

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

FAX: 920-361-1195

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

Post Date: 7/26/2017

The following documents are included in the packet for the Department of Health & Human Services Board held on Monday, July 31, 2017

- July 31, 2017 DHHS Budget meeting agenda 5:00 p.m.
- July 31, 2017 DHHS meeting agenda 5:30 p.m.
- DHHS Draft Minutes – June 12, 2017
- Resolution Relating to Deleting One Account Clerk Specialist Position and Creating a Financial Manager Position
- Resolution Relating to Creation of new Multi-County Aging and Disability Resource Center (ADRC)
- June 2017 Aging Unit Report
- June 2017 Behavioral Health Unit Report
- June 2017 Children & Family Services Unit Report
- June 2017 Economic Support/Child Support Unit Report
- ESU Child Care Performance Award
- June 2017 Health Unit Report
- Copying Charges Policy
- Budget Adjustments (Line Item Transfers)
 - Iris – New Transportation Category
 - DOT 53.10 Grant transfer
 - Client Transportation – New Category
- Fox River Industries HVAC system bids

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NOTICE OF PUBLIC FORUM

The Board of the Green Lake County Department of Health & Human Services will hold a Public Forum to allow for citizen input into the 2017 annual budget. The combined Health & Human Services budget will include the following county program areas: Aging/Long Term Care, Nursing, Mental Health, Alcohol and Drug Abuse, Developmental Disabilities, and Children & Family Services.

The Forum will be held:

Date: Monday, July 31, 2017
Place: Green Lake County Government Center
571 County Road A County Board Room #0902
Green Lake, WI 54941
Time: 5:00-5:30 p.m.



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

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

Health & Human Services Committee Meeting Notice

***Date: August 8, 2017 Time 5:00 PM
Green Lake County Government Center
571 County Rd A, COUNTY BOARD Room #0902 Green Lake WI***

AGENDA

**Committee
Members**

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

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Review Proposed 2018 Budget:
6. Committee Discussion
 - Other
 - Future Agenda items for action & discussion
7. Adjourn

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

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



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

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Health & Human Services Committee Meeting Notice

Date: July 31, 2017 Time 5:30 PM

Green Lake County Government Center

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

AGENDA

**Committee
Members**

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

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

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes 6/13/17
6. Appearances:
7. Correspondence:
8. Veteran's Service Office Report
9. Advisory Committee Reports
 - Aging Advisory Committee – (Trochinski)
Meeting - July 19, 2017
 - Health Advisory Committee Report- meeting –
July 12, 2017 (Hoffman)
 - Family Resource Council – Next Meeting September
11, 2017 (Trochinski)
 - ADVOCAP/Headstart Report (Gonyo)
 - ADRC Coordinating Committee – Next Meeting-
August 10, 2017 - Adams Co. (Gende/Waterbury)
10. Unit Reports
 - Administrative Unit
 - Health & Human Services Billing Update
 - Resolution Relating to Deleting on Account Clerk
Specialist Position and Creating a Financial Manager
Position
 - Aging/ADRC Unit
 - Resolution Relating to Creation of new Multi-County
Aging and Disability Resource Center (ADRC)
 - Behavioral Health Unit
 - TAD (Treatment and Diversion) Grant Update
 - Fox River Industries
 - Corporation Counsel Memos regarding FRI
Building/Design Build Concept and Legality of
Improving a Leased Building

(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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11. Policies/Procedures Update
 - Copying Charges
12. Purchases
 - Fox River Industries bids for HVAC system
13. Health & Human Services Budget 2017/2018
 - Request for Line Item Transfer
 - New Client Transportation Category
 - DOT Grant
 - New Transportation Category (IRIS)
14. Committee Discussion
 - The Board May Confer With Legal Counsel
 - Future DHHS Meeting Date (September 11, 2017 at 5:00 p.m.)
 - Future Agenda items for action & discussion
15. Adjourn

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

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT GREEN LAKE COUNTY GOVERNMENT CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON MONDAY, JUNE 12, 2017 AT 5:00 P.M.

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

EXCUSED: Tom Reif, Member

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

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

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

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

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

Action on Minutes: Motion/second (Reabe/Trochinski) to approve the minutes of the 5/8/17 Health & Human Services Board meeting as presented. All ayes. Motion carried.

Appearances: CCS Consumer: A CCS Consumer was present to explain what the CCS program consists of and how it helped her. Committee members thanked her for sharing her informative story.

Correspondence: None.

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

Advisory Committee Reports: Aging Advisory Committee Report: Trochinski reported regarding the May 17, 2017 meeting. (See attached.) The next meeting will be held on July 19, 2017.

Health Advisory Committee: The next meeting will be held on July 12, 2017.

Family Resource Council: Trochinski reported regarding the June 5, 2017. (See attached.)

Transportation Coordinating Committee: The next meeting will be held on November 15, 2017.

Advocap/Headstart Report: Waterbury reported regarding the annual ADVOCAP meeting that she attended.

ADRC Coordinating Committee Report: Waterbury reported regarding the meeting that was held on May 11, 2017 in Waushara County.

Unit Reports: Administrative: Health & Human Services Billing Update: Jerome updated Committee members that billing continues on a regular basis. Discussion followed.

Aging/Long Term Care: The report was in the packet. (See attached.)

Behavioral Health Unit: TAD (Treatment and Diversion) Grant Update: Jerome updated Committee members regarding the TAD (Treatment and Diversion) program.

The Behavioral Health May 2017 report will be sent to Committee members.

Children & Families Unit: See attached May 2017 Children & Family Services monthly report. Discussion followed.

Child Support: No report.

Economic Support Services: No report.

Fox River Industries: FRI building update to maintain/update/repair: No discussion.

Health: Current Health Abatements: No discussion.

Policies/Procedures Update: Kinship Care Policy: Jerome presented the revised Kinship Care Policy for Committee review. Discussion followed. Motion/second (Trochinski/Waterbury) to approve the revised Kinship Care Policy. All ayes. Motion carried.

Purchases: None.

Health & Human Services Budget 2017/2018: Jerome will present the revenue/expenditure report for Committee review to provide six month data.

Committee Discussion: No discussion.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next Health & Human Services Board meeting will be Monday, July 10, 2017 at 5:00 p.m. at the Green Lake County Government Center.

Future Agenda Items For Action and Discussion:

Adjournment: Gonyo adjourned the meeting at 5:39 p.m.

RESOLUTION NUMBER ___ - 2017

RELATING TO DELETING ONE ACCOUNT CLERK SPECIALIST POSITON AND CREATING A FINANCIAL MANAGER POSITION

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

WHEREAS, Health & Human Services currently has two positions designated as Account Clerk Specialist; and,

WHEREAS, Health & Human Services financial reporting and budgeting has continued to become more complicated; and,

With approval/disapproval of the Personnel Committee.

Roll Call on Resolution No. -2017

Submitted by the Health and Human Services Board

Ayes , Nays , Absent , Abstain

Joe Gonyo, Chairman

Passed and Adopted/Rejected this 19th day of September 2017

Nick Toney, Vice Chairman

County Board Chairman

Joy Waterbury, Member

ATTEST: County Clerk

Nancy Hoffman, Member

Approved as to Form Corporation Counsel

Richard Trochinski, Member

Tom Reif, Member

Harley Reabe, Member

John Gende, Member

WHEREAS, The Financial Manager will be responsible for preparing and monitoring the annual Health & Human Services budget in cooperation with the Human Services Director; and,

WHEREAS, The Financial Manager will oversee the processing of all Health & Human Services expenses and revenues and ensures that all state and federal reporting requirements are met.

THEREFORE, one Account Clerk Specialist position will be deleted and one full-time Financial Manager position be created. (See attached job description.)

NOW, THEREFORE, BE IT RESOLVED, that the Green Lake County Board of Supervisors authorizes the creation of the Financial Manager position within the Department of Health & Human Services. See attached Fiscal Note. This position will be fully funded by Basic County Allocation grant funding and tax levy.

7/24/2017

FISCAL NOTE - PERSONNEL COSTS

DEPARTMENT:		DEPARTMENT OF HEALTH & HUMAN COMMITTEE: HUMAN SERVICES						ACCOUNT #:			
CURRENT	POSITION TITLE	NAME	RATE	HOURS	WAGE	FICA	RET-C	RET-E	HEALTH INS	L-INS	TOTAL
HSCADMIN	Account Clerk Specialist	Vacant	18.51	2,080.00	38,500.80	2,945.31	2,618.05	0.00	23,439.00	22.00	67,525.17
PROPOSED											
HSCADMIN	Financial Manager	Vacant	20.04	2,080.00	41,683.20	3,188.76	2,792.77	0.00	23,439.00	22.00	71,125.74
Difference											3,600.57
Revenues:	Basic County Allocation		1,800.00								
	County Allocation		1,801.00								
	TOTAL REVENUE		3,601.00								

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: Financial Manager

DEPARTMENT: HEALTH & HUMAN SERVICES/Administrative Unit

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR

SUMMARY:

This position is responsible for financial matters as they relate to the business of Health & Human Services. This position is responsible for preparing and monitoring the annual Health & Human Services budget in cooperation with the Human Services Director. This position oversees the processing of all Health & Human Services expenses and revenues and ensures that all state and federal reporting requirements are met.

DUTIES AND RESPONSIBILITIES:

- Coordinate and oversee all department financial reporting and billing with financial team staff in consultation with the Director. Prepare and submit financial and statistical reports and surveys required for compliance with state and federal programs and for Human Services Committee review.
- Development and management of the Department's annual budget by providing direct budgetary/performance financial analysis, forecasts and trending information to the Director. Coordinate with the county's finance Department and County Administrator on aspects of budget process and development.
- Conduct monthly/annual reconciliations as required. Monitor the financial status of the department. Prepare any budgetary adjustments and year-end accruals and budget addendums. Monitor general operations to assure compliance with applicable laws, administrative directives, Medicaid programs and insurance companies' requirements.
- Provide managers and staff with fiscal information to aid in program development and management in a timely and professional manner.
- Participate in the Department's annual audit with the county auditing firm and the Offices of the County Clerk and County Administrator.
- Recognize areas of Department operations that are inefficient and develop new procedures or recommend system design changes to promote efficiency.
- Assist in the development and management of the Department's internal management/data/financial systems and their coordination with the State and any other required outside systems.
- Attend local, regional, and state meetings, trainings and conferences beneficial to the financial operations of the agency.
- Perform other duties as assigned by the Director.

SKILLS AND ABILITIES:

Knowledge of general ledger accounting procedures. Computer familiarity and operational skills including Excel spreadsheets and other related software. Written, oral and interpersonal skills. Skill in researching, analyzing, interpreting and understanding complex guidelines such as financial, billing and audit requirements. Ability to facilitate a team environment and make decisions to meet required program time lines. Ability to manage and prioritize diverse work responsibilities and develop organizational practices and procedures. Ability to promote a harmonious relationship with others, including but not limited to outside agencies and county departments. Ability to perform duties and follow policies and procedures independent of direct supervision.

QUALIFICATIONS:

EDUCATION: Bachelor's Degree in accounting is required

EXPERIENCE / JOB KNOWLEDGE: Experience in financial management, including governmental and general ledger accounting is required.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 80% of the time is spent in sedentary work activities in an office environment using computer equipment as well as other office machines. 15% of the time is spent moving between offices, attending state and regional meetings, trainings and conferences. 5% of the time is spent in low lifting activities (up to 10 pounds) or kneeling, climbing, bending/twisting, reaching, and low to medium carrying. In unusual or non-routine situations, it may be required to stoop, crawl, run, swim, grapple, climb, and medium lifting (20-40 pounds).

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.

RESOLUTION NUMBER _____ - 2011

Relating to the creation of a new Multi-County Aging and Disability Resource Center

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th day of August, 2017, does resolve as follows:

WHEREAS: The Wisconsin Department of Health Services, Division of Public Health will be approving funding for Adams, Green Lake and Waushara Counties to become a multi - county Aging and Disability Resource operated by Waushara, Green Lake, and Adams Counties.

WHEREAS: The Health and Human Service Department of Green Lake, Adams and the Department of Human Services and Department of Aging Services of Waushara County have effectively operated within a quad-county Aging and Disability Resource Center consortium since 2012, and

WHEREAS: The cost of development of the tri-county Aging and Disability Resource Center of Adams, Green Lake and Waushara Counties will be county levy neutral; and

NOW THEREFORE BE IT RESOLVED, that the Green Lake County Department of Health & Human Services be authorized to work with Waushara County Department of Human Services, the Waushara County Department of Aging Services and Adams County Department of Health & Human Services, and to submit the application for becoming a tri-County ADRC of Adams, Green Lake and Waushara Counties and,

BE IT FURTHER RESOLVED: That the Waushara County Department of Human Services will continue to perform as the fiscal agent for the Consortium.

Roll Call on Resolution No. _____ - 17 Submitted by the Health & Human Services Board

With the recommendation to Approve/Disapprove

Aye___, Nay___, Absent___, Abstain___.

Passed and Adopted/Rejected this
15th of August 2017

Joe Gonyo, Chairman, DHHS Board

Joy Waterbury, Secretary

County Board Chairman

Richard Trochinski, Member

ATTEST: County Clerk
Approved as to Form

Nick Toney, Vice Chair

Corporation Counsel

Tom Reif, Member

Harley Reabe, Member

Nancy Hoffman, Member

Brian Floeter, Member

John Gende, Member

AGING REPORT - 2017

Mealsites - Berlin Senior Center, Dartford Bay Apartments, Grand River Apartments																			
HOMEBOUND									CONGREGATE										
Berlin			Green Lake/Prince.		Markesan				Berlin			GL/Princeton		Markesan				MEAL PROGRAM	
HDM #	DONATION	HDM #	DONATION	HDM #	DONATION	HDM #	DONATION	HDM TOTAL	HDM TOTAL	CONG	DONATION	CONG	DONATION	CONG	DONATION	CG TOTAL	CG TOTAL	TOTAL	TOTAL
	AMOUNT		AMOUNT		AMOUNT		AMOUNT	MEALS	DONATION	# SERVED	AMOUNT	# SERVED	AMOUNT	# SERVED	AMOUNT	MEALS	DONATION	MEALS	DONATION
January	514	\$3,066.50	544	\$2,805.32	243	\$1,371.00		1,301	\$7,242.82	281	\$982.00	108	\$240.00	110	\$144.00	499	\$1,366.00	1,800.00	\$8,608.82
February	512	\$794.00	504	\$836.00	226	\$778.00		1,242	\$2,408.00	355	\$1,267.05	126	\$92.00	104	\$300.00	585	\$1,659.05	1,827.00	\$4,067.05
March	647	\$2,461.00	541	\$2,693.75	242	\$1,822.50		1,430	\$6,977.25	384	\$1,319.00	145	\$340.00	130	\$255.00	659	\$1,914.00	2,089.00	\$8,891.25
April	519	\$2,206.00	491	\$2,132.50	238	\$640.00		1,248	\$4,978.50	260	\$1,032.95	122	\$321.00	100	\$473.00	482	\$1,826.95	1,730.00	\$6,805.45
May	590	\$3,197.75	523	\$2,866.75	256	\$1,153.25		1,369	\$7,217.75	300	\$1,085.00	134	\$284.00	119	\$130.06	553	\$1,499.06	1,922.00	\$8,716.81
June	523	\$1,972.75	476	\$2,316.00	229	\$1,561.00		1,228	\$5,849.75	346	\$1,252.00	109	\$500.00	101	\$475.00	556	\$2,227.00	1,784.00	\$8,076.75
July	0	\$0.00	0	\$0.00	0	\$0.00		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0.00	\$0.00
August	0	\$0.00	0	\$0.00	0	\$0.00		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0.00	\$0.00
September	0	\$0.00	0	\$0.00	0	\$0.00		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0.00	\$0.00
October	0	\$0.00	0	\$0.00	0	\$0.00		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0.00	\$0.00
November	0	\$0.00	0	\$0.00	0	\$0.00		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0.00	\$0.00
December	0	\$0.00	0	\$0.00	0	\$0.00		0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0.00	\$0.00
TOTALS	3305	\$13,698.00	3079	\$13,650.32	1434	\$7,325.75		7818	\$34,674.07	1926	\$6,938.00	744	\$1,777.00	664	\$1,777.06	3334	\$10,492.06	11,152.00	\$45,166.13

Behavioral Health Unit June 2017

Emergency Detentions as of 07/01/17

(May 2), **June (9) !**

Detox Fond du lac County (0)

Community Based Residential Facilities

9 Placements Total

Our House: (1 Resident April), 1 Resident May

Robert Berry House: (1 Resident May), 1 Resident June

Villa Hope: (2 Residents May), 2 Residents June

Winnebago Mental Health: (2 Residents May) 4 Residents June

Copper Leaf: June 1 Resident

Contractual Services

Kent Berney PhD : Licensed Psychologist/Clinical Supervision for CCS, Crisis, AODA and Psychological Services: (41 hrs. May) June 32.5

Shirely Dawson MD: Psychiatrist Medical Director (May 88.50) **June 87 hrs.**

Maria Baldomero MD: (15 Hrs May) **June 15 hrs**

Independent Evaluations (0)

Marshall Bales MD: (April 2) **0 May**

CHILDREN & FAMILY SERVICES UNIT –June 2017

Out-of-Home Care – as of 06/30/2017

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

Two (2) child (ren) went into placement during the month of June, 2017.

One child was placed into subsidized guardianship. One (1) child was returned to a parent. One (1) child was subject to TPR. At month's end, ten (10) children were in foster care.

Treatment Foster Care – One (1) youth was in treatment foster care through Family Works.

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

At month's end, four (4) children were in court ordered relative care. All relative homes are in the process of being licensed.

Subsidized Guardianship – Four (4) children are in subsidized guardianships.

Kinship Care – Voluntary (\$232.00 month per child)

Twelve (12) children were in Voluntary Kinship Care at the beginning of the month. Two (2) cases closed. Ten (10) were in Kinship care at month's end.

Total out of home at month's end = **29**

Other Exceptional Costs:

Family Training Program - Parent Training & Education: \$8690.00

Eleven (11) families in service in June, 2017 - 11 @790.00/ month; 0

@240.00/month. Fifteen (**15**) parents participated in the program that with a total of twenty-seven (27) children, in home and 0 out of home.

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

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

Community Options Inc. - \$ 9311.99 - Sixteen (**16**) children –enrolled in Mentoring Program

Nancy Baker – In-Home Therapy. \$577.44 – June, 2017

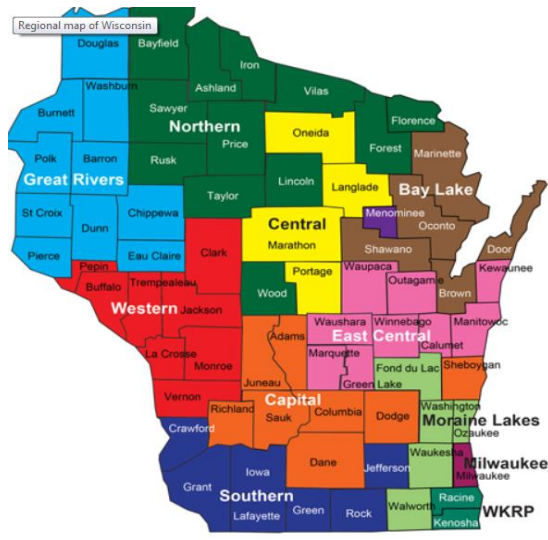
Penny Bahn – Respite Care/Child Mentoring:
\$400.00 Respite two (2) children for the month of June, 2017

STOP - GPS monitoring for youth, \$330.00 for 2 youth.

SOPORT - \$1000.00 Sex offender treatment; not covered by insurance or MA.

Healthlink - Hair follicle testing, \$715.00 6 tests at \$90.00- 125.00/each.

New Vision Wilderness Therapy – Court ordered Wilderness Treatment for one (1) youth. Daily rate \$345.00/day. \$10,350.00 for 30 days in June, 2017.



Economic Support Unit Monthly Report

The agency continues to see an increase in the number of applicants applying for Long Term Care services. These services include Nursing Home MA and Family Care. No particular reason for the increase.

We had an influx of Food Share applications from the Migrants this past week. The weather has delayed picking. These applicants only wanted minimal help until they started working.

Requests for Operation Backpack continue to filter in. Deadline for the requests is July 28th. Donations have been down. We will be working in collaboration with the Boys 'n' Girls Club on this event.

Our newest staff, Stacey Kind, is still in training. Goal is for her training to be complete by October 1st.

Shelby Jensen
 Green Lake County DHHS
 Economic & Child Support Unit Manager



Child Support Unit Monthly Report

Child Support's performance standards continue to be on target. Green Lake County's Child Support agency is currently above the Balance of State's performance rate.

I am exploring ways to collect payments from participants who owe back support. Ideas were shared by other agencies to collect these payments at the recent Child Support Roundtable.

Shelby Jensen
Green Lake County DHHS
Economic & Child Support Unit Manager



201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-267-3905
Fax: 608-261-6972

Governor Scott Walker
Secretary Eloise Anderson

Secretary's Office

July 5, 2017

Contact: Joe Scialfa or Gina Paige - 608-266-9000

Wisconsin Counties Receive Award for Child Care Performance

(MADISON) - Thirty-four Wisconsin counties were recently recognized by the Department of Children and Families for meeting all performance standards in the administration of the Wisconsin Shares child care subsidy program which supports low-income working families by subsidizing a portion of the cost of quality child care while the parents or caregivers are working or participating in another approved activity.

The counties earned the certificate of excellence by providing timely service to parents in need of child care services and meeting the standards for a high level of accuracy in eligibility and authorizations determination.

"In 2016, the Wisconsin Shares child care subsidy program helped more than 45,000 low income families pay for the safe and regulated child care they needed in order to work or prepare for work," said Department of Children and Families Secretary Eloise Anderson. "Counties that meet the Department of Children and Families' high performance standards are doing the best job of helping these families get and keep child care with minimal disruption. We recognize and thank counties for this achievement, which benefits both families and employers."

The performance standards were put in place in 2013 in consultation between the Department of Children and Families and the Wisconsin County Human Services Association. The child care performance standards exhibited by the following counties directly translates into a high level of services to families, high accuracy in program administration, and conscientious stewardship of the state and federal funds that support the child care subsidy program: Calumet, Chippewa, Crawford, Dane, Douglas, Fond du Lac, Grant, Green, Green Lake, Jefferson, Juneau, Kenosha, Kewaunee, Lafayette, Manitowoc, Marathon, Milwaukee Early Care Administration (MECA), Oconto, Oneida, Outagamie, Ozaukee, Polk, Portage, Racine, Richland, Rock, Shawano, Sheboygan, Walworth, Washburn, Waukesha, Waupaca, Waushara, and Winnebago.

Learn more about the Wisconsin Shares Child Care subsidy on the DCF website at <https://dcf.wisconsin.gov/wishares>.

*GREEN LAKE COUNTY
DEPARTMENT OF HEALTH & HUMAN SERVICES*

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FAX 920-361-1195
Email: fri@co.green-lake.wi.us

June 30, 2017 Report to the Health & Human Services Board

The Health Unit had our 140 Review and passed that to remain a Level II Health Department. Chris Culotta, the NE Regional Office Director will come to August County Board to give a plaque for achieving all the requirements. This process is done every five years to assure that health departments meet all State Statutory and Administrative Rule requirements. Congratulations and a huge thank you to my staff for all their work year around to maintain such high standards.

WEB EOC training was completed in FDL by myself and Mark and Gary Podoll. WEB EOC will be the new program used statewide during disasters to log events. We had been using the Esponder program, but that has been eliminated as of June 30th.

I met with Theda Care Berlin medical staff to discuss county issues and shared a dashboard of information related to lead, Lyme disease, asthma, smoking, obesity, opioid issues and the new drug court and shared the latest Community Health Assessment with them. There were approximately 40 physicians in attendance. I do this annually to maintain a good working relationship with our local providers. I feel it is important for them to be aware of emerging health issues in our county.

We continue to work on our Community Health Improvement Plan (CHIP) with 5 other counties. Julia McCarroll, our Health Educator has taken a lead role on this and is working with health educators from the other 5 counties. We plan on having this completed by the end of the year. The CHIP is a type of implementation plan that follows on the identified priority areas in the Community Health Assessment.

I was called to a house in Berlin by the Berlin Police Department on June 10th after it was discovered that it was being used to manufacture methamphetamine. I have placarded the house and am working with the landlord on remediation. I did attend the court hearing on the eviction of the current owners.

I was able to meet with staff from Agnesian Behavioral Health system along with Jason Jerome and our Behavioral Health staff to discuss the use of Vivitrol, a medication used to treat opioid addiction. This program would be helpful for those who are currently incarcerated due to opioid abuse. This is an intervention that would hopefully improve the abuse issue in our county, particularly for re-offenders. Substance abuse is a priority area identified in our Community Health Assessment. We continue to explore ways to address this.

We had a summer Area Health Education Center intern join us in June for 8 weeks. The University of WI sponsors this program and places students in various counties throughout the state. Joe Lovas, a recent St. Norbert's graduate in biology has been helping us out with many projects and this internship is providing him with opportunities to learn skills that will help him in future jobs.

Melanie Simpkins leads the charge for the employee wellness program and put together a wonderful health fair for all employees. The focus was on reducing chronic diseases in staff. It was very well received by staff and we had positive feedback about the usefulness of the information provided on a variety of topics including: osteoporosis, cancer, diabetes, tickborne illnesses, high blood pressure and much more. The employee wellness program provides health information throughout the year to staff.



Tracy Soda (left) and Melanie Simpkins, (far right) share health information with Members from the Economic Support Unit at the recent Employee Wellness Fair.

Finally, we were sad to get the resignation of Ashley Rondorf, Environmental Health Specialist stationed in Green Lake County as part of the Tri-County Environmental Health program in Waushara County. Ashley and her family are moving to Florida. Since this is a Waushara County position as they are the lead agency in this consortium, we will be having interviews to fill this position on July 14th in Wautoma.

Respectfully Submitted by,

Kathryn S. Munsey, RN
Green Lake County Health Officer

**Green Lake Department of Health and Human Services
Financial Policies and Procedures**

Section: 6 Administrative	Effective Date: August 1, 2017
Sub-Section: 6.1 Copying Charges	Revision Date:
Authorized By:	

BACKGROUND

Wisconsin's Public Records Law is set forth in Wis. Stat § 19.31 through 19.39. Administrative Directive 68.2 (issued March 23, 2009) establishes Department duties, including determination of whether requests for access to records may or must be granted, providing copies of records and assessing fees, and ensuring that record access procedures and fees are prominently posted and readily available to the public.

The Department, as a provider of health care services, may also receive requests for patient health care records Wis. State § 146.83 addresses what the Department may charge for these records.

POLICY

Per Wis. Stat. § 146.83 (3f)(a), if a person requests copies of a patient's health care records, provides informed consent, and pays the applicable fees as stated below, the health care provider shall provide the person making the request copies of the requested records.

PROCEDURES

- Receive appropriate release of information or Court order
- The requesting party needs to be informed of the new rates. (Posted each year.) This charge will be paid prior to the copies being picked up or sent.
- For those records that must be edited in order to safeguard personally identifiable information before they can be released to the requester, the department may **NOT** charge for the cost of redacting confidential information, including removing personally identifiable information from the records.
- Cost for copy request. This charge is for photocopying done by Department staff.

The rate for charges for copies of records may change each year. Per Statute 146.83(3f)(c)(2), on each July 1, the Department of Health Services will adjust the cost to copy records by the percentage difference between the consumer price index for the 12-month period ending on December 31 of the year before the preceding year. These new rates will be published in the Wisconsin Administrative Register. We will post any rate changes.

- If requester submits records request with a higher fee schedule, we would accept the higher fee schedule and bill accordingly.
- If applicable, postage for sending the records may be charged.

Payments should be deposited in accordance with procedures in Green Lake County Department of Health & Human Services Policy 2.1 Cash Receipts and Deposits.

When the cost of providing (including copying and/or locating) any record to a requester is estimated to equal or exceed \$50, the Department will first provide the requester with an estimate of the cost so that the requester can decide whether the Department should proceed with the request, unless the requester has already indicated a willingness to pay a larger amount.

If there are any questions about what can or cannot be released, contact your Unit Manager or the Director for clarification.

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____ DHHS/FRI
 Budget Year Amended: _____ 2017

No. _____
Date: _____

From Account

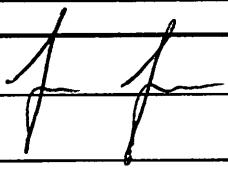
Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
17-207-35-46632-806-561	IRIS - Prevocational	\$ 12,000.00	\$ 7,000.00	\$ 1,307.32	\$ 5,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 7,000.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
17-207-35-46633-806-561	IRIS - Day Services	\$ 1,000.00	\$ 6,500.00	\$ 4,754.38	\$ 7,500.00
17-207-35-46634-806-561	IRIS - Rep Payee	\$ -	\$ 500.00	\$ 253.75	\$ 500.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 7,000.00		

Explanation for Transfer:
 This is a New Transportation Category that was created this year.

Department Head Approval

 7-5-17

Governing Committee Approval

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____ DHHS/FRI
 Budget Year Amended: _____ 2017

No. _____
Date: _____

From Account

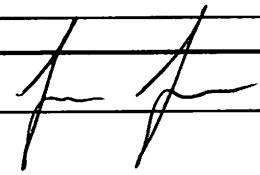
Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
17-207-35-43565-632-000	DOT 53.10 Grant	\$ 47,493.00	\$ 10,000.00	\$ -	\$ 37,493.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 10,000.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
17-207-35-43565-707-000	85.21 Grant	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
		\$ -			\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 10,000.00		

Explanation for Transfer:
 This is a DOT Grant that was a Journal Entry from the Aging Unit to FRI. This is the only transfer on this line for the whole year to cover fuel costs in the buses.

Department Head Approval

 7-5-17

Governing Committee Approval

If < \$500:
 Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:
 Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date _____ Revised 02/2017

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____ DHHS/FRI
 Budget Year Amended: _____ 2017

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
17-207-35-46613-804-561	Client Transportation Fees	\$ 15,000.00	\$ 5,000.00	\$ 400.00	\$ 10,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 5,000.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
17-207-35-46601-806-561	Care WI Transportation	\$ -	\$ 5,000.00	\$ 705.96	\$ 5,000.00
		\$ -			\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 5,000.00		

Explanation for Transfer:

This is a New Transportation Category that was created this year.

Department Head Approval

[Signature] 7-5-17

Governing Committee Approval

 If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

Date

Revised 02/2017



Brewer Heating & Cooling
 N8804 Douglas Street
 Ripon, WI 54971



Email: info@brewerheating.com
 Web: http://www.brewerheating.com

Phone: (920) 748-6494
 Fax: (920) 748-6520
 Appleton: (920) 993-9440
 Toll Free: (866) 803-8428

Estimate

41486
Printed 6/19/2017

Bill To:
 FOX RIVER INDUSTRIES
 PO BOX 69
 BERLIN, WI 54923

Work Location:
 Primary
 FOX RIVER INDUSTRIES
 222 LEFFERT ST.
 BERLIN, WI 54923

Expected Service Date: 6/19/2017

Date	Product/Service	Description	Price	Qty
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Notes

RE: QUOTE TO REMOVE 2 MODINE HEATERS & REPLACE WITH FURNACE:

- 1) REMOVAL OF TWO UNIT HEATERS:
- RHEEM R92P-70,000 BTUH, 92% AFUE, SINGLE STAGE FURNACE
- RETURN AIR BOX WITH FILTER
- PVC VENTING AND INTAKE PIPING
- GAS PIPING
- DRAIN LINE
- HONEYWELL T4000 DIGITAL THERMOSTAT
- INSTALL SUPPLY DUCTING WITH 6 SUPPLY OUTLETS □ GRILLES AND REGISTERS
- ALL MATERIALS AND LABOR

TOTAL PROJECT - \$8,762.00

Just heating

OPTION:

- UPGRADE TO RHEEM 2-STAGE FURNACE. ADD \$1,210.00
- RHEEM 3 TON CENTRAL AIR CONDITIONER. ADD \$3,940.00
 (220 VOLT WIRING IS NOT INCLUDED)

> includes A/c

TOTAL \$13,912

Terms: 50% downpayment + 50% upon completion of project

Please sign and return a copy of this estimate and the work will be scheduled at your earliest convenience. If you have any questions regarding this estimate please feel free to contact us. Thank you for your business.

I hereby agree to the work outlined above and understand that payment is due upon completion.

Customer Signature _____ Date / /

We appreciate your business!

BERLIN HEATING & COOLING

a Division of Crown Heating & Cooling, Inc.

134 Quarry Street

Berlin, WI 54923

phone (920)361-3066

Signature Page:

PROPOSAL SUBMITTED TO:

Fox River Industries

eschuh@co.green-lake.wi.us

QUOTE #: 6111

DATE: 6/30/2017

PHONE: 920-361-3484

LOCATION: 222 Leffert Street

Berlin

WE HEREBY SUBMIT ESTIMATES FOR YOUR CHOICE OF THE FOLLOWING:

AIR CONDITIONER CHOICE

R410A TEMPSTAR

13-SEER

SIZE

2.5 Ton

MODEL

N4A330

WARRANTY POLICY: All units have a 10-year parts and compressor warranty

and a 1-year labor warranty

FURNACE CHOICE

EFFICIENCY

95% TEMPSTAR Single-Stage

MODEL #

N9MSE

SIZE

80,000 BTUs

PRICE

WARRANTY POLICY: All units have a 10-year parts warranty and a 1-year labor warranty

Heat & A/C

PACKAGE PRICE with furnace and air conditioning installation and ductwork

\$ 8,820.00

TERMS: 50% down as authorization to start job, additional payments required as job progresses.

Final payment due upon completion.

Acceptance of Proposal by Customer

Authorized Signature

Paul Maas

OWNER

THIS PROPOSAL IS VOID IF NOT ACCEPTED IN 30 DAYS

NOTE: Price includes all parts and labor to complete job, and sales tax.



CONDON TOTAL COMFORT INC.

HEATING & AIR CONDITIONING

Fox River Industries
222 Leffert Street
Berlin, WI 54923

July 26, 2017

Re: New Horizontal Furnace and A/C

We are pleased to quote the following:

- 1 - Aire-flo 80AF1UH070P12A horizontal gas furnace, 66,000 Btuh, 80% Afue
- 1 - Aire-flo AH24D1B horizontal cased coil
- 1 - Aire-flo 4AC13N24P 2 ton 13 Seer A/C system with lineset and pad
- 1 - Condensate pump and drain
- 1 - Compressor Crankcase Heater
- 1 - Hard Start kits
- 1 - Loss of Charge kit
- 1- 7 day programmable thermostat
 - Duct system with 6 supply, 1 return
 - B-Vent piping for furnace
 - Gas piping for furnace
 - Registers and grilles
 - Local permit

Price: \$ 7,855.00 tax included

Heat & A/C

Best Regards,

Carissa Karsten – Project Manager | Estimator
Email: carissak@condontotalcomfort.com
Office: 920-748-5050 ex. 211
Cell: 262-442-0702