

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.

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*** AMENDED Post Date: 12/13/17**

The following documents are included in the packet for the Department of Health & Human Services Board held on Monday, December 11, 2017

- December 11, 2017 DHHS meeting agenda 5:00 p.m.
- DHHS Draft Minutes – November 13, 2017
- Draft Aging Advisory Committee Minutes – November 16, 2017
- Draft Transportation Coordinating Committee – November 15, 2017
- *ADVOCAP's 2018 Capacity Building Goals
- Resolution Relating to the Contract for Creating a new Multi-County Aging and Disability Resource Center
- Agreement Between Adams – Green Lake – Waushara Counties to Create & Maintain an Aging and Disability Resource Center Pursuant to §§46.283 & 66.0301, Wis. Stats.
- Credit Card Approval – Behavioral Health Unit Manager
- Health Unit November Report
- Environmental Health November Report



**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: December 11, 2017 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
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 11/13/17
6. Appearances:
7. Correspondence:
8. Veteran's Service Office Report
9. Advisory Committee Reports
 - Aging Advisory Committee – (Trochinski)
Meeting - Meeting – November 16, 2017
 - Family Resource Council – Meeting December 4, 2017
(Trochinski)
 - Transportation Coordinating Committee – Meeting
November 15, 2017 (Trochinski)
 - ADVOCAP/Headstart Report (Gonyo/Waterbury)
 - ADRC Coordinating Committee – November 16, 2017
(Gende/Waterbury)
10. Unit Reports
 - Aging/ADRC Unit
 - Resolution Relating to the Contract for Creating a
new Multi-County Aging and Disability Resource
Center
 - Behavioral Health Unit
 - Behavioral Health Unit Manager
 - Credit Card Approval
11. Committee Discussion
 - The Board May Confer With Legal Counsel
 - Future DHHS Meeting Date (February 12,
2018 at 5:00 p.m.)
 - Future Agenda items for action & discussion
12. 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, NOVEMBER 13, 2017 AT 5:00 P.M.

PRESENT: Joe Gonyo, Chairman
Nick Toney, Vice Chairman
Harley Reabe, Member
Richard Trochinski, Member
Joy Waterbury, Secretary
Nancy Hoffman, Member
Tom Reif, Member
Brian Floeter, Member

EXCUSED: John Gende, Member

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

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 County Board Chair Reabe.

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

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

Action on Minutes: Motion/second (Waterbury/Reabe) to approve the minutes of the 10/17/17 Health & Human Services Board meeting as presented. All ayes. Motion carried.

Appearances: None.

Correspondence: None.

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

Advisory Committee Reports: Aging Advisory Committee Report: Trochinski reported regarding agenda items for the next meeting which will be held on November 16, 2017.

Health Advisory Committee: The meeting was held on October 11, 2017. Hoffman reported regarding the meeting.

Advocap/Headstart Report: Waterbury and Gonyo reported regarding the meeting.

Unit Reports: Administrative: Health & Human Services Billing Update: Jerome updated Committee members regarding the resignation of our Billing Specialist and one of our Data Entry Specialist/Receptionist posting into that position and now the need to fill the Data Entry Specialist/Insurance Verification Representative position. Jerome reported that billing will continue on a regular basis during the transition.

Aging/ADRC Unit: The report was in the packet. (See attached.)

Meal Bids: Jerome reported that the Aging Advisory Committee is recommending to continue with the present vendors to provide senior meals: Berlin Senior Center and Feils Catering. Motion/second (Trochinski/Waterbury) to approve the caterer bids for senior meals - Berlin Senior Center and Feils Catering. All ayes. Motion carried.

85.21 Grant: Jerome presented the proposed 85.21 grant for approval. Motion/second (Trochinski/Reabe) to approve the proposed 85.21 grant proposal. All ayes. Motion carried.

2018 Aging Budget: Jerome presented the proposed 2018 Aging budget for Committee review. Motion/second (Trochinski/Toney) to approve the proposed 2018 Aging budget.

Behavioral Health Unit/Health Unit: Letter of Support - Community Collaborations Grants - CWHP (Central WI Health Partnership): Munsey was present and explained the need for a letter of support for the Community Collaborations grant proposal. (See attached.) Motion/second (Waterbury/Trochinski) to approve sending a letter of support for the Community Collaborations Grants - CWHP).

2017 - 2022 Health Improvement Plan: Munsey explained the 2017 - 2022 Health Improvement Plan as presented. (See attached.)

Policies/Procedures Update: Your Information, Your Rights, Our Responsibilities (HIPAA) Policy: Jerome presented the "Your Information, Your Rights, Our Responsibilities (HIPAA)" policy for Committee review. (See attached.) Discussion followed. (Motion/second) (Floeter/Waterbury) to approve the "Your Information, Your Rights, Our Responsibilities (HIPAA) Policy. All ayes. Motion carried.

Billing and Collections: Jerome presented the revised "Billings and Collections" policy for Committee review. Motion/second (Reabe/Floeter) to approve the Billings and Collections Policy. All ayes. Motion carried.

Inpatient Billings and Collections Policy: Jerome presented the revised "Inpatient Billings and Collections Policy. Motion/second (Reabe/Reif) to approve the Inpatient Billings and Collections Policy. All ayes. Motion carried.

Purchases: Cell Phone Upgrade - Behavioral Health Unit: Jerome updated Committee members regarding the request for a cell phone upgrade for the Behavioral Health Unit. (See attached.) Discussion followed. Waterbury/Toney) to recommend approval to upgrade of the i-Phone from a flip phone for the Behavioral Health Unit. All ayes. Motion carried.

Health & Human Services Budget 2018: No discussion.

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, December 11, 2017 **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 5:34 p.m.

DRAFT

COMMISSION ON AGING ADVISORY MINUTES

September 21, 2017

Present: Dick Trochinski, Barb Behlen, Pat Flanigan

Others Present: Betty Bradley, Karen Davis

Excused: Yolanda Gallegos, Barb Reif, Harley Reabe

Requirements of Open Meeting Law have been met.

CALL TO ORDER:

The meeting was called to order at 10:30 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 (Flanigan/Behlen) to approve the agenda. All ayes. Motion carried.

ACTION ON MINUTES:

Motion/second (Behlen/Flanigan) to approve the September 21, 2017 minutes. All ayes. Motion carried.

APPEARANCES: None.

CORRESPONDENCE: None.

GREATER WISCONSIN AGENCY ON AGING RESOURCES, INC (GWAAR): Bradley reported that she attended a meeting in October. Bradley reported that the Nutrition Program changes and guideline requirements were reviewed. Bradley reported that a consultant will come to the Berlin Senior Center to help the Berlin Senior Center get the menus in compliance with the nutrition requirements to be implemented in early 2018.

Bradley reported that in January 2019 all counties are required to be in compliance with the new guidelines. Bradley reported that this will help reduce costs by the county being in compliance.

Bradley reported that the 3-year plan for Aging funds was discussed and the new plan for 2019-2021. Bradley reported that the plan is due at the end of 2018 but will be worked on throughout the year. Bradley reported that the focus is on more senior input in the plan. Bradley reported that there are 3-4 categories that Green Lake County writes a plan for. Bradley reported that she is planning on increasing the public listening sessions.

Bradley reported that she is developing a set of interview questions to interview seniors regarding what they see as the needs of the community and how the needs of seniors are met or not met. Committee members/staff will conduct interviews. Discussion followed.

Bradley will be presenting the draft plan at the July meeting. Public hearings will be held after that.

HEALTH & HUMAN SERVICES BOARD REPORT Trochinski reported regarding the 2017 - 2022 Health Improvement Plan.

Trochinski reported that the meal bids were approved by the Health & Human Services Board for Feils/Berlin Senior Center to continue as vendors.

Advocacy: Bradley reported that the Older American's Act requires us to advocate for seniors. Bradley explained regarding the seven bills in the Alzheimer's and Caregiver Bill package. (See attached.) Discussion followed.

Bradley reported that there was a Dementia Specialist hired which will be providing some services to Green Lake County residents. Discussion followed.

September & October Program Information: Bradley provided the September and October Program reports for Committee review. (See attached.) Discussion followed.

85.21 Program: Bradley presented/explained the 85.21 program grant for Committee review/approval. Discussion followed. Motion/second (Behlen/Flanigan) to recommend approval of the 85.21 program grant proposal. All ayes. Motion carried.

2018 Aging Plan: Bradley presented/explained the 2018 Aging Plan for Committee review/approval. Discussion followed. Motion/second (Behlen/Flanigan) to approve the 2018 Aging Plan. All ayes. Motion carried.

COMMITTEE DISCUSSION No discussion.

Future Meeting Date: The next meeting of the Aging Advisory Committee will be Wednesday, January 17, 2018 at the Green Lake County Government Center at 10:30 a.m.

Future Agenda Items for Action and Discussion:

Motion/second (Flanigan/Behlen) to adjourn the meeting. All ayes. Motion carried. The meeting ended at 11:15.

DRAFT

TRANSPORTATION COMMITTEE MEETING

At Fox River Industries

November 15, 2017

9:00 a.m.

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

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

9:00 - 10:00 PUBLIC HEARING Regarding 2018 Specialized Transportation Association Grant: The public hearing was opened by Bender at 9:00 a.m. Present were: Schuh, Bradley, Bender, Beuthin, Bernhagen, Neuman.

Bradley distributed and explained the 85.21 Application for 2018 funds to Committee members. No public were in attendance. There was discussion regarding the grant application.

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

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

Pledge of Allegiance: The Pledge of Allegiance was recited.

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

Action on Minutes: Motion/second (Trochinski/Neuman) to approve the minutes of the 4/12/17 meeting. All ayes. Motion carried.

Appearances: None.

Public Comment: None.

Correspondence: None.

85.21 Specialized Transportation Association Grant Application: Bradley asked for any further input regarding the 85.21 Specialized Transportation Association Grant application. None given. Motion/second (Bernhagen/Trochinski) to approve the 85.21 Specialized Transportation Association Grant application. All ayes. Motion carried.

5310 Grant Update: Schuh updated the Committee on the 5310 operating expense grant and reported that he is now able to submit cost and get reimbursement on operating expenses.

Schuh reported regarding an operating grant that was applied for in the amount of \$80,000.00 for 2018. Green Lake County was approved for an operating grant but only received \$60,453.00 which was still good news. The funds will be used for repair bills for vans and stuff.

Schuh reported that two vehicles have been ordered for Fox River Industries through grant funding and should be received in March 2018. Schuh reported that one bus was sold for \$3,000.00.

Gas/Repair Costs: Schuh reported that costs for gas - \$2.296 and diesel - \$2.377 this year.

Committee Discussion: Schuh reported that on April 10, 2018 there will be a WISDOT East Central Wisconsin Regional Planning Committee Transportation meeting in Green Lake. Committee members will be invited to attend.

Future Meeting Date: The next meeting will be held on April 25, 2018 at 9:00 a.m..

Future Agenda Items After Action and Discussion: 85.21 grant updates; 5310 grant update; election of officers; Veterans transportation report; Care Wisconsin Transportation; WISDOT meeting

Adjournment: Bender adjourned the meeting at 10:20 a.m.

ADVOCAP's 2018 CAPACITY BUILDING GOALS

Board & Staff are Trained and Equipped

Board members will have participated in training concerning poverty, ADVOCAP programs and services, and board member responsibilities.

All staff will have attended at least one agency sponsored training designed to strengthen individual and inter-departmental connections and commitment to ADVOCAP's mission.

New staff orientation sessions will be held quarterly to provide consistent & comprehensive information on ADVOCAP's history, mission, vision, values, services and policies.

Agency Responsiveness and Effectiveness is Strengthened

80% of respondents to ADVOCAP's customer service survey will have indicated that agency services were delivered in a respectful manner and that their identified needs were met.

A semi-annual customer survey will be developed and administered by departments which will contain agency wide information and specific program feedback.

An annual agency risk assessment will be conducted by executive management and risk mitigation activities completed.

At least 11.5 million dollars will have been secured to maintain or expand ADVOCAP's services.

ADVOCAP will implement marketing and private sector resource development initiatives resulting in at least \$50,000 of new private investment in ADVOCAP.

ADVOCAP will re-examine Fund for Fines protocols and explore options for “behind the wheel” driver training for low income people.

ADVOCAP will expand efforts to support local enterprises; growing and preserving local produce; and use of local renewable energy by the agency and its constituency.

ADVOCAP 2018 PERFORMANCE TARGETS

Goal 1: Individuals and families with low incomes are stable and achieve economic security

Department	Program Description	Population and number to be served	Projected Measureable Program Outcomes
Affordable Housing	<i>Homeless Services</i>	75 homeless clients receiving intensive services	30 Complete Life Skills Training
Affordable Housing	<i>Homeless Services</i>	100 homeless clients assessed	45 secure permanent housing within 45 days
All Departments	<i>Emergency Services, Bridges, Community Response Funds.</i>	250 Low-income households	250 Receive temporary shelter, avoid eviction, or avoid foreclosure
All Departments	<i>Emergency Services, Bridges, Community Response Funds.</i>	75 Low-income households	75 avoid utility disconnection, reinstate utilities, or avoid heating fuel shut-off.
Affordable Housing	<i>Affordable rental housing</i>	90 Low-income households	90 households provided with permanent rental housing, owned or managed by ADVOCAP
Affordable Housing	<i>Coaching/People Achieving Self Sufficiency</i>	50 Low income households	20 Households will achieve a measurable increase in at least one dimension in their life
Affordable Housing	<i>Emergency Services/Bridges</i>	1,000 low income Winn. Co. residents	850 will have basic needs met
Employment & Training	<i>Job Placement</i>	477 un/underemployed individuals	140 will have secured unsubsidized employment
Employment & Training	<i>Self Sufficiency through quality jobs</i>	140 who gained employment	50 will obtain fringe benefits
Employment & Training	<i>Job Retention</i>	140 who gained employment and received follow-up	55 retained employment for at least 90 days
Employment & Training	<i>Occupational Training</i>	331 individuals enrolled in employment skills training	83 successfully complete with certification
Employment & Training	<i>Adult Basic Education</i>	120 high school drop outs	30 increase remedial skills by at least two grade levels
Employment & Training	<i>Access to job opportunities</i>	1,500 Job seekers	1,500 New customers will receive employment support services through area job centers.
Employment & Training	<i>Adult Basic Education</i>	120 high school drop outs	10 obtain their GED/HSED Certificate or HS diploma

Employment & Training	<i>Occupational Training</i>	331 individuals enrolled in employment skills training	90 receive assistance with fees and materials
Business Development	<i>Transportation Barrier Removal</i>	75 Low-income individuals who need a vehicle to retain employment	20 will obtain a loan and purchase a vehicle to get to and from work
Business Development	<i>Transportation Barrier Removal</i>	5 Low-income, employed individuals whose vehicles need repair so they can maintain employment	5 loans or grants will be provided for vehicle repairs so people don't lose their jobs due over personal transportation issues.
Business Development	<i>Transportation Barrier Removal</i>	15 Low-Income individuals who apply for assistance to pay off fines to reinstate their driver's licence or vehicle registration	3 will reactivate or retain their license or registration so they can get to and from work.
Head Start	<i>Child Health</i>	180 newly enrolled children	175 will have obtained age appropriate immunizations, medical and dental care within 90 days
Head Start	<i>Child Development</i>	255 low income HS children	240 will meet or exceed widely held expectations in each of six child development domains
Head Start	<i>Family Development</i>	360 Head Start families	150 will have achieved 50% of their identified family development goals
Head Start	<i>Father Engagement</i>	75 Low-income fathers	75 fathers will have participated in activities with their children
Volunteer Services	<i>Foster Grandparent Services</i>	204 high risk children	153 children served by Foster Grandparents will improve in academic engagement.
Volunteer Services	<i>Senior Friends</i>	25 older adults	20 older adults, who are vulnerable and live alone, will report being less isolated and lonely.
Volunteer Services	<i>Retired and Senior Volunteer Program</i>	160 volunteers who serve at least 100 hours annually	100 will report increased life satisfaction due to their volunteerism
Food & Nutrition	<i>Senior Nutrition Program</i>	1,100 independent & frail elderly and persons with disabilities in Winnebago County	109,000 nutritious meals will provide seniors with essential basic food needs so they can remain as independent as possible.
Head Start	<i>Child Nutrition</i>	435 Children from low-income families	60,000 meals and snacks will ensure Head Start children are not hungry and, therefore; can focus on learning and socialization.

Goal 2: Communities where low income people live are healthy and offer economic opportunities.

Department	Program Description	Population and number to be served	Projected Measureable Program Outcomes
Affordable Housing	<i>Agency rental housing assets</i>	100 households	100 Units of Housing obtained, retained or improved
Affordable Housing	<i>Homebuyer services</i>	2 Low-income homebuyers	2 Units of affordable/accessible housing created
Business Development	<i>Business Loans</i>	40 Business loan recipients	26 will have been current on their loans for 9 consecutive months
Food & Nutrition	<i>Senior Nutrition Program</i>	385 nutrition program customer survey respondents	At least 327 indicate that the program helped them to live more freely where they choose, and that they eat healthier foods.
Food & Nutrition	<i>Community Gardens in Oshkosh and Ripon</i>	90 Households	90 Households will have access to locally grown produce and skills to be more self sufficient
Food & Nutrition	<i>Food Assistance to Food Pantries and Feeding Programs</i>	At least 5,000 Households	5,000 Households will have received 3,100,000 pounds of emergency food to help sustain their basic food needs.
Home Weatherization	<i>Energy conservation measures for low income homeowners and renters</i>	500 low-income household applicants	200 housing units will be weatherized to conserve energy and lower fuel costs.
Home Weatherization	<i>Energy conservation measures for low income homeowners and renters</i>	500 low-income household applicants	165 households will have received limited home weatherization services to improve energy efficiency.
Home Weatherization	<i>Emergency furnace repair and replacement</i>	120 low-income households	120 Households will have furnaces repaired or replaced due to emergency heat situations.

Goal 2: Communities where low income people live are healthy and offer economic opportunities.

Department	CSBG Goal(s) Addressed By Program	Program Description	Population and number to be served	Projected Measureable Program Outcomes
Affordable Housing	2		At least 100 households	100 Units of Housing obtained, retained or improved
Affordable Housing	2		2 Low-income homebuyers	2 Units of affordable/accessible housing created
Business Development	2		40 Business loan recipients	26 will have been current on their loans for 9 consecutive months
Food & Nutrition	2		385 nutrition program customer survey respondents	At least 327 indicate that the program helped them to live more freely where they choose, and that they eat healthier foods.
Food & Nutrition	2	<i>Community Gardens in Oshkosh and Ripon</i>	90 Households	90 Households plant, harvest, and preserve produce from their garden
Food & Nutrition	2	<i>Food Assistance to Food Pantries and Feeding Programs</i>	At least 5,000 Households	Will have received 3,100,000 pounds of Food
<i>Home Weatherization</i>	2	<i>Energy conservation measures for low income homeowners and renters</i>	500 low-income household applicants	200 housing units will be weatherized
<i>Home Weatherization</i>	2		500 low-income household applicants	165 households will have received limited home weatherization services
Home Weatherization	2		120 low-income households	120 Households will have furnaces repaired or replaced due to emergency

Goal 3: People with low incomes are engaged and active in building opportunities in their communities.

Department	Program Description	Target population	Projected Measureable Program Outcomes
Affordable Housing	<i>Homebuyer services</i>	8 Low-Income Homebuyers	8 Low-income homebuyers invest personal assets, on average of \$3,000, to purchase a home.
Business Development	<i>Job creation</i>	50 Low-income entrepreneurs	25 jobs will be created
Business Development	<i>Business creation and expansion</i>	50 Low-income entrepreneurs	20 businesses will be started or expanded
Business Development	<i>Business creation and expansion</i>	20 Low income entrepreneurs	5 green jobs will be created
Volunteer Services	<i>Retired and Senior Volunteer Program</i>	50 Non-profit organizations	38 report an increase in their capacity to meet their mission.
Volunteer Services	<i>Volunteer Transportation</i>	75 older adults	42 will report their ability to remain more independent
Volunteer Services & Head Start	<i>Volunteers for Senior Friends, Retired & Senior Volunteer Services, Transportation Services, Foster Grandparent Program, and Head Start</i>	600 volunteers	80,000 hours of service provided by volunteers in the community
Shared Services, Volunteer Services, Food & Nutrition, and Head Start	<i>Board and Program Advisory Committee Volunteers.</i>	85 volunteers	85 volunteers participated on ADVOCAP Board, Board Committees, and Program Advisory Committees.
Food & Nutrition	<i>Senior Nutrition Program</i>	1,000 independent & frail elderly and persons with disabilities in Winnebago County	Average of \$2.00 contribution by consumers toward cost of meal

Goal 3: People with low incomes are engaged and active in building opportunities in their communities.

Department	CSBG Goal(s) Addressed By Program	Program Description	Target population	Projected Measureable Program Outcomes
Affordable Housing	3		8 Low-income Homebuyers	8 Low-income homebuyers invest personal assets, on average of \$3,000, to purchase a home.
Business Development	3		50 Low-income entrepreneurs	25 jobs will be created
Business Development	3		50 Low-income entrepreneurs	20 businesses will be started or expanded
Business Development	3		20 Low income entrepreneurs	5 green jobs will be created
Volunteer Services	3	<i>Retired and Senior Volunteer Services</i>	50 Non-profit organizations	38 report an increase in their capacity to meet their mission.
Volunteer Services	3	<i>Volunteer Transportation</i>	75 older adults	42 will report their ability to remain more independent
Volunteer Services	3	<i>Volunteers for Senior Friends, Retired & Senior Volunteer Services, Transportation Services, Foster Grandparent Program, and Head Start</i>	600 volunteers	80,000 hours of service provided by volunteers in the community
Volunteer Services	3	<i>Board and Program Advisory Committee volunteers.</i>	85 volunteers	85 volunteers participated on ADVOCAP Board, Board Committees, and Program Advisory Committees.
Food & Nutrition	3		1,000 independent & frail elderly and persons with disabilities in Winnebago County	Average of \$2.00 contribution by consumers toward cost of meal

RESOLUTION NUMBER -2017

Resolution Relating to the Contract for Creating a new Multi-County Aging and Disability Resource Center

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 19th day of December, 2017, does resolve as follows:

- 1 **WHEREAS**, on August 15, 2017, the Green Lake County Board of Supervisors
- 2 approved Resolution No. 15-2017 Relating to the Creation of a New Multi-County Aging
- 3 and Disability Resource Center; and,

Fiscal note is not applicable.

Majority vote is needed to pass.

Roll Call on Resolution No. -2017

Submitted by DHHS Board:

Ayes , Nays , Absent , Abstain 0

Passed and Adopted/Rejected this 19th day of December 2017.

Joe Gonyo, Chair

Nick Toney, Vice-chair

County Board Chairman

Brian Floeter

ATTEST: County Clerk
Approve as to Form:

John Gende

Corporation Counsel

Nancy Hoffman

Tom Reif

Harley Reabe

Richard Trochinski

Joy Waterbury

4 **WHEREAS**, the Adams, Green Lake and Waushara County Corporation Counsels
5 have conferred between themselves and their respective Human Services Departments
6 and drafted an Agreement to Create and Maintain an Aging and Disability Resources
7 Center Pursuant to §§46.283 & 66.0301, Wis. Stats.

8 **NOW THEREFORE BE IT RESOLVED**, the County Board of Supervisors of Green
9 Lake County, Wisconsin hereby ratifies the attached Agreement to Create and Maintain
10 an Aging and Disability Resources Center Pursuant to §§46.283 & 66.0301, Wis. Stats.

11 **BE IT FURTHER RESOLVED**, that County Board Chair, Harley Reabe is authorized to
12 sign the agreement and bind the County thereto.

Agreement between Adams – Green Lake – Waushara Counties
to Create & Maintain an Aging and Disability Resource Center Pursuant to
§§46.283 & 66.0301, Wis. Stats.

A. Purpose of Agreement

The purpose of this Agreement is for the three counties to authorize the formation of an Aging and Disability Resource Center (ADRC) in the tri-county area and to delineate the responsibilities of each of the counties under this agreement.

In order to accomplish the purpose, the counties agree that the following agencies will cooperate and work together to implement the terms and purposes of this agreement: Adams County Health & Human Services Department, Green Lake County Department of Health & Human Services; Waushara County Department of Aging Services; and Waushara County Department of Human Services.

All parties agree to implement the ADRC serving Adams, Green Lake and Waushara Counties in accordance with the ADRC Scope of Services.

B. The Counties authorize a Management Team to oversee the Tri-County ADRC. The Team and the Counties will have the responsibilities as set forth in this section.

The Team shall have the following Membership:

ADRC Tri-County Director

Director, Adams County HHSD
ADRC/Aging Manager Adams County HHSD

Director, Green Lake County DHHS
Aging/Long Term Support Unit Manager, Green Lake County DHHS

Director, Waushara County DHS
Director, Waushara County Department of Aging
Long Term Support Manager, Waushara County DHS
Waushara County Fiscal manager DHS

Responsibility of the Team:

- Conduct semi-annual meetings to provide oversight to the development and ongoing services provided by the ADRC.

- Develop recommendations for policies, procedures, and memorandums of understanding for the Aging and Disability Resource Center of Adams, Green Lake and Waushara Counties for review and approval of the Governing Board
- Develop and maintain operating budget to be approved by the Governing Board
- Report ADRC activity to respective agency boards as requested
- Share access to client information through a common client database, also known as SAMsIR. It is understood that data is accessed strictly on a need to know basis and in accordance with State requirements for consortiums.

Fiscal/Contract Administration:

Waushara County will operate as fiscal agent for the ADRC. Waushara County will be the State contact as relates to fiscal reporting and contract monitoring.

ADRC Counties – Adams/Green Lake/Waushara shall all comply with the reporting requirements as required in the State contract. Adams County, Green Lake County and Waushara County Aging shall submit monthly invoices to Waushara County DHS itemizing all expenses. Monthly ADRC costs will be allocated based on invoices and time study data submitted to Waushara County DHS by the end of the month following the reporting month.

Each county will comply with all 100% time reporting requirements.

Waushara County will reimburse Adams/Green Lake and Waushara Aging agreed upon contract and federal reimbursement expenses by the following month in which the invoice/spreadsheet is received and report combined consortia expenses to the State.

ADRC Director:

- Involved in interview and hiring process of all ADRC employees
- Responsible for new staff orientation and training for all ADRC related functions
- Assigns ADRC related work to all ADRC staff
- Oversight of caseloads
- Coordinates monthly calendar of phone rotation
- Director is informed of vacation requests and has input into decision
- Approval of all ADRC related training for all ADRC staff, and informs local supervisor of approved training
- Coordinates with the Local Supervisor approval of time off

- Reviews 100% time reporting in conjunction with the local supervisor
- Semi-annually, at a minimum, communicate verbally with local ADRC supervisor re: each ADRC staff members performance
- Put in writing employee issues and discuss with local ADRC Supervisor to develop a plan
- Attends all ADRC director meetings and phone conference calls and brings back information to local supervisor meeting. Asks an on-site ADRC Supervisor to attend, in absence. Rotates requests to all on-site supervisors.
- Meets with community partners for general ADRC awareness, marketing, and outreach.
- Attends local ADRC staff meetings at least 1x/month in person (by phone otherwise)
- Coordinates and schedules quarterly in person all ADRC staff meetings, being mindful of county schedules and other mandatory meetings. Informs local on-site supervisor of assigned trainings. Sends copy of agenda to local supervisors.
- Develops ADRC staff workgroups as needed
- Prepares and posts in a timely fashion the agenda for both the Governing Board and Management Team meetings. Responsible for assignment of minutes and assuring those minutes are completed.
- Maintains permanent record of agendas and minutes per contract required retention policy
- Coordinates meetings appropriately within each county to keep travel realistic
- Point person for marketing coordination, preparing and monitoring an annual ADRC marketing plan
- Approves appropriateness of outreach events
- Physical supplies and distribution of marketing supplies kept up-to-date
- Assures that all required state reporting is completed in a timely manner and information shared with Management Team and Governing Board members.
- Provides oversight of all required database management
- Assures that resources are updated according to policy
- Assures that services are recorded in a timely fashion and according to policy
- Coordinates responsibilities of publishing a Resource Directory
- Provides oversight and coordination of the ADRC toll-free number and rotation process
- Provides oversight and coordination of responsibilities for the ADRC website

- Provides an annual summary ADRC information and statistics for use by each county for their Annual County Report or other related purposes.
- Approves all ADRC related expenses
- Processes ADRC invoices with fiscal agent when warranted
- Develops annual budget with assistance of the fiscal agent and Management Team, and submits to the state after Governing Board approval
- Oversight of ADRC budget and issues or concerns brought to the attention of the Management Team and Governing Board as necessary
- Monitors MA time reporting and billing along with the fiscal agent
- Orders business cards and name badges
- Assures that the performance of ADRC meets expectation for quality and is consistent with the mission set out for the ADRC
- Point person for the state contract, assuring that all obligations of contract requirements are met
- Development and implementation of ADRC quality improvement projects
- Receives customer satisfaction surveys, tallies, reports, and responds as necessary
- Investigates all grievance complaints
- Policy updates brought to ADRC local supervisor group before going to Governing Board
- Main point of contact for all MCO offices and development of consistent processes related to Family Care, passing along appropriate and timely information to local supervisors

ADAMS/GREEN LAKE/WAUSHARA COUNTY:

- Each County will have staff available for the following Core Services;
 - Resource Specialists – at least 2 FTE
 - Long Term Care access (including Functional Screen)
 - Long Term Options Counseling
 - Disability Benefits Counseling/Advocacy
 - Short Term Care Coordination
 - Access to Elder Abuse and Adult Protective Services
 - Transitional Services
 - Client Advocacy
- Each County will provide space needed for Aging and Disability Resource Center of Adams, Green Lake and Waushara Counties

- Each County Board will appoint at least 1 County Board Supervisor to the ADRC Governing Board

Disability Benefits Specialist

- Reports to County of employment and Resource Center Director
- Provides service to Aging and Disability Resource Center of Adams, Green Lake and Waushara Counties service area

Resource Assistant/Data Entry

- Reports to County of employment and ADRC Director

Resource Specialist

- Reports to County of employment and ADRC Director
- Provides Services to Aging and Disability Resource Center of Adams, Green Lake and Waushara Counties

On-Site County Supervisors

- Coordinates the county specific processes to receive approval to fill vacant ADRC positions
- Coordinates details of advertising the position
- Coordinates and participates in the local process for interviews and hiring of all county specific ADRC employees
- Coordinates details of all county specific Human Resources related processes
- Responsible for orientation and training for all county specific processes
- Approval of time off
- Approves time sheets; processes payroll
- Responsible for matching monthly time reports to payroll
- Provides onsite direction for unclear cases in the absence of ADRC Director
- Assures proper phone coverage in collaboration with ADRC director
- Informs ADRC Director of assigned local trainings
- Discusses with ADRC Director all ADRC related training
- Informs ADRC Director of all planned and unplanned absences
- Ensures that there is work space available for ADRC at each local office
- Write evaluations (if required per county policy) and discuss employee issues along with ADRC Director.

- Not expected to attend ADRC Connect meetings, but may attend if there is an item of interest
- Prepares agenda for and leads ADRC Supervisor meetings. Rotate responsibility of agenda and recording of minutes equally amongst all ADRC local supervisors.
- Provides local ADRC representation at I-Team, TRIAD and/or other similar county specific meetings
- Discuss with ADRC Director local outreach opportunities
- Aide the ADRC Director in local IT processes
- Assures that billing for ADRC related expenses is completed in a timely manner
- Assures that budget planning information is provided in a timely manner and approves along with the Management Team the final annual proposed budget
- Maintains copies of MA Time Reporting summaries as required per contract retention policy
- Makes request to ADRC Director in a timely manner for ADRC related desired expenses outside of those approved in the annual budget
- Supports ADRC Director in quality improvement projects
- Becomes involved in county specific grievances as needed and when appropriate
- Local Supervisors will have input into ADRC directors annual evaluation

This Agreement is effective January 1, 2018 and remains in effect until such time that any party provides a 30-day written notice to modify this agreement.

Approved by each of the County Boards as indicated below (signatures may appear on more than one page):

 John West, Chair
 Adams County
 Date: _____

 Harley Reabe, Chair
 Green Lake County
 Date: _____

 Donna R. Kalata, Chair
 Waushara County
 Date: _____

Request for Credit Card Approval

Department: _____

Committee: _____

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>

Justification for Credit Card(s):

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES

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



FOX RIVER INDUSTRIES

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

November 2017 Monthly Report to the Health & Human Services Board

We concluded our large flu clinics at the Berlin Senior Citizen's Center and have been scheduling those still needing shots at our clinics in Green Lake. We continue to have students from UW-Oshkosh and Marian University to help us. They have also been doing Lunch and Learn programs for employees. The UW-O Accelerated student will be doing an opioid education session for teachers and what to look for with students who may be impaired using the "Dose of Reality" materials under the guidance of Tracy Soda and Melanie Simpkins.

I presented to 11 new health officers from across the state about workforce development and staff and program evaluation. This orientation is done yearly for new health officers and they ask "seasoned" health officers to present. I have presented at these sessions for over five years. I will also be using this training for my staff as well to encourage individual achievements and goal setting for their own work plan.

We are members of the Alliance for WI Youth and we meet quarterly. At a recent meeting, we learned of grant funds available for various opioid abuse prevention projects. I did write for four different grants so hopefully we get some funding to affect these huge issues in our community. The most you could get is \$7300 so we should be finding out soon.

Our Community Health Action Team (CHAT) has been working on getting a mentoring program going with the Tri-County Boys and Girls Club. We were awarded \$15,000 a year for the next three years to get this program up and running from Theda Care Community Foundation. We are looking for kids at risk who could benefit from a mentor. They will mentor one-hour a week at the Boys and Girls Club. Look for upcoming details on this. The CHAT is very excited about getting \$45,000 to make this a reality.

Melanie Simpkins provided an educational session at the Princeton Library on diabetes. She was asked to come back and do 3 more sessions next year on other chronic diseases.

Julia McCarroll is back half time after her maternity leave. Both Julia and Kari Schneider attended the Maternal Child Health annual training, which is a requirement for the grant funds we get from the state.

The Health Unit staff covered for mental health shots during vacation leave for Tara Stoermen.

We have been very busy with communicable disease follow-ups. We had a suspect measles case, which is the first suspect case we have had in over 20 years. Managing a suspect case takes a great deal of work since we must do isolation and safety measures to prevent further spread until we get laboratory confirmation that it is negative. The case patient was too young to be vaccinated and went to a daycare so there were many other infants at risk also. We were notified the day before Thanksgiving of the suspect case and did not get lab results until Monday afternoon. It turned out the child was negative for measles. In addition to the regular sexually transmitted diseases such as chlamydia and gonorrhea, where we do contact notification so they can be treated, we had tick-borne illnesses, gastrointestinal illnesses and a second case of West Nile Virus in a pregnant horse.

Tracy Soda announced that she will be leaving her position with the county after 24 years. Her experience will be missed. She has provided great service to the people of Green Lake County. You are all invited to a reception for Tracy in the nurse's screening room on Wednesday, December 20th from noon to 1 p.m.

Respectfully Submitted by,
Kathryn S. Munsey, Health Officer

Environmental Health
Green Lake County
November 2017

Animal Bites: # of investigations –2– (2 dog/human)
Reported Animal Bites – 2
Animal Quarantines for Animal v. Human Exposures – 2
Animal Quarantines for Animal v. Animal Exposures – 0
Quarantine Violations and Enforcement Actions Taken – 0
Animals Exhibiting Positive Signs of Rabies During Quarantine – 0
Animals Exhibiting Negative Signs of Rabies During Quarantine – 2
Enforcement Actions Taken for Violations of Vaccination Requirements – 0
Animals Sacrificed for Exhibiting Symptoms of Rabies or Being Rabies Suspects- 0

Well Water: 3 kits distributed.

Lead: Site visit with K. Schneider on 11/10/2017. A child in the home recently had lead test results of 8.3 venous. The mother of the child requested that a lead check be completed at her home in Berlin. The results showed that lead is present many areas of the home. A letter stating the findings of this visit was sent to the family.

Sewage: None

Solid Waste: None.

Radon: 2 kits distributed

Housing: A Berlin house continues to have a placard, however the owner of the property is continuing to make progress in cleaning and following issued orders. The future of this property will be discussed at the next Committee of the Whole meeting in Berlin.

Orders made by the City of Berlin for a home were due on 11.27.17. This home was referred to the city of Berlin by the agent. As of 11/30/17 the property had been cleaned according to orders. The City of Berlin is planning on getting a building inspector into the house to determine if it is structurally safe.

Vector: None

Asbestos: None.

Food/Water Illness: None

Abandoned Bldgs: None

Other:

Agent :

18 inspections completed, including: 3 re-inspections. 1 onsite visit completed.

Attended the DATCP Fall Roadshow in Waupaca on 11.7.17.

Attended a Rabies Training Course in Wisconsin Dells on 11.8.17.

Agent, DSPS, and a building inspector are still working with a facility operator on an on-going problem with the ventilation hood and fire suppression system. The operator is currently awaiting orders from the building inspector. Operator was instructed to provide orders to the agent once they are received and to contact the agent once orders are completed.

Responded to a call on 11.15.17 regarding an individual that had over 5 dogs. Upon investigation and conversation with the owner of the property it was determined that the number of dogs exceeded the county limit without a kennel license. The individual plans on applying for a kennel license.

A wild game variance application was approved by DATCP for a facility to begin venison processing.

'Food for Thought,' a bi-annual newsletter put out by Tri-County agents, was delivered to license holders this month. Agent contributed two article to this newsletter.

A re-inspection was set to take place at a facility in Berlin on 11.6.2017, however the operator closed the facility for the winter season without first informing the department. A letter was issued informing the operator that the facility could not open without a re-inspection.

The monthly Environmental Health meeting took place on 11.22.17. Much discussion was had on the future of the local rabies program ordinance.

Court was held on 11.27.17 for two individuals that have on-going cases for not complying with abatement orders. One matter is set for trial on 3.7.2018 unless the individual can show that orders have been met before this time. A letter was sent to the individual detailing exact items that needed to be removed from the property in an attempt to help remedy this case. The other defendant did not show for court and a default judgement has been made. The defendant paid the fine in full, however is still required to clean the property. Both cases are still in progress.