|  |  |  |
| --- | --- | --- |
| **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](mailto:migginsr@clanet.org) | Picking Up Hours, Schedule Changes  All Scheduling & Call-In Related Questions: [scheduling@clanet.org](mailto:scheduling@clanet.org) |
| Melissa Olson | Care Coordinator | 608-240-8538 | [olsonm@clanet.org](mailto:olsonm@clanet.org) |
| Tony Waldschmidt | Care Coordinator | 608-240-8537 | [waldschmidtt@clanet.org](mailto:waldschmidtt@clanet.org) |
| Ian Hutchinson | RN Supervisor | 608-240-8549 | [hutchinsoni@clanet.org](mailto: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](mailto:romerom@clanet.org) |
| Rey Bernal | RN Supervisor | 608-240-8545 | [bernalr@clanet.org](mailto:bernalr@clanet.org) |
| Madison Weckerly | RN Supervisor | 608-240-8550 | [weckerlym@clanet.org](mailto:weckerlym@clanet.org) |
| Jared Oronyi | RN Supervisor | 608-240-8552 | [oronyij@clanet.org](mailto:oronyij@clanet.org) |
| Jordyn Molz | RN Supervisor | 608-240-8544 | [molzj@clanet.org](mailto:molzj@clanet.org) |
| Pang Sua Thao | RN Supervisor | 608-240-8543 | [thaop@clanet.org](mailto:thaop@clanet.org) |
| Kiana Hartman | RN Supervisor | 608-240-8551 | [hartmank@clanet.org](mailto:hartmank@clanet.org) |
| Patti Becker | Director of Program Operations | 608-240-8503 | [beckerp@clanet.org](mailto:beckerp@clanet.org) | Oversees Program Operations Department |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Payroll** | | | | | |
| **Name** | | **Position** | **Phone** | **Email** | **Topics Supported** |
| Kelli Krcma | | Payroll Manager | 608-240-8521 | [krcmak@clanet.org](mailto: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](mailto: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](mailto:braunh@clanet.org) | Training Systems – Absorb, Office Recruitment, Internships |
| Jackie Pongratz | Human Resources Generalist | | 608-240-8532 | [pongratzj@clanet.org](mailto:pongratzj@clanet.org) | Address/Name Changes, Employment Verifications, Reference Checks |
| Kelly Helinski | Recruiter | | 608-240-8528 | [helinskik@clanet.org](mailto:helinskik@clanet.org) | Caregiver Recruitment |
| David Bailey | Director of Administration | | 608-240-8525 | [baileyd@clanet.org](mailto:baileyd@clanet.org) | Staff Support, Complaints/Concerns, Unemployment, Resignations, Arrest & Conviction Reporting |