



COUNTY OF KENOSHA

OFFICE OF THE COUNTY EXECUTIVE

Jim Kreuser, County Executive

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ADMINISTRATIVE PROPOSAL

COUNTY EXECUTIVE APPOINTMENT 2019/20-29

RE: DIRECTOR OF THE KENOSHA COUNTY DIVISION OF AGING AND DISABILITY SERVICES

TO THE HONORABLE KENOSHA COUNTY BOARD OF SUPERVISORS:

Placing special trust in her judgment and based upon her qualifications, I hereby submit to the Honorable Kenosha County Board of Supervisors for its review and approval the name of

Rebecca Dutter
3604 13th Street
Kenosha, WI 53144

to serve as the Director of the Kenosha County Division of Aging and Disability Services.

Rebecca Dutter has extensive experience with the Kenosha County Division of Aging and Disability Services. Ms. Dutter has served as a Supervisor of Adult Protective Services for 15 years and prior to that she worked as an Investigator with Adult Protective Services for 6 years.

Her previous experience includes serving as the CASA Coordinator for Hope Council, Director of Social Services for Beverly Healthcare and as a social worker at Divine Savior Hospital and Nursing Home.

Ms. Dutter will be filling the position which will be vacated by LaVerne Jaros, who is retiring on February 28, 2020. Ms. Dutter's salary will be \$88,847 annually.

Respectfully submitted this 17th day of January, 2020.

Jim Kreuser,
Kenosha County Executive

3604 13th Street
Kenosha, WI 53144
262-344-4236
radutter@yahoo.com

REBECCA A DUTTER

Summary of Qualifications:

2005-present Supervisor of Adult Protective Services, Kenosha County, WI

- Coordinate unit of abuse investigators and protective placement case managers. Responsible for oversight of all abuse, neglect or exploitation investigations of at-risk adults age 17 and over.
- Supervised all court petitions, reports, hearings and ordered protective placement annual reviews to ensure compliance with WI states 46, 51, 54 and 55.
- Provided testimony in both civil and criminal cases related to abuse, neglect, exploitation and WI laws related to adult and elder abuse.
- Provided regular communication and collaboration with Corporation Counsel as well as other legal and court personnel.
- Responsible for all reports required by the county, state and federal guidelines, compliance with related statutes and quality assurance of the unit.
- Created standards, policies and procedures for all APS activity including investigations, legal activity, and standards of conduct.
- Created evaluative measures to assure standards were being met.
- Recruited, hired, trained and provided ongoing evaluations for both county and contract staff.
- Developed staff and community training programs to increase awareness and education on related issues.
- Monitored contracts, budgets and programs to ensure that requirements were being met and funding was used appropriately.
- Collaborated directly with community providers including the mental health system, health system and legal system to ensure the best outcome for all clients.

1999-2005 Investigator- Adult Protective Services, Kenosha County Department of Aging/ Goodwill Industries.

- Initiated investigations of self-neglect, emotional, sexual, physical, and financial abuse incidences.
- Filed Guardianship petitions, comprehensive evaluations and other court related documents for incompetent individuals.
- Monitored protective placement orders and filed annual reviews for approximately 200 wards.

2007-2009 CASA Coordinator, HOPE Council.

- Coordinated the Court Ordered Special Advocate Program serving court ordered victims of abuse and neglect.
- Recruited and trained volunteers to serve as advocates for abused and neglected children in the court system.
- Monitored volunteers to ensure compliance with state statutes.
- Marketed the program to both receive court referrals and recruit volunteers.
- Researched state and federal grants to fund the program.
- Created policy and procedures for program standards.

1998-1999 Beverly Healthcare-Kenosha Kenosha, WI
Director of Social Services/ Coordinator of the Dementia Care Unit

- Charged with duties of resident admissions and discharges of a 103-bed skilled care facility.
- Responsible for staff hiring, training and supervision.
- Provided coordination, planning and development of a dementia care unit.
- Ensured compliance with all federal and state regulations and standards.

1994-1998 Divine Savior Hospital and Nursing Home Portage, WI
Social Worker

- Responsible for admissions, discharges and rehabilitation services for a 111 bed skilled nursing facility and an 8 bed independent living center.
- Responsibilities also included coordinating the volunteer program.
- Accountable for compliance with standards for both state and JCHO surveys.

EDUCATION

Bachelor of Arts, Psychology, University Of Wisconsin, Madison, WI.