FROM: Elizabeth Skulan, Director  
DATE: October 14, 2020  
RE: MEETING NOTICE

The Bayfield County Department of Human Services Board will hold their regular monthly meeting on Thursday, October 22, 2020 at 4:00 p.m. Due to COVID19 a remote meeting will originate from County Board Room of the Bayfield County Courthouse Washburn, WI. Public participation is available via phone, #715-318-2087, meeting identification number 602 929 69#.

Notice is hereby given, in the event the standing committee does not have a quorum, the County Board Chair or Vice Chair may act as an ex officio member (County ordinance, Chapter 3, section 2-3-1(c).

Any person wishing to attend who, because of a disability, requires special accommodations, should contact the Department of Human Services at 715-373-6144 at least 24 hours before the scheduled meeting time, so appropriate arrangements can be made.

Please note: Due to the pandemic, agenda items are limited to those critical to keep the Department and the County as a whole operating smoothly. Thank you for your understanding.

The agenda includes: Recommendation for Appointment to the Human Services Board; Aging and Disability Resource Center of the North (ADRC-N) Governing Board Vacancy; Senior Nutrition Program Updates; Program Presentation; Department Section Reports; Monthly Financial, Training and Waiting List Reports; Informational Items; and other business that may come before the Board.

c: County Board Chair  
County Board of Supervisors  
Post (bulletin boards and website)

e-mailed:  
DES, Ashland  
DCS, Rhinelander  
Greater Wisconsin Agency on Aging Resources, Inc.  
Health Department  
New Day Shelter  
Daily Press
BAYFIELD COUNTY DEPARTMENT OF HUMAN SERVICES BOARD MEETING
AGENDA

James Crandall  Larry Fickbohm  Marty Milanowski
Jeremy Oswald  David Zepczyk  Susan Rosa
Lona Schmidt  Stephanie Defoe-Haskins  Vacant

RE:  October 22, 2020 Department of Human Services Board meeting

Notice is hereby given, in the event the standing committee does not have a quorum, the County Board Chair or Vice Chair may act as an ex officio member (County ordinance, Chapter 3, section 2-3-1(c).

Dear Committee Members:

Please be advised that the monthly meeting of the Bayfield County Department of Human Services Board will be held on Thursday, October 22, 2020 at 4:00 p.m. Due to COVID19 and the pandemic, a remote meeting will originate from the County Board Room, Washburn Wisconsin. For public participation remote access is available via the link below or by phone, number (715) 318-2087, meeting identification number: 192 439 681#.

All DHS Board members received an invitation via Teams.

Join Microsoft Teams Meeting

+1 715-318-2087  United States, Eau Claire (Toll)
Conference ID: 602 929 69#

Local numbers  |  Reset PIN  |  Learn more about Teams  |  Meeting options

Any person wishing to attend who, because of a disability, requires special accommodations, should contact the Department of Human Services at 715-373-6144 at least 24 hours before the scheduled meeting time, so appropriate arrangement can be made.
Please note: Due to the pandemic, agenda items are limited to those critical to keep the Department and the County as a whole operating smoothly. Thank you for your understanding.

The agenda for this meeting is as follows:

AGENDA

1. Call to Order and Introductions

2. Discussion and Possible Action - Review of the September 24, 2020 Meeting Minutes

3. Opportunity for Public Comment (Limit 3 minutes please.)

4. Program Presentation - Aging and Disability Resource Center or the North (ADRC-N), Aging and Disability Services Specialist Lindi Olson

5. Monthly Section Reports
   A. Family Services - Cheryl Hanson
   B. Comprehensive Community Services - Tom Croteau
   C. Support Services - Nikki Revak
   D. Economic Support Services - Jeanine Spuhler
   E. Aging & Disability Services - Carrie Linder

6. Monthly Reports
   A. Financial
   B. Training

7. Discussion and Possible Action, Recommend Appointment to Human Services Board - Application Mark Ludeking

8. Aging and Disability Resource Center of the North Governing Board (ADRC-N) Bayfield County Citizen Vacancy - Currently recruiting citizen member who falls into the ADRC target populations interested in service on the Governing Board
9. **Senior Nutrition Program Updates** - Hyde’s on Buskey Bay is changing hands and have provided notice for Grab and Go Meals as of the end of October 2020. Linder will provide a report on that and other changes and projects in the Senior Nutrition program.

10. **Other (Informational Items)**

    A. October 1, 2020 e-mail from Jeanine Spuhler to Economic Support Specialist Danielle Colby regarding Danielle's excellent customer service.

    B.

11. **Future Meetings**

    A. December 1, 2020 – November/December 2020 Meeting

    B. January 28, 2021

    C. February 25, 2021

12. **Motion to Adjourn**

    Thank you and have a safe trip home!

    Sincerely,

    **Elizabeth A. Skulan**

    Elizabeth A. Skulan, Director

c: Mr. Mark Abeles Allison, County Administrator
Bayfield County Board of Supervisors
Bayfield County Department of Human Services Board
Bayfield County Department of Human Services Managers
Mr. Scott Fibert, Bayfield County Clerk
Email to: Other Interested Parties Requesting
DEPARTMENT OF HUMAN SERVICES (DHS) BOARD MEETING

October 22, 2020
4:00 PM

AGENDA NARRATIVE

Please note, meeting will originate from the County Board Room

7. Discussion and Possible Action, Recommend Appointment to Human Services Board – Mark Ludeking is interested in filling the vacancy on the Human Services Board due to Citizen Board member Kent Seldal’s passing. Mark previously applied for a vacancy on the Human Services Board when Stephanie Haskins-Defoe was appointed. If Mark is to become a citizen member, action will be needed to recommend Mark’s appointment to the full County Board.

8. Aging and Disability Resource Center of the North (ADRC-N) Governing Board Bayfield County Citizen Vacancy – Ann Bartocci was recently appointed as the Bayfield County citizen member to the ADRC-N Governing Board. Unfortunately, Ann’s life circumstances changed. Ann has notified DHS she is no longer able to serve on the committee. This vacancy must be filled by a Bayfield County citizen who meets one of the target populations of the ADRC: an individual aged 60 or older; an adult with an intellectual or developmental disability, their parent or guardian; or an adult with physical disabilities.

9. Senior Nutrition Program Updates – Hyde’s on Buskey Bay will soon have new ownership. As a result, Helen Hyde provided notice they will no longer provide Grab and Go Meals after October. The last Grab and Go meal will be served on October 28, 2020. Linder will provide a status update and report on other changes, projects, and options being explored in the Senior Nutrition program.
Call to Order and Introductions
Crandall called the meeting to order at 4:00 p.m.

Long-term Human Services Board Member, Kent Seldal, passed away on September 17th. A note was shared from Kent’s wife. Kent and his dedication to Bayfield County will be greatly missed.

Discussion and Possible Action - Review of the August 27, 2020, Meeting Minutes
Motion by Milanowski, seconded by Schmidt to approve the August 27, 2020 minutes as presented. Motion passed.

Opportunity for Public Comment (Limited to 3 minutes per person)
none

Program Presentation – Wisconsin Shares Child Care Subsidy Program, Julie Szafranski, Northern Income Maintenance Consortium (NIMC) Child Care Team Supervisor –

Wisconsin Shares is a childcare subsidy program which provides funding for childcare to parents, foster parents or caregivers so they may go to work or participate in approved training programs. Szafranski reviewed data for Bayfield County. Due to the pandemic, new policies and waivers have been implemented to help parents with school closings and other unique daycare needs related to the pandemic. Additional payments were also made to help sustain providers.

Northwest Connection Family Resources in Hayward serves several counties, including Bayfield. The organization provides: referral services; recruitment of providers; parent education; support; and help with retention of providers. Northwest Connection Family Resources was key in providing additional outreach and help to parents and providers during the pandemic.

Preschool Development Grant – Birth to Five (PDG B-5) is moving forward. PDG B-5 is a one year federal grant which allows Wisconsin to complete a needs assessment and a strategic plan to improve Wisconsin’s early childhood system. The grant will focus on; attracting and retaining professionals; empowering families to make the best choices for their children; building regional networks of support; and increasing the overall quality of early childhood programs. Szafranski reported she is a participant on the state workgroup to provide input regarding the needs of rural counties, such as Bayfield.
Monthly Section Reports and COVID19 Updates

Aging & Disability Services – Carrie Linder

Kristin Opperman transferred one the Children’s Long Term Services Program (CLTS) case to Social Worker Mary Anich in Family Services. DHS contracts with Hayley Weyers from Forward Horizons to provide case management to four other children. Linder reported that four to six additional children will be transitioned from the wait list and served by the end of the year. Several teens will age out of the current program and transition to adult services. Contracting case management affords Opperman time to remove and serve children from the waitlist.

Linder reported the State will control the statewide waiting list in 2021. At that time, the State will notify counties when there are children who must be removed from the waitlist and served. The CLTS budget may be underspent in 2020, as several services have not heavily utilized during the pandemic.

The Aging Newsletter was mailed in early September. Linder reported she received good feedback and some inquiries as a result of the mailing.

Linder has been working with Land Records staff on options to modify home delivered meals routes. She will be partnering with UW Extension who will assign staff two work with the routes as a project. Those staff will review the data to identify options that will improve program efficiency, safety, and meal quality.

Aging and Disability Resource Center (ADRC) data entry will transition from Nightingale Notes to the State’s Wellsky/SAMS IR database. The current software is expensive to support and maintain. However, access to the State’s system is currently funded and maintained by the State. Staff will attend training for the new database next week.

Family Services – Cheryl Hanson

Hanson reported she was on vacation camping in the U.P. during the week of Labor Day. She reported she had a great time!

Hanson attended a three day virtual training on child welfare. She indicated that it was nice not to need to travel, but missed networking and making personal connections. Most sessions focused on engaging employees and providing quality virtual services to families. Hanson reported she is currently working on implementing some of the practices in Family Services. Hanson indicated the conference was worthwhile.

Hanson reported the Alcohol and Other Drug Abuse (AODA) Social Worker scheduled to begin work on Monday, September 28, called to decline the position. There was a strong second candidate for the position, so DHS is working with Human Resources to contact the individual to determine if they are still interested in the position. If they are not, the position will be reposted. Hanson reported Social Worker Melissa Huempfner will be on maternity leave beginning sometime in October. Hanson is working on delegating her duties to remaining staff.

Hanson reported Family Services partnered with the Sheriff’s Office, Information Technology, and Human Resources to apply for a Children’s Justice Act Grant through the Department of Justice. Money awarded would be used to update the technology in forensic interviewing room located in the Sheriff’s
Office. New equipment should provide better quality audio and increase the capacity to observe interviews in the office used for observation.

As mentioned by Linder, Family Services will be sharing Mary Anich who will provide case management for one child on the CLTS program.

Hanson complimented deputies in the Sheriff’s Office on their de-escalation skills and interaction recently with an individual having a mental health crisis. Hanson reported Deputies Miller and Kern did an awesome job yesterday working with an individual who was emergency detained.

**Comprehensive Community Services (CCS) – Tom Croteau**

Croteau reported CCS is a new and young team learning the program. Program enrollment is currently at 20 participants, which is down slightly. Two intakes were conducted in August but both individuals were discharged. There are several more referrals currently in the process, some for school-aged children. CCS is a Medicaid funded program that provides community based mental health and substance use disorder services to all ages. Croteau reports that some parents are struggling with schools providing sufficient IEP support during the pandemic. Unfortunately, this need does not fit the parameters of the CCS program unless mental health services are required. When applicants are not eligible, staff recommend other appropriate services to the applicant.

COVID-19 contingency plans are in place. Some CCS staff members are telecommuting and rotating every two weeks. The team is working well together. Workers have stepped up to help fill any gaps when staffing is an issue, to ensure participant needs are met and the program complies with State standards.

Croteau reported he has been working with Human Resources Director Kris Kavajecz to develop a performance improvement plan for one employee. The plan was focused on assisting the employee to improve attendance.

Croteau is preparing for an internal quality review that will take place to recertify the CCS program.

**Support Services – Nikki Revak**

Per the requirement from the County Board, the support staff unit has one staff member working remotely each month. Sarah Traaholt is telecommuting in September. Kathy Wolfram will be telecommuting in October. So far, everything has gone smoothly.

Two support staff are assisting Economic Support with the Wisconsin Home Energy Assistance Program (WHEAP).

Revak reported a request from Public Health for assistance for three days in October while all of their staff will be working at flu clinics. DHS will partner with Public Health and one support staff will report to Public Health to provide reception on those three days.

Staff are very busy with day to day operations.

Revak provided note of intent to retire to Elizabeth Skulan. Her last day of employment will be January 15, 2021. Revak indicated It has been a pleasure and honor to serve Human Services.
Economic Support Services, Jeanine Sphuler

Spuhler reported there have been changes to the Wisconsin Home Energy Assistance Program (WHEAP) due to the pandemic. Normally the assistance season is October 1 to May 15. In 2020, because of the pandemic, the program continued after May 15 and will through October 1, 2020. In September, people were able to apply for WHEAP benefits for both Federal Fiscal Year 2020 (FFY20) and FFY21. As of October 1, 2020, the program will be available for FFY21 only. Economic Support has recently received a large number of calls for furnace repairs and replacements. Unfortunately, due to a lack of funding, referrals for repair will not be processed until the new federal fiscal year beginning October 1, 2020.

Spuhler requested and received additional funding for energy assistance for FFY20. Spuhler reported she is working with Revak and Support Staff to ensure that all monies are expended. Funds not used for administering the program can be transferred and used to assist customers having trouble paying their utility bills.

FoodShare applications are increasing as clients are now required to complete renewals. In addition, the $600 per week supplement for unemployment ended in July, which is also increasing applications.

Health care is holding steady. Clients can continue to participate in the program through the pandemic as the waiver of renewals for health care was extended through the end of the year.

Work requirements for single Able-Bodied Adults Without Disabilities (ABAWD) have also been waived during the pandemic.

Monthly Reports
Monthly reports reviewed and placed on file.
   A. Financial
   B. Training (travel is restricted, no training report)

Discussion and Possible Action, 2019 DHS Annual Report – Review, potential modifications and approval

The 2019 DHS DRAFT Annual Report was included in the board packet for review, modification, and approval. The report was published very late this year as a result of many competing priorities due to the pandemic. There was some discussion regarding the report.

Motion by Milanowski, second by Rosa, to approve the 2019 DHS Annual Report as presented. Motion carried.

2021 Budget Update – Summary

DHS presented its request for an additional $78,000 in county levy to the Executive Committee on September 14, 2020. The additional monies may need to come from DHS risk reserve. The administrator requested DHS hold an earlier August meeting to discuss the budget in the future.
2021 Meeting Calendar Review

The draft calendar was reviewed. The only notable change in the annual calendar is a modification to the date of the August 2021 meeting. The meeting will be held a week earlier to accommodate the county calendar for completing the 2022 Annual Budget. Moving the August meeting forward a week is likely to be an ongoing annual change.

Other (Informational Items)

A. DHS citizen member board vacancy due to the death of Kent Seldal – an e-mail was issued to Mark Ludeking to determine if he is still interested in becoming a citizen member to the DHS Board.

Future Meetings

A. October 22, 2020
B. December 1, 2020 – November/December 2020 Meeting
C. January 28, 2021

Adjournment at 5:37 p.m.

Respectfully Submitted by Sarah Traaholt, Clerk III
### Monthly Board Report

Through 09/30/20

Prior Fiscal Year Activity Included
Summary Listing

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<th>Organization</th>
<th>Adopted Budget</th>
<th>Budget Amendments</th>
<th>Amended Budget</th>
<th>Current Month Transactions</th>
<th>YTD Encumbrances</th>
<th>YTD Transactions</th>
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<td>$1,147,350.75</td>
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Run by Nikki Revak on 10/14/2020 08:30:37 AM
Hi Peppy,

Unfortunately, the website was not allowing me to login again and complete a new application. I did attach the application from last time and just updates the date. Hopefully that will work for you.

Citizens interested in serving on any county committee should complete and submit this form.

| First Name | Mark |
| Last Name  | Ludeking |
| Address1   | 240 S 11th Street |
| Address2   | Field not completed. |
| City       | Bayfield |
| State      | WI |
| Zip        | 54814 |

Are you a Bayfield County Resident? Yes
Have you previously served on a county committee, board or commission? No
If yes, which committee, board or commission? Field not completed.

| Home Phone       | 6082082318 |
| Cell Phone       | 6082082318 |
| Email Address    | markjludeking@gmail.com |
| Date             | 09/29/2020 |
| What City/Town/Village are you a Resident of? | City of Bayfield |

Committee: Human Services

Federal Emergency Management Agency (2011-2015) - Integration officer and Presidential Management Fellow for human services coordination between local, state, and federal efforts to include issues on sheltering, busing, and long term housing.

City of Chicago Mayor's Office (2010-2011) - worked as a mayoral fellow and policy analyst on projects to include public safety cameras at senior center, services for the homeless, and partnerships with schools.
Teach for America - middle school teacher on the south side (west Englewood) of Chicago.

Thanks,
Mark

On Sep 28, 2020, at 7:43 AM, Elizabeth Skulan <ESkulan@bayfieldcounty.org> wrote:

Mark:

Thank you for responding.

Would you mind going online to update your citizen application?

Once I have it, I can present to the DHS Board for a recommendation to the County Board.

The next DHS Board meeting will be October 22, 2020 and if I have your application, I can add the recommendation to the agenda for that meeting.

The next County Board meeting after than is October 27, 2020. I will also try to get approval of the recommendation on the agenda for that meeting. Once the County Board has approved the appointment, we can have you begin attending meetings as a member of the DHS Board.

If you have any questions in the meantime, please let me know.

Peppy

From: mark.j.ludeking@gmail.com <mark.j.ludeking@gmail.com>
Sent: Saturday, September 26, 2020 1:18 PM
To: Elizabeth Skulan <ESkulan@bayfieldcounty.org>
Subject: Re: DHS Board

Hi Peppy,

So sorry to hear about Kent’s passing. I hope all those that served with him are doing ok.

I’d be glad to serve in the vacant board position.

Thanks!
Mark

On Sep 22, 2020, at 9:32 AM, Elizabeth Skulan <ESkulan@bayfieldcounty.org> wrote:

Hello, Mark!

I am reaching out to you to see if you are still interested in being appointed as a citizen member of the DHS Board. Tragically, one of our citizen board members, Kent Seldal, passed away last week from injuries sustained from an accident. Before doing any public outreach, I thought I would ask if you were still interested.
Previously the DHS Board was impressed with both your application and interview. The deciding factor for appointing Stephanie instead was due to the lack of a Red Cliff representative on the committee, which weighed in her favor.

Please let me know if you are still interested. Thank you for your consideration.

Peppy

Elizabeth Skulan
Director
Bayfield County Department of Human Services
P.O. Box 100
117 East Fifth Street
Washburn WI 54891
715-373-6144 ext, 83340
eskulan@bayfieldcounty.org

This e-mail is intended solely for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, dissemination, copying, printing, or other use of this e-mail by persons or entities other than the addressee is prohibited. If you have received this e-mail in error, please contact the sender immediately and delete the material from your computer.
Good Morning Danielle,

Thank you for your amazing customer service during a call that you took last week Friday. You spent nearly an hour and a half on the phone with a customer applying for benefits and here is what the caller said:

Jeanine Spuhler voicemail left by Brenda from the Aging and Disabilities Resource Center on 09/25/2020 at 12:19 pm

Good morning, this is Brenda from the Aging and Disabilities Resource Center of Central WI and I have a forward member on the line with me Robert, um, together. Danielle did an excellent job of doing an intake and application for health care and food share, um this is unbelievable, my entire career and I have been a disability benefit specialist for more than a decade no one has ever taken the care and the time to help Robert through this, so please give her whatever accommodation you can, thank you very much for your time, bye.

Thank you again for your dedication to helping people!

Jeanine

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