

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES

571 County Road A

PO Box 588

Green Lake WI 54941-0588

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FOX RIVER INDUSTRIES

222 Leffert St.

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Berlin WI 54923-0069

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Post Date: 6/23/16

***AMENDED**

**The following documents are included in the packet for the
Department of Health & Human Services Board to be held
on Monday, June 13, 2016**

- Agenda for June 13, 2016 meeting
- Draft DHHS Minutes – May 10, 2016
- Draft DHHS Minutes – May 31, 2016
- Committee Appointment
- Draft Commission on Aging Advisory Committee Minutes – May 18, 2016
- Draft Family Resource Council Minutes – June 6, 2016
- Food Pantry Purchasing Request
- May Behavioral Health Report
- May Children & Family Services Report
- Children & Family Services – Confidentiality Foster Home names
- Child Support Resolution and information
- *Child Support Implementation Information
- *Resolution Relating to Increasing Hours of Economic Support Worker Position/Information Regarding History of this position

- Health Unit – Confidentiality Policy
- Health Unit Report – May 2016
- *Environmental Health Report
- *Health Fair Flyer
- Public Health Nurse/Health Educator Job Description
- Justification for Public Health Nurse/Health Educator position
- Substance Abuse Therapist Job Description
- Justification for Substance Abuse Therapist position
- Lead Bus Driver Job Description
- Justification for Lead Bus Driver position



GREEN LAKE COUNTY

DEPARTMENT OF HEALTH & HUMAN SERVICES

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

Health & Human Services Committee Meeting Notice

Date: June 13, 2016 Time 5:00 PM

Green Lake County Government Center

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

AGENDA

Committee Members

*Joe Gonyo,
Chairman
Nick Toney, Vice-
Chair
Brian Floeter
John Gende
Harley Reabe
Candace Smith
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 5/10/16, 5/31/16
 6. Signing of Vouchers
 7. Appearances:
 8. Public Comment (3 minutes):
 9. Correspondence:
 - Committee Appointments
 10. Veteran's Service Office Report
 11. Advisory Committee Reports
 - Aging Advisory Committee – (Trochinski)
Meeting – May 18, 2016 Green Lake
County DHHS
 - Health Advisory Committee Report- July 13, 2016
 - Family Resource Council – June 6, 2016 (Trochinski)
 - Transportation Coordinating Committee – November
16, 2016 (Trochinski)
 - ADVOCAP/Headstart Report (Gonyo)
 - ADRC Coordinating Committee – May 12, 2016 -
Marquette Co. (Gende/Waterbury)
 12. Unit Reports
 - Administrative Unit
 - Audit of Health & Human Services Billing and
Accounting progress to date/Schenck – Request for
Additional Services
 - Aging/Long Term Care Unit
 - Food Pantry Purchase Request – Replace Lock
 - Behavioral Health Unit
 - Children & Family Services Unit
 - Economic Support Unit
 - Recommendation to County Board – Joint
Resolution Relating to Combining the Child Support
Agency with the Economic Support Unit under
the Department of Health & Human Services
 - Resolution Relating to Discuss and act on 2012 Resolution
regarding Economic Support Worker – Resolution
Relating to Economic Support Worker
- (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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- Fox River Industries
 - Bathroom Remodeling Update/Bid
 - Discussion Regarding Report on Walk-Through of FRI building - Jodi Traas, AEGIS Corporation
- Health Unit
- 13. Policies/Procedures Update
- 14. Purchases
- 15. Review and Fill Vacant Positions
 - Economic Support Worker/Benefit Request
 - Substance Abuse Counselor
 - Public Health Nurse/Health Educator
 - Fox River Industries Lead Bus Driver
- 16. Health & Human Services Budget 2016
- 17. Committee Discussion
 - Administrative Committee Report
 - Finance
 - Personnel
 - Property & Insurance
 - IT Committee Report
 - Facilities & Security Committee Report
 - The Board May Confer With Legal Counsel
 - Future DHHS Meeting Date (July 11, 2016 at 5:00 p.m.) and other Sub-Committees
 - Future Agenda items for action & discussion
- 18. 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, MAY 10, 2016 AT 5:00 P.M.

PRESENT:

Nick Toney, Vice Chairman
Richard Trochinski, Member
Joy Waterbury, Secretary
Brian Floeter, Member
Harley Reabe, Member
Candace Smith, Member
John Gende, Member

EXCUSED: Joe Gonyo, Chairman
Nolan Wallenfang, Member

OTHERS PRESENT: Linda Van Ness, Director
Jon Vandeyacht, Veteran's Service Officer
Karen Davis, Administrative Assistant
Scott Weir, Maintenance Supervisor
Ron Severson, Maintenance Technician
Ed Schuh, Fox River Industries Unit Manager
Dawn Brantley, Service Coordinator

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 Vice Chair Toney.

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

Approval of Agenda: Motion/second (Trochinski/Gende) to approve the amended agenda to include FRI update under appearances. All ayes. Motion carried.

Action on Minutes: Motion/second (Waterbury/Trochinski) to seat Floeter. All ayes. Motion carried.

Motion/second (Waterbury/Trochinski) made a motion to approve the minutes of the 4/12/16 Health & Human Services Board meeting. All ayes. Motion carried.

Signing of Vouchers: Motion/second(Trochinski/Gende)to approve the April 2016 expenses. Roll call vote: Trochinski-aye; Gende-aye; Smith-aye; Floeter-aye; Waterbury-nay; Reabe-aye; Toney-aye. Motion carried.

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

Appearances: Fox River Industries: Report on Walk-Through of FRI building
- Jodi Traas, AEGIS Corporation: The report was distributed for Committee review. Ed Schuh, Fox River Industries Unit Manager, reviewed/explained the items throughout the report with Committee members. Scott Weir and Ron Severson answered questions regarding the issues in the report. Van Ness reported to Committee members that a decision would need to be made on how to proceed. Discussion followed.

Gende noted that he thought the decision was made not to spend any more money on the present Fox River Industries facility. Weir explained options that are being looked at including the 500 Lake Steel Street facility being a possibility. Discussion followed.

A date will be set in the next couple of weeks to meet with DSI/FRI Board and Health & Human Services Board.

Public Comment (3 minutes): None.

Correspondence: Committee Appointments: The recommendation for Committee appointment for Barbara Behlen to the Aging Advisory Committee was presented. Motion/second (Waterbury/Trochinski) to recommend to County Board Chair the appointment of Barbara Behlen to the Aging Advisory Committee. All ayes. Motion carried.

Van Ness reported that Nolan Wallenfang is resigning from the Health & Human Services Board. If anyone knows of a potential new lay member let Van Ness know.

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

Advisory Committee Reports: Aging: The next meeting will be held on May 18, 2016.

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

Family Resource Council: The next meeting will be held on June 6, 2016.

Transportation Coordinating Committee: Trochinski reported regarding the April 13, 2016 meeting.

Advocap/Headstart Report: No report.

ADRC Coordinating Committee Report: The next meeting will be May 12, 2016 at 1:00 p.m. in Marquette County.

Unit Reports: Administrative: Audit of Health & Human Services Billing and Accounting progress to date/Schenck - Request for Additional Services: Van Ness updated Committee members that the fiscal policies need to be revised and meet state/federal guidelines. The recommendation is for Schenck to come in and help accomplish this at \$170.00/hour. Motion/second (Waterbury/Floeter) to contract with Schenck for services with the revision of wording in the contract that the total cost and expenditures, including administrative costs, not exceed \$12,000.00 for Schenck. All ayes. Motion carried.

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

Waterbury reported regarding automating services at the Food Pantry. Discussion followed.

Behavioral Health Unit: See Attached Report.

Van Ness reported that the Behavioral Health Unit is fully staffed.

Children & Families Unit: See attached report.

Economic Support Services: Discuss and act on 2012 Resolution regarding Economic Support Worker - Resolution Relating to Economic Support Worker: The Resolution Relating to the Economic Support Worker was discussed. The resolution will be updated is matter will be postponed until next month.

Fox River Industries: Bathroom Remodeling Update: No discussion.

Health: Current Health Abatements: None.

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

Motion/second (Gende/Waterbury) to seat Harley Reabe.

Paid Public Health Intern (Summer): Van Ness explained the proposal for the paid public health intern to work on revising the Community Health Assessment. There is grant funding available to cover the cost of this. (See attached.) Motion/second (Waterbury/Trochinski) to recommend to County personnel to approve the Paid Public Health Summer Intern. All ayes. Motion carried.

Policies/Procedures Update: Client Rights Grievance Resolution Procedure: The revised Client Rights Grievance Resolution Procedure was reviewed by Committee members. Motion/second (Reabe/Trochinski). All ayes. Motion carried.

Purchases: None.

Health & Human Services Budget 2016: Van Ness reported regarding the 2016 budget and review and the final budget figures being entered into new codes. Van Ness reported that she would start preparing the 2017 budget in the near future.

Committee Discussion: Administrative Committee Report: Reabe reported that the Committee is working on the filling the County Administrator position which was approved at County Board. There is an ad hoc committee to start process of hiring the County Administrator.

Finance: Reabe reported regarding preparing for the 2017 budget. Reabe also reported regarding additional delinquent tax accounts.

Personnel: Vacant Position(s) Review: None.

Economic Support Worker: Postponed until the revised resolution is presented in June.

Property & Insurance: Trochinski reported regarding the meeting.

IT Committee: Toney reported regarding the IT Committee meeting.

Facilities & Security Committee Report: No report.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next Health & Human Services Board meeting, date to be determined, **at 5:00 p.m. at Green Lake County Government Center.**

Future Agenda Items For Action and Discussion: Economic Support Worker resolution; AVATAR - legal matter

Adjournment: Motion/second (Waterbury/Gende) to adjourn the meeting. All ayes. Motion carried.

The meeting adjourned at 6:52 p.m..

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT GREEN LAKE COUNTY FOX RIVER INDUSTRIES, 222 LEFFERT ST, BERLIN, WI ON TUESDAY, MAY 31, 2016 AT 5:00 P.M.

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

EXCUSED: Nick Toney, Vice Chairman
Candace Smith, Member

OTHERS PRESENT: Linda Van Ness, Director
Karen Davis, Administrative Assistant
Scott Weir, Maintenance Supervisor
Jon Schweder, Disabilities Services, Inc. Board
Marian Sommerfeldt, Disabilities Services, Inc. Board
Bob Miller, Disabilities Services, Inc. Board
Bob Malchetske, Disabilities Services Inc.
Ed Schuh, Fox River Industries Unit Manager
Dawn Brantley, Service Coordinator
Becky Voeltner, Production Supervisor

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

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

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

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

Introductions were made.

Action on Minutes: Minutes will be approved at the regular Committee meeting on June 13, 2016.

Discussion/Possible Action on FRI building, remodeling needs, maintenance and other options: Appearance by Disabilities Services, Inc. Board: Marian Sommerfeldt provided the history of how Disabilities Services Inc., non-profit organization, Fox River Industries was created. Sommerfeldt also described updates that were done through the years. Sommerfeldt reported how Fox River Industries, Inc., non-profit organization, was created to handle payroll, etc.

Van Ness reported regarding the meetings that have been held regarding the needs of the Fox River Industries building. Gonyo reported that discussion of remodeling the bathrooms also brought up the question regarding how much money to put into the present facility. Concerns were also discussed regarding the fact that the County has a lease on the building and does not own the building.

Jon Schweder reported regarding that all members of the board have performed their services on a volunteer basis as is required by the non-profit status.

Discussion followed regarding how some other counties provided services to the developmentally disabled individuals. Discussion also followed regarding the services that have been provided through Fox River Industries for over 40 years.

Discussion followed regarding possible solutions and costs need to bringing the building up to code.

Schuh reported to Committee members that 2 air units/filters have been ordered to put over the corn workshop area which will alleviate the cleanliness of the air.

Weir reported that there are two areas of concern for the air: cleanliness of air and occupancy air quality/movement of air.

Schuh reported regarding other possible improvements that could be made. Schuh also showed numbers/locations of consumers. (See attached Summer 2016 Route Numbers and Supported Employment locations/numbers.)

Schuh reported regarding that Disabilities Services Inc. is involved in the transportation grants for the County vehicles.

Discussion followed regarding the air quality/movement of air concerns.

Discussion followed regarding getting someone in to consult regarding electrical, air, etc. and code violations. Klockow questioned regarding if that code violations could be broken down to "maintenance vs. building improvements". Discussion followed.

The decision was to hold a future meeting to provide code violations/costs for improvement and then to decide how to proceed and what solutions can be made.

Van Ness reported regarding the County carryover account as a possibility. This would need to go before County Finance/County Board. Schuh reported that Fox River Industries has approximately \$30,000 to go towards the bathroom remodeling.

Committee Discussion:

Future Meeting Date: Monday, June 20th 5:00 p.m. at Fox River Industries.

The next Health & Human Services Board meeting, June 13, 2016, **at 5:00 p.m. at Green Lake County Government Center.**

Future Agenda Items For Action and Discussion:

Adjournment: Motion/second Gonyo adjourned the meeting. All ayes. Motion carried.

The meeting adjourned at 5:52 p.m..

DRAFT

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To: Harley Reabe, County Board Chairman

From: Linda Van Ness, Director
Health & Human Services

Date: June 13, 2016

RE: Committee Appointments

Please make the following Committee appointments. Thank you.

Aging Advisory Committee:

Pat Flanigan 2019 (1st Term)

COMMISSION ON AGING ADVISORY MINUTES

May 18, 2016

Present: Dick Trochinski, Barbara Behlen, Barb Reif, Yolanda Gallegos

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

Requirements of Open Meeting Law have been met.

CALL TO ORDER:

The meeting was called to order at 10:00 a.m. by Trochinski at the Green Lake County Government Center.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA:

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

ELECTION OF OFFICERS: Bradley opened nominations for Chairman of the Commission on Aging Advisory Committee. Motion/second (Reif/Behlen) for Dick Trochinski for Chairman. All ayes. Motion carried. Bradley questioned three times if there were any other nominations. Hearing none, motion/second (Reif/Behlen) to close the nominations. All ayes. Motion carried. Motion/second (Reif/Behlen) to cast a unanimous ballot for Dick Trochinski for Chairman. All ayes. Motion carried.

Trochinski opened the nominations for Vice Chair. Motion/Second (Trochinski/Behlen) to nominate Barb Reif for Vice Chair. All ayes. Motion carried. Trochinski questioned three times if there were any other nominations. Hearing none, motion/second (Trochinski/Behlen) to close the nominations. All ayes. Motion carried. Motion/second (Trochinski/Behlen) to cast a unanimous ballot for Barb Reif for Vice Chair. All ayes. Motion carried.

ACTION ON MINUTES:

Motion/second (Reif/Behlen) to approve the March 16, 2016 minutes. All ayes. Motion carried.

APPEARANCES: Pat Flanigan, potential Committee member, was present to observe the meeting.

PUBLIC COMMENT: None.

CORRESPONDENCE: Bradley distributed the letter received approving the Green

Lake County 2015 Aging Plan self-assessment. Discussion followed.

Bradley distributed the Proclamation for Older American's month which is May 2016.

GREATER WISCONSIN AGENCY ON AGING RESOURCES, INC (GWAAR): Bradley reported the April meeting. Discussion was around services versus business acumen. Discussion followed.

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

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

Network Health Insurance: Bradley updated Committee members regarding the Network Health Insurance and ThedaCare/CHN. Bradley reported that it is tentatively resolved through the end of 2016. It is anticipated that this will be reviewed at end of year 2016.

Volunteer Luncheon: Bradley reported regarding that the Volunteer luncheon was held on April with approximately 60 volunteers in attendance.

2015 Self-Assessment: Bradley reported under Correspondence.

NEW BUSINESS: Meal Cost Tool: Bradley distributed the meal cost tool which was developed as required by the State. Discussion followed.

Senior Picnic: Bradley reported that the Senior Picnic will be held August 12, 2016. Bradley presented 3 bids for catering for the picnic: Pick n Save - \$6.99/person; CJ's - \$6.00/person; Crossroads - 5.93/person. Discussion followed. Motion/second (Reif/Behlen) to recommend hiring Crossroads (after getting clarification from Crossroads) and if not satisfied after reviewing bid to hire CJ's to cater the meal for the Senior Picnic. All ayes. Motion carried.

Discussion followed regarding door prizes and entertainment.

Dementia Training: Bradley reported that there will be a staff dementia training on June 8, 2016. This will include how to handle crisis calls involving a dementia client. Discussion followed.

COMMITTEE DISCUSSION None.

Future Meeting Date: The next meeting of the Aging Advisory Committee will be July 20, 2016 at the Green Lake County Government Center at 10:00 a.m.

Future Agenda Items for Action and Discussion:

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

The meeting adjourned at 10:55 a.m.

DRAFT

FAMILY RESOURCE COUNCIL MEETING MINUTES—June 6 , 2016

Present were: Marian Sommerfeldt, Community Options, Inc.; Linda Van Ness, Director, DHHS; Sue Sleezer, DHHS Children & Family Services Unit Manager; Gail Olson, Consumer; Renee Peters, DHHS Health Unit – Family Support/Birth-Three Program; Jason Jerome, DHHS CSP/CCS Supervisor; Kathy Munsey, DHHS Health Unit; Mark Podoll, Green Lake County Sheriff's Department; Dick Trochinski, County Board Supervisor; Tony Beregszazi, ADVOCAP; Hope Prochnow, Parent; Katie Gellings, U.W. Extension; Tammy Eastling, Parent; Connie Anderson, Community Rep.; Gretchen Malkowsky, CLS/CCS Coordinator; Steve Shekels, CCS Service Provider; Allison Haase, Student Intern, DHHS Health Unit; Robyn Morris, Parent; Kassondra Barzano, Parent

Certification of Open Meeting Law: The requirements of the open meeting law were certified as being met.

Call to Order: The meeting was called to order at 11:44 a.m. by Sommerfeldt.

The Pledge of Allegiance was recited.

Appearances/Introductions: Introductions of members were made and appearances were made.

Agenda: Motion/Second (Podoll/Munsey) to approve agenda. All ayes. Motion carried.

Minutes Motion/second (Anderson/Podoll) to approve the March 7, 2016 minutes. All ayes. Motion carried.

Public Comment: None.

Correspondence: None.

DISCUSSION ON PROGRAMS/POLICIES:

Coordinated Services Teams: Jason Jerome, CCS Supervisor, reported that there are 9 current individuals with Coordinated Services teams (7 male, 2 female).

Jerome, reported that there were 2 successful closings of Coordinated Services Teams because the goals were met.

Jerome reported that some individuals were transferred from Coordinated Services Team program to the CCS (Comprehensive Community Services).

Family Support/Community Options: Peters updated Committee members regarding the transition from the Family Support program to Children's Community Options Program (C-COP) at the State level. Peters reported that the State continues to work on policies and procedures. A written plan needs to be completed and submitted after the State develops/distributes the guidelines. Peters will keep Committee members updated regarding this.

Peters reported that the program is currently serving 3 families through Children's Community Options Program. Peters reported that there are 2 functional screens being completed on additional families at the present time. Peters also reported that she is performing 1 re-screen through the program of someone who has returned to the area.

Birth-Three: Peters reported that the current number of eligible children with active individualized plans is 20. Discussion followed.

Peters reported that 29 referrals have been made to program thus far this year.

Peters updated Committee members regarding the therapists that have been serving the area. We are currently looking for a new Occupational Therapist for the program.

Comprehensive Community Services (CCS) Update: Malkowsky explained the CCS program to Committee members. Malkowsky reported that there 19 participants in the CCS program at the present time - 12 children and 7 adults.

Malkowsky reported regarding the recent program audit that a one-year certification was approved.

Malkowsky reported regarding the need for updating some of the language in the policies. Malkowsky reported what type of progress is being achieved through the consortium. Some changes include uniform forms throughout the consortium (referral, discharge); shared training; provider training. Discussion followed.

CLTS (Children's Long Term Support) Program: Malkowsky explained the CLTS program and reported that there are 8 children in the children's long term support program. Malkowsky also reported that there are 4 children in the autism waiver program. Malkowsky reported that there are 6-8 children on the wait list. Discussion followed.

Health Unit: Maternal Child Health Update: Munsey distributed to Committee members a "\$10,000 bill" with instructions to distribute the funds in health focus areas you feel is most needed. The Health Unit will use this information for the Needs Assessment.

Munsey reported that the Health Unit is working on a breastfeeding initiative. Munsey reported working with two daycares - Community Options, Inc. and Berlin Community Day Care. Munsey reported the goal is to have breastfeeding "friendly" centers. Munsey reported regarding activities that will be done with this effort.

The Community Needs Assessment is being performed with the six surrounding counties this time. Discussion followed.

Committee Discussion: ADVOCAP: Beregszazi reported that ADVOCAP was successful in the employment training services which includes the Berlin Job Center and other ongoing programs to achieve employment.

Beregszazi reported that it is anticipated that there will be a Federal assessment at Headstart in the next school year.

Beregsazai reported that the homeless program continues.

Beregsazai reported regarding other areas in which ADVOCAP is partnering with.

Beregsazai reported that a grant writer was hired at ADVOCAP. Discussion followed.

U.W. Extenson: Gellings reported that there will be a Girl's program this summer at the Boys & Girls Club for girls in 3-5 grades. The program will be geared towards gaining leadership skills, self-esteem, etc. This is an 8 session program. Gellings reported that the girl does not need to belong to the Boys and Girls Club to be in the program.

Sheriff's Department: Podoll reported regarding continuing drug problems. Podoll reported regarding a recent training that he attended.

Community Options, Inc.: Sommerfeldt reported that the Community Options, Inc. will be having a brat fry at the Crossroads Marketplace on Friday. See attached flyer.

Sleezer reported that the application for the Children's Trust Fund grant for Green Lake County was successful. Sleezer reported that the start of the new grant cycle has been delayed. Discussion followed. Sleezer reported regarding some of the changes in requirements of the group.

Sleezer reported regarding a program that is being held at the Boys & Girls Club for girls ages 10-15 "Like A Girl".

Future Meeting Date: The next meeting is scheduled for September 12, 2016 at 11:30 a.m.

Future Agenda Items for Action/Discussion:

Motion/second (Podoll/Munsey) to adjourn the meeting.

The meeting adjourned at 12:20 p.m.

Linda:

The Food Pantry Volunteers feel that the lock on the exit door at the food pantry does not work properly and many of them have ended getting locked out of the pantry or had a lot of trouble getting into the pantry due to this. They have made several requests to Maintenance to fix or replace the lock. Scott has checked it and he feels that it does work properly and does not need to be replaced. The volunteers are so passionate about the fact that it does not work properly that they are willing to raise the money to replace it. They have asked that I take this request to Maintenance and to the Health and Human Service Board. I have sent Scott an email with this request and cc'd you in on it. And I am asking that you take this to the Health and Human Service Board's next meeting. As you can see in my email to Scott we have asked him to let us know what the cost would be to do this.

Betty Bradley, Aging/LTC Unit Manager

BEHAVIORAL HEALTH UNIT – 2016

May, 2016

(3) Emergency Detentions were done.

Fond du Lac County – DCP – (Invoice received late, payment is for April) Please refer to voucher list for actual cost and number of days

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

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

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

Friends of Women in Recovery Beacon House –

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

IMD

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

Winnebago (2 People) Please refer to voucher list for actual cost and number of days

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

Contractual Services – **CCS/CLTS:**

White Pines Consulting, Adams County Regional County CCS Activities: \$1253.29 *for the Month of April* (late invoice) \$911.11 *for the Month of May*

Steve Shekels \$285.26 - service assessments, planning, supervision and facilitation.

KD therapy Services – (Katie Douglas) \$1563.69 – Comprehensive Community Services (CCS) service assessments, planning, supervision and facilitation.

Wellhoefer Counseling – CCS , service assessments, planning, supervision and facilitation. \$1,115.00

Contractual Services – **Jail Recidivism:**

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

Contractual Services – **Psychiatric/Psychological:**

Kent M Berney, PhD - @ \$175.00/hr \$6,475.00

Dr. Maria Luisa Baldomero - @ \$ 154.74/hr; \$2,253.60

L & R Physician Services: I & R Physician Services LLC ,Gail Tausch MD (e-psychiatry) ...(Invoice for April received late \$5400.0) May \$7,700.00

Court ordered evaluations: Robert Schedgick PhD. \$500.00

CHILDREN & FAMILY SERVICES UNIT –May, 2016

The agency was successful in getting a three year grant from the Wisconsin Child Abuse and Neglect Prevention Board for the Community Response Program. Year one funding will be \$100,000. Year two - \$125,000 and year three - \$125,000. Year one will begin on October 1, 2016.

Out-of-Home Care – as of 05/31/2016

Foster Care – Level I & II (Range of costs from \$232.00 to 2000.00)
A total of six (6) children were in local foster care. All were in level II homes.

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

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

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)
Eight (8) were in Kinship care at month's end. The month started with nine (9) cases. One (1) closed.

Other Exceptional Costs:

Family Training Program - Parent Training & Education:

Nine (9) families in service in May, 2016 - 785.00/ month. Fourteen (14) parents participated in the program that with a total of twenty (20) children, in home and one (1) out-of-home.

Wellhoefer Counseling: Targeted Case Management, In Home Therapy, Comprehensive Community Services Team Facilitation:
\$3499.13 – served six (6) families.

Progressive Parenting Solutions - Steve Shekels- Parent Training & Parent Mentoring: Eleven (11) Families – total cost – \$3553.00

Community Options Inc. - Mentoring Program/Specialized Services:
Child care - \$416.60 – one child May, 2016, mentoring \$6072.26. This services thirteen (13) children. Additional costs for specialized SHC - \$743.58

Nancy Baker – In-Home Therapy: \$915.20 – Two (2) children in-home therapy.

Penny Bahn – Respite Care/Child Mentoring:
\$500.00 Respite two (2) children for the month of May, 2016

Pillar & Vine – Visitation supervision & transportation Services for children in Foster Care: Supervision & transportation for three (3) children - \$ 910.00 – April, 2016.

Lutheran Social Services - \$971.82 – Respite Care – January & February, 2016.

KD Therapy Services – Targeted Case Management, In Home Therapy, Comprehensive Community Services Team Facilitation:
\$4600.41 – Services to eight (8) families.

Meta House, Inc. - \$7050.00 Residential Drug Treatment for one (1) adult female.

STOP - \$654.50 – GPS monitoring for six (6) youth.

Dr. Alan Hauer - \$1064.00 – psychological evaluation; \$1008.00 – psychological evaluation.

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

Healing Hearts - \$200.00 Neurofeedback; not covered by insurance or MA.

Healthlink - \$460.00 – Hair follicle testing – three (3) adults.

Regarding confidentiality foster home names:

Pursuant to WI STATS. 48.491(7)(a) Confidentiality....All reports made under this subsection, notices provided under sub. (3)(bm) and records maintained by an agency and other persons, officials and institutions shall remain confidential. Reports and records may be disclosed only to the following persons: The statute then goes on to enumerate which individuals and entities. The Human Service Board is not one of the allowed persons or agencies. Chapter 48.78 also governs client records maintained by the agency as well as Chapter 938.78. Chapter 48 is the Children's Code in Wisconsin and Chapter 938 is the Juvenile Justice Code. For further information on confidentiality, the Director of the Office of State Courts and the Wisconsin Dept. of Justice have written a very good guide that is available on line.

Children & Family Services Unit Manager



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

May 9, 2016

Michael Starshak, Chair
Judicial Law Enforcement and Emergency Management Committee
Green Lake County
Green Lake, WI 54941

Re: Child Support Agency

Dear Chairman Starshak,

You asked me to address three issues relating to information provided by Child Support employees to the County Board and the JLEEM Committee. The first was the statement that the Child Support Agency (CSA) "brings in revenue to the County, in excess of our budget, which keeps us off the county levy". The County has provided levy to the Child Support Agency since 2007. Please see the attached budget pages. I have also provided the audit pages for the Child Support fund balance from 2008 showing a negative balance until 2013, which shows a positive balance of \$1,511.

The second issue relates to the number of hours being worked by staff since Monday, January 4, 2016. Statements were made to the JLEEM Committee that CSA employees were working 45 to 50 hours/week. I have provided a summary of hours with the time sheets attached from January 1 to April 14, 2016, which is the most current time sheet on file. The report indicated:

1. The Interim Administrator has worked 598.73 hours in 15 weeks, with 40.5 hours of overtime paid and 70 of paid time off for holiday, personal days, vacation and sick time.
2. The Specialist II worked 507.5 hours in 13 weeks, with 24.25 hours of overtime paid and 44 hours of paid time off for holiday, sick time and personal days.

Please note the employees are eligible for all the time that has been taken off.

The third issue is CSA staffing. At the meeting of JLEEM and Personnel Committee on March 21, 2016, I offered to have Nan Hansen, Secretary/Float Part Time, work in the CSA until staff could be hired to fill in for Marcia Kleman, who was retiring. Jeanne Theune, Interim Administrator stated that she did not believe Hansen could receive security clearance and Theune would have to wait until the Regional Manager was available to discuss the security clearance and approval for staffing. I received the attached emails, on March 17, 2016 from Theune stating "there are issues of security clearance and confidentiality" and "believe having Angie Smit work additional hours in CSA is more appropriate to address the staff shortage". The second email is addressed to Nan Hansen from Theune stating that "We have extreme security clearance and confidentiality in our office and I don't believe I can get clearance for you through the State in this capacity."

On Friday, April 8, 2016, the Child Support office had a note on the door stating the office was closed due to staff shortage and to go to the Clerk of Courts office to make payments. Because the office was closed, I requested a security clearance for Nan Hanson for the Child Support office on Monday April 10th from Shelby Jenson, who is the security officer for the Child Support Agency. The security clearance was provided for Hanson on April 12, 2016, two days later. Nan has taken on line training but has not been asked to work in Child Support nor did Theune try to get Hanson signed up for state training when the new employee Jessica Walker attended the multi-day state training in Madison. I believe had the request for security for Hanson been made on March 22, 2016, she could have been trained by staff prior to Kleman leaving on March 31, 2016, and that the office could have been open on April 8, 2016.

Please let me know if you need any additional information.

Sincerely,



Margaret Bostelmann
County Clerk/Admin Coordinator

2007

COMMITTEE: JUDICIAL/LAW ENFORCEMENT & EMERGENCY MANAGEMENT

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2005 ACTUAL	2006 BUDGET	6 MO YTD	2006 EST YR END	2007 APPROVED
07-206-16-51330-000-000	Child Support Program	0.00	0.00	0.00	0.00	0.00
07-206-16-51330-110-000	Salaries	141,301.06	149,967.00	74,104.66	149,967.00	152,303.23
07-206-16-51330-125-000	Overtime	0.00	1,000.00	0.00	0.00	1,000.00
07-206-16-51330-151-000	Social Security	10,443.99	11,549.00	5,500.33	11,549.00	11,727.70
07-206-16-51330-152-000	Ret. Employer Share	8,336.62	9,058.00	4,447.94	9,058.00	9,198.19
07-206-16-51330-153-000	Ret. Employee Share Pd. by Co.	8,195.35	8,907.00	4,372.22	8,907.00	7,051.95
07-206-16-51330-154-000	Health Insurance	48,456.88	57,283.00	28,640.76	57,283.00	57,281.52
07-206-16-51330-155-000	Life Insurance	420.97	445.00	227.83	445.00	507.36
07-206-16-51330-218-000	Service of Process	9,196.15	9,000.00	2,787.64	8,000.00	8,000.00
07-206-16-51330-225-000	Telephone	1,001.16	800.00	278.47	600.00	600.00
07-206-16-51330-251-000	Blood Tests	4,065.00	7,000.00	1,440.00	5,000.00	5,000.00
07-206-16-51330-262-000	Administrative Costs-Tax Intercepts	422.00	500.00	309.50	500.00	500.00
07-206-16-51330-310-000	Office Supplies	1,751.51	2,000.00	981.46	2,000.00	2,000.00
07-206-16-51330-311-000	Postage	4,030.09	4,000.00	1,473.10	4,000.00	4,000.00
07-206-16-51330-314-000	Small Items of Equipment	0.00	350.00	0.00	350.00	350.00
07-206-16-51330-330-000	Travel-Training	1,703.71	1,800.00	768.98	1,800.00	2,000.00
07-206-16-51330-348-000	Books and Supplies	88.43	100.00	93.16	100.00	100.00
07-206-16-51330-407-000	Special Prosecutor	0.00	1,000.00	0.00	1,000.00	1,000.00
07-206-16-51330-810-000	Capital Equipment	198.12	1,000.00	0.00	1,000.00	1,000.00
		<u>239,611.04</u>	<u>265,759.00</u>	<u>125,426.05</u>	<u>261,559.00</u>	<u>263,619.95</u>

	2005	2006	2007
Total Proposed Budget:	244,502.00	265,759.00	263,619.95
Total Offsetting Revenues:	244,502.00	265,759.00	250,712.00
Total from County Tax Levy:	0.00	0.00	12,907.95
Increase (Decrease)	0.00	0.00	12,907.95
810-Capital Equipment: Office Furniture/Equipment			

COMMITTEE: JUDICIAL/LAW ENFORCEMENT & EMERGENCY MANAGEMENT

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2006 ACTUAL	2007 BUDGET	6 MO YTD	2007 EST YR END	2008 APPROVED
08-206-16-51330-110-000	Salaries	149,748.96	158,586.25	79,114.57	158,586.25	162,559.28
08-206-16-51330-125-000	Overtime	0.00	1,000.00	0.00	1,000.00	1,000.00
08-206-16-51330-151-000	Social Security	11,121.18	12,208.35	5,867.74	12,208.35	12,512.28
08-206-16-51330-152-000	Ret. Employer Share	8,988.61	9,575.18	3,627.28	9,575.18	9,813.56
08-206-16-51330-153-000	Ret. Employee Share Pd. by Co.	8,835.12	7,340.97	4,734.87	7,340.97	7,523.73
08-206-16-51330-154-000	Health Insurance	57,281.52	54,582.96	27,291.48	54,582.96	64,772.32
08-206-16-51330-155-000	Life Insurance	481.51	507.36	256.35	507.36	539.40
08-206-16-51330-218-000	Service of Process	7,204.60	8,000.00	4,210.03	9,000.00	9,000.00
08-206-16-51330-225-000	Telephone	594.97	600.00	308.36	600.00	600.00
08-206-16-51330-251-000	Blood Tests	4,770.00	5,000.00	1,890.00	4,000.00	4,000.00
08-206-16-51330-262-000	Administrative Costs-Tax Intercepts	369.50	500.00	404.22	500.00	500.00
08-206-16-51330-310-000	Office Supplies	1,915.51	2,000.00	1,041.89	2,085.00	2,450.00
08-206-16-51330-311-000	Postage	3,284.67	4,000.00	2,148.24	4,300.00	4,300.00
08-206-16-51330-314-000	Small Items of Equipment	0.00	350.00	0.00	350.00	0.00
08-206-16-51330-330-000	Travel-Training	2,128.07	2,000.00	584.10	2,000.00	2,000.00
08-206-16-51330-348-000	Books and Supplies	134.56	100.00	0.00	100.00	100.00
08-206-16-51330-407-000	Special Prosecutor	0.00	1,000.00	0.00	1,000.00	1,000.00
08-206-16-51330-810-000	Capital Equipment	0.00	1,000.00	0.00	1,000.00	1,000.00
		<u>256,858.78</u>	<u>268,351.07</u>	<u>131,479.13</u>	<u>268,736.07</u>	<u>283,670.57</u>

	2006	2007	2008
Total Proposed Budget:	265,759.00	263,619.95	283,670.57
Total Offsetting Revenues:	265,759.00	250,715.00	256,188.00
Total from County Tax Levy:	0.00	12,904.95	27,482.57
Increase (Decrease)	0.00	12,904.95	14,577.62
810-Capital Equipment - File Cabinets, Emergency Replacement of Equipment			

BUDGET REQUEST - 2009

DEPARTMENT: CHILD SUPPORT AGENCY

COMMITTEE: JUDICIAL/LAW ENFORCEMENT & EMERGENCY MANAGEMENT

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2007 ACTUAL	2008 BUDGET	6 MO YTD	2008 EST YR END	2009 APPROVED
09-206-16-51330-110-000	Salaries	162,720.09	162,559.28	72,742.88	162,559.28	157,233.64
09-206-16-51330-125-000	Overtime	0.00	1,000.00	303.03	1,000.00	1,000.00
09-206-16-51330-151-000	Social Security	12,076.34	12,512.28	5,448.24	12,512.28	12,104.87
09-206-16-51330-152-000	Ret. Employer Share	7,473.19	9,813.56	3,307.98	9,813.56	9,335.78
09-206-16-51330-153-000	Ret. Employee Share Pd. by Co.	9,751.23	7,523.73	4,314.63	7,523.73	7,120.51
09-206-16-51330-154-000	Health Insurance	55,098.74	64,772.32	29,293.47	64,772.32	68,484.64
09-206-16-51330-155-000	Life Insurance	526.05	539.40	188.55	539.40	223.20
09-206-16-51330-218-000	Service of Process	8,490.15	9,000.00	3,308.32	9,000.00	8,500.00
09-206-16-51330-225-000	Telephone	226.72	600.00	120.18	600.00	500.00
09-206-16-51330-251-000	Blood Tests	4,190.00	4,000.00	1,950.00	4,000.00	4,000.00
09-206-16-51330-262-000	Administrative Costs-Tax Intercepts	409.22	500.00	260.00	500.00	500.00
09-206-16-51330-310-000	Office Supplies	1,910.99	2,450.00	454.73	2,450.00	2,000.00
09-206-16-51330-311-000	Postage	4,133.30	4,300.00	1,492.91	4,300.00	3,900.00
09-206-16-51330-314-000	Small Items of Equipment	0.00	0.00	139.99	0.00	0.00
09-206-16-51330-330-000	Travel-Training	1,248.47	2,000.00	984.37	2,000.00	2,000.00
09-206-16-51330-348-000	Books and Supplies	0.00	100.00	51.75	100.00	100.00
09-206-16-51330-407-000	Special Prosecutor	0.00	1,000.00	0.00	1,000.00	1,000.00
09-206-16-51330-810-000	Capital Equipment	2,279.82	1,000.00	0.00	1,000.00	1,000.00
		270,534.31	283,670.57	124,361.03	283,670.57	279,002.64

	2007	2008	2009
Total Proposed Budget:	263,619.95	283,670.57	279,002.64
Total Offsetting Revenues:	250,715.00	256,188.00	254,750.00
Total from County Tax Levy:	12,904.95	27,482.57	24,252.64
Increase (Decrease)	12,904.95	14,577.62	(3,229.93)
810-Capital Equipment - File Cabinets, Emergency Replacement of Equipment			

BUDGET REQUEST - 2010

DEPARTMENT: CHILD SUPPORT AGENCY

COMMITTEE: JUDICIAL/LAW ENFORCEMENT & EMERGENCY MANAGEMENT

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2008 ACTUAL	2009 BUDGET	6 MO YTD	2009 EST YR END	2010 APPROVED
00-206-16-51330-110-000	Salaries	154,425.90	157,233.64	74,770.24	157,233.64	141,581.64
00-206-16-51330-125-000	Overtime	303.03	1,000.00	0.00	1,000.00	1,000.00
00-206-16-51330-151-000	Social Security	11,547.66	12,104.87	5,529.97	12,104.87	10,907.50
00-206-16-51330-152-000	Ret. Employer Share	7,060.19	7,120.51	3,364.72	7,120.51	6,843.92
00-206-16-51330-153-000	Ret. Employee Share Pd. by Co.	9,210.29	9,335.78	4,411.56	9,335.78	8,840.06
00-206-16-51330-154-000	Health Insurance	63,989.01	68,484.64	30,509.94	68,484.64	61,054.58
00-206-16-51330-155-000	Life Insurance	300.15	223.20	118.50	223.20	323.28
00-206-16-51330-218-000	Service of Process	7,283.03	8,500.00	2,736.37	8,500.00	8,300.00
00-206-16-51330-225-000	Telephone	231.27	500.00	52.41	500.00	300.00
00-206-16-51330-251-000	Blood Tests	4,135.08	4,000.00	1,178.00	4,000.00	4,000.00
00-206-16-51330-262-000	Administrative Costs-Tax Intercepts	310.50	500.00	180.00	500.00	500.00
00-206-16-51330-310-000	Office Supplies	1,705.18	2,000.00	810.52	2,000.00	2,000.00
00-206-16-51330-311-000	Postage	3,770.74	3,900.00	1,624.09	3,900.00	3,900.00
00-206-16-51330-314-000	Small Items of Equipment	139.99	0.00	0.00	0.00	0.00
00-206-16-51330-330-000	Travel-Training	1,588.96	2,000.00	541.69	2,000.00	2,000.00
00-206-16-51330-348-000	Books and Supplies	51.75	100.00	46.58	100.00	100.00
00-206-16-51330-407-000	Special Prosecutor	0.00	1,000.00	0.00	1,000.00	1,000.00
00-206-16-51330-810-000	Capital Equipment	0.00	1,000.00	0.00	1,000.00	1,000.00
00-206-16-51330-349-000	ARRA Fund Expenditures	0.00	0.00	0.00	0.00	46,379.00
		266,052.73	279,002.64	125,874.59	279,002.64	300,029.98

	2008	2009	2010
Total Proposed Budget:	283,670.57	279,002.64	300,029.98
Total Offsetting Revenues:	256,188.00	254,750.00	278,179.00
Total from County Tax Levy:	27,482.57	24,252.64	21,850.98
Increase (Decrease)	14,577.62	(3,229.93)	(2,401.66)

BUDGET REQUEST - 2011

DEPARTMENT: CHILD SUPPORT AGENCY

COMMITTEE: JUDICIAL/LAW ENFORCEMENT & EMERGENCY MANAGEMENT

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2009 ACTUAL	2010 BUDGET	6 MO YTD	2010 EST YR END	2011 APPROVED
01-206-16-51330-110-000	Salaries	145,654.58	141,581.64	74,507.97	141,581.64	153,349.93
01-206-16-51330-125-000	Overtime	0.00	1,000.00	0.00	1,000.00	1,000.00
01-206-16-51330-151-000	Social Security	10,778.53	10,907.50	5,545.50	10,907.50	11,807.77
01-206-16-51330-152-000	Ret. Employer Share	6,554.58	6,843.92	3,576.32	6,843.92	7,871.85
01-206-16-51330-153-000	Ret. Employee Share Pd. by Co.	8,593.84	8,840.06	4,619.41	8,840.06	10,032.75
01-206-16-51330-154-000	Health Insurance	63,287.38	61,054.58	31,774.36	61,054.58	60,536.78
01-206-16-51330-155-000	Life Insurance	280.14	323.28	168.48	323.28	405.36
01-206-16-51330-218-000	Service of Process	6,536.15	8,300.00	1,549.00	8,300.00	7,200.00
01-206-16-51330-225-000	Telephone	160.33	300.00	0.00	300.00	300.00
01-206-16-51330-251-000	Blood Tests	4,354.96	4,000.00	1,026.00	4,000.00	3,800.00
01-206-16-51330-262-000	Administrative Costs-Tax Intercepts	180.00	500.00	201.00	500.00	500.00
01-206-16-51330-310-000	Office Supplies	1,617.03	2,000.00	771.91	2,000.00	2,300.00
01-206-16-51330-311-000	Postage	3,852.66	3,900.00	1,511.73	3,900.00	3,900.00
01-206-16-51330-330-000	Travel-Training	1,771.74	2,000.00	340.08	2,000.00	2,000.00
01-206-16-51330-348-000	Books and Supplies	98.33	100.00	100.00	100.00	100.00
01-206-16-51330-407-000	Special Prosecutor	0.00	1,000.00	210.00	1,000.00	1,000.00
01-206-16-51330-810-000	Capital Equipment	0.00	1,000.00	0.00	1,000.00	1,000.00
01-206-16-51330-349-000	ARRA Fund Expenditures	469.64	46,379.00	9,439.64	46,379.00	0.00
		254,189.89	300,029.98	135,341.40	300,029.98	267,104.44

	2009	2010	2011
Total Proposed Budget:	279,002.64	300,029.98	267,104.44
Total Offsetting Revenues:	254,750.00	278,179.00	240,536.92
Total from County Tax Levy:	24,252.64	21,850.98	26,567.52
Increase (Decrease)	(3,229.93)	(2,401.66)	4,716.54

BUDGET REQUEST - 2012

DEPARTMENT: CHILD SUPPORT AGENCY

COMMITTEE: JUDICIAL/LAW ENFORCEMENT & EMERGENCY MANAGEMENT

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 BUDGET	6 MO YTD	2011 EST YR END	2012 APPROVED
12-206-16-51330-110-000	Salaries	149,338.17	153,349.93	76,228.32	153,349.93	143,864.40
12-206-16-51330-125-000	Overtime	0.00	1,000.00	0.00	1,000.00	1,000.00
12-206-16-51330-151-000	Social Security	11,140.56	11,807.77	5,700.91	11,807.77	11,082.13
12-206-16-51330-152-000	Ret. Employer Share	7,166.66	7,871.85	3,886.16	7,871.85	8,547.00
12-206-16-51330-153-000	Ret. Employee Share Pd. by Co.	9,256.90	10,032.75	4,952.92	10,032.75	4,825.44
12-206-16-51330-154-000	Health Insurance	54,280.99	60,536.78	35,760.23	60,536.78	53,792.88
12-206-16-51330-155-000	Life Insurance	371.16	405.36	201.94	405.36	384.60
12-206-16-51330-218-000	Service of Process	4,566.94	7,200.00	2,343.01	7,200.00	6,000.00
12-206-16-51330-225-000	Telephone	35.93	300.00	35.51	300.00	300.00
12-206-16-51330-251-000	Blood Tests	2,304.00	3,800.00	1,262.00	3,800.00	3,400.00
12-206-16-51330-262-000	Administrative Costs-Tax Intercepts	278.00	500.00	210.00	500.00	500.00
12-206-16-51330-310-000	Office Supplies	2,648.49	2,300.00	483.86	2,300.00	2,000.00
12-206-16-51330-311-000	Postage	3,693.32	3,900.00	2,075.78	3,900.00	4,000.00
12-206-16-51330-314-000	Laserfiche Annual Maintenance	0.00	0.00	0.00	0.00	1,700.00
12-206-16-51330-330-000	Travel-Training	979.71	2,000.00	749.38	2,000.00	2,000.00
12-206-16-51330-348-000	Books and Supplies	100.00	100.00	54.59	100.00	100.00
12-206-16-51330-349-000	ARRA Fund Expenditures	34,400.51	0.00	0.00	0.00	0.00
12-206-16-51330-407-000	Special Prosecutor	210.00	1,000.00	0.00	1,000.00	1,000.00
12-206-16-51330-810-000	Capital Equipment	0.00	1,000.00	750.00	1,000.00	1,000.00
		280,771.34	267,104.44	134,694.61	267,104.44	245,496.45

	2010	2011	2012
Total Proposed Budget:	300,129.98	267,104.44	245,496.45
Total Offsetting Revenues:	278,179.00	240,536.92	223,624.77
Total from County Tax Levy:	21,850.98	26,567.52	21,871.68
Increase (Decrease)	(2,401.66)	4,716.54	(4,695.84)

BUDGET REQUEST - 2013

DEPARTMENT: CHILD SUPPORT AGENCY

COMMITTEE: JUDICIAL/LAW ENFORCEMENT & EMERGENCY MANAGEMENT

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2011 ACTUAL	2012 BUDGET	6 MO YTD	2012 EST YR END	2013 APPROVED
13-206-16-51330-110-000	Salaries	149,309.65	143,864.40	67,590.58	143,864.40	144,800.40
13-206-16-51330-125-000	Overtime	0.00	1,000.00	0.00	1,000.00	1,000.00
13-206-16-51330-151-000	Social Security	11,188.98	11,082.13	5,058.54	11,082.13	11,153.73
13-206-16-51330-152-000	Ret. Employer Share	6,394.97	8,547.00	2,203.92	8,547.00	9,695.72
13-206-16-51330-153-000	Ret. Employee Share Pd. by Co.	9,525.20	4,825.44	3,980.66	4,825.44	0.00
13-206-16-51330-154-000	Health Insurance	60,369.57	53,792.88	28,396.44	53,792.88	55,944.59
13-206-16-51330-155-000	Life Insurance	395.23	384.60	193.00	384.60	393.00
13-206-16-51330-218-000	Service of Process	3,939.85	6,000.00	3,044.44	6,000.00	6,000.00
13-206-16-51330-225-000	Telephone	178.74	300.00	0.00	300.00	300.00
13-206-16-51330-251-000	Blood Tests	2,942.00	3,400.00	861.00	3,400.00	3,000.00
13-206-16-51330-262-000	Administrative Costs-Tax Intercepts	255.00	500.00	254.00	500.00	850.00
13-206-16-51330-310-000	Office Supplies	1,556.05	2,000.00	346.25	2,000.00	2,000.00
13-206-16-51330-311-000	Postage	3,758.08	4,000.00	2,010.54	4,000.00	4,000.00
13-206-16-51330-314-000	Laserfiche Annual Maintenance	0.00	1,700.00	0.00	1,700.00	1,700.00
13-206-16-51330-330-000	Travel-Training	1,624.77	2,000.00	633.04	2,000.00	2,000.00
13-206-16-51330-348-000	Books and Supplies	54.59	100.00	56.41	100.00	150.00
13-206-16-51330-407-000	Special Prosecutor	0.00	1,000.00	0.00	1,000.00	1,000.00
13-206-16-51330-810-000	Capital Equipment	750.00	1,000.00	0.00	1,000.00	1,000.00
		252,242.68	245,496.45	114,628.82	245,496.45	244,987.44

	2011	2012	2013
Total Proposed Budget:	267,104.44	245,496.45	244,987.44
Total Offsetting Revenues:	240,536.92	223,524.77	223,524.77
Total from County Tax Levy:	26,567.52	21,971.68	21,462.67
Increase (Decrease)	4,716.54	4,595.84	(509.01)

BUDGET REQUEST - 2014

DEPARTMENT: CHILD SUPPORT AGENCY

COMMITTEE: JUDICIAL/LAW ENFORCEMENT & EMERGENCY MANAGEMENT

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2012 ACTUAL	2013 BUDGET	6 MO YTD	2013 EST YR END	2014 APPROVED
14-206-16-51330-110-000	Salaries	141,694.20	144,800.40	66,610.20	144,800.40	155,200.16
14-206-16-51330-125-000	Overtime	0.00	1,000.00	0.00	1,000.00	1,000.00
14-206-16-51330-151-000	Social Security	10,191.79	11,153.73	5,408.87	11,153.73	11,949.31
14-206-16-51330-152-000	Ret. Employer Share	4,480.74	9,695.72	5,048.05	9,695.72	10,934.02
14-206-16-51330-153-000	Ret. Employee Share Pd. by Co.	8,025.22	0.00	0.00	0.00	0.00
14-206-16-51330-154-000	Health Insurance	53,972.20	55,944.59	29,472.36	55,944.59	68,688.28
14-206-16-51330-155-000	Life Insurance	389.50	393.00	196.42	393.00	392.65
14-206-16-51330-218-000	Service of Process	6,277.79	6,000.00	3,064.45	6,000.00	7,000.00
14-206-16-51330-225-000	Telephone	232.18	300.00	132.84	300.00	300.00
14-206-16-51330-251-000	Blood Tests	2,301.00	3,000.00	700.00	3,000.00	3,000.00
14-206-16-51330-262-000	Administrative Costs-Tax Intercepts	269.00	850.00	665.00	850.00	850.00
14-206-16-51330-310-000	Office Supplies	1,057.08	2,000.00	331.86	2,000.00	2,000.00
14-206-16-51330-311-000	Postage	3,756.40	4,000.00	2,102.61	4,000.00	4,000.00
14-206-16-51330-314-000	Laserfiche Annual Maintenance	0.00	1,700.00	412.34	1,700.00	2,895.00
14-206-16-51330-330-000	Travel-Training	1,524.12	2,000.00	345.91	2,000.00	2,700.00
14-206-16-51330-348-000	Books and Supplies	56.41	150.00	133.69	150.00	150.00
14-206-16-51330-407-000	Special Prosecutor	0.00	1,000.00	0.00	1,000.00	1,000.00
14-206-16-51330-810-000	Capital Equipment	0.00	1,000.00	0.00	1,000.00	0.00
		<u>234,227.63</u>	<u>244,987.44</u>	<u>114,624.60</u>	<u>244,987.44</u>	<u>272,059.42</u>

	2012	2013	2014
Total Proposed Budget:	245,496.45	244,987.44	272,059.42
Total Offsetting Revenues:	223,524.77	223,524.77	240,395.90
Total from County Tax Levy:	21,971.68	21,462.67	31,663.52
Increase (Decrease)	4,595.84	(509.01)	10,200.85

BUDGET REQUEST - 2016

DEPARTMENT: CHILD SUPPORT AGENCY

COMMITTEE: JUDICIAL/LAW ENFORCEMENT & EMERGENCY MANAGEMENT

EXPENSES

ACCOUNT NUMBER	DESCRIPTION	2014 ACTUAL	2015 BUDGET	6 MO YTD	2015 EST YR END	2016 APPROVED
16-206-16-51330-110-000	Salaries	152,602.50	161,324.80	80,456.21	161,324.80	144,752.40
16-206-16-51330-125-000	Overtime	0.00	1,000.00	0.00	1,000.00	1,000.00
16-206-16-51330-151-000	Social Security	11,795.65	12,417.85	5,997.05	12,417.85	11,150.06
16-206-16-51330-153-000	Ret. Employer Share	11,099.96	11,038.09	5,470.96	11,038.09	9,619.66
16-206-16-51330-154-000	Health Insurance	54,571.50	51,919.20	28,397.16	51,919.20	37,604.53
16-206-16-51330-155-000	Life Insurance	486.37	548.51	279.07	548.52	302.04
16-206-16-51330-218-000	Service of Process	7,558.80	7,000.00	1,912.95	7,000.00	7,000.00
16-206-16-51330-225-000	Telephone	199.81	300.00	58.55	300.00	300.00
16-206-16-51330-251-000	Blood Tests	2,718.25	3,000.00	470.50	3,000.00	3,000.00
16-206-16-51330-262-000	Administrative Costs-Tax Intercepts	475.18	850.00	180.00	850.00	850.00
16-206-16-51330-310-000	Office Supplies	1,191.87	2,000.00	1,284.28	2,000.00	2,000.00
16-206-16-51330-311-000	Postage	4,492.56	4,000.00	2,208.85	4,000.00	4,000.00
16-206-16-51330-314-000	Laserfiche Annual Maintenance	482.50	2,895.00	2,412.50	2,895.00	2,895.00
16-206-16-51330-330-000	Travel-Training	1,009.98	2,700.00	572.82	2,700.00	2,700.00
16-206-16-51330-348-000	Books and Supplies	72.35	150.00	72.35	150.00	150.00
16-206-16-51330-407-000	Special Prosecutor	0.00	1,000.00	0.00	1,000.00	1,000.00
		248,757.28	262,143.45	129,773.25	262,143.46	228,323.69

	2014	2015	2016
Total Proposed Budget:	272,059.42	262,143.45	228,323.69
Total Offsetting Revenues:	240,395.90	240,395.90	214,152.98
Total from County Tax Levy:	31,663.52	21,747.55	14,170.71
Increase (Decrease)	10,200.85	(9,915.97)	(7,576.84)

GREEN LAKE COUNTY, WISCONSIN
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended December 31, 2008
(With Summarized Financial Information for December 31, 2007)

	Special Revenue Funds		Debt Service Fund	Total	
	Child Support	Commission on Aging		2008	2007
Revenues					
Taxes	\$ -	\$ 51,686	\$ -	\$ 51,686	\$ 48,986
Intergovernmental	225,118	284,861	-	509,979	509,385
Public charges for services	6,222	68,483	-	74,705	76,264
Miscellaneous	-	1,251	-	1,251	1,579
Total Revenues	231,340	406,281	-	637,621	636,214
Expenditures					
Current					
Health and human services	266,054	403,120	-	669,174	691,036
Debt service					
Principal	-	-	-	-	75,809
Interest and fiscal charges	-	-	-	-	231
Total Expenditures	266,054	403,120	-	669,174	767,076
Excess of Revenues Over (Under) Expenditures	(34,714)	3,161	-	(31,553)	(130,862)
Other Financing Sources					
Transfers in	-	-	-	-	-
Net Change in Fund Balances	(34,714)	3,161	-	(31,553)	(130,862)
Fund Balances (Deficits) - January 1	(50,027)	(2,630)	(5,940)	(58,597)	72,265
Fund Balances (Deficits) - December 31	\$ (84,741)	\$ 531	\$ (5,940)	\$ (90,150)	\$ (58,597)

GREEN LAKE COUNTY, WISCONSIN
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended December 31, 2009
(With Summarized Financial Information for December 31, 2008)

	Special Revenue Funds		Debt Service Fund	Total	
	Child Support	Commission on Aging		2009	2008
Revenues					
Taxes	\$ -	\$ 98,753	\$ 220,428	\$ 319,181	\$ 51,686
Intergovernmental	227,941	301,500	-	529,441	509,979
Public charges for services	4,217	78,941	-	83,158	74,705
Miscellaneous	-	2,532	16,165	18,697	1,251
Total Revenues	232,158	481,726	236,593	950,477	637,621
Expenditures					
Current					
Health and human services	254,529	422,920	-	677,449	669,174
Debt service					
Interest and fiscal charges	-	-	220,428	220,428	-
Total Expenditures	254,529	422,920	220,428	897,877	669,174
Net Change in Fund Balances	(22,371)	58,806	16,165	52,600	(31,553)
Fund Balances (Deficits) - January 1	(84,741)	531	(5,940)	(90,150)	(58,597)
Fund Balances (Deficits) - December 31	\$ (107,112)	\$ 59,337	\$ 10,225	\$ (37,550)	\$ (90,150)

GREEN LAKE COUNTY, WISCONSIN
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended December 31, 2010
(With Summarized Financial Information for December 31, 2009)

	Special Revenue Funds		Debt Service Fund	Total	
	Child Support	Commission on Aging		2010	2009
Revenues					
Taxes	\$ -	\$ 89,408	\$ 272,755	\$ 362,163	\$ 319,181
Intergovernmental	263,580	281,468	-	545,048	529,441
Public charges for services	4,433	85,975	-	90,408	83,158
Miscellaneous	-	132	-	132	18,697
Total Revenues	268,013	456,983	272,755	997,751	950,477
Expenditures					
Current					
Health and human services	280,772	408,667	-	689,439	677,449
Debt service					
Principal	-	-	217,695	217,695	-
Interest and fiscal charges	-	-	55,060	55,060	220,428
Total Expenditures	280,772	408,667	272,755	962,194	897,877
Net Change in Fund Balances	(12,759)	48,316	-	35,557	52,600
Fund Balances (Deficits) - January 1	(107,112)	59,337	10,225	(37,550)	(90,150)
Fund Balances (Deficits) - December 31	\$ (119,871)	\$ 107,653	\$ 10,225	\$ (1,993)	\$ (37,550)

GREEN LAKE COUNTY, WISCONSIN
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended December 31, 2011
(With Summarized Financial Information for the December 31, 2010)

	Special Revenue Funds		Debt Service Fund	Total	
	Child Support	Commission on Aging		2011	2010
Revenues					
Taxes	\$ 26,567	\$ 101,349	\$ 272,755	\$ 400,671	\$ 362,163
Intergovernmental	211,037	291,027	-	502,064	545,048
Public charges for services	4,982	77,859	-	82,841	90,408
Miscellaneous	73	-	-	73	132
Total Revenues	242,659	470,235	272,755	985,649	997,751
Expenditures					
Current					
Health and human services	252,242	408,146	-	660,388	689,439
Debt service					
Principal	-	-	183,551	183,551	217,695
Interest and fiscal charges	-	-	89,205	89,205	55,060
Total Expenditures	252,242	408,146	272,756	933,144	962,194
Excess of Revenues Over (Under) Expenditures	(9,583)	62,089	(1)	52,505	35,557
Other Financing Sources					
Transfers in	73,587	-	-	73,587	-
Net Change in Fund Balances	64,004	62,089	(1)	126,092	35,557
Fund Balances (Deficits) - January 1	(119,871)	107,653	10,225	(1,993)	(37,550)
Fund Balances (Deficits) - December 31	\$ (55,867)	\$ 169,742	\$ 10,224	\$ 124,099	\$ (1,993)

GREEN LAKE COUNTY, WISCONSIN
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended December 31, 2012
(With Summarized Financial Information for the December 31, 2011)

	Special Revenue Funds			Total	
	Child Support	Commission on Aging	Debt Service Fund	2012	2011
Revenues					
Taxes	\$ 21,872	\$ 105,198	\$ 272,755	\$ 399,825	\$ 400,671
Intergovernmental	226,293	294,737	-	521,030	502,064
Public charges for services	3,796	86,703	-	90,499	82,841
Miscellaneous	-	-	-	-	73
Total Revenues	251,961	486,638	272,755	1,011,354	985,649
Expenditures					
Current					
Health and human services	234,253	418,565	-	652,818	660,388
Debt service					
Principal	-	-	191,589	191,589	183,551
Interest and fiscal charges	-	-	81,166	81,166	89,205
Total Expenditures	234,253	418,565	272,755	925,573	933,144
Excess of Revenues Over Expenditures	17,708	68,073	-	85,781	52,505
Other Financing Sources					
Transfers in	-	-	-	-	73,587
Net Change in Fund Balances	17,708	68,073	-	85,781	126,092
Fund Balances (Deficits) - January 1	(55,867)	169,742	10,224	124,099	(1,993)
Fund Balances (Deficits) - December 31	\$ (38,159)	\$ 237,815	\$ 10,224	\$ 209,880	\$ 124,099

GREEN LAKE COUNTY, WISCONSIN
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended December 31, 2013
(With Summarized Financial Information for the December 31, 2012)

	Special Revenue Funds		General Debt Service Fund	Total	
	Child Support	Commission on Aging		2013	2012
Revenues					
Taxes	\$ 21,463	\$ 114,954	\$ 272,755	\$ 409,172	\$ 399,825
Intergovernmental	265,358	296,055	-	561,413	521,030
Public charges for services	5,267	88,416	-	93,683	90,499
Total Revenues	292,088	499,425	272,755	1,064,268	1,011,354
Expenditures					
Current					
Health and human services	252,418	471,878	-	724,296	652,818
Debt service					
Principal	-	-	1,607,164	1,607,164	191,589
Interest and fiscal charges	-	-	101,534	101,534	81,166
Total Expenditures	252,418	471,878	1,708,698	2,432,994	925,573
Excess of Revenues Over (Under) Expenditures	39,670	27,547	(1,435,943)	(1,368,726)	85,781
Other Financing Sources					
Long-term debt issued	-	-	1,435,000	1,435,000	-
Net Change in Fund Balances	39,670	27,547	(943)	66,274	85,781
Fund Balances (Deficits) - January 1	(38,159)	237,815	10,224	209,880	124,099
Fund Balances (Deficits) - December 31	\$ 1,511	\$ 265,362	\$ 9,281	\$ 276,154	\$ 209,880

GREEN LAKE COUNTY, WISCONSIN
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended December 31, 2014
(With summarized financial information as of December 31, 2013)

	Special Revenue Funds		General Debt Service Fund	Total	
	Child Support	Commission on Aging		2014	2013
Revenues					
Taxes	\$ 31,664	\$ 124,708	\$ 257,949	\$ 414,321	\$ 409,172
Intergovernmental	241,261	277,023	-	518,284	561,413
Public charges for services	3,670	85,279	-	88,949	93,683
Total Revenues	276,595	487,010	257,949	1,021,554	1,064,268
Expenditures					
Current					
Health and human services	254,868	478,072	-	732,940	724,296
Debt service					
Principal	-	-	220,000	220,000	1,607,164
Interest and fiscal charges	-	-	12,429	12,429	101,534
Total Expenditures	254,868	478,072	232,429	965,369	2,432,994
Excess of Revenues Over (Under) Expenditures	21,727	8,938	25,520	56,185	(1,368,726)
Other Financing Sources					
Long-term debt issued	-	-	-	-	1,435,000
Net Change in Fund Balances	21,727	8,938	25,520	56,185	66,274
Fund Balances - January 1	1,511	265,362	9,281	276,154	209,880
Fund Balances - December 31	\$ 23,238	\$ 274,300	\$ 34,801	\$ 332,339	\$ 276,154

Child Support hours worked:

Interin Administrator:

Dates	Hours worked	Overtime	Hours off	Explanation
1/1/2016 to 1/7/2016	32		8	Holiday
1/8/2016 to 1.21.2016	76.5	2	8	Vacation
1/22/2016 to 2/4/2016	86.75	6.75	0	
2/5/2016 to 2/18/2016	80.25	3	9.5	8 -Personal and 1.5 - vacation
2/19/2016 to 3/3/2016	71.5	4	15.5	Sick time
3/4/2016 to 3/17/2016	96	16	0	
3/18/2016 to 3/31/2016	67	0	24	8 - vac, 8 - personal 8 -sick
4/1/2016 to 4/14/2016	88.75	8.75	5	Sick time
Total	598.75	40.5	70	

Specialist II

Dates	Hours worked	Overtime	Hours off	Explanation
1/1/2016 to 1/7/2016	29.5	0	10.5	8 -Holiday 2.5 six
1/8/2016 to 1.21.2016	83.5	3.5	0	
1/22/2016 to 2/4/2016	84.5	4.5	0	
2/5/2016 to 2/18/2016	69.25	4	16	Sick time
2/19/2016 to 3/3/2016	77.75	3.25	8	Personal
3/4/2016 to 3/17/2016	75	1	9.5	8 -Personal and 1.5 Sick
3/18/2016 to 3/31/2016	88	8	0	
Total	507.5	24.25	44	

GREEN LAKE COUNTY

TIME SHEET

Employee Name: Marcia L. Kleman

Employee Signature: Marcia L. Kleman
 I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: Jeanne M. Keene

Pay Period
 Beginning: 12/25/2015



Date	Use Military Time				Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Use Hours							Other Time Total	Notes	
	Time In	Time Out	Time In	Time Out					Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay			
Fri 12/25					0.00	8.00	0.00		8.00								8.00	Christmas holiday
Sat 12/26					0.00	0.00	0.00										0.00	
Sun 12/27					0.00	0.00	0.00										0.00	
Mon 12/28					0.00	8.00	0.00				8.00						8.00	
Tue 12/29	12:30			16:30	4.00	8.00	0.00				4.00						4.00	
Wed 12/30	8:00	12:00	12:30	16:30	8.00	8.00	0.00										0.00	
Thu 12/31					0.00	8.00	0.00		8.00								8.00	New Years Eve holiday
Week Total					12.00	40.00	0.00		16.00	0.00	12.00	0.00	0.00	0.00	0.00		28.00	
Fri 1/1					0.00	8.00	0.00		8.00								8.00	New Years Day holiday
Sat 1/2					0.00	0.00	0.00										0.00	
Sun 1/3					0.00	0.00	0.00										0.00	
Mon 1/4	8:00	12:00	12:30	16:30	8.00	8.00	0.00										0.00	
Tue 1/5	11:00			16:30	5.50	8.00	0.00					2.50					2.50	
Wed 1/6	8:00	12:00	12:30	16:30	8.00	8.00	0.00										0.00	
Thu 1/7	8:00	12:00	12:30	16:30	8.00	8.00	0.00										0.00	
Week Total					29.50	40.00	0.00		8.00	0.00	0.00	2.50	0.00	0.00	0.00		10.50	
Pay Period Total					41.50	80.00	0.00		24.00	0.00	12.00	2.50	0.00	0.00	0.00		38.50	

Hours Worked	41.50	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	80.00	Flex Accrued	0.00	*Comp Accrued	0.00
*Overtime to be Paid	0.00	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

110 = 1679.60

GREEN LAKE COUNTY

TIME SHEET

Employee Name: Marcia L. Kleman

Employee Signature: Marcia L. Kleman

I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: Jeannette M. Theine

Pay Period

Beginning: 1/8/2016



Date	Use Military Time				Use Hours											Other Time Total	Notes
	Time In	Time Out	Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay		
Fri 1/8	8:00	12:00	12:30	16:30	8.00	8.00	0.00									0.00	
Sat 1/9					0.00	0.00	0.00									0.00	
Sun 1/10					0.00	0.00	0.00									0.00	
Mon 1/11	7:45	12:00	12:30	16:30	8.25	8.25	0.00									0.00	
Tue 1/12	7:45	12:00	12:30	16:30	8.25	8.25	0.00									0.00	
Wed 1/13	7:45	12:00	12:30	16:30	8.25	8.25	0.00									0.00	
Thu 1/14	7:45	12:00	12:30	16:30	8.25	8.25	0.00									0.00	
Week Total					41.00	41.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Fri 1/15	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00	
Sat 1/16					0.00	0.00	0.00									0.00	
Sun 1/17					0.00	0.00	0.00									0.00	
Mon 1/18	7:30	12:00	12:15	16:30	8.75	8.75	0.00									0.00	
Tue 1/19	8:00	12:15	12:30	16:30	8.25	8.25	0.00									0.00	
Wed 1/20	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00	
Thu 1/21	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00	
Week Total					42.50	42.50	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Pay Period Total					83.50	83.50	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Hours Worked	83.50	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	80.00	Flex Accrued	0.00	*Comp Accrued	0.00
*Overtime to be Paid	3.50	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

125 = 110.78

GREEN LAKE COUNTY TIME SHEET



Employee Name: Marcia L. Kleman

Employee Signature:

Marcia Kleman

I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature:

Jeannette Thorne

Pay Period

Beginning:

1/22/2016

Beginning: 1/22/2016

Date	Use Military Time				Use Hours												Other Time Total	Notes
	Time In	Time Out	Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay			
Fri 1/22	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00		
Sat 1/23					0.00	0.00	0.00									0.00		
Sun 1/24					0.00	0.00	0.00									0.00		
Mon 1/25	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00		
Tue 1/26	7:45	12:00	12:30	16:30	8.25	8.25	0.00									0.00		
Wed 1/27	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00		
Thu 1/28	7:45	12:00	12:30	16:30	8.25	8.25	0.00									0.00		
Week Total					42.00	42.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Fri 1/29	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00		
Sat 1/30					0.00	0.00	0.00									0.00		
Sun 1/31					0.00	0.00	0.00									0.00		
Mon 2/1	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00		
Tue 2/2	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00		
Wed 2/3	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00		
Thu 2/4	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00		
Week Total					42.50	42.50	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Pay Period Total					84.50	84.50	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Hours Worked	84.50	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	80.00	Flex Accrued	0.00	*Comp Accrued	0.00
*Overtime to be Paid	4.50	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

125 142.43

GREEN LAKE COUNTY

TIME SHEET

Employee Name: Marcia L. Kleman

Employee Signature: *Marcia L. Kleman*
 I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: *Jeanne M. Kleman*

Pay Period
 Beginning: 2/5/2016



Date	Use Military Time				Use Hours													Other Time Total	Notes
	Time In	Time Out	Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay				
Fri 2/5	7:45	12:00	12:30	16:30	8.25	8.25	0.00									0.00			
Sat 2/6					0.00	0.00	0.00									0.00			
Sun 2/7					0.00	0.00	0.00									0.00			
Mon 2/8	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00			
Tue 2/9					0.00	8.00	0.00					8.00	/			8.00			
Wed 2/10					0.00	8.00	0.00					8.00	/			8.00			
Thu 2/11	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00			
Week Total					25.25	41.25	0.00		0.00	0.00	0.00	16.00	0.00	0.00	0.00	16.00			
Fri 2/12	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00			
Sat 2/13					0.00	0.00	0.00									0.00			
Sun 2/14					0.00	0.00	0.00									0.00			
Mon 2/15	7:15	12:00	12:15	16:30	9.00	9.00	0.00									0.00			
Tue 2/16	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00			
Wed 2/17	7:30	12:00	12:30	17:30	9.50	9.50	0.00									0.00			
Thu 2/18	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00			
Week Total					44.00	44.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Pay Period Total					69.25	85.25	0.00		0.00	0.00	0.00	16.00	0.00	0.00	0.00	16.00			

Hours Worked	69.25	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	81.25	Flex Accrued	0.00	*Comp Accrued	0.00
*Overtime to be Paid	4.00	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

125 = 126.40

Marcia L. Kleman

Signature:

I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Signature:

d
g:

2/19/2016



2/19/2016

Date	Use Military Time				Use Hours												Other Time Total	Notes
	Time In	Time Out	Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay			
																	0.00	
12/19	7:30	12:00	12:30	16:30	8.50	8.50	0.00										0.00	
12/20					0.00	0.00	0.00										0.00	
12/21					0.00	0.00	0.00										0.00	
12/22	7:30	12:00	12:30	16:30	8.50	8.50	0.00										0.00	
12/23	7:30			16:30	9.00	9.00	0.00										0.00	
12/24	7:30	12:00	12:30	16:30	8.50	8.50	0.00										0.00	
12/25	7:30	12:00	12:15	16:30	8.75	8.75	0.00										0.00	
Week Total					43.25	43.25	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12/26	7:30	12:00	12:30	16:30	8.50	8.50	0.00										0.00	
12/27					0.00	0.00	0.00										0.00	
12/28					0.00	0.00	0.00										0.00	
12/29	7:30	12:00	12:15	16:30	8.75	8.75	0.00										0.00	
1/1	7:30	12:00	12:15	16:30	8.75	8.75	0.00										0.00	
1/2	7:30	12:00	12:30	16:30	8.50	8.50	0.00										0.00	
1/3	7:30	12:00	12:30	16:30	8.50	8.50	0.00				8.00						8.00	
1/4					0.00	8.00	0.00											
1/5									0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	
Week Total					34.50	42.50	0.00		0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	
Pay Period Total					77.75	85.75	0.00		0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	

Hours Worked	77.75	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	82.50	Flex Accrued	0.00	*Comp Accrued	0.00
*Overtime to be Paid	3.25	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

$$(2.5 + 1.25 = 3.75)$$

$$\begin{array}{r} 110 = 79.13 \\ 125 = 102.87 \\ \hline 182.00 \end{array}$$

GREEN LAKE COUNTY

TIME SHEET

Employee Name: MARCIA L. KLEMAN

Employee Signature: *Marcia L. Kleman*
 I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: *Jane M. Thier*

Pay Period
 Beginning: 3/4/2016



Date	Use Military Time				Use Hours												Notes
	Time In	Time Out	Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay	Other Time Total	
Fri 3/4					0.00	8.00	0.00				8.00 ✓					8.00	
Sat 3/5					0.00	0.00	0.00									0.00	
Sun 3/6					0.00	0.00	0.00									0.00	
Mon 3/7	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00	
Tue 3/8	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00	
Wed 3/9	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00	
Thu 3/10	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00	
Week Total					34.00	42.00	0.00		0.00	0.00	8.00	0.00	0.00	0.00	0.00	8.00	
Fri 3/11	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00	
Sat 3/12					0.00	0.00	0.00									0.00	
Sun 3/13					0.00	0.00	0.00									0.00	
Mon 3/14	8:30			16:30	8.00	8.50	0.00					0.50 ✓				0.50	
Tue 3/15	7:30			16:30	9.00	9.00	0.00									0.00	
Wed 3/16	9:00	12:00	12:30	16:30	7.00	8.00	0.00					1.00 ✓				1.00	
Thu 3/17	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00	
Week Total					41.00	42.50	0.00		0.00	0.00	0.00	1.50	0.00	0.00	0.00	1.50	
Pay Period Total					75.00	84.50	0.00		0.00	0.00	8.00 ✓	1.50 ✓	0.00	0.00	0.00	9.50	

Hours Worked	75.00	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	83.50	Flex Accrued	0.00	*Comp Accrued	0.00
*Overtime to be Paid	1.00	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

GREEN LAKE COUNTY

TIME SHEET

Name: Marcia L. Kleman

Employee Signature:

Marcia L. Kleman

I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature:

Jeanne M. Heene

Pay Period

Beginning:

3/18/2016



Date	Use Military Time				Use Hours												Other Time Total	Notes
	Time In	Time Out	Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay			
Fri 3/18	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00		
Sat 3/19					0.00	0.00	0.00									0.00		
Sun 3/20					0.00	0.00	0.00									0.00		
Mon 3/21	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00		
Tue 3/22	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00		
Wed 3/23	7:30			16:30	9.00	9.00	0.00									0.00		
Thu 3/24	7:30			16:30	9.00	9.00	0.00									0.00		
Week Total					43.50	43.50	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Fri 3/25	7:30			16:30	9.00	9.00	0.00									0.00		
Sat 3/26					0.00	0.00	0.00									0.00		
Sun 3/27					0.00	0.00	0.00									0.00		
Mon 3/28	7:30	12:00	12:30	16:30	8.50	8.50	0.00									0.00		
Tue 3/29	7:15	12:15	12:30	16:30	9.00	9.00	0.00									0.00		
Wed 3/30	7:15	12:00	12:30	17:00	9.25	9.25	0.00									0.00		
Thu 3/31	7:15	12:00	12:30	16:30	8.75	8.75	0.00									0.00		
Week Total					44.50	44.50	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Pay Period Total					88.00	88.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Hours Worked	88.00	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	80.00	Flex Accrued	0.00	*Comp Accrued	0.00
*Overtime to be Paid	8.00	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

125 = 253.20

GREEN LAKE COUNTY TIME SHEET

Employee Name: Jeanne M Theune

Employee Signature: Jeanne M Theune

I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: Jeanne M Theune

Pay Period

Beginning: 12/25/2015



Use Military Time

Use Hours

Date	Time In	Time Out	Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay	Other Time Total	Notes
Fri 12/25					0.00	8.00	0.00		8.00							8.00	
Sat 12/26					0.00	0.00	0.00									0.00	
Sun 12/27					0.00	0.00	0.00									0.00	
Mon 12/28	8:00	12:30	13:00	16:30	8.00	8.00	0.00									0.00	
Tue 12/29	8:00	12:30	13:00	16:30	8.00	8.00	0.00									0.00	
Wed 12/30	8:00	12:30	13:00	16:30	8.00	8.00	0.00									0.00	
Thu 12/31					0.00	8.00	0.00		8.00							8.00	
Week Total					24.00	40.00	0.00		16.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00	
Fri 1/1					0.00	8.00	0.00		8.00							8.00	
Sat 1/2					0.00	0.00	0.00									0.00	
Sun 1/3					0.00	0.00	0.00									0.00	
Mon 1/4	8:00	12:30	13:00	16:30	8.00	8.00	0.00									0.00	
Tue 1/5	8:00	12:30	13:00	17:30	9.00	8.00	1.00	Accrue Flex								0.00	
Wed 1/6	8:00	12:30	13:00	16:30	8.00	8.00	0.00									0.00	
Thu 1/7	9:00	11:30	12:00	16:30	7.00	8.00	-1.00	Use Flex/Comp								0.00	
Week Total					32.00	40.00	0.00		8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	
Pay Period Total					56.00	80.00	0.00		24.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00	

Hours Worked	56.00	Flex Used	-1.00	Comp Used	0.00
Regular Hours to be Paid	80.00	Flex Accrued	1.00	*Comp Accrued	0.00
*Overtime to be Paid	0.00	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

110 = 1641.60

GREEN LAKE COUNTY

TIME SHEET

Employee Name: JEANNE M THEUNE

Employee Signature: *Jeanne M Theune*

I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: *Jeanne M Theune*

Pay Period Beginning: 1/8/2016



	Use Military Time				Use Hours													
Date	Time In	Time Out	Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay	Other Time Total	Notes	
Fri 1/8	8:00			16:30	8.50	8.50	0.00									0.00		
Sat 1/9					0.00	0.00	0.00									0.00		
Sun 1/10					0.00	0.00	0.00									0.00		
Mon 1/11	8:00			16:30	8.50	8.50	0.00									0.00		
Tue 1/12	8:00			16:30	8.50	8.50	0.00									0.00		
Wed 1/13	8:00			16:30	8.50	8.50	0.00									0.00		
Thu 1/14	8:00			16:00	8.00	8.50	0.00					0.50				0.50		
Week Total					42.00	42.50	0.00		0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.50		
Fri 1/15	8:00			16:30	8.50	8.50	0.00									0.00		
Sat 1/16					0.00	0.00	0.00									0.00		
Sun 1/17					0.00	0.00	0.00									0.00		
Mon 1/18					0.00	8.00	0.00			8.00						8.00		
Tue 1/19	8:00			16:45	8.75	8.75	0.00									0.00		
Wed 1/20	8:00			16:30	8.50	8.50	0.00									0.00		
Thu 1/21	7:45			16:30	8.75	8.75	0.00									0.00		
Week Total					34.50	42.50	0.00		0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00		
Pay Period Total					76.50	85.00	0.00		0.00	8.00	0.00	0.50	0.00	0.00	0.00	8.50		

Hours Worked	76.50	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	83.00	Flex Accrued	0.00	*Comp Accrued	0.00
*Overtime to be Paid	2.00	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

$3 \times 20.62 = 61.86$ (regular)

$110 = 61.86$
 $(OT) 125 = 61.86$
123.72

GREEN LAKE COUNTY

TIME SHEET

Employee Name: Jeanne M Theune

Employee Signature: Jeanne M Theune

I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: Jeanne M Theune

Pay Period Beginning: 1/22/2016



Date	Use Military Time				Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Use Hours							Other Time Total	Notes
	Time In	Time Out	Time In	Time Out					Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay		
Fri 1/22	7:30	11:30	12:00	16:30	8.50	8.50	0.00									0.00	
Sat 1/23					0.00	0.00	0.00									0.00	
Sun 1/24					0.00	0.00	0.00									0.00	
Mon 1/25	7:30			16:30	9.00	9.00	0.00									0.00	
Tue 1/26	8:00			16:30	8.50	8.50	0.00									0.00	
Wed 1/27	7:45			16:30	8.75	8.75	0.00									0.00	
Thu 1/28	7:30			15:30	8.00	8.00	0.00									0.00	
Week Total					42.75	42.75	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Fri 1/29	7:30			16:30	9.00	9.00	0.00									0.00	
Sat 1/30					0.00	0.00	0.00									0.00	
Sun 1/31					0.00	0.00	0.00									0.00	
Mon 2/1	7:30			15:30	8.00	8.00	0.00									0.00	
Tue 2/2	7:30			16:30	9.00	9.00	0.00									0.00	
Wed 2/3	7:30			16:30	9.00	9.00	0.00									0.00	
Thu 2/4	7:30			16:30	9.00	9.00	0.00									0.00	
Week Total					44.00	44.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Pay Period Total					86.75	86.75	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Hours Worked	86.75	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	86.00	Flex Accrued	0.00	*Comp Accrued	0.00
*Overtime to be Paid	6.75	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

125: 208.79

GREEN LAKE COUNTY

TIME SHEET

Employee Name: Jeanne Theune

Employee Signature: *Jeanne Theune*

I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: *Jeanne Theune*

Pay Period

Beginning: 2/5/2016



	Use Military Time								Use Hours								
Date	Time In	Time Out	Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay	Other Time Total	Notes
Fri 2/5	7:30			16:30	9.00	9.00	0.00									0.00	
Sat 2/6					0.00	0.00	0.00									0.00	
Sun 2/7					0.00	0.00	0.00									0.00	
Mon 2/8	7:30			16:30	9.00	9.00	0.00									0.00	
Tue 2/9	7:30			16:30	9.00	9.00	0.00									0.00	
Wed 2/10	7:30			17:00	9.50	9.50	0.00									0.00	
Thu 2/11	7:15			13:45	6.50	8.00	0.00			1.50						1.50	
Week Total					43.00	44.50	0.00		0.00	1.50	0.00	0.00	0.00	0.00	0.00	1.50	
Fri 2/12	7:30			16:30	9.00	9.00	0.00									0.00	
Sat 2/13					0.00	0.00	0.00									0.00	
Sun 2/14					0.00	0.00	0.00									0.00	
Mon 2/15					0.00	8.00	0.00				8.00					8.00	
Tue 2/16	7:30			16:30	9.00	9.00	0.00									0.00	
Wed 2/17	7:30			17:45	10.25	10.25	0.00									0.00	
Thu 2/18	7:30			16:30	9.00	9.00	0.00									0.00	
Week Total					37.25	45.25	0.00		0.00	0.00	8.00	0.00	0.00	0.00	0.00	8.00	
Pay Period Total					80.25	89.75	0.00		0.00	1.50	8.00	0.00	0.00	0.00	0.00	9.50	

Hours Worked	80.25	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	86.75	Flex Accrued	0.00	*Comp Accrued	0.00
*Overtime to be Paid	3.00	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

125 = 92.79

GREEN LAKE COUNTY

TIME SHEET

Employee Name: Jeanne M Theune

Employee Signature: Jeanne M Theune

I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: Jeanne M Theune

Pay Period
Beginning: 2/19/2016



Date	Use Military Time				Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Use Hours							Other Time Total	Notes
	Time In	Time Out	Time In	Time Out					Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay		
Fri 2/19	7:30			16:30	9.00	9.00	0.00									0.00	
Sat 2/20					0.00	0.00	0.00									0.00	
Sun 2/21					0.00	0.00	0.00									0.00	
Mon 2/22	7:15			16:30	9.25	9.25	0.00									0.00	
Tue 2/23	9:15			16:45	7.50	8.00	0.00					0.50				0.50	
Wed 2/24	7:30			16:30	9.00	9.00	0.00									0.00	
Thu 2/25	7:15			16:30	9.25	9.25	0.00									0.00	
Week Total					44.00	44.50	0.00		0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.50	
Fri 2/26	7:15			14:15	7.00	8.00	0.00					1.00				1.00	
Sat 2/27					0.00	0.00	0.00									0.00	
Sun 2/28					0.00	0.00	0.00									0.00	
Mon 2/29	7:15			9:15	2.00	8.00	0.00					6.00				6.00	
Tue 3/1					0.00	8.00	0.00					8.00				8.00	
Wed 3/2	7:15			16:30	9.25	9.25	0.00									0.00	
Thu 3/3	7:15			16:30	9.25	9.25	0.00									0.00	
Week Total					27.50	42.50	0.00		0.00	0.00	0.00	15.00	0.00	0.00	0.00	15.00	
Pay Period Total					71.50	87.00	0.00		0.00	0.00	0.00	15.50	0.00	0.00	0.00	15.50	

Hours Worked	71.50	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	83.00	Flex Accrued	0.00	*Comp Accrued	0.00
*Overtime to be Paid	4.00	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

(3 * 6.75 = 9.75) (plus pay from 05.16)

110 = 201.05
125 = 123.72
324.77

GREEN LAKE COUNTY

TIME SHEET

Employee Name: Jeanne M Theune

Employee Signature: *Jeanne M Theune*

I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: *Jeanne M Theune*

Pay Period

Beginning: 3/4/2016



Date	Use Military Time				Use Hours												Notes
	Time In	Time Out	Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay	Other Time Total	
Fri 3/4	7:15			16:30	9.25	9.25	0.00									0.00	
Sat 3/5					0.00	0.00	0.00									0.00	
Sun 3/6					0.00	0.00	0.00									0.00	
Mon 3/7	7:15			16:30	9.25	9.25	0.00									0.00	
Tue 3/8	7:15			16:30	9.25	9.25	0.00									0.00	
Wed 3/9	7:15			17:30	10.25	10.25	0.00									0.00	
Thu 3/10	7:15			16:30	9.25	9.25	0.00									0.00	
Week Total					47.25	47.25	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Fri 3/11	7:15			16:30	9.25	9.25	0.00									0.00	
Sat 3/12					0.00	0.00	0.00									0.00	
Sun 3/13					0.00	0.00	0.00									0.00	
Mon 3/14	7:15			16:30	9.25	9.25	0.00									0.00	
Tue 3/15	7:15			16:30	9.25	9.25	0.00									0.00	
Wed 3/16	7:15			19:00	11.75	11.75	0.00									0.00	
Thu 3/17	7:15			16:30	9.25	9.25	0.00									0.00	
Week Total					48.75	48.75	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Pay Period Total					96.00	96.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Hours Worked	96.00	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	96.00	Flex Accrued	0.00	*Comp Accrued	0.00
*Overtime to be Paid	16.00	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

GREEN LAKE COUNTY TIME SHEET

Employee Name: Jeanne M Theune

Employee Signature: Jeanne M Theune
 I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: Jeanne M Theune

Pay Period
Beginning: 3/18/2016

COPY



Date	Use Military Time				Use Hours												Notes
	Time In	Time Out	Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay	Other Time Total	
Fri 3/18	7:15			16:30	9.25	9.25	0.00									0.00	
Sat 3/19					0.00	0.00	0.00									0.00	
Sun 3/20					0.00	0.00	0.00									0.00	
Mon 3/21	7:15			18:15	11.00	11.00	0.00									0.00	
Tue 3/22	7:15			16:30	9.25	9.25	0.00									0.00	
Wed 3/23					0.00	8.00	0.00				8.00					8.00	
Thu 3/24					0.00	8.00	0.00					8.00				8.00	
Week Total					29.50	45.50	0.00		0.00	0.00	8.00	8.00	0.00	0.00	0.00	16.00	
Fri 3/25					0.00	8.00	0.00			8.00						8.00	
Sat 3/26					0.00	0.00	0.00									0.00	
Sun 3/27					0.00	0.00	0.00									0.00	
Mon 3/28	7:15			16:30	9.25	9.25	0.00									0.00	
Tue 3/29	7:15			16:30	9.25	9.25	0.00									0.00	
Wed 3/30	7:00			16:30	9.50	9.50	0.00									0.00	
Thu 3/31	7:00			16:30	9.50	9.50	0.00									0.00	
Week Total					37.50	45.50	0.00		0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	
Pay Period Total					67.00	91.00	0.00		0.00	8.00	8.00	8.00	0.00	0.00	0.00	24.00	

Hours Worked	67.00	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	91.00	Flex Accrued	0.00	*Comp Accrued	0.00
*Overtime to be Paid	0.00	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

(straight time) 125 = 248.82

GREEN LAKE COUNTY TIME SHEET

Employee Name: Jeanne M Theune

Employee Signature: *Jeanne M Theune*

I certify that the below is true and correct to the best of my knowledge and belief and any misrepresentation may be cause for discipline.

Supervisor Signature: *Jeanne M Theune*

Pay Period

Beginning: 4/1/2016

COPY



Date	Use Military Time				Use Hours											Other Time Total	Notes
	Time In	Time Out	Time In	Time Out	Hours Worked	Regular Time	Comp/Flex	If Flex/Comp Select One	Holiday	Vacation	Personal Day	Sick Leave	Sick Bank	Funeral Leave	Leave w/o Pay		
Fri 4/1	7:00			16:30	9.50	9.50	0.00									0.00	
Sat 4/2					0.00	0.00	0.00									0.00	
Sun 4/3					0.00	0.00	0.00									0.00	
Mon 4/4	7:00			17:00	10.00	10.00	0.00									0.00	
Tue 4/5	7:00			17:00	10.00	10.00	0.00									0.00	
Wed 4/6	7:00			17:30	10.50	10.50	0.00									0.00	
Thu 4/7	8:00			16:30	8.50	8.50	0.00									0.00	
Week Total					48.50	48.50	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Fri 4/8	8:00			16:30	8.50	8.50	0.00									0.00	
Sat 4/9					0.00	0.00	0.00									0.00	
Sun 4/10					0.00	0.00	0.00									0.00	
Mon 4/11	7:30			16:30	9.00	9.00	0.00									0.00	
Tue 4/12	7:30			16:30	9.00	9.00	0.00									0.00	
Wed 4/13	7:30			18:15	10.75	10.75	0.00									0.00	
Thu 4/14	7:30			10:30	3.00	8.00	0.00					5.00				5.00	
Week Total					40.25	45.25	0.00		0.00	0.00	0.00	5.00	0.00	0.00	0.00	5.00	
Pay Period Total					88.75	93.75	0.00		0.00	0.00	0.00	5.00	0.00	0.00	0.00	5.00	

Hours Worked	88.75	Flex Used	0.00	Comp Used	0.00
Regular Hours to be Paid	85.00	Flex Accrued	0.00	*Comp Accrued	0.00
*Overtime to be Paid	8.75	Running Total Flex	0.00	Running Total Comp	0.00

*Must work 40 hours in week to be eligible

110 = 113.10
125 = 296.90
410.00

Bostelmann, Marge

From: Theune, Jeanne
Sent: Thursday, March 17, 2016 3:37 PM
To: Bostelmann, Marge

Marge,

Marcia and I sat down and discussed what we feel would be the most feasible answer to helping in our office and we both feel it would be best to see if Angie could come up here a couple of hours per day rather than Nan. Please don't think I have anything against Nan as I don't. But what we do is extremely specialized and centers around our computer system which she doesn't know. Also, there is the issue of security clearance and confidentiality. Marcia and I both feel if we could show Angie all of the data entry that has to be done in our child support system, that would help immensely because I wouldn't have to take the time to do that. I'm not sure what Dawn's work load is for Angie but I know she can always work on Dawn's things up here as well. And Angie is already answering the phones and is familiar with our cases. Unfortunately, it takes a lot of time to learn anything in this office-it's taken me years to get the knowledge of all of the aspects of the program. And the State is no longer doing the training they used to offer that I took when I started in here. It's a very sad situation but I will do whatever I have to in order to keep the office running as best as I can. But I really do feel that the best option for us with the least amount of training would be Angie. I'm not sure what your thoughts are on this...Please let me know.

Thank you.

JEANNE M THEUNE
GREEN LAKE COUNTY CHILD SUPPORT
(920) 294-4048

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Hanson, Nan

From: Hanson, Nan
Sent: Monday, March 21, 2016 8:30 AM
To: Theune, Jeanne
Subject: RE: how can I help?

Not a problem. If you find I can help out, just let me know.

Have a good day.
Nan

From: Theune, Jeanne
Sent: Monday, March 21, 2016 8:28 AM
To: Hanson, Nan
Subject: RE: how can I help?

Hi Nan,

I sent an email to Marge on Friday regarding this. Unfortunately, I don't think there is anything I can have you do. We have extreme security clearance and confidentiality in our office and I don't believe I can get clearance for you through the State in this capacity. Marcia and I sat down and talked about this and we feel the only person who really could help in our office is Angie since she already has the security clearance and has access to our system. We spoke to her on Friday and have worked out that she can come up a couple of hours a day to do data entry for us which will take a lot of time consuming stuff off my plate. Other than that, she is already answering our phones so I think that we should be ok. I really appreciate you wanting to help us out. It's just that what we do is so specialized and the State requires such a high level of confidentiality, it's difficult to have anyone come in and help without them being familiar with our computer system and having clearance. If there is anything I can come up with that I do feel could be of help, I will certainly let you know.

Thank you.

JEANNE M THEUNE
GREEN LAKE COUNTY CHILD SUPPORT
(920) 294-4048

CONFIDENTIALITY NOTICE: THIS ELECTRONIC MAIL TRANSMISSION AND ANY ACCOMPANYING DOCUMENTS CONTAIN INFORMATION BELONGING TO THE SENDER WHICH MAY BE CONFIDENTIAL AND LEGALLY PRIVILEGED. THIS INFORMATION IS ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHOM THIS ELECTRONIC MAIL TRANSMISSION WAS INTENDED. IF YOU ARE NOT THE INTENDED RECIPIENT, ANY DISCLOSURE, COPYING, DISTRIBUTION, OR ACTION TAKEN IN RELIANCE ON THE CONTENTS OF THE INFORMATION CONTAINED IN THIS TRANSMISSION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS TRANSMISSION IN ERROR, PLEASE IMMEDIATELY CONTACT THE SENDER AND DELETE THE MESSAGE. THANK YOU

From: Hanson, Nan
Sent: Monday, March 21, 2016 8:23 AM
To: Theune, Jeanne
Subject: how can I help?

Jeanne –

Marge talked with my last week that your office will be short staffed for a period of time. She asked that I contact you this week to see how I might be of assistance to you.

So, if there is a time we could talk, just let me know. I should be available to talk whenever it works in your schedule.

Thanks,
Nan Hanson

Bostelmann, Marge

From: Jensen, Shelby
Sent: Tuesday, April 12, 2016 2:44 PM
To: Bostelmann, Marge
Subject: FW: CARES, KIDS, Extranet, EOS and CWW Access for Nan Hanson

Nan has security clearance

From: McDaniel, Patricia A - DCF [<mailto:Patricia.McDaniel@wisconsin.gov>]
Sent: Tuesday, April 12, 2016 2:28 PM
To: Hanson, Nan
Cc: Jensen, Shelby
Subject: CARES, KIDS, Extranet, EOS and CWW Access for Nan Hanson

Nan,

You have been granted access to CARES, EOS and KIDS. Your ID is **XGL119**.
For your initial password please contact the DCF Help Desk toll free at 1-855-264-6323. **Please reference ticket 706711 when you call.**

You have been given access to the production Cares Worker Web (CWW).
<https://cares.wisconsin.gov/>

You created a Web Access Management System (**WAMS**) **Logon ID** and **WAMS** password. You entered your work e-mail address, a secret question and secret answer for making changes to your WAMS account information, including password changes. Only you can change your WAMS password using the account recovery process below.

If you type your WAMS password incorrectly three times, your WAMS Logon ID will be locked and you must go to <http://on.wisconsin.gov> and follow the account recovery instructions to unlock the ID. If you forget your password you must also go to <http://on.wisconsin.gov> and follow the account recovery instructions to obtain a new password. DCF Security cannot reset your WAMS password. The DWD service desk cannot reset your WAMS password. <http://on.wisconsin.gov> is the site where you self-registered to create your WAMS ID and password.

1. Click on account recovery and enter your WAMS ID or your valid work e-mail address.
2. WAMS will send you an e-mail instructing you to click on a enclosed web link. The link will reveal your secret question. You must answer the Secret Question exactly as it was originally entered and click **Submit**. If the Secret Answer is entered correctly, a Password Change page is displayed and you will create a new WAMS password (7-20 characters that must be a combination of letters and either numbers or special characters). If you cannot answer the question successfully please call DOA Service Desk at 608-264-9383 for assistance changing your WAMS password.
3. If you successfully change your password, you will receive an e-mail confirming that the password on your account has been changed. This is a security measure to alert you that your password has been changed. If you get this message and you didn't change your WAMS password, please call DHS Security immediately.
4. Close your browser and open up the CWW page and sign on using your WAMS ID and new password.

You have been given access to SharePoint for Child Support Work Web. Access to Sharepoint uses your WIEXT ID/password for authentication. The following information pertains to your WIEXT ID. Please retain for future reference.

You created a DWD/Wisconsin Logon ID (WIEXT) **Logon ID** and password. You entered your work e-mail address, a secret question and secret answer for making changes to your WIEXT account information, including password changes.

If you type your WIEXT password incorrectly three times, your WIEXT Logon ID will be locked and you must go to <https://www.dwd.state.wi.us/accountmanagement/> and follow the account recovery instructions to unlock the ID.

If you forget your password you must also go to <https://www.dwd.state.wi.us/accountmanagement/> and follow the account recovery instructions to obtain a new password. DCF Security cannot reset your WIEXT password. The DWD service desk cannot reset your WIEXT password.

<https://www.dwd.state.wi.us/accountmanagement/> is the site where you self-registered to create your WIEXT ID and password.

The DWD Service Desk can assist you if you have problems with your WIEXT ID, their number is 608-266-7252.

State of Wisconsin

DCF Security

Department of Children and Families

201 East Washington Avenue

Madison, WI 53703

T: 608.264.6323 option 2

E: dcfsecurity@wisconsin.gov

Child Support Information Prepared by Green Lake County Child Support

- All of the counties in the State that are currently under the umbrella of Health and Human Services still maintain the same structure of an Administrator/Director/Manager (whatever that specific county calls the department head) and workers underneath them. Only one county has only a lead worker. However, we cannot bill for maximum funding without a working administrator. Under the current structure, we can receive maximum funding of 66% reimbursement of all expenses for the program, which includes salaries and benefits, from the State and Federal Government as well as incentive money and RMS money.
- If we are put under Health and Human Services, and maintain 3 child support workers with no working administrator, we will not be able to get full funding. There is a separate billing line on our monthly CORE reports for the administrator. At the current time, we are not able to bill for an administrator, which by using the wage study hourly wage if the administrator position was filled, is costing us \$2,700.00 per month. That doesn't include the benefits. With the benefits added, it is closer to \$3,000.00 per month we are losing.
- Adding part of the department head from human services to our budget will not be able to be recouped unless that person is doing child support work, per my regional director. With the office running under 3 people sufficiently, there would not be a reason for the economic department head to be doing 100% child support work. Thus we add money to our budget, but can only bill for time spent on child support work so we would not get the full amount of expenses recouped from the State and Federal Government.
- If we are put under Corporation Counsel, we would have to eliminate the current cooperative agreement we currently have with that office which bills a flat \$750.00 per month for Corporation Counsel services. Of that, Corporation Counsel receives \$495.00 per month back which goes into their funds. Under Corporation Counsel we would have to bill strictly on the hours worked in child support at the current hourly wage of the

Child Support Information Prepared by Green Lake County Child Support

Corporation Counsel. At this time, it averages about 3.5 hours per month. That would mean we would only be billing for approximately \$156.45 per month for services, of which Corporation Counsel would only receive \$103.26 back. This would be a loss to our agency as well as to Corporation Counsel. Also, in January, it was proposed that our part time secretary would be eliminated and our phone calls would be answered by the human services secretary. This would add to the Corporation Counsels budget and would be a great loss for our department as the current secretary has access to our KIDS system and is able to maneuver in the system enough to field questions. The secretary at human services would not be able to do that. So I feel we would need to leave her as a quarter time employee in Child Support. Also, at this time, we can recoup 66% of her salary and benefits for the 25% of her time she is working in child support. If her full salary and benefits are added to the Corporation Counsel budget, none of it would be recouped.

- The current scenarios are using the current wages of all of the staff. There would likely be an increase in hourly pay for either the Corporation Counsel or Economic Support Head to take on the responsibility of overseeing the Child Support Agency. Thus the budget for those two scenarios would be higher.
- There are currently only 11 counties who have their child support agency under the corporation counsel and only 19 who are under health and human services. The other 41 counties are stand alone agencies.
- Per the Federal policies, we are to have sufficient staff to carry out mandated child support services. If there would be an audit and it shows that an agency is not complying with providing all of the mandated services and it is determined that the reason for not complying was due to insufficient staff, the federal government and state can take away our funding. Currently, we have been understaffed for over 4 months. If this is to continue for a long period of time, we risk losing all funding and the

Child Support Information Prepared by Green Lake County Child Support

county would have to make up for that funding as it is mandated that each county provide a child support agency and child support services.

County Structure Prepared by Green Lake County Child Support

Counties Under Corporation Counsel

Structure

Columbia

Administrator/workers

Dane

Managers/supervisors/workers

Eau Claire

Dept Head/Manager/workers

LaCrosse

Director/Supervisor/workers

Langlade

Corp is Director/Office coord/workers

Ozaukee

Director/workers

Polk

Asst Corp is Director/workers

Racine

Director/supervisors/workers

Washington

Deputy count atty/workers

Waukesha

Director/supervisors/workers

Waupaca

Asst Corp Counsel/workers

County Structure Prepared by Green Lake County Child Support

Counties Under Human Services

Structure

Ashland	Administrator/Workers
Buffalo	Director/workers
Calumet	Manager/workers
Jackson	Manager/workers
Juneau	Manager/workers
Kenosha	Several Managers/Supervisors/workers
Lincoln	Lead worker
Marathon	Manager/Supervisor/workers
Marquette	Manager/worker
Oneida	Supervisor/workers
Outagamie	Several managers/workers
Pepin	Coordinator (only 1 worker office)
Pierce	Manager/workers
Portage	Coordinator/Supervisor/workers
Rusk	Director/workers
Sheboygan	Director/Supervisor/workers
Vilas	Director/workers
Walworth	Supervisor/workers
Washburn	Director/workers

Child Support Comparables
Prepared by Green Lake County Child Support

POSITION TITLE- 2015 STRUCTURE	WAGE CLASS	RATE	HOURS	WAGES	FICA RET-Employer		H-INS	L-INS	TOTAL
Ch Spt Admin	Pay Group 9	31.71	2080	65,956.80	5,045.70	4,353.15			75,355.64
Ch Spt Specialist II	Pay Group 13	21.10	2080	43,888.00	3,357.43	2,896.61			50,142.04
Ch Spt Specialist II	Pay Group 13	20.62	2080	42,889.60	3,281.05	2,830.71			49,001.37
Receptionist	Pay Group 13	18.65	520	9,698.00	741.90				11,079.97
Overtime Child Spt				1,000.00	640.07				1,142.50
					76.50				
TOTAL:				163,432.40	12,502.58	10,786.54			186,721.52

NEW DEPT HEAD HIRED
STAND ALONE AGENCY

REPORTING TO
JUD/LAW OR
COUNTY

POSITION TITLE	WAGE CLASS	RATE	HOURS	WAGES	FICA RET-Employer		H-INS	L-INS	TOTAL
Ch Spt Admin.	Pay Group 9	23.62	2080	49,129.60	3,758.41	3,242.55			56,130.57
Ch Spt Specialist II	Pay Group 13	20.62	2080	42,889.60	3,281.05	2,830.71			49,001.37
Ch Spt Specialist I	Pay Group 14	16.43	2080	34,174.40	2,614.34	2,255.51			39,044.25
Receptionist	Pay Group 13	18.65	520	9,698.00	741.90	640.07			11,079.97
Overtime Child Spt					76.50	66.00			1,142.50
TOTALS:				135,891.60	10,472.20	9,034.84			156,398.66

SAVINGS: **27,540.80** **2,030.38** **1,751.70** **30,322.86**

Child Support Comparables
Prepared by Green Lake County Child Support

SPECIALIST II MOVES UP
TO
DEPT. HEAD-STAND
ALONE

REPORTING TO
JUD/LAW OR
COUNTY
ADMINISTRATOR

POSITION TITLE	WAGE CLASS	RATE	HOURS	WAGES	FICA RET-Employer		H-INS	L-INS	TOTAL
Ch Spt Admin.	Pay Group 9	23.62	2080	49,129.60	3,758.41	3,242.55			56,130.57
Ch Spt Specialist I	Pay Group 14	16.43	2080	34,174.40	2,614.34	2,255.51			39,044.25
Ch Spt Specialist I	Pay Group 14	16.43	2080	34,174.40	2,614.34	2,255.51			39,044.25
Receptionist	Pay Group 13	18.65	520	9,698.00	741.90	640.07			11,079.97
Overtime Child Spt					76.50	66.00			1,142.50

TOTALS: **127,176.40** **9805.49** **8,459.64** **146,441.54**

SAVINGS: **36,256.00** **2697.09** **2,326.90** **40,279.98**

COMBINE WITH CORP
COUNSEL

LEAD WORKER ADDED
10% CHILD SUPPORT
WORK BY DEPT HEAD

POSITION TITLE	WAGE CLASS	RATE	HOURS	WAGES	FICA RET-Employer		H-INS	L-INS	TOTAL
Corp Counsel	Pay Group 1	44.70	208	9,297.60	711.26	613.64			10,622.20
Ch Spt Lead Worker	Pay Group 11	21.10	2080	43,888.00	3,357.43	2,896.61			50,142.04
Ch Spt Specialist II	Pay Group 13	20.62	2080	42,889.60	3,281.05	2,830.71			49,001.36
Ch Spt Specialist I	Pay Group 14	16.43	2080	34,174.40	2,614.34	2,255.51			39,044.25
Receptionist	Pay Group 13	18.64	520	9,698.00	741.90	640.07			11,079.97
Overtime Child Spt					76.50	66.00			1,142.50

TOTALS: **139,947.60** **10,782.48** **9,302.54** **161,032.32**

SAVINGS: **23,484.40** **1,720.10.10** **1,484.00**

25,682.20

Child Support Comparables
Prepared by Green Lake County Child Support

COMBINE WITH HUMAN
SERVICES

LEAD WORKER ADDED
NON WORKING DEPT
HEAD

POSITION TITLE	WAGE CLASS	RATE	HOURS	WAGES	FICA RET-Employer		H-INS	L-INS	TOTAL
Economic Support Mgr	Pay Group 7	32.74	208	6,809.92	520.96	449.45			7,780.33
Ch Spt Lead Worker	Pay Group 11	21.10	2080	43,888.00	3,357.43	2,896.61			50,142.04
Ch Spt Specialist II	Pay Group 13	20.62	2080	42,889.60	3,281.05	2,830.71			49,001.36
Ch Spt Specialist I	Pay Group 14	16.43	2080	34,174.40	2,614.34	2,255.51			39,044.25
Receptionist	Pay Group 13	18.64	520	9,698.00	741.90	640.07			11,079.97
Overtime Child Spt					76.50	66.00			1,142.50
TOTALS:				137,459.92	10592.18	9,138.35			158,190.45
SAVINGS:				25,972.48	1,910.40	1,648.19			28,531.07

COUNTY CHILD SUPPORT STRUCTURE
Prepared by Green Lake County Child Support

COLUMBIA COUNTY

Corporation Counsel

Administrator

WORKER	WORKER	WORKER	WORKER	WORKER	WORKER	WORKER	WORKER	WORKER
--------	--------	--------	--------	--------	--------	--------	--------	--------

WAUSHARA COUNTY

DIRECTOR

WORKER

WORKER

WORKER

ASHLAND COUNTY

HUMAN SERVICES

ADMINISTRATOR

WORKER	WORKER	WORKER	WORKER	WORKER	WORKER
--------	--------	--------	--------	--------	--------

**CALUMET COUNTY
DEPARTMENT OF HUMAN SERVICES**

Mary M. Kennedy, Director

Courthouse
206 Court Street
Chilton, WI 53014-1198
(920) 849-1400
(920) 989-2700 from Appleton

Crisis Line (920) 849-9317

Crisis Line (920) 832-4646

Fax (920) 849-1468

E-mail: humansvc@co.calumet.wi.us

June 2004

Advantages of a Child Support/Human Services merger

Merging the Child Support and Economic Support units would realize advantages to the consumers we serve as well as the county operational structure.

An Economic Support/Child Support unit would create a seamless delivery system for the consumer. This could mean less trips to the office for the consumers, but more importantly the consumers would be getting a clearer message from each worker regarding the expectations of each function. This advantage will be realized more over time as each of the employees begins to gain an understanding of each other's goals, processes, regulations and limitations.

Since the beginning of W-2 we have employed a Social Worker II directly in the ES unit to help the clients overcome many barriers. By incorporating the two functions, each has learned about the other's role. This has helped the ES worker understand the confines of the State statutes for children and families and it has given the Social Worker a basic understanding of the ES programs that she can convey to the clients she works with. I envision this same process with Child Support and ES. This over a short time will be a huge benefit to the clients. Each unit currently operates in their areas and has a small amount of information regarding the other unit. This will change when we are co-located, share management philosophies, and realize that we indeed share many cases.

The work program piece of Child Support(Children's First) can easily be blended in with our current W-2/FSET work program.

Being structured in the Human Services Department will allow the Child Support Specialists to gain access to the experts in Child Protection, Family Services and Mental Health much more readily. This will also allow them to learn about how each unit works and the customer's they serve.

The county would realize benefits to this merge as well. Currently there would be cost savings by switching some costs charged off to ES at 50% Federal/State match to the 75% Federal/State match of Child Support. Efficiencies are also expected with the merge in clerical, secretarial and clerk duties.



CALUMET COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES

Courthouse, 206 Court Street, Chilton, WI 53014

Jeremy Kral, Director

Human Services

Phone: (920) 849-1400
Fax: (920) 849-1468

From Appleton: (920) 989-2700

**Public Health
Home Health and Hospice**

Phone: (920) 849-1432
Fax: (920) 849-1476

Crisis Line: (920) 849-9317; (920) 832-4646

**Aging & Disability
Resource Center**

Phone: (920) 849-1451
Fax: (920) 849-1635

Website: www.co.calumet.wi.us

Child Support

Phone: (920) 849-1454
Fax: (920) 849-1484

5/17/2016 – brief summary of Calumet County’s Child Support structure and funding:

All higher level Administration not direct charged – in AMSO – that includes Director and Deputy, Financial Staff, etc.

ES/CS Manager direct charged to IVD child support, IM, Daycare and LIHEAP based on time study.

CS Lead Worker – direct charged all to IVD. When I started as CS/ES Manager my strength was all ES. Had to hire a Lead with strength in CS. Mitch Birkey, the current CS/ES Manager also has background in ES. Having a Lead Worker gives us the flexibility of asking them to take on some “projects” to determine what some reports mean in terms of performance, they take on a larger responsibility to ensuring CS continues to perform well and is expected to bring things to my attention that I may not catch because of my lack of expertise in the day to day details of CS.

CS Specialists – direct charged all to IVD – except for the small nonIVD % required by the State RMS.

CS Secretary- direct charged to IVD and IM as they also cover the front reception walk ins – which are both IM and CS.

CS Financial Clerk – not enough CS duties to keep her fulltime. She is also does financials for HHS. Because of that she is now included in AMSO.

Corporation Counsel – Does time logs and we charge part of CC and Secretary.

Clerk of Courts – Does time logs and we charge part of one Clerk

Family Court Commission – We use court records and charge part of his time.

We have found a huge benefit to being co-located – IM staff and CS staff are all in one area. They work together very well. It is obviously financial more sound to be able to split the Manager into two funding sources and be able to combine it into one person. But it is a difficult task as a joint Manager. We do rely heavily on our ES Lead Worker. Some things get “lost” - Both programs require a lot of report interpretation, performance monitoring, etc. With ES consortium requirements it is more of a struggle (in my opinion) to manage it all. The consortia work takes a lot of time.

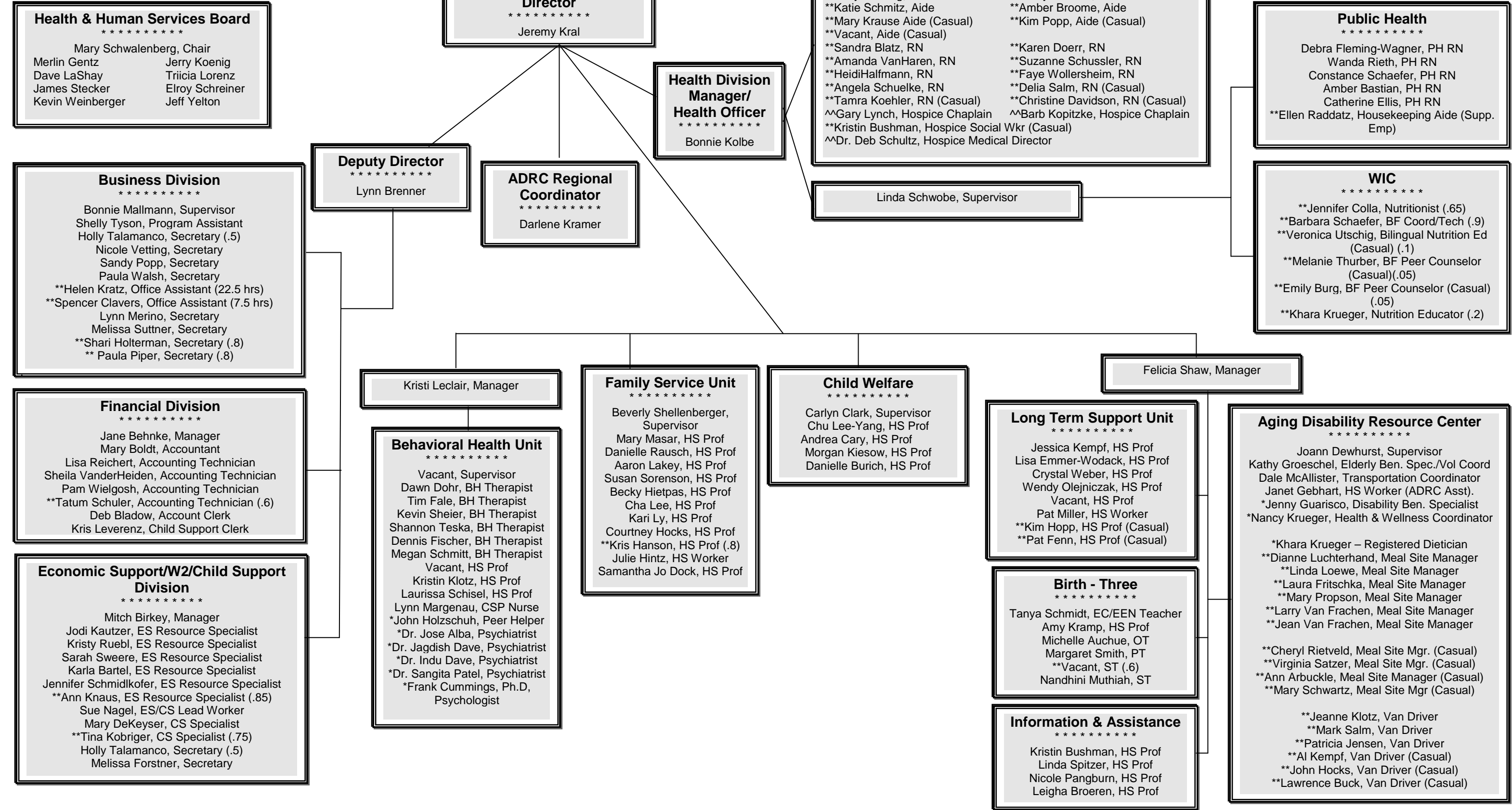
Calumet County
Dept. of Health and Human Services
Organizational Chart Proposed for 2015

Date Revised 11-19-15 by BEM; Print Date: May 20, 2016

*Contracted Service Provider; **Part-time

^Volunteer Position

(M:\secretary\bm\organizational charts\)



Assessment of Incorporation of the Sheboygan County Child Support Agency into the Sheboygan County Health & Human Services Department

Introduction and Background Information:

Previously the Sheboygan County Child Support Agency reported to the Sheboygan County Human Services Board (predecessor of the Health & Human Services Committee) and was part of the then Sheboygan County Human Services Department. In late 1990 County Ordinances 20 and 21 (1990/1991) created a standalone Child Support Department which reported to the Law Committee. In reviewing readily available information, there are currently at least sixteen counties throughout the State who have their Child Support Agency reporting to their county Human Services or Health and Human Services Committees and this includes thirteen Child Support Agencies whose operations and staff are incorporated into their county's Health and Human Services Departments.

As noted in both the 2012 and 2013 Sheboygan County Child Support Agency Annual reports, the current Child Support Director has been assessing the role of the Child Support Director's position, and the possibility of incorporating the Child Support Agency into the Health & Human Services Department for the past two years. As outlined below, incorporation of the Sheboygan County Child Support Agency into the Sheboygan County Health & Human Services Department would improve administrative effectiveness and efficiency, enhance customer service, and further streamline the county's organizational structure and business operations.

Mission Alignment:

When considering organizational changes, the compatibility of the mission of each entity, as well as the ability of the combined entity to improve efficiency, customer service, and outcomes are important considerations. There is currently considerable mission alignment between the Child Support Agency and the Health and Human Services Department in general, and the Economic Support Division in particular. Incorporating the Child Support Agency into the Health and Human Department should allow the combined entity to provide enhanced customer service, and improve both organizational effectiveness and efficiency.

The Sheboygan County Health & Human Services Department and the Sheboygan County Child Support Agency work with many mutual low income families to provide both financial support, and also to improve the general well-being of families through their efforts. In particular, the Economic Support Division of the Health & Human Services Department works closely with the Child Support Agency in that many of our cases are held in common, the State computer systems of both agencies are interlinked and staff in each agency have access to both computer systems, the staff of both agencies often communicate with each other to resolve computer discrepancies and obtain accurate household and financial information for mutual cases.

The primary focus of the Child Support Agency is to ensure that non-custodial parents are held responsible to provide adequate financial support for their children. Adequate and consistent financial support through Child Support payments helps to strengthen families and lessens their reliance on the financial assistance programs administered by the Economic Support Division. Stronger families usually need fewer of the Health and Human Services Departments other intensive services such as AODA counseling, mental health counseling, and child welfare services. The focus of the Economic Support Division is to provide a basic level of financial assistance to ensure financial stability for the family which also strengthens the family and provides a basic level of wellbeing for the children. Many times both the custodial parents, and non-custodial parent, are customers of the Economic Support Division. Both agencies focus on enhancing employment opportunities for the parents which consequently strengthens the family and reduces their need for additional government assistance.

The Economic Support Division and the Child Support Agency currently cooperatively operate the Children First program which places non-custodial parents with extensive barriers to employment into an intensive sixteen week job search program to enhance their potential for employment and future ability to pay their Child Support obligations. Having the Economic Support Division and Child Support Agency operating as one entity will strengthen our administration of the Children First program which will lead to enhanced customer services, increased referrals, and additional State revenues to support the Children First program in Sheboygan County.

Both the Child Support Agency, and the Economic Support Division, have responsibility for ensuring payment for certain medical expenses (lying in costs) or access to medical coverage through Medicaid, Badger Care Plus and/or the Federal Marketplace for subsidized insurance. Whether direct payment for medical expenses is provided through a Child Support order, or Badger Care Plus is accessed to cover medical expenses, the family's ability to meet their medical needs is improved. Improving the family's financial situation tends to strengthen the family and typically reduces their need for more intensive counseling services provided by the Health & Human Services Department.

To summarize the mission alignment of the Child Support Agency and the Economic Support Division, we both work to improve the financial situation of families, we both work to facilitate employment for parents, we both work to provide resources to strengthen families, and the results of our work minimize a families need for more intensive and expensive counseling services typically provided by the Health and Human Services Department.

Financial Implications:

We expect that the incorporation of the Child Support Agency into the Sheboygan County Health and Human Services Department will result in positive financial benefits for Sheboygan County. A preliminary assessment of the financial benefits has determined that the combined entity will save at least \$35,000 to \$65,000 annually in county tax levy. This tax levy savings will be generated by the ability to allocate certain *existing* departmental personnel and overhead expenses to Child Support funding which has higher marginal rates of reimbursement than current funding sources.

By assigning oversight of the Child Support Agency to the existing Economic Support Manager, it will not be necessary to fill the current Child Support Directors position when he retires in January 2015. This will allow us to obtain 100% Child Support funding reimbursement for certain *existing* Health & Human Services Department personnel and allocated overhead expenses using the normal department wide FTE allocation process. Additional expenses allocated to the Health and Human Services Departments Child Support FTE's, that are above and beyond the current Child Support Directors expense, will be reimbursed by Child Support funding at either the 100% or 66% reimbursement rate dependent on the total level of expenses.

In addition, an ongoing assessment of the potential for shared support staffing, and a further assessment of how interdepartmental expenses may be allocated to Child Support funding may result in a finding of greater tax levy savings through the incorporation of the Child Support Agency into the Sheboygan County Health & Human Services Department.

Future Enhancements:

The incorporation of the Child Support Agency into the Economic Support Division of the Health and Human Services Department will strengthen both programs and create opportunities for enhanced customer services. To date both the Child Support Agency and the Economic Support Division have done very well in meeting or exceeding State performance standards.

In keeping with the Child Support Agency's early intervention program, we will develop strategies to ensure more non-custodial parents start consistently paying their Child Support obligations from the beginning. Outcomes driven enhancements based on family strengthening and the concepts of behavioral economics will be explored to promote more consistent payments by non-custodial parents. These additional efforts will in no way hinder the Child Support enforcement process; rather they will be designed to increase child support payments thus generating more successful financial outcomes for families and the Child Support Agency. Generally speaking, individualized family strengthening activities provide additional financial resources to the family, reduce the families' dependence on financial assistance programs provided by the Economic Support Division, and minimize the need for more extensive and intensive counseling services provided by the Health and Human Services Department. Non-custodial parents with stronger family relationships also tend to pay more of their Child Support obligations more consistently.

The Health and Human Services Departments considerable resources for addressing behavioral and mental health issues, AODA concerns, and child welfare issues will provide additional support to the Child Support staff with a more immediate and responsive connection. Similarly, incorporating the Child Support staff into the Economic Support Division will provide access to more immediate assistance in addressing medical coverage and other financial assistance issues. Being located at the Job Center, the Economic Support Division has quick access to multiple employment assistance programs and the developed relationships with partners to ensure that Child Support staff will easily be able to access these resources. Cross training about resources and referrals will assist all staff in the Economic Support Division, including the Child Support staff, with identifying and appropriately using these additional

resources. These efforts will enhance customer services and help to support the early intervention program.

We will build upon the progress of the Child Support Agency best practices workgroup, and the customer service training recently completed by all Child Support staff, to ensure that consistent and professional customer service is a primary goal of the entire Child Support team. Improved interactions between staff and customers will help in the further implementation of the early intervention program.

To summarize the potential for future enhancements, we plan to build upon the existing strengths of the Child Support team, cross train to provide more immediate access to additional resources, use innovative strategies to promote family strengthening activity which leads to additional and more consistent Child Support payments, continue vigorous Child Support enforcement activity and promote a customer service culture within the entire combined Economic Support Division. .

Conclusions:

Incorporating the Sheboygan County Child Support Agency into the Economic Support Division of the Sheboygan County Health and Human Services Department will provide enhanced customer service, more staff flexibility, capability and cross training, improved organizational management and effectiveness, increased efficiency and reduced county tax levy.

MANAGEMENT/PROGRAM STRUCTURE

COUNTY BOARD: HUMAN SERVICES COMMITTEE

MANAGEMENT COUNCIL.....

Denise DeHart
MIS COORDINATOR (HUMSVC)

Rosemary Davis
DIRECTOR

John Rathman
DEPUTY DIRECTOR

- Coileen Hietpas
SUPERVISOR
SYSTEM SUPPORT

ADVISORY COMMITTEES
AGING & LONG-TERM SUPPORT
CHILDREN, YOUTH, AND FAMILIES
PUBLIC HEALTH

AGING & LONG-TERM SUPPORT DIVISION	CHILD SUPPORT/ECONOMIC SUPPORT DIVISION	CHILDREN, YOUTH, AND FAMILIES DIVISION	MENTAL HEALTH & ALCOHOL & DRUG ABUSE DIVISION	PUBLIC HEALTH DIVISION	YOUTH & FAMILY SERVICES DIVISION
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CHILD SUPPORT/ECONOMIC SUPPORT

Amy Roland, Manager

CHILD SUPPORT

NAME	TITLE
Traycee England	Assistant Corp Counsel
Dawn Shaha	Assistant Corp Counsel (50%)
Beth Tremi	Supervisor
Jill Wojahn	Child Support Specialist
Jennifer Vanden Berg	Child Support Specialist
Kim Schroeder	Child Support Specialist
Terry Ann Trickle	Supervisor
Jennifer Klapka	Child Support Specialist
Kevin Nikolai	Child Support Specialist
Robin O'Reilly	Child Support Specialist
Ross Wells	Child Support Specialist
Dianne Reznichuk	Clerk Typist III
Linda Lueke	Clerk Typist III
Nancy Collier	Account Clerk II
Rhonda Steingraber	Account Clerk II (Job Share)
Craig Stewart Ellyson	Supervisor
Craig Mallett	Child Support Specialist
Christine Kohlbeck	Child Support Specialist
Christopher Brooks	Child Support Specialist
Mathew Young	Child Support Specialist
Danielle Guyette	Clerk Typist III
Pat Janssen	Account Clerk II (Job Share)
Barb Perry	Account Clerk II
Linda Ver Kuilen	Clerk Typist III

ECONOMIC SUPPORT UNIT I

NAME	TITLE
Vicki Schrimpf	Supervisor
Sandy Hurtado	Staff Development Specialist
W-2/Economic Support Programs	
Mary Maynard	Economic Support Spec. Lead
Evelyn Deininger	Economic Support Specialist II
Angela Dempewolf	Economic Support Specialist II
Lisa Watkins	Economic Support Specialist II
Heidi Nelson	Economic Support Specialist II
Elvira Lamers	Economic Support Specialist II
Xee Yang	Economic Support Specialist II
May Tong Vang	Economic Support Specialist II
Lisa Halverson	Economic Support Specialist II
Stephanie Stoffregen	Economic Support Specialist II
Tina Franks	Economic Support Specialist I (II)
Cindy Renwick	Economic Support Specialist I (II)
Rhonda Elliott	Economic Support Specialist I (II)
Ryan Bush	Economic Support Specialist I (II)
Amy Lemerand	Economic Support Specialist I (II)
Ryan Jensen	Economic Support Specialist I (II)

ECONOMIC SUPPORT UNIT II

NAME	TITLE
Amy Plotter	Supervisor
Kelly McCarthy	Staff Development Specialist
Kha Vang	Staff Development Specialist
W-2/Economic Support Programs	
Laura Benzschawel-Parsley	Economic Support Spec. Lead
Yvette Milheiser	Economic Support Specialist II
Alicia Grube	Economic Support Specialist II
Melissa Riley	Economic Support Specialist II
Heather Turba	Economic Support Specialist II**
Charity Rudolph Herron	Economic Support Specialist II
Jennifer Hanson	Economic Support Specialist II
Jessica Golding	Economic Support Specialist II
Leslie Helton	Economic Support Specialist I (II)
Kathy Vang	Economic Support Specialist II
Ashley Beffa	Economic Support Specialist II
Jessica Seipel	Economic Support Specialist I (II)
Amy Gonzalez	Economic Support Specialist I (II)
Jenelle Seidl	Economic Support Specialist I (II)
Kerri Gustavus	Economic Support Specialist I (II)

Fraud Investigation/Collections Coordinator

Deborah DeBruin	Fraud Investigator
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**Sunset Position
An Additional 5 Economic Support Specialist Positions
are also Sunset

FISCAL SYSTEMS

Kay Herrling, Manager

FISCAL SYSTEMS

NAME	TITLE
Judy Rich	Accountant
Susan Hurley	Supervisor Accounting Systems
Sherry Thompson	Account Clerk III
Jill Carlson	Account Clerk III
Bonnie Krupka	Billing Clerk
Susan Lilje	Billing Clerk
Kathleen Hoffman	Human Services Specialist III (PT)
Claire Hegner	Account Clerk I
Janet Schmidt	Supervisor Accounting Systems
Barb Manscho	Contract Technician
Toni Lehman	Human Services Specialist III
Gail Swiechowski	Program Assistant
Teresa Brodman	Program Assistant**

**Sunset Position

SYSTEM SUPPORT

SYSTEM SUPPORT

NAME	TITLE
Colleen Hietpas	Supervisor: System Support
Administration	
LaVonne Hohn	Clerk Typist III
Administrative Services	
Laure Smith	Administrative Assistant
Karen Milkey	Administrative Assistant
ADRC	
Maureen Granger	Clerk Typist III
Toni Hohn	Clerk Typist III
Lisa Kladonk	Clerk Typist III
Megan Hurley	Clerk Typist III
Brianna Fenske	Clerk Typist III
Public Health	
Serena Davis	Senior Clerk Typist
Peggy Hartfiel	Senior Clerk Typist (PT)
Kathleen Grassman	Senior Clerk Typist
Nicole Cody	Office Supervisor
Mental Health Services	
Vicki Van Vrees	Senior Clerk Typist
Cathy Schultz	Senior Clerk Typist (PT)
Gwen Safranski	Senior Clerk Typist
Cathy Rosner	Senior Clerk Typist
Regina Schneider	Senior Clerk Typist
Sara Tess	Senior Clerk Typist
Barbara Mangold	Senior Clerk Typist
Heather Delicks	Senior Clerk Typist (PT)
Colleen Spischi	Senior Clerk Typist

SYSTEM SUPPORT

NAME	TITLE
Jennifer Herrick	Office Supervisor
Children, Youth, and Families	
Nicole Trembl	Secretary
Elizabeth Shide	Clerk Typist III
Laure Hendrix	Clerk Typist III
Brooke Poppo	Clerk Typist III
Allison Barber	Clerk Typist III
Youth & Family Services	
Patricia Frassetto	Secretary
Sarah Cleven	Clerk Typist III
Tracy Bork	Clerk Typist III (PT)
Maggie Rasmussen	Clerk Typist III
Beth Trembl	Supervisor
Economic Support	
Norma DeGroot	Clerk Typist III (PT)
Amy Verkuilen	Clerk Typist III
Kaycee Champasak	Clerk Typist III
Ronna Hemminath	Clerk Typist III
Cassandra Gross	Clerk Typist III
Ashley Breyer	Clerk Typist III

Beth Trembl

STANDARD COOPERATIVE AGREEMENT

THIS AGREEMENT is entered into between the **Outagamie County** County Board of Supervisors or the child support agency (CSA) designated by the county board under Wis. Stat. §. 59.53(5), and the **Outagamie County Clerk of Courts**. This agreement is required by the State/Agency Contract for Child Support and is intended to provide support for the Child Support Agency in carrying out the functions of the IV-D program under Wis. Stats. §§ 49.22 and 59.53(5) and section 454(33) of the Federal Social Security Act related to establishing paternity, establishing and enforcing support obligations, collecting and distributing support payments, establishing and enforcing medical support obligations, locating absent parents, and reporting. This agreement also provides for state and federal reimbursement of allowable administrative costs incurred by the Cooperative Agency.

A. EFFECTIVE DATES (45 CFR 303.107(f))

This agreement is in effect January 1, 2016 through December 31, 2016. Amendments to this agreement may be made upon the written concurrence of all parties. This agreement may be terminated by any party upon 30 days written notice to the other parties of intent to terminate. This agreement shall be renewed annually upon written agreement of all parties.

B. COMPLIANCE (45 CFR 303.107(c))

The Cooperative Agency agrees to conform to Title IV-D of the Social Security Act; the Code of Federal Regulations (CFR) governing the Child Support Enforcement Program; and other applicable Wisconsin state statutes, federal regulations and administrative rules governing the child support program. The Cooperative Agency also agrees to cooperate with the CSA and to comply with the provisions of State/County Child Support Contract. The Cooperative Agency agrees to comply with any state or federally approved corrective action plans.

C. RECORDS AND REPORTING REQUIREMENTS (45 CFR 303.107(e))

All records and documentation referring to CSA cases handled by the Cooperative Agency shall be maintained in accordance with federal regulations and shall be made available to state or federal personnel for the purpose of conducting state and federal audits and reviews.

Pursuant to 45 CFR 303.2 (c), *Establishment of cases and maintenance of case records*, cooperative agency staff with Kids Information Data System (KIDS) update access shall appropriately document case activity. For cooperative agency staff that does not have KIDS update access, the child support agency shall ensure that IV-D case activity is recorded by the CSA staff. Said documentation shall include the date of action, a description of services rendered, and the result of the action.

All IV-D related contacts, actions and other appropriate IV-D case activity must be recorded as case events in KIDS by the CSA or the cooperating agency.

Case records that are held or maintained by the Cooperative Agency must be maintained pursuant to the requirements under 45 CFR 303.2(c) and referenced by a note in KIDS. The note must identify the nature of the records and the specific location of the records.

D. CONFIDENTIALITY (Wis. Stats. §§. 49.22 (2m)(a) and 49.83)

The CSA will provide the Cooperative Agency with all available information necessary to perform the tasks under this agreement. The information received from the CSA shall be used exclusively for the performance of its functions as described in this agreement. The Cooperative Agency will be responsible for safeguarding this information and may disclose information only in the administration of the programs under Wis. Stat. §49.22 (2m). The Cooperative Agency may not disclose information concerning applicants and recipients of IV-D services for any purpose not connected with the administration of the programs. Any person violating this section may be fined pursuant to Wis. Stat. §. 49.83.

The Cooperative Agency shall instruct all employees with access to KIDS information or other child support case information about the confidentiality required by state law and the penalties for violating confidentiality.

E. PROTECTION OF KIDS DATA: PROTECTION AGAINST UNAUTHORIZED ACCESS OR DISCLOSURE (Wis. Stat. §§. 49.83 and 49.22(2m)(a))

The Cooperative Agency agrees to comply with the following measures to protect confidentiality of KIDS information and to protect child support case information against unauthorized access or disclosure:

Only authorized Cooperative Agency employees shall be given access to KIDS. Said access shall be limited to the access levels necessary to perform job duties specified under this agreement.

The Cooperative Agency shall instruct all employees with access to KIDS information or other child support case information about the confidentiality required by state and federal law.

Child support case information and KIDS data shall be used only to the extent necessary to administer child support cases and the child support enforcement program, and shall not be used for any other purposes, and may not be re-released to any other organization or agency.

KIDS information shall be stored in a place physically secure from access by unauthorized persons in conformance with the Department of Children and Families (DCF), Division of Family and Economic Security (DFES) policy regarding computer security. The policy is found in the Division of Family Supports (DFS) Security Manual, Appendices 4, 5 and 6. The manual is on the Workweb at <https://workweb.dwd.state.wi.us/dfs/manuals/security/pdf/cover.pdf>

The Cooperative Agency shall attest that all personnel with access to KIDS information will adhere to the policies and procedures of DCF and state statutes regarding confidentiality and computer access that are referenced in Appendices 4, 5 and 6 of the DFS Security Manual. This includes, but is not limited to, completing a DCF-2093 Request for Access form for each person who ends employment with the Cooperative Agency who had access to KIDS, and for each person no longer requiring access to KIDS. The child support agency director or designee may periodically review each staff person's access to KIDS to ensure that the level of access is consistent with their job duties.

F. FAMILY VIOLENCE INDICATOR (Wis. Stat §§ 49.22(12) and 454 (26) of the Social Security Act.)

Pursuant to Wisconsin statute and federal law, a child support agency may not release information about the whereabouts of a person, if the person seeking information is subject to a temporary restraining order or injunction with respect to the person about whom the information is sought, or if the child support agency has reason to believe that releasing the information might result in physical or emotional harm to the person about whom the information is sought. Child support workers are required to safeguard the privacy of said individuals by entering a participant privacy indicator in KIDS.

KIDS data includes information about all case participants, including persons with privacy protection. The Cooperative Agency will explain the sensitive nature of the privacy protection indicator to all agency personnel with access to case information and will comply with safeguards to protect the privacy of all parties, including individuals protected with a privacy protection indicator.

Information about protected individuals may not be published, used, transmitted or otherwise shared, without first removing all information about location, employment or other information identifying the whereabouts of the protected individual.

G. MONITORING AND CORRECTIVE ACTION (45 CFR 304.20(b)(1)(ii))

The Cooperative Agency's performance, as set forth in this agreement, may be monitored by the CSA as needed to ensure effective implementation of its terms and to identify problems that affect the delivery of services covered by the agreement. The CSA may develop corrective action plans as necessary to avoid fiscal sanctions which may result if the Cooperative Agency does not meet its obligation under this agreement. The Cooperative Agency must notify the CSA of conditions that have caused or may hinder its ability to meet its obligations under this agreement. The Cooperative Agency will help develop corrective action plans and comply with them.

H. FFP REIMBURSEMENT FOR CHILD SUPPORT ACTIVITIES (45 CFR 304.21)

The Cooperative Agency agrees to comply with the provisions of 45 CFR 304.21, federal financial participation, in the costs of cooperative arrangements, as a condition for federal financial participation (FFP). The Cooperative Agency may be reimbursed for administrative expenses incurred by the Cooperative Agency as a result of the activities performed under this Agreement. Said reimbursement shall not exceed the percentage set by federal regulations or state statutes, and it may change during a given calendar year.

The CSA shall send written notification to the Cooperative Agency as soon as the CSA is officially notified of a proposed change in the reimbursement rate for administrative expenses.

I. CHILD SUPPORT AGENCY'S DUTIES, FUNCTIONS AND RESPONSIBILITIES

The CSA is responsible for administering the county program to establish paternity, establish and enforce child and spousal support orders, and to establish and enforce medical support orders pursuant to state and federal law.

The CSA will provide the Cooperative Agency with the necessary child support information, policies and procedures to carry out the requirements of this agreement.

On behalf of the county, the CSA will seek reimbursement for the allowable costs incurred by the Cooperative Agency under the terms of this agreement by appropriately reporting those costs to the Department of Children and Families.

J. REQUIRED ATTACHMENTS TO COOPERATIVE AGREEMENTS

ATTACHMENT 1: REQUIRED DUTIES AND PERFORMANCE STANDARDS (45 CFR 303.107(a) and (b)) contains a clear description of the specific duties, functions and responsibilities of the cooperating agency, and clear and definite standards of performance.

ATTACHMENT 2: METHODS OF DETERMINING COSTS AND PROCEDURES FOR BILLING (45 CFR 303.107(d) and 45 CFR 304.21(c)) contains the methods of determining costs and the procedures for billing by the Cooperative Agency.

ATTACHMENT 3: BUDGET (45 CFR 303.107(d)) contains a budget estimate and covered expenditures for the cooperating agency.

The Cooperative Agency shall request approval in writing of anticipated increased costs of the program if said cost increase is expected to exceed 10% of the budget.

K. SIGNATURES (45 CFR 304.21 (d))

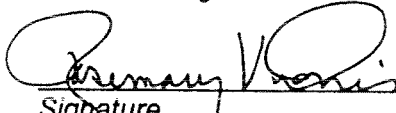
Reimbursement is available for IV-D costs incurred as of the first day of the calendar quarter in which this agreement is signed by parties sufficient to create a contractual arrangement under state law and county ordinance.

FOR THE CHILD SUPPORT AGENCY:

Rosemary V. Davis

Outagamie County DHHS, Director

Print Name: County Board Chair/Designee Title
or CSA Designee under Wis. Stat. §. 59.53(5)


Signature

1/21/16
Date

FOR THE COOPERATIVE AGENCY:

Barb Bocik

Outagamie County Clerk of Courts

Print Name

Title


Signature

1-22-16
Date

**Attachment 1:
REQUIRED DUTIES AND PERFORMANCE STANDARDS**

The County and the CSA shall negotiate with the Cooperative Agency clear and precise performance standards related to the duties to be provided by the Cooperative Agency. The Cooperative Agency agrees to conform to federal and state laws relating to the Child Support Enforcement Program. Incentive payments earned by the County and penalties assessed against the county are, in part, contingent upon the efficient and effective performance of the Cooperative Agency.

The Cooperative Agency will provide the following services in accordance with the specified performance standards:

1. Cooperate with the Outagamie County Child Support Agency in providing report of all filing fees retained by the Outagamie County Clerk of Courts.
2. Upon request, provide the CSA with copies or certified copies of court documents, including: temporary orders, judgments, modifications to orders, and interim disbursement orders for IV-D and Non IV-D cases for each action that comes related to setting and/or modifying child support, maintenance or property settlements payable through the SDU.
3. Provide staff to attend court sessions and make proper minutes pertaining to paternity, child support establishment, child support modifications, and/or enforcement hearings.
4. Ensure equal opportunity and equal access in service delivery – by arranging for interpreters in court, or translation and interpretation services when needed, and providing reasonable accommodations or aids for people with disabilities.
5. In the event that the Family Court Commissioner does not do so, provide a court reporter to attend court sessions and make proper minutes pertaining to paternity, child support establishment, child support modifications, and/or enforcement hearings.
6. Upon docketing an appropriately completed pro se motion for a revision of the child support order submitted by a IV-D case participant, notify the CSA of the date of filing and the date of hearing.
7. Each employee in the Clerk of Court's office will be bonded in the amount of \$250,000.
8. Initiate family, paternity, and UIFSA actions creating the court records documentation in accordance with Wisconsin Statute 59/39 (1).

9. Codify and enter all paper filings into the record maintaining the security of confidential material.
10. File court papers into the appropriate case file jackets in cooperation with the Deputy Court Clerks.
11. Assure the security of confidential records.
12. Plan for the retention and destruction, both in short and long term, of case files in compliance with adopted record keeping standards and the rules of the Supreme Court.
13. Submit court-ordered bond payments to the State Disbursement Unit (SDU) with payment coupon obtained from the Outagamie County Child Support Agency.
14. Assure that all provided IV-D services are conducted in an efficient and cost containing manner in order that the county IV-D program can maintain the maximum incentive rate.
15. Provide access to or a copy of the Confidential Petition Addendum (CPA) containing the social security numbers (SSN) of case participants to the CSA to assist the CSA in setting up non-IVD case on the KIDS system pursuant to Wis. Stat. 767.215.(5) and 59.40 (2)(p).
16. Comply with Civil Rights Compliance Standards for agencies that deliver services under contract with or sub contracts/cooperative agreements with the Department of Children and Families,

The CSA will:

1. File appropriate legal court papers to initiate and/or update court case records.
2. Review and process properly documented request for the IV-D reimbursement.
3. Provide State IV-D manual material, updated program instructions, and notice of any training seminars.
4. Complete vital statistics forms for Paternity Judgments. Prepare and submit paternity adjudication forms together with appropriate filing fees within 20 days of judgment.
5. Review and process life of case refunds when a large collection is received over a short period of time.

The Cooperative Agency's performance as set forth in this agreement shall be monitored by the CSA as needed to ensure effective implementation of its terms and to identify problems that affects the delivery of service by the agreement.

Any performance standards contained in federal regulations governing areas covered under this cooperative agreement must be met by the Cooperative Agency. In the interpretation or dispute of regulations, state statute, administrative rule and the policy directives listed in B.1., the State Bureau of Child Support will guide the Cooperative Agency.

Should the Cooperative Agency be found deficient in any aspects of performance under this agreement, the CSA will send written notification to the Cooperative Agency identifying the deficient performance areas and request a corrective action plan. Such a plan would be due in the CSA within 15 calendar days from the receipt of such notification. The plan must state clearly the planned steps that the Cooperative Agency will take to bring about the needed correction and must include the time frame (not to exceed 90 days) in which the correction will be accomplished.

Attachment 2:
Method of Determining Costs
Outagamie County Clerk of Courts

All records and documentation referring to CSA cases handled by the Cooperative Agency shall be maintained in accordance with federal regulations and shall be made available to state or federal personnel for the purpose of conducting state and federal audits and reviews.

1. Fiscal Records and Reporting Requirements

The Cooperative Agency shall provide monthly expense reports to the CSA which detail the monthly activities of agency personnel providing child support activities. The Cooperative Agency shall submit such reports (in accordance with State/County Contract) as necessary to comply with information requirements specified by the Bureau of Child Support. The Cooperative Agency shall maintain records necessary to comply with record retention policies.

Monthly expense reports (Appendix A) shall be sent to Beth Trembl, Child Support Agency, Department of Health and Human Services for review and approval. The expense reports shall be sent by the 5th day of the month following the month in which services were provided.

The monthly expense report requires:

1. At the end of each day, the total hours spent in a Child Support activity to be entered in the corresponding date box. Time is to be rounded to the quarter hour.
2. At the end of each week, the sum of hours for the week are to be entered in the total box.
3. At the end of each month, the sum of the weekly totals are to be entered and the expense report is to be submitted to the supervisor.

Upon review and approval, the monthly report will be sent to Sherry Thompson, Fiscal Division, Department of Health and Human Services. The appropriate percentage (based on the time study) will be applied to the reported costs to determine the FFP portion and to submit the CORE report.

2. Time Study

The Clerk of Courts will do a time study to determine the percent to of IV-D and Non IV-D costs. The time study will be done once a year (annually) for a full month. During the time study month, the Clerk of Courts will run a CCAP (Consolidated Court Automation Programs) report of child support related activity. This report includes case identifiers (Court Case Number and corresponding names). At the end of the time study month, this report will then be given to the Child Support Agency. Child Support staff will determine which cases are IV-D and which are NIV-D. The percentage of each will then be applied to the total hours of Child Support activity reported monthly by the Clerk of Courts.

**Attachment 1:
REQUIRED DUTIES AND PERFORMANCE STANDARDS**

CORPORATION COUNSEL DUTIES (Required for reimbursement of services)

The County and CSA shall negotiate with the Cooperative Agency clear and precise performance standards related to the duties to be provided by the Cooperative Agency. The Cooperative Agency agrees to conform to federal and state laws relating to the Child Support Enforcement Program. Incentive payments earned by the County and penalties assessed against the county are, in part, contingent upon the efficient and effective performance of the Cooperative Agency.

The Cooperative Agency will provide the following services in accordance with the specified performance standards:

Provide legal representation and consultation services for the following activities: Establishment, enforcement, and modification of child support obligations; legal establishment of paternity; establishment and enforcement of reciprocal support orders with other states; establishment and enforcement of medical support orders.

Provide legal representation at all Temporary Hearings, Pretrial Conferences and Final Hearings for Divorces involving Public Assistance.

Prepare pleadings, including summons, petitions, orders to show cause, motions, etc. for scheduled IV-D court hearings. Prepare court orders, temporary orders, and judgments. Utilize appropriate KIDS documents.

Assist in paternity determinations on all cases referred by the Child Support Agency or others.

Prepare and answer correspondence from attorneys and/or other interested persons regarding various legal and factual issues of cases, including negotiating settlements, support orders and stipulations.

Maintain records and verification of claims for reimbursement as required for State and Federal audits.

KIDS data entry – appropriately disposition court hearings and create a KIDS Case Event to document all contacts and case actions taken by the Cooperative Agency.

Attend, if available, training sessions provided by the County Child Support Agency the Bureau of Child Support (BCS) and/or the Wisconsin Child Support Enforcement Association (WCSEA).

Provide minutes and updates from meetings, trainings, committees, conferences, etc. that are related to policy and management of the Child Support Agency including WCSEA and NCSEA meetings and conferences.

Obtain prior approval from the Department of Children and Families (DCF) attorney for a compromise of support arrearages owed to the state.

Draft interim orders.

Negotiate settlement agreements.

Ensure equal opportunity and equal access in service delivery – assist the CSA and the courts in identifying the need for translation and interpretation services and the need for the provision of reasonable accommodations or aids for people with disabilities.

If the attorney assigned to the child support case is absent or unavailable, the corporation counsel shall provide another attorney to appear for the CSA. So that all court calendar days made available to the CSA are used.

Notify the DCF attorney of any appearance on behalf of the State in any appeal involving a IV-D case.

CORPORATION COUNSEL STANDARDS OF PERFORMANCE

A maximum of (4) cases per hour will be scheduled for court during the child support court schedule. It is expected the Cooperative Agency will conduct these hearings during the allotted time period.

Prepare court orders within (30) days following the hearing.

Review and sign the draft IV-D court orders within (30) working days.

Meet all timeframes for taking legal actions and establishing and enforcing orders as set forth in the federal regulations and state policies to the extent possible.

Cooperate with the CSA to meet federal timeframes for IV-D services:

Within 90 calendar days of locating the alleged father or noncustodial parent, establish paternity and establish an order for support or complete service of process necessary to commence proceedings.

For cases in which service of process is necessary, establish paternity and establish an order for support:

- within six months in 75% of the cases, and
- within twelve months in 90% of the cases,

From the date of service of process.

Within 180 calendar days of receiving a request for review or locating the non-requesting parent, review and adjust the order or determine that the order should not be adjusted.

Comply with the Civil Rights Compliance standards for agencies that deliver services under contract with or sub-contracts/cooperative agreements with the Department of Workforce Development.

Adhere to the software and hardware requirements as outlined in the State/County Child Support Contract.

Attachment 2:
Method of Determining Costs
Outagamie County Corporation Counsel

All records and documentation referring to CSA cases handled by the Cooperative Agency shall be maintained in accordance with federal regulations and shall be made available to state or federal personnel for the purpose of conducting state and federal audits and reviews.

1. Fiscal Records and Reporting Requirements

The Cooperative Agency shall provide monthly expense reports to the CSA which detail the monthly activities of agency personnel providing child support activities. The Cooperative Agency shall submit such reports (in accordance with State/County Contract) as necessary to comply with information requirements specified by the Bureau of Child Support by the 5th day of the month following the month in which the activities occurred. The Cooperative Agency shall maintain records necessary to comply with record retention policies.

Monthly expense reports (Appendix A) shall be sent to Ms. Amy Roland, Child Support Manager Department of Health and Human Services. Expense reports shall be sent by the 5th day of the month following the month in which services were provided to the Child Support Agency.

The monthly expense report requires:

1. At the end of each day, the total hours spent in a Child Support activity to be entered in the corresponding date box. Time is to be rounded to the quarter hour.
2. At the end of each week, the sum of hours for the week are to be entered in the total box.
3. At the end of each month, the sum of the weekly totals are to be entered and the expense report is to be submitted to the supervisor.

Upon review and approval, the monthly report will be sent to Sherry Thompson, Fiscal Division, Department of Health and Human Services.

FCC

**Attachment 1:
REQUIRED DUTIES AND PERFORMANCE STANDARDS**

The County and the CSA shall negotiate with the Cooperative Agency clear and precise performance standards related to the duties to be provided by the Cooperative Agency. The Cooperative Agency agrees to conform to federal and state laws relating to the Child Support Enforcement Program. Incentive payments earned by the County and penalties assessed against the county are, in part, contingent upon the efficient and effective performance of the Cooperative Agency.

The Cooperative Agency will provide the following services in accordance with the specified performance standards:

1. Paternity proceedings, including: presiding at first appearances and preliminary hearings, deciding whether paternity cases should proceed to trial and approval of settlement agreements for non-contested cases. Paternity will be adjudicated in all cases within one year of service of process if the child is over the age of six months, paternity will be established within one year of the child's six month birthday. Caseload of approximately 15 cases to be heard each week. Resources allocated include 144 hours annually for the Family Court Commissioner and 144 hours annually for a Court Reporter.
2. Support hearings, including: presiding at hearings under Wisconsin Statutes 767.08, hearings for income assignments and tax intercept and post judgment hearings to modify support and medical support liability. All cases will be heard, and an Order entered, within 90 days of the filing of the Summons, Petition, and Order to Show Cause. Caseload of approximately 15 cases each week. Resources allocated include 312 hours annually for the Family Court Commissioner.
3. Order immediate income withholding in every case in which a support order is entered or make appropriate finding of irreparable harm.
4. Whenever an order of support is issued which deviates from the percentage standard, The FCC will include in the order and state on the record:
 - a. The reason that use of the percent standard would be unfair to the child or the party.
 - b. The amount of support that would be required under the percent standard.
 - c. How the order deviates from the standard
 - d. Reasons for the amount of modification and,
 - e. The basis for the modification.

5. At temporary order hearings, refer to the CSA for IV-D services and forward orders to the CSA within 24 hours of the hearings.
6. Whenever a child support order is entered or revised in a IV-D case, express the terms of said order as a fixed dollar amount, rather than a percentage of income.
7. Submit request for IV-D time reimbursement by the fifth calendar day of the month immediately following the month of service hours. Reimbursement requests shall be forwarded to Traycee England.
8. Submit annual budget projections by June 15 for the following year. The budget will be reviewed and approved by the CSA.
9. Follow all security directions and procedures on State hardware and software (including using KIDS) in the FCC office as specified in Article 3.7 of the State/Agency Child Support Contract.
10. Assure financial orders are compatible with KIDS Court Order entry by including in the order a calendar begin date. If past support is ordered, clearly designate said amount as past support.
11. Enter an order for health insurance coverage and provisions regarding responsibility for uninsured medical bills in all IV-D cases involving minor children.
12. Maintain court files in the manner prescribed by law and the State Office of Courts.
13. Adjourn any court proceedings in which the IV-D Agency is a part to that action and has not been properly notified.
14. Cooperate in the development of expedited procedures for the establishment of paternity and child support orders as required by State and Federal regulations.
15. Provide court reporter to attend court sessions and make proper minutes pertaining to Paternity.
16. Order medical support in 100% of cases involving minor children.
17. Upon request of a party, provide the party with written information and a pro se packet that sets forth procedures for modifying child support awards.
18. Meet regularly (as needed) with the Child Support Director regarding policy and procedural issues.

Family Court Commissioner Standards of Performance

The Cooperative Agency's performance as set forth in this agreement shall be monitored by the CSA as needed to ensure effective implementation of its terms and to identify problems that affect the delivery of service by the agreement.

Upon CSA approval of a corrective action plan, take immediate steps to correct any deficient performance.

Any performance standards contained in federal regulations governing areas covered under this cooperative agreement must be met by the Cooperative Agency. In the interpretation or dispute of regulations, state statute, administrative rule and the policy directives, the State Bureau of Child Support will guide the Cooperative Agency.

Should the Cooperative Agency be found deficient in any aspects of performance under this agreement, the CSA will send written notification to the Cooperative Agency identifying the deficient performance areas and request a corrective action plan. Such a plan would be due in the CSA within 15 calendar days from the receipt of such notification. The plan must state clearly the planned steps that the Cooperative Agency will take to bring about the needed correction and must include the time frame (not to exceed 90 days) in which the correction will be accomplished.

Attachment 2:
Method of Determining Costs
Outagamie County
Family Court Commissioner

All records and documentation referring to CSA cases handled by the Cooperative Agency shall be maintained in accordance with federal regulations and shall be made available to state or federal personnel for the purpose of conducting state and federal audits and reviews.

1. Fiscal Records and Reporting Requirements

The Cooperative Agency shall provide monthly expense reports to the CSA which detail the monthly activities of agency personnel providing child support activities. The Cooperative Agency shall submit such reports (in accordance with State/County Contract) as necessary to comply with information requirements specified by the Bureau of Child Support. The Cooperative Agency shall maintain records necessary to comply with record retention policies.

Monthly expense reports (Appendix A) shall be sent to Traycee England, Child Support Attorney for review and approval. Expense reports shall be sent by the 5th day of the month following the month in which services were provided.

The monthly expense report requires:

1. At the end of each day, the total hours spent in a Child Support activity to be entered in the corresponding date box. Time is to be rounded to the quarter hour.
2. At the end of each week, the sum of hours for the week are to be entered in the total box.
3. At the end of each month, the sum of the weekly totals are to be entered and the expense report is to be submitted to the supervisor.

Upon review and approval, the monthly report will be sent to Sherry Thompson, Fiscal Division, Department of Health and Human Services.

Attachment 1:
REQUIRED DUTIES AND PERFORMANCE STANDARDS

The County and the CSA shall negotiate with the Cooperative Agency clear and precise performance standards related to the duties to be provided by the Cooperative Agency. The Cooperative Agency agrees to conform to federal and state laws relating to the Child Support Enforcement Program. Incentive payments earned by the County and penalties assessed against the county are, in part, contingent upon the efficient and effective performance of the Cooperative Agency.

The Cooperative Agency will provide the following services in accordance with the specified performance standards:

1. **Execution of Warrants**

Enter into the NCIC, Enforcer, TIME and other appropriate systems all child support warrants, which have the required identifiers.

Check the records for out-standing child support warrants when an arrest is made for any reason.

With due diligence, execute bench warrants, and orders for arrest or commitment in IV-D cases. If there are questions about the validity of said orders or the identity of the party, contact the CSA immediately.
2. **Locate Services**

Respond to CSA requests for location information by accessing available resources such as Crime Information Bureau and out-of-county and out-of-state law enforcement agents.
3. **Security Services**

Each month, and upon request, provide security service to the CSA related to court proceedings while in the justice center or in Courtroom H.

Escort respondents who are in custody to hearings scheduled by the CSA and arrange for transportation of persons arrested in other counties.
4. **Other Services**

Provide access to the jail records management system through confidentiality agreements.

Meet, as needed, with the CS Manager and/or Supervisors regarding policy and procedural issues.

The CSA will:

1. Submit to the Cooperative Agency file-stamped copies of warrants and statistical data that are necessary for the entry into the computer/CIB system and for subsequent arrests.
2. Provide the Cooperative Agency with any applicable program information and instructions.
4. Review and process properly documented requests for IV-D reimbursement.
4. Forward to the Cooperative Agency, within 15 calendar days, a response to the acceptability of any proposed corrective action plans.

Performance Standards:

1. Monthly, a report will be submitted to Beth Treml, Outagamie County Child Support agency indicating expenses incurred by the Cooperative Agency. This report will show the date, warrant number, individual's name, date of birth, hours spent, meals and miles (meals and mileage shall not exceed the rates established by the Outagamie County Board). No reimbursement will be requested for the person arrested.
2. The Cooperative Agency's performance as set forth in this agreement shall be monitored by the CSA as needed to ensure effective implementation of its terms and to identify problems that affect the delivery of service by the agreement.
3. Upon CSA approval of a corrective action plan, take immediate steps to correct any deficient performance.
4. Any performance standards contained in federal regulations governing areas covered under this cooperative agreement must be met by the Cooperative Agency. In the interpretation or dispute of regulations, state statute, administrative rule and the policy directives listed in B.1., the State Bureau of Child Support will guide the Cooperative Agency.
5. Should the Cooperative Agency be found deficient in any aspects of performance under this agreement, the CSA will send written notification to the Cooperative Agency identifying the deficient performance areas and request a corrective action plan. Such a plan would be due in the CSA within 15 calendar days from the receipt of such notification. The plan must state clearly the planned steps that the Cooperative Agency will take to bring about the needed correction and must include the time frame (not to exceed 90 days) in which the correction will be accomplished.

Attachment 2:
Method of Determining Costs
Outagamie County Sheriff's Department

All records and documentation referring to CSA cases handled by the Cooperative Agency shall be maintained in accordance with federal regulations and shall be made available to state or federal personnel for the purpose of conducting state and federal audits and reviews.

1. Fiscal Records and Reporting Requirements

The Cooperative Agency shall provide monthly expense reports to the CSA which detail the monthly activities of agency personnel providing child support activities. The Cooperative Agency shall submit such reports (in accordance with State/County Contract) as necessary to comply with information requirements specified by the Bureau of Child Support. The Cooperative Agency shall maintain records necessary to comply with record retention policies.

Monthly expense reports shall be sent to Beth Treml, Child Support Attorney for review and approval. Expense reports shall be sent by the 5th day of the month following the month in which services were provided.

The monthly expense report requires:

1. At the end of each day, the total hours spent in a Child Support activity to be entered in the corresponding date box. Time is to be rounded to the quarter hour.
2. At the end of each week, the sum of hours for the week are to be entered in the total box.
3. At the end of each month, the sum of the weekly totals are to be entered and the expense report is to be submitted to the supervisor.

Upon review and approval, the monthly report will be sent to Sherry Thompson, Fiscal Division, Department of Health and Human Services.

PERSONNEL COMMITTEE MEETING

May 26, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 5:30 PM on Thursday, May 26, 2016 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Joe Gonyo
Sue Wendt
Paul Schwandt (5:31)
Robert Lyon

Absent: Robert Schweder

Also Present: Marge Bostelmann, County Clerk
Harley Reabe, Board Chair
Sheriff Podoll
Lori Evans, Sheriff's Office
Shelby Jensen, Economic Support Unit
Paul Gunderson, LCD

Dawn Klockow, Corporation Counsel
Larry Jenkins, Supervisor
Mark Putzke, Chief Deputy
Jeanne Theune, Child Support
Andrew Christenson
Tony Daley, Berlin Journal

AGENDA

Motion/second (Wendt/Lyon) to approve the amended agenda. Motion carried.

MINUTES

Motion/second (Lyon/Wendt) to approve the minutes of April 28, 2016 as presented. Motion carried.

CORRESPONDENCE – None

JOB DESCRIPTIONS/FILL VACANT POSITIONS

- Legal Clerk – Job Description change. Christenson presented the job description and the need for the position to be filled.

Motion/second(Schwandt/Lyon) to approve the updated job description and filling the Legal Clerk position in the District Attorney's office. Motion carried.

HEALTH DEPARTMENT SUMMER INTERN

Traci Soda explained the summer intern position which is funded by the Preparedness Grant.

Motion/second(Wendt/Schwandt) to approve the summer intern position in the Health Department. Motion carried.

ANALYSIS TO PUT CHILD SUPPORT UNDER HEALTH AND HUMAN SERVICES

Information was distributed to the Committee from Green Lake County Child Support Agency, Calumet County, Sheboygan County and Outagamie County. The committee reviewed the information. Discussion was held. Jeanne Theune and Shelby Jensen presented information and answered questions. Supervisor Jenkins stated that based on the need of the 3rd position the department should stay alone. Harley Reabe stated that based on efficiencies and cost it should be combined with the Economic Support Unit. Discussion held.

Motion/second(Schwandt/Gonyo) for Corporation Counsel and the Clerk to draft a resolution to be sent to County Board to combine the Child Support Agency with the Economic Support Unit under Health and Human Services. Motion carried, 3 ayes, 1 nay (Wendt),

The committee will have a special meeting at 5:30 PM, June 21st prior to County Board meeting to approve the resolution.

SOIL CONSERVATION POSITION RE- CLASSIFICATION

Gunderson stated that the employee who recently resigned did so mainly because the new position was close to where she lived, but she also gave the reason that employees in Green Lake County are not able to advance within the Land Conservation Department. The Land Conservation Committee is proposing that the department be made up of three soil conservation positions a 1, 2, and 3. Gunderson stated that to move up from a Soil Conservationist 1 position to the 2nd and 3rd position the employee would have to be in the position a specific number of years and have USDA and Wisconsin DATCP “job approval” of at least 50% or 75% of the design of best management practices. These are measurable criteria.

Motion/second(Wendt/Schwandt) to approve the job descriptions and new structure for the Land Conservation Department. Motion carried.

60 DAY REVIEW – LAND CONSERVATION LTE

The LTE position was reviewed by the Committee. Gunderson explained that the LTE position will end as soon as a permanent employee is hired which should be within the next 2 weeks.

Motion/second(Schwandt/Lyon) approve the continuation of the LTE position. Motion carried.

VOLUNTARY UNPAID LEAVE REQUEST – None

RESOLUTIONS/ORDINANCES – None

UPDATE WAGE CLASSIFICATION STUDY

Bostelmann presented a proposal from WIPFLI to update the wage classification study which was completed in 2013. WIPFLI will update 20 benchmark positions. Bostelmann stated she would like to meet with department heads to determine the benchmarks. Discussion was held. The Committee is in favor of the update and requested the job benchmark positions be presented at next month’s meeting.

MONTHLY VOUCHERS – None

LOSS CONTROL POLICIES

Three policies were presented to the committee from Loss Control; Career Shadow, Communication Policy and Near Miss Policy. The policies were discussed by the Committee.

Motion/second(Schwandt/Wendt) to send to the policies to the County Board as appendices to the Personnel Policies & Procedures Manual. Motion carried.

CLERK’S REPORT

HRA Policy Change

Bostelmann requested approval for three changes to the County HRA Policy:

1. Close the account after 5 years if inactivity for past employees regardless of the amount left in the balance.
2. Close the account after 1 year of inactivity for past employees with a balance of \$25.00 or less in the account.
3. Close the account of any current or former employee that are deceased and have no surviving dependents that can use the funds.

Motion/second(Lyon/Schwandt) to approve the changes to the HRA Policy. Motion carried.

Employee Recognition Policy

Bostelmann provided information on employee recognition policies from other counties. Discussion was held. Suggestions were made to recognize employment anniversaries and birthdays; provide a certificate of recognition for employee at 5 year increments beginning with 5 years of service; provide gift cards at five year increments starting at 10 years of service. A plaque will be provided to retiring employees of 20 years or more. Recognitions will be presented each year at the April County Board meeting. Bostelmann will provide a policy at the next meeting.

COMMITTEE DISCUSSION

- Future meeting date: Special meeting: June 21, 2016 at 5:30 PM. Regular meeting: June 23, 2016 at 5:30 PM.
- Future Agenda items for action & discussion:

ADJOURNMENT

Gonyo adjourned the meeting at 6:57 PM.

Submitted by,

Marge Bostelmann
County Clerk

RESOLUTION NO. __-2016

**Relating to Combining the Child Support Agency with the Economic Support Unit
under the Department of Health and Human Services**

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of June, 2016, does resolve as follows:

WHEREAS, the position of Child Support Administrator is currently vacant; and,

Roll Call on Resolution No. __-2016

Submitted by Personnel Committee

Aye___, Nay___, Absent___, Abstain___

Joe Gonyo, Chair

Passed & Adopted/Rejected this 21st
day of June, 2016

Paul Schwandt

County Board Chair

Robert Lyon

Attest: County Clerk
Approved as to form:

Robert Schweder

Corporation Counsel

Sue Wendt

Submitted by Health & Human Services
Board

Joe Gonyo, Chair

Nick Toney

Brian Floeter

John Gende

Harley Reabe

Candace Smith

Richard Trochinski

WHEREAS, the Schenck Report dated November 23, 2015, recommended that when a department head leaves a department that the County evaluate the opportunity to create efficiencies and possible consolidation of departments; and,

WHEREAS, information has been gathered and studied on the economics and efficiencies of combining the Child Support Agency with the Economic Support Unit in the Department of Health and Human Services; and,

WHEREAS, it would be advantageous to combine the Child Support Agency with the Economic Support Unit for purposes of cost savings, cross-training, and improved constituent services.

NOW BE IT RESOLVED, that the Child Support Agency shall be combined with the Economic Support Unit under the Department of Health and Human Services.

**RECOMMENDATIONS FOR IMPLEMENTATION
Of CHILD SUPPORT TO ECONOMIC SUPPORT UNIT – DEPARTMENT OF HEALTH & HUMAN SERVICES**

Fiscal Responsibility will be removed from Child Support staff and moved to the Accounting Specialist in the Department of Health & Human Services

Calls for Child Support will come directly to Department of Health & Human Services (no phone tree). Child Support funds for this would be incorporated into the Administrative Unit (Receptionist)

Currently, the Interim Child Support Administrator states that the incentives would decrease by the move. However, there should be no change in the incentives as the work performance expectations would remain the same no matter the location Child Support.

As of 5/31/16, 89% of Child Support cases share the same cases with Economic Support.

Organizational structure will be evaluated by the Economic Support Unit Manager. Economic Support Unit Manager will review current structure and visit partner agencies to evaluate their organizational structure and incorporate at DHHS if necessary.

Fiscal savings could include the possibility of one less child support staff needed. Economic Support Unit Manager will evaluate.

Child Support structure in Economic Support will include Lead Worker and Child Support Workers. Economic Support Unit Manager will ask Health & Human Services to eliminate the Child Support progression steps. All workers with the exception of the Lead Worker would be classified the same as Child Support Worker. This will mirror the Economic Support Worker with no I's and II's.

There is available office space to accommodate Child Support staff. Information Technology staff was over to evaluate and could accommodate the change.

RESOLUTION NUMBER ____ - 2016

RELATING TO INCREASING HOURS OF ECONOMIC SUPPORT WORKER POSITION

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st day of June, 2016 does resolve as follows:

WHEREAS, Resolution Number 30-2012 created a part-time (20 hours/week) Economic Support Worker position in the Economic Support Unit; and,

WHEREAS, This position would more effective and efficient as a "Regular" Part-time employee that can work up to 40 hours per week when caseloads increase and fluctuate. All applicable benefits will apply; and,

NOW, THEREFORE, BE IT RESOLVED, that the Green Lake County Board of Supervisors hereby rescinds Resolution Number 30-2012;

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Green Lake County Board of Supervisors authorizes the part-time position to be revised to a "Regular" part-time (up to 40 hours per week) based on caseloads and fluctuation. See attached Fiscal Note. This position will be fully funded by Income Maintenance funding.

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

With the recommendation to Approve/Disapprove

Aye__, Nay__, Absent__, Abstain__.

Passed and Adopted/Rejected this
21st day of June 2016

Joe Gonyo,, Chairman

John Gende, Member

County Board Chairman

Joy Waterbury, Member

ATTEST: County Clerk
Approved as to Form

Nolan Wallenfang, Member

Corporation Counsel

Richard Trochinski, Member

Nick Toney, Vice Chairman

Harley Reabe, Member

Brian Floeter, Member

Candace Smith, Member

Resolution 30-2012 (**December 18th 2012**)

Relating to Creating a Half-time Economic Support Worker position
(passage of resolution was changed to “**part-time**” instead of “half-time) (20hours per week) **Becomes effective January 1, 2013**

DHHS Committee meeting August 13, 2013

Increasing Hours of Economic Support Workers: Dissing updated Committee members regarding the affordable health care act implementation taking place this fall and the increased workload for the Economic Support Workers. Funding is being provided to counties. Dissing is requesting permission to temporarily increase the hours of the half-time Economic Support Worker position, Karin Thacker, to full-time with funding for implementation of the affordable health care act. (40 hours per week versus 20 hours per week.) Motion/second (Topham/Trochinski) to increase hours for Karin Thacker, half-time Economic Support Worker, to full-time with grant funding. All ayes. Motion carried.

County Personnel Committee meeting September 19, 2013

Increase Part-Time Economic Support Worker to Full-time Temporarily

Phil explained why the HHS Board recommends increasing a part-time Economic Support Worker to full-time to fulfill the demand of the ACA requirements. Bostelmann explained that in accordance with WRS regulations an employee is eligible for retirement once the employee works over 1200 hours in a 12-month period and that once an employee is eligible for retirement that will continue after the employee goes back to part-time.

Motion/second(Schwandt/Schweder) to approve increase the position to full-time on a temporary basis.

Resolution 15-2015 (November 10, 2015)

Relating to the Creation of a Full-Time Economic Support Worker position
(passed) **Becomes effective January 1, 2016**

Hired new employee for full-time position

Current Proposal

Resolution

Relating to Increasing Hours of Economic Support Worker position

- Rescind Resolution 30-2012
- Create “Regular” Part-time employee that can work up to 40 hours per week when caseloads increase and fluctuate. **All applicable benefits will apply.**

Request from DHHS Committee meeting

1. We didn’t have in the resolution “rescind Resolution 30-2012
2. Questions were raised about how the flexibility “up to full-time” would be monitored.

Davis, Karen

From: Munsey, Kathy
Sent: Monday, May 23, 2016 11:24 AM
To: Davis, Karen
Subject: Patient Information
Attachments: 02 Confidentiality Policy.docx; 04 Information release authorization.pdf; 05 Confidentiality Agreement.doc

Hi Karen,

In regards to the request for names of individuals that are seen within our agency for various health issues, we have a confidentiality policy which I am attaching for board members to review. It is extremely important that all staff and board members are aware of this policy and do not violate it. The repercussions can mean a loss of license for practitioners and huge lawsuits. In general, the only way a person gets access to the records would be if the client signed a release to allow another person to see it. Please share the attached with board members. Thank you.

Kathy

Kathy Munsey, RN
Green Lake County Health Officer
PO Box 588
Green Lake, WI 54941
920-294-4070. Fax: 920-294-4139
email: kmunsey@co.green-lake.wi.us



POLICY TITLE:	<i>Confidentiality of Client Information / Access to Client Health Care Records</i>
EFFECTIVE DATE:	<i>12/1/2013</i>
DATE REVIEWED/REVISED:	<i>12/1/2013</i>
AUTHORIZED BY:	<i>Kathryn Munsey, RN, Health Officer</i>

PURPOSE STATEMENT:

To protect the client's right to privacy and protect clinical records from loss, alteration, unauthorized use, or damage.

POLICY:

Health Department staff and interdisciplinary team members are committed to providing confidentiality for clients and clients' clinical records. Access to such records will be provided according to s.146.82 and 146.83 Wisconsin Statutes.

PROCEDURE:

The Green Lake County Confidentiality Agreement will be signed by all employees upon hire. In addition, the statement will also be signed by volunteers, students, interns or others who may have access to client information during the course of their visit to the Green Lake County Health Department.

All requests for client information are reviewed by the director or designee to determine whether or not the individual requesting the information will be allowed access to the information. If the director or designee is unable to determine whether access to client information is lawful or not, Corporation Counsel will be contacted for a legal opinion.

s. 146.83 Wisconsin Statutes – Access to Patient Health Care Records

- Except as provided in s. 51.30 (mental health act) or 146.82(2), any client may, upon submitting a statement of informed consent:
 - Inspect the health care records pertaining to that client at any time during regular business hours, upon reasonable notice; and
 - Receive a copy of the client's health care records upon payment of a reasonable fee.

Health Department staff shall note the time and date of each request by a client or other person authorized in writing by the client to inspect the client's health care records, the name of the inspecting person, the time and date of inspection and identify the records released for inspection. No person may do any of the following:

- Intentionally falsify a client health care record;
- Conceal or withhold a client health care record with intent to prevent its release to the client, to his or her guardian appointed under Ch. 880, or to a person with the informed written consent of the client, or with intent to prevent or obstruct an investigation or prosecution;
- Intentionally destroy or damage records in order to prevent or obstruct an investigation or prosecution.

Special Note: s. 146.835 Parents Denied Physical Placement Rights – A parent who has been denied periods of physical placement under s. 767.24(4)(b) or 767.325(4) may not have the rights of a parent or guardian with respect to access to that child's health care records under s. 146.82 or 146.83.

s. 146.82(2) – Confidentiality of Patient Health Care Records

- All client health care records shall remain confidential. These records may be released only to the persons designated below or to other persons with the informed written consent of the client or other person authorized by the client.
- Health care records shall be released upon request without informed consent in the following circumstances:
 - To staff committees, accreditation or health care service review organizations for the purposes of conducting management audits, financial audits, program monitoring and evaluation, health care service reviews, or accreditation.
 - To the extent that an employee's duties require access to the records, such as:
 - ☐ The person is rendering assistance to the client;
 - ☐ The person is being consulted regarding the health of the client;
 - ☐ The life or health of the client appears in danger and the information contained in the client health care record may aid the person in rendering assistance;
 - ☐ The records are needed for billing, collection, or payment of claims.
 - Under lawful order of a court of law.
 - In response to a written request by any federal or state governmental agency to perform a legally authorized function.
 - For purposes of research if the researcher is affiliated with the health care agency and provides written assurances to the custodial of the health care records that the information will be used only for the purposes for which it is provided to the researcher, the information will not be released to a person not connected with the study, and the final product of the research will not reveal information that may serve to identify the person whose records are being released.
 - To the county human services agency, sheriff, police department, or district attorney for purposes of investigation of threatened or suspected child abuse or neglect or prosecution of alleged child abuse or neglect if the person conducting the investigation or prosecution identifies the subject of the record by name.
 - To a school district employee with regard to client health care records maintained by the school if the employee is responsible for preparation/storage of records or access is necessary to comply with law.
 - To a school or day care facility that provides written or verbal request for immunization records.

s. 146.81(2) – Informed Consent

- By definition, "informed consent" means written consent to the disclosure of information from client health care records to an individual, agency, or organization that includes all of the following:
 - The name of the client whose record is being disclosed;
 - The type of information to be disclosed;
 - The types of health care providers making the disclosure;
 - The purpose of the disclosure, such as whether the disclosure is for further medical care, for an application for insurance, to obtain payment for an insurance claim, for a disability determination, for a vocational rehabilitation evaluation, for a legal investigation, or for other specified purposes;
 - The individual, agency, or organization to which disclosure is to be made;
 - The signature of the client or the person authorized by the client and, if signed by a person authorized by the client, the relationship of that person to the client or the authority of the person;
 - The time period during which the consent is effective;
 - That the consent may be revoked at any time.

s. 146.81(5) – Person Authorized by the Client

- "Person authorized" means the parent, guardian or legal custodian of a minor client, the personal representative or spouse of a deceased client, any person authorized in writing by the client, or the legal power of attorney for health care. If no spouse survives a deceased client, "person authorized" means an adult member of the deceased client's immediate family, as defined in s. 632.895(1)(d).

Additional confidentiality measures:

- Professional personnel and individuals not directly involved with the client's clinical care are not permitted access to the client's clinical record without a completed and signed informed consent form allowing such access.

- It is unlawful to use any information obtained through access of records, phone calls, interoffice communications, etc. for personal, political, or commercial purposes.
- Client information shall not be discussed in or out of the office except in an official capacity such as supervisory or consultative purposes by professional personnel directly involved.
- The original client clinical record will be maintained in a file in the health department that is locked and will not be removed from the office except under subpoena for court cases when the court does not accept certified copies.
- Appropriate copies of client clinical records may, whenever necessary, be taken by public health staff to the client home in order to assist staff members in providing care to the client.
- Faxed information must have a confidentiality statement on the cover page and is received and sent in an area accessible by only designated personnel.
- This policy and procedure will not in any way limit the use of information for a summary or statistical purposes or in any form that does not identify the individual.

EVALUATION:

Any actual or confirmed breaches of client confidentiality will be reviewed by the director and a plan will be developed to prevent future occurrences.

REFERENCES/LEGAL AUTHORITY:

- Wisconsin Statutes Chapter 146
- HIPPA Regulations

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

920-361-3484

FAX 920-361-1195

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

EMPLOYEE CONFIDENTIALITY AGREEMENT

Please Note: There are a number of state and federal statutes and administrative codes governing client records, making them strictly confidential and laying out the conditions under which they can be accessed or released. Because it is not possible to summarize all the information contained in those laws here, links to the most pertinent of them (HFS 92 and HFS 51.30) are included below for your reference.

<http://www.legis.state.wi.us/rsb/code/dhs/dhs092.pdf>

<http://www.legis.state.wi.us/statutes/Stat0051.pdf>

I acknowledge that during the course of performing my assigned duties at Green Lake County I may have access to, use, or disclose confidential health information. I hereby agree to handle such information in a confidential manner at all times during and after my employment and commit to the following obligations:

- A. I will use and disclose confidential health information only in connection with and for the purpose of performing my assigned duties
- B. I will request, obtain or communicate confidential health information only as necessary to perform my assigned duties and shall refrain from requesting, obtaining or communicating more confidential health information than is necessary to accomplish my assigned duties
- C. I will take reasonable care to properly secure confidential health information on my computer and will take steps to ensure that others cannot view or access such information. When I am away from my workstation or when my tasks are completed, I will log off my computer or use a password-protected screensaver in order to prevent access by unauthorized users.
- D. I will not disclose my personal password(s) to anyone without the express written permission of my department head or record or post it in an accessible location and will refrain from performing any tasks using another's password
- E. I will document all disclosures of confidential health information, including those authorized by clients of Green Lake County and any accidental disclosures, in the appropriate client's file.

I also understand and agree that my failure to fulfill any of the obligations set forth in this Agreement and/or my violation of any terms of this Agreement shall result in my being subject to appropriate disciplinary action, up to and including, termination of employment.

I hereby certify that I have read and understand the laws and regulations affecting my access to confidential information and my ability to re-disclose any information. I acknowledge my responsibilities under these laws and regulations and agree to abide by them.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

CONFIDENTIAL INFORMATION RELEASE AUTHORIZATION

Completion of this form authorizes the release of information described in the section below called "Specific Description of Records Authorized for Release". The person (record subject) whose records are released may have a right to inspect and, upon paying any applicable fees, obtain a copy of the disclosed records. Except for medication/somatic treatment records, a director/designee of a treatment facility for mental illness, developmental disability, alcohol or drug abuse may deny that right during treatment in some circumstances. Section 51.30, Wis. Stats., DHS 92.03-92.06 Wis. Adm. Code.

Name & Address – **Agency/Organization I Authorize to Release Information**

Name – Person Whose Records Will be Released (Record Subject)

Address

City, State, Zip Code

Identifying Number (If Any)

Date of Birth

Name – Information May be Released To

Organization

Address

City, State, Zip Code

Specific Description of Records Authorized for Release (Include dates of records, if applicable)

Purpose or Need for Release of Information (Be Specific)

Understandings

- This authorization is voluntary. Refusal to sign will not affect treatment, payment, enrollment or benefits eligibility except for:
☐ No exceptions ☐ Exceptions (specify):
- The information that I authorize to be released may be redisclosed by the recipient of the records only if allowed by law. If information is redisclosed, the recipient of the redisclosed information may be controlled by different laws.
- I may revoke this authorization, in writing, at any time except for information already released as a result of this authorization. The written revocation must be given to the agency/organization I authorized to release information.
- Unless revoked, this authorization will remain in effect until the expiration time indicated below.

Choose One:

- ☐ Authorization expires as of _____ (Date).
- ☐ Authorization expires _____ month(s) from the date I sign this authorization.
- ☐ Authorization expires after the following action takes place:

As evidenced by my signature, I hereby authorize disclosure of records to the person(s) or agency(s) specified above.

SIGNATURE - Person Whose Records Will be Released (Record Subject)

Date Signed

SIGNATURE - Other Person Legally Authorized to Consent to Disclosure

Title or Relationship to Record Subject

Date Signed

GREEN LAKE COUNTY
DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES

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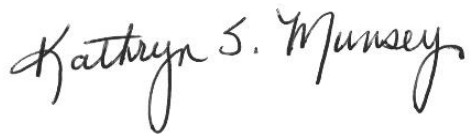
Email: fri@co.green-lake.wi.us

May Health Unit Report 2016

- Tracy Soda started another 8 week nutrition education session for seniors and is holding the class in Markesan.
- Passed a state audit on vaccine practices and all staff were trained on vaccine storage and handling procedures. We had flu vaccine left and were able to ship it back to the company for reimbursement and received over \$1000 back.
- All county staff were trained on bloodborne pathogens by Tracy Soda and Jeri Loewe
- Kathy and Tracy covered for the behavioral health nurse while she was off on medical leave and gave injections to mental health clients
- Kathy attended the Advocap Head Start board meeting to discuss health issues with the children at the Prairie View site. We did provide dental services to these children on site.
- We are currently working on our Strategic Plan with assistance from Jay Dampier from UW-Extension. A draft will be presented to this board this summer.
- We are also currently in the process of completing a Community Health Assessment which must be done every 5 years according to Administrative Rules. We are working with the Central WI Healthcare Partnership on this project.
- We are preparing for an employee wellness fair at the end of June to highlight many of the projects we do. Please join us if you wish. It is in the nurses screening room from 11:30 to 1:30 on Monday, June 27th. We have already done wellness checks for the Fox River Industries Employees and will be scheduling the rest of the employees during the health fair.

- We have joined the Alliance For WI Youth and have already seen the benefit including a free speaker at our wellness coalition regarding strategies to improve our community and we get a \$200 stipend for each of the quarterly meetings to use towards wellness initiatives.
- Renee Peters attended her regional Birth to 3 meeting in Appleton and is currently looking for a new Occupational Therapist for the program as the current provider has resigned.
- Three staff members were able to attend the annual WI Public Health Association annual conference thanks to preparedness scholarship funding. There were many interesting sessions that will benefit staff.
- Finally, we were very sad to accept the resignation of Jeri Loewe who has worked with us for 12 years. She has been an excellent employee and she will be missed.

Respectfully Submitted by,

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

Kathryn S. Munsey, RN
Green Lake County Health Officer

Environmental Health
Green Lake County
MAY 2016

Animal Bites: # of investigations – 4
Reported Animal Bites – 4
Animal Quarantines for Animal v. Human Exposures – 3
Animal Quarantines for Animal v. Animal Exposures – 0
Quarantine Violations and Enforcement Actions Taken – 0
Animals Exhibiting Positive Signs of Rabies During Quarantine – 0
Animals Exhibiting Negative Signs of Rabies During Quarantine – 3
Enforcement Actions Taken for Violations of Vaccination Requirements – 0
Animals Sacrificed for Exhibiting Symptoms of Rabies or Being Rabies Suspects- 0

Well Water: 3 phone calls regarding well testing, and many test kits distributed, but no results received.

Lead: Scheduled exam for lead certification. Multiple communications with J. Zeleske re: elevated blood lead for a child. Completed site visit with K. Schneider and J. Zeleske.

Sewage: None.

Solid Waste: None.

Radon: 1 test kit distributed.

Housing: 4 housing complaints. Two were referred to City of Berlin building inspector. One call about issues at a rental property. Tenant was being evicted and did not want to pursue action since it involved interaction with property owner. One call about mold in windows, and was handled over the phone. Two phone calls about housing issue responded to in Waushara County in April. Issues resolved.

Asbestos: None.

Food/Water Illness None.

Abandoned Bldgs: None.

Other: 4 days vacation. ½ sick day, 1 holiday

Agent 15 regular inspections, 5 pre-inspections, 1 re-inspection and 1 new facility site visits/meetings in GL County. 1 inspection in Marquette County. Closed a facility that did not have a license, then completed the pre-inspection and opened them the next day. Several calls regarding licensing as renewals are occurring currently. Complaint from a facility about mice – conducted investigation and no evidence of mice observed at facility. Completed all required school HACCP inspections. Worked with City of Princeton for issues related to a liquor license at a restaurant facility. Marquette County EHS resigned, so position is open again for applications until June 17, 2016.

2016
**GREEN LAKE COUNTY
ANNUAL WELLNESS FAIR**

WANTED



Healthy and Well!

REWARDS:

EARN A WELLNESS ACTIVITY POINT FOR
ATTENDING. GREAT INFORMATION,
PRIZE DRAWINGS, STRESS RELIEF, AND FUN!

JOIN US: JUNE 27 11:30-1:30

LOCATION: HEALTH UNIT

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: PUBLIC HEALTH NURSE/ HEALTH EDUCATOR

DEPARTMENT: HEALTH & HUMAN SERVICES/HEALTH

LOCATION: GOVERNMENT CENTER

SUPERVISOR: HEALTH & HUMAN SERVICES/HEALTH UNIT MANAGER

SUMMARY: To promote and protect the health of Green Lake County residents. This position includes assuming responsibility for staff and program supervision and the delegation of functions according to state statutes and administrative codes. Has the authority to act as the Health Officer in the absence of the Health Unit Manager. Position includes developing and implementing wellness/safety programs for Green Lake County which will address health behaviors associated with local, state and national health objectives through education, policy and program development. This position is responsible for establishing programs that address public health issues related to the Green Lake County Community Health Improvement Plan as well as worksite wellness, chronic disease prevention, communicable disease control, public health preparedness, accreditation, and miscellaneous health priority issues.

DUTIES AND RESPONSIBILITIES:

- Approximately 25% of the time is spent developing community and worksite wellness education, activities and policy. This position works with the Green Lake Area Health & Wellness Coalition, schools and other community public health partners in the development and implementation of local, state and federal health initiatives. This position will be expected to mentor and supervise other human services staff and interns.
- Approximately 25% is spent effectively assessing, investigating and controlling the spread of communicable diseases by utilizing prevention and risk reduction strategies
- Approximately 25% of the time is spent creating miscellaneous health educational materials, giving presentations, writing press releases, and assisting with the accreditation process including performance management tracking, Quality Improvement and working on the Community Health Assessment and Community Health Improvement Plan.
- Approximately 25% of the time is spent on miscellaneous public health duties including chronic disease prevention activities including assisting at clinics, public health preparedness events and grant writing.
- Assumes responsibility for professional development by participating in continuing education programs, classes, and trainings. All of the above essential functions include time spent attending workshops, community meetings and educational seminars, in

order to remain current in health education policies and practices. Time is also spent conducting program evaluation.

SKILLS AND ABILITIES:

Reading, writing and math skills are needed as is the ability to understand and follow directions. Must be able to work with other disciplines and have a valid Wisconsin Driver's license with access to an insured vehicle. Experience in grant writing, using Microsoft Office, Publisher and social media are necessary. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, computer, measuring devices, electronic test equipment, first aid equipment. Car is essential for transportation from base to sites of clinics or homes.

QUALIFICATIONS:

EDUCATION A Bachelor's degree in nursing with RN licensure and Community/Public Health experience or degree in Health Education. Must have CPR certification and National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, and 700 certification within six (6) months of employment.

EXPERIENCE / JOB KNOWLEDGE: One year experience working in groups and with community programs. Must have excellent interpersonal and written communication skills and experience in program development and experience in giving presentations. A related four year degree in combination with training and/or experiences that can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position may be considered.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Approximately 95% of the time is spent talking, hearing (listening), use of near vision, and using low intensity of effort to handle objects. 50% of the time is spent sitting, feeling, and carrying (up to 10 pounds) 25% of the time is spent standing, walking, reaching, use of far vision, and low lifting (up to 10 pounds). 10% of the time is spent stooping, kneeling, grappling, climbing, bending/twisting, medium lifting (20-40 pounds), medium carrying (20-40 pounds), and low pushing/pulling. In unusual or non-routine situations, it may be required to use high to very high lifting (50 pounds and up), high carrying (50-80 pounds), and medium to very high pushing/pulling. vision and working inside. Must be able to be fitted and wear NIOSH 95 mask.

ENVIRONMENTAL DEMANDS: Over 95% of work done is inside. About 10% of the time is spent outside; with the possibility of contact with wet condition; noise; vibrations; hazards that may be mechanical, electrical, chemical; fast moving vehicles; fumes, and possible exposure to body fluids including, but not limited to needles. In unusual situations, this position may be exposed to cold and hot temperature changes; burns; heights (above 12 feet); noxious odors; odors; poor ventilation; and a physically confined

worksite. Always present is the danger of contracting blood from disease, antigens and fatal chronic diseases.

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.

4/05; 10/2012; 2/14; 01/2015; 06/2016

III. RECRUITMENT AND APPLICATION PROCEDURES

Filling of Vacancy – Public Health Nurse/Public Health Nurse/Health Educator

- a. **Each position description must be reviewed at the time of the vacancy.** The description was reviewed and the revised job description is attached.
- b. **The designated classification of the position must be reviewed.** The job description has been revised/changed to Public Health Nurse/Health Educator.

- c. **The program or service provided by the position must be reviewed for continued need of that program or service.**

The position that is open is a full-time position that is responsible for the Green Lake and Berlin area health issues including communicable disease follow-up, case management of certain clients which may include high-risk pregnant teens/women, TB cases, and school daycare monitoring in those areas. In addition, this position is critical to the public health preparedness program in training staff, assisting with disasters, and maintaining the Public Health Emergency Preparedness Plan. This position assures that all programmatic objectives are met for the Maternal Child Health grant funding. This includes doing education to day care providers and parents. This position also must assist with not only immunization clinics, but vaccine inventory, provider education on vaccine administration and compliance tracking. The state wants every health department to be accredited by 2020 so all staff is required to work towards that goal. One of the key functions is to provide population-based services regarding the key focus priorities of Healthy Growth and Development, Mental Health/AODA, Nutrition, and Physical Activity. This is done by developing and participating in many community events to improve the health of the county and working with key partners of the Green Lake County Wellness Coalition (GLCWC). This position leads the physical activity action team and is on the wellness committees for Berlin and Green Lake School Districts to assist them with policies related to health and wellness. The GLCWC works on the Community Health Improvement Plan which is a mandate and its efforts have already improved several outcomes in our county. Due to the current commitments of other staff, they could not absorb the duties of this position and serve our entire county.

- 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.**

I have reviewed this position and discussed options with staff. I currently have a part-time public health nurse and a part-time health educator; neither of them wants any more hours due to family or other reasons. Neither of them gets any benefits or insurance and wish to remain at their current status. We have discussed a change in the job description so that we can look at both nurses and health educators which may provide more flexibility for this position.

In the past we have had very few nurses apply for open positions since the pay is much lower than hospitals. Due to the fact that so many of our programs are population-based and require group education, a health educator may be a good fit. Both our health educator and public health nurse are at the same pay scale, so the cost for either would be equivalent.

Starting Wage \$23.62

6/2016

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: **SUBSTANCE ABUSE THERAPIST**

DEPARTMENT: **HEALTH & HUMAN SERVICES/CLINICAL SERVICES UNIT**

LOCATION: **GOVERNMENT CENTER**

SUPERVISOR: **CLINICAL SERVICES UNIT MANAGER**

SUMMARY:

To provide outpatient alcohol and drug abuse assessments, case management, group and individual counseling, education to individuals, groups and families. Provides crisis intervention and aftercare services.

DUTIES AND RESPONSIBILITIES:

- About 20% of the time is spent providing alcohol and drug abuse assessments (voluntary, intoxicated drivers program, underage drinking violators, etc.) for individuals referred to the clinic, and provide for appropriate treatment and aftercare services. This includes the development of treatment plans
- Approximately 60% of this position's time is spent providing individual and group AODA counseling, aftercare programming, crisis intervention and community education. This includes functioning as a member of the Crisis Intervention team providing 24 hour coverage on a rotating basis for mental health, alcohol and other drug emergency situations.
- Another 10% of this position's time is spent providing case management services to alcohol and other drug abuse clients and providing community education regarding AODA prevention and recovery.
- Remaining time will be spent attending clinic and crisis weekly staffing with the clinical manger, staff meetings and maintaining accurate and timely clinical records on client contacts and training.
- We also require that your values are consistent with the clinical unit: treat others with dignity and respect, maintain professional integrity and foster intellectual creativity. A willingness to learn and grow professionally is also required.

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 and in a professional and respectful manner 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, typewriter, computer terminal, fax machine, and automobile. A video camera may also be used to tape interviews.

QUALIFICATIONS:

EDUCATION: Wisconsin Substance Abuse Counselor (SAC) or Certified Substance Abuse Counselor (CSAC) Certification, Master's degree in a behavioral science is preferred, however is not required.

Salary is based on experience and education. Benefits include Health Insurance, Retirement Plan, and Medical Flex Account, etc.

EXPERIENCE / JOB KNOWLEDGE: Must be licensed as a Substance Abuse Counselor 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.

12/97

Revised 2015

POSITION REVIEW

Dual Diagnosis Clinical Therapist/Substance Abuse Therapist

- a. **Job Description.** The Dual Diagnosis Clinical Therapist description was reviewed and changed to a Substance Abuse Therapist.
- b. **Job Designation.** This is a for Substance Abuse Therapist position. A Master's Degree (with CADC* certificate), LPC (Licensed Professional Counselor) or C.A.P.S.W. (Certified Advanced Practice Social Worker) - Preferred. Minimum of Bachelor's degrees with CSAC** certification. This position provides essential community based mental health services to persons with substance abuse issues that will enable them to obtain and/or maintain independent living in the community. The position will have a starting wage of \$20.43 – 25.40 depending on qualifications.
- c. **Necessity.** This position primarily provides substance abuse counseling services to people with AODA issues that with treatment enables them to maintain sobriety and function successfully in the community.
- 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 this position to be filled to provide the AODA services.

* CADC (Certified Alcohol and Drug Counselor)

**CSAC Clinical Substance Abuse Counselor

Revised 6/16

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: LEAD BUS DRIVER

DEPARTMENT: HUMAN SERVICES/FOX RIVER INDUSTRIES

LOCATION: FOX RIVER INDUSTRIES

SUPERVISOR: FOX RIVER INDUSTRIES UNIT MANAGER/PRODUCTION SUPERVISOR

SUMMARY:

This position is 40 hours per week. Daily duties are assigned based upon the programming needs in Production and/or Day Services as well and consumer routes as determined by management. Responsible for the safe and efficient operation of all buses and vans in the transportation of Fox River Industries' developmentally disabled clients, as well as all Human Service and Production vehicles. Maintenance record keeping must comply 100% with WisDOT regulations. Also responsible for planning and scheduling of bus routes; training of new drivers and volunteers; as well as participation in daily client programming as assigned by management. Also is responsible for custodial, maintenance, lawn care, and snow removal duties at Fox River Industries as assigned by management.

DUTIES AND RESPONSIBILITIES:

- About 40-45% of the time is spent transporting clients to and from their homes and Fox River Industries on daily assigned route.
- Approximately 10% of time is spent insuring all transportation vehicles are properly maintained through cleaning, maintenance and necessary repairs along with scheduling transportation vehicles with other agencies.
- About 25-30% of time will be spent covering in Production completing the duties of Production Aide and/or Material Handler to include supervising consumer groups, setting up jobs, making subcontract pickups/deliveries, and supervising mowing/moving crews.
- Approximately 5% of time is required for related record keeping for mileage logs, pre-trip inspections, maintenance records, and keeping current, accurate maintenance records per WisDOT regulations.
- About 10% of time is spent on maintenance, custodial, lawn care, and snow removal duties at Fox River Industries.
- The remaining time is spent keeping up-to-date with State safety requirements; attending staffings and in-services; training and supervising other bus drivers; substitute in Fox River Industries operations as needed.

SKILLS AND ABILITIES:

- Skill in the use of a telephone, calculator, copy machine, computer terminal, fax machine, automobile, bus, truck, shovels, brooms, first aid equipment, hearing and

eye protection, wheelchair lifts, and miscellaneous equipment including hand tools, lawn care and snow removal equipment.

QUALIFICATIONS:

EDUCATION: High school graduate and have the ability to provide CPR, first aid and proper use of crisis prevention techniques when needed (training will be provided). This position requires a current, valid Wisconsin driver's license, along with a CDL with a passenger endorsement.

EXPERIENCE / JOB KNOWLEDGE:

Experience in working with people who have developmental disabilities.

WORKING CONDITIONS:

PHYSICAL DEMANDS: 75% of the time requires sitting while enduring vibrations and movement to the lower lumbar regions of the back. Also frequent variations of far and near visions and able to distinguish between a variety of sounds. Approximately 50% of the time is using your hands and arms for grabbing, pushing, pulling, and steering for motor vehicles and wheelchairs. More than 25% of the time is bending, twisting of the back and torso, reaching for objects, and talking to clients, staff and general public. 10% of the time is spent standing, walking, stooping, and lifting and controlling people and objects weighing more than 100 lbs. In unusual situations, this position involves kneeling, crouching, crawling, running, swimming, climbing, balancing, and carrying objects over 100+ lbs. with assistance.

ENVIRONMENTAL DEMANDS: Approximately 50% of the time is spent working inside a vehicle or building along with enduring changes of temperature and weather conditions and tolerating noises of 90 decibels and vibrations due to vehicle operations. About 40% of the time is spent outside in varying degrees of weather conditions. 10% of the time is coping with hazards of mechanical problems, fast moving traffic, and disruptive clients during physical outbursts. In unusual situations may involve working with electrical equipment, chemicals, blood, body fluids, and burns.

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.

February 2007, January 2015, June 2016

POSITION REVIEW

Lead Bus Driver

- a. **Job Description.** The Lead Bus Driver job description was reviewed and revised by FRI Unit Manager.
- b. **Job Designation.** The Lead Bus Driver position requires a CDL with a passenger and air brakes endorsement and proof of good driving record. Experience also preferred in working with people who have developmental disabilities. The starting wage is \$14.21.
- c. **Necessity.** This position is the primary position for maintenance of the Fox River Industries fleet of vehicles in addition to driving bus routes, and assisting with material handler and production aide duties as assigned.
- d. **Evaluation of Existing Staff.** The other bus driver and Unit Manager back up this position in absences but would not have the necessary time to take on the duties of this position on an ongoing basis.

Revised 6/16