

CHAPTER 7

HEALTH AND SOCIAL SERVICES

7. 01 BOARD OF SOCIAL SERVICES.

The Door County Board of Social Services shall consist of a board of five residents of Door County. Said members of the Door County Board of Social Services shall be appointed by the Chairman of the Door County Board of Supervisors in accordance with the rules and regulations of the County Board. Members of the County Board of Social Services shall be appointed from members of the Door County Board of Supervisors on the basis of knowledge and interest in public welfare and shall hold office for a term of one year. The compensation of such members shall be at the regular per diem rate established by the Board of Supervisors plus travel allowance. The County Board of Social Services shall at the meeting of such board, elect from their number, a chairman, a secretary, and such other officers as they deem necessary. Vacancies in such offices shall be filled for the unexpired terms. The chairman shall preside at all meetings when present and shall countersign all actions taken by the board. In the case of the absence of a chairman for any meeting, the members present shall choose a temporary chairman. The Door County Board of Social Services shall have all other functions, powers and duties granted to it by Section 46. 22 of the Wisconsin Statutes which are hereby incorporated by reference as if they were set forth fully herein, and specifically including, the duty to appoint a county Director of Social Services as set forth in Section 46. 22 of the Wisconsin Statutes. (10-67, 5/16/67)

7. 02 DEPARTMENT OF SOCIAL SERVICES.

The Door County Department of Social Services shall have all of the mandatory functions, duties and powers as set forth in Section 46. 22 (1) (b) of the Wisconsin Statutes. In addition to the aforementioned mandatory functions, duties and powers, the Door County Department of Social Services shall have the following functions, duties and powers:

- (a) To make investigations in cooperation with the Court, Institution Superintendent, District Attorney and other agencies and officials operating in the field of social services regarding admissions to and release (or conditional release) from, and restricted to, county and state institutions.
- (b) To administer relief under Chapter 49 and Section 66. 30 of the Wisconsin Statutes where county so administers such relief.
- (c) To make investigations which are provided for under Chapter 48 of the Wisconsin Statutes, if the Court having jurisdiction so directs.
- (d) To perform the duties and functions prescribed in Chapter 48 and Chapter 938 of the Wisconsin Statutes when requested to do so by the juvenile judge of the county.
- (e) To furnish services to families or persons other than the granting of financial or material aid where such services may prevent such families or persons from becoming public charges or restore them to a condition of self-support.
- (f) To make certification or referral of eligibles for state or federal works or other assistance programs, eligibility for which is based on need, when designated to perform such certification or referral services, and to certify eligibility for and distribute surplus commodities and foodstuffs.

- (g) To administer child welfare services, including services to children who are mentally defective, dependent, neglected, delinquent, or nonmarital, and to other children who are in need of such services, and pursuant to provisions of Section 46. 22 (5) and (5m) of the Wisconsin Statutes. (10-67, 5/16/67)

7. 03 PURCHASE OF CARE AND SERVICES.

Whereas, Section 46. 22 (1) (c) of the Wisconsin Statutes provides that the County Board of Supervisors may provide that the County Department of Social Services shall, in addition to exercising its mandatory functions, have any or all of the following functions and duties as may be delegated to it by the County Board of Supervisors, and

Whereas, Section 46. 22 (1) (e) of the Wisconsin Statutes reads in part: "In order to insure the availability of a full range of care and services, county agencies may contract either directly or through the state department, with public or voluntary agencies or others, to purchase, in full or in part, care and services which county agencies are authorized by statute to furnish in any manner. . . "

The Door County Department of Social Services is empowered to purchase such services in the manner as set forth in Section 46. 22 (1) (e) and 46.036 of the Wisconsin Statutes. (Res. #29-70, 10/20/70)

7. 04 UNIFIED BOARD.

- (a) The Door County Board of Supervisors hereby establishes A Community Mental Health, Mental Retardation, Alcoholism and Drug Abuse Board, also referred to as Unified Board, pursuant to Wisconsin Statutes Section 51. 42 which shall be composed of not less than 9 nor more than 15 persons of recognized ability and demonstrated interest in the problems of the mentally ill, mentally retarded, alcoholic or drug abuser, but not more than 5 members may be appointed from the County Board of Supervisors.
- (b) The board shall have the powers and duties as set forth in Wisconsin Statutes Section 51. 42.
- (c) The terms of appointment for board members shall be for three years, but for the members first appointed, at least one-third shall be appointed for one year and at least one-third for two years, with the remaining members appointed for three years. (Res. #65-72, 12/19/72)

7. 05 DEVELOPMENTAL DISABILITIES BOARD.

Pursuant to Wisconsin Statutes Section 51.437 (4) (b) the Community Mental Health, Mental Retardation, Alcoholism and Drug Abuse Board (Unified Board) established under Wisconsin Statutes Section 51.42 is hereby designated as the Developmental Disabilities Board with all the powers and duties specified under Wisconsin Statutes Section 51. 437. (57-73, 10/16/73)

7. 06 MENTAL HEALTH SERVICES.

The Door County Community Mental Health, Mental Retardation, Alcoholism and Drug Abuse Board (Unified Board) is authorized to contract for future services with the Brown County Mental Health Center. (Res. #22-74, 6/11/74)

7.07 COMPREHENSIVE HEALTH PLANNING AND NORTHEASTERN WISCONSIN COMPREHENSIVE HEALTH PLANNING COUNCIL.

The Door County Board of Supervisors recognizes the Northeastern Wisconsin Comprehensive Health Planning Council as the official health planning agency for Northeastern Wisconsin and shall appropriate its share in the operation of the Northeastern Wisconsin Comprehensive Health Planning Council. (Res. #32-69)

(per 03/13/96 memo from Public Health Director Rhonda Kolberg, "According to Dennis Hibray, the Regional Director for the WI Division of Health, this council no longer exists".)

7.08 UNIT ON AGING COMMISSION.

There is hereby established a new special Commission known as the Door County Unit on Aging Commission with membership to be set at seven persons, as appointed by the County Board Chairman and combination of prior committee to be set up in accordance with the state and area aging recommendations.

If and when federal and state funding is no longer available the Door County Unit on Aging, as herein formulated, shall be terminated in favor of a County Board committee. (Res. #7-79, 2/22/79)

7.09 HOME NURSING CARE PROGRAM.

The Home Care Program within the Door County Public Health Nursing Service shall be decertified on a date to be mutually agreed upon. All patients in need of home care service shall be transferred to the private agency effective on the date to be mutually agreed upon. (Res. #69-79, 6/21 /79)

(per 03/13/96 memo from Public Health Director Rhonda Kolberg, "The Home Care Program was decertified and all clients were transferred to another agency. This was in 1979".)

7.10 HANDICAPPED CHILDRENS EDUCATION BOARD ABOLISHED.

The Door County Handicapped Childrens Education Board as established by 1959 Resolution No. 103 is abolished effective July 1, 1975. (Res. #25-74, 7/16/74)

7.11 WOMEN, INFANTS AND CHILDREN'S PROGRAM.

The Door County Public Health Department shall participate in the Women, Infants and Children's Program, and the Door County Public Health Department shall employ a qualified nutritionist to coordinate the WIC Program, and the Door County Public Health Department shall participate in the WIC Program for as long as federal and state monies continue to be available and at no cost to the county. (Res. #18-79, 2/22/79)

7.12 PROVIDING FOR THE RETENTION/DESTRUCTION OF RECORDS FOR THE DOOR COUNTY DEPARTMENT OF SOCIAL SERVICES

1. Pursuant to Section 19.21 (5), Wisconsin Statutes and Section 59.715 (21), Wisconsin Statutes, and the Wisconsin Public Records Board Rules, Door County Department of Social Services case records, licensing and certification records, and records for cases not open for services or denials of licenses or certification, shall be retained for a period of three (3) years and thereafter may be destroyed.
2. Prior to the destruction of any such records the Door County Department of Social Services shall notify the State Historical Society of its intent to destroy

such records at least sixty (60) day: prior to destruction. Such notice shall be given in writing so that the State Historical Society may preserve any records it determines to be of historical interest.

3. Door County Department of Social Services' case records, licensing and certification records and records for cases not open for services or denials of licenses or certification are defined on Exhibit A which is attached hereto and made a part hereof.
4. This ordinance shall become effective upon passing in publication.
5. This ordinance shall become incorporated into the Door County Code and shall be numbered Section 7.12 of the Door County Code. (Ord. #53-86, 10/28/86)

"EXHIBIT A"

DEFINITIONS:

1. Social Service Case Records:

SSTs forms and narratives for case documentation including:

- a. Initial Contact Sheet DCS-SS-1 (or its equivalent)
- b. The Notice of Agency Action DCS-SS-IA (or its equivalent)
- c. The Social Services Face Sheet DCS-SS-2 (or its equivalent)
- d. The Social Services Plan Sheet DCS-SS-2A (or its equivalent)
- e. The Social Services Agreement DCS-SS-3A (or its equivalent)
- f. The Social Services Agreement
- g. The Financial Information Form DHSS-130 (or its equivalent)
- h. Assessment or Diagnostic forms, reports and narratives
- i. Social and medical histories
- j. Copies of Court Reports pertinent to the case
- k. Release of Information forms
- l. Worker and Client progress notes
- m. Case review forms
- n. Client and Service Agreements
- o. Documentations of eligibility or financial status

2. Social Services Licensing and Certification Records:

Licensing and Certification Records include a copy of the actual license or certification document, request forms, inspection and observation checklists, correspondence, and documentation related to the licensing or certification function of the following:

- a. In-Home and family day care children and adults
- b. Adult family homes
- c. Foster homes for children

3. Social Services Records For Cases Not Opened For Services Or Denials of Licenses Or Certification:

This category of records includes the following items:

- a. Applications for services or licenses or certification were not approved.
- b. Referral actions not resulting in case openings.
- c. Miscellaneous requests and correspondence about individual clients from consumers and other agencies which do not result in case opening.