

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES

571 County Road A

PO Box 588

Green Lake WI 54941-0588

VOICE: 920-294-4070

FAX: 920-294-4139

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



FOX RIVER INDUSTRIES

222 Leffert St.

PO Box 69

Berlin WI 54923-0069

VOICE: 920-361-3484

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Post Date: 1/11/16

The following documents are included in the packet for the Department of Health & Human Services Board to be held on Tuesday, January 12, 2016

- Amended Agenda 2 for January 12, 2016 meeting
- Draft DHHS Minutes – December 8, 2015
- Administrative Code – Hiring Procedures
- Aging/Long Term Care December Report
- Behavioral Health Unit December Report
- Children & Family Services December Report
- Economic Support Unit January 2016 Report
- Health Unit Report – December 2015
- Justification for Filling Vacancy – Clinical Therapist(s)
- Clinical Therapist Job Description
- Justification for Filling Vacancy – Secretary I (Receptionist/Data Entry Specialist)
- Revised Receptionist/Data Entry Specialist Job Description



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

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

Health & Human Services Committee Meeting Notice

**Date: January 12, 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 12/8/15
6. Signing of Vouchers
 - Approval to Sign Remaining December 2015 Vouchers
7. Appearances:
8. Public Comment (3 minutes):
9. Correspondence:
 - * Committee Appointment – Health Advisory 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
 - 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.



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13. Policies/Procedures Update
14. Purchases
 - * Cube Corner with mat - 7 (Economic Support Unit)
15. Health & Human Services Budget 2016
16. Committee Discussion
 - Administrative Committee Report
 - Finance
 - Personnel
 - **Vacant Positions Review
 - **Clinical Therapist(s)
 - * Secretary I (Receptionist/Data Entry Specialist)
 - * Acting Director
 - 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 (February 9, 2016 at 5:00 p.m.) and other Sub-Committees
 - Future Agenda items for action & discussion
17. 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, DECEMBER 8, 2015 AT 5:00 P.M.

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

EXCUSED: Nolan Wallenfang, Member

OTHERS PRESENT: Linda Van Ness, Interim Director
Jon Vandeyacht, Veteran's Service Officer
Karen Davis, Administrative Assistant
Kathy Munsey, Health Unit Manager

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

Van Ness introduced Brian Floeter, new DHHS Committee member, to Board members.

Call to Order: The meeting was called to order at 5:00 p.m. by Chair Gonyo.

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

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

Action on Minutes: Motion/second (Meyers/Trochinski) made a motion to approve the minutes of the 11/17/15 Health & Human Services Board meeting. All ayes. Motion carried.

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

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

Appearances: Munsey was present to discuss the lighting issues in the DHHS employee parking area. Munsey gave examples of poor lighting issues and safety concerns. Discussion followed. Motion/second Waterbury/Tonet to recommend to the Green Lake County Property & Insurance Committee turn all the lights on in the DHHS employee parking area. All ayes. Motion carried.

Public Comment (3 minutes): None.

Correspondence: Election of Officers: Secretary: Gonyo opened nominations for Secretary of the Health & Human Services Board. Motion/second (Toney/Floeter) to nominate Joy Waterbury. All ayes. Motion carried. Gonyo questioned three times if there were any other nominations. (Gende/Waterbury) made a motion to nominate Candace Smith for Secretary. All Ayes. Motion carried. (Toney/Meyers) made a motion to close the nominations. All ayes. Motion carried. The vote was done by a show of hands. The majority voted for Joy Waterbury for Secretary. Gonyo announced that Waterbury would be the DHHS Secretary.

DHHS Personnel Committee member: Van Ness updated Committee members that there were vacancies for the DHHS Personnel Committee. Van Ness explained that the DHHS Personnel Committee involves the new employee hiring. Joy Waterbury and Brian Floeter are interested in being on the DHHS Personnel Committee. Motion/second (Toney/Gende) to approve the appointments of Joy Waterbury and Brian Floeter to the DHHS Personnel Committee. All ayes. Motion carried.

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 meeting was held on December 7, 2015. Trochinski reported regarding the meeting.

Transportation Coordinating Committee: The meeting was held on November 18, 2015. Trochinski reported the meeting and the 85.21 grant. Discussion followed. (See attached.)

Advocap/Headstart Report: Gonyo reported that there will be a meeting on Thursday, December 10, 2015.

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: Van Ness updated Committee members regarding working with Schenck regarding to improve billing issues/process.

Van Ness updated Committee members regarding the vacant positions: Director, Accounting Specialist, Economic Support Worker, CSP Professional, Clinical Therapist and Behavioral Health Unit Manager.

Aging/Long Term Care: 85.21 Transportation Grant: Van Ness presented the 85.21 Transportation Grant to Committee members for review and approval. (See attached.) Motion/second (Toney/Meyers) to approve the 85.21 Transportation Grant. All ayes. Motion carried.

Behavioral Health Unit: Van Ness updated Committee members regarding activities in the Unit. Van Ness reported to Committee members regarding staff presenting at community events. (See attached report.)

Children & Families Unit: See attached report.

Economic Support Services: Van Ness reported that the applicants for the Economic Support Worker position are being tested and interviewed.

Fox River Industries: Bathroom Remodeling Update: Discussion followed regarding the need to update bathrooms at Fox River Industries in early 2016.

Health: Current Health Abatements: None.

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

Policies/Procedures Update: None.

Purchases: AVATAR: Van Ness reported that 5 additional licenses are needed for DHHS staff to utilize the AVATAR software system at a cost of \$1,000.00 each. Discussion followed. Motion/second (Waterbury/Toney) to purchase the 5 AVATAR licenses at a cost of \$1,000 each. All ayes. Motion carried.

Health & Human Services Budget 2016: Van Ness updated Committee members regarding the set-up of the 2016 Budget and adjustments that need to be made. Van Ness will bring revisions to the January meeting.

Committee Discussion: Administrative Committee Report: Meyers reported that a special meeting was held on November 30, 2015. Meyers reported that there was a tele-conference with Deb Pagel regarding the organizational assessment. Meyers urged all Committee members to attend the December 15, 2015 County Board meeting to listen to the organizational assessment presentation by Deb Pagel.

Finance: Meyers reported regarding the November Finance Committee meeting.

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

Personnel: Vacant Position(s) Review: Behavioral Health Unit Manager: Van Ness presented the revised Behavioral Health Unit Manager job description. (See attached.) Motion/Second (Meyers/Trochinski) to approve the job description and recommend to Green Lake County Personnel Committee to fill this position. All ayes. Motion carried.

Van Ness updated Committee members regarding the vacant positions.

Property & Insurance: Trochinski reported regarding the meeting.

IT Committee: No report.

Facilities & Security Committee Report: No report.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, January 12, 2016 at 5:00 p.m. at Health & Human Services.**

Future Agenda Items For Action and Discussion:

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

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

No motions made.

Adjournment: Gonyo adjourned the meeting.

Gonyo adjourned the meeting adjourned at 7:43 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

BEHAVIORAL HEALTH UNIT – December, 2015

In December, 2015, two (2) Emergency Detentions were done.

Fond du Lac County – DCP – \$1824.00 – two days of care.

Two (2) 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 - \$4224.68 monthly charge for Community Based Residential Facility for one (1) adult. (Room & Board Costs \$42.47/day; Support & Supervision \$93.81/day). The Community Options Program pays \$705.14/month toward costs. Client cost share is \$705.14/month.

Beacon House – \$4526.00 - Friends of Women in Recovery, Inc. \$146.00/day.

A client was transferred from WMHI to Trempealeau County Health Care in December, 2015. The client is under a commitment to Green Lake County.

Contractual Services – **CCS/CLTS:**

Steve Shekels – \$1949.50 – CSS Services for eight (8) clients.

KD therapy Services – (Katie Douglas) \$4575.58 – Comprehensive Community Services (CCS) service assessments, planning, supervision and facilitation for six (6) clients.

Wellhoefer Counseling - \$1421.60 – CCS training; \$177.70 – CCS Supervision; \$466.46 – CCS services for one (1) client.

Contractual Services – **Jail Recidivism:**

Community Options Inc - \$2907.54 – 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; bill not in as of writing of report.

Dr. Maria Luisa Baldomero - \$1126.80 – 7.5 hours @ 150.24/hour

L & R Physician Services: Dr. Young – Psychiatric Services – 35 hours @ 190.00/hour + 1 hour travel @ 300.00 = \$6950.00; \$5625.00 – Dr. Tasch – 25 hours at \$225.00/hour.

CHILDREN & FAMILY SERVICES UNIT –December 31, 2015

Out-of-Home Care – as of 12/31/15

Foster Care – Level I & II (Range of costs from \$232.00 to 2000.00)

A total of ten (**10**) children were in local foster care. All were in level II homes. Two (**2**) children were discharged from foster care during the month. At months end, eight (**8**) children remained in local foster care.

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 \$64.34 /day for 2015.

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)

Four (**4**) 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.

Other Exceptional Costs:

Family Training Program - Parent Training & Education:

Ten (**10**) families in service in December , 2015 - 9 @780.00 = 7800.00 month. Seventeen (**17**) parents participated in the program that has a total of twenty-six (**26**) children, in home and one (**1**) out-of-home.

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

\$ 1954.68 – served three (3) families for a total of twelve (12) children;
\$222.12 - TCM Supervision.

Steve Shekels- Parent Training & Parent Mentoring:

73.75- \$ (2 hours face-to-face, 1.25 hours – travel); Parent Mentoring - \$80.50 (2 face-to- face, 1.9 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:

December - \$ 6489.28 mentoring for thirteen (**13**) children for a total of 231.5 hours; Special SHC – 459.00; Special RN – 191.50; Three (**3**) child in child care - \$347.13.

Nancy Baker – In-Home Therapy:

December – \$ 569.22 – In-home for two (**2**) children; 6.5 hours
November - \$437.86 – 5 hours for two (**2**) children.

Penny Bahn – Respite Care/Child Mentoring:

\$500.00 – Respite two (**2**) children for the month of December, 2015.

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

Supervision & transportation for one (**1**) child - \$ 1454.50 – December; two (**2**) children for October. One (**1**) child was transported and supervised in December - \$633.00.

KD Therapy Services – Targeted Case Management, In Home Therapy, Comprehensive Community Services Team Facilitation:
\$799.60 – One (1) families/youth in home therapy service.

Berlin Community Daycare – Daycare:
\$ 238.00 – respite care one (1) child.

Healthlink Paramedical – Hair testing:
\$ 85.00- one (1) hair follicle tests.

Satellite Tracking of People, LLC. – GPS Monitoring Services:
\$341.00 – GPS monitoring for three (3) youth – Sept. 2015. \$181.50 – June 2015; \$203.50 – March, 2015; \$121.00 – Sept. 2014; \$187.00 – August, 2014. \$583.00 – February, 2014. Company audited their accounts and realized they had not billed agency for these months.

Geraldine Reyes- \$320.00 – Child Care two children (Sept/October 2015)

Grandma Sandy's Learning Den - \$1561.10 – Child Care two children (Sept/Oct/Nov/Dec)

School District of Westfield - \$560.00 – Family Supper for 8 weeks of parenting program.

Susan Allen - \$136.00 – Parent Incentives and Child care helpers for group.

Marquette County UW-Extension - Parent Workbooks

Satellite Tracking of People - \$302.50 – GPS monitoring three (3) youth.

Little Ones Daycare - \$873.00 – Child Care for one child in foster care.

Ronda Bobiak - \$158.00 – Child care reimbursement for child in foster care.

Economic Support Unit Monthly Report

New staff person hired, James Weed. James tentative start date January 25th. Consortium is now without Sheboygan County. Consortia Call Center has been affected by the absence of Sheboygan County. Not certain why. Call volume has been significantly high. The Consortia Operational workgroup is working on strategies to help with the influx of calls. Consortia will be receiving additional monies for 2016: FoodShare bonus (\$171,512) and Enhanced Medicaid funding (\$737,150). The FoodShare bonus money will be allocated based on County caseload. The methodology on allocating the Enhanced Medicaid money to the agencies within the Consortia is still be discussed by the Steering committee.

GREEN LAKE COUNTY
DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES

571 County Road A.

PO Box 588

Green Lake, WI 54941-0588

VOICE: 920-294-4070

FAX: 920-294-4139

Email: 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

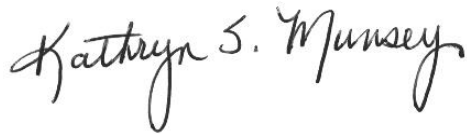
Health Unit Report

December 2015

- Jeri Loewe and Renee Peters attended a planning session for the Healthy Babies Coalition of Green Lake, Marquette and Waushara counties. They are planning a workshop on Adverse Childhood Experiences and it will be held at All Saint's Parish in Berlin on April 8th. These sessions are usually excellent and have over 100 attendees. We expect another great program
- Melanie Simpkins and I are working on reducing youth alcohol intake in the community and will be using the "Parents who Host Lose the Most" campaign. We are working with local law enforcement and want to start the campaign around prom season.
- Staff met with our regional coordinator for preparedness and we are working on completing this year's objectives. We will be holding an Ebola Tabletop Exercise in April to meet the required objectives.
- We are a part of the newly formed county Child Death Review Team. Our first meeting was in December. We discussed a plan to educate families to prevent drownings. We will be working with Berlin School District on family night and sharing water safety tips and I wrote for a \$1000 grant to buy life jackets that we can give away to those in need.
- I gave a presentation to the League of Women's Voters on health disparities in our community and how we are working to increase health equity along with the health officer from Adams County.
- Our WIC clinics continue to serve approximately 500 women and children annually. All clinics are now in Green Lake.
- Our Local Emergency Planning Committee met and discussed ways that we already have improved our plan for the Mass Fatality exercise and ways to address gaps for future events. The committee is also working on a train derailment evacuation plan for the Dalton area as 13 trains go through there daily. I wrote for a \$500 grant to get notification flags for the mailboxes so families can alert authorities that they have left the premises if a derailment occurs. We received the grant and will also be providing educational brochures to families within one mile radius of the tracks so they can be prepared.

- Staff members also attended a number of other meetings as part of our regular community involvement. This included the Sexual Assault Response Team (SART), Community Health In Action Team which works on reducing alcohol abuse in the community, Communities of Practice which helps with our accreditation goal, Family Resource Council, Breastfeeding Alliance of WI, the Central WI Healthcare Partnership which is working on improving access to mental health services, Berlin School Wellness Coalition and also assisted with the Angel Tree program.

Sincerely,

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

Kathryn S. Munsey, RN
Green Lake County Health Officer

Environmental Health
Green Lake County
DECEMBER 2015

Animal Bites: # of investigations – 6
Reported Animal Bites – 1 cat, 4 dogs
Quarantines for Human Exposures – 2
Quarantines for Animal v. Animal Exposures – 0
Quarantine Violations and Enforcement Actions Taken – 0
Animals Exhibiting Positive Signs of Rabies During Quarantine – 0
Animals Exhibiting Negative Signs of Rabies During Quarantine – 2
Enforcement Actions Taken for Violations of Vaccination Requirements – 0
Animals Sacrificed for Exhibiting Symptoms of Rabies or Being Rabies Suspects-2 (1 cat and 1 bat – sent in for testing)
(1 feral cat was never found after bit incident, 1 dog was put to sleep for injuries incurred during incident)

Well Water: None.

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

Sewage: None.

Solid Waste: None.

Radon: 1 test kit distributed.

Housing: Continued follow-up on case in Berlin with heating unit in apartment – landlord had unit repaired. Rental house in Berlin had partial roof collapse due to roof failure from moisture intrusion. Worked with City of Berlin building inspector for repairs. House had suspected lead-based paint as well, and family had children tested, but no poisoning had occurred. Neighbor dispute in Princeton regarding old farming equipment and woodpiles. Worked with City of Princeton personnel on case, no orders issued.

Asbestos: None.

Food/Water Illness None.

Abandoned Bldgs: None.

Other: 2 1/2 days vacation , 2 holidays for Christmas

Agent : Pre-inspection for a new retail facility in Green Lake. Site visit and communications for possible new food serving at Green Lake Conference Center. 12 regular inspections and 1 school inspection. 3 food inspections in Marquette County and training of new inspector. Webinair by State DHS on merger of DHS and DATCP food programs.

Green Lake County

Department of Health & Human Services

Economic Support

Request for Purchase

The Economic Support Unit would like to request to purchase height-adjustable desks for the offices. The Varidesk standing desk model that is being requested to purchase is a sit stand desk. The Unit is requesting this purchase of these desks due to the amount of time they are required to be sitting at their desk to work daily. One of my staff members has been trying out "standing" at her desk since this last summer. She has found that her back and legs do not hurt after a day of work. Research has also been found that there are health benefits to standing desks.

The Varidesk is a sit stand desk that will accommodate the worker to be able to sit and stand during their work day. Also to support the workers feet, knees, hips and back we are requesting to purchase a mat cushion.

Other sit stand desks were researched however, the Varidesk, came with the best reviews and recommendations.

I am requesting to purchase seven Varidesks and mats for the Unit. Total purchase price of \$3955. The Carryover Economic Support W-2 funds (16-101-34-54411-999-000) will be used to purchase this request.

A handwritten signature in black ink, appearing to read 'Shelby Jensen', with a large, stylized flourish at the end.

Shelby Jensen

Economic Support Unit Manager

Jensen, Shelby

From: Jensen, Shelby
Sent: Friday, January 08, 2016 4:32 PM
To: Jensen, Shelby



THE MAT 36™

\$70 WITH FREE SHIP
★★★★★ 1
| SUBMIT A REVIEW

QTY

ADD TO CART

ADD TO MY PRODUCT LIST

FOOTPRINT 24" X 36" (61 CM X 91.4 CM)

Shelby Jensen
Economic Support Unit Manager
Green Lake County
(920)294-4070

NOTICE: This e-mail and any attachments may contain confidential information. Use and further disclosure of the information by the recipient must be consistent with applicable laws, regulations and agreements. If you received this e-mail in error, please notify the sender; delete the e-mail; and do not use, disclose or store the information it contains.

Jensen, Shelby

From: Jensen, Shelby
Sent: Friday, January 08, 2016 4:33 PM
To: Jensen, Shelby



CUBE CORNER 4

\$495 WITH FREE
★★★★★
| SUBMIT A REVI

QTY

ADD TO CART

ADD TO MY PRODUCT LIST

FOOTPRINT 33.5 X 48 (85.1 CM X 122 CM)

Shelby Jensen
Economic Support Unit Manager
Green Lake County
(920)294-4070

NOTICE: This e-mail and any attachments may contain confidential information. Use and further disclosure of the information by the recipient must be consistent with applicable laws, regulations and agreements. If you received this e-mail in error, please notify the sender; delete the e-mail; and do not use, disclose or store the information it contains.

POSITION REVIEW

Clinical Therapist

- a. **Job Description.** The Dual Diagnosis Clinical Therapist description was reviewed and changed to a Clinical Therapist.
- b. **Job Designation.** This is a Master's Level position requiring a Master's Degree or LPC (Licensed Professional Counselor). This position provides essential community based mental health services to persons with a mental illness and/or substance abuse that will enable them to obtain and/or maintain independent living in the community. The position will have a starting wage of \$25.40.
- c. **Necessity.** This position primarily provides community mental health services to people with mental illness that enables them to live in the community and reduces hospitalization.
- d. **Evaluation of Existing Staff.** There is insufficient staff to do the functions required of this position. The caseloads of the Behavioral Health Unit require additional staff, as this position will fill vacated positions.

05/09/14, 7/20/2015, 10/16/15, 11/12/15, 1/16

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CLINICAL THERAPIST

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH SERVICES UNIT MANAGER

SUMMARY:

To provide essential community based mental health services to persons with a mental illness and/or substance abuse that will enable them to obtain and/or maintain independent living in the community.

DUTIES AND RESPONSIBILITIES:

- About 60% of the time is spent providing psychiatric counseling and case management to the Community Support Program (CSP)/Comprehensive Community Services (CCS)/Crisis programs and other clients, their families, and significant others. This includes providing supportive counseling, education, advice, encouragement, facilitating conflict resolution and problem-solving. Additionally, this includes crisis counseling/crisis intervention/aftercare services and outpatient counseling.
- Approximately 10% of this position's time is spent conducting initial mental health and/or substance abuse assessments of individuals referred to the CSP/CCS/Crisis or Outpatient counseling and develop initial treatment plans. This also includes conducting an in-depth assessment of a referred client within one month after admission to the CSP/CCS to determine functioning and areas of service needs. This includes coordinating services collaborating with the other staff, service providers, the client and his/her staff in the development of the comprehensive treatment plan and documentation.
- Another 15% of this position's time is spent meeting regularly with clinical staffings for the purpose of supervision and case management coordination. Additionally, assists with client contacts in the community such as home visits, team meetings, group activities, daily living skills, training; attending and participating in unit meetings, staffing, as well as being part of the 24 hour on-call crisis team.

SKILLS AND ABILITIES:

Basic everyday living skills, the ability to understand, follow and provide directions; reading, writing (reports) is necessary. Additionally it is preferred to have comprehensive knowledge of the needs of individuals with chronic mental illness, substance abuse and other mental health issues, the CSP/CCS/Crisis program, comprehensive knowledge of

the principals and practices of counseling and recovery, crisis intervention and response; ability to relate to and communicate effectively with staff, community professionals, agencies and the general public. Must have a valid Wisconsin Driver's License and access to an insured vehicle. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, dictation equipment, computer terminal, fax machine, and automobile. A video camera may also be used to tape interviews.

QUALIFICATIONS:

EDUCATION: A Master's degree in a Social Work, Clinical Psychology, Marriage and Family, or a related field

EXPERIENCE / JOB KNOWLEDGE: Must possess 3,000 hours post master's clinical supervision with at least 1,000 hours of the 3,000 being supervised post-degree clinical experience with chronically mentally ill persons. Must be Licensed as a Mental Health and Substance Abuse Counselor. (Clinical Social Worker, Professional Counselor etc., or License eligible in Wisconsin). Must be certified/certifiable medical assistance provider in Wisconsin.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is listening. 15% of the time is spent talking, sitting, writing, reading or visually observing. About 10% of the time is spent standing, walking, reaching and low lifting. In unusual circumstances, it may be necessary to stoop, kneel, and lift/carry objects weighing up to 40 pounds.

ENVIRONMENTAL DEMANDS: Over 90% of work done is inside. In about 10% of the time situations develop where there is a threat of physical attack or injury from clients

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.

III. RECRUITMENT AND APPLICATION PROCEDURES

Filling of Vacancy – Secretary I (Receptionist/Data Entry Specialist)

- a. **Each position description must be reviewed at the time of the vacancy.** The Secretary I job description was reviewed and has been decided to change the position to Receptionist/Data Entry Specialist to help with efficiencies.
- 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 Department has one main receptionist that greets incoming residents, answers phone calls and directs where and to whom they should go. In addition, the receptionist does data entry and other clerical tasks. The second Receptionist/Data Entry Specialist does mostly data entry and backs up the receptionist. The third Receptionist/Data Entry Specialist will perform various duties including back-up for reception to allow more efficiencies with collecting financial data to improve billing process.

All three positions also do the intake functions collecting insurance information and calling insurance companies to ensure insurance coverage for services provided.

- 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.** See above. The Department does have a backup receptionist who does primarily data entry but cannot do both functions on an ongoing basis due to the workload she currently has. Revising this to the third Receptionist/Data Entry Specialist, this allows for more efficient flow with intakes for providing client services.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: RECEPTIONIST/DATA ENTRY SPECIALIST

DEPARTMENT: HEALTH & HUMAN SERVICES/ADMINISTRATIVE UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR/DEPUTY DIRECTOR

SUMMARY:

Performs receptionist duties for the Health & Human Services Department, intake registration, keyboarding, data entry, clerical tasks such as maintaining records; and other work as required.

DUTIES AND RESPONSIBILITIES:

- Approximately 40% of the time is spent answering telephones; and responding to public request for information and referral.
- About 35% of the time is spent performing client intake functions, financial meetings, scheduling, and data entry. This would include face-to-face contacts with the general public to obtain this information.
- 25% of the time is spent completing other clerical duties. These include, but are not limited to: opening and distributing mail daily, scanning, typing as requested, data entry, copying and providing general information to the public. This time also includes attending in-services and training in areas of expertise.

SKILLS AND ABILITIES:

- Skill in the use of general office equipment, including but not limited to, Computer terminal, calculator, copy machine, and fax machine

QUALIFICATIONS:

EDUCATION: A high school diploma is required for this position.

EXPERIENCE / JOB KNOWLEDGE: One to two years' experience as a receptionist. Ability to input data at 50 wpm. It is important to present a professional demeanor and have excellent telephone/customer relations' skills. Knowledge of human service programs and office procedures preferred. Must have basic everyday living skills, basic computer skills and knowledge of Microsoft Office Suite software, the ability to follow complex oral and written directions, good knowledge of office terminology, procedures and equipment of business, arithmetic and English, ability to type at a reasonable rate of speed, and have specific knowledge of clerical and accounting practices.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent talking, hearing (listening), using near vision, and keyboarding. About 10% of the time is spent standing, walking, sitting, stooping, kneeling, bending/twisting, reaching, and the use of far vision. In unusual situations there may be low lifting (up to 10 pounds), low to medium carrying (up to 40 pounds), low handling and low pushing and pulling.

ENVIRONMENTAL DEMANDS: Nearly 100% of the work is done inside the Human Services Center building. In unusual situations there may be a threat of physical attack or injury from clients.

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.

04/01, 04/07, 11/12, 5/13, 1/16