

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES

571 County Road A

PO Box 588

Green Lake WI 54941-0588

VOICE: 920-294-4070

FAX: 920-294-4139

Email: glcdhhs@co.green-lake.wi.us



FOX RIVER INDUSTRIES

222 Leffert St.

PO Box 69

Berlin WI 54923-0069

VOICE: 920-361-3484

FAX: 920-361-1195

Email: fri@co.green-lake.wi.us

Post Date: 11/15/16

***AMENDED**

The following documents are included in the packet for the Department of Health & Human Services Board held on Monday, November 14, 2016

- November 14, 2016 DHHS meeting agenda 5:00 p.m.
- DHHS Draft Minutes – October 10, 2016
- DHHS Board Committee Appointment
- Health Advisory Committee Minutes – October 12, 2016
- Aging Program Budget 2017
- Behavioral Health Unit October Report
- Resolution Relating to Creating the Drug Court Coordinator Position
- Children & Family Services October Report
- Health Unit October Report
- Resolution Relating to Support to Secure State Funding for Communicable Disease Control
- Ordinance Amending Chapter 148, Article I, Food Safety and Recreational Licensing Program
- Justification for Mental Health Case Manager position
- Mental Health Case Manager Job Description
- *Supported Employment Maintenance Hours
- *Supported Employment Maintenance Letter
- *DHHS Expenditure/Revenue Comparison



**GREEN LAKE COUNTY
DEPARTMENT OF HEALTH & HUMAN
SERVICES**

Office: 920-294-4070 FAX: 920-294-4139 Email: glcdhhs@co.green-lake.wi.us

Health & Human Services Committee Meeting Notice

Date: November 14, 2016 Time 5:00 PM

Green Lake County Government Center

571 County Rd A, COUNTY BOARD Room #0902 Green Lake WI

AGENDA

**Committee
Members**

*Joe Gonyo,
Chairman
Nick Toney, Vice-
Chair
Brian Floeter
John Gende
Nancy Hoffman
Harley Reabe
Richard Trochinski
Joy Waterbury, Secretary*

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Karen Davis, Administrative Assistant

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes 10/10/16
6. Signing of Vouchers
7. Appearances:
 - Shelby Jensen, Economic Support/Child Support Report
8. Correspondence:
 - Committee Appointments
 - Health & Human Services Board
 - CCS Regional Committee Board Representative
9. Veteran's Service Office Report
10. Advisory Committee Reports
 - Aging Advisory Committee – (Trochinski) Meeting – September 21, 2016 Green Lake County DHHS
 - Health Advisory Committee Report- October 12, 2016
 - Family Resource Council – December 5, 2016 (Trochinski)
 - Transportation Coordinating Committee – November 16, 2016 (Trochinski)
 - ADVOCAP/Headstart Report (Gonyo)
 - ADRC Coordinating Committee – November 10, 2016 - Marquette Co. (Gende/Waterbury)
11. Unit Reports
 - Administrative Unit
 - Committed Funds
 - Health & Human Services Billing Update
 - Aging/Long Term Care Unit
 - Aging Budget
 - Behavioral Health Unit
 - Drug Court Grant Update
 - Resolution Relating to Creating a Drug Court Coordinator Position

(Continued on next page)

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.



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- Children & Family Services Unit
- Child Support
- Economic Support Unit
- Fox River Industries
 - Ad Hoc Committee - Discussion Regarding on FRI building costs to maintain/update/repair - architect
 - Supported Employment Maintenance
- Health Unit
 - Resolution Relating to Support to Secure State Funding for Communicable Disease Control
 - Ordinance Amending Chapter 148, Article I. Food Safety and Recreational Licensing Program
- 12. Policies/Procedures Update
- 13. Purchases
- 14. Personnel
 - Review Job Descriptions
 - Mental Health Case Manager
 - Vacant Position(s) Review
 - Mental Health Case Manager
- 15. Health & Human Services Budget 2016/2017
- 16. Committee Discussion
 - Administrative Committee Report
 - Finance
 - Personnel
 - Property & Insurance
 - IT Committee Report
 - Facilities & Security Committee Report
 - The Board May Confer With Legal Counsel
 - Future DHHS Meeting Date (December 13, 2016 at 5:00 p.m.) and other Sub-Committees
 - Future Agenda items for action & discussion
- 17. Adjourn

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT GREEN LAKE COUNTY GOVERNMENT CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON MONDAY, OCTOBER 10, 2016 AT 5:00P.M.

PRESENT: Joe Gonyo, Chairman
Richard Trochinski, Member
Brian Floeter, Member
Harley Reabe, Member
Joy Waterbury, Secretary

EXCUSED: Nick Toney, Vice Chairman
John Gende, Member
Nancy Hoffman, Member

OTHERS PRESENT: Jason Jerome, Director
Karen Davis, Administrative Assistant
Jon Vandeyacht, Veteran's Service Officer
Dawn Klockow, Corporation Counsel

Certification of Open Meeting Law: The requirements of the Open Meeting Law have been met.

Call to Order: The meeting was called to order at 5:02 p.m. by Chair Gonyo.

Pledge of Allegiance: The Pledge of Allegiance to the Flag was recited.

Approval of Agenda: Motion/second (Reabe/Waterbury) to approve the amended agenda. All ayes. Motion carried.

Action on Minutes: Motion/second (Trochinski/Reabe) to approve the minutes of the 9/12/16 Health & Human Services Board meetings as presented. All ayes. Motion carried.

Signing of Vouchers: Motion/second (Waterbury/Trochinski) to approve the September 2016 DHHS expenses. All ayes. Motion carried.

Motion/second (Waterbury/Gonyo) to approve the Veteran's Service expenses. All ayes. Motion carried.

Appearances: None.

Public Comment (3 minutes): None

Correspondence: None

Committee Appointments: Health & Human Services Board: No discussion.

Veteran's Service Office Report: Vandeyacht reported regarding office activities.

Advisory Committee Reports: Aging Advisory Committee Report: The meeting was held September 21, 2016. Trochinski reported regarding the meeting.

Health Advisory Committee: The next meeting will be held on October 12, 2016.

Family Resource Council: The next meeting will be December 5, 2016.

Transportation Coordinating Committee: The next meeting will be held on November 16, 2016.

Advocap/Headstart Report: Gonyo reported regarding the meeting he attended.

ADRC Coordinating Committee Report: The next meeting will be held on November 10, 2016 at 1:00 p.m. in Marquette County.

Unit Reports: Administrative: Health & Human Services Billing Update: Jerome updated Committee members regarding status and weekly goals. Jerome reported that Teresa Murkley started at the Billing Specialist position October 7, 2016.

Aging/Long Term Care: No discussion.

Behavioral Health Unit: Drug Court Grant Update: Jerome updated Committee members regarding the progress in the development of job descriptions, procedures, etc.

See attached report.

Children & Families Unit: See attached report.

Resolution Relating to Support of Increased Funding in the Children and Family Aids Allocation: Jerome presented/explained the Resolution Relating to Support of Increased Funding in the Children and Family Aids Allocation. Motion/second (Trochinski/Reabe) to recommend to County Board to support the Resolution Relating to Support of Increased Funding in the Children and Family Aids Allocation. All ayes. Motion carried.

Child Support: See attached report. Discussion followed.

Economic Support Services: See attached report.

Fox River Industries: Ad Hoc Committee: No report.

Health: Current Health Abatements: None.

The September Health and Environmental Specialist Reports were presented. (See attached.)

Policies/Procedures Update: None.

Purchases: None.

Personnel: Review Job Descriptions: The revised job descriptions were attached for Committee review. (See attached. Motion/second (Waterbury/Trochinski) to recommend to County Personnel approval of the revised job descriptions. All ayes. Motion carried.

Vacant Positon(s) Review: Receptionist/Data Entry Specialist: Jerome updated Committee members regarding the vacant Receptionist/Data Entry Specialist position. Discussion followed regarding the need to fill this position. Motion/second (Trochinski/Floeter) to recommend to the Green Lake County Personnel Committee to fill the vacant Receptionist/Data Entry Specialist position. All ayes. Motion carried.

Community Response Social Worker: Jerome updated Committee members regarding the vacant Community Response Social Worker position. Discussion followed regarding the need to fill this position. Motion/second (Trochinski/Floeter) to recommend to the Green Lake County Personnel Committee to fill the vacant Community Response Social Worker position. All ayes. Motion carried.

Health & Human Services Budget 2016/2017: No report.

Committee Discussion: No discussion.

Administrative Committee Report: Reabe reported regarding the meetings that were held for County Administrator.

Finance: Reabe reported the next meeting is October 10, 2016 at 6:30 p.m.

Personnel: No discussion.

Property & Insurance: Trochinski reported regarding the meeting.

IT Committee: Waterbury reported regarding the meeting.

Facilities & Security Committee Report: No meeting.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next Health & Human Services Board meeting will be Monday, November 14, 2016 **at 5:00 p.m. at the Green Lake County Government Center.**

Future Agenda Items For Action and Discussion:

Adjournment: Gonyo adjourned the meeting at 6:08 p.m..

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To: Harley Reabe, County Board Chairman

From: Jason Jerome, Director
Health & Human Services

Date: November 14, 2016

RE: Committee Appointment

Please make the following Committee appointment. Thank you.

Health & Human Services Board

Tom Reif (term expires 2019)

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THE FOLLOWING ARE THE OPEN MINUTES OF THE HEALTH & HUMAN SERVICES HEALTH ADVISORY COMMITTEE HELD AT THE GREEN LAKE COUNTY GOVERNMENT CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI ON WEDNESDAY, OCTOBER 12, 2016 AT 8:00 A.M.

MEMBERS PRESENT: Kathy Munsey, Jeanne Lyke, Pat Brandstetter, Harley Reabe, Jean Kessler, Tammy Bending, Katherine Vergos

ALSO PRESENT: Beth Matuszeski

EXCUSED: Nancy Hoffman

Certification of Open Meeting Law: The requirements of the Open Meeting Law have been met.

The Pledge of Allegiance was recited.

Call to Order: Lyke called the meeting to order at 8:02 a.m.

Approval of Agenda: Motion/Second (Brandstetter/Kessler) to approve the amended agenda. All ayes. Motion carried.

Approval of Minutes: Motion/second (Reabe/Brandstetter) to approve the minutes of the July 13, 2016 meeting. All ayes. Motion carried.

Introductions – New Committee Member: Introductions were made.

Appearances: None.

Public Comment (3 minutes): None.

Quarterly Report on Health Unit Activities:

CWHP Video: Munsey showed the CWHP video (6 county partnership) for Healthier Central WI. Munsey updated members which counties are included and the purpose of the video.

CHAT (Community Health Action Team): Munsey reviewed Theda Care led Community Health Action Team – “CHAT” handout and “Improving the Health of Green Lake County with You” pamphlet. (See attached.)

Munsey discussed doing a “Plunge” in February benefitting Mental Health. A Plunge is a CHAT team activity and is a total immersion into a topic for a day. Then based on what was learned during the Plunge, the CHAT group will work on improving the problem. Discussion followed.

Munsey presented the new panel of 5 members action team which assists with mental health, substance abuse and chronic disease.

Wellness Coalition Activities: Discussed above.

Staff Update: Munsey reported regarding that the new Public Health Nurse/Health Educator is Julia McCarroll.

Community Health Assessment: Action Item – Vote to Approve Community Health Assessment with Priorities of Mental Health, AODA and Chronic Disease: Munsey presented the final Community Health Assessment document for Committee review/approval. Discussion followed.

Brandstetter questioned page 12 regarding how Green Lake County was rated at 4.9 for drinking water. Munsey reviewed due to the several contaminated wells from field run off. Reabe also discussed due to rock formations. Discussion followed. Munsey also discussed how the report is used for grant writing. Discussion followed. Motion/second (Vergos/Brandstetter) to recommend approval of the 2016 Community Health Assessment. All ayes. Motion carried.

Resolution Relating to Secure State funding for Communicable Disease Control: Action Item – Vote on Resolution: Munsey presented the Resolution Relating to Secure State funding for Communicable Disease Control for Committee review. Munsey reported that the State does not provide funding for Communicable Disease. Munsey, along with many other county and city health departments is asking the state for funding for all counties due to the high volume of communicable diseases. Discussion followed. Motion/second (Vergos/Lyke) to recommend approval of the Resolution Relating to Secure State funding for Communicable Disease Control. All ayes. Motion carried.

Ordinance Amending Chapter 148, Article I. Food Safety and Recreational Licensing Program: Action Item –Vote on Ordinance: Munsey presented the Ordinance Amending Chapter 148, Article I. Food Safety and Recreational Licensing Program. Munsey reported that the Department of Agriculture now heads all inspections. Previously it was the Division of Health so we must change our wording to match the oversight department. Green Lake County still goes through the same process but payments, etc. go to the Department of Agriculture. Discussion followed. Motion/second (Brandstetter/Bending) to recommend approval of the Ordinance Amending Chapter 148, Article I. Food Safety and Recreational Licensing Program. All ayes. Motion carried.

Budget Update: Munsey reported that the 2017 budget remains the same with 0% tax levy increase not including salary increases. Discussion followed.

Environmental Health/Agent Status Report: Munsey reported that the tri-county inspector for Marquette County has been replaced by Ann Raabe. She is currently training with Ashley

Rondorf. Munsey reported that two homes have been found to be hoarding. Discussion followed regarding the situations and procedure.

Public Health Preparedness: Munsey presented a slide show for the WI Task Force 1 team which is a statewide search and rescue team. Munsey reported that they usually practice at Volk Airfield. This is the first time they have been deployed to Green Lake County Conference Center for a tornado exercise. Discussion followed.

Accreditation Update: Munsey reported that staff are meeting monthly to review and update policies and procedures to help maintain the standard for 140 Administrative Rules Review and remain compliant. Discussion followed.

Staff will be meeting again in November 2016 to review the Evidence Based Practices Programs.

Committee Discussion: Munsey reported that she is working on a Resolution to send to the State regarding wind turbines and the effect on health. Discussion followed. Munsey reported that the County needs to know how to proceed with complaints.

Future Meeting Date: The next Health Advisory Committee meeting will be held on January 11, 2017 at 8:00 a.m. at the Human Services Center.

Future Agenda Items After Action and Discussion: Health Officer Abatement issues, quarterly update; annual evaluation for Board members

Adjournment: Motion/second (Munsey/Brandstetter) to adjourn the meeting. All ayes. Motion carried.

The meeting adjourned at 8:55 a.m.

County/Tribal Aging Unit Budget - 2017

CARS No. 560340
CFDA No. 93.044

Name of County/Tribe:

Green Lake

Report for:

Budget

Title III-B Budget Amount:

\$ 25,011

Section 6-B Title III-B Supportive Services

Expenditure Category	Title III-B Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration	15,711					15,000			30,711
2. Personal Care									-
3. Homemaker	1,800								1,800
4. Chore									-
5. Home Del Meals									-
6. Adult Day Care									-
7. Case Management									-
8. Congregate Meals									-
9. Nutrition Counsel.									-
10. Assisted Transpo.									-
11. Transportation									-
12. Legal/Ben. Assist.	4,100		1,000						5,100
13. Nutrition Education									-
14. Info. & Assistance	850		3,000						3,850
15. Outreach	700		1,000						1,700
16. Public Information	350								350
17. Counsel. & Training									-
18. Temporary Respite									-
20. Advoc./Lead.Devel.									-
21. Other									-
23. Health Promotion	1,500								1,500
Total	25,011	-	5,000	-	-	15,000	-	-	45,011

Check (X) the corresponding box if the following services are being provided by other Title III funding or another agency/organization within the county in which you are not providing any Title III funding towards.

<input type="checkbox"/>	Access to Services	<input type="checkbox"/>	In Home Services
--------------------------	--------------------	--------------------------	------------------

Remaining Budget Balance \$ -

Percent of Access to Services 6% **Ok - You provide at least 6% of your allocation to Services Associated with Access to Services.**

Percent of Legal/Ben. Assist. 16% **Ok - You provide at least 5% of your allocation to Legal/Benefit Assistance Services.**

Percent of In-Home Services 7% **Ok - You provide at least 7% of your allocation to In-Home Services.**

Total Non-Federal Match \$ 5,000 **Ok - Minimum Match Met**

Match Amount Needed \$ 2,779.00

C-1 To III B:
Lines 10, 11, 14, 15, 16 & 21 _____ -

C-2 To III B:
Lines 10, 11, 14, 15, 16 & 21 _____ -

New Bdgt Subject to Approval 25,011

County/Tribal Aging Unit Budget - 2017

CARS No. 560350
CFDA No. 93.045
State ID 435.560350

Name of County/Tribe:

Green Lake

Report for:

Budget

Title III-C1 Budget Amount:

\$ 67,260

Section 6-C1 Title III-C1 Congregate Meals

Expenditure Category	Title III-C1 Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									-
6. Adult Day Care									
7. Case Management									
8. Congregate Meals	67,260	1,000	7,500			24,000	15,000		114,760
9. Nutrition Counsel.									-
10. Assisted Transpo.									-
11. Transportation									-
12. Legal/Ben. Assist.									-
13. Nutrition Education									-
14. Info. & Assistance									-
15. Outreach									-
16. Public Information									-
17. Counsel. & Training									-
18. Temporary Respite									-
20. Advoc./Lead.Devel.									-
21. Other									-
23. Health Promotion									-
Total	67,260	1,000	7,500	-	-	24,000	15,000	-	114,760

Remaining Budget Balance \$ -

Percentage of HDM 0% **Ok - You provide no more than 40% of your allocation to Home Delivered Meals.**

Total Non-Federal Match \$ 8,500 **Ok - Minimum Match Met**

Match Amount Needed \$ 7,474

C-1 To III B:

Lines 10, 11, 14, 15, 16 & 21 _____ -

Additional Transfer Request Above 20%

FALSE

C-1 to C-2:

Line 5 _____ -

C-2 to C-1:

Line 8 _____ -

New Budget Subject to Approval _____ **67,260**

Agencies may request additional transfers above 20% to Home Delivered Meals; all additional requests will be considered within the statewide limits under the Older Americans Act.

County/Tribal Aging Unit Budget - 2017

CARS No. 560360
 CFDA No. 93.045
 State ID 435.560360

Name of County/Tribe:

Green Lake

Report for:

Budget

Title III-C2 Budget Amount:

\$ 14,743

Section 6-C2

Title III-C2 Home Delivered Meals

Expenditure Category	Title III-C2 Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals	14,743		2,000			58,290	50,000		125,033
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									-
9. Nutrition Counsel.									-
10. Assisted Transpo.									-
11. Transportation									-
12. Legal/Ben. Assist.									-
13. Nutrition Education									-
14. Info. & Assistance									-
15. Outreach									-
16. Public Information									-
17. Counsel. & Training									-
18. Temporary Respite									-
20. Advoc./Lead.Devel.									-
21. Other									-
23. Health Promotion									-
Total	14,743	-	2,000	-	-	58,290	50,000	-	125,033

Remaining Budget Balance \$ -

Percentage of HDM 0% Ok -You provide no more than 40% of your allocation to Congregate Meals.

Total Non-Federal Match \$ 2,000 Ok - Minimum Match Met
 Match Amount Needed \$ 1,639

C-2 To III B:
 Lines 10, 11, 14, 15, 16 & 21 _____ - **Additional Transfer Request Above 20%** _____ **FALSE**

C-1 To C-2:
 Line 5 _____ -

C-2 to C-1:
 Line 8 _____ -

New Budget Subject to Approval 14,743

Agencies may request additional transfers above 20% to Congregate Meals; all additional requests will be considered within the statewide limits under the Older Americans Act.

County/Tribal Aging Unit Budget - 2017

CARS No. 560510
CFDA No. 93.043

Name of County/Tribe:

Green Lake

Report for:

Budget

Title III-D Budget Amount:

\$ 1,955

***NOTE: All spending under IIID MUST be Evidenced Based.**

Section 6-D Title III-D Disease Prevention and Health Promotion Services

Expenditure Category	Title III-D Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion	1,955	225							2,180
Total	1,955	225	-	-	-	-	-	-	2,180

Remaining Budget Balance \$ -

Total Non-Federal Match \$ 225 **Ok - Minimum Match Met**

Match Amount Needed \$ 218

County/Tribal Aging Unit Budget - 2017

CARS No. 560520
CFDA No. 93.052

Name of County/Tribe:

Green Lake

Report for:

Budget

Title III-E Budget Amount:

\$ 8,689

Section 6-E Title III-E Family Caregiver Support Program

Expenditure Category	Title III-E Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									-
3. Homemaker									-
4. Chore	1,200								1,200
5. Home Del Meals									
6. Adult Day Care									-
7. Case Management									-
8. Congregate Meals									
9. Nutrition Counsel.									-
10. Assisted Transpo.									-
11. Transportation									-
12. Legal/Ben. Assist.									-
13. Nutrition Education									
14. Info. & Assistance	1,000								1,000
15. Outreach	489								489
16. Public Information									-
17. Counsel. & Training	4,000	1,897	1,000						6,897
18. Temporary Respite	2,000								2,000
20. Advoc./Lead.Devel.									
21. Other									-
23. Health Promotion									
Total	8,689	1,897	1,000	-	-	-	-	-	11,586

Check (X) the corresponding box if the following services are being provided by other Title III funding or another agency/organization within the county in which you are not providing any Title III funding towards.

<input checked="" type="checkbox"/>	Information and Assistance	<input type="checkbox"/>	Counseling and Training
<input checked="" type="checkbox"/>	Public Information	<input type="checkbox"/>	Temporary Respite

Remaining Budget Balance \$ -

Percent of Suppl. Services 0% **Ok - You provide no more than 20% of your allocation to Supplemental Services.**

Total Supplemental Services \$ -

Total Non-Federal Match \$ 2,897 **Ok - Minimum Match Met**

Match Amount Needed \$ 2,897

County/Tribal Aging Unit Budget - 2017

Name of County/Tribe:

Green Lake

Report for:

Budget

State Elderly Benefit Services Budget Amount:

\$ 28,215

	CARS No. 560320
	CARS No. 560024
Fed Match	CARS No. 560021
Fed Match	CDFA No. 93.778
	State ID 435.560320
	State ID 435.560024

Section 6-BS State Elderly Benefit Services

Expenditure Category	State Elderly Benefit Services Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.	28,215	3,200				7,000			38,415
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
Total	28,215	3,200	-	-	-	7,000	-	-	38,415

Remaining Budget Balance \$ -

Total Non-Federal Match \$ 3,200 **Ok - Minimum Match Met**

Match Amount Needed \$ 3,135

County/Tribal Aging Unit Budget - 2017

CARS No. 560490
State ID 435.560490

Name of County/Tribe:

Green Lake

Report for:

Budget

State Elder Abuse Services Budget Amount:

\$ 10,856

Section 6-EA State Elder Abuse Direct Services

Expenditure Category	State Elder Abuse Services Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other	10,856								10,856
23. Health Promotion									
Total	10,856	-	-	-	-	-	-	-	10,856

Remaining Budget Balance \$ -



County/Tribal Aging Unit Budget - 2017

CARS No. 560330
State ID 435.560330

Name of County/Tribe:

Green Lake

Report for:

Budget

State Senior Community Services Budget Amount:

\$ 5,736

Section 6-SCS State Senior Community Services

Expenditure Category	State SCS Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									-
3. Homemaker									-
4. Chore									-
5. Home Del Meals									-
6. Adult Day Care									-
7. Case Management									-
8. Congregate Meals									-
9. Nutrition Counsel.									-
10. Assisted Transpo.									-
11. Transportation									-
12. Legal/Ben. Assist.	5,736	400	300						6,436
13. Nutrition Education									-
14. Info. & Assistance									-
15. Outreach									-
16. Public Information									-
17. Counsel. & Training									-
18. Temporary Respite									-
20. Advoc./Lead.Devel.									-
21. Other									-
23. Health Promotion									-
Total	5,736	400	300	-	-	-	-	-	6,436

Remaining Budget Balance - 

Total Non-Federal Match \$ 700 **Ok - Minimum Match Met**
Match Amount Needed \$ 638

County/Tribal Aging Unit Budget - 2017

Name of County/Tribe:

Green Lake

Report for:

Budget

Section 6-Other Other Budget

Expenditure Category	Federal/State Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									-
2. Personal Care									-
3. Homemaker									-
4. Chore									-
5. Home Del Meals									-
6. Adult Day Care									-
7. Case Management									-
8. Congregate Meals									-
9. Nutrition Counsel.									-
10. Assisted Transpo.					68,844	13,769			82,613
11. Transportation									-
12. Legal/Ben. Assist.									-
13. Nutrition Education									-
14. Info. & Assistance									-
15. Outreach									-
16. Public Information									-
17. Counsel. & Training									-
18. Temporary Respite									-
20. Advoc./Lead.Devel.									-
21. Other									-
23. Health Promotion									-
									-
Total	-	-	-	-	68,844	13,769	-	-	82,613

You may use this page to record NSIP, DOT or other sources of funding outside of the Title III funding.

Name of County/Tribe:

Green Lake

Report for:

Budget

Total Budget Amount:

\$ 162,465

Summary Budget

Expenditure Category	Federal/State Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration	15,711	-	-	-	-	15,000	-	-	30,711
2. Personal Care	-	-	-	-	-	-	-	-	-
3. Homemaker	1,800	-	-	-	-	-	-	-	1,800
4. Chore	1,200	-	-	-	-	-	-	-	1,200
5. Home Del Meals	14,743	-	2,000	-	-	58,290	50,000	-	125,033
6. Adult Day Care	-	-	-	-	-	-	-	-	-
7. Case Management	-	-	-	-	-	-	-	-	-
8. Congregate Meals	67,260	1,000	7,500	-	-	24,000	15,000	-	114,760
9. Nutrition Counsel.	-	-	-	-	-	-	-	-	-
10. Assisted Transpo.	-	-	-	-	68,844	13,769	-	-	82,613
11. Transportation	-	-	-	-	-	-	-	-	-
12. Legal/Ben. Assist.	38,051	3,600	1,300	-	-	7,000	-	-	49,951
13. Nutrition Education	-	-	-	-	-	-	-	-	-
14. Info. & Assistance	1,850	-	3,000	-	-	-	-	-	4,850
15. Outreach	1,189	-	1,000	-	-	-	-	-	2,189
16. Public Information	350	-	-	-	-	-	-	-	350
17. Counsel. & Training	4,000	1,897	1,000	-	-	-	-	-	6,897
18. Temporary Respite	2,000	-	-	-	-	-	-	-	2,000
20. Advoc./Lead.Devel.	-	-	-	-	-	-	-	-	-
21. Other	10,856	-	-	-	-	-	-	-	10,856
23. Health Promotion	3,455	225	-	-	-	-	-	-	3,680
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Total	162,465	6,722	15,800	-	68,844	118,059	65,000	-	436,890

Remaining Budget Balance	0.00
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BEHAVIORAL HEALTH UNIT – 2016

October 2016

(6) Emergency Detentions were done.

Fond du Lac County – DCP – \$ 0.00

Three () clients are in **Community Based Residential Facilities:**

Brotoloc North - \$5763.75

Our House I, II, III LLC - Total \$ 4605.05

Friends of Women in Recovery Beacon House – \$ - \$2.799.00

IMD

Trempeleau County Health Care Card \$9,712.71 , \$324.54 Medication

Contractual Services – **CCS/CLTS:**

White Pines Consulting -\$6220.00 Adams County Regional County CCS Activities -759.89

Steve Shekels –

KD therapy Services – (Katie Douglas) \$ 3,648.7 – Comprehensive Community Services (CCS) service assessments, planning, supervision and facilitation for 8 clients.

Wellhoefer Counseling - (0) – CCS training; 974.5 – CCS Supervision; \$1155.8 – CCS services for client.

Contractual Services – **Jail Recidivism:**

Community Options Inc - \$14,834.00

Contractual Services – **Psychiatric/Psychological:**

Kent M Berney, PhD -

Dr. Maria Luisa Baldomero - @ \$ 154.74/hr; \$2321.10

L & R Physician Services: I & R Physician Services LLC Gail Tausch MD (e-psychiatry) \$7,200.00 ; Laurens Young (e-psychiatry) \$6930.00

Court ordered evaluations:

Associates in Psychiatry /Robert Rawski MD. \$835.00 : Travel 3.0 hrs @ \$80/hr =\$240.00, Evaluation 4.25hrs @\$ 140.00/hr = \$595.00

EduCare’s Family Child and Adolescent Clinic Robert Schedgick PhD. @130.00/hr = \$500.00

Tracy Luchetta PhD. Evaluation, review of records & report \$500.00 travel \$50.00 =\$550.00

RESOLUTION NUMBER ___ - 2016

RELATING TO CREATING THE DRUG COURT COORDINATOR POSITION

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20TH day of December, 2016 does resolve as follows:

WHEREAS, the Department of Health & Human Services in partnership with the Circuit Court received a grant to provide Drug Court coordination, to individuals with substance abuse issues; and,

WHEREAS, the program is designed to serve non-violent drug offenders as an alternative to incarceration,

WHEREAS, the Drug Court Coordinator will work closely with the Drug Court on determining whom is eligible and whom will remain in the program

WHEREAS, this program is fully funded by the Treatment Alternative and Diversion Grant at 100% reimbursement; and,

NOW, THEREFORE, BE IT RESOLVED, that the Green Lake County Board of Supervisors authorizes the creation of the Drug Court Coordinator position. See attached Fiscal Note. This position will be fully funded by the Treatment Alternative and Diversion Grant.

Roll Call on Resolution No. ___ - 16 Submitted by Health & Human Services Board

With the recommendation to Approve/Disapprove

Aye__, Nay__, Absent__, Abstain__.

Passed and Adopted/Rejected this
20th day of December 2016

Joe Gonyo,, Chairman

John Gende, Member

County Board Chairman

Joy Waterbury, Member

ATTEST: County Clerk
Approved as to Form

Nancy Hoffman, Member

Corporation Counsel

Richard Trochinski, Member

Nick Toney, Vice Chairman

Harley Reabe, Member

Brian Floeter, Member

Vacant, Member

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: DRUG COURT COORDINATOR

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH SERVICES UNIT MANAGER/DRUG COURT TREATMENT TEAM

SUMMARY:

To Drug Court Coordinator is the person primarily responsible for coordinating appropriate services for the clients, keeping up-to-date information on each client and briefing the treatment team on progress of each participant and any issues in the team staffing.

DUTIES AND RESPONSIBILITIES:

The Coordinator will be responsible to the drug court team for the following:

- Evaluate program referrals through implementation of the COMPAS risk assessment and make recommendations to the Drug Court Treatment Team for offender acceptance or declination
- Provide orientation to new clients while identifying individual needs which include medical, psychological, vocational, social familial, and daily living spheres. Conduct regular meetings with participants to discuss progress within the program.
- Coordinate the substance abuse assessment; implement the LSI-R screening
- Coordinate all participant activity from the time of assessment/screening to termination/graduation within the Green Lake County Treatment and Diversion Program
- Gather information from other agencies in regard to client participation
- Collect data on all aspects of participant activity and report the results to drug court team as required
- Coordinate and ensure collection of all drug and alcohol testing samples and report drug testing to the Team
- Create weekly reports to present to drug court team at weekly staff meetings with the other drug court team members and recommend participant rewards/sanctions based on participant's performance
- Take all weekly information and maintain databases on each client for statistical program evaluation
- Set reasonable fees for participants that are fair and commensurate with a participant's ability to pay, and monitor payments of fees, fines and restitution
- Create and maintain participant case files and case plans, including continuity of care

and aftercare portfolios

- Provide referral information to participants as needed using well developed personal network of community contacts
- Monitoring payment of program fees, fines, and restitution and advising the Drug Court Treatment Team of each participant's compliance with the financial components of their treatment protocol
- Assisting participants with exploration of funding sources for treatment and other programming when county assets are unavailable or inadequate
- Facilitate drug court teams/staff meetings

SKILLS AND ABILITIES:

Outstanding interpersonal and problem solving skills while being able to multi-task in the role of Coordinator. This position needs to work harmoniously, constructively, and cooperatively with other professionals, clients and their families, community providers, and members of the general public, then be able to work cooperatively with them to ensure client services.

Knowledge and understanding of the therapeutic techniques utilized in treatment of addiction, mental health, and co-disorders of those served. Ability to administer, score and interpret assessment tools utilized in all programs.

Requires the ability to follow directions, apply fairly appropriate agency policies, complete projects, data entry and billing in a timely manner.

Requires the ability to learn, comprehend, retain, and apply information regarding available community resources

Displays understanding of dual diagnosis and it's effect on the treatment process for both staff and participants.

Requires the ability to work with minimal supervision in a fast-paced and stressful environment, focusing on customer service.

Requires the ability to maintain the confidentiality of client, staff, and agency information and handle crisis situations that may occur.

Ability to type accurately and efficiently use office machines and computers.

Ability to be flexible and attend a wide variety of tasks for a variety of staff and other tasks as assigned.

QUALIFICATIONS/ EXPERIENCE / JOB KNOWLEDGE:

EDUCATION: Minimum of a Bachelor's Degree in Social Work, Mental Health/Substance Abuse Treatment, or Behavioral Science.

RESPONSIBILITY AND AUTHORITY:

There are no supervisory duties of other staff associated with this position.

Maintain a positive image of the Courts to the public, timely processing of intake information and maintenance of regular work review by supervising program manager and the maintenance of some office equipment.

Maintain regular and predictable attendance.

Promote, get along, and work in a harmonious relationship with others including but not limited to outside agencies and county departments.

Able to perform duties, follow policies and procedures and independent of direct supervision.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is listening. 15% of the time is spent talking, sitting, writing, reading or visually observing. About 10% of the time is spent standing, walking, reaching and low lifting. In unusual circumstances, it may be necessary to stoop, kneel, and lift/carry objects weighing up to 40 pounds.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 90% of work done is inside in the Government Center. In about 10% of the time situations develop where there is a threat of physical attack or injury from clients as consumers may be angry, upset and irrational.

Considerable work will be out in the community with participants along with hours in the office of the Government Center. Travel may be required for meetings and trainings.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

9/2016

DRAFT

7/13/2016

FISCAL NOTE - PERSONNEL COSTS

DEPARTMENT:		DEPARTMENT OF HEALTH & HUMAN COMMITTEE: HUMAN SERVICES						ACCOUNT #:		
POSITION TITLE	NAME	RATE	HOURS	WAGE	FICA	RET-C	HEALTH INS	L-INS	TOTAL	
HSBHU Drug Court Coordinator	Vacant	20.03	1,196.00	23,955.88	1,924.12	0.00	0.00	0.00	25,880.00	

This position will be fully funded by the Treatment Alternative and Diversion Grant

CHILDREN & FAMILY SERVICES UNIT –October, 2016

Out-of-Home Care – as of 10/31/2016

Foster Care – Level I & II (Range of costs from \$232.00 to 2000.00)

A total of twelve (**12**) children were in local foster care at months end. All were in level II homes. One (1) child is on trial reunification.

Treatment Foster Care – Two (**2**) youth were placed in Treatment Foster Care through Family Works, Inc. One youth is placed with Rawhide's Treatment Foster Care program.

One (**1**) youth was placed in Residential Care at Rawhide during the month of October, 2016. It is anticipated that this youth will be discharged by years end.

Court-ordered Relative Care (\$232.00 month per child)

At month's end, two (**2**) children were in court ordered relative care.

Subsidized Guardianship – Two (**2**) Court ordered relative placement(s) were converted to a court-ordered subsidized guardianship.

Kinship Care – Voluntary (\$232.00 month per child)

Twelve (**12**) were in Kinship care at month's end.

Other Exceptional Costs:

Family Training Program - Parent Training & Education: \$6197.00

Seven (**7**) families in service in October, 2016 - 785.00/ month. One (1) family at \$1487.00/month. Thirteen (**13**) parents participated in the program that with a total of nine (**9**) children, in home and three (**3**) out of home.

Wellhoefer Counseling: Targeted Case Management, In Home Therapy, Comprehensive Community Services Team Facilitation.

Progressive Parenting Solutions - Steve Shekels- Parent Training & Parent Mentoring.

Community Options Inc. - Total - \$7482.16: \$7041.55– thirteen (13) children -Mentoring Program; Specialized Services \$440.64- specialized SHC.

Nancy Baker – In-Home Therapy. \$868.44 – October , 2016

Penny Bahn – Respite Care/Child Mentoring:
\$450.00 Respite two (1) children for the month of October, 2016

Pillar & Vine – Visitation supervision & transportation Services for children in Foster Care. \$334.25 for 2 children for the month of October, 2016.

Lutheran Social Services - CCS – Service Facilitation.

KD Therapy Services – Targeted Case Management, In Home Therapy, Comprehensive Community Services Team Facilitation:

.
STOP - GPS monitoring for six (6) youth. \$687.50

SOPORT - \$1000.00 Sex offender treatment; not covered by insurance or MA.

Healing Hearts - Neurofeedback; not covered by insurance or MA.

Healthlink - Hair follicle testing; \$600.00

GREEN LAKE COUNTY
DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES

571 County Road A.
PO Box 588
Green Lake, WI 54941-0588
VOICE: 920-294-4070
FAX: 920-294-4139
Email: gledhhs@co.green-lake.wi.us



FOX RIVER INDUSTRIES

222 Leffert St.
PO Box 69
Berlin, WI 54923-0069
920-361-3484
FAX 920-361-1195
Email: fri@co.green-lake.wi.us

Health Unit Report to Human Services Board
October 2016

The Health Advisory Board met in October and passed two resolutions. See below:

Resolution Relating to Secure State funding for Communicable Disease Control: Action Item –Vote on Resolution: Munsey presented the Resolution Relating to Secure State funding for Communicable Disease Control for Committee review. Munsey reported that the State does not provide funding for Communicable Disease. Munsey, along with many other county and city health departments are asking the state for funding for all counties due to the high volume of communicable diseases. Discussion followed. Motion/second (Vergos/Lyke) to recommend approval of the Resolution Relating to Secure State funding for Communicable Disease Control. All ayes. Motion carried.

Ordinance Amending Chapter 148, Article I. Food Safety and Recreational Licensing Program: Action Item –Vote on Ordinance: Munsey presented the Ordinance Amending Chapter 148, Article I. Food Safety and Recreational Licensing Program. Munsey reported that the Department of Agriculture now heads all inspections. Previously it was the Division of Health so we must change our wording to match the oversight department. Green Lake County still goes through the same process but payments, etc. go to the Department of Agriculture. Discussion followed. Motion/second (Brandstetter/Bending) to recommend approval of the Ordinance Amending Chapter 148, Article I. Food Safety and Recreational Licensing Program. All ayes. Motion carried.

Tammy Bending, a Health Advisory Board member resigned as she has taken a new job at Theda Care in Neenah and will not be able to attend meetings. Tammy represented the Berlin area and Theda Care Berlin. In asking for a suggestion on a replacement, she stated that their CEO, John Feeney has also resigned so I should wait for his replacement to discuss who should replace her. The next meeting is in January 2017.

We have continued to provide flu vaccinations throughout the county and have given approximately 700 doses with 100 doses left. We expect to give those in the upcoming months.

The newly formed CHAT (Community Health Action Team) met in October and the group is looking at the priorities identified in the newly completed Community Health Assessment in order to plan a community activity to impact the priority. The group is leaning towards a mental health issue for a community “Plunge”. This is a daylong learning session for community members to bring awareness to a problem and then work on solutions. We are hoping to have a “Plunge” in February 2017. Theda Care will fund the activity. I will be sure to invite all board members.

Since mental health has been identified as such a problem in our community, I convened a meeting with a psychiatrist for the Central WI Healthcare Partnership, Dr. Rick Immler, Sheriff Mark Podoll, Andrew Christenson, D.A., Dawn Klockow, Corporation Counsel, Jason Jerome, DHHS Director and Paul Vande Sande, Behavioral Health Unit Manager to discuss current practices, costs of incarceration vs, prevention services and much more. Dr. Immler will be assisting CWHP with future programming based on the research he is doing in all 6 counties.

I was very honored to do a panel presentation for the Green Lake County Home and Community Education (HCE) Our Day event. Our topic was, “Combating the Rising Drug Use in Wisconsin”. Other panel members included: Sheriff Podoll, Detective Josh Ward, Bob Dore, Addiction Specialist, and Shawn Ellis, a consumer in recovery who told his story about becoming a drug addict and eventually being arrested for cooking and selling meth. The 90-minute presentation was well-received and had very good reviews.



Panelists: Josh Ward, Shawn Ellis, Kathy Munsey, Bob Dore, Mark Podoll

Sincerely,

Kathryn S. Munsey, RN
Green Lake County Health Officer

RESOLUTION NUMBER 36-2016

RELATING TO SUPPORT TO SECURE STATE FUNDING FOR COMMUNICABLE DISEASE CONTROL

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th day of November 2016 does resolve as follows:

WHEREAS, Green Lake County and Wisconsin as a whole, has no dedicated, stable federal and state funding sources for communicable disease control and prevention efforts and,

WHEREAS, a strong public health infrastructure is paramount to the health of all citizens, and;

WHEREAS, emerging and existing communicable diseases threaten health security, economies, and quality of life for all, and;

WHEREAS, communicable diseases such as Zika, Ebola, H1N1, measles, HIV and AIDS, tuberculosis, influenza, measles, syphilis, gonorrhoea, rabies, hepatitis, polio, and pertussis, can threaten the lives and well-being of Wisconsin residents, and;

WHEREAS, local health department communicable disease programs protect residents by investigating and controlling communicable diseases, collecting data, educating the community about prevention and the importance of immunizations, and caring for those affected by these diseases, and;

Continued on next page

Roll Call on Resolution No.36-2016 Submitted by Health & Human Services Board

With the recommendation to Approve/~~Disapprove~~

Aye , Nay ,Absent , Abstain .

Passed and Adopted/Rejected this
15th day of November 2016

Joe Gonyo,, Chairman

John Gende, Member

County Board Chairman

Joy Waterbury, Member

ATTEST: County Clerk
Approved as to Form

Nancy Hoffman, Member

Corporation Counsel

Richard Trochinski, Member
/s/ Harley Reabe

Nick Toney, Vice Chairman

Harley Reabe, Member

Brian Floeter, Member

Vacant, Member

WHEREAS, local health departments and the State of Wisconsin Communicable Disease Program have demonstrated commitment, competence and success in assuring the confidentiality of persons with reported communicable disease for decades, including cases of AIDS, and;

WHEREAS, communicable disease control is one of the ten essential functions of public health.

NOW, THEREFORE, BE IT RESOLVED that the Green Lake County Health Advisory, Health & Human Services and the full County Board of Supervisors, urges the state legislature to develop and enact bipartisan support for funding of comprehensive, sustainable, effective and evidence based communicable disease control and prevention for the public's health.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that once passed, the County Clerk is directed to forward a copy of this resolution to members of the Joint Finance Committee, Governor Scott Walker, Wisconsin Legislators representing Green Lake County and the Wisconsin Counties Association.

ORDINANCE NO. 26-2016

Amending Chapter 148, Article I. Food Safety and Recreational Licensing Program

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 15th day of November, 2016, does ordain as follows:

WHEREAS, the Green Lake County Board of Supervisors has previously adopted and amended an ordinance establishing a Food Safety and Recreational Licensing Program in Green Lake County; and

WHEREAS, the State has changed the Administrative Codes that govern this program; and,

WHEREAS, the Health and Human Services Board has reviewed the changes and is recommending that the County Board approve those changes,

BE IT FURTHER ORDAINED, that this ordinance shall become effective upon passage and publication

Roll Call on Ordinance No. 26 – 2016
Aye____, Nay____, Absent____, Abstain____

Submitted by Health & Human Services Board

Passed & Enacted/Rejected this 15th day of November, 2016

Joe Gonyo, Chair

County Board Chairman

Nick Toney, Vice-Chair

Attest: County Clerk
Approved as to Form:

/s/ Harley Reabe

Harley Reabe

Corporation Counsel

Joy Waterbury

John Gende

Brian Floeter

NOW, THEREFORE, BE IT ORDAINED, that Chapter 148, Article I is hereby repealed and recreated as follows (Underline typeface indicates additions; ~~strikethrough~~ typeface indicates deletions):

§ 148-1. Authority.

This article is adopted pursuant to the authority provided by Wisconsin State Statutes § 66.0417, Ch. 68, and §§ 97.12, 97.41, 125.68(5), 251.04(3), 252.02, 252.03, 254.47, and 254.69(2); and by Wisconsin State Administrative Chapters ATCP 72, 73, 74, 75, 76, 78 and 79, ~~DHS 172, 173, 175, 178, 192, 195, 196, 197 and 198~~, and SPS 221, 390 and 326-, as amended and/or renumbered from time-to-time.

§ 148-2. Purpose; grant of authority to consortia.

The purpose of this article is to protect and improve the public health and to authorize the Tri-County Environmental Health Consortium, which consists of the Waushara, Green Lake and Marquette County Health Departments, to become the designated agent of the State Department of ~~Health and Family Services~~ Agriculture, Trade and Consumer Protection for the purpose of establishing license fees; issuing licenses; and making investigations or inspections of hotels, motels, tourist rooming houses, body piercing and tattooing establishments, restaurants, retail food establishments, bed-and-breakfast establishments, campgrounds and camping resorts, recreational and educational camps, public swimming pools and in making investigations and inspections of food vending machines, their operators and vending machine commissaries; ~~and authorizing the Tri-County Environmental Health Consortium to become the designated agent of the State Department of Agriculture, Trade, and Consumer Protection for the purpose of establishing license fees; issuing licenses and making investigations or inspections of retail food establishments;~~ and for the purpose of enacting local regulations governing these establishments. In addition, the consortia may also secure samples or specimens of food and any product or substance that may affect food, examine and copy relevant documents and records and obtain photographic and other evidence needed to enforce this article. The department shall examine any samples secured and conduct other inspections and examinations needed to determine whether there is a violation.

§ 148-3. Applicability.

The provisions of this article shall apply to the owner and operator of any retail food establishment, hotel, motel, tourist rooming house, body piercing and tattooing establishments, restaurant, retail food establishment, bed-and-breakfast establishment, campground and camping resort, recreational and educational camp, public swimming pool, vending machine commissary or vending machine in all areas of jurisdiction of the Green Lake County Health Department.

§ 148-4. Definitions.

All definitions as set forth in Wisconsin State Statutes § 66.0417, and Chs. 68, 97, 125, 251, 252 and 254; and Wisconsin State Administrative Code Chapters ATCP 72, 73, 74, 75, 76, 78 and 79, ~~DHS 172, 173, 175, 178, 192, 195, 196, 197 and 198~~, and SPS 221, 390 and 326, as amended and/or renumbered from time-to-time, are incorporated in this article by reference and they shall be construed, read and

interpreted as if fully set forth herein until amended and then shall apply as amended. In addition, the following terms and phrases have meanings ascribed to them in this section:

ANNUAL LICENSE FEE

A fee for on-site inspection of the entire facility and one follow-up inspection to determine that establishments identified in the ordinance are compliant with the statutes and administrative codes that govern their operation.

BRAIDING

The cutting of strips of skin of a person, which strips are then to be intertwined with one another and placed onto such person so as to cause or allow the incised and interwoven strips of skin to heal in such intertwined condition.

BRANDING

Inducing a pattern of scar tissue by use of a heated material (usually metal) to the skin, making a serious burn, which eventually becomes a scar.

DUPLICATE LICENSE FEE

A fee for the replacement of an original license.

HEALTH DEPARTMENT

The Green Lake County Public Health Department.

LATE APPLICATION FEE

A fee that is charged for failure to comply with the application time frame specified in the applicable statute and administrative code for completion and submission of the required application for license to the Health Department.

LATE FEE

A fee for failure to pay established or assessed fees in a timely manner. This refers to any fee not postmarked by June 30.

LIMITED FOOD SERVICE

The serving of only individually wrapped, hermetically sealed single food servings by a licensed processor with preparation on the premises limited to heating and serving with single-service articles; i.e., hermetically wrapped sandwiches or frozen pizza.

MASTER FEE SCHEDULE

The schedule of all fees associated with this article, amended as needed by the Board of Health, and posted in the Health Department.

MOBILE RESTAURANT

A restaurant operating from a movable vehicle, pushcart, trailer or boat which periodically or continuously changes location and wherein meals or lunches are prepared or served or sold to the general public, excepting those vehicles used in delivery of pre-ordered meals or lunches prepared in a licensed restaurant.

OPERATOR

The owner, operator or person responsible to the owner for the operations of the hotel, motel, bed-and-breakfast establishment, food service establishment or beverage establishment, vending machine commissary and/or vending machine, campground, camping resort, recreational/educational camps, or public swimming pools.

OUTDOOR GRILLING

The cooking of food on an outdoor grill on the premises of a licensed food service facility. The purpose for outdoor cooking shall not increase the production capability of the restaurant kitchen by circumventing codes applicable to indoor cooking facilities. Hot holding shall be limited to what can be held on the cooking unit.

PERMIT

Fee-exempt permission to operate a temporary food stand for fewer than four days in a calendar year.

POTENTIALLY HAZARDOUS FOOD

- A. A food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:
 - (1) The rapid and progressive growth of infectious or toxigenic microorganisms;
 - (2) The growth and toxin production of *Clostridium botulinum*; or
 - (3) In raw shell eggs, the growth of *Salmonella enteritidis*.

- B. Potentially hazardous food includes an animal food (a food of animal origin) that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; and garlic and oil mixtures that are not acidified or otherwise modified at a food processing plant in a way that results in mixtures that do not support growth as specified under Subsection A of this definition.

- C. Potentially hazardous food does not include:
 - (1) An air-cooled hard-boiled egg with shell intact;
 - (2) A food with an a/w value of 0.85 or less;
 - (3) A food with a pH level of 4.6 or below when measured at 24° C. (75° F.);
 - (4) A food in an unopened hermetically sealed container that is commercially processed to achieve and maintain commercial sterility under conditions of nonrefrigerated storage and distribution; and
 - (5) A food for which laboratory evidence demonstrates that the rapid and progressive growth of infectious or toxigenic microorganisms or growth of *S. enteritidis* in eggs or *C. botulinum* cannot occur, such as a food that has an a/w and a pH that are above the levels specified under Subsection C(2) and (3) of this definition and that may contain a preservative, other barrier to growth of microorganisms, or a combination of barriers that inhibit the growth of microorganisms.
 - (6) A food that may contain an infectious or toxigenic microorganism or chemical or physical contaminant at a level sufficient to cause illness, but that does not support the growth of microorganisms as specified under Subsection A of this definition.

PRE-INSPECTION FEE

The fee associated with the required inspection necessary to determine compliance at the time of a change in operator or new business.

REINSPECTION FEE

A fee structure for the subsequent inspections needed to address compliance issues with the statutes and administrative codes that govern a respective establishment. Reinspections are conducted due to one or more of the following: uncorrected critical violations, more than 10 total violations, repeat violations from previous inspections, major noncritical violations and when a complaint investigation identifies unsatisfactory conditions. The fee for a reinspection will be a set fee and posted in the Health Department on the Master Fee Schedule.

RESTAURANT

Any building, room or place where meals are prepared, served or sold to transients or the general public, and all places used in connection with the building, room or place, and includes any public or private school lunchroom for which food service is provided by contract. "Restaurant" does not include:

- A. Taverns that serve free lunches consisting of popcorn, cheese, crackers, pretzels, cold sausage, cured fish or bread and butter;
- B. Churches, religious, fraternal, youth or patriotic organizations, service clubs and civic organizations which occasionally prepare, serve or sell meals to the general public;
- C. Any public or private school lunchroom for which food service is directly provided by the school;
- D. Any food service provided solely for needy persons;
- E. Bed-and-breakfast establishments;
- F. A private individual selling food from a movable or temporary stand at a public farm sale;
- G. A concession stand at a locally sponsored sporting event, such as a little league game; or
- H. A potluck event.

RETAIL FOOD ESTABLISHMENT

Any of the following, but does not include a restaurant or other establishment holding a license to the extent that the activities of the establishment are covered by that license:

- A. A permanent or mobile food processing facility where food is processed primarily for direct retail sale to consumers at the facility.
- B. A mobile facility from which potentially hazardous food is sold to customers at retail.

C. A permanent facility from which food is sold to consumers at retail, whether or not that facility sells potentially hazardous food or is engaged in food processing.

SCARIFICATION

Altering skin texture by cutting the skin and controlling the body's healing process in order to produce wounds, which results in permanently raised wheals or bumps known as "keloids."

SPECIAL ORGANIZATION

Churches, religious, fraternal, youths' or patriotic organizations, service clubs and civic organizations which occasionally prepare, serve or sell meals to transients or the general public, for up to 12 days in a calendar year. Specific dates and locations of meals shall be provided to the Health Department in advance.

TEMPORARY RESTAURANT or TEMPORARY RETAIL FOOD ESTABLISHMENT

A restaurant or retail food establishment that operates at a fixed location in conjunction with a single event such as a fair, carnival, circus, public exhibition, anniversary sale, or occasional sales promotion for a period of no more than 14 consecutive days or 20 nonconsecutive days. Specific dates and locations of meals shall be provided to the Health Department in advance. Mobile establishments of this type which conduct business in the jurisdiction of the Green Lake County Public Health Department, that are licensed outside of the area of jurisdiction, will be inspected and charged a nominal fee to cover the cost of inspection.

THREE-DIMENSIONAL "3D" BODY ART or BEADING or IMPLANTATION

The form of body art consisting of or requiring the placement, injection or insertion of an object, device or other thing made of matter such as steel, titanium, rubber, latex, plastic, glass or other materials beneath the surface of the skin of a person. This term does not include body piercing or services performed by a qualified (MD, Board-certified) physician.

[TRI-COUNTY ENVIRONMENTAL HEALTH CONSORTIUM](#)

[Waushara, Green Lake and Marquette Counties consortium established to enforce environmental health laws and to enforce this Article.](#)

VENDING MACHINE

Any self-service device offered for public use which, upon insertion of a coin or token, or by other means, dispenses unit servings of food or beverage either in bulk or in package, without the necessity of replenishing the device between each vending operation. "Vending machine" does not include a device which dispenses only bottled, prepackaged or canned soft drinks, a one-cent vending device, a vending machine dispensing only candy, gum, nuts, nut meats, cookies or crackers, or a vending machine dispensing only prepackaged Grade A pasteurized milk or milk products.

VENDING MACHINE COMMISSARY

Any building, room or place in the state at which foods, containers, transport equipment or supplies for vending machines are kept, handled, prepared or stored by a vending machine operator, except a

place at which the operator is licensed to manufacture, distribute or sell food products under Ch. 97, Wis. Stats.

§ 148-5. Enforcement.

The provisions of this article shall be administered by or under the direction of the Health Officer of the Health Department, who in person or by duly authorized representatives shall have the right to enter, at reasonable hours, upon premises affected by this regulation to inspect the premises, secure samples or specimens, examine and copy relevant documents and records or obtain photographic or other evidence needed to enforce this article and issue citations or file a summons and complaint with Corporation Counsel.

§ 148-6. License and permit.

- A. No person shall operate a retail food establishment, bed-and-breakfast establishment, hotel, motel, tourist rooming house, body piercing and tattooing establishment, restaurant, [retail food establishment](#), campground and camping resort, recreational and educational camp, or public swimming pool without first obtaining a non-prorated license from the Health Department.
- (1) Except as in Subsection A(1)(a), licenses shall expire on June 30 of each year following their issuance.
 - (a) Licenses initially issued for a bed-and-breakfast establishment, hotel, motel, tourist rooming house, body piercing and tattooing establishment, restaurant, [retail food establishment](#), campground and camping resort, recreational and educational camp or public swimming pool during the period beginning on April 1 and ending June 30 shall expire June 30 of the following year.
 - (b) Licenses issued to retail establishments covered under the master fee schedule are issued for one year from July 1 through June 30.
 - (c) No-fee permits issued to special organizations operating for fewer than four days in a calendar year.
 - (d) Licenses issued to special organizations or temporary food establishments shall be valid for the calendar year.
 - (2) Special organizations shall be issued a license for operating between four and 12 days in a calendar year.
 - (3) The issuance of a license may be conditioned upon the licensee correcting a violation of this article within a specified period of time. If the condition is not met within the specified period of time, the license shall be voided.
 - (4) The license shall not be transferable to a location other than the one for which it was issued, nor shall a license be transferred from one operator to another subject to the express exception of:
 - (a) As to location, temporary or special organization licenses may be transferred;
 - (b) As to operator, a license of a non-retail food establishment operator may be transferred to an individual who is an immediate family member of the operator if the operator is

transferring operation of the establishment or vending machine to that immediate family member. A parent, spouse, child, stepchild, grandchild, sibling or step-sibling shall be considered an immediate family member for purposes of this article.

- B. Operators or licensees of temporary restaurants whom the Health Department has found to be uncooperative or habitual violators of this article may be denied a license to operate. Temporary licenses may be transferred to premises other than those for which they were issued, provided that the approval of the new premises is secured from the Health Department prior to operating at the new premises.
- C. With the exception of those establishments defined herein as "temporary," no licenses shall be granted to any person under this article without a preinspection by the [Health Department Tri-County Environmental Health Consortium](#) of the premises for which the license shall be granted.
- D. No license shall be issued until all application fees have been paid.
- E. No license shall be issued for any form of branding, braiding, scarification or "3D" body art.

§ 148-7. Application for license.

Application for licenses shall be made in writing to the Waushara County Health Department, as fiscal agent for the consortia, on forms developed and provided by the Health Department, stating the name and address of the proposed applicant and operator, and the address and location of the proposed establishment, together with any such other information as may be required. The Health Department shall either approve the application or deny the license within 30 days after receipt of a complete application.

§ 148-8. Fees.

Fees for licenses required by this article shall be as provided through the Master Fee Schedule.

§ 148-9. Public display of license.

Every establishment required to obtain a license pursuant to this article shall display said license, at all times, in a conspicuous public place.

§ 148-10. Temporary orders.

Whenever, as a result of an examination, the Health Officer or designee has reasonable cause to believe that an immediate danger to health exists or that branding, braiding, scarification or "3D" body art is occurring on the premises covered by this article, the Health Officer or designee may issue a temporary order in accordance with § 66.0417(2), Wis. Stats. Wisconsin Statute: 66.0417 Local enforcement of certain food and health regulations.

- (1) An employee or agent of a local health department designated by the department of health and family services under s. 254.69 (2) or the department of agriculture, trade and consumer protection under s. 97.41 may enter, at reasonable hours, any premises for which the local health

department issues a permit under s. 97.41 or 254.69 (2) to inspect the premises, secure samples or specimens, examine and copy relevant documents and records or obtain photographic or other evidence needed to enforce subch. VII of ch. 254, ch. 97 or s. 254.47, relating to those premises. If samples of food are taken, the local health department shall pay or offer to pay the market value of those samples. The local health department, department of health and family services or department of agriculture, trade and consumer protection shall examine the samples and specimens secured and shall conduct other inspections and examinations needed to determine whether there is a violation of subch. VII of ch. 254, ch. 97 or s. 254.47, rules adopted by the departments under those statutes, ordinances adopted by the village, city or county or regulations adopted by the local board of health under s. 97.41 (7) or 254.69.

(2) (a) Whenever, as a result of an examination, a village, city or county has reasonable cause to believe that any examined food constitutes, or that any construction, sanitary condition, operation or method of operation of the premises or equipment used on the premises creates an immediate danger to health, the administrator of the village, city or county agency responsible for the village's, city's or county's agent functions under s. 97.41 or 254.69(2) may issue a temporary order and cause it to be delivered to the permittee, or to the owner or custodian of the food, or to both. The order may prohibit the sale or movement of the food for any purpose, prohibit the continued operation or method of operation of specific equipment, require the premises to cease any other operation or method of operation which creates the immediate danger to health, or set forth any combination of these requirements. The administrator may order the cessation of all operations authorized by the permit only if a more limited order does not remove the immediate danger to health. Except as provided in par. (c), no temporary order is effective for longer than 14 days from the time of its delivery, but a temporary order may be reissued for one additional 14-day period, if necessary to complete the analysis or examination of samples, specimens or other evidence.

(b) No food described in a temporary order issued and delivered under par (a) may be sold or moved and no operation or method of operation prohibited by the temporary order may be resumed without the approval of the village, city or county, until the order has terminated or the time period specified in par. (a) has run out, whichever occurs first. If the village, city or county, upon completed analysis and examination, determines that the food, construction, sanitary condition, operation or method of operation of the premises or equipment does not constitute an immediate danger to health, the permittee, owner or custodian of the food or premises shall be promptly notified in writing and the temporary order shall terminate upon his or her receipt of the written notice.

(c) If the analysis or examination shows that the food, construction, sanitary condition, operation or method of operation of the premises or equipment constitutes an immediate danger to health, the permittee, owner or custodian shall be notified within the effective period of the temporary order issued under par. (a). Upon receipt of the notice, the temporary order remains in effect until a final decision is issued under sub. (3), and no food described in the temporary order may be sold or moved and no operation or method of operation prohibited by the order may be resumed without the approval of the village, city or county.

§ 148-11. Denial, suspension or revocation of license.

The Health Officer, or designee, of the county of jurisdiction may deny any license application or suspend or revoke any license issued under this article for noncompliance with this code and regulations, rules and laws adopted by reference under § 148-12. The following procedure shall be followed in the denial, suspension or revocation of any license issued under this article:

- A. A decision by the Health Officer, or designee, to deny, suspend or revoke a license shall be in writing and shall state, with specificity, the reasons for the Health Officer's or designee's decision and shall state any applicable statutes, ordinances, rules, regulations or orders which may have been violated. The Health Officer or designee shall send to the licensee a copy of the written decision by mail or by personal service. Said notice shall inform the licensee or applicant of the right to have this decision reviewed and the procedure for such review.
- B. Any licensee or applicant aggrieved by a decision of the Health Officer, or designee, to deny, suspend or revoke a license may have the decision reviewed and reconsidered by a written request mailed or delivered to the Health Officer within 30 working days of receipt of the notice of the Health Officer's or designee's decision. The written request for review and reconsideration shall state the grounds upon which the person aggrieved contends that the decision should be reversed or modified.
- C. Within 15 working days of receipt of the request for review and reconsideration, the Health Officer shall review its initial determination. The Health Officer may affirm, reverse or modify the initial determination. The Health Officer shall mail or deliver to the licensee or applicant a copy of the Officer's decision on review, and shall state the reasons for such decision. The decision shall advise the licensee or applicant of the right to an administrative appeal, the time within which appeal shall be taken and the office or person with whom the appeal shall be filed.
- D. A licensee or applicant who wishes to appeal a decision made by the Health Officer on review must file a notice of appeal within 30 days of notice of the Health Officer's decision on review. The administrative appeal shall be filed or mailed to the Health Officer. The Health Officer shall immediately file said notice of appeal with the County Board of Health.
- E. A licensee or applicant shall be provided a hearing on appeal within 15 days of receipt of the request for an administrative appeal. The Health Officer shall serve the licensee or applicant with notice of hearing by mail or personal service at least 10 days before the hearing.
- F. The hearing shall be conducted before the County Board of Health and shall be conducted in accordance with the procedures outlined in § 68.11(2) and (3), Wis. Stats.
- G. Within 20 days of the hearing, the County Board of Health shall mail or deliver to the appellant its written determination stating the reasons therefor.
- H. A decision by the Health Officer upon a request for review and reconsideration, which is not appealed to the County Board of Health, or a decision by the County Board of Health on an appeal

of a decision by the Health Officer of a request for review and reconsideration shall be a final determination under § 68.12(2), Wis. Stats.

- I. Any party to a proceeding resulting in a final determination may seek review thereof by certiorari within 30 days of receipt of the final determination per § 68.13, Wis. Stats.

§ 148-12. Regulations, rules and laws adopted by reference.

The applicable laws, rules and regulations as set forth in Wisconsin State Statutes § 66.0417, and Chs. 68, 97, 125, 251, 252 and 254; and Wisconsin State Administrative Code Chapters ATCP [72, 73, 74, 75, 76, 78 and 79](#) and ~~DHS 172, 173, 175, 178, 192, 195, 196, 197 and 198~~, and SPS [221](#), 390 and 326, [as amended and/or renumbered from time-to-time](#), are incorporated in this regulation by reference and they shall be construed, read and interpreted as if fully set forth herein until amended and then shall apply as amended. The expressed provisions of this article shall control where more restrictive.

§ 148-13. Violations and penalties.

- A. All violations of this article shall be subject to a forfeiture of not less than \$50 and not more than \$500 per offense, together with applicable surcharges and penalty assessment and the taxable costs of prosecution, and the court may also grant injunctive relief. Failure to comply with an order of correction issued under this article shall constitute a violation of this article and each day of continued violation shall constitute a separate offense. Failure to pay any penalties imposed by the court in accordance with this article may result in imprisonment in the County jail.
- B. In the alternative, the Health Department may pursue enforcement of such section of these regulations as are prosecutable through long-form summons and complaint with Corporation Counsel.

§ 148-14. Effective date.

This article shall take effect following its passage, publication ~~or on April 1, 2006, whichever is later~~ and [filing with the County Clerk](#).

POSITION REVIEW

Mental Health Case Manager

- a. **Job Description.** The Mental Health Case Manager position was reviewed and amended as needed to meet the current job expectations. (See attached.)
- b. **Job Designation.** This is a Bachelor's Degree position requiring a degree in Social Work, Psychology, or a closely related field. The individual must be certified as a Social Worker in Wisconsin or meet the criteria to be certified. The starting wage is \$20.43.
- c. **Necessity.** This position is primarily responsible for following and ensuring treatment compliance for individuals on mental health commitments or stipulation agreements. This position is funded through Medicaid billing as well as County tax levy.
- d. **Evaluation of Existing Staff.** This is the only position at the agency that performs this function. This position is being vacated for a due to staff resignation.

11/2016

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: MENTAL HEALTH CASE MANAGER

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH SERVICES UNIT MANAGER

SUMMARY:

To provide strength and community-based, case management and service facilitation to individuals and families, covering a wide range of mental health issues.

DUTIES AND RESPONSIBILITIES:

- Approximately 50% of the time is spent providing case management and coordination of services for individuals and families in the Crisis Program. This includes following up with individuals placed on a commitment order or settlement agreement to ensure compliance, assessment and linkage to appropriate services, and coordination of care with Green Lake County and outside providers. This will include developing or working off and updating the individuals Crisis Plan. Working with the crisis team, including gathering and providing essential information to the team so they are able to make informed decisions on clinical recommendations.
- As time and programs dictate a portion of this time may also be devoted to CSP (Community Support Program) case management. CSP case management includes performing functional screens, assessments and determining areas of service needs, development of treatment plans/recovery plans, providing supportive counseling, education and assisting in areas of need are also required for the position. The applicant will be setting up and facilitating team meetings and ensure the individualized treatment/recovery plans and service delivery for each individual is coordinated, monitored and designed to support the individual in a manner that supports the consumer to achieve the highest possible level of independent functioning.
- About 15% of the time is spent providing crisis counseling to individuals via the crisis line and in outpatient setting. This includes performing crisis line duties, including coordinating inpatient emergency detentions and diversions. This also includes being on an 24 hour on-call crisis (mobile) team.
- About 10% of the time is spent on working with the Behavioral Health Services Unit Manager on crisis program administration. This includes maintaining client records on the Crisis Dashboard, tracking and compiling monthly statistics for the Behavioral Health Training Partnership, track and compile annual statistics for the crisis program, collaborate with the Green Lake County Corporation Counsel's office, develop and maintain relationships with outside entities including law enforcement,

emergency rooms, psychiatric hospitals, group homes and diversion facilities, and partnering with the Behavioral Health Services Unit Manager to ensure program compliance and growth.

- About 10% of the time will be spent on Court Coordination. This includes contacting and following up with hospitals after an emergency detention to obtain initial findings and physicians recommendations, coordination with corporation counsel, setting up independent evaluations, attendance and representation of the County's position at all hearings and maintain and complete all required court paperwork.
- Approximately 5% of the time is spent maintaining mental health charts. This would include completing necessary forms, (i.e., release of information, insurance claim, scheduling appointments, etc.).
- The remaining time is spent attending and participating in staffings, in-services, supervision and trainings. This includes performing any other duties as needed.
- We also require that your values are consistent with the clinical unit: treat others with dignity and respect, maintain professional integrity and foster intellectual creativity. A willingness to learn and grow professionally is also required.

SKILLS AND ABILITIES:

- Basic everyday living skills
- The ability to understand, follow and provide directions
- Reading, writing (reports) is necessary
- Comprehensive knowledge and skills of person centered approaches
- The ability to work in and with family teams
- Understand the needs of individuals with mental illness
- Comprehensive knowledge of the principals and practices of person centered care
- Ability to relate to and communicate effectively with staff, community professionals, agencies and the general public.
- Must have a valid Wisconsin Driver's License and access to an insured vehicle.

QUALIFICATIONS:

EDUCATION: A Bachelor's Degree in Social Work, Psychology or related field.

EXPERIENCE / JOB KNOWLEDGE: Considerable experience working with mental health and developmental disability populations. A Bachelor's Degree in Social Work, Psychology or related field with 1,000 hours of supervised post-degree clinical experience with chronically mentally ill persons, or a bachelor's degree in a field other than behavioral health with 2,000 hours of supervised post-degree clinical experience with persons with chronic mental illness. **A willingness to learn and grow professionally.**

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent hearing (listening), talking and sitting. 25% of the time is spent participating in activities using low handling skills and medium fingering skills.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of work done is inside. In unusual situations, there may be exposure to noxious odors and a threat of physical attack or injury from clientele

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

07/08; Revised 11/2016

Supported Employment Maintenance Hours:

#1 worked 5.5 hours a day, 2 days a week, at DHHS/Justice Center and earned \$7.30/hour.

572 hours a year at \$7.30/hr = \$4175.60 a year (if no call-ins).

#2 worked 5.5 hours a day, 3 days a week, at DHHS/Justice Center and earned \$7.75/hour.

858 hours a year at \$7.75/hr = \$6649.50 a year (if no call-ins).

#3 cleaned at the Food Pantry for 2.5 hours a week at \$7.30/hour.

130 hours a year at \$7.30/hr = \$949.00 a year (if no call-ins).

Grand total paid in wages would then be $\$4175.60 + \$6649.50 + \$949.00 = \$11,774.10$ in wages for 1560 total hours.

These hours get billed at \$8.50 an hour (to help offset overhead expenses like job coaching, reporting, etc) so the total charge to maintenance would be \$13,260.

Let me know if you need anything else – thanks.

Ed Schuh, FRI Unit Manager

To whom it may concern;

I recently became aware that the two supported employment maintenance employees may lose their positions here at the county. I want to share with you why I feel it is important that we find a way to allow them to continue their work here.

I consider myself to be incredibly blessed to have worked with special needs individuals in my previous employment. Upon arriving here as a new employee, I was happily surprised to find out that our agency offered supported employment. The instant I met both Supported Employment Maintenance Employees, it was apparent how proud they both were of their jobs here, and of how much dignity it brought them. I also began to notice something I don't very often see; an almost seamless integration. In my previous occupation I would often witness a certain level of unease when I was with a member out in the community. Here, I've only ever observed equality, kindness, and gratitude towards these gentlemen. Our agency's incredibly supportive and caring atmosphere envelopes them, as much as it does us.

Finding sponsors for supportive employment is incredibly difficult. It is a critical issue that those with disabilities face when looking for un-sheltered work. Through their supportive employment, this agency has given both Tom and Dustin an opportunity to develop independence, increase confidence levels, accomplish goals, and to make a meaningful contribution to this community. Additionally, this collaboration has fostered an increased level of social inclusion, and it has built awareness of the unique skills and capabilities that those with special needs possess.

I ask that you please consider the first line in our mission statement, "It is inherent that all individuals have the right to pursue fulfilling and productive live," when making this decision. Through their employment here, the two Supported Maintenance Employees allow each and everyone one of us see that mission being fulfilled on a daily basis. I implore you to find a way to continue allowing the two Supported Maintenance Employees to find fulfillment and dignity through their positions here. No amount of money can compare to the void that will be left if their positions are eliminated.

Sincerely,

Lacey Bauer
DHHS Economic Support

DHHS Expenditure/Revenue Comparison

	<u>Expenditures</u>		<u>Revenues</u>
Admin			
Total Budget:	\$ 696,589.00		\$ 610,354.00
YTD Expenses	\$ 488,832.76	YTD Revenues	\$ 648,888.41
% YTD Expenses	70%	% YTD Revenues	106%
% Should Be:	83%	% Should Be:	83%
Health			
Total Budget:	\$ 594,079.00		\$ 594,079.00
YTD Expenses	\$ 442,877.32	YTD Revenues	\$ 532,374.06
% YTD Expenses	75%	% YTD Revenues	90%
% Should Be:	83%	% Should Be:	83%
Children & Families			
Total Budget:	\$ 1,612,441.00		\$ 1,607,655.00
YTD Expenses	\$ 1,269,517.55	YTD Revenues	\$ 1,551,796.71
% YTD Expenses	79%	% YTD Revenues	97%
% Should Be:	83%	% Should Be:	83%
Economic Support			
Total Budget:	\$ 477,629.00		\$ 477,629.00
YTD Expenses	\$ 366,640.72	YTD Revenues	\$ 403,403.92
% YTD Expenses	77%	% YTD Revenues	84%
% Should Be:	83%	% Should Be:	83%
FRI			
Total Budget:	\$ 1,121,224.00		\$ 1,120,224.00
YTD Expenses	\$ 885,949.94	YTD Revenues	\$ 777,981.17
% YTD Expenses	79%	% YTD Revenues	69%
% Should Be:	83%	% Should Be:	83%
Behavioral Health			
Total Budget:	\$ 1,440,999.00		\$ 1,440,999.00
YTD Expenses	\$ 1,267,877.39	YTD Revenues	\$ 935,551.48
% YTD Expenses	88%	% YTD Revenues	65%
% Should Be:	83%	% Should Be:	83%

Child Support

Total Budget:	\$	228,323.69		\$	228,323.69
YTD Expenses	\$	157,411.87	YTD Revenues	\$	243,421.32
% YTD Expenses		69%	% YTD Revenues		107%
% Should Be:		83%	% Should Be:		83%

Aging

Total Budget:	\$	977,126.00		\$	922,173.00
YTD Expenses	\$	932,789.20	YTD Revenues	\$	733,539.18
% YTD Expenses		95%	% YTD Revenues		80%
% Should Be:		83%	% Should Be:		83%

Total DHHS

Total Budget:	\$	7,148,410.69		\$	7,087,671.69
YTD Expenses	\$	5,811,896.75	YTD Revenues	\$	5,826,956.25
% YTD Expenses		81%	% YTD Revenues		82%
% Should Be:		83%	% Should Be:		83%
