

**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

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Post Date: 8/9/16

**The following documents are included in the packet for the
Department of Health & Human Services Board held on
Monday, August 8, 2016**

- August 8, 2016 DHHS Public Hearing Agenda 5:00 p.m.
- August 8, 2016 DHHS meeting agenda 5:30 p.m.
- DHHS Draft Minutes – July 11, 2016
- Resolution Relating to Increasing the part-time Deputy Veteran's Service Officer Position in the Veteran's Office to up to 1500 hours per year
- Aging Minutes 7/20/16
- Behavioral Health Unit Report – July 2016
- Children & Family Services July Report
- Economic & Child Support Report
- Health Unit Report
- Environmental Health Report June 2016
- Resolution Relating to CLTS/CCS Facilitator Position



GREEN LAKE COUNTY
DEPARTMENT OF HEALTH & HUMAN SERVICES

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

Health & Human Services Committee Meeting Notice

Date: August 8, 2016 Time 5:00 PM
Green Lake County Government Center
571 County Rd A, COUNTY BOARD Room #0902 Green Lake WI

AGENDA

**Committee
Members**

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

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes:
6. Review Proposed 2016 Budget:
 - Veteran's Service Office
 - Health & Human Services
7. Committee Discussion
 - Other
 - Future Agenda items for action & discussion
8. Adjourn

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

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

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

Health & Human Services Committee Meeting Notice

Date: March 8, 2016 Time 5:00 PM

Fox River Industries

222 Leffert St, Berlin 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, 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 2/9/16
6. Signing of Vouchers
Vouchers
7. Appearances:
8. Public Comment (3 minutes):
9. Correspondence:
10. Veteran's Service Office Report
11. Advisory Committee Reports
 - Aging Advisory Committee – (Trochinski)
Meeting – March 16, 2016 Green Lake
County DHHS
 - Health Advisory Committee Report- April 13, 2016
 - Family Resource Council – March 7, 2016 (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
 - Behavioral Health Unit
 - Children & Family Services Unit
 - Economic Support Unit
 - Discuss and act on 2012 Resolution
regarding Economic Support Worker
 - Fox River Industries
 - Bathroom Remodeling Update/Bid
 - Health Unit

(Continued on next page)

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



GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

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

13. Policies/Procedures Update
14. Purchases
15. Health & Human Services Budget 2016
16. Committee Discussion
 - Administrative Committee Report
 - Finance
 - Personnel
 - Vacant Positions Review
 - Property & Insurance
 - IT Committee Report
 - Facilities & Security Committee Report
 - The Board May Confer With Legal Counsel
 - Future DHHS Meeting Date (April 12, 2016 at 5:00 p.m.) and other Sub-Committees
 - Future Agenda items for action & discussion
17. *Closed Session Wis. Stat § 19.85(1)(c) to considering employment, compensation or performance evaluation data of specific public employee over which the governmental body has jurisdiction or exercises responsibility. The closed session is regarding compensation of a Health & Human Services Director
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 MONDAY, JULY 11, 2016 AT 5:00 P.M.

PRESENT: Joe Gonyo, Chairman
Nick Toney, Vice Chairman
Richard Trochinski, Member
Joy Waterbury, Secretary
Brian Floeter, Member
Harley Reabe, Member
John Gende, Member

OTHERS PRESENT: Linda Van Ness, Director
Karen Davis, Administrative Assistant
Shelby Jensen, Economic Support Unit
Manager
Marge Bostelmann, County Clerk

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 5:00 p.m. by Chair Gonyo.

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

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

Action on Minutes: Motion/second (Waterbury/Trochinski) to approve the minutes of the 6/10/16 Health & Human Services Board meeting. All ayes. Motion carried.

Personnel: Vacant Position(s) Review: Child Support Specialist: Jensen, Economic Support Manager, explained that the Child Support Specialist is listed with a generic title and if there is someone hired with experience there would be wage differential. (See attached Justification and Job Description.) Discussion followed. Motion/second (Waterbury/Trochinski) approve job description and justification and recommend filling the position to the Green Lake County Personnel Committee.

Van Ness reported to Committee members that discussion had been held regarding increasing the wage for Shelby Jensen, Unit Manager, due to the additional job duties for child support functions. The recommendation is to increase the wage by \$3.00/hour (\$32.74 to \$35.74). Discussion followed. Motion/second (Trochinski/Reabe) to recommend to the County Personnel Committee to recommend increasing the wage by \$3.00/hour for Jensen, Economic Support Unit Manager. All ayes. Motion carried.

Jensen reported regarding that Calumet County is allowing us to use a LTE for training Child Support staff one to two days per week. Costs would be covered by Child Support allocation. Motion/second (Waterbury/Floeter) to engage Sue Nagel, Calumet County, as LTE for Child Support training to staff. All ayes. Motion carried.

Jensen explained to Committee members regarding the accounting portion of the Child Support will be performed by James Weed, Economic Support Worker.

Van Ness commended Jensen for her efforts in the transition of Child Support.

Appearances: None.

Public Comment (3 minutes): None

Correspondence: None

Committee Appointments: Health & Human Services Board: Health Advisory Committee: Motion/second (Floeter/Trochinski) to appoint Nancy Hoffman to Health & Human Services Board and Health Advisory Committee.

Van Ness reported that she visited Nolan Wallenfang, presented him with plaque for his 40 years of service and thanked him for his service on the Board.

Veteran's Service Office Report: Vandeyacht reported regarding the Veteran's Service Office.

Advisory Committee Reports: Aging: The Senior Picnic will be held on August 12th.

Health Advisory Committee: The meeting was held on July 13, 2016.

Family Resource Council: The next meeting will be held September 12, 2016.

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

Advocap/Headstart Report: Gonyo reported regarding the meeting. Gonyo reported regarding a homeless shelter created in Berlin.

ADRC Coordinating Committee Report: The meeting was on August 11, 2016 at 1:00 p.m. in Marquette County.

Gonyo recessed the meeting at 5:28 p.m.

Gonyo reconvened the meeting at 5:42 p.m.

Signing of Vouchers: Motion/second (Waterbury/Trochinski) to correct the Children & Family Voucher list minus the duplicates and approve the June 2016 expenses. Roll call vote: All ayes. Motion carried.

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

Unit Reports: Administrative: Audit of Health & Human Services Billing and Accounting progress to date/Schenck - Request for Additional Services: Van Ness updated Committee members that Schenck will be coming to help update policies with Schenck to meet state/federal guidelines for policies/procedures and for tracking grants/reporting.

Aging/Long Term Care: No discussion.

Behavioral Health Unit: Dr. Shirley Dawson will be the Medical Director and Psychiatrist. Van Ness explained that telehealth will be phased out.

Children & Families Unit: See attached report.

Child Support: Discussed above.

Economic Support Services: Jensen reported that on August 18th the giveaway for Operation Backpack will be held.

Fox River Industries: Bathroom Remodeling Update: No discussion.

Discussion Regarding Estimates provided by Maintenance on costs to maintain/update repair FRI building: The next meeting will be held on July 18th at Fox River Industries. Gonyo explained what happened at the previous meeting.

Health: Current Health Abatements: None.

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

Policies/Procedures Update: Van Ness reported that staff are meeting with Schenck to review/revise fiscal policies and procedures to meet State/Federal guidelines.

Purchases: None.

Health & Human Services Budget 2016: No report.

Budget hearing August 8, 2016. 5:00 regular meeting 5:30

Committee Discussion: Director Position: Van Ness reported that the Director position is being advertised and the applications will be reviewed at the next DHHS meeting.

Administrative Committee Report: No meeting.

Finance: Reabe reported regarding the meeting. Reabe stated that the 2017 budget is to have 0% tax levy.

Personnel: Van Ness reported that the Department is advertising to fill three positions: Lead Bus Driver, Substance Abuse Clinical Therapist, and Public Health Nurse/Health Educator.

Property & Insurance: Trochinski reported regarding the meeting.

IT Committee: Waterbury reported regarding the IT Committee meeting.

Facilities & Security Committee Report: No report.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next special Health & Human Services Board meeting will be Monday, July 18, 2016 **at 5:00 p.m. at Fox River Industries.**

Future regular meeting - August 8, 2016 at the Green Lake County Government Center. Public Budget Hearing - 5:00; Regular meeting - 5:30.

Future Agenda Items For Action and Discussion:

Adjournment: Gonyo adjourned the meeting at 6:15 p.m..

DRAFT

RESOLUTION NO. __-2016

Relating to Increasing the part-time Deputy Veteran's Service Officer Position in the Veteran's Office to up to 1500 hours per year

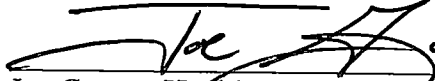
The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 16th day of August, 2016, does resolve as follows:

WHEREAS, Resolution No. 6-2013 created a part-time Deputy Veteran's Service Officer position in the Veteran Services Office working up to 1040 hours per year; and,

Roll Call on Resolution No. -2016

Submitted by Health and Human Services Committee and Personnel Committee

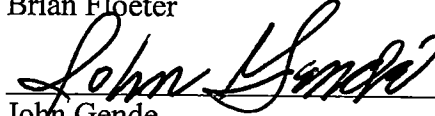
Aye __, Nay __, Absent __, Abstain __


Joe Gonyo, Health and Human Services & Personnel Chair

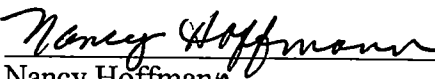
Passed & Adopted/Rejected this _____ day of _____, 2016


Nick Toney

County Board Chair


Brian Floeter

John Gende

Attest: County Clerk
Approved as to form:


Nancy Hoffmann

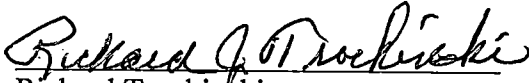
Corporation Counsel

Paul Schwandt



Harley Reabe

Robert Lyon



Richard Trochinski

Robert Schweder



Joy Waterbury

Sue Wendt

WHEREAS, the duties of the Deputy Veteran's Service Officer have increased in the three plus years since the position was created necessitating an increase in the amount of hours that may be worked per year; and,

WHEREAS, the Health and Human Services Committee and the Personnel Committee recommend that the Deputy Veteran's Service Officer position hours be increased to working up to 1500 hours per year.

NOW BE IT RESOLVED, that the Green Lake County Board of Supervisors increases the amount of hours for the Deputy Veteran's Service Officer up to 1500 hours per year in the Veteran's Services Office.

COMMISSION ON AGING ADVISORY MINUTES

July 20, 2016

Present: Dick Trochinski, Pat Flanigan, Harley Reabe, Barb Reif, Yolanda Gallegos, Barb Behlen

Others Present: Karen Davis; Betty Bradley; Betty Gross-Flanigan, Linda Van Ness

Requirements of Open Meeting Law have been met.

CALL TO ORDER:

The meeting was called to order at 9:32 a.m. by Trochinski at the Green Lake County Government Center.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA:

Motion/second (Reabe/Flanigan) made a motion to approve the agenda. All ayes. Motion carried.

ACTION ON MINUTES:

Motion/second (Trochinski/Flanigan) to approve the May 18, 2016 minutes. All ayes. Motion carried.

CHAIRMAN'S REMARKS: Trochinski updated Committee members regarding Committee meetings and the rules that need to be abided by. Trochinski reported that if the individual is not on agenda or not a Committee member they are not allowed to speak at a meeting unless asked to and except during "Public Comment".

APPEARANCES: None.

PUBLIC COMMENT: None.

CORRESPONDENCE: None.

GREATER WISCONSIN AGENCY ON AGING RESOURCES, INC (GWAAR): Bradley reported regarding the quarterly meeting. Bradley explained the funding formula used for Aging money. Bradley explained the different factors that are included to figure out the amount of money allotted to each County. Bradley reported that the allocations will change for Green Lake County due to changing the formula for determination of this funding. Bradley reported that they are looking at "putting in a floor" that no county can get less than a certain amount of funding. This is geared toward the Congregate Meal program.

Bradley reported that there was much discussion on the integration of Aging services and Aging and Disability Resources. Bradley explained what this would all entail. Discussion followed.

The Aging Conference will be in September 2016. Interested Committee members are welcome to attend.

HEALTH & HUMAN SERVICES BOARD REPORT Trochinski reported regarding the July Health & Human Services Board meeting.

Van Ness reported regarding the Director position and the 2017 budget preparations.

OLD BUSINESS: May & June Program Information: Bradley provided the May and June Program reports for Committee review. Discussion followed.

Bradley reported that as of July 1, 2016 the meal cost has changed to \$11.25/meal for the home delivered meal and 13.06 for congregate meals. For Seniors, the suggested donation is \$4.00 per meal.

Bradley reported that if an individual is under age 60 they would need to pay full cost. If the individual is on a family care program, that funding source needs to pay the full cost of meal. Discussion followed.

Bradley reported that All Saints Parish in Berlin, donated \$740.00 to the Berlin Senior Center for homebound meals on the Berlin route. Individuals received seven free meals.

Senior Picnic: Bradley reported that the Senior Picnic will be held August 12, 2016. Bradley updated Committee members that CJ's was contracted for the picnic at \$6.00/person.

Discussion followed regarding door prizes and entertainment. The theme is the Olympics.

NEW BUSINESS: Dementia Training: Bradley reported regarding the staff dementia training that as held recently. Discussion followed.

Bradley reported that the Alzheimer's Association did a community presentation in which there were only 2 individuals present. Discussion followed.

COMMITTEE DISCUSSION None.

Future Meeting Date: The next meeting of the Aging Advisory Committee will be September 21, 2016 at the Green Lake County Government Center at 9:30 a.m.

Future Agenda Items for Action and Discussion: budget, 85.21 grant, senior picnic, County Administrator

Motion/second (Flanigan/Behlen) to adjourn the meeting. All ayes. Motion carried.

The meeting adjourned at 10:33 a.m.

DRAFT

BEHAVIORAL HEALTH UNIT – 2016

July, 2016

(11) Emergency Detentions were done.

Fond du Lac County – DCP – Please refer to voucher list for actual cost and number of days

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

Brotoloc North –(One person) Please refer to voucher list for actual cost and number of days

Our House I, II, III LLC – (One Person) Please refer to voucher list for actual cost and number of days

Friends of Women in Recovery Beacon House –

Summit House- (One Person) Please refer to voucher list for actual cost and number of days

Pine Valley (one person) Please refer to voucher list for actual cost and number of days

IMD

Trempeleau County Health Care Center (One Person) Please refer to voucher list for actual cost and number of days

Winnebago Please refer to voucher list for actual cost and number of days

NOVA (One Peron) Please refer to voucher list for actual cost and number of days

Exodus: Please refer to voucher list for actual cost and number of days

Contractual Services – **CCS/CLTS:**

White Pines Consulting, Adams County Regional County CCS Activities: 0

Lutheran Social Services , Service Facilitation, \$2152.00

Steve Shekels: \$465.75 - service assessments, planning, supervision and facilitation.

KD therapy Services – (Katie Douglas) – Comprehensive Community Services (CCS) service assessments, planning, supervision and facilitation \$1563.7

Wellhoefer Counseling – CCS , service assessments, planning, supervision and facilitation. \$1223.79

Contractual Services – **Jail Recidivism:**

Community Options Inc - Please refer to voucher list for actual cost and number of days

Contractual Services – **Psychiatric/Psychological:**

Kent M Berney, PhD - @ \$175.00/hr

Dr. Maria Luisa Baldomero @ \$ 154.74/hr; \$2253.24

Dr. Shirely Dawson Medical Director \$12,875.00

L & R Physician Services: I & R Physician Services LLC ,Gail Tausch MD (e-psychiatry) \$6840.00

Court ordered evaluations: Sanford Bloom PhD. \$150.00/hr , 4.5 hrs = \$675.00; Marshall Bales MD . \$150.00/ hr + \$75.00/hr travel = \$525.00; Robert Schdgick PhD. 130/hr= \$500.00

CHILDREN & FAMILY SERVICES UNIT –July, 2016

Out-of-Home Care – as of 07/31/2016

Foster Care – Level I & II (Range of costs from \$232.00 to 2000.00)
A total of eight (8) children were in local foster care. All were in level II homes.

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

One (1) youth was placed in Residential Care at Rawhide during the month of June.

Court-ordered Relative Care (\$232.00 month per child)
Eight (8) children are in relative care.

Subsidized Guardianship – (\$225.00 month per child) – One (1) Court ordered relative placement was converted to a court-ordered subsidized guardianship.

Kinship Care – Voluntary (\$232.00 month per child)
Eleven (11) were in Kinship care at month's end.

Other Exceptional Costs:

Family Training Program - Parent Training & Education:

Eight (8) families in service in July, 2016 - 785.00/ month. One (1) Family at 1487.00/month (Crisis) . Fifteen (15) parents participated in the program that with a total of fifteen (15) children, in home.

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

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

Community Options Inc. - Mentoring Program/Specialized Services: Child care; mentoring; specialized SHC and specialized RN.

Nancy Baker – In-Home Therapy.

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

Pillar & Vine – Visitation supervision & transportation Services for children in Foster Care.

Lutheran Social Services - CCS – Service Facilitation.

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

.
Meta House, Inc. - \$6650.00 Residential Drug Treatment for one (1) adult female and infant.

STOP - GPS monitoring for youth.

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

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

Healthlink - Hair follicle testing

Economic & Child Support Report

Economic Support:

Operation Backpack give-a-way is Thursday, August 18th at the Boys 'n' Girls Club in Berlin. We have almost 250 kids in Green Lake County signed up to receive school supplies. We again were able to provide athletic shoes to children Kindergarten to 5th grades.

The East Central Consortia Call Center has been busy. The Consortia took 18,283 calls in the month of July.

Child Support:

Child Support has been officially moved to Health & Human Services. Sue Nagel, Calumet County Child Support Lead Worker, has been in Green Lake County two times per week. Sue has provided significant support and guidance.

James Weed will be undertaking Child Support as well as Economic Support. Currently, we have him scheduled to perform Child Support functions 16 hours per week.

93 applications were received for the open Child Support position. Interviews start this week.

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DEPARTMENT OF HEALTH & HUMAN SERVICES

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Health Unit Report
July 2016

*Interviews were held for a 3rd inspector for the Tri-County Environmental Health program after the Montello staff member resigned. After the interviews, we decided to re-advertise. Position remains open.

*Interviews were held for the vacant Public Health Nurse/Nurse Educator position. We hope to have that filled in August.

*We have been working very hard on our next Community Health Assessment with 6 surrounding counties. It should be completed in August.

*The Health Advisory Committee met and passed a Communications Policy which addresses health literacy and health numeracy. The CDC guide "Simply Put" will be used as a guide to make sure our information is understandable to the general public.

*A meeting was called with Berlin School staff to strategize about getting more mental health services in the school. This is part of the Green Lake County Wellness Coalition Action Team work plan.

* I attended the Sexual Assault Response Team (SART) and a discussion was held regarding the slow process of prosecution for cases. According to detective Crump, cases are taking approximately 2 ½ years to come to court. The group suggested having victims write advocacy letters to the judge and D.A. to speed up the process. According to Detective Crump, 2 ½ years especially when it is a child, which it frequently is, is just too long.

* I had the privilege of meeting with Governor Walker and about 35 other individuals to discuss the future of the state. I think he got good information about community concerns. A press release was shared regarding this visit to Berlin.



Respectfully Submitted by,

Kathryn S. Munsey, RN
Green Lake County Health Officer

Environmental Health
Green Lake County
JULY 2016

- Animal Bites: # of investigations – 5 (4 bat/human, 1 bat/dog)
Reported Animal Bites – 0
Animal Quarantines for Animal v. Human Exposures – 0
Animal Quarantines for Animal v. Animal Exposures – 1
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 – 1 – dog is currently in isolation for 6 months for violation of vaccination requirement and exposure to bat.
Animals Sacrificed for Exhibiting Symptoms of Rabies or Being Rabies Suspects- 4 bats sent in for rabies testing, and one was inconclusive. Person did rabies shot series.
- Well Water: 2 phone calls regarding well testing. Several bacteria/nitrate test kits distributed.
- Lead: Completed exam for lead certification.
- Sewage: None.
- Solid Waste: None.
- Radon: 1 test kit distributed.
- Housing: Call from a woman concerned about her mother-in-law's living conditions. Woman had already spoken with other departments and found that her mother-in-law did not qualify for services, and she did not wish to accept any help. Home is very rural so no public health concern.
- Call about rental property in Berlin. Talked to landlord and he had the apartment scheduled to be looked at. Talked to the landlord 2 weeks later and issues resolved.
- K. Munsey responded to a complaint in the City of Berlin regarding a house. Utility company had done some work in the house, and made a referral to the City of Berlin police department. K. Munsey visited home with Officer Trochinski. The outside of the home was not a concern, but the inside was very unclean. Home is owner-occupied so K. Munsey talked to owner about cleaning up house for his own health. Wrote letter summarizing the visit, and scheduled to re-visit home in August. K. Munsey told Berlin PD Health Department cannot write abatement orders because it is owner-occupied and is not affecting general health of the public.
- Vector: Call from Jennifer Pollesch re: property on Little Green Lake that had issues last summer. Grass is very high and neighbors worried about rodents. Visited property and did not see any evidence of rodents around the house. Grass does need to be cut but house appeared to be closed tight.
- Call about rat infestation at Tucked Away restaurant and neighboring property in Marquette. Operator of Tucked Away stated she did see a rat in the dumpster. They called waste service and had old dumpsters removed. Bottoms had rusted through and evidence of heavy activity of rodents was obvious. Neighboring home had

evidence of rats including a dead and decaying rat carcass. Issued orders to owners of home, and orders to restaurant to eliminate rodents. Owners of house have been in contact with HD and are fulfilling orders.

Asbestos: None.

Food/Water Illness None.

Abandoned Bldgs: Went on site visit with K. Munsey to property in Berlin. Neighbors complaining about a condo unit that had been struck by lightning back in December, and property was still sitting there in disrepair. Talked to the owner of the property, and there was an insurance dispute and that is why building had not been torn down yet. Owner stated that building was to be demolished in a few days. Drove by property a few days later and excavator was on site. Building has been demolished.

Other: Call from S. Prellwitz from Green Lake Association regarding safety of swimming in Green Lake with the large number of dead carp in lake. She had complaints of dysentery and a dog being sick. She provided complaints to DNR. Continue to work with Sheriff's Department on a house where methamphetamine was cooked. Placard on house by K. Munsey, and issued order of abatement to owner who is incarcerated. Owner's mother has contacted HD several times but is not taking responsibility for clean up. House is being monitored by Sheriff's Department.

Call from a man who swims in Spring Lake complaining of bites. Typical symptoms of swimmer's itch. Referred him to DNR website and talked to him about what to do.

Agent 15 regular inspections in all 3 counties, most of which were large rec ed camps, some of which have multiple licenses. Still helping to cover Marquette County. Complaint received about a licensed facility not wearing gloves when handling ready-to-eat foods. Called facility and told them about complaint. Received complaint about home owners renting a house without a license. Referred to S. Ledered for follow-up. Working with restaurant owner on installing a new hood ventilation system. Several contacts with DSPS, local fire inspector and owner. Interviews in Waushara County, but no offers made to interviewees. 1 day vacation and 1 holiday.

RESOLUTION NUMBER ___ - 2016

RELATING TO CREATING THE CLTS/CCS SERVICE FACILITATOR POSITION

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

WHEREAS, the Department of Health & Human Services was recertified to provide Comprehensive Community Services (CCS), to individuals with mental health issues; and,

WHEREAS, the Department of Health & Human Services has one contracted CCS service facilitator with a full caseload,

WHEREAS, the Department of Health & Human Services also provides Service Facilitation for children who are developmentally disabled, Severe Emotional Disturbance or physically disabled through the Children's Long Term Support (CLTS) program ,

WHEREAS, the need for these programs is growing to the point that a second worker is needed to meet the needs of the consumers waiting for services and community-based services are more cost effective than placing individuals in institution placements

WHEREAS, these programs is fully funded by the State at 100% reimbursement; and,

NOW, THEREFORE, BE IT RESOLVED, that the Green Lake County Board of Supervisors authorizes the creation of the CLTS/CCS Service Facilitator position. See attached Fiscal Note. This position will be fully funded by Medicaid funding.

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

With the recommendation to Approve/Disapprove

Aye_, Nay_, Absent_, Abstain_.

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

County Board Chairman

ATTEST: County Clerk Approved as to Form

Corporation Counsel

Nick Toney, Vice Chairman

Brian Floeter, Member

Joe Genyo,, Chairman

John Gende, Member

Joy Waterbury, Member

Nancy Hoffmann, Member

Richard Trochinski, Member

Harley Reabe, Member

Vacant, Member

NOW, THEREFORE, BE IT FURTHER RESOLVED, in the event that this position is no longer fully funded by state or federal grant or other funding, and if tax levy is necessary to fund this position, it shall be eliminated when all current state or federal funds are exhausted.”

7/13/2016

FISCAL NOTE - PERSONNEL COSTS

DEPARTMENT:	DEPARTMENT OF HEALTH & HUMAN COMMITTEE: HUMAN SERVICES							ACCOUNT #:		
POSITION TITLE	NAME	RATE	HOURS	WAGE	FICA	RET-C	HEALTH INS	L-INS	TOTAL	
HSESU	CLTS/CCS Service Facilitator	Vacant	20.43	2,080.00	42,494.40	3,250.82	2,804.63	20,846.50	25.00	69,421.35

This position will be fully funded with Medicaid funding
This is a case management position that will bill Medicaid through the CLTS and CCS programs.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CLTS/CCS Service Facilitator

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH SERVICES UNIT MANAGER

SUMMARY:

To provide strength and community-based, case management and service facilitation to individuals and families, covering a wide range of behavioral health, developmental and physical disabilities.

DUTIES AND RESPONSIBILITIES:

- Approximately 50% of the time is spent providing case management and coordination of services for children and their families in the CLTS (Children's Long-Term Support) program. This includes intake and performing functional screens, assessment, care planning and service arranging; advocating on behalf of the participant to secure the resources needed to obtain the services identified in care planning, and ongoing monitoring.
- Approximately 40% of the time is spent providing case management and coordination of services for individuals and families in the county's CCS (Coordinated Community Services) This includes performing functional screens, assessments and determining areas of service needs, development of treatment plans/recovery plans, providing supportive counseling, education, and assisting in areas of need are also required for the position. The applicant will be setting up and facilitating team meeting and ensure the individualized treatment/recovery plans and service delivery for each individual is coordinated, monitored, and designed to support the individual in a manner that supports the consumer to achieve the highest possible level of independent functioning.
- This time also includes being a Team Leader or Team Member providing mental health services either in the office or in-home. The applicant will be expected to follow legal, organizational and contractual requirements, laws and policies, prepare, complete and submit required items by due dates and required timelines, establish and maintain good communication, collaboration, and cooperation with all stakeholders, and perform other duties as assigned.
- Approximately 5% of the time is spent maintaining behavioral health/CLTS charts. This would include completing necessary forms, (i.e., release of information, insurance claims, scheduling appointments, etc.).
- The remaining time is spent attending and participating in staffing's, in-services, supervision and trainings.

SKILLS AND ABILITIES:

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

QUALIFICATIONS:

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

EXPERIENCE / JOB KNOWLEDGE: Considerable experience working with mental health and developmental disability populations.

A willingness to learn and grow professionally.

WORKING CONDITIONS:

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

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

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

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

07/11/2016