional emergency room visits related to CO poisoning per 100,000 people

Source: Office of Health Informatics, Division of Public Health, Wisconsin Department of Health Services

Years displayed: 2013-2017



HEALTH CONDITIONS

Asthma: Age-adjusted rate of emergency room visits related to asthma per 10,000 people

Source: Office of Health Informatics, Division of Public Health, Wisconsin Department of Health Services
Year displayed: 2017

Melanoma: Age-adjusted rate of new cases of melanoma reported by health care providers per 100,000 people

Lung Cancer: Age-adjusted rate of new cases of lung cancer reported by health care providers per 100,000 people

Source: Wisconsin Cancer Reporting System, Office of Health Informatics, Division of Public Health, Wisconsin Department of Health Services

Years displayed: 2012-2016



CLIMATE

Heat Stress: Age-adjusted rate of emergency room visits related to heat stress per 100,000 people

Source: Office of Health Informatics, Division of Public Health, Wisconsin Department of Health Services
Years displayed: 2013-2017

Lyme Disease: Crude rate of confirmed and probable Lyme disease cases per 100,000 people

Source: Vectorborne Disease Program, Bureau of Communicable Diseases, Division of Public Health, Wisconsin Department of Health Services

Year displayed: 2017

CLINICAL AND FAMILY SERVICES DIVISION

MAY STATISTICS NARRATIVE

FOR THE JULY 2019

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 increased by 11 (from 92 to 103) ↑

ONGOING CASELOAD DATA

- Number of families being served increased by 2 (from 87 to 89) ↑
- Number of children being served increased by 2 (from 206 to 208) ↑
- Number of children in out-of-home care increased by 4 (from 77 to 81) ↑
- Termination of Parental Rights (TPR) and guardianship cases in progress stayed the same at 11 →

CHILD AND ADOLESCENT SERVICES UNIT

AMY BOOHER – SUPERVISOR

JUVENILE JUSTICE CASELOAD STATISTICS

- Total caseload decreased by 7 (from 191 to 184) ↓

BIRTH TO THREE PROGRAM DATA

- Number of referrals decreased by 9 (from 29 to 20) ↓
- Number of admissions increased by 2 (from 15 to 17) ↑
- Number of discharges increased by 7 (from 14 to 21) ↑
- Total number of children served increased by 20 (from 113 to 133) ↑

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

- Total number of children served increased by 1 (from 163 to 164) ↑
- Total number of new referrals this month is 6; total for the calendar year is 28
- Number of families dually enrolled in both CLTS and CCS stayed the same at 31 →
- Wait list for CLTS and Family Support programs remains at 0

CLINICAL SERVICES UNIT

SARA GASKA – CLINICAL SUPERVISOR
KIM KUNZ – COMMUNITY PROGRAMS SUPERVISOR

OUTPATIENT MENTAL HEALTH SERVICES DATA

- Admissions increased by 6 (from 60 to 66) ↑
- Discharges decreased by 5 (from 27 to 22) ↓
- End of month total client census increased by 44 (from 960 to 1004) ↑
- End of month psychiatry census (for all programs) increased by 11 (from 851 to 862) ↑
- End of month therapy census increased by 113 (from 359 to 469) ↑
- Average caseload size for MH therapists increased by 16 (from 51 to 67) ↑

- # of clients on waitlist for adult psychiatric evaluation is 0, next available appt. is 7/10/19 (as of 6/13/19)
- # of clients on waitlist for child/adolescent psychiatric evaluation is 1, next available appt. is 8/14/19 (as of 6/13/19).
- Next available intake date for MH (non-emergency) is 7/1/19 (as of 6/13/19)

OUTPATIENT SUBSTANCE ABUSE SERVICES DATA

- Admissions decreased by 4 (from 34 to 30) ↓
- Discharges decreased by 4 (from 29 to 25) ↓
- End of month total client census decreased by 1 (from 168 to 167) ↓
- Average caseload size for SA counselors stayed the same at 30 →
- Number of Intoxicated Driver Assessments decreased by 11 (from 42 to 31) ↓
- Next available intake date for AODA (non-emergency) is 7/8/19 (as of 6/13/19)

CRISIS RESPONSE SERVICES DATA

- Total hospitalization days increased by 30 (from 110 to 140) ↑
- Of this total, number of county-funded days increased by 15 (from 63 to 78) ↑
- Number of Emergency Detentions (EDs) increased by 8 (from 11 to 19) ↑
- Number of crisis diversions increased by 22 (from 153 to 175) ↑
- Number of protective custody cases decreased by 1 (from 1 to 0) ↓
- Number of voluntary admissions decreased by 2 (from 16 to 14) ↓

COMMUNITY PROGRAMS DATA

- Community Support Program (CSP) end of month census decreased by 1 (from 10 to 9) ↓
- Comprehensive Community Services (CCS) end of month census increased by 4 (from 166 to 170) ↑
- Targeted Case Management (TCM) enrollment stayed the same at 40 →



2019 Children's Monthly Out-of-Home Placement Costs (# of children / \$\$\$)

	Group Homes		Institutions		Foster Care		Kinship Care		Monthly Total	
	#	Cost	#	Cost	#	Cost	#	Cost		
January	4	19,816.05	8	104,048.07	53	58,277.87	41	9,882.00	106	192,023.99
February	3	15,018.48	9	100,258.13	53	54,980.44	42	9,969.14	107	180,226.19
March	4	24,613.62	9	107,486.08	53	54,826.69	42	10,126.00	108	197,052.39
April	3	18,773.10	9	104,273.40	53	57,849.71	43	10,582.52	108	191,478.73
May	5	25,239.39	9	107,437.42	58	61,621.23	41	9,480.58	113	203,778.62
June										
July										
August										
September										
October										
November										
December										
Total 2019	19	103,460.64	44	523,503.10	270	287,555.94	209	50,040.24	542	964,559.92
Average 2019	3.8	20,692.13	8.8	104,700.62	54	57,511.19	41.8	10,008.05	108.4	192,911.98
Total 2018	49	242,179.89	115	1,341,116.67	552	626,835.59	467	111,746.74	1089	2,321,878.89
Average 2018	4.1	20,181.66	9.6	111,759.72	46	52,236.30	38.9	9,312.23	99	193,489.91

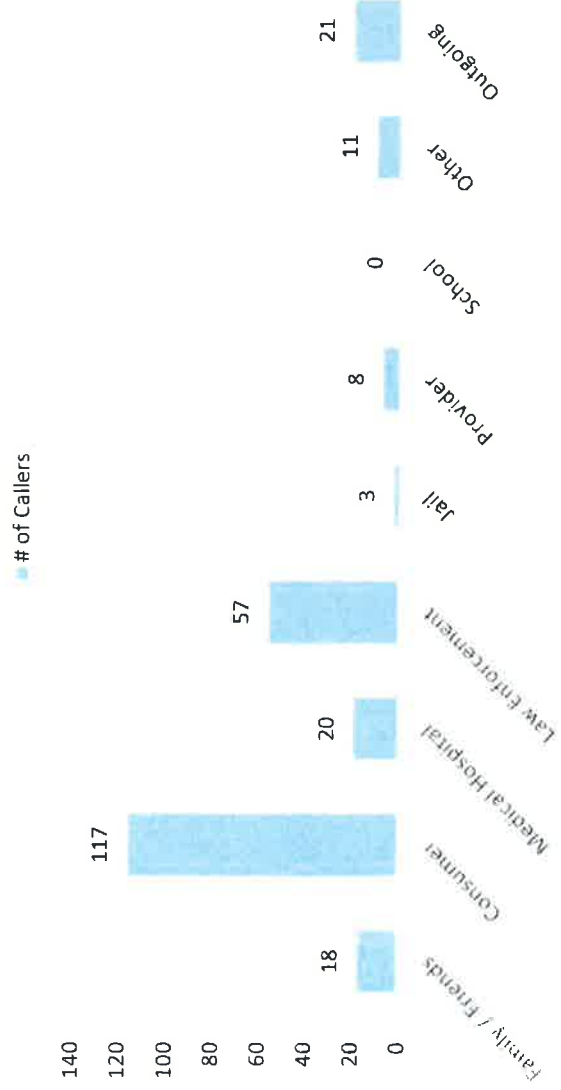
Number of placements are duplicated month-to-month.



Dodge County
Data Report for May 1, 2019 to May 31, 2019

Total Calls— 255
Total Minors: 44
Total Adults: 206
Total Age Unknown: 5
Stabilization Calls: 33
Mobile Sent— 10
AODA related contacts— 26
Dementia Related contacts - 2

of Callers May 1 - May 31, 2019



Caller	Total	Percent
Family / Friends	18	7.06%
Consumer	117	45.88%
Medical Hospital	20	7.84%
Law Enforcement	57	22.35%
Jail	3	1.18%
Provider	8	3.14%
School	0	0.00%
Other	11	4.31%
Outgoing	21	8.24%
Totals	255	100%

Facility	Voluntary	ED	Total
Community Memorial Hospital	0	1	1
Mercy Medical	1	0	1
Rogers Memorial	4	0	4
UW Hospital	2	1	3
Willow Creek	1	0	1
Winnebago	0	1	1
Pending -- Follow-Up by next shift / hospital does bed location	2	7	9
Totals	10	10	20

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

6/4/2019

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

Training/Supervision-1140	\$221.62
Mobile Service Usage-1171	\$1,474.75
Mobile Service Mileage-1172	\$105.35
Mobile Service Expense-1173	\$0.00
Phone Flat Rate- 1160	\$6,846.00
Mobile Flat Rate- 1170	\$1,885.41

TOTAL DUE \$10,533.13

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**

**Doc = BX
Ledger = BA**

Effective Date: January 01, 2016

Date: 6/3/19

Department: Human Services and Health Department

Budget Year: 2019

Description of Adjustment:

The adjustment is needed to account for the actual WATCP annual conference, office supplies, and printing costs for this business unit

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

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4846	5336		Lodging	1,230
4846	5325		Registration Fees & Tution	1,800
4846	5312		Office Supplies and Small Equip	50
4846	5249		Computer Maint, Lic & Repair	520

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4846	5533		Equipment Rental	3,600

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: 6/18/19

Department: Human Services and Health Department

Budget Year: 2019

Description of Adjustment:

There has been a need for medication purchases instead of sundry contractual services for the MAT grant.
 This transfer is being done to account for the expenses.

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

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4841	5346		Medication	4,920

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4841	5299		Sundry Contractual Services	4,920

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: 6/18/19

Department: Human Services & Health Department

Budget Year: 2019

Description of Adjustment:

The Wisconsin Department of Children and Families has sent out an amendment to our contract. The amount _____ has increased and this is to recognize the change in contract.

For Finance Department use only

Doc# _____

Batch# _____

GL Date: _____

Budget Adjustment

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5028	4235	377	Kinship Care Base Assessmt	-7,525
5028	4235	380	Kinship Care Assessments	-162
5028	5453	01	Client Assessments	162
5028	5793		Client Benefits	7,525

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: 6/26/19

Department: Human Services & Health Department

Budget Year: 2019

Description of Adjustment:

During the budget process, we were told from the State that the Dementia Care Project was going to roll into the Aging & Disability funding and no longer be separated in CARS. This is not the case and this adjustment is to account for the revenue accordingly.

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

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5035	4235	560158	ADRC Dementia Care Project	-80,000

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5035	4235	560100	Aging&Dis Resorc CTR	80,000

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: _____