

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES
571 County Road A

Green Lake WI 54941-0588
VOICE: 920-294-4070
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FOX RIVER INDUSTRIES
222 Leffert St.
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Post Date: April 6, 2018
***Amended**

The following documents are included in the packet for the Department of Health & Human Services Board held on Monday, April 9, 2018

- April 9, 2018 DHHS meeting agenda 5:00 p.m.
- DHHS Draft Minutes – March 12, 2018
- Committee Appointments
- Health Advisory Committee Draft Minutes 4/4/18
- Health Unit/Environmental Health Report March 2018
- *Narcan Training Flyer
- Resolution To Engage von Briesen & Ropper, s.c. and Crueger Dickinson LLC, Together with Simmons Hanley Conroy LLC, as Counsel in Relation to Claims Against Opioid Manufacturers (and Engagement Letter)
- *Policy for Adult Guardianships and Protective Placements and Referral Form
- Budget Adjustment -- New Grant for Communicable Disease



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

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

Health & Human Services Committee Meeting Notice

Date: April 9, 2018 Time 5:00 PM

Green Lake County Government Center

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

***AMENDED AGENDA**

**Committee
Members**

*Joe Gonyo,
Chairman
Nick Toney, Vice-
Chair
Brian Floeter
John Gende
Nancy Hoffman
Harley Reabe
Tom Reif
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 3/12/18
6. Appearances:
7. Correspondence:
 - Committee Appointments
8. Veteran's Service Office Report
9. Advisory Committee Reports
 - Health Advisory Committee – (Hoffman)
Meeting – April 4, 2018
 - Transportation Coordinating Committee – (Trochinski)
Next Meeting April 25, 2018
 - ADVOCAP/Headstart Report (Gonyo/Waterbury)
10. Unit Reports
 - Health Unit
 - Resolution to Engage von Briesen & Roper, S.C. and
Crueger Dickinson LLC, Together with Simmons
Hanly Conroy LLC, as Counsel in Relation to Claims
Against Opioid Manufacturers
11. Policy
 - *Policy for Adult Guardianships and Protective
Placements
12. Budget
 - Budget Adjustment – New Grant Health Unit
13. Committee Discussion
 - The Board May Confer With Legal Counsel
 - Future DHHS Meeting Date (May 14,
2018 at 5:00 p.m.)
 - Future Agenda items for action & discussion
14. 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, MARCH 12, 2018 AT 5:00 P.M.

PRESENT: Joe Gonyo, Chairman
Harley Reabe, Member
Richard Trochinski, Member
Joy Waterbury, Secretary
Nancy Hoffman, Member

EXCUSED: Nick Toney, Vice Chairman
Brian Floeter, Member
Tom Reif, Member
John Gende, Member

OTHERS PRESENT: Jason Jerome, Director
Karen Davis, Administrative Assistant
Jon Vandeyacht, Veteran's Service Officer
Catherine Schmidt, County Administrator
Dawn Klockow, Corporation Counsel
Betty Bradley, Aging/ADRC Unit Manager

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 5:04 p.m. by Chair Gonyo.

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

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

Action on Minutes: Motion/second (Trochinski/Reabe) to approve the minutes of the 2/12/18 Health & Human Services Board meeting as presented. All ayes. Motion carried.

Appearances: None.

Aging/ADRC Unit: Community Assessment Questionnaire: Bradley reviewed the requirements of the Three-Year Aging Plan with Committee members. Bradley presented the community assessment questionnaire for Committee input. Discussion followed.

Resolution Relating to Proclaiming April 15-21, 2018 as Volunteer Week in Green Lake County: Bradley explained the Resolution Relating to Proclaiming April 15-21, 2018 as Volunteer Week in Green Lake County. Motion/second (Waterbury/Trochinski) All ayes. Motion carried. Discussion followed.

Correspondence: 2017 Annual Report: The 2017 Health & Human Services Board received the 2017 Annual Report. The written report is on file.

Veteran's Service Office Report: 2017 Annual Report: The 2017 Veteran's Services 2017 Annual Report was received. The written report is on file.

Vandeyacht updated Committee members regarding the upcoming Student Government Day which will be held on April 17, 2018.

Vandeyacht reported regarding Veteran's Services Office activities.

Advisory Committee Reports: Aging Advisory Committee Report: Trochinski reported regarding the meeting will be held on March 15, 2018.

Family Resource Council: Trochinski reported regarding the meeting which was held on March 5, 2018.

Advocap/Headstart Report: Waterbury reported that the Director came to County Board for a presentation in February.

Unit Reports: Children & Family Services Unit: Letter of Thanks: Jerome shared with Committee members the positive thanks from a consumer of services and thanks to the workers. The written report is on file.

Policies: Controlled Substance Abuse Policy: Jerome explained to Committee members the updated Controlled Substance Abuse Policy. Discussion followed. Motion/second (Reabe/Waterbury) to approve the Controlled Substance Abuse Policy. All ayes. Motion carried.

Budget: 2017 End of Year Expenditure/Revenue Comparison: Jerome explained the 2017 End of Year Expenditure/Revenue Comparison to Committee members. (See attached.) Discussion followed.

Line Item Transfer: Jerome explained the line item transferred relating to Background Checks. Motion/Second (Trochinski/Reabe) to recommend to County Finance approval of the line item transfer relating to background checks.

Budget Adjustment: Jerome explained the transfer of funds from WIMCR to the annual Contracted Services - Family Care account for payment. Motion/second (Trochinski/Reabe) to recommend to County Finance and County Board the approval of the budget adjustment to transfer funds from WIMCR to the annual Contracted Services - Family Care account for payment. All ayes. Motion carried.

Committee Discussion: No discussion.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next Health & Human Services Board meeting will be Monday, April 9, 2018 **at 5:00 p.m. at the Green Lake County Government Center.**

Future Agenda Items For Action and Discussion: None.

Adjournment: Gonyo adjourned the meeting at 6:06 p.m.

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To: County Board Chair

From: Jason Jerome, Director
Health & Human Services

A handwritten signature in black ink, appearing to be "JJ", is placed to the right of the "From:" line.

Date: April 3, 2018

RE: Committee Appointment

Please make the following Committee appointment. Thank you.

Health & Human Services Board

John Gende (term expires April 2021)

Brian Floeter (term expires April 2021)

Aging Services Advisory Committee:

Darlene Krentz (Term expires April 2021, first term)

Aging & Disability Resource Center Advisory Committee

John Gende, DHHS Board (term expires 2020)

Joy Waterbury, changed from County Board to Citizen/Consumer Rep (term expires April 2019)

Family Resource Council:

Connie Anderson, Community Rep. (term expires April 2020)

Kassondra Barzano, Parent (term expires April 2020)

Katie Gellings, U.W. Extension (term expires April 2020)

Jennifer Goemer, Parent (term expires April 2020)

Craig Larsan, Parent (term expires April 2020)

Carrie McCarthy, Berlin School Representative (term expires April 2020)

Robyn Morris, Parent (term expires April 2020)

Hope Prochnow, Parent (term expires April 2020)

Ex Officio Members:

Cathy Schmit, County Administrator (April 2020)
Kate Meyer, CLTS/CCS Coordinator (term expires April 2020)
Renee Peters, Birth-3/Family Support Coordinator, Health Unit (April 2020)
Susan Sleezer, Children & Family Services Unit Manager (April 2020)
Nichol Grathen, Behavioral Health Unit Representative (April 2020)

Health Advisory Committee

Patricia Brandstetter, Layperson (term expires 2020)
Jean Kessler, Layperson (term expires 2020)

Transportation Coordinating Committee

Betty Bradley, Aging/Long Term Care Unit (term expires 2020)
Karen Neuman, Berlin Senior Center (term expires 2020)
Ed Schuh, Fox River Industries (term expires 2020)

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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, APRIL 4, 2018 AT 8:00 A.M.

MEMBERS PRESENT: Kathy Munsey, Jeanne Lyke, Pat Brandstetter, Harley Reabe, Tami Schattschneider, Nancy Hoffman

ALSO PRESENT: Karen Davis, Rachel Schackow

EXCUSED: Jean Kessler, Tammy Bending

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 8:00 a.m.

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

Approval of Minutes: Motion/second (Schattschneider/Brandstetter) to approve the minutes of the January 10, 2018 meeting. All ayes. Motion carried.

Appearances: Rachel Schackow introduced herself as the new Public Health Nurse for Green Lake County.

Quarterly Report on Health Unit Activities: Munsey updated Committee members regarding the employee wellness program through the grant from the insurance company.

Julia McCarroll is now on the Princeton Wellness Coalition and Berlin also. Munsey reported that the goal is to get involved in school wellness activities.

Munsey updated Committee members regarding the well situation at Dalton. Munsey reported there was an educational meeting in February. Discussion followed.

Hoffman arrived at the meeting at 8:07.

Munsey reported regarding the Central Wisconsin Health Partnership which includes Green Lake, Marquette, Waushara, Waupaca, Adams and Juneau Counties. A Health Equity Grant was written and granted for \$300,000 over 4 years. Grant funding will be used to hire a Community Health Engagement Coordinator to work on connecting with community partners to show importance of health education in communities to reduce health disparities.

Munsey reported that the county health rankings came out with Green Lake County being ranked 44th. Discussion followed regarding early deaths (before age 75) and the impact on the rankings.

Board Education – Public Appeals Related to Citations/Human Health Hazards/Dog Bites:

Munsey reported regarding the public appeals process. Munsey reported that if there is an appeal they can appear at the Health Advisory Committee stating requests to handle differently, i.e. quarantining an animal; houses placarded not fit for humans residing in homes.

Workforce Development Plan Annual Review: Munsey reported to Committee members regarding the Workforce Development Plan. Updates were reviewed related to the new Halogen program versus the old NeoGov program and the policy was updated to reflect the change. Munsey reported to Committee members that policies are reviewed annually.

Environmental Health/Agent Status Report: Munsey reported that McCormick has increased her duties to include tourist rooming houses. Discussion followed.

Discussion followed regarding a high lead level case who recently move to the county.

Opioid Statement of Policy from National Association of City and County Health Officials and Resolution to Join Lawsuit Against Pharmaceutical Companies: Munsey explained the proposed resolution and reasons why requesting this. Discussion followed. Motion/second (Schattschneider/Hoffman) to recommend to the Health & Human Services Board to approve the Resolution to Engage von Briesen & Roper, s.c. and Crueger Dickinson LLC, Together with Simmons Hanly Conroy LLC, as Counsel in Relation to Claims Against Opioid Manufacturers. All ayes. Motion carried.

Opioid Grant Activities – Heroin summit and Narcan Training: Munsey updated Committee members regarding the Heroin summit to be held Thursday evening, April 5, 2018 at Berlin Schools.

Munsey reported that a Narcan Training to be held at Grace Lutheran Church in Berlin, WI in April 24, 2018 6 pm.

Munsey reported regarding an educational opportunity on April 25, 2018 in Ripon – “Wake Up Call”.

Munsey reported regarding other purchases through the grant to help safely store the opioids. These include deactivation bags and lock boxes.

Munsey reported regarding a grant proposal in which a Vivitrol program will be implemented. The Health Unit and Behavioral Health are working on this grant.

Central WI Health Partnership (CWHP) Health Equity Grant and Community Health Improvement (CHIP) Goals: Discussion above.

Committee Discussion: No discussion.

Future Meeting Date: The next Health Advisory Committee meeting will be held on July 11, 2018 at 8:00 a.m. at the Human Services Center.

Future Agenda Items After Action and Discussion: Health Officer Abatement issues, quarterly update; Revised 140 Review Requirements, Drug court

Adjournment: Motion/second (Brandstetter/Hoffman) to adjourn the meeting at 9:05. All ayes. Motion carried.

The meeting adjourned at 9:02 a.m.

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March 2018 Monthly, Report the Health & Human Services Board

- **Members from the Central WI Health Partnership met and discussed the implementation of the \$300,000 Health Equity Grant that we were awarded. We have developed a job description to hire a “Community Health Engagement Coordinator”. Family Health La Clinica will be the lead agency, but the 6 CWHP counties will be including their health educators into the training for this grant also. The grant includes technical assistance training from the WI Population Health Institute on how to positively impact health in our region. This is the largest grant our group has ever received and there are a lot of details that need to ironed out before the grant actually starts on May 1st. The CWHP team is working together on making sure all contract requirements are met along the way.**
- **Staff members have been helping the various school districts with their Child Development Days. This is an effort to identify any delays in children, look at immunization compliance, vision testing and supplying parents with appropriate resources to help their children with their school readiness. We are promoting literacy and the need to read to your child. Recent surveys show that literacy levels in our county need improvement.**
- **Melanie Simpkins finished off her series of health education sessions at the Green Lake Library on chronic diseases. These sessions are sponsored by the WI Women’s Health Foundation and are part of the Grapevine series.**
- **The 2018 County Health Rankings were released and Green Lake County ranked 44th in Health Outcomes which is worse than the 40th out of 72 counties that we received last year. Looking at the results, we were definitely impacted by early deaths (deaths before age 75) and this can be attributed to lifestyles that do not include physical activity and healthy eating and other issues like smoking, and high obesity levels which lead to early deaths from heart disease-related conditions. We also saw young deaths related to suicide and drug overdoses. These were all identified priority health issues in our Community Health Improvement Plan.**
- **The Green Lake County Wellness Coalition is sponsoring another Heroin Summit on April 5th and a Narcan training on April 24th to help address the opioid issue. Please feel free to attend.**
- **We continue to follow communicable diseases in our county. Flu season is winding down, however, we have had 32 cases reported so far this year, compared to 14 in 2017 and 2 in 2016.**

**Respectfully Submitted,
Kathryn S. Munsey, RN
Green Lake County Health Officer**

Environmental Health
Green Lake County
March 2018

Animal Bites: # of investigations – 3 (3 dog/human)
Reported Animal Bites – 3
Animal Quarantines for Animal v. Human Exposures – 1
Animal Quarantines for Animal v. Animal Exposures – 0
Quarantine Violations and Enforcement Actions Taken – 1
Animals Exhibiting Positive Signs of Rabies During Quarantine – 0
Animals Exhibiting Negative Signs of Rabies During Quarantine – 1
Enforcement Actions Taken for Violations of Vaccination Requirements – 0
Animals Sacrificed for Exhibiting Symptoms of Rabies or Being Rabies Suspects- 0
Animals Sacrificed for Other Reasons- 1

Well Water: 6 test kits distributed.

Lead: None.

Sewage: None.

Solid Waste: None.

Radon: 7 test kits distributed

Housing: On 3.6.18 an individual contacted the Health Dept. regarding the condition of their rental home. The individual was concerned about the mold that was growing in the basement as the result of two separate sewer backups that had occurred in previous years. I advised the tenant to write a letter to the landlord requesting the basement be professionally cleaned and to also provide me with a copy of the letter. At this time I have not received a copy of the letter. I also contacted the City of Berlin's Community Development Director regarding this property. The City of Berlin is now handling the case.

On 3.14.18 J. Zabel and I attempted to make contact with a family in Berlin regarding the condition of their home. A City of Berlin worker, concerned for the minor children in the home, contacted J. Zabel about the home stating that it was full of feces and trash. When J. Zabel and I went to investigate, the occupants of the house would not come to the door for us. The outside of the home had trash and other 'junk' scattered around the porch and yard. I was able to look inside of the home while knocking on the door and could see that it was very messy inside. The City of Berlin had previously issued citations to the home owners due to the amount of trash that is kept outside of the home so I made them aware of the new case. Ongoing.

On 3.29.2018 an anonymous caller stated that an individual in Berlin was keeping chickens inside of his/her home. This information was passed along to the City of Berlin Community Development Director as it is the city's responsibility to issue chicken licenses to individuals within Berlin. A letter and inspection from City of Berlin will be completed in response to this information.

A home in Berlin continues to have a placard. The owner of the property has been served an Injunction so that cleanup efforts can be begin. Ongoing.

Vector: None.

Asbestos: None.

Food/Water Illness: None

Abandoned Bldgs: None

Other:

Agent: 19 inspections completed. A pre-inspection and 2 onsite visits were completed for a new Amish Bakery.

4 Waushara County nursing students shadowed 2 separate retail food inspections this month (3.08 and 3.15).

Attended the all-day Waushara County Annual Retreat on 03.02.2018

Upon investigation of a property in Dalton on 03.05.2018, it was determined that all abatement had been met. A letter was sent to the property owner releasing the orders. This matter has previously been set for a trial on 03.07.18, the trial was cancelled.

Participated in the Green Lake County Health Department's Annual Performance Review on 03.15.2018.

Met with D. Klockow on 3.19.18 regarding the Injunction that was served to the property owner of the placarded house in Berlin. A review of photos, signed letters, and observations was done in preparation for affidavits and the upcoming legal action that will be taken.

Presented at the Annual Tri-County Temporary Food Class at the Neshkoro Community Center on 03.20.2018

The March EH meeting was held on 03.21.2018. A Waushara County Strategic Plan sub-committee meeting was held immediately after the EH meeting.

Wrote 2 articles for the bi-annual Food for Thought newsletter that is distributed to the Tri-County's food and recreational facility operators.

Wrote an article on Spring Cleaning for the Senior Sentinel.

Completed lodging training in Green Lake County with a lodging specialist from DATCP on 03.27.18.

RESOLUTION NUMBER -2018

**Resolution to Engage von Briesen & Roper, s.c. and Crueger Dickinson LLC,
Together with Simmons Hanly Conroy LLC, as Counsel in Relation to Claims
Against Opioid Manufacturers**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 17th day of April 2018, does resolve as follows:

- 1 **WHEREAS**, Green Lake County (hereinafter "County") is concerned with the recent
- 2 rapid rise in troubles among County citizens, residents, and visitors in relation to
- 3 problems arising out of the use, abuse and overuse of opioid medications, which
- 4 according to certain studies, impacts millions of people across the country; and

Majority vote is needed to pass.

Roll Call on Resolution No. -2018

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 17th day of April, 2018.

Joe Gonyo, Chair

John Gende

County Board Chairman

Joy Waterbury

ATTEST: County Clerk
Approve as to Form:

Nancy Hoffman

Corporation Counsel

Richard Trochinski

Nick Toney, Vice-chair

Harley Reabe

Brian Floeter

5 **WHEREAS**, issues and concerns surrounding opioid use, abuse and overuse by
6 citizens, residents and visitors are not unique to County and are, in fact, issues and
7 concerns shared by all other counties in Wisconsin and, for that matter, states and
8 counties across the country, as has been well documented through various reports and
9 publications, and is commonly referred to as the Opioid Epidemic (“Opioid Epidemic”);
10 and

11 **WHEREAS**, the societal costs associated with the Opioid Epidemic are staggering and,
12 according to the Centers for Disease Control and Prevention, amount to over \$75 billion
13 annually; and

14 **WHEREAS**, the National Institute for Health has identified the manufacturers of certain
15 of the opioid medications as being directly responsible for the rapid rise of the Opioid
16 Epidemic by virtue of their aggressive and, according to some, unlawful and unethical
17 marketing practices; and

18 **WHEREAS**, certain of the opioid manufacturers have faced civil and criminal liability for
19 their actions that relate directly to the rise of the Opioid Epidemic; and

20 **WHEREAS**, County has spent tax payer funds, staff time and resources on its programs
21 and services related to the Opioid Epidemic; and

22 **WHEREAS**, County is responsible for a multitude of programs and services, all of which
23 require County to expend resources generated through state and federal aid, property
24 tax levy, fees and other permissible revenue sources; and

25 **WHEREAS**, County’s provision of programs and services becomes more and more
26 difficult every year because the costs associated with providing the Opioid Epidemic
27 programs and services continue to rise, yet County’s ability to generate revenue is
28 limited by strict levy limit caps and stagnant or declining state and federal aid to County;
29 and

30 **WHEREAS**, all sums that County expends in addressing, combatting and otherwise
31 dealing with the Opioid Epidemic are sums that cannot be used for other critical
32 programs and services that County provides to County citizens, residents and visitors;
33 and

34 **WHEREAS**, County has been informed that numerous counties and states across the
35 country have filed or intend to file lawsuits against certain of the opioid manufacturers in
36 an effort to force the persons and entities responsible for the Opioid Epidemic to
37 assume financial responsibility for the costs associated with addressing, combatting and
38 otherwise dealing with the Opioid Epidemic; and

39 **WHEREAS**, County has engaged in discussions with representatives of the law firms of
40 von Briesen & Roper, s.c., Crueger Dickinson LLC and Simmons Hanly Conroy LLC

41 (the “Law Firms”) related to the potential for County to pursue certain legal claims
42 against certain opioid manufacturers; and

43 **WHEREAS**, County has been informed that the Law Firms have the requisite skill,
44 experience and wherewithal to prosecute legal claims against certain of the opioid
45 manufacturers on behalf of public entities seeking to hold them responsible for the
46 Opioid Epidemic; and

47 **WHEREAS**, the Law Firms have proposed that County engage the Law Firms to
48 prosecute the aforementioned claims on a contingent fee basis whereby the Law Firms
49 would not be compensated unless County receives a financial benefit as a result of the
50 proposed claims and the Law Firms would advance all claim-related costs and
51 expenses associated with the claims; and

52 **WHEREAS**, all of the costs and expenses associated with the claims against certain of
53 the opioid manufacturers would be borne by the Law Firms; and

54 **WHEREAS**, the Law Firms have prepared an engagement letter, which is submitted as
55 part of this Resolution (“Engagement Letter”) specifying the terms and conditions under
56 which the Law Firms would provide legal services to County and otherwise consistent
57 with the terms of this Resolution; and

58 **WHEREAS**, County is informed that the Wisconsin Counties Association has engaged
59 in extensive discussions with the Law Firms and has expressed a desire to assist the
60 Law Firms, County and other counties in the prosecution of claims against certain of the
61 opioid manufacturers; and

62 **WHEREAS**, County would participate in the prosecution of the claim(s) contemplated in
63 this Resolution and the Engagement Letter by providing information and materials to the
64 Law Firms and, as appropriate, the Wisconsin Counties Association as needed; and

65 **WHEREAS**, County believes it to be in the best interest of County, its citizens,
66 residents, visitors and taxpayers to join with other counties in and outside Wisconsin in
67 pursuit of claims against certain of the opioid manufacturers, all upon the terms and
68 conditions set forth in the Engagement Letter; and

69 **WHEREAS**, by pursuing the claims against certain of the opioid manufacturers, County
70 is attempting to hold those persons and entities that had a significant role in the creation
71 of the Opioid Epidemic responsible for the financial costs assumed by County and other
72 public agencies across the country in dealing with the Opioid Epidemic.

73 **NOW, THEREFORE, BE IT RESOLVED:**

74 County authorizes, and agrees to be bound by, the Engagement Letter and hereby
75 directs the County Board Chair to execute the Engagement Letter on behalf of the
76 County; and

77 **BE IT FURTHER RESOLVED:**

78 County shall endeavor to faithfully perform all actions required of County in relation to
79 the claims contemplated herein and in the Engagement Letter and hereby directs all
80 County personnel to cooperate with and assist the Law Firms in relation thereto.

81 **BE IF FURTHER RESOLVED:**

82 The County Clerk shall forward a copy of this Resolution, together with the signed
83 Engagement Letter, to the Wisconsin Counties Association, 22 E. Mifflin Street, Suite
84 900 Madison, Wisconsin, 53703.

85 Fiscal Note: None

September 25, 2017

VIA EMAIL

Green Lake County
c/o Harley Reabe, Board Chair
Catherine Schmit, Administrator

RE: *Engagement of von Briesen & Roper, s.c., and Crueger Dickinson LLC, Together with Simmons Hanly Conroy LLC, as Counsel in Relation to Claims Against Opioid Manufacturers*

Dear Green Lake County Officials:

The purpose of this letter (“Engagement Letter”) is to set out in writing the terms and conditions upon which the law firms of von Briesen & Roper, s.c., and Crueger Dickinson LLC (collectively “Counsel”) will provide legal services to Green Lake County (“County”) in relation to the investigation and prosecution of certain claims against the following manufacturers and other parties involved with the manufacture of opioid medications: Purdue Pharma L.P., Purdue Pharma Inc., The Purdue Frederick Company, Inc., Teva Pharmaceuticals USA, Inc., Cephalon, Inc., Johnson & Johnson, Janssen Pharmaceuticals, Inc., OrthoMcNeil-Janssen Pharmaceuticals, Inc. n/k/a Janssen Pharmaceuticals, Inc., Janssen Pharmaceutica, Inc. n/k/a Janssen Pharmaceuticals, Inc.; Endo Health Solutions Inc., Endo Pharmaceuticals, Inc., Russell Portenoy, Perry Fine, Scott Fishman and Lynn Webster (collectively “Opioid Manufacturers”). Depending upon the results of initial investigations of the facts and circumstances surrounding the potential claim(s), there may be additional parties sought to be made responsible and/or certain of the aforementioned parties may be removed from the potential claim.

This Engagement Letter shall apply solely and exclusively to the services set forth herein in relation to the investigation and Lawsuit, as defined below. This Engagement Letter does not govern, nor does it apply to, any services of either Counsel unrelated thereto.

SCOPE OF SERVICES

Counsel will work with County in the collection of information necessary to form a good faith basis for filing a claim against the Opioid Manufacturers. County hereby authorizes Counsel to file a lawsuit against one or all of the Opioid Manufacturers (“Lawsuit”) upon the terms and conditions set forth herein.

RESPONSIBILITIES

Counsel will prosecute the Lawsuit with diligence and keep County reasonably informed of progress and developments, and respond to County’s inquiries. County understands and agrees that Counsel, on behalf of County, will engage the services of the nationally-recognized law firm Simmons Hanly Conroy LLC, which has demonstrated experience prosecuting claims against Opioid Manufacturers (“National Law Firm”) and which, in addition to Crueger Dickinson LLC, will serve as counsel of record for County in relation to the Lawsuit. County understands and agrees that all fees paid to Counsel and National Law Firm shall be as set forth in this Engagement Letter. County shall not be responsible for any fees and expenses of National Law Firm beyond the fees and expenses for which County has agreed to be responsible as set forth herein. County agrees to cooperate with Counsel

and National Law Firm in the gathering of information necessary to investigate and prosecute the Lawsuit. County further understands and agrees that the law firm of von Briesen & Roper, s.c., shall not be identified on any pleading as counsel of record for County in relation to the Lawsuit, but shall be available to assist County and Counsel and National Law Firm in relation to the Lawsuit.

The following additional terms apply to the relationship between County, Counsel and National Law Firm:

- A. von Briesen & Roper, s.c., and Crueger Dickinson LLC shall remain sufficiently aware of the performance of one another and the performance of National Law Firm to ascertain if each firm's handling of the Lawsuit conforms to the Rules of Professional Conduct. Both von Briesen & Roper, s.c., and Crueger Dickinson LLC shall be available to County regarding any concerns on the part of County relating to the performance of Counsel and/or National Law Firm. Counsel shall at all times remain ethically and financially responsible to the County for the services of Counsel and National Law Firm set forth herein.
- B. As set forth below, County's responsibility for attorney fees and expenses is contingent upon the successful outcome of the Lawsuit, as further defined below. Counsel and National Law Firm have agreed in writing as to the appropriate split of attorney fees and expenses upon the engagement of National Law Firm. Specifically, in the event of a Recovery (as defined below), the attorney fees will be split between the law firms as follows:

<u>Firm Name</u>	<u>Percentage of Fees if Successful</u>
von Briesen & Roper, s.c.	10%
Crueger Dickinson LLC	45%
Simmons Hanly Conroy LLC	45%

The split of attorneys' fees between Counsel and National Law Firm may be subject to change. In the event of such an amendment, the County will be notified in writing of that amendment.

- C. Counsel and County understand and agree that Counsel and National Law Firm will all be considered attorneys for County. As such, each and all of Counsel and National Law Firm will adhere to the Rules of Professional Responsibility governing the relationship between attorney and client.

ACTUAL AND POTENTIAL CONFLICTS OF INTEREST AND WAIVER OF CONFLICT

As County is aware, Counsel and National Law Firm contemplate entering into the same arrangement as that set forth in this Engagement Letter with other counties and municipalities in Wisconsin and elsewhere. Counsel and National Law Firm believe that the goals and objectives of County are aligned with the goals and objectives of all other counties and municipalities with respect to the Lawsuit. Counsel and National Law Firm do not believe that to achieve the goals of the Lawsuit, either County or another county or municipality must take a position that is adverse to the interests of the other. However, to the extent any issue may arise in this matter about which County

disagrees with another county or municipality, and one of you may wish to pursue a course that benefits one but is detrimental to the interest of the other, we cannot advise County or assist County or any other county or municipality in pursuing such a course. That is to say, Counsel and National Law Firm cannot advocate for County's individual interests at the expense of the other counties or municipalities that Counsel and National Law Firm represent in a Lawsuit. Counsel and National Law Firm do not believe that this poses a problem because County's interests are currently aligned with the other counties and municipalities that are or may be in the Lawsuit. Counsel and National Law Firm are confident that their representation of County will not be limited in this matter by representation of any other county or municipality, but County should consider these consequences of joint representation in deciding whether to waive this conflict.

In addition to the material limitation discussed above, there are other consequences for County in agreeing to joint representation. Because each county or municipality would be a client of Counsel and National Law Firm, Counsel and National Law Firm owe equal duties of loyalty and communication to each client. As such, Counsel and National Law Firm must share all relevant information with all counties and municipalities who are clients in relation to the Lawsuit and Counsel and National Law Firm cannot, at the request of one county or municipality, withhold relevant information from the other client. That is to say, Counsel and National Law Firm cannot keep secrets about this matter among the counties and municipalities who are clients of Counsel and National Law Firm with respect to the Lawsuit. Also, lawyers normally cannot be forced to divulge information about communications with their clients because it is protected by the attorney-client privilege. However, because County would be a joint client in the same matter with other counties and municipalities, it is likely that were there to be a future legal dispute between County and other counties or municipalities that engage Counsel and National Law Firm about this matter, the attorney-client privilege would not apply, and each would not be able to invoke the privilege against the claims of the other.

Further, while County's position is in harmony with other counties and municipalities presently, and the conflict discussed above is waivable, facts and circumstances may change. For example, County may change its mind and wish to pursue a course that is adverse to the interests of another county or municipality and the conflict may become unwaivable. In that case, depending upon the circumstances, Counsel and National Law Firm may have to withdraw from representing either County or another county or municipality and County would have to bear the expense, if County chooses, of hiring new lawyers who would have to get up to speed on the matter.

County is not required to agree to waive this conflict, and County may, after considering the risks involved in joint representation, decline to sign this Engagement Letter. By signing this Engagement Letter, County is signifying its consent to waiving the conflict of interest discussed herein.

Other than the facts and circumstances related to the joint representation of numerous counties and municipalities, Counsel and National Law Firm are unaware of any facts or circumstances that would prohibit Counsel and/or National Law Firm from providing the services set forth in this Engagement Letter. However, it is important to note that the law firm of von Briesen & Roper, s.c., is a relatively large law firm based in Wisconsin and represents many companies and individuals. It is possible that some present and future clients of von Briesen & Roper, s.c., will have business relationships and potential or actual disputes with County. von Briesen & Roper, s.c., will not knowingly represent clients in matters that are actually adverse to the interests of County without County's permission and informed consent. von Briesen & Roper, s.c., respectfully requests that County consent, on a case by case basis, to von Briesen & Roper, s.c.'s representation of other clients whose interests are, or maybe adverse to, the interests of County in circumstances where County has selected other counsel and where von Briesen & Roper, s.c., has requested a written conflict waiver from County after being

advised of the circumstances of the potential or actual conflict and County has provided informed consent.

FEES FOR LEGAL SERVICES AND RESPONSIBILITY FOR EXPENSES

A. Calculation of Contingent Fee

There is no fee for the services provided herein unless a monetary recovery acceptable to County is obtained by Counsel and National Law Firm in favor of County, whether by suit, settlement, or otherwise ("Recovery"). County understands and agrees that a Recovery may occur in any number of different fashions such as final judgment in the Lawsuit, settlement of the Lawsuit, or appropriation to County following a nationwide settlement or extinguishing of claims in lawsuits and matters similar to the Lawsuit. Counsel and National Law Firm agree to advance all costs and expenses of Counsel, National Law Firm and the Lawsuit associated with investigating and prosecuting the Lawsuit provided, however, that the costs and expenses associated with County cooperating with Counsel and National Law Firm in conjunction with the Lawsuit and otherwise performing its responsibilities under this Engagement Letter are the responsibility of County. In consideration of the legal services to be rendered by Counsel and National Law Firm, the contingent attorneys' fees for the services set forth in this Engagement Letter shall be a gross fee of 25% of the Recovery, which sum shall be divided among Counsel and National Law Firm as set forth in the above chart.

Upon the application of the applicable fee percentage to the gross Recovery, and that dollar amount set aside as attorneys' fees to Counsel and National Law Firm, the amount remaining shall first be reduced by the costs and disbursements that have been advanced by Counsel and National Law Firm, and that amount shall be remitted to Counsel and National Law Firm. By way of example only, if the gross amount of the Recovery is \$1,000,000.00, and costs and disbursements are \$100,000.00, then the fee to Counsel and National Law Firm shall be \$250,000, the costs amount of \$100,000 shall be deducted from the balance of \$750,000.00, and the net balance owed to County shall be \$650,000. The costs and disbursements which may be deducted from a Recovery include, but are not limited to, the following, without limitation: court fees, process server fees, transcript fees, expert witness fees and expenses, courier service fees, appellate printing fees, necessary travel expenses of attorneys to attend depositions, interview witnesses, attend meetings related to the scope of this Engagement Letter and the like, and other appropriate matter related out-of-pocket expenses. In the event that any Recovery results in a monetary payment to County that is less than the amount of the costs incurred and/or disbursements made by Counsel and National Law Firm, County shall not be required to pay Counsel and National Law Firm any more than the sum of the full Recovery.

B. Nature of Contingent Fee

No monies shall be paid to Counsel or National Law Firm for any work performed, costs incurred or disbursements made by Counsel or National Law Firm in the event no Recovery to County has been obtained. In the event of a loss at trial due to an adverse jury verdict or a dismissal of the Lawsuit by the court, no monies shall be paid to Counsel or National Law Firm for any work performed, costs incurred or disbursements made by Counsel or National Law Firm. In such an event, neither party shall have any further rights against the other.

C. Disbursement of Recovery Proceeds to County

The proceeds of any Recovery on County's behalf under the terms of this Engagement Letter shall be disbursed to County as soon as reasonably practicable after receipt by Counsel and National Law

Firm. At the time of disbursement of any proceeds from a Recovery, County will be provided with a detailed disbursement sheet reflecting the method by which attorney's fees have been calculated and the expenses of litigation that are due to Counsel and National Law Firm from such proceeds. Counsel and National Law Firm are authorized to retain out of any moneys that may come into their hands by reason of their representation of County the fees, costs, expenses and disbursements to which they are entitled as determined in this Engagement Letter.

TERMINATION OF REPRESENTATION

This Engagement Letter shall cover the period from the date first indicated below until the termination of the legal services rendered hereunder, unless earlier terminated as provided herein. This Engagement Letter may be terminated by County at any time, and in the event of such termination, neither party shall have any further rights against the other, except that in the event of a Recovery by County against the Opioid Manufacturers subsequent to termination, Counsel and National Law Firm shall have a statutory lien on any such recovery as provided by applicable law and further maintain rights in the nature of *quantum meruit* to recover fees, costs and expenses reasonably allocable to their work prior to termination. Counsel and National Law Firm may withdraw as County's attorneys at any time for the following reasons:

- A. If Counsel and National Law Firm determine, in their sole discretion, that County's claim lacks merit or that it is not worthwhile to pursue the Lawsuit further; or
- B. For Good Cause. For purposes of this Paragraph, Good Cause may include County's failure to honor the terms of the Engagement Letter, County's failure to follow Counsel or National Law Firm's advice on a material matter, or any fact or circumstance that would, in the view of Counsel or National Law Firm, impair an effective attorney-client relationship or would render continuing representation unlawful or unethical. If terminated for Good Cause, County will take all steps necessary to free Counsel and National Law Firm of any obligation to perform further, including the execution of any documents (including forms for substitution of counsel) necessary to complete withdrawal provided, however, that Counsel and National Law Firm shall have a statutory lien on any Recovery as provided by applicable law and further maintain rights in the nature of *quantum meruit* to recover fees, costs and expenses reasonably allocable to their work prior to termination.

SETTLEMENT

County has the authority to accept or reject any final settlement amount after receiving the advice of Counsel and National Law Firm. County understands settlements are a "compromise" of its claim(s), and that Counsel and National Law Firm's fee, as set forth above, applies to settlements also. For example, if a settlement is reached, and includes future or structured payments, Counsel and National Law Firm's fee shall include its contingent portion of those future or structured payments.

NO GUARANTEE OF RECOVERY

County understands and acknowledges that dispute resolution through litigation often takes years to achieve. County understands and acknowledges that there is no guarantee or assurances of any kind regarding the likelihood of success of the Lawsuit, but that Counsel and National Law Firm will use their skill, diligence, and experience to diligently pursue the Lawsuit.

LIMITED LIABILITY

von Briesen & Roper, s.c., and Crueger Dickinson LLC are limited liability entities under Wisconsin law. This means that if Counsel fails to perform duties in the representation of County and that failure causes County damages, the firms comprising Counsel and the shareholder(s) or principals directly involved in the representation may be responsible to County for those damages, but the firm's other shareholders or principals will not be personally responsible. Counsel's professional liability insurance exceeds the minimum amounts required by the Wisconsin Supreme Court for limited liability entities of similar size.

COMMUNICATION BY E-MAIL

Counsel and National Law Firm primarily communicate with their clients via unencrypted internet e-mail, and this will be the way in which communications occur with County. While unencrypted e-mail is convenient and fast, there is risk of interception, not only within internal networks and the systems used by internet service providers, but elsewhere on the internet and in the systems of our clients and their internet service providers.

FILE RETENTION AND DESTRUCTION

In accordance with Counsel and National Law Firm's records retention policy, most paper and electronic records maintained are subject to a 10-year retention period from the last matter activity date or whatever date deemed appropriate. Extended retention periods may apply to certain types of matters or pursuant to County's specific directives.

After the expiration of the applicable retention period, Counsel and National Law Firm will destroy records without further notice to County, unless County otherwise notifies in writing.

MISCELLANEOUS

This Engagement Letter shall be governed by and construed in accordance with the laws of the State of Wisconsin, without regard to conflicts of law rules. In the event of any dispute arising out of the terms of this Engagement Letter, venue for any such dispute shall be exclusively designated in the State of Wisconsin Circuit Court for Milwaukee County, Wisconsin, or in the United States District Court for the Eastern District of Wisconsin.

It is expressly agreed that this Engagement Letter represents the entire agreement of the parties, that all previous understandings are merged in this Engagement Letter, and that no modification of this Engagement Letter shall be valid unless written and executed by all parties.

It is expressly agreed that if any term or provision of this Engagement Letter, or the application thereof to any person or circumstance, shall be held invalid or unenforceable to any extent, the remainder of this Engagement Letter, or the application of such term or provision to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby; and every other term and provision of this Engagement Letter shall be valid and shall be enforced to the fullest extent permitted by law.

The parties acknowledge that they have carefully read and fully understand all of the provisions of this Engagement Letter, and that they have the capacity to enter into this Engagement Letter. Each party and the person signing on behalf of each party, represents that the person signing this Engagement Letter has the authority to execute this document and thereby bind the party hereto on whose behalf the person is signing. Specifically, County acknowledges that it is bound by this Engagement Letter, has satisfied all conditions precedent to execution of this Engagement Letter and will execute all the necessary documents that may be required by its governing statutes and/or code.

CONCLUSION

Counsel and National Law Firm are pleased to have this opportunity to be of service to County. If at any time during the course of representation you have any questions or comments about our services or any aspect of how we provide services, please don't hesitate to call one or all of the individuals listed below.

Very truly yours,

von BRIESEN & ROPER, s.c.



Andrew T. Phillips

CRUEGER DICKINSON LLC



Erin K. Dickinson

SIMONS HANLY CONROY LLC (Acknowledged)

Paul J. Hanly, Jr.

GREEN LAKE COUNTY agrees to retain the services of Counsel and National Law Firm all upon the terms and conditions specified above.

By: _____

Date: _____

Title: _____

cc: Corporation Counsel

COMMUNITY NARCAN TRAINING

Tuesday, April 24, 6:00 pm

Grace Lutheran Church, 384 Oak St., Berlin, WI

Training will start promptly at 6:00 p.m.

- ♦ **Free Community Narcan Training** -Come learn how to respond and safely use Naloxone, a medication that can reverse an opiate overdose that may occur if using heroin or a prescription pain medication.
- ♦ **Attend and receive a Naloxone (Narcan) kit**
- ♦ **RSVP is Encouraged** - To ensure enough kits are available, you can RSVP by calling the Green Lake County Health Dept. (920)294-4070 or (800)664-3588. **RSVP can be done anonymously**, such as saying “I’m RSVPing for two for the April 24th Narcan training”



Green Lake County

Adult Protective Services/ Health and Human Services

POLICY AND PROCEDURE:

Adult Guardianships and Protective Placements

Effective Date:

April 9, 2018

Reviewed by:

Kristen Dorsch, Adult Protective Services

Dawn Klockow, Corporation Counsel

Betty Bradley, Aging Unit Manager

Jason Jerome, Health and Human Services Director

I. POLICY

- A. Legal Basis: Pursuant to §55.075(1) Wis. Stats. WHO MAY PETITION. The department, the county department or agency with which the county department contracts under s.55.02(2), a guardian, or an interested person may file a petition for appointment of a guardian and for protective services or protective placement of an individual.
- B. Green Lake County's may file for guardianship if the following are met:
1. County Department personnel will petition for individuals who are residents of Green Lake County and meet the statutory requirement of being incompetent under §54.10(3) Wis. Stats., e.g. the individual is age 17 years and 9 months of age or older and is impaired due to developmental disability, degenerative brain disorder, serious and persistent mental illness, or other like incapacities.
 2. The individual alleged to be in need of a guardianship and/or protective placement and interested party (referring to parent or spouse) must meet the financial eligibility requirements in paragraph D. below.
 3. All other least restrictive measures to ensure safety of the individual alleged to need a guardianship and/or protective placement have been exhausted.
 4. The agency/person requesting a guardianship provides APS and HHS the Information Sheet for Guardianship, and a Protective Placement and Examining Physician's or Psychologist's Report (GN- 3130) to APS personnel.
 5. Interested parties can verify that the physician or psychologist who completes the Examining Physician's Report (GN-3130) is available for either in person or telephonic testimony at the guardianship hearing.
- C. Green Lake County may file for protective placement if the following are met:
1. The individual meets all the requirements for guardianship and financial eligibility in paragraph D. below.
 2. The individual in need of protective placement already has a guardianship established or the Department will be filing a petition for guardianship.

3. As a result of developmental disability, degenerative brain disorder, serious and persistent mental illness, or other like incapacities, the individual is to totally incapable of providing for his or her own care or custody as to create a substantial risk of serious harm to himself/herself or others.

D. APS will review:

1. Assets of any individual alleged to be in need of a guardianship and/or protective placement:
 - a. Adults living alone must meet the Medicaid (MA) asset threshold under \$2,000; or adults living with a spouse must meet the asset threshold under \$5,000.
 - b. For adults with Intellectual/Developmental Disabilities who reside in the home of their parents or interested party, the parent/interested party must meet the MA asset threshold under \$2,000 for single individuals and under \$5,000 for a couple.
2. The County will review any less restrictive measures available and appropriate for the individual. The law requires that guardianship be denied if reasonable less restrictive alternatives are available and effective. These alternatives must be consistent with meeting the essential requirements for physical health and safety.
 - a. Less restrictive decision- making supports for health care and support services include, but are not limited to:
 - i. Health Care Power of Attorney
 - ii. Release of Information
 - iii. Living Will
 - iv. Supported Decision Making
 - b. Less restrictive decision-making supports for managing money and property include, but are not limited to:
 - i. Financial Power of Attorney
 - ii. Representative Payee
 - iii. Conservatorship
 - iv. Restricted bank accounts
 - v. Trusts
 - vi. Supported Decision Making

- E. Individuals alleged to be in need of a guardianship and/or protective placement, or interested parties who have the financial means to petition the court for guardianship and/or protective placement will be expected to do so through a private attorney.

II. PROCEDURE

A. Filing the Petition

1. County Department personnel provides Green Lake County Corporation Counsel's office with the completed APS and HHS Information Sheet for Guardianship and/or Protective Placement and Examining Physician's or Psychologist's Report. The County Department personnel will be the petitioner.
2. The Green Lake County Corporation Counsel's office requests the County Department personnel to complete and sign the petition.
3. After the petition is signed, Corporation Counsel sends the petition to the Register in Probate where it is filed and a court date and Guardian ad Litem (GAL) are assigned.

B. County Department personnel's role before the hearing

1. Gather all information related to the need for guardianship; explain the process to witnesses if necessary; and ensures that the proposed ward has transportation to the hearing.
2. If a petition for Protective Placement is filed, a comprehensive evaluation of the proposed ward is conducted by the County Department personnel and this report is filed with the court 96 hours before the hearing.

Green Lake County reserves the right to decline the request for a guardianship petition on any adult. Interested parties may be referred to petition through a private attorney.

Green Lake County reserves the right to deviate from this policy after consultation with Corporation Counsel, the Human Services Director and/or the Aging Unit Manager on a case-by-case basis and any deviation will not establish a precedent under this policy.



**GREEN LAKE COUNTY APS AND HHS INFORMATION SHEET FOR
GUARDIANSHIP AND/OR PROTECTIVE PLACEMENT**

1. Name of person making referral: _____

2. Name, date of birth, phone number, residence & address of the proposed ward:

First name: _____

Middle initial: _____

Last name: _____

Date of birth: _____

Address: _____

3. Name and address of person or institution having care and custody of the proposed ward:

Address of person or facility:

Telephone number: _____

When did proposed ward arrive at facility (if they are not currently residing at home):

Name, relationship and current address of spouse, parents, relatives and phone number of all other persons believed to be interested:

Name	Relationship	Address	Phone Number

4. Type of guardianship requested: (Please check all that apply)

- guardianship of person
- guardianship of estate
- protective placement
- temporary guardianship of person
- temporary guardianship of estate

5. Name, address and phone number of proposed guardian:

Name of proposed guardian: _____

Address: _____

Telephone Number: _____

Relationship: _____

6. Name, address and phone number of stand-by guardian:

Name of proposed guardian: _____

Address: _____

Telephone Number: _____

Relationship: _____

7. Is there currently a power of attorney for:

_____ Health Care and Finance

_____ Health Care

_____ Finance

_____ None

Attachments needed:

- Examining physician's report (GN- 3130) evaluating incapacity- please note that the physician completing this evaluation will be required to testify during the guardianship hearing. If the physician refuses to testify, the guardianship case will not be filed.
- Completed Financial Information/Declaration of Income and Assets Form (see page 4)
- If any exist, copies of all available Power of Attorney documents.

Financial Information/Declaration of Income and Assets

Income: (Gross Monthly)

	Client	Spouse
Wages/Salary	\$	\$
Net Income from Self Employment	\$	\$
Social Security	\$	\$
SSI/SSI-E	\$	\$
Veteran's Pensions	\$	\$
Pension/Annuities	\$	\$
Interest Income	\$	\$
Estate/Trust Income	\$	\$
Net Rental Income	\$	\$
Workman's Compensation	\$	\$
Unemployment Compensation	\$	\$
Alimony/Spousal/Child Support	\$	\$
Other	\$	\$
Joint Total Income: \$		

Assets

	Client	Spouse	Joint
Cash on hand			
Savings			
Checking			
CD			
Money Market			
IRA Acct			
Stocks			
Bonds			
Credit Union			
Other			
Real Estate			
Life Insurance			
Joint Total Assets: \$			

Do you have:

A Marker: Yes No

Casket Trust Amt: \$ _____

Burial Plot: Yes No

Irrevocable Burial Trust Amt: \$ _____

Vault Trust Amount: \$ _____

Name of Funeral Home: _____

Name of Person Completing this form:

Relationship to Client:

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 28, 2018
 Department: Health
 Amount: \$3,400.00
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

New Grant for Communicable Disease. This money is going to be used to educate about the communicable diseases in the area.

Revenue Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
18-207-31-46551-555-000	CARS- Communicable Disease	\$ -	\$ 3,400.00	\$ 3,400.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,400.00	

Expenditure Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
18-207-31-54109-307-800	Training Communicable Disease	\$ -	\$ 500.00	\$ 500.00
18-207-31-54109-330-800	Travel Communicable Disease	\$ -	\$ 200.00	\$ 200.00
18-207-31-54109-340-800	Operating Supplies Communicable Disease	\$ -	\$ 2,700.00	\$ 2,700.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 3,400.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____