

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

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

***Amended Post Date: 12/30/15**

The following documents are included in the packet for the Department of Health & Human Services Board to be held on Tuesday, December 8, 2015

- Amended Agenda for December 8, 2015 meeting
- Draft DHHS Minutes – November 17, 2015
- Draft Transportation Committee minutes – November 18, 2015
- ***Appearances – Parking lot lighting (Kathy Munsey)**
- ***Aging/Long Term Care November Report**
- ***85.21 Transportation Grant**
- ***Behavioral Health Unit November Report**
- ***Children & Family Services November Report**
- Health Unit Report – November 2015
- Environmental Health Report – November 2015
- Health Unit – Award Certificate
- ***Justification for Filling Vacancy – Behavioral Health Unit Manager**
- ***Behavioral Health Unit Manager Job Description**



**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 Board Meeting Notice

**Date: December 8, 2015 Time: 5:00 PM
Green Lake County Government Center,
571 County Rd A, Room #1106 Green Lake WI**

*** AMENDED AGENDA**

**Committee
Members**

*Joe Gonyo,
Chairman
Nick Toney,
Vice-Chair
Brian Floeter
John Gende
Jack Meyers
Candace Smith
Richard Trochinski
Nolan Wallenfang
Joy Waterbury*

Vacant, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 11/17/15
6. Signing of Vouchers
7. Appearances:
8. Public Comment (3 minutes):
9. Correspondence:
 - New Board Member Introduction
 - Brian Floeter
 - Election of Officer – Secretary
 - DHHS Personnel Committee member(s)
 - *Committee Appointments
10. Veteran's Service Office Report
11. Advisory Committee Reports
 - Aging Advisory Committee - (Trochinski)
Meeting – January 20, 2016 Green Lake County DHHS
 - Health Advisory Committee – January 13, 2016
 - Family Resource Council – December 7, 2015 (Trochinski)
 - Transportation Coordinating Committee – April 13, 2016 (Trochinski)
ADVOCAP/Headstart Report (Gonyo)
 - ADRC Coordinating Committee – February 11, 2016
– Marquette Co. (Vacant/Waterbury)
12. Unit Reports
 - Administrative Unit
 - Audit of Health & Human Services Billing and Accounting progress to date/Schenck
 - Aging/Long Term Care Unit
*85.21 Transportation Grant
 - Behavioral Health Unit
 - Children & Family Services Unit
 - Economic Support Unit
 - Fox River Industries
 - Bathroom Remodeling Update
 - Health Unit
13. Policies/Procedures Update
14. Purchases
 - AVATAR licenses (5)
15. Health & Human Services Budget 2016

(Continued on next page)

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

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.



GREEN LAKE COUNTY
DEPARTMENT OF HEALTH & HUMAN SERVICES

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16. Committee Discussion
 - Administrative Committee Report
 - Finance
 - DHHS Surplus/Capital Outlay Projects
 - Personnel
 - Vacant Position(s) Review
 - Behavioral Health Unit Manager
 - Property & Insurance
 - IT Committee Report – AVATAR Update
 - Facilities & Security Committee Report
 - The Board May Confer With Legal Counsel
 - Future DHHS Meeting Date (January 12, 2016 at 5:00 pm) and other Sub-Committees
 - Future Agenda items for action & discussion
17. Closed Session Wis. Stat § 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session relates to performance and possible discipline of certain DHHS employees
18. Reconvene to open session to take action, if appropriate, on matters discussed in closed session.
19. 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 TUESDAY, NOVEMBER 17, 2015 AT 5:15 P.M.

PRESENT: Joe Gonyo, Chairman
Richard Trochinski, Member
John Gende, Member
Joy Waterbury, Member
Jack Meyers, Member
Nick Toney, Secretary
Candace Smith, Member

EXCUSED: Brian Floeter, Member
Nolan Wallenfang, Member

OTHERS PRESENT: Linda Van Ness, Interim Director
Jon Vandeyacht, Veteran's Service Officer
Karen Davis, Administrative Assistant
Dawn Klockow, Corporation Counsel

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

Van Ness introduced Candace Smith, new DHHS Committee member, to Board members.

Call to Order: The meeting was called to order at 5:15 p.m. by Chair Gonyo.

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

Approval of Agenda: Motion/second (Meyers/Trochinski) to approve the agenda. All ayes. Motion carried.

Action on Minutes: Motion/second (Meyers/Trochinski) made a motion to approve the amended minutes of the 10/13/15 Health & Human Services Board meeting to include Dawn Klockow, Corporation Counsel present at the meeting. All ayes. Motion carried.

Signing of Vouchers: Chair entertained a motion to approve the voucher for Joy Waterbury for transportation expenses. Motion/second (Trochinski/Meyers) to approve the voucher for Joy Waterbury for transportation expenses. Roll Call Vote. Trochinski-aye; Meyers-aye; Gende-aye; Waterbury-abstain; Toney-aye; Smith-aye; Gonyo-aye. Motion carried.

Gonyo entertained a motion to approve the vouchers excluding the Joy Waterbury voucher. Motion/Second (Toney/Meyers) to approve the DHHS vouchers excluding Joy Waterbury's voucher. All ayes. Motion carried.

Gonyo entertained a motion to approve the Veteran's Service Vouchers. Motion/second (Meyers/Gende) to approve the Veteran's Services

Appearances: None.

Public Comment (3 minutes): None.

Correspondence: Election of Officers: Supervisor Toney tendered his resignation as committee secretary. The committee unanimously accepted his resignation.

Vice Chair: Gonyo opened nominations for Vice Chairman of the Health & Human Services Board. Motion/second (Meyers/Trochinski) to nominate Nick Toney for Vice Chairman. All ayes. Motion carried. Gonyo questioned three times if there were any other nominations. Hearing none, motion/second (Meyers/Trochinski) made a motion to close the nominations. All ayes. Motion carried. Motion/second (Meyers/Trochinski) to cast a unanimous ballot for Nick Toney for Vice Chairman. All ayes. Motion carried.

Van Ness distributed a letter of thanks for services to consumers that were helped by an Economic Support Unit Worker.

DHHS Personnel Committee member: This will be tabled until next month.

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

Advisory Committee Reports: Aging: The meeting was held on November 4, 2015 at the Markesan Grand Valley Apartments Mealsite. Trochinski reported regarding the meeting. (See attached minutes.)

Health Advisory Committee: The meeting was held on October 14, 2015. (See attached minutes.)

Family Resource Council: The next meeting will be held on December 7, 2015.

Transportation Coordinating Committee: The next meeting will be held on November 18, 2015. The public hearing at 9:00 and meeting at 10:00. Trochinski reported the upcoming grants that will be reviewed and approved at that meeting.

Advocap/Headstart Report: No report.

ADRC Coordinating Committee Report: No report.

Quad County Family Resource Network Council Committee: This Committee has been disbanded.

Unit Reports: Administrative: Audit of Health & Human Services Billing and Accounting progress to date/Schenck: Van Ness updated Committee members regarding working with Schenck regarding the billing issues/process.

Aging/Long Term Care: 2016-2018 Aging Plan Final: Van Ness presented the 2016-2018 Aging Plan Final for approval. Motion/second (Trochinski/Gende) to approve the 2016-2018 Aging Plan Final. All ayes. Motion carried.

Behavioral Health Unit: Van Ness updated Committee members regarding activities in the Unit.

Children & Families Unit: See attached report.

Economic Support Services: No discussion.

Fox River Industries: Bathroom Remodeling Update: Discussion followed regarding concerns on waiting until 2016 for this to happen.

Health: Current Health Abatements: None.

Motion/second (Waterbury/Toney) to make a motion to approve the out-of-state training request.

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

Meyers reported regarding the Amish safety manuals for buggy safety taking place which has increased to five counties. Discussion followed.

Policies/Procedures Update: None.

Purchases: None.

Health & Human Services Budget: Van Ness updated Committee members that the 2016 Budget was approved at the November County Board meeting.

Committee Discussion: Administrative Committee Report: No discussion.

Finance: No discussion.

DHHS Surplus/Capital Outlay Projects: This will be presented at a future meeting.

Personnel: Vacant Position(s) Review: Account Clerk Specialist: Van Ness presented the revised Accounting Specialist job description. (See attached.) Van Ness would like to increase the hours to 40 hours. Discussion followed. Motion/Second (Toney/Waterbury) to approve the job description with recommended changes including 40 hours per week to the Green Lake County Personnel Committee. All ayes. Motion carried.

Clinical Therapist: Van Ness updated Committee members regarding the Dual Diagnosis Clinical Therapist position and the need to fill this position as a Clinical Therapist. Motion/second (Toney/Waterbury) to recommend approval to fill the vacant Clinical Therapist. All ayes. Motion carried.

Deputy Director of Health & Human Services: This position will be tabled at this time.

Property & Insurance: Trochinski reported regarding the meeting.

IT Committee: No report.

Facilities & Security Committee Report: No report.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, December 8, 2015 at 5:00 p.m. at Health & Human Services.**

Future Agenda Items For Action and Discussion:

Closed Session Wis. Stat § 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session relates to performance and possible discipline of certain DHHS employees: Motion/second (Toney/Gende) to adjourn to closed session. Roll call vote. Toney-aye; Gende-aye; Trochinski-aye; Waterbury-aye; Smith-aye; Meyers-aye; Gonyo-aye. All ayes. Motion carried.

Return to Open Session for Decision: Motion/second (Meyers/Toney) to adjourn closed session and return to open session. Roll call vote. All ayes. Motion carried.

No motions made.

Adjournment: Gonyo adjourned the meeting.

Gonyo adjourned the meeting adjourned at 6:20 p.m..

12/8/15

Points regarding the lack of lighting in Human Services Parking lot and Food Pantry Lot.

1. Only 2 lights of the 7 large overhead lights are lit at 4:30 when we leave. The one across from the Huber jail entrance and the one furthest down on the northeast end of the parking lot. There are smaller lights located along one of the sidewalks that are about 3' tall and none of those are lit during this time which is a concern during icy times. This is significant because our sidewalks are rarely kept snow and ice free.
2. Huber inmates return to the jail between 4-7pm, this is when many staff are leaving and it raises concern with staff. The lack of lighting means the one camera would not catch an assault or other incident due to the darkness.
3. We were told to park out front before the end of the day where it is better lit if we are working late. However, for those who are called in after hours, the only entrance that our key cards work for are the back employee entrance. So this does not help those who are called in for emergencies.
4. I am on the Loss Control Committee and we are supposed to remediate issues that may cause injury or loss work time. So far this year there have been 3 falls in the parking lot. In looking back on the Loss control files, one fall to one individual in 2013 cost \$7857. As you can see from some of the pictures, the parking lot and sidewalk are not well maintained when it comes to snow removal.
5. Our maintenance supervisor told staff that it would cost \$1000 per month to have 2 additional lights on during the winter months and it can't be done as they are on a different breaker. He also said motion lights would not be possible. I was under the impression that we are a certified energy efficient building so I find it hard to believe that his estimate is correct. I am attaching some pictures from 12/7/15 at 4:45 pm. I hope this will help you better understand why so many employees are concerned.
6. My other concern is that we do have some staff who are older, have disabilities and one recently had a hip replacement. We need to provide a safe environment and the cost of the devastation of one injury far outweighs the cost of turning on a few extra lights. See attached pictures.

Picture 1: Standing just outside the employee entrance at 4:45 pm on 12/7/15

Picture 2: Walking 5 feet further towards parking lot, same day, same time.


Picture 3: Walking on employee sidewalk towards the east, past Betty Bradley's office

Picture 4: The front of the building –notice the difference the small lights make

Picture 5: The front entrance to the food pantry. This is 5 pm on 12/7/15. Maintenance will not put on additional lights here on the nights of food pantry distribution.

Picture 6 & 7: Typical condition of our sidewalks and parking lot that add to the safety of employees. (Note the completely unplowed spots are the handicap parking spots)

I hope you will take all of these into consideration as you work to make our workplace safer. Thank you!


Kathy Munsey, Health Unit Manager

TRANSPORTATION COMMITTEE MEETING

At Fox River Industries

November 18, 2015

9:00 a.m.

Present: Schuh, Bradley, Trochinski, Neuman, Bernhagen, Bender, Beuthin, Vandeyacht

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

9:00 - 10:00 PUBLIC HEARING Regarding 2015 Specialized Transportation Association Grant: The public hearing was opened by Bender at 9:00 a.m. Present were: Schuh, Bradley, Bender, Beuthin, Trochinski, Bernhagen, Neuman, Vandeyacht.

Bradley distributed and explained the 85.21 Application for 2016 funds to Committee members. No public were in attendance.

Motion/second (Bernhagen/Beuthin) to adjourn the public hearing. All ayes. Motion carried. Public Hearing closed at 10:00 a.m.

Call to Order: The meeting called to order at 10:00 a.m. by Bender.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Approval of Agenda: Motion/second (Vandeyacht/Bernhagen) to approve the agenda. All ayes. Motion carried.

Action on Minutes: Motion/second (Bernhagen/Neuman) to approve the amended minutes of the 4/29/15 meeting that Beuthin was excused from the meeting. All ayes. Motion carried.

Appearances: None.

Public Comment: None.

Correspondence: Bradley distributed to Committee members a draft letter from the NEWRATC to Kitty Rhoades regarding transportation advocate. Discussion followed.

85.21 Specialized Transportation Association Grant Application: Committee members reviewed the 85.21 Specialized Transportation Association Grant Application which was discussed at the public hearing. Motion/second (Trochinski/Vandeyacht) to approve the 85.21 Specialized Transportation Association Grant Application. All ayes. Motion carried.

5310 Grant Update: Schuh updated Committee members on the grant application. State should be announcing the grant awards soon. The vehicles would probably come in Fall 2016.

Gas/Repair Costs: Schuh reported that costs right now are \$2.71/gallon for gas and \$3.10/gallon from the Highway Department. Schuh explained that this price is higher than the pumps but the contract was locked in at the start of the year.

Committee Discussion: Schuh announced that there would be driver training on December 29, 2015 at Fox River Industries.

Future Meeting Date: The next meeting will be held on April 13, 2016 at Fox River Industries at 9:00 a.m.

Future Agenda Items After Action and Discussion: 85.21 grant updates; 5310 grant update

Adjournment: Bender adjourned the meeting at 10:30 a.m.

AGING REPORT - 2015

12/8/15

Mealsites - Berlin Senior Center, Dartford Bay Apartments, Grand River Apartments																			
HOMEBOUND								CONGREGATE								MEAL PROGRAM			
Berlin		Green Lake/Prince		Markesan				Berlin		GL/Princeton		Markesan							
HDM #	DONATION	HDM #	DONATION	HDM #	DONATION	HDM #	DONATION	HDM #	DONATION	HDM #	DONATION	HDM #	DONATION	HDM #	DONATION	CG TOTAL	GG TOTAL	TOTAL	TOTAL
	AMOUNT		AMOUNT		AMOUNT	MEALS	DONATION			# SERVED	AMOUNT	# SERVED	AMOUNT	# SERVED	AMOUNT	MEALS	DONATION	MEALS	DONATION
January	512	\$1,733.24	508	\$1,327.00	300	\$906.00	1,320	\$3,966.24		328	\$1,185.00	108	\$463.00	102	\$288.00	536	\$1,936.00	1,856	\$5,902.24
February	482	\$3,748.62	411	\$3,148.32	242	\$1,192.00	1,135	\$8,088.94		353	\$1,316.00	129	\$212.00	95	\$300.00	677	\$1,828.00	1,712	\$9,916.94
March	530	\$2,864.08	443	\$2,078.44	230	\$755.00	1,203	\$5,697.52		428	\$1,620.63	165	\$139.00	111	\$590.96	704	\$2,350.59	1,907	\$8,048.11
April	571	\$1,469.90	428	\$1,705.76	227	\$690.50	1,226	\$3,866.16		346	\$1,366.00	169	\$345.08	114	\$260.00	629	\$1,971.08	1,855	\$5,837.24
May	512	\$3,038.80	359	\$2,389.08	203	\$902.00	1,074	\$6,329.88		335	\$1,270.99	166	\$352.00	115	\$363.00	616	\$1,985.99	1,690	\$8,315.87
June	518	\$2,525.36	469	\$1,884.44	236	\$772.00	1,223	\$5,181.80		304	\$853.50	201	\$693.04	106	\$283.00	611	\$1,829.54	1,834	\$7,011.34
July	493	\$3,371.99	429	\$2,201.60	227	\$800.00	1,149	\$6,373.59		304	\$1,526.05	178	\$1,176.90	87	\$182.00	569	\$2,884.95	1,718	\$9,258.54
August	505	\$1,153.00	337	\$1,091.12	235	\$828.00	1,077	\$3,072.12		283	\$961.00	150	\$416.00	97	\$202.00	530	\$1,579.00	1,607	\$4,651.12
September	538	\$2,778.66	404	\$2,256.68	266	\$722.00	1,208	\$5,757.34		261	\$948.00	161	\$641.76	87	\$192.00	509	\$1,781.76	1,717	\$7,539.10
October	524	\$1,440.68	410	\$1,382.20	325	\$872.00	1,259	\$3,694.88		293	\$1,075.57	175	\$305.28	96	\$438.00	564	\$1,816.85	1,823	\$5,511.73
November	458	\$1,929.88	448	\$2,303.48	340	\$1,004.00	1,246	\$5,237.36		315	\$1,215.66	124	\$136.00	80	\$502.92	619	\$1,854.58	1,765	\$7,091.94
December							0	\$0.00							0	\$0.00	0	0	\$0.00
TOTALS	5643	\$26,054.21	4646	\$21,768.12	2831	\$9,443.50	13120	\$57,265.83		3548	\$13,338.40	1726	\$4,880.06	1090	\$3,599.88	6364	\$21,818.34	19484	\$79,084.17

12/8/15

APPLICANT INFORMATION FORM

Contact Information

County Name Green Lake County

Applicant Preparer Betty Bradley

Address 571 County Road A

PO Box 588

Green Lake, WI 54941

Telephone Number (920)294-4070

Email Address bbradley@co.green-lake.wi.us

Federal Grant Match

Please place an "x" next to any federal grant that will be using s. 85.21 funds as local match.

5307	<input type="checkbox"/>	5311	<input type="checkbox"/>	5310	<input checked="" type="checkbox"/>
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Coordination

Please identify the county's coordinated plan name, goal(s) and page number(s) in which your s. 85.21 project(s) is/are derived from

Title of Coordinated Plan 2014-2018 Green Lake County Human Services Public Transportation Coordinated Plan

The name or number of the goal(s) from which your project is included in

Driver availability; expnad service; and coordinating between projects.

Page number(s) of the goal(s)

25, 26 and 27

Accessibility

Will s. 85.21 aid in 2015 be used for the transportation of persons who cannot walk or who walk with assistance? (if no, please explain how the Americans with Disabilities Act (ADA) requirements for equivalency of service between ambulatory and non-ambulatory passengers will be met.

Yes

No

APPLICANT CHECKLIST

County Name **Gree Lake County**

Required Documents

Excel Packet

Completed

Application Information Form	11/11/2015
Vehicle Inventory	11/11/2015
Project Descriptions & Budgets	11/11/2015

Other Documents (if applicable)

3 Year Trust Fund Form	11/11/2015
Third Party Contracting Form	11/11/2015

Guidelines Packet

Transmittal Letter	11/11/2015
Public Hearing Notice	11/18/2015
Local Review Documentation	

THIRD PARTY CONTRACTS

Instructions

Please fill out the form below for any existing or anticipated third party contracts for your specialized transportation services. Make sure to include a copy of all executed third party contracts with your application in the "Resources" tab in BlackCat.

Project Name	Contractor Name (if known)	Bidding Required (Yes/No)	Year Last Bid	Date of Contract	Contract Term (Years)
City of Berlin	Jodie Olson City Administrator	Y	2012	1/1/2016	1
Southern Green Lake County Senior Transportation	Judy Bender	Y	2012	1/1/2016	1
Fox River Industries	Ed Schuh	N		1/1/2016	1
City of Green Lake	Barb Dugenske, City Clerk	N		1/1/2016	1
City of Princeton	Mary Nueubauer, City Clerk	N		1/1/2016	1

THREE YEAR TRUST FUND PLAN

Instructions

Please record your plan on how your county will spend down their trust fund over the next three years. Be as specific as possible.

This section is two pages long

County Name Green Lake

Item	Planned Year of Purchase	Project Cost
Match for purchase of 5310 vehicle	2016	\$8,000.00
Maintenance / Repair of Sec 5310 Vans	2016	\$5,000.00
Normal Operating Expenses	2016	\$3,889.00
Maintenance / Repair of Sec 5310 Vans	2017	\$5,000.00
Maintenance / Repair of Sec 5310 Vans	2018	\$5,000.00
Normal Operating Expenses	2017	\$3,889.00
Normal Operating Expenses	2018	\$3,889.00
		\$34,667.00
Total Projected cost for 3-year plan		
Amount of s.85.21 aid held in trust as of 12/1/2015		

Continue to narration section below

Narrative for non-vehicle equipment purchases. Press ALT+Enter to start a new paragraph

Green Lake County will use \$3,889.00 a year in 2016, 2017 and 2018, for normal operating costs. We have also set aside \$5,000.00 a year in 2016, 2017, and 2018, for unexpected repairs needed to vans purchased through the 5310 grants. In 2016 we have budgeted \$8,000.00 for match for the purchase of new vans through the 5310 grant.

Prepared by

Betty Bradley

Date

11/11/2015

PROJECT DESCRIPTIONS - Project 1

Instructions

Use this section to describe your project that will use s.85.21 funds.

Be sure to complete:

- * Project description information
- * Project budget information

This section is three pages long

General Information

County Name

Green Lake County

Project Name

City of Berlin

Type of Service

Place an "x" next to the type of service you will be providing for this project.

Volunteer Driver

Voucher Program

Vehicle Purchase

Planning/Management Study

Other (provide description)

Flexible route, door to door transportation service

General Project Summary

Please provide a brief description of this project. Press ALT+Enter to start a new paragraph

The City of Berlin Project provides service to elderly (over age 60) and handicapped persons living in the City of Berlin and within a five mile radius around the City. Service is provided with an eight(8) passenger, wheelchair lift equipped van. This is a flexible route, door to door service. Individuals wishing to schedule a ride must call the Berlin Senior Center to schedule the ride. Medical trips take priority over all others. All rides are scheduled on a first come first serve basis. This is a fee based transportation service. The fee can be reduced or waived by the project manager in cases where the rider is unable to pay. The primary funding source for this service is 85.21 funding, along with City of Berlin funds, County funds, rider fees and contributions.

Geography of Service

Please list the cities that are serviced through this project.

The city of Berlin and those living with a five mile radius

Service Hours

Please indicate your general hours of service for this project.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time		8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	
End Time		4:00 PM	4:00 PM	4:00 PM	4:00 PM	4:00 PM	

Service Requests

Briefly describe how your service is requested for this project. Press ALT+Enter to start a new paragraph

Anyone wanting to use the service must call the Berlin Sr. Center. The project manager will then schedule a ride and arrange for the pickup time with the rider. Service priority areas are medical, nutrition related; employment and recreational reasons.

Passenger Eligibility

Briefly indicate passenger eligibility requirements for this project. Press ALT+Enter to start a new paragraph

Anyone over the age of 60, or handicapped may request the service.

Passenger Revenue

Briefly indicate passenger revenue requirements for this project

This is a fee based service. Trips within the City of Berlin are charged \$2.00 per ride; if the wheelchair lift is needed to be used the rider is charged \$10.00. Fees for out of town trips are: Ripon - \$20.00; Oshkosh - \$40.00; Wautoma - \$40.00; Wild Rose - \$50.00; Appleton - \$50.00; Find du Lac - \$50.00; Montello - \$50.00; Madison - \$100.00. Fees can be waived or reduced by the Project manager if the rider cannot afford to pay. Fees are collected by the driver at the time of the trip.

PROJECT BUDGET - Project 1

Annual Expenditures

Total Expenditures for this project

Total \$39,160

Annual Funding Sources

Breakout By Funding Source

A. s.85.21 Funds from Annual Allocation

Total \$22,800

B. s.85.21 Funds from Trust Fund

Total \$1,656

C. County Match Funds

Total \$3,444

D. Passenger Revenue

Total \$4,000

E. Older American Act funding

Total

F. Other Funds (including Medicaid, other grants, or sources of funding) describe below and record the total amount

1. City of Berlin

2.

3.

4.

5.

6.

Total \$7,260

Expenditures should equal funding sources \$0

PROJECT DESCRIPTIONS - Project 2

Instructions

Use this section to describe your project that will use s.85.21 funds.

Be sure to complete:

- * Project description information
- * Project budget information

This section is three pages long

General Information

County Name

Green Lake County

Project Name

Southern Green Lake County Senior Transportation

Type of Service

Place an "x" next to the type of service you will be providing for this project.

Volunteer Driver

Voucher Program

Vehicle Purchase

Planning/Management Study

Other (provide description)

Flexible route, door to door van service.

General Project Summary

Please provide a brief description of this project. Press ALT+Enter to start a new paragraph

Southern Green Lake County Senior Transportation provides a respond to call, door to door transportation service to the elderly and handicapped persons who live in Southern Green Lake County. Two three passenger minivans are equipped with lifts and are wheelchair accessible. Volunteer drivers also use private vehicles to transport clients when all vans are committed to trips. Service is provided Monday through Friday and occasionally on weekends in an emergency. A two day or more notice is required for local trips and five days notice is required for out of town trips. Any person over the age of 60 or handicapped may request the service. Medical trips take priority over all other trips. This is a fee based transportation service. The fee may be lowered or waived by the project manager for individuals who are unable to pay. The primary funding source for this project is 85.21 funding, along with County funding, rider fees and contributions.

Geography of Service

Please list the cities that are serviced though this project.

Markesan

Marquette

Kingston

Dalton

Mackford

Manchester

Princeton

Green Lake

Service Hours

Please indicate your general hours of service for this project.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time		8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	
End Time		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	

Service Requests

Briefly describe how your service is requested for this project. Press ALT+Enter to start a new paragraph

Riders may call the project manager or the van drivers directly to schedule a ride. Two days advance notice is required for local rides, and five days advance notice is required for out of town travel. Service priority areas are medical, nutrition related, employment and recreational reasons.

Passenger Eligibility

Briefly indicate passenger eligibility requirements for this project. Press ALT+Enter to start a new paragraph

Anyone over the age of 60 or handicapped may use the service. Individuals who are not elderly or handicapped may ride on a space available basis only.

Passenger Revenue

Briefly indicate passenger revenue requirements for this project

This is a fee based service. Fees are collected at the time of the trip. Fees are; Markesan - \$12.00; Green Lake - \$18.00; Princeton - \$20.00; Ripon - \$20.00; Waupun - \$20.00; Berlin - \$25.00; Beaver Dam - \$25.00; Appleton - \$60.00; Fond du lac - \$35.00; Madison - \$60.00; Milwaukee - \$70.00; Neenah - \$48.00; Oshkosh - \$44.00. There is a \$10.00 per hour fee for trips over 4 hours. Fees can be waived or reduced by the project manager if the rider cannot afford the charge.

PROJECT BUDGET - Project 2

Annual Expenditures

Total Expenditures for this project

Total \$50,500

Annual Funding Sources

Breakout By Funding Source

A. s.85.21 Funds from Annual Allocation

Total \$21,736

B. s.85.21 Funds from Trust Fund

Total \$2,333

C. County Match Funds

Total \$3,558

D. Passenger Revenue

Total \$18,173

E. Older American Act funding

Total

F. Other Funds (including Medicaid, other grants, or sources of funding) describe below and record the total amount

1. Family Care - Care Wisconsin - \$4,250

2. Fuel Tax Refund - \$450

3.

4.

5.

6.

Total \$4,700

Expenditures should equal funding sources

\$0

PROJECT DESCRIPTIONS - Project 3

Instructions

Use this section to describe your project that will use s.85.21 funds.

Be sure to complete:

- * Project description information
- * Project budget information

This section is three pages long

General Information

County Name

Green Lake County

Project Name

Fox River Industries

Type of Service

Place an "x" next to the type of service you will be providing for this project.

Volunteer Driver

X

Voucher Program

Vehicle Purchase

Planning/Management Study

Other (provide description)

This is a fixed route, door to door service.

General Project Summary

Please provide a brief description of this project. Press ALT+Enter to start a new paragraph

Fox River Industries provides a fixed route door to door bus/van service twice daily. Services are generally provided weekdays only with fixed routes running from 6:30 am to 9:30 am and 3:00 pm to 5:30 pm. On-call rides will be provided between 9:30 am and 2:30 pm each day. Persons requesting pickup on route must call in at least one day in advance. Call-ins are served as time and available drivers permit. Reservations for total use of a vehicle must be called in at least 5 days in advance. Primary transportation target group in the developmentally disabled, although the elderly (over 55) and handicapped of any age are encouraged to ride. Fox River Industries has 7 vans and busses, five of which are equipped with wheelchair lifts. These vehicles, when not in use by Fox River Industries are available for rental to the general public needing an accessible vehicle. The primary source of revenue for this project is 85.21 funds, County funds and passenger co-pays.

Geography of Service

Please list the cities that are serviced through this project.

Dalton

Kingston

Manchester

Markesan

Marquette

Green Lake

Princeton

Berlin

Service Hours

Please indicate your general hours of service for this project.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time		6:30 AM	6:30 am	6:30 AM	6:30 am	6:30 AM	
End Time		5:30 pm	5:30 PM	5:30 PM	5:30 PM	5:30 pm	

Service Requests

Briefly describe how your service is requested for this project. Press ALT+Enter to start a new paragraph

Each day the fisxd routes run morning and evening to pick up developmentally disabled individuals for work and day programs. The busses/vans are also used through out the day for medical and recreational trips for the developmentally disabled. All rides are coordinated by the project manager at Fox River Industries. Community members wishing to schedule use of a vehicle would call Fox River industries.

Passenger Eligibility

Briefly indicate passenger eligibility requirements for this project. Press ALT+Enter to start a new paragraph

Primary passenger group is the developmentally disable, although elderly and handicapped individuals are also eligible to ride.

Passenger Revenue

Briefly indicate passenger revenue requirements for this project

The co-pays for those using the fixed routes are: \$.75 per onway trip in town; and \$1.25 per onway trip out of town. For those wishing to rent a vehicle the charge is \$.75 per mile with a \$20.00 minimum.

PROJECT BUDGET - Project 3

Annual Expenditures

Total Expenditures for this project

Total \$16,100

Annual Funding Sources

Breakout By Funding Source

A. s.85.21 Funds from Annual Allocation

Total \$10,000

B. s.85.21 Funds from Trust Fund

Total

C. County Match Funds

Total \$4,000

D. Passenger Revenue

Total \$2,100

E. Older American Act funding

Total

F. Other Funds (including Medicaid, other grants, or sources of funding) describe below and record the total amount

1.

2.

3.

4.

5.

6.

Total

Expenditures should equal funding sources

\$0

PROJECT DESCRIPTIONS - Project 4

Instructions

Use this section to describe your project that will use s.85.21 funds.

Be sure to complete:

- * Project description information
- * Project budget information

This section is three pages long

General Information

County Name

Green Lake County

Project Name

City of Green Lake

Type of Service

Place an "x" next to the type of service you will be providing for this project.

Volunteer Driver

X

Voucher Program

Vehicle Purchase

Planning/Management Study

Other (provide description)

respond to call door to door service

General Project Summary

Please provide a brief description of this project. Press ALT+Enter to start a new paragraph

The City of Green Lake Transportation Program is a respond to call, door to door transportation service for the elderly age 60 or older and handicapped individuals in the area. Volunteer drivers, using privately owned vehicles, are utilized in providing the service. The volunteer drivers are paid on a mileage plus stipend wage. A two day notice for short trips is required and a one week notice for out of town trips is required. Service is available 5 days per week. The service is available to anyone over the age of 55 or handicapped. To arrange a ride the individual must call Green Lake City Hall and speak to the project manager. The project is funded by 85.21 funds, County funds and rider co-payments.

Geography of Service

Please list the cities that are serviced through this project.

The City of Green Lake and those living within a five mile radius.

Service Hours

Please indicate your general hours of service for this project.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time		8:00 AM	8:00 AM	8:00 AM	8:00	8:00	
End Time		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	

Service Requests

Briefly describe how your service is requested for this project. Press ALT+Enter to start a new paragraph

Services are requested by calling the project manager at Green Lake City Hall.

Passenger Eligibility

Briefly indicate passenger eligibility requirements for this project. Press ALT+Enter to start a new paragraph

Anyone over the age of 60 or handicapped is eligible to use the service

Passenger Revenue

Briefly indicate passenger revenue requirements for this project

This is a fee based service. Fees are collected by the driver at the time of the ride. Current fees are: GreenLake - \$2.00; Princeton - \$10.00; Berlin - \$15.00; Ripon - \$15.00; Waupun - \$25.00; Oshkosh - \$25.00; Fond du Lac - \$25.00; Appleton - \$35.00; and madison - \$50.00. The project manager can waive or reduce the fee if the rider cannot afford to pay

PROJECT BUDGET - Project 4

Annual Expenditures

Total Expenditures for this project

Total \$4,640

Annual Funding Sources

Breakout By Funding Source

A. s.85.21 Funds from Annual Allocation

Total \$3,620

B. s.85.21 Funds from Trust Fund

Total

C. County Match Funds

Total \$680

D. Passenger Revenue

Total \$340

E. Older American Act funding

Total

F. Other Funds (including Medicaid, other grants, or sources of funding) describe below and record the total amount

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Total

Expenditures should equal funding sources \$0

PROJECT DESCRIPTIONS - Project 5

Instructions

Use this section to describe your project that will use s.85.21 funds.

Be sure to complete:

- * Project description information
- * Project budget information

This section is three pages long

General Information

County Name

Green Lake County

Project Name

City of Princeton

Type of Service

Place an "x" next to the type of service you will be providing for this project.

Volunteer Driver

X

Voucher Program

Vehicle Purchase

Planning/Management Study

Other (provide description)

respond to call door to door service

General Project Summary

Please provide a brief description of this project. Press ALT+Enter to start a new paragraph

The City of Princeton is a respond to call, door to door transportation service for the elderly and handicapped persons in the area. Volunteer drivers, using privately owned vehicles, are utilized in providing the service. The volunteers are paid mileage and a stipend for each trip. A two day notice is required for short trips and a one week notice is required for long trips out of the area. Anyone over the age of 60 or handicapped is eligible to use the service. To request service the individual must call the project manager in Princeton. The primary source of funding for this project is 85.21 funds with County funds and passenger copayments.

Geography of Service

Please list the cities that are serviced through this project.

the City of Princeton and a five mile radius of the city

Service Hours

Please indicate your general hours of service for this project.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time		8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM	
End Time		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	

Service Requests

Briefly describe how your service is requested for this project. Press ALT+Enter to start a new paragraph

Individuals must call the project manager to arrange a ride.

Passenger Eligibility

Briefly indicate passenger eligibility requirements for this project. Press ALT+Enter to start a new paragraph

Anyone over the age of 60 or handicapped is eligible to request the service.

Passenger Revenue

Briefly indicate passenger revenue requirements for this project

This is a fee-based service. Fees are collected by the driver at the time of the service. Fees are: local - \$2.00; Green Lake - \$10.00; Berlin - \$15.00; Ripon - \$15.00; Markesan - \$15.00; Waupun - \$25.00; Oshkosh - \$25.00; Fond du Lac - \$25.00; Appleton - \$35.00; and Madison - \$50.00. Fees can be reduced or waived by the project manager if the rider cannot afford the fee.

PROJECT BUDGET - Project 5

Annual Expenditures

Total Expenditures for this project

Total \$14,275

Annual Funding Sources

Breakout By Funding Source

A. s.85.21 Funds from Annual Allocation

Total \$10,688

B. s.85.21 Funds from Trust Fund

Total

C. County Match Funds

Total \$2,087

D. Passenger Revenue

Total \$1,500

E. Older American Act funding

Total

F. Other Funds (including Medicaid, other grants, or sources of funding) describe below and record the total amount

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Total

Expenditures should equal funding sources \$0

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: gldhhs@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

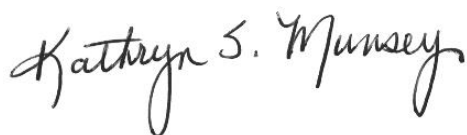
November 2015

- In November, Marilyn Voeltner ended her 14 years with Green Lake County as a health educator and most recently as a volunteer since she & her husband moved to a condo at Evergreen Manor in Oshkosh to be closer to their children. We are so grateful for all of the work she did over those years. She will be missed.
- I continue to be a member of the State Local Operations Team (SLOT) and we met in November to discuss statewide health issues. One of our main goals is to improve communication between state and local health officials.
- The Maternal Child Health Program held its' annual conference in Madison and Kari Schneider and Jeri Loewe attended as one of many grant requirements. There were interesting speakers that discussed ways to improve the health of families.
- Several staff attended the Community Conversation luncheon sponsored by Theda Care Berlin to discuss new initiatives in our area. They discussed their recent nomination for a national honor and plan to start at Community Health Action Team (CHAT) to work on problems identified in our Community Health Improvement Plan. Kaye Thompson is our community liaison and is assisting with our next Community Health Needs Assessment. She has been attending the GLCWC (Green Lake County Wellness Coalition) meetings regularly.
- The Central WI Health Care Partnership (CWHP) which includes: GL, Waushara, Waupaca, Adams, Marquette and Juneau are working on a Healthy WI Partnership grant to improve mental health services in all of our communities. The grant is due in February and is \$1.5 million over 8 years. Mental Health is one of the key priorities in all of the 6 counties needs assessments. I will be meeting with our Behavioral Health Unit to assist with gathering data for the grant proposal. The grant is specific on what you can and can't do, so we will be following the guidelines and Family Health La Clinica has agreed to be the fiscal agent for this grant.
- Staff recently attended the Northeastern Alliance for WI Youth (AWY) and learned about ways to positively influence the youth in our community. We have applied for and been accepted as members of AWY which also provides us with minimal funding for

community activities. We are going to start with a promotion called, “The Real Happy Hour” and it promotes more family time, especially eating meals together and family activities such as games, walks etc. We are currently working with the GLCWC on this project.

- Renee Peters is currently working with 20 children in the Birth to 3 Program and has been working on next year’s contracts with therapists who provide Occupational, Speech and Physical Therapy for the children. Renee does a great job coordinating these in-home services with all the therapists and the families.
- I attended a legislative breakfast for our 5 Counties for Tobacco-free Living in Fond du Lac this month. We spoke with legislators and discussed the continues problem with tobacco use and the significant uptick in e-cigarette usage, especially in youth.
- Melanie Simpkins, our health educator continues to provide lots of resources and activities for employees to improve their health. In addition to exercise opportunities, she has added stress reducing activities such as a book club, and lunch and learns. The latest one was Brain Bingo.
- Our dental program continues to provide services to MA clients. We have run into uninsured, so I wrote for a Webster grant to assist those uninsured so they can get dental cleanings. We will hear if we were successful later this year.
- Melanie and I continue to work on a current grant that we received, namely the Community Health in Action (CHIA) grant which is to reduce alcohol usage. I met with Berlin Police Chief, Dennis Plantz to see if he was agreeable to getting a social host ordinance passed. This would allow them to issue citations to people who allow people to host parties for underage drinkers on their property and would not have to prove who provided the alcohol. He was agreeable to this and will be taking it to the city attorney for review. The CHIA group also hosted a webinar this month on media advocacy and how to get the word out to the community about current issues.
- Several members of my staff participate in the Family Resource Council and are working on re-writing the Bylaws as they are outdated and do not reflect current programming. These changes will be reviewed by the council at the December meeting.
- October was National Preparedness Month and we submitted our drill activities and were awarded a Certificate of Achievement by the National Association of County and City Health Officials for demonstrating outstanding preparedness practices. (See Attached)

Sincerely,

A handwritten signature in cursive script that reads "Kathryn S. Munsey". The signature is written in black ink and is positioned above the typed name.

Kathryn S. Munsey, RN
Green Lake County Health Officer

Environmental Health
Green Lake County
NOVEMBER 2015

Animal Bites: # of investigations – 1
Reported Animal Bites – 0
Quarantines for Human Exposures – 0
Quarantines for Animal v. Animal Exposures – 0
Quarantine Violations and Enforcement Actions Taken – 0
Animals Exhibiting Positive Signs of Rabies During Quarantine – 0
Animals Exhibiting Negative Signs of Rabies During Quarantine – 0
Enforcement Actions Taken for Violations of Vaccination Requirements – 0
Animals Sacrificed for Exhibiting Symptoms of Rabies or Being Rabies Suspects-1 (bat found in child’s room – sent in for testing)

Well Water: None.

Lead: Lead assessment performed in Marquette County for family in Neshkoro. Follow-up being completed by Marquette County nurse.

Sewage: None.

Solid Waste: None.

Radon: 1 test kit distributed.

Housing: Call from Berlin Middle School counselor regarding welfare of a student who stated their home has flea infestation. Referred to DPS. Call from renter in Village of Marquette that is client and worked with her on fleas in her rental. Now she said she has mold. Called her back but she had already talked to landlord, and landlord was working to get it cleaned up. Received anonymous letter about property in Princeton –currently investigating. Walk in of a couple living in rental in Berlin with problem with heating unit that has caught on fire and said landlord won’t repair. Visited apartment and heating unit was deemed a fire hazard. No smoke detectors or carbon monoxide detectors in apartment. Landlord came and repaired heating unit. Contacted City of Berlin building inspector about case.

Asbestos: None.

Food/Water Illness: Received a complaint about poor quality of food at a restaurant in Berlin. Facility was due for an inspection, so performed inspection and discussed complaint with operators.

Abandoned Bldgs: None.

Other: 5 days vacation , 2 holidays for Thanksgiving

Agent : Pre-inspection for a new restaurant in Markesan, and pre-inspection for a restaurant opening that was closed in Markesan (2 visits). Site visit and

communications with a church looking to serve meals to general public in Berlin. Lodging inspection at Green Lake Conference Center. 7 regular inspections and 3 school inspections in both Marquette and Green Lake Counties.

**2015 National Preparedness Month:
*Prepare for Everywhere***

NACCHO

National Association of County & City Health Officials

This Certificate of Achievement is to acknowledge that

Green Lake Health Department

demonstrated outstanding Preparedness Month practices and successfully completed NACCHO's 2015 Preparedness Pledge

October 1, 2015




LaMar Hasbrouck, MD, MPH
Executive Director


Tanya Maslak, MPH
Senior Director, Public Health Preparedness and Resilience

12/8/15

III. RECRUITMENT AND APPLICATION PROCEDURES

Filling of Vacancy – Behavioral Health Unit Manager

- a. **Job Description.** The job description was reviewed and changes made to reflect current job duties and program management.

- b. **Job Designation.** The qualifications and duties have remained the same and it is recommended that we attempt to recruit for this position at \$27.31 with adjustments based on experience and training.

- c. **Necessity.** This position is the only dedicated position for the function of management of the Behavioral Health Unit .

- d. **Evaluation of Existing Staff.** This is a responsible management position requiring specific credentials and skills.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: BEHAVIORAL HEALTH UNIT MANAGER

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR/DEPUTY DIRECTOR

SUMMARY: Overall responsibility for and direct supervision of the client treatment services and supervision of clinical staff per Wisconsin Administrative Code HFS 34, 35, 36, 63 and 75. . Responsible for the administration, development, planning and evaluation of the community-based program - Children's Long Term Support Medicaid Waivers (CLTS),

DUTIES AND RESPONSIBILITIES:

- Work in cooperation with the Director/Deputy Director of the Department to validate or update current professional practices and to assess program performance.
- Knowledge and leadership regarding relevant DHS mental health service regulations and initiatives, including clinical aspects and Medical Assistance, Medicaid and private insurance payment regulations.
- Provide ongoing support, training and clinical supervision to mental health therapists and intensive service specialists.
- Coordinating the development of cost-effective care alternatives for high-need clientele.
- Monitor changes in the Medical Assistance, Medicaid & private pay insurance to help establish new growth opportunities for the department.
- Serve on pertinent local, regional, or state planning and study committees.
- Review payment for psychiatric hospitalization for uninsured/underinsured county residents along with Director/Deputy Director to manage costs.
- Serve on agency management team: attend management meetings, serve on agency committees or work groups, represent agency at meetings as requested.
- Perform or oversee State-Required Clinical and CCS Supervision for intensive service specialists and psychotherapists.
- All other duties as assigned by the Director/Deputy Director.

SKILLS AND ABILITIES: The ability to understand, follow and provide directions; reading, writing (reports) is necessary and skill in the use of office equipment. Must have a valid Wisconsin Driver's License and access to an insured vehicle.

QUALIFICATIONS:

EDUCATION:

- A Master's Degree in Social Work, Clinical Psychology or Relevant Field is required. Certification in HIPPA Compliance training is required. Certification in Suicide Assessment and Risk Management in a program accredited by the Commission for Accreditation of Counseling is recommended. Chpt 51, 55 and 54 training and experience recommended.
- Wisconsin Licensure to Perform Clinical duties as a Professional Counselor, Marriage and Family Counselor or Clinical Social Worker Certification is required.

EXPERIENCE / JOB KNOWLEDGE:

- A minimum of three years direct service experience in the area of clinical services is required.
- A minimum of three years of additional experience in administration, management, staff development and supervision is preferable.
- Experience in working with reimbursement from Medical Assistance and Medicaid.
- Must be a certified/certifiable medical assistance provider in Wisconsin.
- Must be licensed as a Professional Counselor or Independent Clinical Social Worker (or equivalent) in Wisconsin and shall have 3,000 hours of supervised clinical experience in a practice where the majority of clients are adults with a severe and persistent mental illness or 1,500 hours of supervised clinical experience in a CSP.
- Knowledge of the needs of individuals with severe and persistent mental illness, the CSP and CCS programs, comprehensive knowledge of the principals and practices of counseling and clinical supervision; ability to relate to and communicate effectively with staff, community professionals, agencies and the general public.
- Knowledge and adherence to state regulations regarding clinic operations.
- Knowledge of team work and systems approach.
- Knowledge and administrative skills to assess programs designed to maintain or improve the conditions of those we serve while maximizing reimbursement rates.
- The ability to collaborate and communicate with a diverse staff within the department, county, regional and State partners.
- The ability to manage community relations and provider agency relations in a manner that reflects positively on the county.
- Knowledge of the principles/theories of mental health, AODA, social work practice, family systems, human development, and crisis intervention.
- The ability, experience, and performance record to demonstrate the ability to function independently with minimal supervision and support.
- Skills in professional and community relations, including the ability to interact with insurance companies and service providers to negotiate or clarify reimbursement rates for programs provided to our clientele.
- The skill and knowledge to interface with State/Federal funding streams such as Medicaid/Medical Assistance to establish or negotiate reimbursement rates.
- Basic computer skills including word processing, e-mail and internet functions.

RESPONSIBILITY AND AUTHORITY:

- An administrative position that reports directly to the Director/Deputy Director.
- Responsible for oversight of all clinic related revenue streams and providing evaluations and recommendations.
- Responsible for revenue tracking systems, reports, and provision of specific feedback to the department.

WORKING CONDITIONS:

- Will involve some evening and weekend hours. Will involve some travel to client location and work with clients who are in crisis, incarcerated, irrational, or not in control of their emotions. Such individuals may be potentially assaultive and may represent a danger to self and others
- Time lines have to be met in regards to reviews, reports and other program requirements. Paper work/documentation is extensive in order to meet state certified program requirements and requirements of other funders.
- Community relations may require contending with public perceptions regarding safety and risk of danger within the community.
- Office work involves sitting, negotiating stairs and working at a computer station for long time periods. Movement is required between offices and other Department buildings.

PHYSICAL DEMANDS: Over 75% of the time is spent listening. 15% of the time is spent talking, sitting, using writing/keyboarding, 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, crouch, run, grapple, and lift/carry objects weighing up to 40 pounds.

ENVIRONMENTAL DEMANDS: Over 90% of work done is inside. About 10% of the time situations develop where there is a threat of physical aggression or injury from clients. As well as heavy exposure to second hand smoke and situations where universal precautions must be taken due to the physical condition of some clients and their abodes.

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.