|  |
| --- |
| **Call-In Line Information** |
| **Phone:** 608-240-8555**Mon-Fri:** 6 AM–9 PM **Sat, Sun & Holidays:** 7 AM–9 PM | Call- In Process:1. Call the Call-In Line
2. Complete Time Off Request (TOR)
 | Call: * If unable to report for scheduled shifts
* To report on-the-job injuries after hours
* Unable to clock-in/out in MITC
 |

|  |
| --- |
| **Care Solutions** |
| **Name** | **Position** | **Phone**  | **Email** | **Topics Supported** |
| Renata Miggins | Care Coordinator | 608-240-8534 | migginsr@clanet.org | Picking Up Hours, Schedule ChangesAll Scheduling & Call-In Related Questions: scheduling@clanet.org  |
| Melissa Olson | Care Coordinator | 608-240-8538 | olsonm@clanet.org |
| Tony Waldschmidt | Care Coordinator | 608-240-8537 | waldschmidtt@clanet.org |
| Ian Hutchinson | RN Supervisor | 608-240-8549 | hutchinsoni@clanet.org  | Train & Supervisor Personal Care Workers, Supervise Client Personal Care & Supportive Home Care, Coordinate & Implement Client Care Plans, Answer Questions Regarding Specific Client Cares |
| Melissa Romero | Care Solutions Manager | 608-240-8548 | romerom@clanet.org |
| Rey Bernal | RN Supervisor | 608-240-8545 | bernalr@clanet.org |
| Madison Weckerly | RN Supervisor | 608-240-8550 | weckerlym@clanet.org |
| Jared Oronyi | RN Supervisor | 608-240-8552 | oronyij@clanet.org |
| Jordyn Molz | RN Supervisor | 608-240-8544 | molzj@clanet.org |
| Pang Sua Thao | RN Supervisor | 608-240-8543 | thaop@clanet.org |
| Kiana Hartman | RN Supervisor | 608-240-8551 | hartmank@clanet.org |
| Patti Becker | Director of Program Operations | 608-240-8503 | beckerp@clanet.org | Oversees Program Operations Department |

|  |
| --- |
| **Payroll** |
| **Name** | **Position** | **Phone**  | **Email** | **Topics Supported** |
| Kelli Krcma | Payroll Manager | 608-240-8521 | krcmak@clanet.org | Wage Verifications, Direct Deposit, Check Deductions, W-2s, W-4s |
| Cathy Putnam | Director of Finance & Facilities | 608-240-8517 | putnamc@clanet.org | Oversees Finance & Facilities Department |
|  |  |  |  |  |
| **Human Resources** |
| **Name** | **Position** | **Phone**  | **Email** | **Topics Supported** |
| Heather Braun | Human Resources Specialist | 608-240-8529 | braunh@clanet.org | Training Systems – Absorb, Office Recruitment, Internships |
| Jackie Pongratz | Human Resources Generalist | 608-240-8532 | pongratzj@clanet.org | Address/Name Changes, Employment Verifications, Reference Checks |
| Kelly Helinski | Recruiter | 608-240-8528 | helinskik@clanet.org | Caregiver Recruitment |
| David Bailey | Director of Administration | 608-240-8525 | baileyd@clanet.org | Staff Support, Complaints/Concerns, Unemployment, Resignations, Arrest & Conviction Reporting |