

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: 2/22/16

***AMENDED**

The following documents are included in the packet for the Department of Health & Human Services Board to be held on Tuesday, February 9, 2016

- Amended Agenda for February 9, 2016 meeting
- Draft DHHS Minutes – January 12, 2016
- Administrative Code – Hiring Procedures
- 2015 DHHS Annual Report
- 2016 DHHS Training Plan
- * 2015 Veteran’s Service Office Annual Report
- Committee Appointment information
- Draft Commission on Aging Advisory Committee minutes January 20, 2016
- Draft Health Advisory Committee minutes January 13, 2016
- * January 2016 Aging Report
- * January 2016 Behavioral Health Report
- * January 2016 Children & Family Services Report
- Health Unit Report – January 2016
- Environmental Health Report – January 2016

- Equipment Purchase – Fox River Industries – Treadmill
- *Equipment Purchase – Fox River Industries – Electrical Timer System for Vehicles
- *Economic Support Unit - Revised Desk Bid
- Justification for Filling Vacancy – ADRC Resource Specialist
- ADRC Resource Specialist Job Description
- * Summary of Hiring Process
- *Hiring Managers/Department Heads



**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: February 9, 2016 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
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 1/12/16
6. Signing of Vouchers
Vouchers
7. Appearances:
8. Public Comment (3 minutes):
9. Correspondence:
 - *2015 Annual Report
 - *2016 Training Plan
 - Committee Appointments
 - Health Advisory Committee
 - ADRC Coordinating Committee
10. Veteran's Service Office Report
11. Advisory Committee Reports
 - Aging Advisory Committee – (Trochinski)
Meeting – January 20, 2016 Green Lake
County DHHS
 - Health Advisory Committee Report- January 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
 - * CLTS/CCS Coordinator and CSP Administrator
 - Children & Family Services Unit
 - Economic Support Unit
 - Fox River Industries
 - Bathroom Remodeling Update
 - 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

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13. Policies/Procedures Update
14. Purchases
 - *Fox River Industries - Treadmill
15. Cube Corner with mat - 7 (Economic Support Unit)
16. Health & Human Services Budget 2016
16. Committee Discussion
 - Administrative Committee Report
 - Finance
 - Personnel
 - Vacant Positions Review
 - *ADRC Resource Specialist
 - Review of Administrative Manual – Hiring Process (Bostelmann)
 - Property & Insurance
 - IT Committee Report
 - Facilities & Security Committee Report
 - The Board May Confer With Legal Counsel
 - Future DHHS Meeting Date (March 10, 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) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session relates to deliberating and considering final applicants or hiring of the Health & Human Services Director position
18. Reconvene to open session to take action, if appropriate, on matters discussed in closed session.
19. Adjourn

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

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT GREEN LAKE COUNTY GOVERNMENT CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON TUESDAY, JANUARY 12, 2016 AT 5:00 P.M.

PRESENT: Joe Gonyo, Chairman
Richard Trochinski, Member
John Gende, Member
Joy Waterbury, Secretary
Candace Smith, Member
Brian Floeter, Member
Nolan Wallenfang, Member

EXCUSED: Jack Meyers, Member
Nick Toney, Vice Chairman

OTHERS PRESENT: Jon Vandeyacht, Veteran's Service Officer
Karen Davis, Administrative Assistant
Betty Bradley, Aging/Long Term Care Unit Manager
Shelby Jensen, Economic Support Unit Manager
Kathy Munsey, Health Unit Manager
Sue Sleezer, Children & Family Services Unit Manager
Paul Vander Sande, Behavioral Health 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 5:04 p.m. by Chair Gonyo.

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

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

Action on Minutes: Motion/second (Wallenfang/Trochinski) made a motion to approve the minutes of the 12/8/15 Health & Human Services Board meeting. All ayes. Motion carried.

Signing of Vouchers: Gonyo entertained a motion to approve the vouchers for the December expenses. Motion/second (Waterbury/Trochinski) to approve the December vouchers. All ayes. Motion carried.

Gonyo entertained a motion to approve the voucher for Joy Waterbury. Motion/second (Trochinski/Floeter) to approve the voucher for Joy Waterbury. Roll Call vote. (Trochinski-aye; Floeter-aye; Wallenfang-aye; Gende-aye; Smith-aye; Waterbury-abstain; Gonyo-aye. Motion carried.

Gonyo entertained a motion to approve the Veteran's Service Vouchers. Motion/second (Wallenfang/Waterbury) to approve the Veteran's Service Vouchers. All ayes. Motion carried.

Gonyo entertained a motion to approve the 2016 DHHS vouchers. Motion/second (Waterbury/Floeter) to approve the 2016 DHHS vouchers. All ayes. Motion carried.

Approval to Sign Remaining December 2015 Vouchers: Davis explained that there might be some remaining 2015 vouchers that may need to be paid before January 31, 2016 and explained that normally the Committee gives permission to do this. Discussion followed. Motion/second (Trochinski/Waterbury) for DHHS management staff to approve payment of any remaining 2015 vouchers. All ayes. Motion carried.

Appearances: None.

Public Comment (3 minutes): None.

Correspondence: Committee Appointment - Health Advisory Committee: This will be suspended until the next meeting.

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

Advisory Committee Reports: Aging: The next meeting will be held on January 20, 2016 at the Green Lake County Government Center.

Health Advisory Committee: The next meeting will be held on January 13, 2016.

Family Resource Council: The next meeting will be held on March 7, 2016.

Transportation Coordinating Committee: The next meeting will be held on April 13, 2016.

Advocap/Headstart Report: Gonyo reported regarding activities with ADVOCAP.

ADRC Coordinating Committee Report: The next meeting will be February 11, 2016 at 1:00 p.m. in Marquette County.

Unit Reports: Administrative: Audit of Health & Human Services Billing and Accounting progress to date/Schenck: Davis reported that Schenck continues to work helping to improve billing issues/process.

Davis reported that Kayla Yonke was hired by the DHHS Personnel Committee for the Accounting Specialist position and will start employment on Monday, January 25, 2016.

Aging/Long Term Care: Davis directed Committee members to the attached report.

Behavioral Health Unit: Davis directed Committee members to that attached report.

Davis reported that Brooke Bruce, Secretary, was hired for the CSP Professional/Crisis Case Worker, and will begin her position at the end of January part-time and do administrative duties part-time until someone is hired for her Administrative position.

Davis read a letter of resignation from Brittney Bachorz, Dual Diagnosis Therapist with her last day being January 27, 2016.

Children & Families Unit: See attached report.

Economic Support Services: See attached report.

Fox River Industries: Bathroom Remodeling Update: Bostelmann reported that bid requests will be sent out in January according to the County Property & Insurance Committee

Health: Current Health Abatements: None.

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

Policies/Procedures Update: None.

Purchases: Davis presented the bid for Cube Corner with mats for the Economic Support offices.

Shelby Jensen, Economic Support Unit Manager, explained why these are being requested. Discussion followed.

Motion/second (Gende/Floeter) to approve purchase of one Varidesk with mat to see if staff liked it before purchasing more at a cost of \$565 per unit. All ayes. Motion carried.

Health & Human Services Budget 2016: No discussion.

Committee Discussion: Administrative Committee Report: No meeting.

Finance: Schenck is providing new account numbers for the Departments.

Personnel: Vacant Position(s) Review: Clinical Therapist: Davis reported that Paul Vander Sande, Clinical Therapist, was hired for the Behavioral Health Unit Manager position. Davis explained the need to fill the now vacant Clinical Therapist position and the Clinical Therapist position from the resignation. Davis presented the four points to fill the positions. Davis also presented the revised position which changes one of the Clinical Therapists to CLTS (Children's Long Term Support)/CCS (Comprehensive Community Services) Coordinator and CSP (Community Support Program) Administrator. Discussion followed.

Motion/second (Waterbury/Trochinski) to approve both vacant Clinical Therapist positions with amending one position to CLTS/CCS Coordinator and CSP Administrator and presenting to County Personnel. The final job description will be presented at County Personnel on January 18, 2016 with approval from the DHHS Committee at the February DHHS meeting. All ayes.

Motion carried

Secretary I Receptionist/Data Entry specialist position: Davis presented the request to fill the vacant Secretary I position. Davis reported that it is recommended that the position be revised to be Receptionist/Data Entry specialist position. This is being done to improve the administrative processes. Discussion followed.

Motion/Second (Waterbury/Smith) to approve filling the vacant Receptionist/Data Entry Specialist position and forwarding to County Personnel for approval. All ayes. Motion carried.

Acting Director: Bostelmann updated Committee members regarding Van Ness and continuing as the Acting Director. Bostelmann reported that she spoke with Van Ness and Van Ness is willing to continue to serve as the Acting Director.

Motion/second (Trochinski/Floeter) that Van Ness continue as Acting Director. All ayes. Motion carried.

Review of Administrative Manual - Hiring Process: Bostelmann updated Committee members regarding the changes that took place in the hiring process in the Administrative Code. Bostelmann explained the process with other Departments for hiring. Bostelmann reported that Dissing chose to continue with the DHHS Personnel Committee interview/hiring applicants for positions.

Gonyo reiterated that the Unit Manager is to be involved in all the hiring interviews.

The hiring process will be discussed at the next Committee meeting.

Bostelmann determined that she will be involved in the process of hiring for the Director. Bostelmann reported that the Administrator Coordinator will take part of this in an active role.

Property & Insurance: No discussion.

IT Committee: No report.

Facilities & Security Committee Report: No report.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, February 9, 2016 at 5:00 p.m. at Health & Human Services.**

Future Agenda Items For Action and Discussion:

Adjournment: Gonyo adjourned the meeting.

Gonyo adjourned the meeting adjourned at 6:03 p.m..

Administrative Code - Hiring Procedure

In the event that a vacancy is for a Department Head, the Administrative Coordinator must present their findings relative to the position review along with a recommendation relative to the vacant Department Head position, to the governing committee. The governing committee, with the assistance of The Administrative Coordinator, will prepare a recommendation to the Personnel Committee relative to the vacant Department Head position. The Personnel Committee will, in turn, determine whether the vacancy will be filled or modified subject to any minimum staffing requirements.

3. Application and Other Required Pre-employment Information. All job applications for employment shall be on forms prescribed by the Personnel Committee, and prepared and issued by the County Clerk's Office. In addition to an employment application, the County may require a resume' and other pertinent information related to the requirements for the position such as a writing sample, proof of licensure, etc.

The County relies on the accuracy of information contained in the employment application, as well as the accuracy of all other information provided by applicants in the hiring process. Any deliberate misrepresentations, falsifications, or material omissions in any of this information shall result in exclusion of the individual from further consideration for employment, or, if the person has already been hired, discipline up to and including termination of employment.

4. Hiring Procedure.

a. Internal Posting and Recruitment. When the County has determined that a vacancy should be filled, the County may provide an opportunity for current County employees to apply for the position prior to making a public announcement of the vacancy. The internal recruitment procedure is designed to provide the County with the opportunity to find an internal candidate to fill the position before opening the process to the public and incurring the time and expense of the external recruitment process. The internal recruitment procedure is discretionary and provides no guarantees to existing employees that the position will be filled by an internal applicant. It is the County's policy to hire the most qualified candidate. Notwithstanding this policy, the County, at the sole discretion of the Administrative Coordinator, may simultaneously post the position internally and to the general public. The following procedure will be followed for internal postings:

- 1) The position vacancy will be internally posted, stating the title, department, pay range, qualifications and the place and last date to file applications.
- 2) Any employee may apply.
- 3) Postings will be for a period of three (3) working days before posting to the general public.
- 4) Candidates must complete a County application form, provide a resume and provide any other preliminary information requested by the County.

b. External Recruitment. The County Clerk may make public announcements of an open position by publishing the notice in the official County newspaper. Public announcements may also be made in other County newspapers and newspapers having general distribution in Green Lake County. Other forms of public notice, such as listing with job service, school job placement offices, radio ads, trade and professional publications

Starts
Here

and internet forums may also be used. Public announcements shall include at least the following:

- 1) Class Title.
- 2) Department.
- 3) Pay range and fringe benefits.
- 4) Special qualifications, if any.
- 5) Place to obtain applications.
- 6) Other required pre-employment information.
- 7) Place and last date to file an application, resume' or other required pre-employment information.
- 8) Residency requirement, when appropriate.
- 9) Equal opportunity statement.

c. **Applicant Screening and Disqualification.**

1) **Initial Screen.** The Department Head will be responsible for screening all applications, resumes and other preliminary information received from applicants and determining the applicants to be interviewed.

2) **Licenses, Degrees and Certifications.** Applicants for a position requiring certification and/or degree must either have the certification or be eligible to acquire it. An applicant who will operate a County vehicle is required to hold the proper and valid license and provide proof of insurance which meets the County's requirements.

3) **Disqualification.** The Department Head may refuse to examine an applicant or, may find the applicant ineligible for any lawful reason including, but not limited to, the following:

- a) The applicant does not possess the minimum job qualifications and/or skills necessary for the position.
- b) The applicant does not possess the appropriate employment background for the position.
- c) The applicant does not possess the required certification, educational experience or degree for the position.
- d) The applicant made false or untrue statements of material facts in his/her application or resume.
- e) Character or employment references are unsatisfactory.
- f) The applicant's application, resume or other initial information is incomplete or unsatisfactory.
- g) The applicant declines to sign the application form, which includes the agreement to undergo a conditional employment physical examination, including a drug test.

In the event the vacancy involves a Department Head position, the Administrative Coordinator and the governing committee and/or its designees shall conduct the foregoing screening and disqualification process.

- d. **Interviews.** The Department Head will determine the number of applicants to be interviewed. The Department Head will prepare a list of interview questions and/or topics for each applicant to be interviewed based on the information contained in the applicant's job application, resume' and other initial information, the job description and requirements and the operational needs of the department. The Department Head and the Administrative Coordinator will be primarily responsible for interviewing candidates. The Administrative Coordinator shall determine his/her involvement in the interview process as he/she deems necessary and appropriate.

In the event that the vacancy involves a Department Head, the Administrative Coordinator and governing committee will determine the list of candidates to be interviewed. The Administrative Coordinator shall prepare the list of interview questions and/or topics for each applicant for a Department Head position. The Administrative Coordinator will conduct the interviews with the assistance of the governing committee and/or its designees.

- e. **Testing.** Candidates who are interviewed may be required to undergo testing. Any testing should be relevant to the essential skills of the position and reliably predict the individual's performance. In this regard, the following guidelines shall govern candidate testing:

- 1) Tests and other selection procedures must be administered without regard to race, color, national origin, sex, religion, age (40 or older), or disability.
- 2) Management should ensure that employment tests and other selection procedures are properly validated for the positions and purposes for which they are used. The test or selection procedure must be job-related and its results appropriate for the employer's purpose.
- 3) To ensure that a test or selection procedure remains predictive of success in a job, management should keep abreast of changes in job requirements and should update the test specifications or selection procedures accordingly.
- 4) Management must take all testing measures seriously. A test or selection procedure can be an effective management tool, but no test or selection procedure should be implemented without an understanding of its effectiveness and limitations for the organization, its appropriateness for a specific job, and whether it can be appropriately administered and scored.

- f. **Reference Checks.** Each prospective applicant will be required to fill out an authorization form in connection with their application of employment authorizing a reference and background check. If an applicant has not listed references on his or her application or resume, contact the applicant to obtain references. Department Heads are to contact references by telephone and may not rely exclusively upon written letters of reference. To ensure that individuals

who join the County are well qualified and have a strong potential to be productive and successful, it is the policy of County to check the employment references of applicants who are being considered for the position as well as to contact at least three (3) to five (5) previous employers (to the extent applicable). In the event that a vacant position involves a Department Head, the Administrative Coordinator will conduct all reference checks.

The following are recommended practices in conducting reference checks:

- 1) Do not ask questions that relate to protected classifications or sensitive areas such as sex, race, national origin, marital status, age, disability or religion;
- 2) To the extent practicable, ask the same questions of all applicant employment references and previous employers;
- 3) Do not tell the applicant or reference source that their reference checks are being checked because the applicant has been selected for the position—advise the applicant and previous employers and references that the applicant is being considered for the position;
- 4) Do not accept, follow-up on or rely upon references from family, friends or individuals who have not observed the applicant's job performance; and
- 5) Ask references and previous employers if they are aware of any other person having personal knowledge of the applicant's work with whom the County may speak.

- g. Ranking, Recommendation, Second Interviews and Hiring.** After the interviews, testing and reference checks, the Department Head and Administrative Coordinator will determine and rank the top candidates and shall conduct a second interview with each top candidate. The chairperson or designee of the governing committee may participate in the second interview as is deemed necessary and appropriate. After the final interviews, the Department Head, Administrative Coordinator and chairperson of the governing committee or their designee, as appropriate, shall select the individual to be hired for the position. The Department Head, Administrative Coordinator and chairperson of the governing committee shall determine if any of the remaining candidates will be offered the position if the primary candidate declines and will rank those candidates in the order of preference for hiring.

In the event the vacancy relates to a Department Head, the governing committee in conjunction with the Administrative Coordinator shall rank the top candidates and conduct any second interviews as deemed appropriate. After the second interviews, the Administrative Coordinator and the governing committee shall select the individual to be hired for the position. The Administrative Coordinator and the governing committee shall determine if any of the remaining candidates will be offered the position if the primary candidate declines and will rank those candidates in the order of preference for hiring.

- h. Notification of Rejection.** Whenever an applicant is rejected, notice of such rejection shall be mailed to the applicant by the Department Head. Notices of rejection shall not

be mailed until another applicant has accepted an offer of employment from the County and has successfully completed any required post-offer of employment examination.

D. New Positions

1. Approval. All new positions, including, but not limited to, those created as a result of a promotion or change in job responsibilities, must be approved by the Personnel Committee, the Finance Committee (to the extent the position is being created during a budget year) and the County Board prior to beginning the hiring process.

2. Process for Creating a New Position. The creation of a new position shall originate from the governing committee wishing to create the position. The governing committee shall prepare a proposal which contains the position title, any applicable departmental classification, the rationale for its creation, any applicable state or federal mandates that may have caused the need for the new position, a description of how the position fits into the plans of the department; all anticipated salary, fringe benefits, and other related costs. Other pertinent information including budget impact shall also be identified in the proposal. The proposal shall include the proposed job description for the position

The governing committee must first submit the proposal to the Personnel Committee. If the Personnel Committee approves the position, the proposal will be submitted to the Finance Committee if the position is being created during a budget year or directly to the County Board for final approval. If the position is approved by the Finance Committee (to the extent that such approval is required), the position will be submitted from the Finance Committee to the County Board for final approval.

3. Hiring Process for New Positions. New positions shall be filled using the hiring process to fill vacant position as described above.

E. Failure to Find a Qualified Candidate. In cases where a fully qualified applicant could not be found, the governing committee, Department Head and Administrative Coordinator shall review the recruiting methods used and determine, among other things, if further public notification or different recruiting methods are necessary or if an applicant with less than full qualifications could be selected and trained.

F. Exceptions to the Hiring Process for Vacant and New Positions. The hiring requirements in this Article do not apply to the extent they conflict with a statute, regulation, ordinance or applicable collective bargaining agreement. Nothing in this hiring procedure shall be construed to limit the authority of the County Board under Wis. Stat. § 59.22.

G. Department Staff Shortage or Emergency Employment. Unexpected staff shortages may occur as a result of employee illness, family emergency, jury duty or resignations. When staff shortages prevent the department from continuing its work in an appropriate and timely manner, the department may need to consider outside assistance. The Department Head shall have the option of the following:

1. Contact other departments to determine if any other County employees may be available to fill-in on a limited basis;

2. Contact former employees to determine whether that individual may still be available for short term work;
3. Contact a staffing agency to hire, on a limited basis, an individual who can perform the essential work.

When the Department Head, in conjunction with their governing committee chairperson, determines that the hiring of an individual from a staffing agency or a Limited Term Employee (LTE) is the best course of action, that Department Head must contact the Administrative Coordinator to confirm this action. The Administrative Coordinator will be responsible for contacting the staffing agency and negotiating the rate of pay for that individual.

Upon the filling of the position on an emergency basis as set forth in this policy, the Administrative Coordinator shall as soon thereafter as possible bring the staffing shortage issue before the governing and personnel committees. The governing committee, in conjunction with the Department Head, shall address the situation and forward a recommendation to the personnel committee regarding future handling. The personnel committee shall review the recommendation and take appropriate action. The governing and Personnel Committees shall review the staffing situation at least every sixty (60) days until it is resolved.

V. POST-OFFER OF EMPLOYMENT DRUG TESTING

- A. **Overview.** The County is committed to a safe working environment, to making adequate provisions for the safety and health of its employees at their place of employment, and to the safety and health of the public which it serves. The County recognizes the importance of employees being mentally and physically alert at all times while performing their duties. To this end, the County declares that the use of illegal drugs and the misuse of prescription drugs are unacceptable and will require candidates who are under final consideration for all employment positions with the County to submit to post-offer of employment drug testing.
- B. **Definitions.** For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply:
 1. **Illegal Drug.** Illegal drug means drugs and controlled substances, the possession or use of which is unlawful, pursuant to federal, state, and/or local laws and regulations.
 2. **Controlled Substance.** The term controlled substance includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.
 3. **Controlled Substance Abuse.** The term controlled substance abuse includes prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- C. **Acknowledgement and Agreement to Undergo Testing.** All applicants under final consideration for all employment positions shall be given a copy of this policy in advance of the post-offer, pre-employment drug test. Applicants must acknowledge having read or had this

policy explained to them and should understand and agree that as a condition of employment they are subject to its contents. Applicants shall sign an acknowledgment prior to substance screening which serves as a consent to drug testing and permits the summary result to be transmitted to the Administrative Coordinator or their designees, the County Clerk, the governing committee, Department Head and department supervisors. An applicant refusing to complete any part of the drug testing procedure shall not be considered a valid candidate for employment with the County and such refusal will be considered as a withdrawal of the individual's application for employment.

- D. **Cost of Testing.** The County will pay all costs associated with the administration of controlled substance tests.
- E. **Results.** If Substance screening shows a confirmed positive result for which there is no current physician's prescription, any job offer shall be revoked. The applicant shall not be permitted to reapply for employment with the County for at least twelve (12) months and not unless and until the applicant shows proof of successful completion of a drug rehabilitation program or proof that the applicant has otherwise rehabilitated successfully and is no longer engaging in illegal drug use.

End

VI. POST-OFFER OF EMPLOYMENT PHYSICAL EXAMINATION AND QUESTIONING

- A. **Overview.** In addition to post-offer of employment drug screening, candidates for County employment may be required to pass a post-offer physical examination and undergo questioning regarding their medical history before being allowed to begin work with the County. The County will determine positions subject to a post-offer physical examination on a job category basis, i.e., all new employees in the job category will be required to undergo a physical examination and medical questioning as part of the hiring process before being permitted to begin working for the County. All post-offer of employment physical examinations and medical questioning will be conducted in accordance with the ADA and applicable state law.
- B. **Scope.** All prospective employees to whom a contingent job offer has been made within job categories identified by the County, including part-time, LTE's and temporary hires, are subject to this policy. Existing employees seeking a transfer into a subject job classification with a higher level of physical demands than their current job are subject to the policy.
- C. **Procedures.**
 1. **Position vacancy announcements.** Candidates for vacant/new positions in job categories subject to this policy should be informed about the physical requirements of the essential functions of the job and informed that employment is contingent on the successful completion of a post-offer of employment examination and medical questioning.
 2. **Job offers.** Offers of employment for jobs in categories for which a post-employment physical examination is required must clearly state that employment is contingent upon successful completion of a post-offer of employment physical examination and medical questioning.
 3. **Acknowledgement and Agreement to Undergo Testing.** All applicants under final consideration for employment positions subject to this policy shall be given a copy of this policy in advance of the post-offer, pre-employment physical examination and medical

TO THE HONORABLE BOARD OF SUPERVISORS
Green Lake County, Wisconsin

We herewith submit our Annual Report for the Veterans Service Office from January 1, 2015 to December 31, 2015.

During the past year, 2015, this office has continued to experience a higher level of activity across many different functions. We look at this as a positive that indicates we were able to make the veteran population of this county aware of the services we provide and have them take advantage of the programs that are of benefit to them and to our county.

Following is a summary of the activities of our office for the past year.

During the period, this office affected approximately **4,165** personal and telephonic contacts and handled a total of **11,599** pieces of correspondence in the course of providing aid and assistance to the veterans, their dependents and their survivors of this county.

Providing transportation to the veterans of this county to various VA Hospitals and clinics has been an important service of this office and is vital in securing cost-effective health care for these veterans. Transportation was provided to VA facilities at Appleton, Green Bay, Madison, Milwaukee and Tomah. A total of **175** veteran transports were made to VA facilities for outpatient and hospitalization appointments with an expenditure of **1,277** driver hours. The reimbursement to the county for transportation that was received from the VA hospitals and veteran's contributions total **\$7,195.88**

This office also provides veterans, their dependents and their survivors with assistance regarding Social Security, SSI, Medicare, insurance forms, Champus/ChampVA, Social Service programs, Retirement Benefits, Nursing Home applications and many other services when the need arises in conjunction with information needed to obtain veterans benefits.

Green Lake County CVSO Budget Analysis – Based on WI DOR 2013 Data

VA Expenditures \$8,656,000 CVSO Expenditures \$139,036 CVSO/VA Return on Investment – **6,126%**

FEDERAL BENEFITS AND SERVICES:

The following Federal benefits were received by the Green Lake County veterans, their dependents and their survivors.

Compensation Payments (for service-connected disabilities), Dependency and Indemnity Compensation, Survivor Benefit Plan Payment, Disability Pension (Non service-connected causes), Death Pension (Non service-connected causes), Servicemen's Government Life Insurance, Education Benefits, Vocational Training and/or Rehabilitation, and Burial Benefits.

Total = \$4,644,000

Federal Department of Veterans Affairs guaranteed & insured home loans.

Totals; 19 New = **\$3,114,687** 53 currently Active = **\$21,376,032**

Veterans Administration Hospital Benefits, which include inpatient and outpatient appointments at VA Hospitals and clinics and prescriptions for Green Lake County veterans. **\$4,273,000**

STATE BENEFITS AND SERVICES:

The following State benefits were received by the Green Lake County veterans, their dependents and their survivors.

Housing Loans, Home Improvement Loans, Personal Loans, Medical Aid Grants, Part-Time Study Grants, Subsistence Aid Grants, Claims processing assistance, Appeals counsel, Discharge Reviews and other various benefits, programs and services. (This does not include services/benefits received through cooperating agencies or service organizations.)

The Veterans Service Office received the Wisconsin Department of Veterans Affairs County Veterans Service Office Grant in the amount of **\$8,500**, for the purpose of extending and strengthening service to the veterans of this county.

The Veterans Service Office also received a grant in the amount of **\$1,808.95** from the Wisconsin Department of Veterans Affairs to assist in transporting veterans to VA Healthcare appointments.

The Wisconsin Veterans Home provides a retirement community and nursing home care for veterans and their families. Green Lake County currently has 7 members residing at the Wisconsin Veterans Home at King WI.

COUNTY BENEFITS AND SERVICES:

The County Veterans Service Commission consists of Victor Shrock, Chairman; Robert Burdick and Anthony Soda, members; and Jon Vandeyacht, Secretary. Quarterly meetings were held to review grant applications and policy. The Annual Veterans Service Commission Conference at King, WI was attended by commission members. The Veterans Service Commission provided 1,926.82 Emergency Aid Grants to veterans and/or their families and also provided Holiday Meals to 9 families.

Total Service Commission Grants and Expenses = \$2,907.41

No funds were granted to cover burial of indigent veterans in the past year. Care of veterans' graves: (including providing of flag holders and rods.) **Total = \$1,248.40**

Respectfully submitted,

Jon D. Vandeyacht
Veterans Service Officer

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2015 ANNUAL REPORT

To: The Honorable Board of Supervisors of Green Lake County
Green Lake County Health & Human Services Board

Ladies and Gentlemen of the County Board and Health & Human Services Board Members:

We respectfully submit for your consideration the 2015 Annual Report for the Department of Health & Human Services (DHHS).

Attached you will find Unit-specific reports outlining services provided by the Department. Each Unit has provided an excellent overview of their respective unit responsibilities, services provided and related data. Since it is not possible to include everything accomplished in this type of report, I would encourage each of you to visit Health & Human Services in Green Lake and Fox River Industries in Berlin for a tour and more detailed review of the services provided and programs available.

Difficult times require creative ways to continue to do our work despite cuts to state funding in critical areas. The Green Lake County Department of Health & Human Services is part of numerous collaborative efforts with other counties and departments. This will continue in 2016 and beyond as we continue to find ways to sustain services in the most cost-effective manner possible. The past several years' annual report went into great detail regarding the various collaborative efforts with other counties we engaged in.

- The Central Wisconsin Health Partnership (CWHP) consisting of now six counties: Adams, Green Lake, Juneau, Marquette, Waupaca and Waushara along with LaClinica in Wautoma. LaClinica is a Federally Qualified Healthcare Center providing primary and dental care to low income families in this region. The goal of CWHP is to improve health by increasing access to behavioral health services. With the Governor's initiative to expand mental health services for those counties wishing to collaborate, this makes the CWHP a perfect venue.

Additional initiatives/projects this upcoming year include:

- Paperless electronic records: This will be accomplished by migrating from our current CMHC/MIS to Netsmart's MyAvatar software which will allow for electronic signature, scanning of documents into client records and a consumer portal for those wishing to access portions of their record. This system will also aid in our crisis response as it

will be remotely accessible. The "go live" date is April 2015.
My new paragraph: Paperless electronic records: The agency transitioned to Netsmart's MyAvatar software system for record keeping and billing. There have been a lot of ups and downs in the transition. We are still finalizing some of the program aspects but staff are actively utilizing the system.

- Expanding supported employment services to developmentally disabled individuals that will enable more people to be placed in jobs in the community.
- Assisting residents to apply for insurance benefits via the Marketplace and Badgercare. Many adults with children currently on Badgercare who earn over 133% of the federal poverty level (FPL) will now have to apply for health care at the Marketplace. Those childless adults who earn less than 100% of the FPL will for the first time be eligible to apply for Badgercare. Green Lake County began with only one health plan - Dean Care but this has expanded to include four additional health organizations: Arise, Unity, Anthem and United Healthcare.

Administrative staff are in the process of updating the intake flow process to better serve those needing services from the Department. We are trying to make the process efficient and as friendly as possible. With these changes, we will be able to capture all information needed to capture more revenues for services. If consumers do not have insurance, they will be referred to the Economic Support Unit or the Marketplace so that they can attain insurance to cover the cost of their services.

- Community Wellness Coalition made up of many community partners working on health and wellness areas identified in the Community Health Improvement Project known as the CHIP. One example of collaboration involving this Coalition was the incorporation and ongoing meeting of people seeking solutions following the Heroine Summit held in Berlin this past Fall.
- Interagency meetings involving schools, law enforcement, other county departments and board members as well as a host of other agencies, was reinstated in 2013 and will continue indefinitely. These meetings provide a forum to share resources and ideas as well as training on a variety of topics such as; what are the roles of each agency in a particular situation; how do we identify and deal with opiate users; homelessness and the like.

Our ability to provide quality services to the residents of Green Lake County is a tribute to the Health and Human Services Board, County Board and a very talented and dedicated staff of professionals. We look forward to the challenges ahead and the opportunity to continue to provide services which best meet the needs of Green Lake County.

There have been numerous staff turnovers in 2015 which we were able to continue providing quality services to the residents of Green Lake County.

Respectfully Submitted,

Linda Van Ness
Acting Director

2015 ANNUAL REPORT
ADMINISTRATIVE UNIT

The Administrative Unit consists of the Director, Deputy Director, Administrative Assistant, two Account Clerk Specialists, a Receptionist, Data Entry Specialist and two Secretaries. These staff perform a variety of functions for the Department including, but not limited to, information and referral of the general public to appropriate staff; billing for services provided and collecting payments from consumers and third party payers; reporting expenditures to the State for reimbursement; inputting client notes, service activity logs, court reports, state reports and general correspondence; inputting and transmitting a variety of data to the State via several reporting systems; and maintaining management of the closed client files, contract files, and personnel records. Staff within the Unit also maintain and record meeting minutes for the Health & Human Services Board and the various sub-committees.

During 2015, there were numerous staff changes. At the end of 2015, the Administrative Unit now consists of the Director, Administrative Assistant, Account Clerk Specialist, Accounting Specialist, three Receptionist/Data Entry Specialists and a Secretary. With these transitions, we are striving to become more efficient in the administrative duties and services provided. Staff changes in 2015 include Director, Deputy Director, Accounting Specialist and two Receptionist/Data Entry Specialists. Through all this transition, we continued to provide quality services.

The Department went “live” in April with the MyAvatar software program. There have been numerous challenges which we are still trying to get resolved and anticipate this being complete in early 2016.

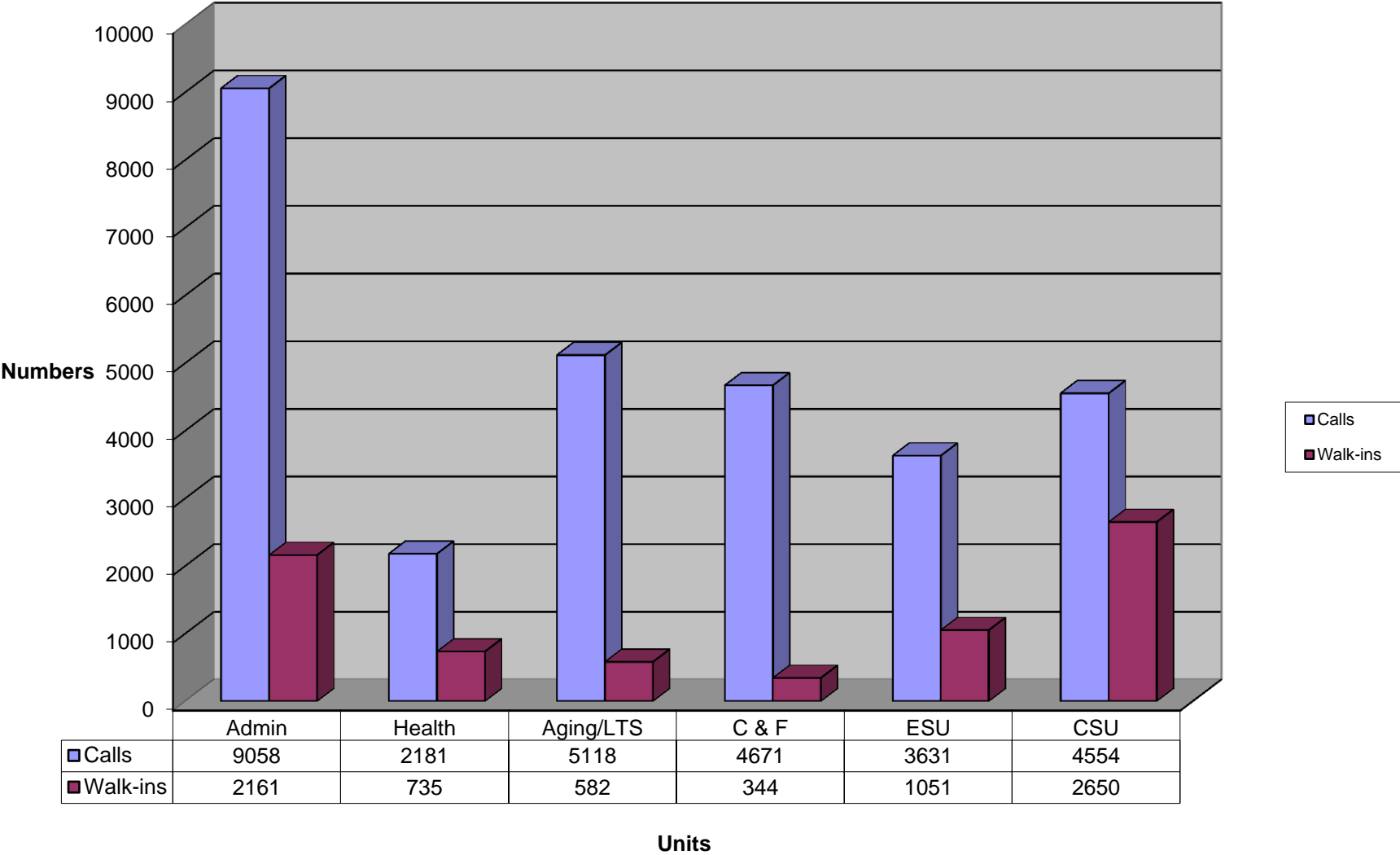
As shown on the enclosed chart, public usage of services provided at the Human Services Center totaled 39,736 contacts (29,213 phone contacts and 7,523 walk ins) in 2015. This is a slight drop from 40,638 contacts in 2014. Part of the decrease remains to be for the calls that are being routed to the Call Center for Economic Support Unit services (numbers are in the Economic Support Unit Report) and the number of people/families utilizing the food pantry and directly accessing the Aging Disability Resource Center. Access to these services are accounted for in the Aging/Long-Term Care Unit Report.

The Administrative Unit continues to adapt to the various demands for information and managing of that information in a way that staff and clients have access to needed services. Staff changes include a new Secretary and Data Entry Specialist. Technology has been utilized where appropriate to make staff more efficient and effective in meeting demands for services. The planning and implementation of the My Avatar system continued through 2015. Administrative support staff have assisted with planning and preparation for this new software. We went “live” with the new program in April.

Respectfully submitted,

Linda Van Ness
Acting Director

2015 Agency Activity



2015 Annual Report
Aging and Long Term Care Unit

The Aging / Long Term Support Unit provides services to Elderly and Disabled residents of Green Lake County. The staff is divided into program areas largely defined by funding source, however, the programs overlap in many areas, and the combined unit is able to maximize these resources to the advantage of all of the people we serve.

There were 11 staff in the Aging and Long Term Care Unit during 2015 including the Unit Manager, 2 Resource Specialist Social Workers, the Adult Protective Services Worker, three Meal Site Managers, the Nutrition/Volunteer Coordinator, the Elderly Benefit Specialist, the Disability Benefit Specialist, and the Aging Disability Resource Center Coordinator.

Aging and Disability Resource Center

Green Lake County operates the Aging and Disability Resource Center (ADRC) in a consortium with Adams, Marquette and Waushara Counties. This consortium is funded by the State to provide a single point of entry to Long Term Care Services and Information and Assistance for residents of the four counties. Aging and Disability Resource Centers are the first place to go to get accurate, unbiased information on all aspects of life relating to aging or living with a disability. The ADRC provides information on a broad range of programs and services, helps people understand the various long term care options available to them, helps people apply for programs and benefits, and serves as the access point for publicly-funded long term care. Green Lake County continues to employ the ADRC Coordinator, who works with the multi-county committee that contracts with the state to assure ADRC service provision. Additional ADRC staff are employed by each county and duties are shared across county lines.

DISABILITY BENEFIT SPECIALIST

The Disability Benefit Specialist (DBS) position provides assistance for persons ages 18 to 59 who have any kind of disability, in applying for Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI). Like the EBS, the DBS assists people with Medicare, to find the best Medicare Part D prescription drug plans for their individual needs.

The DBS program is overseen locally by the Aging Unit Supervisor and technical assistance is provided by attorneys at Disability Rights of Wisconsin (DRW), whose office is based in Madison. DRW is a private non-profit organization that fights for the rights of disabled people across Wisconsin. DRW has a contract with the State of Wisconsin to provide technical assistance to the Disability Benefit Specialist across the State. DRW provides monthly training through meetings and web casts with all DBS positions across the state. Each DBS also has a weekly phone conference with the assigned attorney to provide assistance with day to day questions.

In 2015 a total of 131 new cases were opened, 108 cases were closed, 55 cases were carried over and a total of 210 cases were served. A conservative estimate of the economic impact of the DBS program in Green Lake County for 2015 shows that is brought in over 1 million dollars to the local economy. The DBS carries an average case load of 60 cases at any one time.

HEALTH PROMOTION PROGRAMS

The ADRC has actively offered community health and disease prevention education programs, with an emphasis on fall prevention and chronic disease self management. In 2015 5 classes were held in Green Lake County. There were 36 individuals who participated in workshops offered through the Health Promotion Programs. The workshops offered were: Living Well with Chronic Conditions, Healthy Living with Diabetes, Mind Over Matter, and Stepping On.

AGING PROGRAMS

The County Aging Unit is the Agency designated by the County Board and authorized by the Older Americans Act to continue to develop, support, assist, and evaluate County-based programs for older adults (over age 60) with the purpose of fostering independence and enhancing the quality of life for older adults in the county.

All Federal money from the Older Americans Act, Title III, is distributed to the state, which gives it to the regional Area Agency on Aging and then to the Counties. The amount each County receives is determined by a set formula. Included in the formula is the number of elderly, low-income elderly and isolated elderly individuals within the County.

Federal Title III-B money is used for various service programs such as elderly health screening, transportation, the elderly benefit specialist, and program development for Senior Centers. Matching local funds and required In-Kind assistance provides the rest of the resources for the Aging programs. In 2015, volunteers provided 688.5 hours equal to **\$11,539.57** In-Kind match for Title III-B programs. Federal Title III C-1 & 2 must be used for elderly nutrition. See below for more information on the elderly nutrition and matching In-Kind amounts.

CONGREGATE NUTRITION PROGRAM (C-1)

The Nutrition Program assists older individuals to live independently by promoting better health through improved nutrition. It reduces the isolation of older individuals through nutrition related and supportive services. It prevents malnutrition and promotes good health through nutrition education, screening and intervention. The Aging Unit Nutrition/Volunteer Coordinator is trained as a certified ServSafe Professional Food Manager/Nutrition Director and oversees both the Congregate and Homebound Meal Programs.

In 2015, 7083 meals were served at three Mealsites: Berlin Senior Center, Dartford Bay Apartments - Green Lake, and Grand River Apartments - Markesan. The meals are prepared by Berlin Senior Center Kitchen (Berlin only) and the rest by Feil's Catering from Randolph.

Menus are prepared a month in advance and approved by a contracted state approved Nutritionist to ensure that they meet the USDA dietary requirements.

Volunteers play a vital role in all our C-1 programs; twenty-five **(25)** volunteers donated approximately 1,725 hours in the Nutrition Program. These hours equal **\$12,508.06** in In-Kind Dollars. In-Kind includes activities such as setting tables, serving food, clean-up tasks, and doing paperwork and are a requirement of the Older Americans Act to earn funds for the meal programs. Donations at **\$4.00** per meal received in this program were **\$23,650.14.***

HOMEBOUND MEAL PROGRAM (C-2)

In 2015, 14,221 meals were served throughout the County to persons who are unable to go to the meal sites for health related reasons. Requests for Homebound meals come from hospital discharge planners, meal site managers, units of Health and Human Services, doctors, and families and enable the older person to remain in his or her own home as long as possible. Requests are referred to the Resource Specialist who meets with each new enrollee to conduct a thorough nutritional assessment; these are updated annually. The meal delivery program is also a part of a support system that checks on the elder person four to five days per week depending on their location. Drivers are trained to watch for changing needs and to alert the Resource Specialist/Nutrition Director as necessary.

Donations at **\$4.00** per meal received in this Program were **\$62,721.87.***

* Subject to Audit

TITLE III-D PROGRAM

In 2015 this program provided funding for nutrition services, medication management and adult health screening. Eating Healthy for Successful Living for older Adults was also funded in Green Lake County. 12 seniors attended and enjoyed the classes.

TRANSPORTATION

One of the greatest needs for the elderly and/or handicapped person is transportation. The Aging Unit receives and administers the 85.21 State Grant monies, \$81,740.00 in 2015. Service priorities are MEDICAL TRIPS, NUTRITION-RELATED ACTIVITIES, WORK-RELATED ACTIVITIES, and SOCIAL ACTIVITIES. Handicapped and older adults were provided 26,262 trips in 2015 with 85.21 funding.

TEFAP - (THE EMERGENCY FOOD ASSISTANCE PROGRAM)

The Food Pantry is operated by the Aging/Long Term Care Unit of the Department of Health and Human Services and is available to any indigent person/family in an emergency situation. The Food Pantry is funded by TEFAP, FEMA and private donations from fundraisers and local donors.

The Emergency Food Assistance Program/Food Pantry operates the first, second, and fourth Thursdays each month, and the third Tuesday evening. The Food Pantry currently has 31 volunteers who staff the days the food pantry is open. The volunteers also help pack food bags, pick up donations and food that has been purchased at Feeding America or local grocery stores.

Eligible residents of the County may attend once each month. Throughout 2015, the Food Pantry served an average of 259 households, and 535 individuals per month. Each household was provided an average of 45 pounds of food for a month. The bags include such things as fresh potatoes, carrots, margarine, cheese, cereal, canned fruit and vegetables, pasta, peanut butter, and soup, etc. In 2015 the food pantry was able to provide turkeys and hams for the holiday season.

ELDER ABUSE AND NEGLECT PROGRAM

The County Aging and Long Term Care Unit has been designated as the lead Agency in the Elderly Abuse Reporting System. Services provided to elders in crisis include Relocation and Shelter costs, Medical care, Legal Services, Supportive Homecare, Guardianship evaluations, and Outreach. These services are offered to older adults to help them resolve abusive or neglectful situations. The Adult Protective Services Social Worker investigates abuse and neglect referrals.

There were a total of twenty-seven (27) **Elder Abuse** investigations in 2015, with ten (10) Elder Abuse cases substantiated. The remaining cases were either unsubstantiated (8) or unable to be substantiated (9) for a variety of reasons. The most frequent concern was self-neglect, followed by material / financial abuse. (Also see Adult Protection / Guardianship in Long Term Support Section).

In 2007, a parallel system for Abuse and Neglect investigation and reporting for **Vulnerable Adults** was instituted by state law. The Adult Protective Services worker is the lead for this system also. The reporting requirements are very similar to the Elder Abuse system. In 2015, there were 4 **reports** of abuse to **Vulnerable Adults**; 2 were substantiated, 1 unsubstantiated, and 1 unable to substantiate.

In either system, investigations are handled in different ways depending on the initial referral and assessment. Some cases will go directly into the Court system due to a need for a Protective Placement. These can result in a 72-hour placement with guardianship assessment for competence. Other cases may involve various support systems including: family members, physicians, homecare, banks, attorneys, and law enforcement, and may take months for each case to be resolved.

ELDERLY BENEFIT SPECIALIST PROGRAM

The Elderly Benefit Specialist coordinates information and counseling regarding the public benefit program to individuals **sixty** years of age and older. Case records are maintained and all are kept confidential. Monthly reports are completed and forwarded to the State.

The Elderly Benefit Specialist also attends ongoing training programs, maintains public relations, does public speaking, writes media releases, performs Outreach services at Senior Centers, Mealsites, Community Meetings, and contributes articles Bi-monthly to the Senior publication, the Senior Sentinel.

Outreach services may include providing Medicare Part D or Senior Care appointments. Moreover, Social Security, SSI, Medical Assistance, Spousal Impoverishment, Medicare, Medicare Part D, Medicare Advantage and Supplemental Insurance may be reviewed along with Information and Referral services.

In 2015, there were 382 Open Cases, and 92 hours of training. Through these efforts, the Elderly Benefits Specialists' program saved Green Lake County elderly clients \$68,432.00 for the Senior Care program, \$262,168.00 for MA QMB/SLMB, \$1,399,029.00 for Medicare Programs, \$120,791.00 for Food Share, \$366,093.00 for EAP, Fraud or MAPP Programs, \$87,228.00 for SS/SSI Disability and \$79,150.00 for other programs in the Aging Unit. This is a total savings of \$2,382,891.00 for the elderly citizens of Green Lake County.

There were 1473 Information and Referral and 349 Medicare Part D inquiries to the Aging Unit and 204.5 hours of Outreach Services and 29 hours of presentations at the various Senior Centers and meal sites.

FAMILY CAREGIVER PROGRAM

Under the Federal Family Caregiver Grant, the Volunteer Coordinator identifies and meets with caregivers who are elderly, including grandparents who are raising grandchildren. A monthly support group, training, loan library, respite care and information and assistance are available for caregivers. We served fifteen **(15)** caregivers in 2015 through this program.

OTHER PROGRAMS

Volunteers for programs in the Aging Unit are recognized for their services at the Volunteer Luncheon in April. In 2015, over 150 persons were invited and given a small gift of thanks. The volunteers serve in all the programs listed for this Unit. They are most valuable; we could not serve the public without them.

The Senior Sentinel is a bi-monthly newsletter, which is published and delivered to over **950** households. The articles that appear in this publication help elders keep up-to-date with current information about our services and programs. The UW Extension Office and the Nutrition program provides healthy recipes and health tips. Notices are published concerning Immunizations, Foot Care Clinics, up-coming programs, Food Pantry news, Support Group dates, TRIAD meetings and Benefit Specialist updates. Articles are also submitted by the local senior centers. The publications let the community know what is happening at each center. Information is also published regarding Health Promotion classes, Energy Assistance, Homestead Tax Credit, Social Security and how to contact your legislators, as well as volunteer opportunities, and menus for the Senior Nutrition Program.

Each year in August, the Commission on Aging sponsors a countywide Senior Picnic. In 2015, **180** elders from throughout the County, along with 10 staff and volunteers, attended the County Senior Picnic at St John the Baptist Catholic School Gym in Princeton.

LONG TERM CARE UNIT

COMMUNITY OPTIONS PROGRAM (COP)

Throughout 2015, **one (1)** individual received COP funds. These funds were used to purchase group home care, monitoring and supervision. 2015 was the final year for the COP Program.

ALZHEIMER'S FAMILY CAREGIVERS SUPPORT PROGRAM

During 2015, we received **\$5434.00** in Alzheimer's Family Caregivers Support Program (AFCSP) funds. These funds provided a variety of services to **two (2)** individuals who suffer from Alzheimer's disease.

SUPPORTIVE HOME CARE

Throughout the year, two **(2)** individuals received Supportive Home Care (SHC) funded services, including housecleaning, yard work, meal preparation and assistance with laundry, lifeline, etc.

ADULT PROTECTIVE SERVICES/GUARDIANSHIPS

The Adult Protective Services Social Worker performed **twelve (12)** guardianship studies for adults in 2015. These consisted of Temporary, Permanent and Successor Guardianships. In addition, thirty-seven **(37)** Protective Placement reviews were completed. All reviews require a brief summary hearing on each of these placements to ensure that the continuation of the placement is appropriate, least restrictive and most integrated into the community. The Adult Protective Services worker submits a report to the court and attends each review hearing. The Protective Placement reviews consisted of one **(1)** due to Infirmities of Aging, eighteen **(18)** associated with Developmental Disabilities, six **(6)** with Mental Illness and thirteen **(12)** due to Degenerative Brain Disorder or other incapacities. Placements were monitored in nursing homes, Community Based residential Facilities (CBRF), State Centers for the Developmentally Disabled, Adult Family homes, and private homes or apartments. In addition, Power of Attorney documents and advanced planning information is regularly requested and assistance provided as needed. (Also see Elder Abuse/Neglect)

2015 Annual Report Behavioral Health (Clinical Services) Unit

2015 was a year of transition for the Behavioral Health Unit. All the staff of the Behavioral Health Unit did a stellar job at meeting the mental health needs of Green Lake County in spite of lack of leadership, being understaffed, and participating in the 24/7 on-call mobile crisis intervention services program.

The Behavioral Health Unit construct for 2015 was: of a unit manager, six counselors, one mental health case manager, three part-time psychiatrists (child and adult specialties) a psychiatric nurse, and a part time psychologist who provides clinical supervision. All of the counselors have Master's Degrees in a Mental Health related field and bring a variety of strength based skill sets to our service array. Each person brings a wealth of knowledge in the mental health field and a renewed excitement towards providing services to the consumers we serve in Green Lake County.

As a team we are also joining the shift in updating the units name to the Behavioral Health Unit to reflect what the state of Wisconsin has encourage over the last several decades. This alignment with state and national practices helps affirm the unit's focus on health and recovery support for consumers.

As the unit we continued to provide community outreach training, mobile crisis intervention services, and growth within program service arrays throughout the year. We also continue to be committed to consumer participation within programs, and providing health and wellness recovery groups as a source of mental health treatment. The clinicians and psychiatric nurse have been cross trained to work in several of the unit programs including the 24/7 on-call mobile crisis intervention services program.. We are focused on health and wellness, education, and prevention when engaging consumers in all Behavioral Health programs.

Crisis Intervention

Dr. Jon Mathew, PhD (Licensed Psychologist) oversaw clinical supervision for the behavioral health unit until November. Dr. Kent Berney (Forensic Licensed Psychologist) joined the behavioral health unit team in November. Dr. Berney brings a plethora of experience including former Director of Psychology at Winnebago Health Institute, supervisor for the Forensic Psychiatric Residents at UW-Madison Medical School and a professional demeanor that allows staff to learn and professionally from his supervision. During the year of 2015 our unit served 337 crisis calls. There is an excellent commitment by the behavioral health unit's staff to provide community based crisis services. This partnership includes collaboration between Behavioral Health Unit crisis staff, schools, hospitals, and law enforcement professionals in Green Lake County.

The following is a summary of crisis intervention services:

- 0 adults were diverted from psychiatric facility to a diversion facility
- 260 adults were served through crisis diversions to the community
- 36 adults were placed on an emergency detention/psychiatrically hospitalized (2 of those were detox)
- 61 children were served through crisis diversions to the community
- 30 adults utilized our services after crises

As a state certified crisis intervention provider the behavioral health unit continues to partner with, schools, local law enforcement, and area hospitals to provide the most appropriate level of community based crisis treatment. The unit crisis workers have the ability to provide crisis counseling on a walk-in basis or go mobile to the most appropriate location to provide crisis assessment, safety planning and response (e.g. Emergency Rooms) 24/7. The current emphasis is on providing a comprehensive assessment and response plan by the on-call crisis worker when determining safety of individuals when being called by law enforcement.

There has been 4 to 5 clinical staff (3 to 4 positions short) that rotates, handling crisis calls during and after business hours. When a counselor meets in-person with a consumer in crisis they are able to engage the person on what resources/supports they are most in need of to create a safe crisis response plan in the least restrictive environment. This collaborative effort between multiple systems allows a partnership to provide Green Lake County residents with the most appropriate level of care, in the safest situation in the least restrictive setting. When determined that most appropriate level of care is a psychiatric hospitalization, an emergency detention is initiated by the crisis worker and law enforcement.

We also contract with a crisis diversion facility, Summit House in Oshkosh, WI for the few that need safety supervision, but do not need hospitalization. We have also established a relationship with Berry House in Fond du Lac, WI as a community based diversion option for residents in need of structured transitional supports and supervision around mental health needs upon discharge from a psychiatric facility.

Outpatient Counseling

During 2015, 410 clients were served in the outpatient unit. Including the CCS, CSP, CLTS and Mobile Crisis, Green Lake County Behavioral Health Unit has served over 3% of the population of Green Lake County.

Dr. Laurens Young, MD is currently serving as Green Lake County's Medical Director and also sees consumers for psychiatric services. He is currently seeing consumers two days a week to meet the needs of our residents and will reduce his time to one day a week as time continues. Dr. Baldomero, MD continues to provide child psychiatric services one day every other week. Dr. Tausch MD also provides psychiatric services weekly.

The Behavioral Health Unit has been certified by the State of Wisconsin as a TeleHealth provider. Many rural areas are utilizing the shift to expanding the use of technology to bring specialized services to rural communities that would otherwise not have been available. This approach also increases access for our residents to quality care in a timely manner. As this new program service develops Dr. Gail Tasch, MD will be 8 hours a week of psychiatric services along with Dr. Young MD through Telehealth for Green Lake County. With this added approach to providing quality care in our unit we are expecting consumers to be able to see a psychiatrist in less than a month.

Combined our psychiatrists provided services to over 280 clients in 2015. Doctors are able to see clients within 2 months from request for services and often times sooner as scheduling space opens up. Appointments with a therapist that are non-emergencies are -2-3 weeks out. Emergencies are seen immediately on a walk-in basis for needed services 24 hours a day, 7 days a week. Intake counselors are available to speak with anyone on a walk-in basis to our unit as a crisis intervention session or simply to support a consumer in filling out intake paperwork to see a counselor, or as a support to talk with consumers on various resources throughout the county and how to access needed services.

Our unit takes a whole system approach in serving residents in Green Lake County and we understand how each aspect of a person's life can impact quality of life in others (e.g. mental health, financial, housing concerns, childcare, employment, etc.).

Community Support Program (CSP)

The CSP provides intense community services to people with severe and persistent mental illness. Staff provides counseling, support, transportation, case management, representative payee, medication management, crisis services and more. Without this community based mental health service, it would be difficult for many individuals to remain at home and in their communities.

Comprehensive Community Services (CCS)

The Comprehensive Community Services program is a strength-based consumer driven psychosocial rehabilitation recovery program that is based in the community. This program is constructed to utilize consumers identified strengths in the support of their goal directed recovery process. This is a Medicaid funded program which requires each individual enrolled in the program to have Medicaid, and a Diagnosis (mental health diagnosis, substance abuse e.g depression, bi-polar etc.), be motivated to work on self-identified recovery goals, and utilize a collaborative team based model which emphasizes natural supports in recovery.

This client-centered approach provides consumers the opportunity to select who will be on their recovery team which can be composed of family, friends, staff persons or other natural community supports. Included in this team are the person's mental health professional and a

service facilitator. CCS works closely with the Children & Family Unit to help provide services to keep children in their homes instead of foster care placement. Or to help return a child back to their home with the proper supports. This program also created a strong connection with schools as teams that serve child partner with schools in providing needed supports toward goals.

The program model provides an excellent opportunity for Green Lake residents to experience a collaborative community based approach to mental health recovery. We have built the number of counselor that can provider for this program through functional screening and service facilitation. We also have a full time mental health case manager that is experienced and dedicated serving CCS consumers. Following our commitment to consumer driven care this year saw the development of consumer inclusion in program development. A consumer subcommittee was developed to provide direct program feedback to the program.

We are also currently in a Regional CCS Consortium that has been approved by the state of Wisconsin. The Regional CCS Central Wisconsin Health Partnership (CWHP) includes six surrounding counties working together. Due to approval of our certified region medically necessary services are approved to be reimbursed at a rate of 100% for the services we provide CCS consumers. The Regional CCS Consortium meets as a subcommittee on a monthly basis.

Recidivism Reduction Program

The purpose of this program is to reduce the re-entry of consumers into the criminal justice system. It is fully funded by a grant and is in its sixth year.

Direct behavioral health services to consumers in the jail RR program are provided by one Mental Health Professional from the behavioral health unit at DHHS. This counselor provides immediate crisis interventions, assessments, individual and group counseling to inmates at the Green Lake County Jail, as well as to those on probation/parole. This counselor also facilitates an aftercare Recovery group in the community for individuals coming out of jail that benefit from the model of continued care after their release from jail.

This year also included the addition of a peer led recovery group within the jail setting. This group is based on the Treatment Community philosophy.

There are several facets to this program which involve education, (obtaining an HSED/GED), probation and parole, health and wellness, stress and coping, employment education, job training, after care supports in the community and several other life skill opportunities (jail garden project, etc.). It also includes classes on parenting and financial skill building.

This program works on linking inmates with available resources and facilitating any family/community supports necessary to support their successful re-entry into Green Lake County communities.

Aftercare Coordination Program

As the behavioral health unit continues to provide crisis prevention/intervention services for county residents, it also continues to provide crisis linkage and follow-up post psychiatric hospitalization. Starting at the end of 2012 there is a designated staff member to provide coordinated linkage and follow-up for each individual that is placed by the court system on a 90 day settlement or 6 month commitment order for mental health or AODA treatment. This focus is of critical importance to our unit as the individuals being severed by the aftercare coordinator have entered our unit due to reported harm to themselves (e.g. reported suicide threats or attempts, substance abuse, or inability to care for themselves due to mental health etc.) or harm to others. Helping them stabilize and re-enter their communities with their highest level of functioning of great importance to our providers.

Wellness & Recovery Group

The Wellness & Recovery Group adds an aftercare component to the Recidivism Reduction treatment-focus program provided at the Green Lake County Correctional Facility. Wellness & Recovery group meets weekly for 75 minutes at an accessible community location (historically, Berlin Public Library) and is a treatment resource for ex-offenders in recovery. Group is co-facilitated by two dual-diagnosis clinical therapists and emphasizes recovery education for AODA and dual diagnosis individuals. A curriculum outline is available, however the group includes a strong group process component and the curriculum is designed to be flexible and responsive to the needs of the group population. This is an open group accepting clients on a self-referral basis as well as referrals from Probation & Parole and parents referred through CHIPS. Group topics include: personal responsibility, mental/ emotional health, substance abuse and recovery, healthy relationships, communication and boundaries, cognitive self-change, and problem solving. Group facilitators are knowledgeable in providing information and referrals to appropriate community resources to help ex-offenders re-integrate into a community lifestyle.

Drug Court Program—Treatment Component

The Green Lake County Behavioral Health Unit provides two treatment specialists to participate in the steering committee for the development of a collaborative Drug Treatment Court alternative program. These treatment providers maintain responsibility for assessing treatment needs for individuals referred to the Drug Court Program. That provider then follows the individual through the treatment court providing clinical therapy and participating in treatment court reviews and staffing. Treatment providers also add clinical perspective and addiction & recovery education to the Drug Court team as they develop program policies and cross-system responses to participant needs. These treatment providers maintain current knowledge of level-of-care assessment and are able to make referrals for individuals who need a higher level of care at any point during their participation. Drug court team, in addition to treatment providers,

includes representatives from Probation & Parole, peer specialist, District Attorney and public defender, law enforcement, correctional facility, and a specialized Drug Court Judge.

Recovering Together—Women's' Group

The Green Lake County AODA program is beginning a gender-specific AODA recovery program that addresses the unique therapy needs of women. The program relies on a relational-cultural model that incorporates mindfulness practices and trauma-informed treatment modalities. During 2015, the group was in planning stages with a goal to be implemented in early 2016. The group will serve 6-10 women at a time.

Children's' Long Term Support Waiver

The Children's Long Term Support Waiver (CLTS) is a Medicaid Waiver program for children with developmental or physical disabilities or Severe Emotional Disturbances (SED). Children qualify for the waiver through Medicaid eligibility and use of a functional screen. The families then meet with a caseworker to develop a person-centered ISP that draws on the strengths and needs of the child and their family to identify specific complementary supports that would not be otherwise covered by Medicaid. Examples of such supports include: Autism/ Behavioral in-home treatment, accessible home modifications, sensory supplies/ therapeutic aids, respite care-going and specialized, and support & service coordination.

CART—Tricounty Child Abduction Response Team

Green Lake County DHHS is a partner stakeholder in the development of the tri-county Child Abduction Response Team (CART) serving Green Lake, Marquette, and Waushara County. The CART is in development stages during 2015 and the entire tri-county team participated in a national certification training focused on coordinating timely and effective interdisciplinary responses to missing child situations. The Behavioral Health Unit designates one therapist as a clinic representative to be present in these trainings and to support appropriate responses of clinical crisis staff should this type of a crisis situation arise.

IOP Intensive Out Patient Group

12 week evidence-based group therapy focused on developing coping skills, implementing relapse prevention strategies, identifying co-occurring issues and creating space for valuable peer feedback. Our program offers intensive counseling to persons who are experiencing consequences related to substance abuse whether the substance is drugs or alcohol.

Roundtable Discussion

In November 2015, the clinic staff organized and facilitated a roundtable discussion bringing together medical professionals, public health workers, law enforcement, mental health and substance abuse treatment staff, school professionals, and the recovery community to bring awareness regarding the increase of prescription drug abuse and the unique issues that go along with this type of drug abuse. The event included presentations by treatment staff and an individual in recovery as well as a facilitated discussion of cross-systems goals for future prevention & intervention activities.

In March we started a new software system called AVATAR. This system assists in interfacing the clinical services to billing services. We are still working out the kinks; however it will make the process of servicing the community and billing for our services more efficient.

Behavior Health Unit 2016 program development areas:

Wellness and Recovery Support Group

Aftercare Wellness and Recovery Support Group Berlin Area

Regional Comprehensive Community Services Certification

Central Wisconsin Health Partnership

Wellness Coalition Mental Health and Substance Abuse

Heroin Awareness Campaign

Dementia Capable Systems

Crisis Diversion Center Development

Interagency Meetings

Drug Court Program/ Grant Development

School Transformation Advisory Committee

Head Start Committee, Consultation Partnership

AWARE Mental Health Work Group

Aviator/Netsmart Medical Records Implementation

**2015 Annual Report
Children & Family Services Unit**

2015 was a year that there was only one staff change. There were only vacant positions in the Unit. The Unit is comprised of the Unit Manager, the Initial Assessment Worker (Child Abuse/Neglect Investigations), and the Juvenile Court Intake Worker, three (3) Dispositional Social Workers, a Medical Assistance Targeted Case Management Social Worker, the Community Response Social Worker, an In-Home Therapist and Coordinated Services Team worker. The Community Response Worker (CRP) left the agency and we re-hired the CPR worker.

In the spring semester of 2015 two (2) undergraduate field placement students were with the agency. The undergraduates included one (1) from Marian College and one (1) from the University of Wisconsin-Oshkosh. Two Master(s) students' one from the University of Wisconsin - Madison and a second from the collaborative at the University of Wisconsin - Oshkosh joined the agency for placement. In the fall semester of 2015, one (1) undergraduate field intern was with the agency from Marian College.

The Children & Family Services Unit is responsible for the provision of a number of programs and services available to individuals and families in the community. The following is a brief summary highlighting activities in 2015.

The Unit staff continued to engage in several new initiatives that started in prior years: the Permanency Roundtables; the Community Response/Quad Counties Family Resource Network; Alternative Response; and the Intensive Safety Services program. Staff participated in new training initiatives which included Family Find and Supervising Safety.

Access

The ACCESS staff for the Unit received 425 referrals that were logged into the eWISACWIS system. These numbers include the Juvenile Court Intake referrals, Community Response, Child Abuse/Neglect Reports, and Child Welfare Intakes and other Service requests. The Unit received a total of 245 reports of Child Abuse/Neglect. Of these, 79 were screened in for a response from the Initial Assessment Worker. 166 reports were screened out. The screened in reports had a total number of 149 children that were identified as potentially being child victims. The screened in reports by maltreatment type were: 36-Physical Abuse; 73-Neglect; 35-Sexual Abuse; and 5-Emotional Abuse. 180 Service Reports were received. Of these, 142 were screened in. These were comprised of 75 Child Welfare Reports, 59 Juvenile Justice Reports, 5 Kinship Care applications, 1 for court ordered study, 1 adoption related, and 1 re-open closed case and 2 for drug affected Infants.

Juvenile Court - Delinquency

In 2015, Juvenile Court Intake received fifty-eight (58) new referrals. This is down by 3 referrals from 2014. Nineteen (19) Delinquency petitions were filed and Seven (7) Juvenile in Need of Protection & Services petitions were filed.

Green Lake County staff has noticed the same trend that has been experienced State-wide which is that fewer juveniles are being referred to the Court Intake offices. State statistics indicate a downward trend in the number of youth in detention as well as in the Institutions which led to the closing of Ethan Allen and Southern Oaks in 2011.

No (0) new youth were placed in the Severe Juvenile Offender Program in 2014. No adult court waivers were filed. One (1) youth was placed in residential care and subsequently ordered to Lincoln Hills in 2013. This youth continued in Lincoln Hills in 2015 was transferred to Rawhide Boys Ranch. This youth was released in June 2015. A second youth was under the Department of corrections. This youth was Court-ordered to the Corrective Sanctions Program.

This youth was presently placed in a Group Home facility and subsequently returned home. This youth has been sent into Lincoln Hills for violations of rules as well as was placed into the facility for a thirty (30) day evaluation. One youth was placed under a Chapter 51 Emergency Detention, and then subsequently committed to the Department; the youth was placed at WMHI. The youth was later transferred to Rawhide Boys Ranch.

One (1) Summer Youth Group was held in June 2015. This year three staff from the Green Lake County DHHS collaborated to facilitate the group. The youth that engaged in the Summer Youth Program participated in Equine Therapy through Mihala's Hope. There were six (6) males that participated and completed the group. Additionally they participated in group therapy activities which focused on prevention, group process, and problem-solving as well as social skill development. The group was 9 weeks in duration.

The Intensive Supervision worker for the unit facilitated a court ordered groups on "Teens in Action". Twenty (20) youth participated in this curriculum both in group and one-to-one.

Juvenile Court staff is on-call twenty-four hours per day for the purpose of Juvenile Intake/Detention, Child Abuse/Neglect and Energy Assistance.

Electronic Monitoring/GPS Monitoring

Seven (7) youth were on monitors in 2015. All seven (7) were males. One (1) adult female was also put on GPS. The agency began to use the EM in lieu of out-of home placements.

Mediation

In the second half of 2013, the Green Lake County DHHS staff began Court Mediation services for the Family Court. This service has continued for the Court. The duties were split between one staff in the Behavioral Health Unit and the Juvenile Court Intake Worker. However due to the extended leave of the Behavioral Health Manager all the mediations were completed by the Juvenile Intake Worker. Thirty (30) mediations were completed in 2015.

Child Abuse/Neglect/Child Welfare

The Child Welfare System continued to undergo major changes in 2012 as the State continues to improve service delivery subsequent to the Federal Review conducted in 2010. As stated earlier, Seventy-nine (79) Initial Assessments were conducted. By years end, 31 Child in Need of Protection and Services Petitions were filed.

Due to the rise of prescription drug abuse, opiate/heroin addictions on the rise, two (2) adult females were placed in Community Based Residential Facilities until the children were born. Of the 245 Child Abuse/Neglect referral received by the agency in 2015, 29 were under the Drug Effected Children (DEC) protocol.

Parenting

The Family Training program provided services to twenty-four (24) families with a total of thirty-eight (38) parents and fifty-four (54) children in 2015. They provided both parent training and education, parent aide services and in-home therapy. In 2015, the Crisis Intervention slots were continued. These slots are primarily utilized in an effort to return children to their parental homes post removal or prevent the removal in an emergency situation.

In addition to the parent training contracted through Family Training Program, an agency staff (Dispositional Worker) worked with thirteen (13) families on an individual basis. Additionally agency staff co-facilitated two (2) Strengthening Families groups in the spring 2015 & fall 2015. After the staff person with Extension changed positions, Unit staff continued the program. The agency contracted with Lutheran Social Services for parent training for one (1) family with two (2) parents and ten (10) children.

In-Home Therapy/Targeted Case Management/Comprehensive Community Services

The In-Home therapist has taken a lead role in the development of the Targeted Case Management (TCM) program. Whenever possible, TCM is billed to help recover the cost of the services provided. The In-Home therapist is cross-trained to facilitate Comprehensive Community Services (CCS) teams as well as perform Children's Functional Assessments. The In-home team is augmented by a TCM case manager as well as other mental health professionals. At year end, twenty-four (24) cases of TCM were being billed.

Foster Care/Kinship Care

Foster Care, Kinship Care, Group Homes and Residential Care facilities are used for children who are unable to reside in the home of their parents or guardians. The State changed how foster homes are now licensed and have set up Levels of Care as well as an evaluation tool for the Level of Need. All the unit staff is certified to perform the Child and Adolescent Needs and Strengths Assessment (CANS). In 2014, Seventeen (17) total children were in foster care. In 2015, this number went up considerably. Two (2) youth were in residential treatment; two (2) youth were in treatment foster care; seventeen (17) children were in foster care; twenty (20) children were in court-ordered relative care; six (6) children were in Kinship Care; One (1) child was under a subsidized guardianship. Four (4) children were subject to Termination of Parental Rights petitions.

Courtesy Supervision

Courtesy Supervision for both Child in Need of Protection and Services as well as Juvenile Justice Cases were performed for other Wisconsin Counties. This included Kenosha, Winnebago, Fond du Lac, Rock, Portage, Columbia and Marquette. We are providing courtesy supervision for an out of home placement for the State of Washington. In addition to courtesy supervision, home checks to confirm safe environment as well as licensure were conducted.

Community Response Grant

Our agency continued to lead a Quad County consortium which developed/facilitated the Family Resource Center grant. The program services Green Lake, Waushara, Marquette and Adams County. One Hundred Thirty (130) families were referred to the Community Response Program.

Contractual Services

The Unit In-Home Therapist also served families through Mental Health Crisis planning and services. This worker worked in conjunction with an Independent Contractor, Wellhoefer Counseling to provide in-home therapy services to youth and their families and KD Counseling Services.

The Lutheran Social Services agency was awarded grant funds through an Intensive Safety Services program funded by the State in 2012, 2013, and 2014. This program has served two (2) families in Green Lake County which included two (2) parents(s) and ten (10) children in 2015. The program is designed to prevent the removal of children from their home.

Mentoring

Our agency sub-contracted with Community Options, Inc to take over the management of the mentoring program in 2010. That agency has continued to provide mentors to our children/youth. We had a total of six (6) mentors serve children in 2014. Twenty (20) children were served. One (1) youth who graduated the foster care system was also served.

Coordinated Services Program

After a successful grant application, Green Lake County began the Coordinated Services Initiative in April 2014. The target population for this grant is children and families with multiple needs who are served in the Child Welfare/Juvenile Justice system, Mental Health and AODA service system. Twelve (12) of children/youth participated in the program in 2015. Presently there are fifteen (15) teams open. Outreach has been done to other agency staff, schools, inter-agency groups and the Boys and Girls Club.

Prevention/Education

Children & Family Services Unit staff have presented public presentations in the community on agency services and programs as well as training topics to groups. Presentations have been on the topic of child abuse and neglect, shaken baby syndrome and community service as well as Community Response. Staff has also been involved on committees on the local level such as the Family Resource Council, the ADVOCAP/Headstart Policy Council, and the WCSHA Children & Families Sub Committee. Unit staff has participated on the SART (Sexual Abuse Response Team), CART (Child Abduction Response Team, Child Death Review Team, and the Drug Endangered Children team.

Licensing

Green Lake County ended the year with eleven (11) licensed level II foster homes. At the year's end, the agency had one (1) active level I licensed home. Three (3) additional homes are certified for respite care.

Respectfully submitted,

Susan Sleezer
Children & Family Services Unit Manager

2015 ANNUAL REPORT
ECONOMIC SUPPORT UNIT

~ Providing and Coordinating Resources to Strengthen Families ~

Access to resources and quality customer service are the main focus of the Economic Support Unit. Our goal is to provide accurate, timely, and effective financial and case management support services for all our customers.

Five Economic Support workers and a Unit Manager make up the Economic Support Unit for Green Lake County. The expertise in our unit goes back to January 2001 to current.

Presently, our Economic Support Unit is serving over 1970 Green Lake County households. Customers may be receiving assistance from Medicaid, BadgerCare Plus, Family Care, FoodShare, Wisconsin Shares, and Energy Assistance. This is a 2% caseload increase from last year. This is a continuous trend we have seen for the last five years.

ECONOMIC SUPPORT PROGRAMS

~ The Economic Support Programs serve to provide financial stability for low income households and those experiencing a financial loss~

The Economic Support services are necessary to meet an emergency need such as homelessness or medical needs. Each program serves a specific population and has different income guidelines and requirements. The self-sufficiency of Green Lake County households and individuals is the program goal. The number of customers requesting financial assistance from Economic Support Programs continues to grow each year. Requests for the programs continue to grow due to the current economic conditions.

Caseload Growth

2010	1443 households receiving assistance
2011	1593 households receiving assistance
2012	1828 households receiving assistance
2013	1883 households receiving assistance
2014	1947 households receiving assistance
2015	1970 households receiving assistance

Requests for program assistance are made by contacting Green Lake County Health & Human Services and speaking to the intake worker or by coming into the agency. Customers may also use the ACCESS website at www.access.wi.gov to learn about the programs, apply and update their status online. Customers also have the option of calling our Call Center at 1-888-256-4563 to request program assistance.

The 2012 Mandate required counties to form consortia. A total of 10 consortia were formed in Wisconsin. Green Lake County joined 9 other counties to form East Central Income Maintenance Partnership (ECIMP). This “partnership” in less than six months created a Call Center (CCA) that was to handle all incoming Income Maintenance calls within the 10 counties.

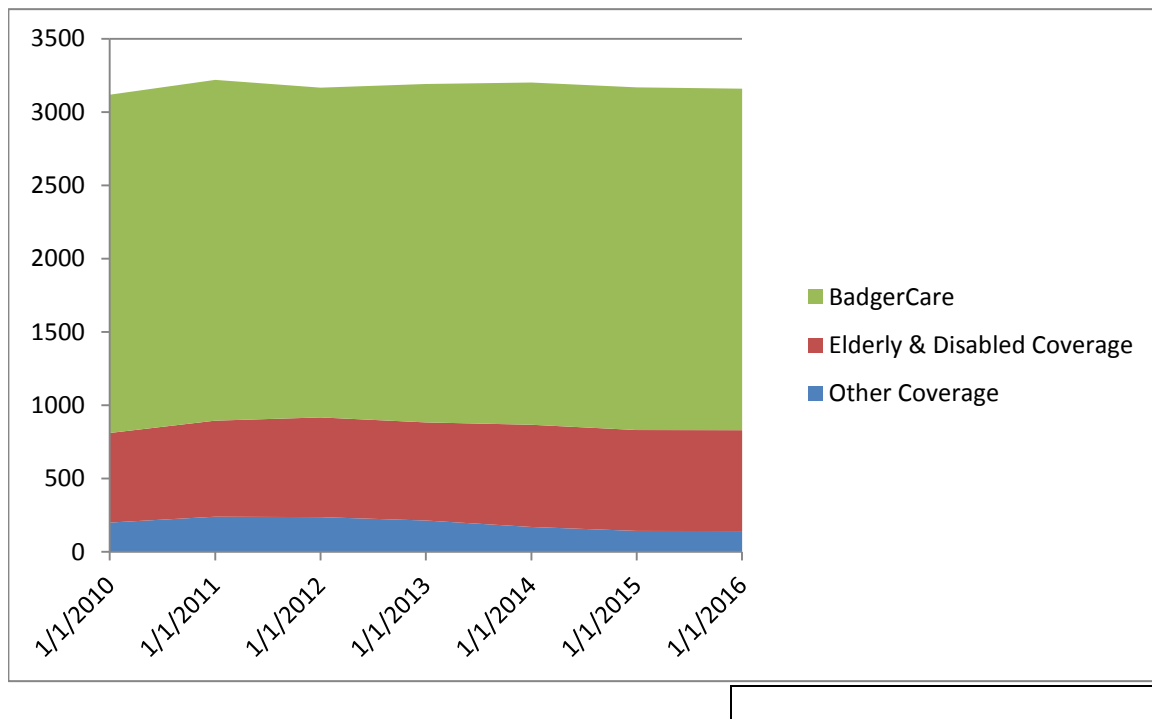
January 1st, 2016 Sheboygan County decided to elect to leave ECIMP to join another Consortia.

Each county is responsible for “staffing” the CCA. Green Lake County staffs CCA with 1.4 FTE. This FTE count has increased again this year with the increase of caseload for Green Lake County. ECIMP’s CCA took 21,961 calls in the month of December. The number of calls received in CCA has increased. However, with the increase in call volume, Green Lake County and ECIMP have maintained and exceeded the required performance standards.

Medical Assistance is a State and Federally funded program that provides low income customers comprehensive, affordable healthcare. Numerous individual programs are included under the umbrella of Medical Assistance including: BadgerCare, Medicaid Purchase Plan, Family Planning Waiver, Medicare Beneficiary and Family Care. Each Program has its own specific non-financial criteria for eligibility. Most Medical Assistance customers must participate in a HMO.

The following chart shows the number of participants certified by Green Lake County and the coverage type for each year.

Members Certified by County/Tribe and Coverage Type Each Year



FoodShare- is a Federal Program that provides a monthly FoodShare allotment to low income customers. Eligibility is based upon income, household composition and shelter expenses. The eligible customer receives a QUEST card that is used to purchase food. April 1, 2015, able-bodied adults without dependents (ABAWD) were required to meet a work requirement to be eligible for FoodShare. To meet this requirement the FoodShare Employment and Training program (FSET) is available. This program is administered by Forward Services Corporation. If recipients of FoodShare fail to comply with the work requirement for three months they will be found ineligible for FoodShare for three years. Similar to the Medical Assistance Programs, FoodShare participation continues to increase. The FoodShare average caseload in 2015 for Green Lake County was 1094 households (2,278 participants). The Calendar year-to-date monthly average FoodShare benefit for Green Lake County was \$213,913. The total FoodShare benefit given in 2015 excluding December was \$2,353,048.

Wisconsin Shares-Child Care- is a program that provides child care subsidies for low income working families to assist in their payment of child care expenses. The subsidy payment is made to the child care provider, with the family responsible for the co-payments. In 2015, the monthly average of families receiving assistance was 63 households / 92 children. This is a 9% increase of children receiving this benefit.

Energy Assistance- is a program that provides a one time payment during the heating season to low income customers who need help paying their heating costs. The energy payment is made directly to the fuel supplier. In 2015, 832 households applied, 770 were approved, and \$380,532 was the total paid out in Energy Assistance. (\$312,698 in Energy Assistance, \$44,443 in Crisis Assistance, \$4,653 Non-WHEAP Additional Services, and \$18,738 in Heating Unit Activity) The number of applications and the applications that received benefits decreased by 8% in 2015. The entire State of Wisconsin saw a decrease in 2015. The reason for caseload decrease is uncertain. I speculate that the warmer winter months contributed to the decrease.

WISCONSIN WORKS (W-2)

~The W-2 program focuses upon alleviating the specific employment barriers a family member may have~

In 2013 the W2 contract was awarded to Forward Service Corporation (FSC). FSC is co-located in the Advocap building with the Job Center. The W-2 program focuses upon alleviating the specific employment barriers a family member may have by providing intensive case management and service coordination. The W-2 program determines how a customer's strengths can be enhanced, employment obtained and maintained with an emphasis on stabilizing the household income and guiding the family to self-sufficiency. W2 participants typically receive other services or participate in other programs with Green Lake County.

In 2015 FSC provided W-2 services to 72 participants.

Emergency Assistance- is a limited program designed to meet the immediate needs of an eligible family facing current emergency due to fire, flood, homelessness or impending homelessness. This program is a sub-program of W2. This program will be handled by FSC as with all other W2 services.

Submitted by: Shelby Jensen
Economic Support Unit Manager

2015 ANNUAL REPORT - FOX RIVER INDUSTRIES

Overall Services Provided:

Fox River Industries (FRI), an agency of Green Lake County DHHS located in Berlin, Wisconsin, provides a variety of services to individuals residing in and around Green Lake County. The goal of FRI is to provide quality consumer services on a daily basis in our Prevocational Services, Adult Day Services, Supported Employment, Protective Payee, and Transportation Services units. While the primary target population is adults with developmental disabilities, FRI also serves individuals with chronic mental illness, W-2 participants, students, and young adults transitioning into community jobs. These services are provided to enable these individuals to optimize their abilities and to live and work in the least restrictive setting possible.

In 2008, Green Lake County transitioned to Family Care, contracting primarily with Care Wisconsin of Madison. Following is a description of services provided through Fox River Industries.

Supported Employment Program:

The FRI Supported Employment (SE) program serves individuals who experience barriers to obtaining and maintaining community employment. This department consists of a 40 hour/week SE Coordinator and a 35 hour/week Job Coach, as well as part time help from other FRI departments as needed to maintain effective community job supports. Supported Employment services include functional assessments, work trials, job development, job placement, and ongoing support/training for the duration of the individual's employment. In most cases, the Division of Vocational Rehabilitation (DVR) funds the initial supported employment services with FRI SE providing the long term supports necessary for each individual to maintain employment. Ongoing supports for Family Care members are funded through the Care Management Organization.

As political pressure to reduce center based employment services continues to escalate, the demand for community based jobs, and the SE services needed to match qualified employees with these jobs, continues to grow at an increasing rate. In 2015, 36 consumers held 45 integrated community jobs at 29 different employers, 19 consumers are currently receiving job development services, and the waiting list for DVR services has been reduced from 19 last year to 5 at present. Long-term supports such as job coaching, employer relations dialogue and skill building often continue indefinitely for individuals receiving SE services, even after initial DVR funding is exhausted. 2015 DVR revenues through November 30 were over \$54,000 (against a budget of \$45,000).

Prevocational Services Program:

The FRI Prevocational Services program provides opportunities for individuals with barriers to employment or limited employment experiences to learn job readiness skills and other related social skills to enhance their ability to obtain and maintain employment in the future. Skills focused on include following directions, maintaining attention to task, accepting constructive advice on how to do the job, etc.

A wage study is completed annually to determine consumer wages based on the same kind of work done by a non-disabled employee with at least one year of experience. This method insures that the consumers receive a fair wage and insures that rates are comparable to local industry. Federal and State special commensurate wage certificates are issued as a result of these wage studies, with each license expiring in alternating 2 year cycles, at which time FRI reapplies for another two year term.

Currently there are approximately 51 consumers receiving pre-vocational services in the workshop: 32 full-time, 16 part-time, and three seasonal. At this time there is no waiting list for these services. We currently have

3 Production Aide positions running 3 consumer groups, with the Lead Bus Driver helping out as production needs dictate. We also have a Production Supervisor and a Material Handler rounding out our production staff.

The workshop continues to have three main sources of revenue: Alliance Laundry Systems, Wilson-Hurd, and cob corn squirrel feed sales. In addition, we perform smaller packaging/assembly/sewing jobs on a repeating basis for JP Luther and assembly and packaging for Generac Mobile Products (formerly Magnum Power Products). FRI continues to sell corn to Fleet Farm, Havegard, Javic Wholesale (for Steins Garden and Gift), Wisconsin Garden and Pet Supply, Berlin Kitz, & Pfeil Hardware, Reinders, and several smaller outlets in the Green Lake County area. Squirrel corn business was once again very strong in 2015 with sales projected sales at \$172,000. In our pressroom we continue to print for many of the Green Lake County offices, and other smaller jobs in the community.

In 2015, Fox River Industries negotiated a rate for a new service, Community Based Prevocational Services, with Care Wisconsin. This service will offer a 10 week curriculum with a 4:1 ratio, with 4 hours of classroom time each week. Programming will occur mostly in community based settings, and will focus on skills designed specifically to allow participants to explore community employment options. The desired outcome for FRI is to generate interest in community employment for participants in this program. FRI then will support these individuals in seeking a DVR referral at this time. Center based and community based prevocational services are reimbursable for Family Care members.

On July 22, 2014, the Workforce Innovation and Opportunity Act, commonly referred to as WIOA, was signed into federal law. This legislation focuses on transitioning students and young adults (up to age 25), with a strong emphasis being placed on community employment for everyone. Going forward, FRI will need to gradually shift resources from center based production to community based employment as programming demands shift and participant needs/desires change.

Adult Day Services Program:

Adult Day Services programming at FRI promotes inclusion and independence for adults with disabilities. Our goal is to assist those we serve in acquiring, maintaining, and improving the skills needed for individuals to live in a community setting.

FRI currently provides a variety of health, social, and support services to program participants in a protective setting as we attempt to meet the specific needs of each individual we serve. These services include education, therapy, exercise and recreation. Specific skill areas currently being emphasized through classes include Social Appropriateness, Cooking and Nutrition, Money Skills, Academic Skills (such as numbers and letters identification), Community Appropriateness Skills, and Safety Skills.

Activities of daily living are a big component of the day services program. Therapy and exercise programs are necessary fundamentals to maintain consumers' quality of life. The exercise program, provided to a majority of our consumers, includes weight lifting, aerobics, and endurance training. This service also encompasses personal care needs.

Community inclusion is a key element in Adult Day Services programming. Examples of outings include trips to the zoo, parks, retail stores, athletic events, and libraries, along with weekly bowling and swimming trips. Volunteering is also highly valued in our program as a form of community inclusion. Day Services program participants currently volunteer at Theda Care, several local area libraries, and the animal shelter in Green Lake.

3 Certified Nursing Assistants, a Teacher, and a Services Coordinator currently staff our Day Services Program. Services are currently provided to approximately 45 consumers between the hours of 9:00 AM and 3:30 PM Monday through Friday. Adult Day Services are billable for Family Care members.

Transportation Services:

Disabilities Services, Inc. (DSI – a private non-profit corporation created to support DD services) has been providing vehicles for the developmentally disabled and elderly of Green Lake County since 1978. The 16B2 (now 5310) grants fund 80% of the cost of the vehicles with State Department of Transportation (DOT) funding, with DSI/Green Lake County paying the remaining match of 20%. Over the years, DSI has purchased 30 vehicles at a worth of over \$950,000 and an actual 20% match amount of \$190,000. Current vehicles are primarily used by Fox River Industries, Southern Green Lake County Senior Transport, and City of Berlin Senior Center for elderly and handicapped transportation.

In 2015, DSI applied for 4 vehicles under the 5310 vehicle grant program. The application was successful, but due to program resource limitation, DSI was awarded only two of the 4 requested vehicles. Priority for this cycle was given to Southern Green Lake County Senior Transport and the Berlin Senior Center. These two transportation service providers will each receive a new minivan in 2016, and DSI will re-apply for two vehicles in 2016 for delivery in 2017.

Also in 2015, DSI applied for and was awarded a New Freedom grant for Operating Project expenses in the amount of \$61,027. This grant opportunity became available under section 5310 in 2014 and can be used to supplement 85.21 operating expense dollars for qualifying elderly and disabled transportation service programs. This award will arrive quarterly in 2016 to offset expenses as they occur during the year.

Transportation service expenses are included in the Prevocational and Adult Day Services Family Care billing rates. Transportation is billed as a fee for service for non-Family Care program participants.

Protective Payee Services:

In 2009 FRI added protective payee services to the list of services provided. This collective account, administered and run through FRI, continues to grow. It currently serves over 90 consumers and receives frequent new referrals. This program employs one full-time individual and is supported with assistance from other department staff as needed. Protective Payee services are billable partially through Care Wisconsin (Family Care members only), with the remaining members self paying for services.



Public Health
Prevent. Promote. Protect.

2015 Health Unit Annual Report

The mission of the Health Unit is to “Assure the health of Green Lake County by promoting and protecting health and preventing disease.”

OUR VISION--

**GREEN LAKE COUNTY:
HEALTHY PEOPLE, COMMUNITIES AND ENVIRONMENT**



Health Unit Staff: Back row, Renee Peters, , Birth-3/Family Support, Tracy Soda, PHN, Ashley Rondorf, Environmental Health Specialist, Shari Krause, Public Health Program Specialist, Kari Schneider, PHN, Melanie Simpkins, RN, MPH, Health Educator and Accreditation Coordinator. Front Row: Caitlin Witt*, UW-Oshkosh Accelerated Nursing Nursing Student, Kathy Munsey, RN, Health Officer, Makiko Thomas-Omori *, Summer Intern Jeri Loewe, PHN, Marilyn Voeltner, Volunteer.

*Throughout the year, we mentor students from various schools including UW-Oshkosh, Marian University, UW-Madison and more. Mentoring interns is one way to provide them with opportunities to increase their knowledge of public health as practiced in the community setting and they can grow and develop their skills. This is a great way for us to contribute towards a competent workforce!

Our 2015 Programs and Services:

Disease Control and Prevention

Public Health Nurses are required by statute to follow up on acute and communicable diseases. Using the WI Electronic Disease Surveillance System (WEDSS) we are able to monitor trends and track outbreaks as they occur. Below are some of the diseases we followed in 2015, along with previous year comparables. In 2012 we were seeing huge numbers of pertussis or whooping cough statewide. A huge vaccination campaign was implemented and you can see how that has improved the number of cases for that disease.

Frequency of Reported Diseases in Green Lake County	2012	2013	2014	2015
Blastomycosis	-	-	1	-
Brucellosis	-	1	-	-
Campylobacteriosis	4	4	6	2
Chlamydia	38	41	42	47
Cryptosporidiosis	2	1	2	2
E-Coli (Shiga Toxin)	-	-	-	3
Ehrlichiosis	2	1	1	5
Giardiasis	1	2	3	-
Gonorrhea	3	-	2	2
Ebola Monitored Traveler	-	-	1	1
Hepatitis A	1	-	-	-
Hepatitis B	2	3	-	1
Hepatitis C	8	13	12	16
Influenza (hospitalized)	1	7	9	6
Legionellosis	-	-	1	-
Lyme Disease	18	39	28	20
Measles (Rubeola)	-	-	-	1
Mycobacterium (non-tuberculosis)	3	2	-	5
Parapertussis	1	-	-	-
Pertussis (whooping cough)	21	10	2	-
Q Fever	-	-	1	-
Salmonellosis	3	7	4	5
Shigellosis	-	-	1	-
Invasive Strep Disease	1	1	2	4
Syphilis	2	-	-	1
Latent TB infection	2	-	3	1
Varicella	8	2	3	2
TOTAL	121	134	124	124

Public Health Preparedness

In September of 2015, we completed a full-scale exercise working closely with Gary Podoll, Emergency Management Director, local law enforcement, our coroner, fire departments, hospitals, nursing homes, Red Cross and

surrounding counties to test our ability to handle mass fatalities and open a Family Assistance Center for survivors. The exercise had a tornado hitting Green Lake with 5 fatalities and many victims. We tested our surge capacity of our hospital and our fatality management capabilities of other partners. Past exercises have not stretched the capacity of our county to deal with mass fatalities and the family assistance needs that accompany such an event. New players were included in the drill. We had 112 participants from 6 different jurisdictions and provided “Just In Time” training for all to assist us in our mission. The drill went very well and we had over 45 people get trained on the Esponder communication system as well as the WI Emergency Assistance Volunteer Registry (WEAVR) to enhance our response to events.

We also spent a great deal of time training on how to respond to an Ebola traveler and received additional grant funding to do so. We had one traveler from Liberia that we had to monitor this year.

We have also joined Region 6 of the Health Care Coalitions. This is a partnership with hospitals, First Responders, Fire, EMS and more. This group meets monthly in an effort to coordinate preparedness activities.



Above is one of many “fatalities” found by first responders during the full-scale tornado exercise on September 23, 2015. Health & Human Services set up a Family Assistance Center to help survivors during the event. Over 110 individuals participated in the drill to test our readiness for a mass casualty event.

Immunizations for Children and Adults

We continue to have monthly immunization clinics in Green Lake, and one at Care 4U clinic in Dalton every other month to accommodate the large number of uninsured in that part of the county. This has proven to be an effective outreach strategy for immunizations. We continued to have flu clinics in all communities in the fall as usual. Overall, 1447 vaccines were given to 1113 individuals.

Childhood Lead Testing

There is no safe level of lead in the human body; even very low levels of lead exposure can negatively affect health throughout the lifespan.

The Centers for Disease Control and Prevention changed their definition of lead poisoning as a blood lead level of 5 or greater in May of 2012. Children with a lead level of 5 or greater are provided with follow-up and consultation by a Public Health Nurse. Follow-up may include phone calls, home visits, consultation with the primary health care provider and a home lead risk assessment by the Health Department's Environmental Health Specialist. In 2015, 166 blood lead tests were completed, 15 had a level over 5, compared to 16 in 2014.

<p>2015 Blood Lead Testing Total Number of Tests: 166 Children <5 ug/dl = 151 Children >5 ug/dl = 15 Home assessments = 1</p>
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Mother, Child and Family

There were 180 births in Green Lake County in 2015 down from 195 births in 2014. We had 1 birth to girls under age 18, compared to 0 last year. We also had 11 babies that were considered "low birth weight" (weighing less than 5lbs, 8oz), unchanged from previous year. In 2015, the percentage of women who smoke during pregnancy did decrease to 18.8% (28% in 2014, 25% in 2013). However, we had 7 infants

born premature, 3 of those mothers smoked during pregnancy. Five infants were transferred to Neonatal Intensive Care Units. This is an area that we continue to target by offering the First Breath program, a smoking cessation program for pregnant women at our WIC clinics.

We continue to utilize the **"Life Course Model"** as promoted by the Family Resource Council through our Maternal Child Health grant. This year 12 education sessions incorporated the model. Through the Healthy Babies Coalition which is a partnership with Green Lake, Marquette and Waushara Counties, we sponsored training to educate local providers and families on the Life Course Model and ACE's (Adverse Childhood Experiences) with a special emphasis on parenting with a history of opiate addiction and how it can effect a child's growth and development. Over 100 people attended the conference in April.

Nutrition WIC

WIC is the Special Supplemental Nutrition Program for Women, Infants, and Children.

WIC helps income-eligible pregnant and breastfeeding women, those who recently had a baby, and infants and children up to five years of age who are at health risk due to inadequate nutrition.

Green Lake County served over 500 clients in 2015. In addition, breastfeeding education was available to all WIC clients. WIC provides a breastfeeding peer mentor which is an invaluable resource to new mothers. The State of WI contracts with Family Health La Clinica in Wautoma to provide WIC services to Green Lake, Marquette and Waushara counties. This summer, they started using electronic benefit cards instead of the paper vouchers. This has added an extra educational component to the program, but increased convenience for the client.

Kari Schneider and Shari Krause attend all WIC clinics to provide immunizations, information and assist with signing families up for dental and immunization follow-up appointments.

Birth to 3

Birth to 3 is Wisconsin's early intervention program for families of infants and toddlers with developmental delays and disabilities. The Green Lake County Health Unit has been designated by the county board to be the administrative agency in our county for this mandated program. The county is required to maintain a base level of funding for this program. Some families do have a cost share for services depending on their income. Medicaid and Private Insurance are billed for services when available and with parental permission.

In 2015, 40 new children were referred to the program compared to 45 in 2014. Referrals came from a number of sources including: physician, family member, social worker, WIC, UMOS, school districts, and WI Sound Beginnings. Seventeen of those children received services through an Individualized Family Service Plan. Thirteen children were found to be developing within age appropriate levels. Eight families declined services after their evaluation. One child moved to another county and was referred to school based services given age at the time of referral. These children along with those who had previously been in the program brought the total number of kids served to 31 in 2015. In addition to those with significant developmental delays, there were several children with specific diagnoses including: lead poisoning, hypotonia, significant prematurity, cerebral palsy and delays related to non-accidental injury.

Renee Peters is the Program and Service Coordinator/Educator. Contracted service providers include Jenny Hoffman, Occupational Therapist from Rehab Resources in Beaver Dam. Kristen Mertens provides Speech and Language therapy and comes from CHN in Berlin. Jody Streeter is the Physical Therapist from Walk of Ages in Fond du Lac.

Child Find is an important component of Birth to 3, as we want to assure that all children that may be eligible for services are referred in a timely fashion. In **2015** our outreach consisted of:

Spring Child Development Days – We participated in our area school districts Child Development Day by providing an informational display with brochures and providing assistance as requested.

Brochures – Brochures are available at our county WIC clinics as well as in the lobby of Health and Human Services and in the Public Health Unit. Brochures are also included in the New Parent Packet shared by our Public Health Nurses.

Interagency Agreements – Agreements are in place with each county school district and UMOS (United Migrant Opportunity Services, Inc.) and Advocap-Head Start.

Renee also collaborates as a committee member of the Head Start Advisory Committee, Green Lake County Family Resource Council and Healthy Babies Coalition of Green Lake, Marquette and Waushara Counties.

Family Support Program

The State provides each county with a yearly allocation to support families who care for their disabled children in the home. The Program recognizes that meeting the needs of children who have severe disabilities may place hardships on a family's emotional, physical and financial resources. The Coordinator for the Family Support Program is Renee Peters.

In 2015, 12 children had a Family Support Plan written for a variety of goods and services. The Program was able to fund specialized equipment, respite, autism consult, shoe lifts, conferences related to a diagnosis, transportation, nutritional supplements, home modifications, individualized recreational opportunities, therapeutic materials, and medical supplies not covered by insurance.

Tobacco Control and Prevention

Green Lake County continues as a member of the "Five Counties for Tobacco Free Living," a coalition that includes the counties of Fond du Lac, Marquette, Waushara and Washington, however, the tobacco compliance checks are now being done by Fond du Lac County and 7 retailers sold to minors in 2015.

Healthy Teeth Healthy Lives Program

The Dental clinic served 98 individuals in 2015. Clinics are held 1- 2 times a month at our agency as well as summer outreach sites at the Boys & Girls Club and a UMOS Migrant Child Care Center in Berlin. Clients need to be on Medical Assistance or Badger Care or have no insurance– in which case a small grant received from Salvation Army is used to pay for the service. Carrie, the dental hygienist, provided cleanings to children and uninsured adults. If they need any additional work done, a referral is then made to Family Health La Clinica. We added Head Start as an outreach site in 2014 and Carrie was able to go to Prairie View Head Start to provide services for the children. Head Start staff are very happy with the convenience of having Carrie come to their site. We will continue to strategize on how to decrease “no shows” since this has been a problem. We have also outreached to local dentists to let them know of our service, since most do not take clients on Medical Assistance.



Kathy Munsey and summer intern Makiko Thomas Omori at the Mission of Mercy dental clinic in Fond du Lac in June 2015.

All staff helped serve 1428 patients for the Mission of Mercy dental clinic in Fond du Lac. Over \$1 million in dental care was provided.

Other Public Health Contacts for 2015	Totals
Blood Pressure Checks	69
Breastfeeding Education	29
Dental	225
Communicable Disease/TB Testing	653
Environmental Issues	36
General Health Promotion	329
Immunizations Given	1113
Immunization information	2296
Infant & Child Health (WIC contacts)	1248
Lead Tests & Follow-up	67
Mental Health	33
Postpartum Visits/Contacts	212
Public Health	448
Reproductive Health	39
Senior Health	78
STD follow-up	90
Tobacco Education/First Breath	10
Wellness Checks	85
Worksite Wellness	494
TOTAL	6763
PRESENTATIONS/EDUCATION CONTACTS	
Blood Borne Path Training	78
Berlin School Wellness	44
Employee Wellness Fair	35
Healthy Babies Coalition Conference	100
Heroin Summit	200
Lunch and Learns	128
Safety and Wellness to TRIAD	35
Preparedness for Tornado Exercise	112
Diabetes Education	226
Provider/Partner Meeting on Lyme	18
Parenting Class & Breastfeeding	28
Nutrition Presentations	381
Women's Health Events	200
Economic Development	169
Worksite Wellness Outreach	10,206
MCH Life Course	95
Amish Culture and Safety	24
Other	19
Total	12,098

Food Safety & Recreational Licensing Program

The Tri-County Health Consortium, consisting of Ashley Rondorf, Environmental Health Specialist (EHS) Green Lake, Jon Jilek, EHS for Marquette County and Mary Robl, Registered Sanitarian, EHS and Program Director from Waushara County Health Department. They are responsible for maintaining the Food Safety and Recreational Licensing Program. As agents of the state, this program licenses and inspects food facilities, swimming pools, hotel/motels, school food programs, campgrounds, kennels, recreational education camps, tattoo, body piercing, and bed and breakfast establishments. Mary took over as program director when Jayme Schenk, previous director accepted the job of Health Officer for Marquette County. During 2015 there were approximately 800 inspections performed in the Tri-County area. Inspections are performed to ensure that facilities are in compliance with applicable regulations to promote health and safety for consumers.

*Tourist Rooming House (TRH) inspections are deemed low-priority facilities per WI DHS

Facility Type	Number of Inspections 2015	Total Number of Facilities
Restaurants and Retail Food	151	136
Campgrounds	11	13
Swimming Pools	21	21
Hotel/Motels/TRH	79*	120
Summer Camps	3	3
Tattoo Shop	0	0

directive and are inspected every other year.

Environmental Health

Tri-County also deals with a wide variety of environmental issues that arise within the consortium. Investigations into nuisance complaints, housing issues, water quality issues and animal bites are some of the problems encountered. The Environmental Health division

of the Health Department is responsible for enforcing the Health and Sanitation chapter of the Green Lake County ordinance to ensure that citizens are not exposed to hazardous conditions that could affect their health.

Environmental Issues Addressed

Animal Bites—36
Water test kits Distributed—7
Housing Inspection Cases—7
Nuisance/Other—6
Radon Test Kits Given Out--14

Worksite Wellness/Employee Health Program

Melanie Simpkins, RN, MPH coordinates the employee wellness program using funds provided by Group Health Trust. The initiatives are a method to help reduce healthcare costs by having healthier employees. This is accomplished in a variety of ways. In 2015 we had over 25 outreach activities including a health fair, individual health screenings, lunch and learns, Healthy Monday Tips, summer challenges, walking contests and more. Over \$5000 was given back to employees in the form of prizes, gift cards, gas cards and cash when they participated. We are very grateful to GHT for providing the funds to help keep our employees happier and healthier with the activities we share.



The 2015 Employee Wellness Fair had a nautical theme and touched on topics such as healthy eating, alcohol use, exercise, boating safety, family wellness and much more.

The Green Lake County Wellness Coalition (GLCWC)

took charge of completing the Community Health Improvement Plan (CHIP) in 2013 and continues to work on implementing the plan. The coalitions three “Action Teams” were very busy looking at various ways to improve the health of Green Lake County. One of the 3 action teams, ***Mental Health/Substance Abuse*** decided their key issue was the increase in heroin and opiate abuse in the county. Members which include Theda Care, Agnesian, local schools, law enforcement and more, joined forces to sponsor a second “Heroin Summit” in Markesan which was held in April. A presentation was given to all 6-12th graders at Markesan High School and included Green Lake H.S. students and an evening session was held for community members with over 200 people attending to hear the message. Many local organizations had tables set up in the commons to provide resources on counseling services, domestic abuse services and much more. The work will continue in 2016 as we educate the community about this growing problem. We now have drug drop boxes in all 4 communities. We are also collaborating with Berlin High School to train more individuals on mental health first aid. The Central WI Healthcare Partnership which includes 5 surrounding counties is also working on improving services for mental health issues.

The ***Nutrition Team Action Team***, led by Tracy Soda looked at ways to make fresh produce more available to those using WIC & Senior Vouchers at local farm markets. Nutrition education classes for senior citizens and Boys & Girls club were provided as well as education to diabetics through the Diabetic Health Fair sponsored by Theda Care--Berlin.

The third action team is the ***Physical Activity Team*** and they worked hard on presentations to local governing boards to explain the benefits of having physical activity opportunities in their community. The presentation talked about “Health In All”, nutrition, the use of green spaces, bike paths, sidewalks and dual use for

schools. In 2015 they presented to the Berlin School Board, Green Lake School Board and Green Lake City Council. Jeri Loewe is a member of the Berlin School Wellness Coalition and works with them to improve physical activity opportunities for the children as well as improve the environment.

Our efforts paid off since we improved from ranking 62nd out of 72 counties in 2014 to 53rd in 2015. The group continues to stay engaged and is active within many areas of the county.

The Green Lake County Wellness Coalition meets monthly and is open to anyone interested in improving the health of Green Lake County. Additional information is on our website: www.glcwc.org.

Accreditation

Healthy WI 2020, the state health plan would like all health departments to be accredited by 2020. We have appointed Melanie Simpkins as our accreditation coordinator, have assigned the 12 Domains to staff and have been continuously working on this process.

2015 Staff Changes:

Judy Kasuboski, who had worked for the county for 23 years, retired in February. We are very grateful for all she did especially all her work with pregnant women and children in the WIC program. In addition, the WI Well Women’s Program essentially ended and Jackie Westover, the coordinator left to pursue a career in social work. Jackie worked for the county for over 13 years. Marilyn Voeltner, our long time health educator and volunteer moved to Oshkosh and we were very sad to see her go after 13 years of dedicated service to the county. These 3 vacancies provided us with an opportunity to revamp our unit to be more efficient and effective. We decreased the Public Health Nurse position hours in order to create a part-time Public Health Program Specialist position. It has worked out very well so far. We will continue to evaluate the changes.

Submitted by Kathy Munsey, RN, Health Officer

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DEPARTMENT OF HEALTH & HUMAN SERVICES STAFF TRAINING PLAN 2016

The attached Department of Health & Human Services staff training plan outlines known/projected training activities for employees of the agency for 2016.* It has been the philosophy of the Department of Health & Human Services that training is essential to the professional development of employees and that employees who are kept abreast of current information and techniques pertinent to their job are valuable to the agency, the clients they serve and the County as a whole.

Requests for specific workshops/conferences/college and technical institute courses will be approved in advance by the Unit Manager and for the Unit Managers by the Director/Deputy Director. Considerations will be given to priority of need for training, scheduling, budget, etc. The attached form must be used when requesting a specific training/course (see attached). The Unit Manager will determine whether or not the training is considered to be "mandatory or non-mandatory". The attached listing of potential training does not imply that trainings are mandatory, only potential. While the majority of trainings for staff are not considered "mandatory", it is assumed that professionals wishing to remain current in their areas of expertise will opt to attend trainings even if it means they will receive a maximum of a regular day's wages. **Staff are required to submit a written training request (See attached) to their Unit Manager for approval. The original is then given to the Administrative Assistant for data entry into the staff registry and then placed in the employee's personnel file.**

The Unit Manager will give the approved brochure/training registration to the Accounting Specialist to register the employee and see that this is vouchered for payment. Expenses (mileage, lodging) should be included on the employee's monthly expense sheet for reimbursement. Meals for one-day workshops should be claimed on the pink-colored form entitled "Out-Of-County Meals". All requests for reimbursement must be within approved County limits.

Staff attending training may be asked to prepare a brief report to be shared with their Unit or other interested individuals.

Tuition Assistance Program

The Green Lake County Tuition Assistance Program is designed to provide financial assistance to employees who voluntarily attend job-related, educational courses **that are of benefit to the County as the employer.**

Eligibility for Tuition Assistance

Actively employed, regular full-time employees are eligible for tuition assistance.

Acceptable Course Work

Tuition assistance benefits are available for:

1. Courses which are directly related to the employee's current job or would improve their skills on the job;
2. Courses that are directly related to the employee's current job and that may be within relevant Associates Degree or Bachelor's Degree programs. Acceptable degree programs are those that relate to County functions or services.

In order to be eligible under this program, the school or course must be accredited by one of the following agencies:

1. North Central Association of Colleges and Secondary Schools;
2. National Home Study Council or American Council on Education;
3. Wisconsin State Board of Vocational, Technical and Adult Education

Reimbursements of Tuition Expenses

Expenses that may be reimbursed under this program include tuition, books, materials and lab fees. The County will pay 75% of these educational costs up to \$300/ 3 credits, with a maximum of \$600 per semester, and \$1,200 per calendar year.

Reimbursement will be made only after satisfactory completion of the course(s). This is interpreted as at least a grade of "C" or better for an undergraduate course or a grade of "B" or better for a graduate level course.

Minimum Employment After Reimbursement

Employees are required to maintain full time employment with the County for one (1) year after course completion. If an employee does not remain employed full-time with the County for that period of time, that employee must repay 100% of the tuition assistance provided to them during that twelve (12) month period.

Participation Goals

To the greatest extent possible, all regular employees who meet the program qualifications will be afforded access to the program. **However, participation in the program is not an employee right.** An employee's participation in the program **may be curtailed or discontinued at any time as a result of budgetary limitations,** an employee's work record at the time of enrollment, or other relation factors. Curtailment of the program will not affect payment for a course that has been previously approved.

Program Limitations:

1. Employees eligible for other forms of educational assistance, i.e., Veteran's Educational Program, scholarships, etc., must first exhaust that financial aid before applying for benefits under the County's Tuition Assistance Program.

2. All courses must be taken outside an employee's regular work hours. Vacation, compensatory time or an adjusted work schedule may be used if department head approval has been given. Adjusted work schedules may be authorized only when they are not in violation of any Federal overtime laws or collective bargaining agreements.
3. Reimbursement of expenses will not be made to an employee who terminates employment with the County before completion of the course(s).
4. Reimbursement will not be made to an employee who withdraws from the course(s) due to personal reasons.
5. Workshops, seminars, conferences and in-service training are not part of the tuition assistance program.
6. This program does not include training required by the County or training mandated by state or federal regulations for employees to maintain their qualifications, proper certification or licensure.
7. In addition to the above listed criteria, **all reimbursement of expenses is contingent on availability of departmental funds in accordance with department budget.**

Procedure to Receive Reimbursement

Employees should discuss with their immediate supervisor any class they wish to take and the reasons for taking it. The employee should request, in writing, tuition reimbursement for the class, designating where the class will be taken, the cost of the class, description of the class content and the beginning and ending dates of the class. The supervisor will indicate on the written request whether the request is approved or denied. If the request is approved, the employee shall, at the completion of the course, submit to their supervisor a copy of their grade report, the original paid receipts for tuition, books, materials and/or lab fees. These materials must be submitted no later than thirty (30) days after course completion. Supervisors will submit information to the payroll department who will reimburse the employee up to the maximum allowed.

Professional Certifications and Licenses

Employees are personally responsible for obtaining and maintaining professional certifications or licenses that are required as minimum qualifications for the position that the employee holds. However, the County may provide certain training to employees that may incidentally result in a certification or license, if the training is beneficial for County purposes or improves an employee's performance in their job.

Professional certifications and licenses that are required as minimum qualifications of a job are stated in the training and experience requirements of the classification specification. Employees in these classifications, or employees who wish to transfer or be promoted into these classifications, are personally responsible for obtaining and maintaining such certifications and licenses. If a change to the qualifications of any classification occurs as a result of a federal or state requirement or rule, the employee in the position is responsible for obtaining and maintaining the newly required certification or license.

Required Approvals

1. In-State training/schooling shall be approved by the governing committee.
2. Out-of-State training/schooling must be approved by majority voice vote of the County Board upon recommendation by the governing committee.

3. Approved training/schooling shall be at no expense to the employee, and will be accomplished without loss of vacation time or pay. Any expenses paid by the employee will be reimbursed at the pre-approved rate established by County Board resolution.
4. Employees selected for such training are expected to make a good-faith effort to satisfactorily complete the program in which enrolled. Failure to comply may result in a requirement to repay all expenses.

Health & Human Services Agency Wide Training: All new employees are required to attend Affirmative Action/Civil Rights Training. Also, in-house training (1 day or equivalent) may be done within the County and Department of Health & Human Services.

*Note: Trainings listed are not all-inclusive or "mandatory" -- requests will be reviewed with consideration of budgetary and program needs by Administrative staff and respective Unit Managers. It is the responsibility of the respective Unit Managers/Director to monitor utilization of training and expenditures to insure that training is within Unit budgetary constraints and County Policy.

2016

HEALTH & HUMAN SERVICES BOARD MEMBER TRAINING PLAN

Health & Human Services Board members have responsibility for policy development and oversight of a very broad, complex service system. In light of this responsibility, it is important that Board members participate in training, which assists them in understanding the various services/needs of the Department of Health & Human Services.

Training for 2016 may include but not be limited to the following:

- In-service training of specific programs may be provided by each Unit or contracted Service Providers of Health & Human Services.
- Tours of various facilities, and the services provided, such as Residential Child Caring Facilities, Mental Health and Correctional facilities.
- "Job Shadowing". Board members may go along with various workers in performance of job duties as a way of learning about services. This must be arranged with the Director and done with the written consent of the client(s) involved.

Board members may also attend Wisconsin Counties Human Services Association conferences and related meetings and will be notified as they come up.

Director:

The Director will attend trainings/meetings pertinent to the various Health & Human Services programs and management of Health & Human Services.

Administrative Unit

Staff Training and Development Plan 2016

- A. Receptionist/Data Entry Specialists may attend training specific to their job duties, which may include:
1. Computer Software Training (i.e. Microsoft, Excel and Access offered through the County's IT Department.). Other software program examples: eWISACWIS, SAMS, SHIP and PPS and any other Unit-specific software training
 2. Office Management/functions
 3. College courses that are work-related
 4. NETSMART User Group Meetings (is applicable to duties)
 5. Records Management Training
- B. Account Clerk Specialist/Accounting Specialist may attend:
1. Financial Managers Workshops
 2. Billing Workshops
 3. NETSMART Training (billing)
 4. Meetings that pertain to specific program/fiscal areas. (e.g. Managed Care, etc.)
 5. NETSMART User Group Meetings
- C. Administrative Assistant may attend:
1. Supervisory and Office Management Workshop(s)
 2. Computer Software Training
 3. SHIP and any other specific Unit software Training for data entry
 4. NETSMART User Group Meetings

The Director will give approval for such trainings.

Aging/ Long Term Care Unit
Staff Training & Development Plan 2016

***Aging/Long Term Care Unit Manager:**

1. May attend training re: Guardianship, Protective Placements and Chapter 54, 55
2. May attend Bureau on Aging Network Training semi-annual (2days)
3. May attend State Aging Director's Conference
4. May attend Supervisory and Program Administration In-services (UW-Ext)
5. Quarterly Planning and Service Area Meetings with GWAAR
6. May attend quarterly Northeastern Region Coordinator meetings for APS
7. May attend FPCMC organizational meetings
8. May attend PAC meetings
9. May attend annual ADRC conference
10. May attend monthly State sponsored ADRC Meetings
11. May attend CWAG meetings
12. May attend ADPAW meetings
13. May attend APS conference
14. May attend annual Alzheimer's Conference

Elderly Benefit Specialist: May attend:

1. May attend Bureau on Aging Network Training semi-annual (2 days)
2. May attend BI-monthly CWAG training and/ or network meetings for case review, (or as stated in yearly calendar announcement for Elderly Benefit Specialists)
3. May attend Semi-annual meetings for update training and SAMS June – Annual Benefit Specialist conference plus state training (2 day) spring – Medicare Part D training required by DHFS–
4. May attend any other training/meetings as requested by the unit manager
5. May attend Medical Assistance Billing training

*** Nutrition/Volunteer Coordinator: May attend:**

1. May attend Commodity Training Program - yearly training
2. May attend GWAAR meetings for Nutrition Directors
3. Must attend Food Safety Certification course every five years
4. May attend any other training/meetings as requested by the Unit Manager
5. May attend Aging conference
6. May attend ADRC Conference
7. May attend NFCSP trainings/meetings
8. May attend Alzheimer's Conference

Meal Site Managers

1. Must attend 6 hours per year of Nutrition related training, with 3.5 hours coming from the Regional Staff training coordinated by BADR, AAA and aging units.
2. Must secure and maintain current Food Safety Certification.

ADRC Coordinator

1. Must attend the quarterly state sponsored meetings for ADRC as scheduled
2. Must attend the monthly State scheduled conference calls as scheduled
3. Must attend Adult Functional Screen Trainings
4. May attend other trainings as requested by the Unit Manager.
5. May attend quarterly regional ADRC trainings/meetings
6. Must attend IRIS trainings/meetings
7. Must attend AIRS training/meetings
8. Must attend Family Care training/meetings

*Disability Benefit Specialist

1. Must attend mandatory DBS training provided by Disability Rights WI.
2. Must attend required DBS orientation and basic trainings as scheduled.
3. May attend annual Benefit Specialist Conference
4. May attend graduate level classes totaling up to six credits with partial reimbursement subject to prior approval and budget constraints.
 5. May attend local ARDC trainings/meetings
6. Must maintain Social Work Certificate for the State of Wisconsin in accordance with ADRC State Contract
7. May attend annual ADRC conference
8. May attend annual Medicare Part D training

* Resource Specialist/Options and Enrollment Social Worker

1. May attend SAMSIR training – as offered
2. May attend Training on Case Management, and assessment
3. May attend Adult LTC Functional Screen Training,
4. May attend graduate level classes totaling up to six credits with partial reimbursement subject to prior approval and budget constraints.
 5. May attend quarterly regional ADRC meetings/trainings
 6. May attend ADRC conference
 7. May attend Medical Assistance billing training
 8. May attend IRIS trainings/meetings
 9. May attend AIRS trainings/meetings
 10. May attend Family Care trainings/meetings

* Social Worker – Adult Protective Services Social Worker

1. May attend trainings on Chapter 51, 54, 55, Adult Protection and Adult at Risk.
2. May attend quarterly APS meetings.
3. May attend training on Case Management, MA Case Management, Functional Screen training
4. May attend other trainings as requested by the Unit Manager.

5. May attend aging conference
6. May attend Alzheimer's Conference annually
7. May attend APS conference

* These positions require Social Worker Certification. Their Continuing Education requirement is a minimum of 30 continuing education units (hours) biannually to maintain certification. This is an individual staff responsibility that in all likelihood will be met through trainings and in-services provided by the Department. Staff may be allowed to attend trainings that will meet the requirement.

Behavioral Health Unit Staff Training & Development Plan 2016

- A. General Unit Training Goals:
1. Continue utilizing Wednesday and Tuesday staff meetings with Medical Director and Psychologist providing clinical supervision to approach individual treatment plans, review intakes and address group training issues.
 2. Comprehensive Community Services Team training will be addressed for mental health and AODA staff to develop an integrated systems approach in working with families. Regional trainings.
 3. Benefits and Resources training.
 4. Boundaries & Ethics Training.
 5. Recovery Training that will meet Comprehensive Community Services certification standards.
 6. Crisis Training that will meet DHS 34 standards
 7. Wellness and Recovery
- B. Clinical Therapists may attend:
1. Conferences on any of the following topics or conferences and workshops on any such clinically relevant topic:
 - a. Abuse (sexual, emotional, physical) Assessment, Intervention, and Treatment
 - b. Marital/Couples Therapy
 - c. Children & Families
 - d. Mental Health Prevention/AODA
 - e. Anger Management
 - f. Crisis Intervention Training
 - g. Wellness and Recovery
 - h. Professional Development
 2. Conferences or Workshops on topic identified during the year that are relevant to the position.
- C. AODA Counselor(s) may attend:
1. Training related to IDP assessment certification.
 2. Continuing Education for Certification or Re-certification as outlined by the Wisconsin Certification Board for AODA counselors.
 3. Conferences and Workshops related to the following topics:
 - a. Women's Issues, AODA issues and co-dependency
 4. Conferences specific to AODA treatment
 1. WAAODA Conference
 2. Training of Trainers
 5. Suicide Risk Assessment
 6. Wellness and Recovery
 7. Professional Development

D. Community Support Program (CSP) Comprehensive Community Services (CCS) Administrator/ Coordinator may attend:

1. State CSP, CCS, CLTS Conferences
2. Any topics relating to CSP, CCS or CLTS mental illness, and medication up-date, especially regarding developing treatment plans and goals and/or documentation for meeting CSP standards
3. Treatment of Schizophrenia and Bi-Polar Disorder
4. Treatment of Dual Diagnosis
5. Treatment of PTSD-Dissociative Disorder
8. Conferences/Workshops on Programs for Chronically Mentally Ill
9. Treatment of Personality Disorders
10. Wellness and Recovery
11. Professional Development

E. CSP Professional/Crisis Case Worker and Mental Health Case Manager may attend:

1. Annual CSP State Conference.
2. Any topics relating to CSP, mental illness, and medication up-date, especially regarding developing treatment plans and goals and/or documentation for meeting CSP standards
3. Conference/Workshop on strength-based programming/psycho-social rehabilitation for chronically mentally ill clients
4. Conferences/Workshops on Vocational Programs for Chronically Mentally Ill.
5. Treatment of Schizophrenia and Bi-Polar Disorder
6. Treatment of Dual Diagnosis
7. Treatment of PTSD-Dissociative Disorder
8. Conferences/Workshops on Programs for Chronically Mentally Ill
12. Treatment of Personality Disorders
13. Wellness and Recovery

All new staff will attend Civil Rights Training/Affirmative Action, Crisis Intervention Training (Behavior Health Partnership offers courses as needed) and Blood Borne Pathogen training. In addition, efforts will be made to provide as many in-services as possible to meet the training needs listed in this plan. These are more cost-effective and efficient in most cases, and provide an opportunity for cross-training with other Units/Departments.

Children & Families Services Unit

Staff Training & Development Plan 2016

- All Unit staff that are Social Workers are required to have continuing education requirements per the Wisconsin Department of Regulation & Licensing. "All levels of Social Workers will be required to complete 30 hours of continuing education for each two-year period beginning July 1, 1999. Of the 30 hours, 2 hours in Social Work Ethics and 2 hours in issues concerning professional boundaries are required."
- All other Intake Workers providing services under the Chapter (WI STATS 938.06(1) (am) 1 and 2 (b) 1 and 48.06(1) (am) 1 and 2 (b) shall have successfully completed 30 hours of intake training approved or provided by the Department prior to the completion of the first 6 months of employment in the position or being placed in the on-call rotation.
- They may select the trainings to be attended from their respective development plan. All Unit staff required to utilize the agency computer system will attend trainings as deemed necessary.
- All Unit staff that have not completed Affirmative Action/Civil Rights Training or updates must attend course if offered. All staff must attend County-offered courses on diversity, safety, harassment and other topics.
- Unit staff may attend college course related to their respective position.

Unit Manager

1. Attend core competencies for child welfare supervisors dealing with supervision and/or personnel management, personnel records, etc.
2. Attend one training dealing with legislative mandates/updates under Chapter 48 and Chapter 938, such as the annual Juvenile Justice Conference.
3. Attend one training on Case Management and MA Case Management.
4. Attend quarterly Child Protection Supervisors meeting, and Juvenile Court Supervisors meetings and mandatory State Supervisor meetings.
5. Attend one training regarding Independent Living Skills and Kinship Care.
6. Attend Safety Skills Enhancement and/or Safe & Stable Families, Family Teams, Coordinated Service teams or Comprehensive Community Care (CCS).
7. Attend trainings on the as applicable on grant programs received (Permanency Roundtables, Community Response Program/Family Resource Networks and In-Home Safety Services, Alternative Response, Office of Justice Assistance, Carey Guides or COMPAS).
8. Attend trainings related to updated Child Protection Standards.
9. May attend trainings related to eWISACWIS updates.
10. Attend trainings related to trauma-informed practice, ACES and Cultural Competence.

Social Worker - Kinship Care/Child Welfare Worker

1. May attend one foster care/independent living training such as annual Foster Care Conference.
2. May attend quarterly Foster Care Coordinator's meetings.
3. May attend Advanced Child Abuse and Neglect training as well as Crisis Stabilization/Safety Training.
4. May attend Social Worker Core Courses for Employee Development and advancement.
5. May attend Family Based Services Training and Skills Enhancement.
6. May attend SAFE trainings and HFS 56 trainings.

7. May attend the Wis. Conference on Child Abuse/Neglect.
8. Attend trainings as needed on the Family Teams including the Principles of CST, Crisis Stabilization, Substance Abuse issues, Domestic violence, and Trauma informed care.
9. Must attend any training related to Child Protective Service Standards or Alternative Response.
10. May attend trainings related to the use of evidence based practices for Juvenile Justice.

Social Worker - Dispositional Worker (3 Social Workers):

1. Must attend Basic Juvenile Court Intake Training if applicable (In-home therapy excluded)
2. May attend required Core courses offered by the U.W. Green Bay Partnership (ie. Child Abuse & Neglect, Courtroom training).
3. May attend two training events dealing with the treatment of adolescents (AODA issues, peer group dynamics, dealing with aggressive acting-out behaviors, teen suicides, crisis stabilization/safety training.
4. One state training dealing with Juvenile Law, Juvenile Intake, and court process updates (In-home therapy excluded)
5. May attend Family Based Services Training and Skills Enhancement/Family teaming Training and Trauma Informed care.
6. May attend Independent Living Skills Training.
7. May attend trainings for Juvenile Court Intake (In-home therapy excluded)
8. Must attend trainings as needed on the Family Teams including the Principles of CST, and Domestic Violence, Substance Abuse or Crisis Stabilization. Must attend any training related to Child Protective Services Standards and Alternative Response.
9. Must attend TCM training if it is included as a job function
10. May attend training related to the use of evidence based practice with the Juvenile Justice population.

Social Worker - Juvenile Court Intake Worker:

1. May attend annual W.A.R.P. Conference.
2. May attend annual Juvenile Court Intake Conference.
3. May attend two training events dealing with the treatment of adolescents (e.g. Peer Group Dynamics, Dealing with Aggressive, acting-out Behaviors, Teen Suicide, etc.)
4. One state training dealing with Juvenile Law, Juvenile Intake and Court process updates.
5. One training related to personal-professional development (e.g. case management, case planning, time management, etc.)
6. May attend Family Based Services Training and Skills Enhancement/Family Teaming Training.
7. Attend trainings as needed on the Coordinated Services Teams including Principles of CST, Crisis Stabilization/Safety Training and Trauma-Informed care.
8. Must attend any training related to Child Protective Services Standards and Alternative Response.
9. May attend training related to evidence based practices related to the Juvenile Justice population.
10. May attend training related to Court Mediation Services.

Social Worker - (Child Protective Services):

1. Must attend basic and/or advanced Child Abuse and Neglect Training(s).
2. Must attend Social Worker Core courses for Employee Development and Enhancement.
3. May attend Family Based Training and Skills Enhancement.
4. May attend annual Child Abuse and Neglect Conference.
5. Must attend basic Juvenile Court Intake training if have not previously attended.
6. May attend the WI Conference on Child Abuse & Neglect.
7. Must attend Safety Training(s) and Crisis Stabilization training.
8. Attend trainings on the Coordinated Services Teams including Principles of CST, Crisis Stabilization/Safety Training, and Trauma Informed Care.
11. Must attend trainings related to Child Protective Services Standards and Alternative Response.

Community Response Worker

1. Must attend Grant related trainings as scheduled by the Children's Trust Fund.
2. Must attend any required affirmative action/civil rights trainings.
3. Must attend Foundation courses offered through the training partnerships.
4. May attend Family Based Services Training and Skills Enhancement/Family Teaming Training.
5. Must attend trainings related to Targeted Case Management/Crisis Billing
6. Must attend trainings related to Child Protective Services Standards.
7. Must attend trainings and quarterly meetings as related to the Alternative Response Program.
8. Must attend trainings related to Trauma Informed Care.
9. Must attend trainings to become culturally competent.
10. Must complete Child Welfare pre-service training, Child Welfare Foundation Training and CANS training.

Social Worker - In -Home Therapy

1. Must attend Family Teams Training.
2. Must attend any required affirmative action/civil rights training.
3. Must attend trainings related to Targeted Case Management/Crisis Billing
4. Must attend trainings required to maintain Crisis Training that will meet DHS 34 Standards.
5. Must attend trainings related to Trauma Informed Care.
6. Must attend trainings that will meet Comprehensive Community Services certification standards.
7. May attend trainings on any of the following topics or conferences: Abuse (Sexual, physical, emotional) Assessment, Intervention and Treatment; Children & Families, Anger Management, Psycho-Sexual Abuse Assessment, Safety Standards.

CST Coordinator

1. Must attend any trainings related to Coordinated Services Teams that are required via the grant funding.
2. Must attend any required affirmative action/civil rights training.
3. Must attend trainings related to Targeted Case Management/Crisis Billing.
4. Must attend Foundation Courses through the Training Partnership.
5. Must attend trainings as needed on the Family Teams including the Principles of CST, and Domestic Violence., Substance Abuse or Crisis Stabilization.
6. May attend trainings on any of the following topics or conferences: Children Come First; Trauma Informed Care; Family Based Services; Skills enhancement.

ECONOMIC SUPPORT UNIT
STAFF TRAINING AND DEVELOPMENT PLAN
2016

- A. Economic Support Unit Manager and Economic Support Worker must attend:
1. Required training for Medicaid, Childcare, WHEAP, Food Stamps, CARES as mandated by the department.
 2. Refresher Training as required
 3. New Program Training as applicable
 4. Professional Development (12 hours per year/State Mandated)
 5. Annual Civil Rights Training
 6. Required training for LIHEAP program and Childcare Authorization and payment.
 7. Annual LIHEAP Training Conference.

May attend: Other training as needed or required and as budget permits.

- B. Economic Support Worker
Must Attend:
1. Required training for Medicaid, Childcare, Food Stamps, CARES as mandated by the department.
 2. Refresher Training as required
 3. New Program Training as applicable
 4. Professional Development (12 Hours per year/State Mandated)
 5. Annual Civil Rights Training

May attend other training as needed or required and 1 Conference per Calendar year pertaining to programs administered if budget permits.

- C. Economic Support Workers (LIHEAP)
Must attend:
1. Required training for LIHEAP as mandated by the department.
 2. Refresher Training as required.
 3. New Program Training as applicable.
 4. Annual LIHEAP Training Conference.
 5. Annual Civil Rights Training.

May attend other training as needed or required and 1 Conference per Calendar year pertaining to programs administered if budget permits.

These are the training requirements as mandated by the department at this time. In the event that requirements change, the plan may have to be modified. Employees will be encouraged to attend inter-agency and employer sponsored seminars that would have an impact on their jobs.

Civil Rights Training was a new annual requirement for all employees in my unit beginning 1/1/2007.

Shelby Jensen
Economic Support Unit Manager

FOX RIVER INDUSTRIES
2016 STAFF TRAINING & DEVELOPMENT PLAN

In-house In-services:

All staff members are eligible, with Unit Manager approval, for training and information sessions directly related to and required for job performance. The sessions could cover the following topics:

- A. Advanced Defensive Driving Skills Training
- B. Working with challenging behaviors
- C. First Aid/CPR/AED Training
- D. Blood Borne Pathogens Training
- E. Autism 201
- F. Forklift Safety Training/Certification
- G. Other consumer interaction training as related to services provided at FRI.

Conferences, Seminars and Continuing Education Programs:

Each staff member may attend training in areas described below (when appropriate and required for completion of job duties) in addition to the in-house programs:

- A. Aides may attend annual training on working with developmentally disabled/chronically mentally ill adults in the areas of behavior management, documentation, motivation, treating others with dignity and respect, and client rights.
- B. Production Supervisor may attend conferences put on by the Wisconsin Association of Rehabilitation Programs (RFW), LEAN, Wisconsin Bureau of Procurement or other such organizations concerned with sheltered workshop, wage and hour regulations, time management, program evaluation, inventory counts, and safety management. Computer training may consist of Microsoft Office programs and Peachtree Accounting.
- C. Service Coordinator may attend programs concerning goal writing/monitoring, consumer rights, personal futures, managed care, DD Network conferences, and day service planning. Computer training may consist of Microsoft Office programs.
- D. Teacher may attend trainings on rehabilitation, interpersonal relationships, adaptive equipment/physical education, and activities of daily living. Computer training may consist of Microsoft Office programs.
- E. Administrative Staff may attend the Annual Wisconsin Community Human Services Secretarial Association, general DD program orientation sessions, and office management. Computer training may consist of Microsoft Office programs and Peachtree Accounting.
- F. Drivers will participate in training on vehicle safety and education in regards to transporting handicapped and elderly adults.
- G. Supported Employment Staff may attend training in regards to supported employment, job placement, evaluation, job-site development, and DVR regulations and standards. Also attend the annual conference sponsored by Association for Persons in Supported Employment (APSE). Computer training may consist of Microsoft Office programs.

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

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Health Unit

Staff Training & Development Plan 2016

Attached are the individual Training Plans for the Health Unit employees. The format was developed to meet the PHAB (Public Health Accreditation Board) accreditation requirements. Standard 8.2.

Individual Annual Training Development Plan 2016

Employee Name: Shari Krause Hire Date: 04/13/2015 Title: Public Health Program Specialist

Complete Competency Assessment prior to July 1st. Completion Date: _____

Review Assessment with Manager prior to July 30th. Completion Date: _____

Training Title	Mandatory	Sponsor/Location	Date Completed	TRAIN	Program	Hrs.
CPR (Biennially)	X					
HIPPA/Confidentiality	X					
Diversity/Civil Rights	X					
QI/Accreditation Training						
Resp. Fit Testing	X					
Workforce Development						
Cultural & Linguistic Competency Trng.						
VFC Annual Trng	X					
Emerg. Preparedness	X					
Bloodborne Pathogen	X					
Principles of Ethics in Public Health						
Monthly Safety Trainings	X	Green Lake County Mutual			PH	
Protect Your Back		Green Lake County Mutual	1/12/16			
Creating a Culture of Quality Improvement #1035229		TRAIN			PH accreditation	
Performance Management:		TRAIN			PH accreditation	
WIR User meeting		Fond du Lac			Imm	
Pink Book Immunization Series		CDC Webinar			Imm	

End of Year Review

_____ did or did not fulfill all of the required trainings, certifications, and licensure renewals, prior to December 31st.

Individual Annual Training Development Plan 2016

Employee Name: Jeri Loewe Hire Date: 05/24/2004 Title: Public Health Nurse

Complete Competency Assessment prior to July 1st. Completion Date: _____

Review Assessment with Manager prior to July 30th. Completion Date: _____

Training Title	Mandator y	Sponsor/Locatio n	Date Complete d	TRAI N	Program	Hrs.
CPR (Biennially)	X					
HIPPA/Confidentialit y	X					
Diversity/Civil Rights	X					
QI/Accreditation Training		Green Lake Co.- Iowa Domain 1	1/11/2016		Accreditation	2
Resp. Fit Testing	X	Green Lake Co	1/06/2016			.25
Workforce Development						
Cultural & Linguistic Competency Trng.						
VFC Annual Trng						
Emerg. Preparedness						
Bloodborne Pathogen	X					
Principles of Ethics in Public Health						
2016 Preparedness Summit		Dallas TX- scholarship rec'd				
WPHA						
Protect your Back		WCA-online	01/06/2016	no	PH	.25
		WCA-online				

		WCA-online				
		WCA-online				
		WCA-online				
		WCA-online				
		WCA-online				
		WCA-online				
		WCA-online				
		WCA-online				
		WCA-online				
		WCA-online				
Sexting: Beyond Don't Do it		Fox Valley Technical College-webinar	01/14/2016	no	PH prevention	1.25
MCH Conference						
Breastfeeding Trainings-including BFAN and WALC sponsored trainings						
Communicable and chronic Disease Trainings						
Preparedness Trainings						
Community Health Improvement planning and assessment trainings						
Economic/Poverty trainings						
Mental Health Trainings						
Healthy Babies Coalition Workshop						
Leadership and Systems Thinking Skills Trainings						
Financial Planning and Management Skills Trainings						
Epidemiology Trainings and other public health science skills						

Individual Annual Training Development Plan 2016

Employee Name: Kathy Munsey Hire Date: 02/16/1989 Title: Health Officer

Complete Competency Assessment prior to July 1st. Completion Date: _____

Review Assessment with Manager prior to July 30th. Completion Date: _____

Training Title	Mandatory	Sponsor/Location	Date Completed	TRAIN	Program	Hrs.
CPR (Biennially)	X					
HIPPA/Confidentiality	X					
Diversity/Civil Rights	X					
QI/Accreditation Training						
Resp. Fit Testing	X	GL Co	1/6/16			1
Workforce Development						
Cultural & Linguistic Competency Trng.						
VFC Annual Trng						
Emerg. Preparedness						
Bloodborne Pathogen	X					
Principles of Ethics in Public Health						
WPHA Annual Conf.						
2016 Preparedness Summit						
WALHDAB Trainings						
Ebola Training						
County Mutual Safety Trainings--Monthly						
Jan.		Co. Mutual Ins.				
Feb.		Co. Mutual Ins.				
March		Co. Mutual Ins.				
April		Co. Mutual Ins.				
May		Co. Mutual Ins.				
June		Co. Mutual Ins.				
July		Co. Mutual Ins.				
August		Co. Mutual Ins.				
September		Co. Mutual Ins.				
October		Co. Mutual Ins.				
November		Co. Mutual Ins.				
December		Co. Mutual Ins.				

Leadership, Strategic Planning		NACCHO online		1012777		
PH Financial Mgmt		TRAIN		1012722		
Healthy Babies Trng		Tri-Co Coalition				

Birth to 3 Regional and State Network Training meetings (6)						
Winter Leadership						
Spring State						
Spring Service Coordinator						
Summer Leadership						
Fall State						
Fall Service Coordinator						
Healthy Baby Workshop		Tri-County Healthy Babies Coalition	(4/8/16)		(Birth to 3/Public Health)	(3 hours)
Autism Internet Modules (3)						
Behavior Basics 2		OCALE	(by 2/12/15)		Birth to 3	
TBD						
TBD						

End of Year Review

_____ did or did not fulfill all of the required trainings, certifications, and licensure renewals, prior to December 31st.

Individual Annual Training Development Plan 2016

Employee Name: Kari Schneider Hire Date: 04/06/2015 Title: Public Health Nurse

Complete Competency Assessment prior to July 1st. Completion Date: _____

Review Assessment with Manager prior to July 30th. Completion Date: _____

Training Title	Mandatory	Sponsor/Location	Date Completed	TRAIN	Program	Hrs.
CPR (Biennially)	X	Agnesian/RMC	02/2015			
HIPPA/Confidentiality	X					
Diversity/Civil Rights	X					
QI/Accreditation Training		Green Lake Co.	01/11/2016		accreditation	2
Resp. Fit Testing	X	Green Lake Co.	01/06/2016			.25
Workforce Development						
Cultural & Linguistic Competency Trng.						
VFC Annual Trng						
Emerg. Preparedness						
Bloodborne Pathogen	X					
Principles of Ethics in Public Health						
Creating a Culture of Quality Improvement #1035229		TRAIN		X	PH accreditation	
Performance Management		TRAIN		X	PH accreditation	
WIR User meeting		Fond du Lac			Imm	
Monthly Safety Trainings	X	Green Lake County Mutual			PH	
MCH conference		Madison			MCH	
WPHA-WALHDAB 2016 Annual conference		Appleton	May 2016		Preparedness	
Health Education Lead Poisoning modules		TRAIN		X	Lead	
Pink Book Immunization Series		CDC Webinar			Imm	
Policy Development & Program Planning		TRAIN		X	PH	
Cultural Competency		TRAIN		X	PH	
Public Health Science/ Informatics		TRAIN		X	PH	
Financial Planning & Management Skills		TRAIN		X	PH	
Leadership & Systems Thinking		TRAIN		X	PH	

Protect your back		County Mutual	01/12/2016		PH	.25
To Engage or not to engage: social media and vaccines		CDC Webinar	01/14/2016		Imm	1

End of Year Review

_____ did or did not fulfill all of the required trainings, certifications, and licensure renewals, prior to December 31st.

Individual Annual Training Development Plan 2016

Employee Name: Melanie Simpkins Hire Date: 04/28/2014 Title: Community Health Educator

Complete Competency Assessment prior to July 1st. Completion Date: _____

Review Assessment with Manager prior to July 30th. Completion Date: _____

Training Title	Mandatory	Sponsor/Location	Date Completed	TRAIN	Program	Hrs.
CPR (Biennially)	X					
HIPPA/Confidentiality	X					
Diversity/Civil Rights	X					
QI/Accreditation Training						
Resp. Fit Testing	X	Sheriff Dept	1/14/16			
Workforce Development						
Cultural & Linguistic Competency Trng.						
VFC Annual Trng						
Emerg. Preparedness						
Bloodborne Pathogen	X					
Principles of Ethics in Public Health						
WPHA-PreConference		Appleton	May			
WPHA-Annual Conference		Appleton	May			
Grapevine Conference		Madison	June 13-14			
Volunteer Reception Center Training						
County Mutual Trainings Jan-Dec						
Worksite Wellness						
Health Education						
Accreditation & Performance Management						
Public Health Accreditation Coordinator Training						
CHIA Webinars & Inperson sessions						
Preparedness-Volunteer Reception Training						

End of Year Review

_____ did or did not fulfill all of the required trainings, certifications, and licensure renewals, prior to December 31st.

PH Information & Data Tutorial		National Library Of Medicine		X	PH	
Analyzing Data		UNC Center for PH Preparedness		X	PH	
Leadership, Strategic Planning, and Systems Approaches		South Central Health Partnership		X	PH	

End of Year Review

_____ did or did not fulfill all of the required trainings, certifications, and licensure renewals, prior to December 31st.

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

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February 4, 2016

Committee appointment information

For the ADRC Committee member:

Meetings are the 2nd Thursday and the Committee meets quarterly (with the next meeting being February 11, 2016)

For the Health Advisory Committee member:

Meetings are the 2nd Wednesday in January, April, July and October.

So remaining meetings for 2016 are:

April 13th

July 13th

October 12th

COMMISSION ON AGING ADVISORY MINUTES

January 20, 2016

Present: Dick Trochinski, Betty Gross-Flanigan, Carol Kujawa, Barb Reif

Others Present: Betty Bradley, Karen Davis

Absent: Yolanda Gallegos

Requirements of Open Meeting Law have been met.

CALL TO ORDER:

The meeting was called to order at 10:05 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 (Gross-Flanigan/Reif) made a motion to approve the agenda. All ayes. Motion carried.

ACTION ON MINUTES:

Motion/second (Gross-Flanigan/Reif) to approve the November 4, 2015 minutes. All ayes. Motion carried.

APPEARANCES: None.

PUBLIC COMMENT: None.

CORRESPONDENCE: Bradley read a letter from the Green Lake County Ripon Foundation approved for a grant for 2016 for the food pantry in the amount of \$3,472.00 from Green Lake basic needs fund. Discussion followed.

Bradley reported that she received a e-mail from GWAAR regarding the 2015 self-assessment that is due in March 2016.

Bradley reported that the Green Lake County Aging Plan and budget were approved through GWAAR.

GREATER WISCONSIN AGENCY ON AGING RESOURCES, INC (GWAAR): Bradley reported there was a conference call on Tuesday, January 19, 2016. Bradley reported regarding a program called elder tree - social media site similar to Facebook for older individuals.

Bradley discussed the potential transition in the State regarding assisting in the care of elderly individuals. Discussion followed.

The next meeting for GWAAR will be in April 2016.

HEALTH & HUMAN SERVICES BOARD REPORT Trochinski reported regarding the January the Health & Human Services Board. Trochinski updated Committee members regarding the Director applications. Trochinski reported that Linda Van Ness will continue as the Acting Director.

OLD BUSINESS: September, October, November & December Program Information: Bradley provided the September, October, November and December Program reports for Committee review. Discussion followed..

2016-2018 Aging Plan: Bradley reported that the final 2016-2018 Aging Plan was approved. Betty provided Committee members with a summary of budget amounts. Discussion followed.

NEW BUSINESS: Network Health Insurance: Bradley updated Committee members that ThedaCare is considering not continuing with Network Health Insurance as a provider. Bradley updated Committee members regarding circumstances. Discussion followed.

COMMITTEE DISCUSSION Discussion followed regarding the location of the business meetings.

Future Meeting Date: The next meeting of the Aging Advisory Committee will be March 16, 2016 at the Green Lake County Government Center at 10:00 a.m.

Future Agenda Items for Action and Discussion: Self-Assessment; new Committee members; Annual Report

Motion/second (Gross-Flanigan/Cujawa) to adjourn the meeting. All ayes. Motion carried.

The meeting adjourned at 10:53 a.m.

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, JANUARY 13, 2016 AT 8:00 A.M.

MEMBERS PRESENT: Kathy Munsey, Jean Kessler, Pat Brandstetter, Tammy Bending, Jeanne Lyke

ALSO PRESENT: Karen Davis,

EXCUSED: Jack Meyers, Katherine Vergos

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

The Pledge of Allegiance was recited.

Call to Order: Munsey called the meeting to order at 8:04 a.m.

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

Approval of Minutes: Motion/second (Kessler/Brandstetter) made a motion to approve the minutes of the October 14, 2015 meeting. All ayes. Motion carried.

Discussion on Open Chairperson Position: Munsey updated Committee members regarding the vacant Health Advisory Committee member position. At the Health & Human Services Board meeting on January 12, 2016, the vacant position was discussed. The matter will be on the February agenda and there should be a member at the next meeting.

Munsey updated Committee members what the Chairperson of the Committee does based on current county policy. This matter will be discussed at the next meeting.

Appearances: None.

Public Comment (3 minutes): None.

Quarterly Report on Health Unit Activities: Munsey reported regarding quarterly Health Unit Activities.

Munsey reported that Van Ness will continue to be the Acting Director until a new Director will be hired.

Munsey updated Committee members that Marilyn Voeltner, past Health Educator, has retired.

Munsey reported that she continues to be a member of the State Local Operations Team (SLOT) and is the spokesperson of the region. One of the main goals is to improve communication between state and local health officials.

Munsey updated Committee members on the Community Health Action Team.

Munsey reported regarding a State grant through the CWHP (Central Wisconsin Health Partnership) Consortium that is being applied for to improve mental health services in all of our communities. The grant is due in February and is approximately \$1.5 million over 8 years. Mental Health is one of the key priorities in all of the 6 counties needs assessment. Family Health La Clinica has agreed to be the fiscal agent. Discussion followed.

Munsey updated regarding an additional grant called, "Parents Who Host Lose the Most" that was applied for and reported that the grant was approved. A goal is to have a program at prom time to deter parents from allowing their children to drink at home parties. Banners, yard signs and stickers will be available to all 4 school districts to run the campaign.

Munsey reported attendance at the Northeastern Alliance for WI Youth (AWY) and learned about ways to positively influence the youth in our community. As a member of the AWY minimal funding is provided for community activities. A promotion planned is "The Real Happy Hour" which promotes more family time, especially eating meals together and family activities. The wellness coalition will be spearheading this campaign also.

Munsey updated Committee members regarding the Birth to Three program.

Munsey updated Committee members that the Family Support program has been changed to the Children's Community Options program. Services are basically the same.

Munsey reported that the Coroner has started a Child Death Review Team. The first meeting was in December. Munsey reported that the plan is to educate families to prevent children's deaths. Our initial project is a water safety campaign to prevent drownings. A presentation will be made at the Berlin School District on family night with sharing water safety tips and in the spring, distribution of life jackets which are to be purchased through a \$1,000 grant will be distributed.

Munsey reported that the Local Emergency Planning Committee is working on an evacuation plan in case of train derailment in the southern end of our county. Approximately 13 trains per day go through the Dalton area and many of them have hazardous substances on board. The project is to help those who do not have Code Red Access a system to make them aware of evacuation and developing a procedure.

Munsey reported that she is working on the Annual Report and explained highlighted activities that have happened throughout the year.

Environmental Health/Agent Status Report: Munsey reported regarding the recent staff changes within Environmental Health. Munsey reported that Rondorf continues to be the Green Lake County Environmental Health Specialist. Marquette County has a new EHS, namely Jon Jilek as part of our consortium.

Public Health Preparedness: Munsey reported Green Lake County is part of Region 6 Healthcare Coalition which includes Emergency Management, Sheriff's Office, Coroner's office, the hospital and first responders. We meet monthly to plan and train for disasters.

Munsey reported regarding scholarships that were applied and approved for Kathy Munsey and Jeri Loewe to attend the National Preparedness Summit in Dallas in April.

There are also other scholarships that were applied for in which the other Staff members will be attending including the Governor's Conference and the annual public health conference in Appleton in May.

There will be a regional exercise regarding Ebola.

Accreditation Update: Munsey updated Committee members regarding accreditation with the goal of all counties being accredited by 2020. Simpkins has been appointed the accreditation coordinator and will be leading the process. Discussion followed.

Munsey presented the "Communication Policy" to Committee members for review.

Committee Discussion: None.

Future Meeting Date: The next Health Advisory Committee meeting will be held on

April 13, 2016 at 8:00 a.m. at the Human Services Center.

Future Agenda Items After Action and Discussion: Health Officer Abatement issues, quarterly update. Approve the Communications policy, select committee chairman.

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

The meeting adjourned at 8:51 a.m.

DRAFT

BEHAVIORAL HEALTH UNIT – January, 2016

In January 2016, 6 Emergency Detentions were done.

Fond du Lac County – DCP – \$

Three (3) clients are in **Community Based Residential Facilities:**

Brotoloc North - \$ \$6161.25 month for one (1) adult. Daily cost is \$198.75/day. Client cost share has been determined \$290.50. No other funding source.

Our House I, II, III LLC - Total \$ 4605.05 (Room and Board \$42.47/daily total 1316.57), (Support and Supervision \$106.08/daily total 3288.48) The Community Options Program pays \$705.14/month toward costs. Client cost share is \$705.14/month.

Beacon House – \$ -

Friends of Women in Recovery Total \$4,805.00 (Daily Charge for treatment /\$155.00)

IMD

Trempeleau County Health Care

Contractual Services – **CCS/CLTS:**

Steve Shekels – \$– 1,978.00 CSS Services for 7 clients.

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

Wellhoefer Counseling - – CCS training; – CCS Supervision; \$ – CCS services for client.

Contractual Services – **Jail Recidivism:**

Community Options Inc - \$ –7,310.38 Jail Recidivism Program & After Hours Crisis Services. Jail Recidivism program is billed for face-to- face contact of the therapist. After hours crisis is billed whenever possible to Medicaid. New Jail staff added in January, 2016.

Contractual Services – **Psychiatric/Psychological:**

Kent M Berney, PhD - @150.00/hour; \$4,900.00

Dr. Maria Luisa Baldomero - \$

L & R Physician Services: Dr. Young – Psychiatric Services – @ 190.00/hour + 1 hour travel @ 300.00 = \$ – Dr. Tasch – hours at \$225.00/hour. Total \$7410.00

Court ordered evaluations:

Marshall Bales, MD - \$525.00 - 3.5 hours at \$150.00/hour

Robert Schedgick PHD \$500.00 hours \$150.00/hour

J.R. Musunuru M.D. \$490.00 – 3.5 hours at \$140.00/hour

CHILDREN & FAMILY SERVICES UNIT –January, 2016

Out-of-Home Care – as of 01/31/2016

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.

Two (2) children were discharged from foster care during the month of June. They began participation in the Post Reunification Program. They remain in service. The agency is reimbursed \$1100.00/month per child for services received through this program.

Treatment Foster Care – One (1) Youth was placed in Treatment Foster Care through Family Works, Inc. Monthly Cost of case is \$1500.00. The Administrative Rate is \$6 /day for 2016.

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

Two (2) 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)

Five (5) were in Kinship care at month's end.

One (1) youth is committed to WMHI under Chapter 51. The youth is also court-ordered to out-of-home placement. This youth was transferred to Rawhide during the month of June, 2015. He is anticipated to be transferred to a group home in December, 2015. This youth remained in Rawhide at month's end. He was transferred to a treatment foster home in January, 2016.

Other Exceptional Costs:

Family Training Program - Parent Training & Education:

10 families in service in January , 2016 - 785.00/ month. Sixteen (**16**) parents participated in the program that with a total of twenty-three (**23**) children, in home and one (**1**) out-of-home.

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

\$1949.00 – served four (**4**) families for a total of thirteen (**13**) children.

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

\$132.25 - \$ (2 hours face-to-face, 3 hours – travel, .75 hours consultation); Parent Mentoring - \$109.25 (2.5 face-to- face, 2.25 hours- travel); \$258.75 (8 hours face-to-face, 3.25 hours travel) He served two (2) families for the Children& Families Unit consisting of four (**4**) adults and four (4) children.

Community Options Inc.- Mentoring Program/Specialized Services:

January - \$6388.86- mentoring for thirteen (**13**) children for a total of 274.5 hours; Special SHC –440.64 ; Special RN – 0; Three (**3**) child in child care - \$231.78.

Nancy Baker – In-Home Therapy: \$57.60 – Two (**2**) children in-home therapy.

Penny Bahn – Respite Care/Child Mentoring:

\$ –\$500.00 Respite two (**2**) children for the month of January, 2016

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

Supervision & transportation for one (**1**) child - \$ – bill not submitted by writing of this report.

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

\$679.87 for one (1) families/youth with ten (10) children - in home therapy
service. \$45.33 – Supervision with psychologist.

.
Healthlink Paramedical – Hair testing: \$345.00 – three (3) hair tests.
\$ hair follicle tests.

Behavioral Consultants, Inc. – Court ordered evaluation for youth. 3.37 hours
at \$160.00/hour.

GREEN LAKE COUNTY
DEPARTMENT OF HEALTH & HUMAN SERVICES

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



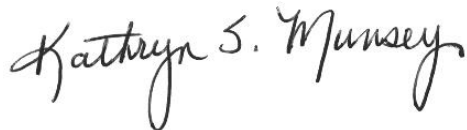
FOX RIVER INDUSTRIES
222 Leffert St.
PO Box 69
Berlin, WI 54923-0069
920-361-3484
FAX 920-361-1195
Email: fri@co.green-lake.wi.us

Health Unit Report
January 2016

- Melanie Simpkins has been trained by the WI Women's Health Foundation on the "Grapevine Project". This project educates women on health issues related to diabetes, bone health, gynecological cancers, oral health and the aging brain. She presented one session in January at the Edgewater apartments to residents and will present additional sessions throughout the year.
- Green Lake County Wellness Coalition (GLCWC) members have been very busy working to improve health throughout the county. We wrote for a grant through Theda Care and received \$2000 to market the GLCWC. We are planning to do this with several community events. We will be having a "Real Happy Hour" event at local schools to encourage families to eat together, talk about specific topics and do activities together to improve relationships. We are also tying this in with the SART (Sexual Assault Response Team) to educate families on the dangers of sexting and certain high-risk social media activities. The first event was held at Family Night at Berlin Middle School on January 22nd with over 200 families attending.
- The Health Unit staff partnered with the Sheriff's Office to do fit testing for all of our employees. This is done per policy to make sure that staff who have to wear a mask due to a high-risk environment such as a home or inmate with tuberculosis, they have been properly fit with a mask to avoid spread of the disease. The cost of the Porta Count machine to do this was over \$11,000, so several counties shared the cost using preparedness dollars and we each get it for one month of the year to test staff. This is a great cost saving for us. Previously we would have to have staff go to the hospital for testing and there were also overtime costs with the sheriff's office. Having the machine all month helped to reduce those costs.
- The Health Unit continues to work towards national accreditation. This is a long process and includes continuous quality improvement in all program areas. Currently we are working on updating all policies and procedures. The state wants all health departments accredited by 2020.

- Health Unit staff also worked with the Sheriff's Office as they do their annual DAAT training. We provide blood pressure screenings and also assist with TB testing and provide education related to stress reduction.
- We again received over \$19,000 in grant funding from Group Health Trust to conduct our employee wellness program. We are very grateful for this and provide health screenings and numerous health activities throughout the year for staff.
- The Health Advisory Committee met in January and discussed the need for a new chairperson. Jeanne Lyke has agreed to consider this position. Information regarding the duties was provided to the group and it will be on the next agenda in April. The group also reviewed a communications policy for the Health Unit and action will be taken on this at the April meeting also.
- Kathy Munsey and Renee Peters attended the Head Start meeting in January as both are members of the Health Advisory Committee for Head Start.
- Kari Schneider attended a meeting with staff from the State Lead Program to discuss strategies for reducing lead exposure in our children. Through the WIC program, nearly 175 children under age 2 are tested annually. Follow-up is done if the level is greater than 5.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kathryn S. Munsey". The signature is written in a cursive, flowing style.

Kathryn S. Munsey, RN
Green Lake County Health Officer

Environmental Health
Green Lake County
JANUARY 2016

Animal Bites: # of investigations – 1
Reported Animal Bites – 1 dog
Quarantines for Human Exposures – 1
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 – 1
Enforcement Actions Taken for Violations of Vaccination Requirements – 0
Animals Sacrificed for Exhibiting Symptoms of Rabies or Being Rabies Suspects-0

Well Water: None.

Lead: Scheduled training for April to become certified lead investigator.

Sewage: None.

Solid Waste: None.

Radon: 15 test kits distributed.

Housing: 1 call about mice in a rental house in GL– left message for complainant and they never called back. 1 call about mold in an apartment in GL – called to schedule site visit and complainant did not call back.

Asbestos: None.

Food/Water Illness None.

Abandoned Bldgs: None.

Other: 2 days training for Certified Pool Operator, 1 day training with State DHS personnel on lodging, 1 day Preparedness training in Waushara Co., 1 day Accreditation writing in Waushara, 1 day listeria sampling for DATCP

Agent : 11 regular inspections and 1 new facility site visit. 2 food inspections in Marquette County and training of new inspector. Webinair by State DHS on merger of DHS and DATCP food programs.

**EQUIPMENT/REQUEST FOR PROPOSAL
RECOMMENDATION TO HEALTH & HUMAN SERVICES BOARD**

DATE: January 28, 2016

ITEM: Spirit CT800 Commercial Treadmill

UNIT: Fox River Industries

- 1) **PROPOSAL/SPECIFICATIONS:** Weight capacity 450lbs. .5 – 12 mph speed range, 0-15% incline range, folding deck, 4.0 h.p. continuous duty motor 22" x 60" workout area. 5 year warranty on motor, replacement parts, deck and belt, 2 year labor warranty, lifetime frame warranty.

- 2) **REASON FOR PROPOSAL/RECOMMENDATION:** FRI exercise program for consumers 3 times per week at ½ hour each, over 30 consumers participating in program. Non-commercial treadmills breakdown under the heavy use our program demands.

3) BIDS (LISTED BY VENDOR) – all meet above listed specifications

Play It Again Sports: Spirit CT800 Commercial Treadmill **\$3000.00**
Recommended: They will provide free setup of treadmill

Sears: Spirit CT800 Commercial Treadmill **\$2999.99**

Guardian Home Medical Supply: Spirit CT800 Commercial Treadmill **\$3507.00**

- 4) **ACCOUNT NUMBER:** FRI Checkbook - 100% reimbursed under grant award – please see attached letter



January 15, 2016

Fox River Industries

The Wisconsin State Council Knights of Columbus are pleased to inform you that your application for a grant from the Committee for Helping People with Intellectual Disabilities has been approved. Following is the amount of the grant approved. *At any point in correspondence please refer to the Grant # as this is how they are filed.*

Grant # 14 Amount Approved: \$3000.00
(Treadmills)

In order to receive your reimbursement please send copies of invoices and canceled checks showing the amount of money spent for the particular item(s) that the grant was approved for. **The deadline for sending invoices and canceled checks is June 10, 2016.** These should be sent to the following address:

Wisconsin Knights of Columbus
Intellectual Disabilities Committee
Mark Jelinek Coordinator
120 North Park Street
Richland Center, WI 53581

Upon receipt of these items a check will be mailed. All reimbursement requests failing to meet the deadline will result in the grant being voided.

If you would like to be emailed when we are seeking applications for the 2017 distribution please email your address to markmjelinek@gmail.com.

If you should have further questions please don't hesitate to contact me at markmjelinek@gmail.com or (608)604-9302.

Respectfully,
Wisconsin State Council
Knights of Columbus

Mark Jelinek



Davis, Karen

From: Schuh, Ed <eschuh@co.green-lake.wi.us>
Sent: Monday, February 08, 2016 11:50 AM
To: kdavis@mail.co.green-lake.wi.us
Subject: FW: Estimate 9 from Ness Electric, LLC- 2016
Attachments: Est_9_from_Ness_Electric_LLC_2016_1772.pdf

Hi Karen – the bid is attached to this email.
Ed

From: Schuh, Ed
Sent: Friday, February 05, 2016 10:05 AM
To: kdavis@mail.co.green-lake.wi.us
Subject: FW: Estimate 9 from Ness Electric, LLC- 2016

Hi Karen,
Here is the other project I would like the HHS Board to consider for FRI. If approved I would ask Linda to have it put on the P&I agenda. We could take this out of our buildings acct or the FRI checkbook if needed – thanks!
Ed

From: Schuh, Ed
Sent: Thursday, January 21, 2016 1:51 PM
To: Van Ness, Linda
Subject: FW: Estimate 9 from Ness Electric, LLC- 2016

Hi Linda,
We have had some issues with keeping power to our vehicle engine heaters during the cold weather. I had maintenance take a look and Ron is recommending that we go with a timer system that will allow us to program when the heaters turn on, which he says will save energy and also help in preventing the heaters from burning out. Apparently the solution is to run a dedicated line just for the heaters to prevent breakers tripping and shutting the heaters down, and have plug in stations for our vehicles. I would like to go ahead with the attached work order. Can we get this put on the DHHS Board agenda for approval, then on to P&I? Thanks!
Ed

From: Severson, Ron
Sent: Tuesday, January 19, 2016 1:20 PM
To: Schuh, Ed
Cc: Weir, Scott
Subject: FW: Estimate 9 from Ness Electric, LLC- 2016

Ed this is the estimate from Ness electric look at the attachment

From: nesselectric@ymail.com [<mailto:nesselectric@ymail.com>]
Sent: Tuesday, January 19, 2016 12:00 PM
To: Severson, Ron
Subject: Estimate 9 from Ness Electric, LLC- 2016

Dear Ron Severson:

Please review the attached estimate- 9. Feel free to contact us if you have any questions.

Ness Electric, LLC- 2016

PO Box 347
 380 Enterprise Dr
 WI 53946

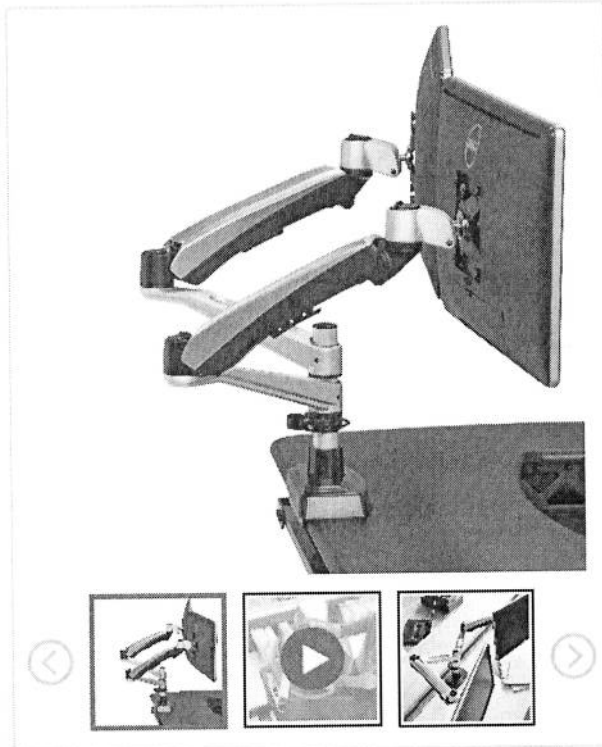
Estimate

Date	Estimate #
1/18/2016	9

Name / Address
Fox River Industries Ron Severson

Description	Qty	Rate	Project	
			Total	
SqD QO2100 Circuit Breaker	1	70.15	70.15T	
1-1/4' EMT	60	1.65	99.00T	
11/4' Thinwall Sweep	2	5.15	10.30T	
1-1/4' Watertite TW Coupling	10	4.67	46.70T	
1-1/4' Rain Tite/WP EMT	6	3.63	21.78T	
SqD QO112L125GRB 1PH 125A 12 Circuit Rain-out Panel	1	132.87	132.87T	
Sq.D QO120 circuit breaker	8	6.16	49.28T	
Sq.D QO115 circuit breaker	1	5.90	5.90T	
SQD 8910DPA14V02 20 Amp	1	70.16	70.16T	
INT T7401B 7 Day Timer	1	222.32	222.32T	
WIE RHC 161606 16x16x8 Nema3	1	165.35	165.35T	
HBL 2311 20A/125V TL plug	8	7.16	57.28T	
HBL 2310 20A/125V TL single receptacle	8	9.60	76.80T	
2G In use cover	4	35.70	142.80T	
P&S WPBD352 2G WP 5hole deep box (3/4')	4	25.83	103.32T	
3/4' AL LB w. cvr. + gskt.	2	13.20	26.40T	
3/4' EMT Connector/Rain-tite	12	1.27	15.24T	
3/4' EMT	20	0.56	11.20T	
#3 THHN Cu Str	140	1.03	144.20T	
#6 THHN Cu Str	70	0.53	37.10T	
#8 THHN Cu Str	70	0.34	23.80T	
11/4' emt 1-hole strap	15	0.49	7.35T	
1/4x1-1/4 Tap Con	30	0.31	9.30T	
#12 THHN Cu Str	150	0.17	25.50T	
SqD PK12GTA Grounding Bar Kit	1	9.16	9.16T	
Miscellaneous	1	30.00	30.00T	
Labor Charge: 2 Men	8	131.25	1,050.00	
Thank you, we appreciate the opportunity to bid your project.		Subtotal	\$2,663.26	
		Sales Tax (5.5%)	\$88.73	
		Total	\$2,751.99	

TOTAL PER DESK UNIT \$660



DUAL MONITOR ARM

\$195 WITH FREE SHIPPING
★★★★★ 9 REVIEWS
| [SUBMIT A REVIEW](#)

Currently out-of-stock - Back in-stock Feb 19

GET NOTIFIED

OUT OF STOCK



PRO PLUS 36™

\$395 WITH FREE SHIPPING
★★★★★ 541 REVIEWS
| [SUBMIT A REVIEW](#)

QTY

1

ADD TO CART

ADD TO MY PRODUCT LIST

FOOTPRINT 36 X 30 (91.4 CM X 76.2 CM) IN STOCK



THE MAT 36™

\$70 WITH FREE SHIPPING
★★★★★ 19 REVIEWS
| [SUBMIT A REVIEW](#)

QTY

1

[ADD TO CART](#)

[ADD TO MY PRODUCT LIST](#)

FOOTPRINT 24" X 36" (61 CM X 91.4 CM) **IN STOCK**

III. RECRUITMENT AND APPLICATION PROCEDURES

Filling of Vacancy – ADRC Resource Specialist

- a. **Each position description must be reviewed at the time of the vacancy.** The ADRC Resource Specialist job description was reviewed and updated.
- b. **The designated classification of the position must be reviewed.** The qualifications and duties of this position basically remain unchanged.
- c. **The program or service provided by the position must be reviewed for continued need of that program or service.** The Resource Specialist Position is required by the State ADRC Contract. Green Lake County DHHS is part of a 4 county ADRC Consortium with Adams, Marquette and Waushara counties. There are two Resource Specialist positions in each county. The Resource Specialists are responsible for all incoming inquiries from the general public about services available to the elderly and adults with disabilities in all four counties. The Resource Specialist connects individuals with resources in the community, provides options and enrollment counseling, determines financial and functional eligibility for Family Care programs, provides short term case management, and does public speaking and community education/outreach. The Resource Specialist works mainly out of the Green Lake office, but provides services to consumers from all four counties, and in all four counties.

Starting wage for the ADRC Resource Specialist position is \$20.43, and is 100% funded by ADRC funding.

- d. **A review of existing staff and personnel must occur to determine the feasibility of whether the position tasks can be accomplished through other means.** There are two Resource Specialists. One person is responsible for incoming calls at all times. In addition to manning the ADRC phones, the Resource Specialists work outside the office in the community, in consumers' homes, in long term care facilities, and in medical settings to provide services. The two Resource Specialists share all responsibilities of the position and are able to cover all duties. They are also able to cover the duties of the ADRC Resource Specialists in the other counties within the consortium when needed. To insure that there is always phone coverage and to carry out all the required functions of the job, two positions are needed.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ADRC (AGING & DISABILITY RESOURCE CENTER)
RESOURCE SPECIALIST

DEPARTMENT: HUMAN SERVICES/AGING/LTC

LOCATION: GOVERNMENT CENTER

SUPERVISOR: AGING/LTC UNIT MANAGER
AGING & DISABILITY RESOURCE CENTER DIRECTOR

SUMMARY:

The Resource Specialist conducts Financial and Functional eligibility screenings; provides LTC Options Counseling and Short Term Care Coordination. Under general supervision, the Resource Specialist provides to the general public, but particularly adults who are elderly or have a disability, information and assistance to a wide range of community resources; helps inform and educate people about their options and assist in connecting and enrolling them into public and private programs and services. The Resource Specialist is involved in raising community awareness and promoting the Aging and Disability Resource Center through marketing and outreach activities.

DUTIES AND RESPONSIBILITIES:

The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

- Fulfills a customer service role, ensuring that the consumer experiences a welcoming atmosphere and consumer satisfaction is achieved.
- Uses telephone skills (professional greeting, warm tone of voice, courteous and appropriate language) and interviewing techniques using active listening skills (over the phone, in person and via email), to build rapport with an unhurried attitude.
- Performs home visits at a time and place that best meets the consumer's schedule.
- Gathers sufficient information to accurately identify and clarify inquirer's problems and needs, explores needs beyond the presenting problem, looking at short and long term solutions, checking in with the inquirer and summarizing what they are requesting.
- Searches through the Information and Assistance resource database, as well as other written and computer-based information resources to identify, evaluate and suggest potential programs and services.
- Is creative in finding options, provides inquirer several options but helps to prioritize instead of overwhelm, gives specifics on eligibility and process to apply for services and resources.

- If appropriate, assists individual in connecting with a resource if they are unable; provides advocacy. As needed, researches additional or alternative resources.
- Provide information about programs, services (public and private) and public benefits, make referrals and, when needed, helps consumer get connected to appropriate services.
- Provides short-term service coordination according to ADRC contract.
- Provides follow up as needed to determine outcomes and provide additional assistance in locating resources and arranging services.
- Provides information about publicly funded long-term care and assists consumers throughout the eligibility determination and enrollment process.
- Assists individual in completing Medicaid application and other public benefit programs (e.g., Foodshare), if needed.
- Collects preliminary financial data (including medical and remedial expenses) and refers to Economic Support Unit for financial eligibility determination.
- Participates in various transition activities designed to help youth who have a disability transition from school to the adult service system.
- Participates in program development, marketing and outreach activities including representing the ADRC at public information fairs.
- Maintains accurate and complete documentation in a timely fashion with complete notes in the I&A database that contain accurate information without judgment.
- Administers the Long Term Care Functional Screen to determine functional eligibility.
- Completes required recordkeeping and ADRC activity reporting and 100% time reporting in a timely manner.
- Participates in Quality Assurance/Quality Improvement projects and activities.
- Arranges work schedule as necessary or directed to meet the program and consumer service needs.
- Participates in staff meetings and training activities.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining current knowledge to ensure compliance with federal and state regulations.
- Adheres to the AIRS national standards.
- Maintains the confidentiality of client information as required by State and Federal laws and regulations and professional practice standards.
- Performs other duties as assigned by the Director, Long Term Support Manager, or ADRC Coordinator.

SKILLS AND ABILITIES:

Skill in the use of general office equipment including, but not limited to, telephone, typewriter, calculator, copy machine, computer terminal, fax machine, camera, measuring devices, shovels, brooms, first aid equipment, cooking utensils, ovens, food warmers, and an automobile.

QUALIFICATIONS:

EDUCATION: A Bachelor's Degree in Social Work, or a closely related professional field is required. .

EXPERIENCE / JOB KNOWLEDGE: Minimally a Bachelor's Degree in Social Work or closely related professional field is required with at least 2 years experience working with the elderly and/or disabled is preferred. Must be certified/certifiable as a Social Worker in Wisconsin. Must be certified in AIRS (Alliance of Information and Referral System) or be willing to obtain certification within one year. Must be eligible for certification as an adult functional screener. Must be able to work under timelines and complete reports and tasks on time. Follow basic everyday directions; reading writing (reports) is necessary. Additionally, it is important to have comprehensive knowledge of the needs of the elderly, developmentally disabled, and/or physically disabled; ability to relate to the general public.

Must have a valid Wisconsin Driver's License, access to an insured vehicle and ability to work flexible hours.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent talking, hearing (listening), use of near vision, low handling and low fingering skills. 50% of the time is spent sitting. Approximately 25% of the time is spent in low carrying skills. About 10% of the time is spent standing, walking, stooping, climbing, bending/twisting, feeling, use of far vision, low to medium lifting (up to 40 pounds), medium carrying (20-40 pounds), low to medium pushing/pulling fingering, medium handling, and medium fingering. In unusual or non-routine situations, it may be required to kneel, crouch, run, grapple, climb, balance, high to very high lifting (over 100 pounds), high to very high carrying, and high to very high pushing/pulling.

ENVIRONMENTAL DEMANDS: Over 75% of the time is spent inside with poor ventilation. About 10% of the time there may be exposure to outside conditions, humid conditions, fast moving vehicles, and dust. In unusual situations, there may be a threat of physical attack or injury from clientele, exposure to electrical hazards, extreme cold/heat, wet conditions, noise and vibrations

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.

3/94 Revised 4/07, 5/08, 12/08, 9/1/11, 2/16

DRAFT

SUMMARY OF HIRING PROCEDURE

- Initial Screen – Department Head will screen all applications, resumes and other preliminary info received from applicants and determine applicants to be interviewed.
- Department head will choose applicants to be interviewed/screened and prepare questions. Department Head and Administrative Coordinator will primarily be responsible for interviewing candidates. Administrative Coordinator shall determine his/her involvement in interview process as he/she deems necessary and appropriate.
- Testing done (in our case we do testing before the in-person screening to reduce # of interviewees)
- 2nd interview – Department Head and Administrative Coordinator will determine and rank top candidates and shall conduct a second interview with each top candidate. Chairperson or designee of the governing committee may participate in second interview if deemed necessary and appropriate. After final interviews, the Department Head, Administrative Coordinator and chairperson of the governing committee shall select individual to be hired and determine if remaining candidates should be hired if the first person declines.

For Department Head the governing committee is involved.

From County Clerk - Management / Directors

IV. RECRUITMENT AND HIRING DEPT HEADS

A. Overview. In an effort to maintain fiscal responsibility, efficiency and productivity of staff as well as effectiveness of programs for the citizens of the County, it is the policy of the County to require accountability when filling a vacancy or creating a new position. Accordingly, management must adhere to the following recruitment and hiring guidelines unless otherwise approved in advance by the Administrative Coordinator and the Personnel Committee.

B. Equal Opportunity Employer. All screening, testing and interview procedures utilized by the County are designed to assess only the attributes necessary for successful job performance based upon the duties and responsibilities of the job to be filled. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the County will be based on merit, qualifications, and abilities. The County does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

It is the policy of the County to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and other laws. The County will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the County.

C. Vacant Positions.

1. Position Review. A Department Head must conduct the following review as part of the process to fill any vacant position in the County. When the vacancy is a Department Head position, the position review shall be conducted by the Administrative Coordinator.

- a. Job Description.** The existing job description must be reviewed and updated. The review should include an evaluation of job duties and responsibilities; a review of the educational requirements and/or experience required in order to accomplish the tasks required by the position; and a review of the number of hours necessary to complete the tasks required of the position.
- b. Job Designation.** The position should be evaluated to ensure that it is properly designated within the county's pay structure. If the review of the position description reflect the need for less education and/or experience, or decreased responsibilities, the position should be reclassified and paid at a lower level.
- c. Necessity.** The demand for the service or program to which the vacant position relates must be evaluated and a determination made as to whether the position is needed on a going forward basis. This evaluation should include an assessment as to whether the service or program can be provided in a different way or through an alternative source. Continuance of any vacant position must be justified in terms of its need, demand and the County's ability to continue to budget for and provide the service.
- d. Evaluation of Existing Staff.** The existing staff and personnel in the department must be evaluated to determine if the tasks of the vacant position can be distributed among existing staff, thus eliminating the need to fill the vacancy. This evaluation should

include consideration of supplementing existing full time staff with part-time employees or other personnel arrangements to fill the demands served by the vacant position.

The County acknowledges that there may be situations when specific levels of staffing are required to meet state and/or federal requirements. When specific levels of staffing are required, these levels of staffing may be maintained and will not require the position review process. The Department Head/Administrative Coordinator must provide the governing committee and Personnel Committee with evidence of the minimum staffing requirements in order to move forward with the hiring process without a position review. The Sheriff's Office 24/7 Communications and Corrections Personnel have met this minimum staffing requirement. Vacancies in those positions may be filled immediately without authorization.

2. Recommendation and Approval to Hire. Following completion of the position review designated above, the Department Head must present his/her findings, with recommendations relative to the vacant position to the governing committee. If the Department Head recommends the position not be filled, and the governing committee agrees with the recommendation, no further action need be taken and the position will be held vacant. If the position remains vacant for one (1) year, the position shall be eliminated.

If it is the Department Head's recommendation to fill the vacancy through the hiring of an employee and the governing committee agrees with the recommendation, the Department Head will present the findings and recommendation to the Personnel Committee. The Personnel Committee will, in turn, determine whether the vacancy will be filled or modified. No vacant position may be filled without the prior approval of the Personnel Committee.

In the event that a vacancy is for a Department Head, the Administrative Coordinator must present their findings relative to the position review along with a recommendation relative to the vacant Department Head position, to the governing committee. The governing committee, with the assistance of The Administrative Coordinator, will prepare a recommendation to the Personnel Committee relative to the vacant Department Head position. The Personnel Committee will, in turn, determine whether the vacancy will be filled or modified subject to any minimum staffing requirements.

3. Application and Other Required Pre-employment Information. All job applications for employment shall be on forms prescribed by the Personnel Committee, and prepared and issued by the County Clerk's Office. In addition to an employment application, the County may require a resume' and other pertinent information related to the requirements for the position such as a writing sample, proof of licensure, etc.

The County relies on the accuracy of information contained in the employment application, as well as the accuracy of all other information provided by applicants in the hiring process. Any deliberate misrepresentations, falsifications, or material omissions in any of this information shall result in exclusion of the individual from further consideration for employment, or, if the person has already been hired, discipline up to and including termination of employment.

4. Hiring Procedure.

a. Internal Posting and Recruitment. When the County has determined that a vacancy should be filled, the County may provide an opportunity for current County employees to apply for the position prior to making a public announcement of the vacancy. The internal recruitment procedure is designed to provide the County with the opportunity to find an internal candidate to fill the position before opening the process to the public and incurring

the time and expense of the external recruitment process. The internal recruitment procedure is discretionary and provides no guarantees to existing employees that the position will be filled by an internal applicant. It is the County's policy to hire the most qualified candidate. Notwithstanding this policy, the County, at the sole discretion of the Administrative Coordinator, may simultaneously post the position internally and to the general public. The following procedure will be followed for internal postings:

- 1) The position vacancy will be internally posted, stating the title, department, pay range, qualifications and the place and last date to file applications.
- 2) Any employee may apply.
- 3) Postings will be for a period of three (3) working days before posting to the general public.
- 4) Candidates must complete a County application form, provide a resume and provide any other preliminary information requested by the County.

b. External Recruitment. The County Clerk may make public announcements of an open position by publishing the notice in the official County newspaper. Public announcements may also be made in other County newspapers and newspapers having general distribution in Green Lake County. Other forms of public notice, such as listing with job service, school job placement offices, radio ads, trade and professional publications and internet forums may also be used. Public announcements shall include at least the following:

- 1) Class Title.
- 2) Department.
- 3) Pay range and fringe benefits.
- 4) Special qualifications, if any.
- 5) Place to obtain applications.
- 6) Other required pre-employment information.
- 7) Place and last date to file an application, resume' or other required pre-employment information.
- 8) Residency requirement, when appropriate.
- 9) Equal opportunity statement.

c. Applicant Screening and Disqualification.

- 1) **Initial Screen.** The Department Head will be responsible for screening all applications, resumes and other preliminary information received from applicants and determining the applicants to be interviewed.
- 2) **Licenses, Degrees and Certifications.** Applicants for a position requiring certification and/or degree must either have the certification or be eligible to acquire it. An applicant who will operate a County vehicle is required to hold the proper and valid license and provide proof of insurance which meets the County's requirements.

3) Disqualification. The Department Head may refuse to examine an applicant or, may find the applicant ineligible for any lawful reason including, but not limited to, the following:

- a) The applicant does not possess the minimum job qualifications and/or skills necessary for the position.
- b) The applicant does not possess the appropriate employment background for the position.
- c) The applicant does not possess the required certification, educational experience or degree for the position.
- d) The applicant made false or untrue statements of material facts in his/her application or resume.
- e) Character or employment references are unsatisfactory.
- f) The applicant's application, resume or other initial information is incomplete or unsatisfactory.
- g) The applicant declines to sign the application form, which includes the agreement to undergo a conditional employment physical examination, including a drug test.

In the event the vacancy involves a Department Head position, the Administrative Coordinator and the governing committee and/or its designees shall conduct the foregoing screening and disqualification process.

- d. **Interviews.** The Department Head will determine the number of applicants to be interviewed. The Department Head will prepare a list of interview questions and/or topics for each applicant to be interviewed based on the information contained in the applicant's job application, resume' and other initial information, the job description and requirements and the operational needs of the department. The Department Head and the Administrative Coordinator will be primarily responsible for interviewing candidates. The Administrative Coordinator shall determine his/her involvement in the interview process as he/she deems necessary and appropriate.

In the event that the vacancy involves a Department Head, the Administrative Coordinator and governing committee will determine the list of candidates to be interviewed. The Administrative Coordinator shall prepare the list of interview questions and/or topics for each applicant for a Department Head position. The Administrative Coordinator will conduct the interviews with the assistance of the governing committee and/or its designees.

- e. **Testing.** Candidates who are interviewed may be required to undergo testing. Any testing should be relevant to the essential skills of the position and reliably predict the individual's performance. In this regard, the following guidelines shall govern candidate testing:

- 1) Tests and other selection procedures must be administered without regard to race, color, national origin, sex, religion, age (40 or older), or disability.
 - 2) Management should ensure that employment tests and other selection procedures are properly validated for the positions and purposes for which they are used. The test or selection procedure must be job-related and its results appropriate for the employer's purpose.
 - 3) To ensure that a test or selection procedure remains predictive of success in a job, management should keep abreast of changes in job requirements and should update the test specifications or selection procedures accordingly.
 - 4) Management must take all testing measures seriously. A test or selection procedure can be an effective management tool, but no test or selection procedure should be implemented without an understanding of its effectiveness and limitations for the organization, its appropriateness for a specific job, and whether it can be appropriately administered and scored.
- f. **Reference Checks.** Each prospective applicant will be required to fill out an authorization form in connection with their application of employment authorizing a reference and background check. If an applicant has not listed references on his or her application or resume, contact the applicant to obtain references. Department Heads are to contact references by telephone and may not rely exclusively upon written letters of reference. To ensure that individuals who join the County are well qualified and have a strong potential to be productive and successful, it is the policy of County to check the employment references of applicants who are being considered for the position as well as to contact at least three (3) to five (5) previous employers (to the extent applicable). **In the event that a vacant position involves a Department Head, the Administrative Coordinator will conduct all reference checks.**

The following are recommended practices in conducting reference checks:

- 1) Do not ask questions that relate to protected classifications or sensitive areas such as sex, race, national origin, marital status, age, disability or religion;
- 2) To the extent practicable, ask the same questions of all applicant employment references and previous employers;
- 3) Do not tell the applicant or reference source that their reference checks are being checked because the applicant has been selected for the position—advise the applicant and previous employers and references that the applicant is being considered for the position;
- 4) Do not accept, follow-up on or rely upon references from family, friends or individuals who have not observed the applicant's job performance; and
- 5) Ask references and previous employers if they are aware of any other person having personal knowledge of the applicant's work with whom the County may speak.

- g. Ranking, Recommendation, Second Interviews and Hiring.** After the interviews, testing and reference checks, the Department Head and Administrative Coordinator will determine and rank the top candidates and shall conduct a second interview with each top candidate. The chairperson or designee of the governing committee may participate in the second interview as is deemed necessary and appropriate. After the final interviews, the Department Head, Administrative Coordinator and chairperson of the governing committee or their designee, as appropriate, shall select the individual to be hired for the position. The Department Head, Administrative Coordinator and chairperson of the governing committee shall determine if any of the remaining candidates will be offered the position if the primary candidate declines and will rank those candidates in the order of preference for hiring.

In the event the vacancy relates to a Department Head, the governing committee in conjunction with the Administrative Coordinator shall rank the top candidates and conduct any second interviews as deemed appropriate. After the second interviews, the Administrative Coordinator and the governing committee shall select the individual to be hired for the position. The Administrative Coordinator and the governing committee shall determine if any of the remaining candidates will be offered the position if the primary candidate declines and will rank those candidates in the order of preference for hiring.

- h. Notification of Rejection.** Whenever an applicant is rejected, notice of such rejection shall be mailed to the applicant by the Department Head. Notices of rejection shall not be mailed until another applicant has accepted an offer of employment from the County and has successfully completed any required post-offer of employment examination.