



**Minutes**  
**Human Services and Health Board Meeting**  
**Wednesday, July 10, 2019-6:00 pm**  
**Henry Dodge Office Building**  
**Room G46**  
**199 County Rd DF, Juneau, WI 53039**

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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, Becky Glewen, David Godshall, Kira Sheahan-Malloy, Jennifer Keyes, Lois Augustson

**Absent/Excused:** Tim Kemmel

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

**Others Present:** Jim Mielke, Cassie Hurst-Green Valley Enterprises

3. Elect Vice Chairman of the Human Services and Health Board  
Becky Glewen nominated Kira Sheahan-Malloy for Vice Chairman. Mark Roesch seconded the nomination. Kira Sheahan-Malloy accepted. Motion was made to elect Kira Sheahan-Malloy as Vice Chairman of the Human Services and Health Board. Motion carried

3. Public Comment:

4. Approval of the minutes of the June 5, 2019 meeting  
Motion by Kira Sheahan-Malloy to approve the June 5, 2019 minutes. Seconded by Becky Glewen. Motion carried.

6. Presentation: Birth to 3 Program- Amy Booher from Dodge County Human Services and Health Department and Cassie Hurst from Green Valley Enterprises.  
Supervisor Amy Booher shared with the Board that Birth to 3 services is a voluntary program that provides services to children from birth to 3 years of age who have developmental delays. The State mandates counties to provide these services. Wisconsin has chosen the Primary Coach Approach to teaming as the model for Birth to 3 services. Under this model one therapist takes the lead and provides all rehabilitative services a child needs from occupational, speech, and physical therapies. Under this model only one service can be billed even if all three types of therapies are provided. Birth to 3 services are Medicaid reimbursable. Cassie Hurst from Green Valley Enterprises informed the Board that referrals are received from multiple sources including parents, schools, and doctors. Our program serves approximately 110-120 children per month. Children who are no longer eligible for Birth to 3 services are referred to Children's Long Term Support (CLTS) for continued services as deemed appropriate. Parents can incur a cost share under this program but most families in Dodge County do not pay for services based on income guidelines.

## **7. BOARD ACTION**

### **A. Budget hearing decisions on agency requests**

Board asked Monica Hooper to add \$62,500 and \$75,000 into the 2020 budget to see what it would look like and Ms. Hooper will bring it back this information to the August board meeting for further discussion.

### **B. Create Position of Elderly Benefit Specialist (EBS)/Disability Benefit Specialist (DBS) position resolution.**

Ms. Bell reported to the board the Human Services and Health Department received one time grant funding through the ADRC that would fund this position and after the grant funding is over the position will be funded through the funding received through the State. No county levy will be used for this position. Ms. Bell indicated that there is a large increase in elders who are accessing these services.

## **8. DIRECTORS REPORT- Ms. Bell**

### **A. Update: State Budget discussion**

Ms. Bell informed the board that the Governor signed the state budget and Becky reported a few of the items that have passed. Child and Family Aids Allocation will be increased to 25.5 million annually for child welfare agencies, increased funding for crisis intervention services, additional dollars for Economic Support and funding for Birth to 3 Programs.

### **B. Green Valley Enterprises budget request & program discussion**

Ms. Bell informed the board that Monica Hooper, Alyssa Schultz, Amy Booher, and she will be meeting with the new Director of Green Valley Enterprises and Rehab Resources to discuss the budget increase request of \$243,000. Ms. Bell will bring back additional information regarding this issue in future meetings.

### **C. Foster Care Coordinator position discussion**

Ms. Bell indicated Human Services and Health would like to create another Foster Care Coordinator position for 2020. Ms. Bell shared statistical information about how foster care licensing needs have increased over the last several years. The Board requested additional information and Ms. Schultz indicated this information would be shared in August.

### **D. Emergency Preparedness Coordinator position discussion**

Ms. Bell indicated Human Services and Health has contracted for this position in the past with Watertown Public Health. The person holding this position has resigned which has led to discussions about creating a Dodge County employee opportunity. This position would be funded through Human Services and Health for 24 hours per week through grant funding. This position would also report to Amy Nehls from Emergency Management for the remaining 16 hours per week.

### **E. CCS Service Facilitator position discussion**

Ms. Bell wanted to confirm with the Human Services board that they are in agreement for her to take these position requests to the County Board in August. The Board indicated support for this.

### **F. Out of state youth placement**

Ms. Bell informed that board a child has been placed in a facility in Georgia. There were no facilities in Wisconsin who could meet the child's needs. Manager Alyssa Schultz reported that Dodge County needs to send a case worker every quarter to visit the child.

G. Update: NNAI MAT Grant

Ms. Bell reported that Human Services and Health applied for an additional \$35,000 for working with the jail and she hopes to hear something back mid-August.

H. Update: Wisconsin Home Energy Assistance program (WHEAP) request for proposal

Ms. Bell indicated two proposals were received and a proposal was chosen. Human Services and Health is in the process of developing a contract.

I. Out of state travel for Amanda Mersch, Jodi Goodman and Melissa Zarczinski

Ms. Bell indicated Amanda Mersch will be attending the National Prevention Conference and Jodi Goodman and Melissa Zarczinski will be attending the Restorative Justice Conference. These requests were approved by the Executive Committee.

**9. COMMUNITY SUPPORT SERVICES REPORT-Ms. Drays**

- A. Stats for May
- B. Dining Center Comments
- C. WisDOT Compliance site review corrective action plan-finalized
- D. Public Health-2019 County Environmental Health profile

**10. CLINICAL & FAMILY SERVICES REPORT-Ms. Schultz**

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

**11. FISCAL & SUPPORT SERVICES REPORT-Ms. Hooper**

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

Next Meeting will be August 7, 2019 at 6:00pm

Adjourned at 7:54pm

Motion by Lois Augustson to adjourn. Seconded by Jennifer Keyes. Motion carried

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Lois Augustson, **Secretary**

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Mary Bobholz, **Chairperson**

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Kris Keith, **Recording Secretary**

RESOLUTION NO. \_\_\_\_\_

**Create Seven (7) Positions of *Community Programs Counselor I, II, or III*  
in the Dodge County Human Services and Health Department**

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

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

**WHEREAS**, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors create the following seven (7) positions at the Dodge County Human Services and Health Department, effective January 1, 2020:

*Community Programs Counselor I, II, or III*; and,

**WHEREAS**, the job descriptions for the proposed seven (7) positions of *Community Programs Counselor I, II, or III* have been marked for identification as Exhibits "A", "B", and "C", respectively, and have been attached hereto; and,

**WHEREAS**, there is no fiscal impact on the 2019 Budget of the Human Services and Health Department; and,

**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2020 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed seven (7) positions of *Community Programs Counselor I, II, or III* during calendar year 2020;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following seven (7) positions in the Dodge County Human Services and Health Department, effective January 1, 2020:

*Community Programs Counselor I, II, or III.*

All of which is respectfully submitted this 20<sup>th</sup> day of August, 2019.

**Dodge County Human Services and Health Board:**

_____ Mary J. Bobholz	_____ Kira Sheahan-Malloy
_____ Becky Glewen	_____ Jennifer Keyes
_____ Mark Roesch	_____ David Godshall
_____ Timothy Kimmel	_____ Lois Augustson

**Vote Required:** Majority of Members present.  
**Resolution Summary:** A Resolution to create seven (7) positions of *Community Programs Counselor I, II, or III.*

**DODGE COUNTY JOB DESCRIPTION**

**Wage Range: \$20.75 - \$26.98**

<b>JOB TITLE:</b>	Counselor I – Community Programs	<b>FLSA STATUS:</b>	Non-exempt
<b>DEPARTMENT:</b>	Human Services & Health Department	<b>REPORTS TO:</b>	Human Services Supervisor-CSP/CCS
<b>LOCATION:</b>	HDOB – Clinical Services	<b>DATE:</b>	May 19, 1999
<b>LABOR GRADE:</b>	Dodge County Five (5)	<b>REVISED:</b>	4/5/10; 3/13; 3/13/14; 1/25/19; 7/11/19

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Human Services Supervisor, provides coordination and monitoring of services and treatment to meet consumer's needs. Provides therapeutic environment and skill-building to consumers with mental illness and substance abuse concerns through the Community Support Program and Comprehensive Community Services Program of Dodge County Human Services.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Collaborates with other members of the CSP and CCS Team, including the consumer, family members, service provider staff, other supports, and guardian, if applicable, to develop consumer treatment goals and plans based on assessment and agency guidelines.
2. Maintains ongoing assessment of consumer's physical, psychiatric and social needs, and refers for additional services if indicated. Evaluates consumer's progress, referring and coordinating additional evaluation or alternative treatment services as indicated.
3. Monitors medication compliance by observing consumer taking medication, checks to see if medications being taken, watches for side effects of the medication and the seriousness of these side effects, and watches for signs of deterioration which would suggest the consumer is not taking the medication or the medication is not effective, then reports these findings to a designated CSP or CCS staff member or other medical professional.
4. Assists consumers with living accommodations, including locating, financing and maintaining safe and healthy living arrangements, and provides advocacy and assistance to the consumer in relating to his or her landlord and neighbors in an appropriate manner.
5. Provides individual and group interventions in social or recreational skills training to improve consumer's communication skills and facilitate appropriate interpersonal behavior.
6. Provides problem solving, support and supervision related to activities of daily living to assist consumers in gaining and utilizing skills related to personal hygiene, household tasks, transportation utilization and money management.
7. Accompanies consumers to appointments in order to assist in gaining necessary services including medical and dental care, legal services, transportation services and living accommodations.
8. Provides support and guidance to families/friends of persons receiving/needing treatment.
9. Arranges for or provides consumer's transportation.
10. Serves on appropriate standing or ad hoc committees as assigned. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
11. Provides crisis intervention services as needed.
12. In accordance with CLTS rules and guidelines, coordinating or facilitating access to all services and supports, both formal and informal, which are needed by the child and family to meet their identified outcomes.
13. Works in partnership with service providers to coordinate services and to avoid delays or duplications.
14. Advocates on behalf of consumers to assure their needs are met appropriately and in a timely fashion through meeting with service providers or agency administration to explain the consumer's needs and to facilitate service delivery.
15. Suggests to administration the need for new programs or services to meet unfulfilled consumers needs.
16. Attends required staff meetings and case staffings.
17. Provides consultative services to other agency staff as needed.
18. Maintains accurate and timely records.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of community support programs and comprehensive community services.  
 Knowledge of chronic mental illness and substance abuse disorders, and applicable treatment methods.  
 Knowledge of crisis intervention techniques.  
 Knowledge of computer technology as related to job responsibilities.  
 Ability to communicate effectively.  
 Ability to maintain confidentiality.  
 Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in a behavioral science or a related field. 1,000 hours of supervised post-degree clinical experience with persons with chronic mental illness preferred. Certified Substance Abuse Counselor preferred.

**WORKING CONDITIONS**

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

**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.

Exhibit "A"

**DODGE COUNTY JOB DESCRIPTION**

**Wage Range: \$22.89 - \$29.77**

<b>JOB TITLE:</b>	Counselor II – Community Programs	<b>FLSA STATUS:</b>	Non-exempt
<b>DEPARTMENT:</b>	Human Services & Health Department	<b>REPORTS TO:</b>	Human Services Supervisor-CSP/CCS
<b>LOCATION:</b>	HDOB – Clinical Services	<b>DATE:</b>	May 19, 1999
<b>LABOR GRADE:</b>	Dodge County Six (6)	<b>REVISED:</b>	4/5/10; 3/13; 3/13/14; 1/21/19; 7/11/19

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Human Services Supervisor, provides coordination and monitoring of services and treatment to meet consumer's needs. Provides therapeutic environment and skill-building to consumers with mental illness and substance abuse concerns through the Community Support Program and Comprehensive Community Services Program of Dodge County Human Services.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Collaborates with other members of the CSP and CCS Team, including the consumer, family members, service provider staff, other supports, and guardian, if applicable, to develop consumer treatment goals and plans based on assessment and agency guidelines.
2. Maintains ongoing assessment of consumer's physical, psychiatric and social needs, and refers for additional services if indicated. Evaluates consumer's progress, referring and coordinating additional evaluation or alternative treatment services as indicated.
3. Monitors medication compliance by observing consumer taking medication, checks to see if medications being taken, watches for side effects of the medication and the seriousness of these side effects, and watches for signs of deterioration which would suggest the consumer is not taking the medication or the medication is not effective, then reports these findings to a designated CSP or CCS staff member or other medical professional.
4. Assists consumers with living accommodations, including locating, financing and maintaining safe and healthy living arrangements, and provides advocacy and assistance to the consumer in relating to his or her landlord and neighbors in an appropriate manner.
5. Provides individual and group interventions in social or recreational skills training to improve consumer's communication skills and facilitate appropriate interpersonal behavior.
6. Provides problem solving, support and supervision related to activities of daily living to assist consumers in gaining and utilizing skills related to personal hygiene, household tasks, transportation utilization and money management.
7. Accompanies consumers to appointments in order to assist in gaining necessary services including medical and dental care, legal services, transportation services and living accommodations.
8. Provides support and guidance to families/friends of persons receiving/needing treatment.
9. Arranges for or provides consumer's transportation.
10. Serves on appropriate standing or ad hoc committees as assigned. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
11. Provides crisis intervention services as needed.
12. In accordance with CLTS rules and guidelines, coordinating or facilitating access to all services and supports, both formal and informal, which are needed by the child and family to meet their identified outcomes.
13. Works in partnership with service providers to coordinate services and to avoid delays or duplications.
14. Advocates on behalf of consumers to assure their needs are met appropriately and in a timely fashion through meeting with service providers or agency administration to explain the consumer's needs and to facilitate service delivery.
15. Suggests to administration the need for new programs or services to meet unfulfilled consumers needs.
16. Attends required staff meetings and case staffings.
17. Provides consultative services to other agency staff as needed.
18. Maintains accurate and timely records.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of community support programs and comprehensive community services.  
 Knowledge of chronic mental illness and substance abuse disorders, and applicable treatment methods.  
 Knowledge of crisis intervention techniques.  
 Knowledge of computer technology as related to job responsibilities.  
 Ability to communicate effectively.  
 Ability to maintain confidentiality.  
 Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in a behavioral science or a related field, two (2) years directly related experience and five (5) additional C.E.U.'s. 1,000 hours of supervised post-degree clinical experience with persons with chronic mental illness preferred. Certified Substance Abuse Counselor preferred.

**WORKING CONDITIONS**

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

**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 (\*).

**DODGE COUNTY JOB DESCRIPTION**

**Wage Range: \$25.05 - \$32.58**

<b>JOB TITLE:</b>	Counselor III – Community Programs	<b>FLSA STATUS:</b>	Non-exempt
<b>DEPARTMENT:</b>	Human Services & Health Department	<b>REPORTS TO:</b>	Human Services Supervisor-CSP/CCS
<b>LOCATION:</b>	HDOB – Clinical Services	<b>DATE:</b>	May 19, 1999
<b>LABOR GRADE:</b>	Dodge County Seven (7)	<b>REVISED:</b>	4/5/10; 3/13; 3/13/14; 1/25/19; 7/11/19

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Human Services Supervisor, provides coordination and monitoring of services and treatment to meet consumer's needs. Provides therapeutic environment and skill-building to consumers with mental illness and substance abuse concerns through the Community Support Program and Comprehensive Community Services Program of Dodge County Human Services.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Collaborates with other members of the CSP and CCS Team, including the consumer, family members, service provider staff, other supports, and guardian, if applicable, to develop consumer treatment goals and plans based on assessment and agency guidelines.
2. Maintains ongoing assessment of consumer's physical, psychiatric and social needs, and refers for additional services if indicated. Evaluates consumer's progress, referring and coordinating additional evaluation or alternative treatment services as indicated.
3. Monitors medication compliance by observing consumer taking medication, checks to see if medications being taken, watches for side effects of the medication and the seriousness of these side effects, and watches for signs of deterioration which would suggest the consumer is not taking the medication or the medication is not effective, then reports these findings to a designated CSP or CCS staff member or other medical professional.
4. Assists consumers with living accommodations, including locating, financing and maintaining safe and healthy living arrangements, and provides advocacy and assistance to the consumer in relating to his or her landlord and neighbors in an appropriate manner.
5. Provides individual and group interventions in social or recreational skills training to improve consumer's communication skills and facilitate appropriate interpersonal behavior.
6. Provides problem solving, support and supervision related to activities of daily living to assist consumers in gaining and utilizing skills related to personal hygiene, household tasks, transportation utilization and money management.
7. Accompanies consumers to appointments in order to assist in gaining necessary services including medical and dental care, legal services, transportation services and living accommodations.
8. Provides support and guidance to families/friends of persons receiving/needing treatment.
9. Arranges for or provides consumer's transportation.
10. Serves on appropriate standing or ad hoc committees as assigned. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
11. Provides crisis intervention services as needed.
12. In accordance with CLTS rules and guidelines, coordinating or facilitating access to all services and supports, both formal and informal, which are needed by the child and family to meet their identified outcomes.
13. Works in partnership with service providers to coordinate services and to avoid delays or duplications.
14. Advocates on behalf of consumers to assure their needs are met appropriately and in a timely fashion through meeting with service providers or agency administration to explain the consumer's needs and to facilitate service delivery.
15. Suggests to administration the need for new programs or services to meet unfulfilled consumers needs.
16. Attends required staff meetings and case.
17. Provides consultative services to other agency staff as needed.
18. Maintains accurate and timely records.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of community support programs and comprehensive community services.  
 Knowledge of chronic mental illness and substance abuse disorders, and applicable treatment methods.  
 Knowledge of crisis intervention techniques.  
 Knowledge of computer technology as related to job responsibilities.  
 Ability to communicate effectively.  
 Ability to maintain confidentiality.  
 Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in a behavioral science or a related field, five (5) years directly related experience and ten (10) additional C.E.U.'s. 1,000 hours of supervised post-degree clinical experience with persons with chronic mental illness preferred. Certified Substance Abuse Counselor preferred.

**WORKING CONDITIONS**

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

**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.

<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
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<b>EMPLOYEE SIGNATURE:</b>	<b>ANALYST(S):</b>
<b>DATE:</b>	<b>DATE:</b>
<b>SUPERVISOR SIGNATURE:</b>	
<b>DATE:</b>	

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

1 RESOLUTION NO. \_\_\_\_\_  
2

3 **Create Position of *Foster Care Coordinator Social Worker I, II, or Senior***  
4 **in the Dodge County Human Services and Health Department**  
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 the staffing  
9 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 create the following position at the Dodge County  
13 Human Services and Health Department, effective January 1, 2020:  
14

15 *Foster Care Coordinator Social Worker I, II, or Senior*; and,  
16

17 **WHEREAS**, the job descriptions for the proposed position of *Foster Care Coordinator Social Worker I,*  
18 *II, or Senior* have been marked for identification as Exhibits “A”, “B”, and “C”, respectively, and have been  
19 attached hereto; and,  
20

21 **WHEREAS**, there is no fiscal impact on the 2019 Budget of the Human Services and Health Department;  
22 and,  
23

24 **WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate  
25 funds in the 2020 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of  
26 *Foster Care Coordinator Social Worker I, II, or Senior* during calendar year 2020;  
27

28 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby  
29 creates the following position in the Dodge County Human Services and Health Department, effective January 1,  
30 2020:  
31

32 *Foster Care Coordinator Social Worker I, II, or Senior.*

All of which is respectfully submitted this 20<sup>th</sup> day of August, 2019.

**Dodge County Human Services and Health Board:**

\_\_\_\_\_  
Mary J. Bobholz

\_\_\_\_\_  
Kira Sheahan-Malloy

\_\_\_\_\_  
Becky Glewen

\_\_\_\_\_  
Jennifer Keyes

\_\_\_\_\_  
Mark Roesch

\_\_\_\_\_  
David Godshall

\_\_\_\_\_  
Timothy Kimmel

\_\_\_\_\_  
Lois Augustson

**Vote Required:** Majority of Members present.

**Resolution Summary:** A Resolution to create the position of *Foster Care Coordinator Social Worker I, II, or Senior.*



**DODGE COUNTY JOB DESCRIPTION**

**Wage Range: \$22.89 - \$29.77**

<b>JOB TITLE:</b>	Social Worker I - Foster Care Coordinator	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Human Services & Health	<b>REPORTS TO:</b>	Human Services Supervisor
<b>LOCATION:</b>	Office Building	<b>DATE:</b>	June 29, 1998
<b>LABOR GRADE:</b>	Dodge County Six (6)	<b>REVISED:</b>	7/28/00; 11/7/14

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Human Services Supervisor, performs licensing studies of persons or families wishing to provide care to children/adults, and makes recommendations for administrative decisions for child foster home licensing or adult family care certification.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Participates in reviews of agency programs and administrative conferences.
2. Represents the agency in meetings related to State programs.
3. Accepts requests and referrals for agency services.
4. Determines individual/family range of services appropriate for foster care placements through interviews, home visits, and collateral investigations.
5. Develops, provides, and/or coordinates support for foster parents and others connected with alternative placement.
6. Maintains records containing pertinent, accurate, and current information on foster parents.
7. Prepares correspondence, reports, and other records as required.
8. Responsible for preparing and directing training sessions, and interpreting programs to community.
9. Collects, organizes, interprets, and evaluates information.
10. Writes social histories and family assessment plans.
11. Provides counseling to foster parent/sponsors on as-needed basis.
12. Participates as team member in determining and selecting alternate care resources, homes, or sites.
13. Provides consultation to staff regarding the foster care program.
14. Promotes and participates in development of alternate care policies, procedures, and handbooks.
15. Recruits foster parents according to the needs of the agency.
16. Performs background checks on relatives and non-relative providers to help ensure the safety of children.
17. Maintains accurate and timely records.
18. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of principles/methods of social work and their application.
- Knowledge of philosophy, history, and development of social welfare programs.
- Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
- Knowledge of social problems like family disorganization, discrimination, unemployment, disability, poverty, and aging and their effect on behavior.
- Knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Knowledge of government and public welfare's role in providing services.
- Knowledge of community agencies and their programs.
- Knowledge of current social and economic problems and how they affect families/individuals.
- Knowledge of law, regulations, and practices pertaining to federal and state public welfare programs, especially relating to licensing of providers.
- Knowledge of welfare and health resources and how resources may be made available to people in need.
- Ability to supervise the work of others.
- Ability to communicate effectively with a multitude of individuals and groups.
- Ability to work independently to establish objectives and maintain schedules.
- Ability to keep accurate and detailed records.
- Ability to establish and meet program goals.
- Ability to maintain confidentiality.
- Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08. Consideration may be given to completion of this certification during probation period.

**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.

<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
<b>EMPLOYEE SIGNATURE:</b>	<b>ANALYST(S):</b>
<b>DATE:</b>	<b>DATE:</b>
<b>SUPERVISOR SIGNATURE:</b>	
<b>DATE:</b>	

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**

<b>JOB TITLE:</b> Social Worker II - Foster Care Coordinator	<b>FLSA STATUS:</b> Non Exempt
<b>DEPARTMENT:</b> Human Services & Health	<b>REPORTS TO:</b> Human Services Supervisor
<b>LOCATION:</b> Office Building	<b>DATE:</b> June 29, 1998
<b>LABOR GRADE:</b> Dodge County Seven (7)	<b>REVISED:</b> 7/28/00; 11/7/14

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Human Services Supervisor, performs licensing studies of persons or families wishing to provide care to children/adults, and makes recommendations for administrative decisions for child foster home licensing or adult family care certification.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Participates in reviews of agency programs and administrative conferences.
2. Represents the agency in meetings related to State programs.
3. Accepts requests and referrals for agency services.
4. Determines individual/family range of services appropriate for foster care placements through interviews, home visits, and collateral investigations.
5. Develops, provides, and/or coordinates support for foster parents and others connected with alternative placement.
6. Maintains records containing pertinent, accurate, and current information on foster parents.
7. Prepares correspondence, reports, and other records as required.
8. Responsible for preparing and directing training sessions, and interpreting programs to community.
9. Collects, organizes, interprets, and evaluates information.
10. Writes social histories and family assessment plans.
11. Provides counseling to foster parent/sponsors on as-needed basis.
12. Participates as team member in determining and selecting alternate care resources, homes, or sites.
13. Provides consultation to staff regarding the foster care program.
14. Promotes and participates in development of alternate care policies, procedures, and handbooks.
15. Recruits foster parents according to the needs of the agency.
16. Performs background checks on relatives and non-relative providers to help ensure the safety of children.
17. Maintains accurate and timely records.
18. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of principles/methods of social work and their application.
- Knowledge of philosophy, history, and development of social welfare programs.
- Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
- Knowledge of social problems like family disorganization, discrimination, unemployment, disability, poverty, and aging and their effect on behavior.
- Knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Knowledge of government and public welfare's role in providing services.
- Knowledge of community agencies and their programs.
- Knowledge of current social and economic problems and how they affect families/individuals.
- Knowledge of law, regulations, and practices pertaining to federal and state public welfare programs, especially relating to licensing of providers.
- Knowledge of welfare and health resources and how resources may be made available to people in need.
- Ability to supervise the work of others.
- Ability to communicate effectively with a multitude of individuals and groups.
- Ability to work independently to establish objectives and maintain schedules.
- Ability to keep accurate and detailed records.
- Ability to establish and meet program goals.
- Ability to maintain confidentiality.
- Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08, two (2) years related work experience and ten (10) days in-service training related to specific job responsibilities.

**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**

**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 (\*).

**DODGE COUNTY JOB DESCRIPTION**

**Wage Rate: \$27.20 - \$35.37**

<b>JOB TITLE:</b>	Senior Social Worker - Foster Care Coordinator	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	Human Services & Health	<b>REPORTS TO:</b>	Human Services Supervisor
<b>LOCATION:</b>	Office Building	<b>DATE:</b>	June 29, 1998
<b>LABOR GRADE:</b>	Dodge County Eight (8)	<b>REVISED:</b>	7/28/00; 11/7/14

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Human Services Supervisor, performs licensing studies of persons or families wishing to provide care to children/adults, and makes recommendations for administrative decisions for child foster home licensing or adult family care certification.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Participates in reviews of agency programs and administrative conferences.
2. Represents the agency in meetings related to State programs.
3. Accepts requests and referrals for agency services.
4. Determines individual/family range of services appropriate for foster care placements through interviews, home visits, and collateral investigations.
5. Develops, provides, and/or coordinates support for foster parents and others connected with alternative placement.
6. Maintains records containing pertinent, accurate, and current information on foster parents.
7. Prepares correspondence, reports, and other records as required.
8. Responsible for preparing and directing training sessions, and interpreting programs to community.
9. Collects, organizes, interprets, and evaluates information.
10. Writes social histories and family assessment plans.
11. Provides counseling to foster parent/sponsors on as-needed basis.
12. Participates as team member in determining and selecting alternate care resources, homes, or sites.
13. Provides consultation to staff regarding the foster care program.
14. Promotes and participates in development of alternate care policies, procedures, and handbooks.
15. Recruits foster parents according to the needs of the agency.
16. Performs background checks on relatives and non-relative providers to help ensure the safety of children.
17. Maintains accurate and timely records.
18. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of principles/methods of social work and their application.
- Knowledge of philosophy, history, and development of social welfare programs.
- Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
- Knowledge of social problems like family disorganization, discrimination, unemployment, disability, poverty, and aging and their effect on behavior.
- Knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Knowledge of government and public welfare's role in providing services.
- Knowledge of community agencies and their programs.
- Knowledge of current social and economic problems and how they affect families/individuals.
- Knowledge of law, regulations, and practices pertaining to federal and state public welfare programs, especially relating to licensing of providers.
- Knowledge of welfare and health resources and how resources may be made available to people in need.
- Ability to supervise the work of others.
- Ability to communicate effectively with a multitude of individuals and groups.
- Ability to work independently to establish objectives and maintain schedules.
- Ability to keep accurate and detailed records.
- Ability to establish and meet program goals.
- Ability to maintain confidentiality.
- Must meet requirements of Dodge County Driver Qualification Policy.

**EDUCATION AND EXPERIENCE**

Masters degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08, four (4) years related work experience, and additional ten (10) days in-service training related to specific job responsibilities, OR Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08, seven (7) years related work experience, eight (8) graduate credits in Social Work from an accredited college or university, and additional twenty (20) days in-service training related to specific job responsibilities.

**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.

<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
-------------------------	-------------------------------

<b>EMPLOYEE SIGNATURE:</b>	<b>ANALYST(S):</b>
<b>DATE:</b>	<b>DATE:</b>
<b>SUPERVISOR SIGNATURE:</b>	
<b>DATE:</b>	

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

1 RESOLUTION NO. \_\_\_\_\_  
2

3 **Create Position of *Emergency Preparedness Coordinator* in the Dodge County**  
4 **Human Services and Health Department and the Dodge County**  
5 **Emergency Management Office**  
6

7 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,  
8

9 **WHEREAS**, the Dodge County Human Services and Health Board and the Dodge County  
10 Executive Committee (Committees) have studied and analyzed the staffing needs at the Dodge County  
11 Human Services and Health Department and the Dodge County Emergency Management Office  
12 (Departments); and,  
13

14 **WHEREAS**, as a result of these studies and analyses, the Committees recommend that the  
15 Dodge County Board of Supervisors create the following position at the Departments, effective January  
16 1, 2020: *Emergency Preparedness Coordinator*; and,  
17

18 **WHEREAS**, the Director of the Human Services and Health Department, and the Director of the  
19 Emergency Management Office, are of the mutual opinion that a shared *Emergency Preparedness*  
20 *Coordinator* position, to be split by the Departments at the rate of 60% (24 hours per week) in the  
21 Human Services and Health Department, and 40% (16 hours per week) in the Emergency Management  
22 Office, may be feasible in assisting in the effective and efficient operations of the Departments during  
23 emergencies and assisting with the public health environmental health program; and,  
24

25 **WHEREAS**, Carlson Dettmann Consulting has analyzed a Job Description Questionnaire (JDQ)  
26 and a job description prepared for this proposed new position by the Departments; and,  
27

28 **WHEREAS**, it is the considered opinion of Carlson Dettmann Consulting that this proposed new  
29 position should be compensated at the level of Labor Grade 8 of the Dodge County Compensation Plan;  
30 and,  
31

32 **WHEREAS**, the job description for the proposed position of *Emergency Preparedness*  
33 *Coordinator* has been marked for identification as Exhibit "A", and has been attached hereto; and,  
34

35 **WHEREAS**, there is no fiscal impact on the 2019 Budget of the Human Services and Health  
36 Department or the 2019 Budget of the Emergency Management Office; and,  
37

38 **WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will  
39 appropriate funds in the 2020 Dodge County Budget sufficient to pay wages and fringe benefits for the  
40 proposed position of *Emergency Preparedness Coordinator* during calendar year 2020;  
41

42 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors  
43 hereby creates one new, full-time, benefited position of *Emergency Preparedness Coordinator* to be  
44 split by the Departments at the rate of 60% (24 hours per week) in the Human Services and Health  
45 Department, and 40% (16 hours per week) in the Emergency Management Office, effective January 1,  
46 2020.  
47

All of which is respectfully submitted this 20<sup>th</sup> day of August, 2019.

**Dodge County Human Services and Health Board:**

\_\_\_\_\_  
Mary J. Bobholz

\_\_\_\_\_  
Kira Sheahan-Malloy

\_\_\_\_\_  
Becky Glewen

\_\_\_\_\_  
Jennifer Keyes

\_\_\_\_\_  
Mark Roesch

\_\_\_\_\_  
David Godshall

\_\_\_\_\_  
Timothy Kemmel

\_\_\_\_\_  
Lois Augustson

**Dodge County Executive Committee:**

\_\_\_\_\_  
Russell Kottke

\_\_\_\_\_  
David Frohling

\_\_\_\_\_  
Donna Maly

\_\_\_\_\_  
Dennis R. Schmidt

\_\_\_\_\_  
Joseph Marsik

\_\_\_\_\_  
Jeff Berres

\_\_\_\_\_  
Kira Sheahan-Malloy

**Vote Required:** Majority of Members present.

**Resolution Summary:** A Resolution to create the position of *Emergency Preparedness Coordinator*.

**COMMUNITY SUPPORT SERVICES DIVISION**  
**FROM MAY TO JUNE 2019 STATISTICS NARRATIVE**  
**FOR THE AUGUST 2019**  
**HUMAN SERVICES & HEALTH BOARD MEETING**

**AGING AND DISABILITY RESOURCE CENTER**

**KRIS SCHEFFT – SUPERVISOR**

**CALL STATISTICS**

- Recorded Contacts decreased from 612 in May to 570 in June ↓
- Providing Information and Assistance decreased from 302 in May to 274 in June ↓
- Administering Long Term Care Functional Screens decreased from 49 in May to 29 in June ↓
- Providing all other services decreased from 123 in May to 109 in June ↓
- Referring for all other services decreased from 5 in May to 0 in June ↓

**AGING, TRANSPORTATION, AND NUTRITION**

**JACKIE DELAROSA – SUPERVISOR**

**DINING MEAL DONATIONS**

- Congregate donations decreased from \$45.27 in May to \$27.39 in June ↓
- Home delivered donations increased from \$20.03 in May to \$25.06 in June ↑

**DINING MEAL PARTICIPANTS**

- Congregate participants increased from 41 in May to 42 in June ↑
- Home delivered participants decreased from 153 in May to 147 in June ↓

**VOLUNTEER DRIVER STATISTICS**

- Total trip miles decreased from 21,292 in May to 19,645 in June ↓
- Total hours of service decreased from 1021 in May to 854 in June ↓
- Total cash donations received increased from \$2,670.82 in May to \$3,278.54 in June ↑

**CASELOAD/WORKLOAD STATISTICS**

- Total caseload decreased from 328 in May to 320 in June ↓
- Referrals remained steady at 27 in May and June →
- Court hearings decreased from 11 in April and May to 7 in June ↓
- Annual Protective Placement reviews increased from 17 in May to 21 in June ↑
- Supportive Home Care reviews increased from 18 in May to 24 in June ↑
- Total Supportive Home Care cases decreased from 147 in May to 145 in June ↓
- Total Home and Financial Manager cases increased from 33 in April and May to 34 in June ↑

**ECONOMIC SUPPORT****AMY BERANEK – SUPERVISOR  
JENNY COX - SUPERVISOR****CASELOAD/WORKLOAD STATISTICS**

- FoodShare caseloads decreased from 3335 in May to 3302 in June ↓
- Medicaid Total caseload increased from 2407 in May to 2409 in June ↑
- BadgerCare Total caseload decreased from 4762 in May to 4741 in June ↓
- Total gross recipients decreased from 13,063 in May to 12,989 in June ↓  
(This is the number of county residents receiving assistance, which includes those handled by other counties in the consortia)
- Total cases decreased from 7469 in May to 7438 in June ↓
- FoodShare expenditures increased from \$610,997 in May to \$625,679 in June ↑
- Child Care expenditures increased from \$137,037 in May to \$152,929 in June ↑

**PUBLIC HEALTH****ABBY SAUER – SUPERVISOR / PUBLIC HEALTH OFFICER****CASELOAD/WORKLOAD STATISTICS**

- Programs for Children decreased from 49 in May to 37 in June ↓
- Programs for Children and Families decreased from 937 in May to 924 in June ↓
- Programs for Women decreased from 28 in May to 19 in June ↓
- Programs for ALL Residents increased from 104 in May to 105 in June ↑

## Dining Center Comments

Jackie D. send to Feils

June	Site	Comments
3	Beaver Dam	Lunch was really good! Choc. Pudding was excellent!
5	Beaver Dam	Very good lunch!
7	Randolph	Stew Delicious! Broccoli and Cauliflower mush
4	Reeseville	O.K. meal
6	Reeseville	Canteloupe was hard
5	Hustisford	Lunch was very good.
8	Horicon	About 2 servings short of veggies.
3	Horicon	Short 3 milks, didn't order diet, no dinner rolls.
8	Watertown	Short one diet dessert.
18	Beaver Dam	Very good! We love the French Bread!
20	Beaver Dam	Loved the creamy cuke salad!
11	Hustisford	We were 3 jellos short today
17	Horicon	Cookie instead of cinnamon roll.
18	Horicon	Approximately 3 servings short of salad. Concerned with Milk temperatures.
19	Horicon	Ice cream received instead of cookie.
20	Horicon	Sour cream was in bulk, packets would be so much better & easier.
13	Watertown	Short 2 servings mac & cheese. Burned onto pan.
17	Watertown	Carrots were under cooked.
18	Randolph	French bread fresh!
24	Randolph	Participants stated that the meat slices were small.
26	Randolph	Loved the chicken!
27	Randolph	The potatoes were hard.
17	Lomira	Received a cookie instead of a cinnamon roll.
18	Lomira	Received a cinnamon roll instead of torte.
13	Lomira	Received fruit cocktail instead of gelatin.
10	Reeseville	Good meal
11	Reeseville	Instead of fruited gelatin, we got fruit cocktail.
12	Reeseville	Some of the liver was tough.
13	Reeseville	Not enough broccoli. Some broccoli was woody. Good meal!
14	Reeseville	Mac & cheese was tough and stuck badly on sides and bottom of pan.
17	Reeseville	Got pears today
18	Reeseville	Got cinnamon roll.



19	Reeseville	Got ice cream instead of cinnamon roll.
20	Reeseville	BBQ meatballs were a little done.
21	Reeseville	Good meal, brats were good!
24	Reeseville	Some of the carrots were a little hard.
25	Reeseville	Good meal.
26	Reeseville	Some of the styrofoam ice cream cups were sliced through & ice cream had started to leak out.
27	Reeseville	We put them immediately in the freezer.
28	Reeseville	Meal was good.
24	Horicon	Sherbert was soft when it arrived. Put in freezer immediately. When packed to go out, it was semi-frozen.
25	Horicon	No skim milk
26	Horicon	Received torte instead of a cookie.
27	Horicon	one ice cream cup damaged
25	Lomira	1 serving short of pears
26	Lomira	Received torte instead of a cookie.
		Received cucumber salad no pickled beets

## CLINICAL AND FAMILY SERVICES DIVISION

### JUNE STATISTICS NARRATIVE

FOR THE AUGUST 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 decreased by 25 (from 103 to 78) ↓

#### ONGOING CASELOAD DATA

- Number of families being served decreased by 5 (from 89 to 85) ↓
- Number of children being served increased by 1 (from 208 to 209) ↑
- Number of children in out-of-home care decreased by 2 (from 81 to 79) ↓
- Termination of Parental Rights (TPR) and guardianship cases in progress decreased by 1 (from 11 to 10) ↓

### CHILD AND ADOLESCENT SERVICES UNIT

AMY BOOHER – SUPERVISOR

#### JUVENILE JUSTICE CASELOAD STATISTICS

- Total caseload decreased by 18 (from 184 to 166) ↓

#### BIRTH TO THREE PROGRAM DATA

- Number of referrals decreased by 3 (from 20 to 17) ↓
- Number of admissions decreased by 1 (from 17 to 16) ↓
- Number of discharges decreased by 10 (from 21 to 11) ↓
- Total number of children served decreased by 12 (from 133 to 121) ↓

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

- Total number of children served increased by 1 (from 164 to 165) ↑
- Average caseload size for CLTS staff is 41
- Total number of new referrals this month is 4; total for the calendar year is 32
- Number of families dually enrolled in both CLTS and CCS decreased by 1 (from 31 to 30) ↓
- 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 decreased by 18 (from 66 to 48) ↓
- Discharges increased by 20 (from 22 to 42) ↑
- End of month total client census increased by 6 (from 1004 to 1010) ↑
- End of month psychiatry census (for all programs) increased by 6 (from 862 to 868) ↑
- End of month therapy census increased by 3 (from 469 to 472) ↑

- Average caseload size for MH therapists stayed the same at 67 →
- # of clients on waitlist for adult psychiatric evaluation is 0, next available appt. is 8/7/19 (as of 7/15/19)
- # of clients on waitlist for child/adolescent psychiatric evaluation is 1, next available appt. is 9/24/19 (as of 7/15/19).
- Next available intake date for MH (non-emergency) is 8/8/19 (as of 7/15/19)

#### **OUTPATIENT SUBSTANCE ABUSE SERVICES DATA**

- Admissions increased by 8 (from 30 to 38) ↑
- Discharges increased by 9 (from 25 to 34) ↑
- End of month total client census increased by 4 (from 167 to 171) ↑
- Average caseload size for SA counselors increased by 1 (from 30 to 31) ↑
- Number of Intoxicated Driver Assessments increased by 3 (from 31 to 34) ↑
- Next available intake date for AODA (non-emergency) is 8/12/19 (as of 7/15/19)

#### **CRISIS RESPONSE SERVICES DATA**

- Total hospitalization days decreased by 5 (from 140 to 135) ↓
- Of this total, number of county-funded days decreased by 16 (from 78 to 62) ↓
- Number of Emergency Detentions (EDs) decreased by 6 (from 19 to 13) ↓
- Number of crisis diversions decreased by 57 (from 175 to 118) ↓
- Number of protective custody cases remained the same at 0 →
- Number of voluntary admissions decreased by 3 (from 14 to 11) ↓

#### **COMMUNITY PROGRAMS DATA**

- Community Support Program (CSP) end of month census stayed the same at 9 →
- Comprehensive Community Services (CCS) end of month census decreased by 4 (from 170 to 166) ↓
- Targeted Case Management (TCM) enrollment decreased by 2 (from 40 to 38) ↓



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

	Group Homes		Institutions		Foster Care		Kinship Care		Monthly Total	
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	5	25,030.80	9	91,292.99	61	63,584.39	39	9,084.94	114	188,993.12
July										
August										
September										
October										
November										
December										
<b>Total 2019</b>	<b>24</b>	<b>128,491.44</b>	<b>53</b>	<b>614,796.09</b>	<b>331</b>	<b>351,140.33</b>	<b>248</b>	<b>59,125.18</b>	<b>542</b>	<b>1,153,553.04</b>
<b>Average 2019</b>	<b>4</b>	<b>21,415.24</b>	<b>8.8</b>	<b>102,466.01</b>	<b>55</b>	<b>58,523.39</b>	<b>41.3</b>	<b>8,854.20</b>	<b>108.4</b>	<b>192,258.83</b>
<b>Total 2018</b>	<b>49</b>	<b>242,179.89</b>	<b>115</b>	<b>1,341,116.67</b>	<b>552</b>	<b>626,835.59</b>	<b>467</b>	<b>111,746.74</b>	<b>1089</b>	<b>2,321,878.89</b>
<b>Average 2018</b>	<b>4.1</b>	<b>20,181.66</b>	<b>9.6</b>	<b>111,759.72</b>	<b>46</b>	<b>52,236.30</b>	<b>38.9</b>	<b>9,312.23</b>	<b>99</b>	<b>193,489.91</b>

Number of placements are duplicated month-to-month.

## Average Out of Home Care Placement Costs 2019

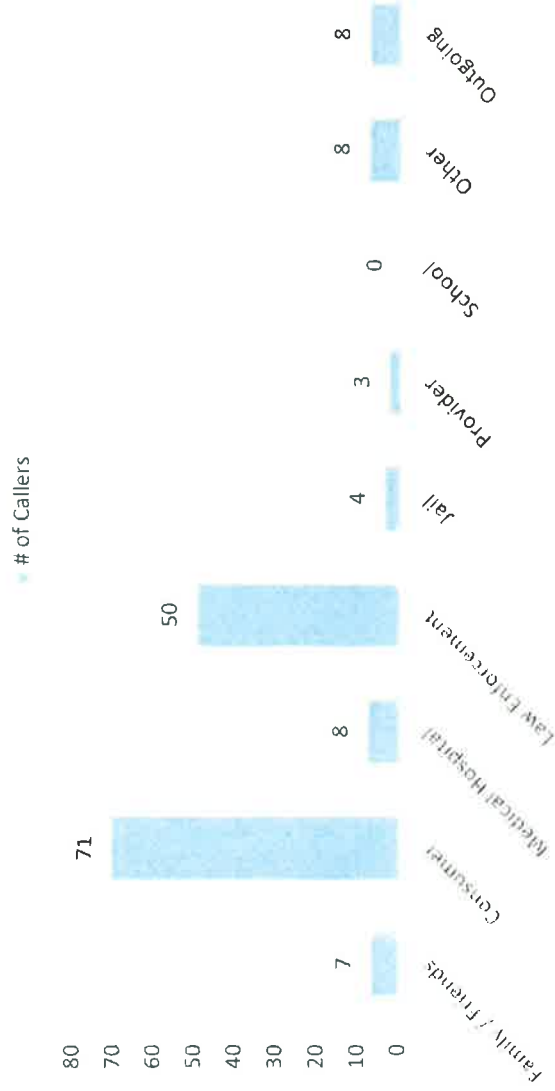
- Group Home
  - \$208.50/day; \$6,257.70/month
  
- Institutions
  - Low end - \$334.00/day; \$10,020/month
  - High end - \$500.00/day; \$15,000/month
  
- Foster Care
  - Low end - \$19.86/day; \$568.00/month
  - High End - \$66.70/day; \$2,000/month
  
- Kinship Care
  - \$8.13/day; \$244.00/month



**Dodge County**  
**Data Report for June 1, 2019 to June 30, 2019**

**Total Calls— 159**  
**Total Minors: 20**  
**Total Adults: 138**  
**Total Age Unknown: 1**  
**Stabilization Calls: 11**  
**Mobile Sent— 3**  
**AODA related contacts— 28**  
**Dementia Related contacts - 1**

# of Callers June 1 - June 30, 2019



Caller	Total	Percent
Family / Friends	7	4.40%
Consumer	71	44.65%
Medical Hospital	8	5.03%
Law Enforcement	50	31.45%
Jail	4	2.52%
Provider	3	1.89%
School	0	0.00%
Other	8	5.03%
Outgoing	8	5.03%
<b>Totals</b>	<b>159</b>	<b>100%</b>

Facility	Voluntary	ED	Total
Fond du Lac	0	1	1
Madison VA	1	0	1
St. Agnes	1	1	2
Winnebago	0	2	2
Pending – Follow-Up by next shift / hospital does bed location	1	2	3
Totals	3	6	9

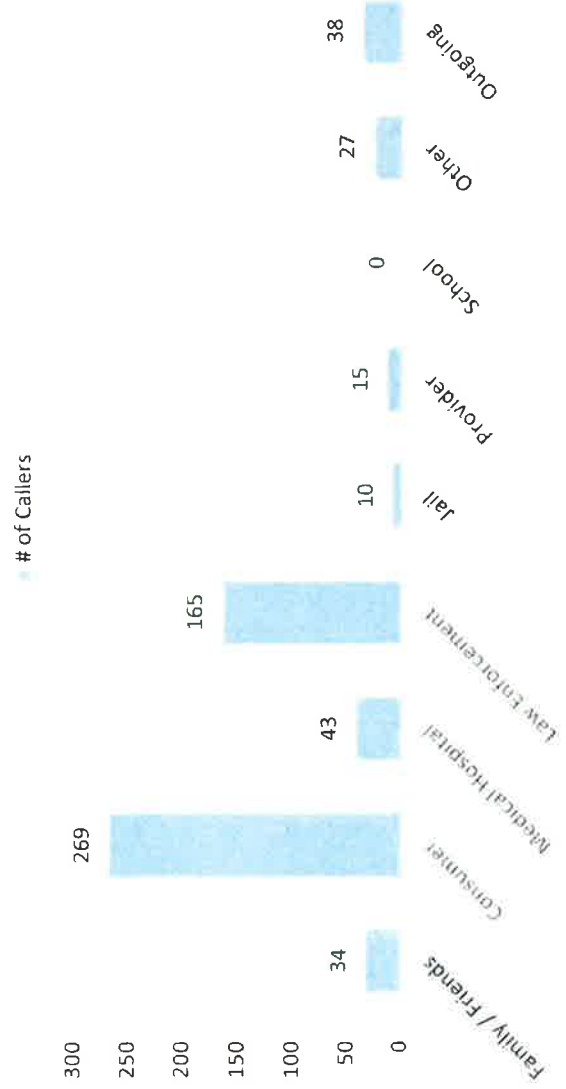


**Dodge County**

Data Report for April 1, 2019 to June 30, 2019

Total Calls— **601**  
 Total Minors: **103**  
 Total Adults: **490**  
 Total Age Unknown: **8**  
 Stabilization Calls: **69**  
 Admission Confirmations: **0**  
 Mobile Sent— **17**  
 AODA related contacts— **82**  
 Dementia Related contacts - **5**

# of Callers April 1 - June 30, 2019



Caller	Total	Percent
Family / Friends	34	5.66%
Consumer	269	44.76%
Medical Hospital	43	7.15%
Law Enforcement	165	27.45%
Jail	10	1.66%
Provider	15	2.50%
School	0	0.00%
Other	27	4.49%
Outgoing	38	6.32%
<b>Totals</b>	<b>601</b>	<b>100%</b>



Facility	Voluntary	ED	Total
Community Memorial Hospital	0	2	2
Fond du Lac	0	3	3
Madison VA	2	0	2
Mercy Medical	1	0	1
Meriter	1	0	1
Rogers Memorial	5	1	6
St. Agnes	1	1	2
Theda Care	1	0	1
UW Madison	2	1	3
Watertown Memorial	1	0	1
Willow Creek	1	0	1
Winnebago	0	3	3
Pending - Follow-Up by next shift / hospital does bed location	5	10	15
Totals	20	21	41

**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

7/8/2019

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

Training/Supervision-1140	\$0.00
Mobile Service Usage-1171	\$693.45
Mobile Service Mileage-1172	\$100.25
Mobile Service Expense-1173	\$0.00
Phone Flat Rate- 1160	\$6,846.00
Mobile Flat Rate- 1170	\$1,737.05

**TOTAL DUE** **\$9,376.75**

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: 7/17/19

Department: Human Services & Health Department

Budget Year: 2019

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

**Description of Adjustment:**

When the 2019 budget was created, the grant dollars were recorded assuming the same CARS profile number was going to be used. This is not the case and a new CARS profile number has been established. The is to move the amount to the correct object lines in the budget.

**Increase to Budget**

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4805	4234	533257	SRO Grant	277,000

**Decrease to Budget**

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4805	4234	533257	Opioid Grant	277,000

**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**  
**Intra-Department Fund Transfer Form**  
 Effective Date: January 01, 2016

**Doc = BX**  
**Ledger = BA**

Date: 7/18/19

Department: Human Services & Health Department

Budget Year: 2019

**Description of Adjustment:**

During an agency analysis of projected costs, Human Services and Health discovered decreased expenses within Economic Support which will affect our maintenance of effort requirement. We are adjusting our budget accordingly and will be replacing outdated equipment to meet our maintenance of effort.

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**Increase to Budget**

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5055	5349		Operating Supplies	33,803
5055	5812		Furniture & Furnishings	10,000
5055	5818		Computer Equipment	10,800

**Decrease to Budget**

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5055	5121		Wages	38,907
5055	5141		Social Security	2,918
5055	5142		WRS Employer	2,499
5055	5144		Health Insurance	9,483
5055	5145		Life Insurance	18
5055	5146		Workers Comp	45
5055	5149		Dental Insurance	733

**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: 1/3/19

Department: Human Services and Health Department

Budget Year: 2019

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

**Description of Adjustment:**

The department originally put additional funding in the 2019 budget for our restitution program. As the year has progressed, the department has more of a need to put funding into the independent living skills program and this request is to account for the expenses that will be incurred.

**Increase to Budget**

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5007	5399		Sundry Supplies & Expenses	18,000

**Decrease to Budget**

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5020	5398		Restitution Payments	18,000

**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: \_\_\_\_\_