

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES

571 County Road A

PO Box 588

Green Lake WI 54941-0588

VOICE: 920-294-4070

FAX: 920-294-4139

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



FOX RIVER INDUSTRIES

222 Leffert St.

PO Box 69

Berlin WI 54923-0069

VOICE: 920-361-3484

FAX: 920-361-1195

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

***AMENDED Post Date: 3/14/17**

The following documents are included in the packet for the Department of Health & Human Services Board held on Monday, March 13, 2017

- March 13, 2017 DHHS meeting agenda 5:00 p.m.
- DHHS Draft Minutes – February 13, 2017
- DHHS February Expenditure/Revenue Comparison
- *DHHS Period 13 final 2016 Expenditure/Revenue Comparison
- *February 2017 Aging Unit Report
- February 2017 Behavioral Health Unit Report
- February 2017 Children & Family Services Unit Report
- *February 2017 Child Support Unit Report
- *February 2017 Economic Support Unit Report
- February 2017 Health Unit Report
- February 2017 Environmental Health Report
- Budget Adjustment (Children & Family Services Unit)
- Budget Adjustment (Economic Support Unit)
- *Committed Funds to Carryover for 2017

Thanks

Karen



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: March 13, 2017 Time 5:00 PM

Green Lake County Government Center

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

AGENDA

Committee Members

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

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes 2/13/17
6. Appearances:
7. Correspondence:
8. Veteran's Service Office Report
9. Advisory Committee Reports
 - Aging Advisory Committee – (Trochinski)
Meeting –Next Meeting March 14, 2017
 - Health Advisory Committee Report- next meeting –
April 12, 2017 (Hoffman)
 - Family Resource Council – Next Meeting March 6,
2017 (Trochinski)
 - Transportation Coordinating Committee – Next Meeting
April 12, 2017 (Trochinski)
 - ADVOCAP/Headstart Report (Gonyo)
 - ADRC Coordinating Committee – Next Meeting-
May 11, 2017 - Marquette Co. (Gende/Waterbury)
10. Unit Reports
 - Administrative Unit
 - Health & Human Services Billing Update
 - Aging/Long Term Care Unit
 - Behavioral Health Unit
 - Drug Court Grant Update

(Continued on next page)

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

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



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

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- Children & Family Services Unit
 - Child Support
 - Economic Support Unit
 - Fox River Industries
 - FRI building update to maintain/update/repair
 - Health Unit
11. Policies/Procedures Update
 12. Purchases
 13. DHHS Budget Adjustment
 14. Committed Funds
 15. Health & Human Services Budget 2016/2017
 16. Committee Discussion
 - The Board May Confer With Legal Counsel
 - Future DHHS Meeting Date (April 10, 2017 at 5:00 p.m.)
 - Future Agenda items for action & discussion
 17. Adjourn

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

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT GREEN LAKE COUNTY GOVERNMENT CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON MONDAY, FEBRUARY 13, 2017 AT 5:00 P.M.

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

OTHERS PRESENT: Jason Jerome, Director
Karen Davis, Administrative Assistant
Jon Vandeyacht, Veteran's Service Officer
Cathy Schmit, County Administrator

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

Call to Order: The meeting was called to order at 5:07 p.m. by Chairman Gonyo.

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

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

Action on Minutes: Motion/second (Trochinski/Floeter) to approve the minutes of the 12/12/16 Health & Human Services Board meetings as presented. All ayes. Motion carried.

Appearances: None.

Correspondence: Committee Appointments: Health Advisory Committee: Jerome presented a letter requesting Tami Moffat-Keenlance, Agnesian/Ripon Medical Center be appointed to the Health Advisory Committee to replace Katherine Vergos. (See attached letter.) Motion/second (Reabe/Trochinski) to recommend to County Board to appoint Tami Moffat-Keenlance, Agnesian/Ripon Medical Center to the Health Advisory Committee. All ayes. Motion carried.

CCS Regional Committee Board Representative: Jerome reported that he spoke with Reabe and no one will be appointed to attend these meetings. This will be on a voluntary basis if Waterbury is interested in attending.

2016 DHHS Annual Report: Jerome presented the 2016 DHHS Annual Report. Motion/second (Reabe Trochinski) to approve the 2016 DHHS Annual Report (See attached.) All ayes. Motion carried.

2017 Training Plan: Motion/second (Gonyo/Reabe) to approve the 2017 DHHS Training Plan. (See attached.) All ayes. Motion carried.

Veteran's Service Office Report: 2016 Veteran's Service Annual Report: Vandeyacht reported regarding the 2016 Annual Report. Motion/second (Reabe/Trochinski) to approve the 2016 Veteran's Service Annual Report. (See attached.) All ayes. Motion carried.

Vandeyacht reported regarding office activities and reported regarding activities within the Veteran's Service Office.

Advisory Committee Reports: Aging Advisory Committee Report: Trochinski reported regarding the January 18, 2017 Aging Advisory Committee meeting. (See attached minutes.) Discussion followed.

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

Family Resource Council: The next meeting will be held on March 6, 2017.

Transportation Coordinating Committee: The next meeting will be held on April 12, 2017.

Advocap/Headstart Report: Gonyo reported regarding the last meeting which was held in December 2016.

Reabe reported that ADVOCAP representatives will be doing a presentation at County Board next week on February 21, 2017.

ADRC Coordinating Committee Report: The meeting was held on February 9, 2017 in Marquette County. Gende reported regarding the meeting.

Unit Reports: Administrative: Health & Human Services Billing Update: Jerome updated Committee members regarding the status of the billing. (See attached reports.) Discussion followed.

Aging/Long Term Care: No report.

Behavioral Health Unit: Drug Court Grant Update: Jerome reported regarding meetings being held to develop policies, forms, etc.

Out-of-State Training Request: Jerome updated Committee members regarding the request for the Drug Court Coordinator and Nichol Grathen, Clinical Therapist, to attend the out-of-state training to the National Association of Drug Court Professionals Conference with all expense paid through the grant. Motion/second (Trochinski/Gonyo) to recommend to County Board to recommend approval the Out-of-State training for the Drug Court Coordinator and Nichol Grathen, Clinical Therapist, to attend the out-of-state training to the National Association of Drug Court Professionals Conference with all expense paid through the grant. (See attached.) All ayes. Motion carried.

The Behavioral Health January 2017 report was presented for Committee review. (See attached report.)

Children & Families Unit: See attached January 2017 Children & Family Services monthly report.

Jerome presented the request for a staff member to attend the training and requesting only the cost for registration for the training. Discussion followed. Motion/second (Trochinski/Gende) to recommend approval to County for Lisa Schiessl, Children & Family Services staff member, to attend the out-of-state training with the only cost being the registration. All ayes. Motion carried.

Child Support: Jerome reported regarding the County Board presentation by Shelby Jensen, Economic Support/Child Support Unit Manager, in December 2016. She is working on a more specific financial report to be presented to Committee members.

Economic Support Services: No discussion.

Fox River Industries: FRI building update to maintain/update/repair: Jerome reported regarding the meeting and that there will be another meeting in the near future to amend the RFP before releasing.

Health: Current Health Abatements: No discussion.

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

Policies/Procedures Update: Jerome updated Committee members regarding the updated financial policies that were presented for Committee review. Committee members reviewed and discussed. Motion/second (Reabe/Gende) to accept the revised Financial Policies with minor changes to eliminate staff names - only position names. All ayes. Motion carried.

Purchases: None.

Health & Human Services Budget 2016/2017: Jerome reviewed the December expense/revenue report and period 13 reports with Committee members. The final 2016 report will be presented at the next Committee meeting.

Committee Discussion: No discussion.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next Health & Human Services Board meeting will be Monday, March 13, 2017 **at 5:00 p.m. at the Green Lake County Government Center.**

Future Agenda Items For Action and Discussion:

Adjournment: Gonyo adjourned the meeting at 5:50 p.m..

DHHS Expenditure/Revenue Comparison

	<u>Expenditures</u>		<u>Revenues</u>
Admin			
Total Budget:	\$ 696,589.00		\$ 610,354.00
YTD Expenses	\$ 610,002.46	YTD Revenues	\$ 650,255.67
% YTD Expenses	88%	% YTD Revenues	107%
% Should Be:	100%	% Should Be:	100%
Health			
Total Budget:	\$ 594,079.00		\$ 594,079.00
YTD Expenses	\$ 550,565.78	YTD Revenues	\$ 618,210.19
% YTD Expenses	93%	% YTD Revenues	104%
% Should Be:	100%	% Should Be:	100%
Children & Families			
Total Budget:	\$ 1,612,441.00		\$ 1,607,655.00
YTD Expenses	\$ 1,596,494.15	YTD Revenues	\$ 1,913,519.24
% YTD Expenses	99%	% YTD Revenues	119%
% Should Be:	100%	% Should Be:	100%
Economic Support			
Total Budget:	\$ 477,629.00		\$ 477,629.00
YTD Expenses	\$ 459,769.64	YTD Revenues	\$ 503,225.03
% YTD Expenses	96%	% YTD Revenues	105%
% Should Be:	100%	% Should Be:	100%
FRI			
Total Budget:	\$ 1,121,224.00		\$ 1,120,224.00
YTD Expenses	\$ 1,106,764.19	YTD Revenues	\$ 1,043,933.88
% YTD Expenses	99%	% YTD Revenues	93%
% Should Be:	100%	% Should Be:	100%
Behavioral Health			
Total Budget:	\$ 1,440,999.00		\$ 1,440,999.00
YTD Expenses	\$ 1,662,906.93	YTD Revenues	\$ 1,290,489.58
% YTD Expenses	115%	% YTD Revenues	90%
% Should Be:	100%	% Should Be:	100%

Child Support

Total Budget:	\$	228,323.69		\$	228,323.69
YTD Expenses	\$	181,908.31	YTD Revenues	\$	319,039.50
% YTD Expenses		80%	% YTD Revenues		140%
% Should Be:		100%	% Should Be:		100%

Aging

Total Budget:	\$	977,126.00		\$	922,173.00
YTD Expenses	\$	1,115,228.84	YTD Revenues	\$	896,374.11
% YTD Expenses		114%	% YTD Revenues		97%
% Should Be:		100%	% Should Be:		100%

Total DHHS

Total Budget:	\$	7,148,410.69		\$	7,087,671.69
YTD Expenses	\$	7,283,640.30	YTD Revenues	\$	7,235,047.20
% YTD Expenses		102%	% YTD Revenues		102%
% Should Be:		100%	% Should Be:		100%

DHHS Expenditure/Revenue Comparison

	<u>Expenditures</u>		<u>Revenues</u>
Admin			
Total Budget:	\$ 703,840.73		\$ 703,840.73
YTD Expenses	\$ 80,330.74	YTD Revenues	\$ 227.78
% YTD Expenses	11%	% YTD Revenues	0%
% Should Be:	17%	% Should Be:	17%
Health			
Total Budget:	\$ 550,383.08		\$ 550,383.08
YTD Expenses	\$ 56,457.43	YTD Revenues	\$ 19,548.00
% YTD Expenses	10%	% YTD Revenues	4%
% Should Be:	17%	% Should Be:	17%
Children & Families			
Total Budget:	\$ 1,601,114.50		\$ 1,601,114.51
YTD Expenses	\$ 155,831.73	YTD Revenues	\$ 6,255.42
% YTD Expenses	10%	% YTD Revenues	0%
% Should Be:	17%	% Should Be:	17%
Economic Support			
Total Budget:	\$ 419,947.58		\$ 419,947.58
YTD Expenses	\$ 60,493.72	YTD Revenues	\$ 20,243.57
% YTD Expenses	14%	% YTD Revenues	5%
% Should Be:	17%	% Should Be:	17%
FRI			
Total Budget:	\$ 1,218,627.59		\$ 1,218,627.59
YTD Expenses	\$ 149,596.03	YTD Revenues	\$ 50,440.82
% YTD Expenses	12%	% YTD Revenues	4%
% Should Be:	17%	% Should Be:	17%
Behavioral Health			
Total Budget:	\$ 1,638,138.96		\$ 1,638,138.96
YTD Expenses	\$ 138,898.61	YTD Revenues	\$ 9,753.91
% YTD Expenses	8%	% YTD Revenues	1%
% Should Be:	17%	% Should Be:	17%

Child Support

Total Budget:	\$	211,541.62		\$	511,541.62
YTD Expenses	\$	21,361.23	YTD Revenues	\$	406.84
% YTD Expenses		10%	% YTD Revenues	\$	0.00
% Should Be:		17%	% Should Be:		17%

Aging

Total Budget:	\$	1,003,733.27		\$	1,003,733.27
YTD Expenses	\$	112,997.83	YTD Revenues	\$	3,212.49
% YTD Expenses		11%	% YTD Revenues		0%
% Should Be:		17%	% Should Be:		17%
		17%			

Total DHHS

Total Budget:	\$	7,148,410.69		\$	7,087,671.69
YTD Expenses	\$	754,606.09	YTD Revenues	\$	109,681.99
% YTD Expenses		11%	% YTD Revenues		2%
% Should Be:		17%	% Should Be:		17%

BEHAVIORAL HEALTH UNIT – 2017

February 2017

(4) Emergency Detentions.

Fond du Lac County – DCP – Please refer to voucher list for actual cost and number of days

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

Brotoloc North –

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

Pine Valley (one person) Please refer to voucher list for actual cost and number of days

The Mooring Programs, Inc.: (one Person) Please refer to voucher list for actual cost and number of days

IMD

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

Winnebago: Please refer to voucher list for actual cost and number of days

St Agnes Hospital: Please refer to voucher list for actual cost and number of days

Exodus: Please refer to voucher list for actual cost and number of days

Hope Haven: 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:

Lutheran Social Services, Service Facilitation,

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

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

Wellhoefer Counseling – CCS, service assessments, planning, supervision and facilitation.

Contractual Services – Psychiatric/Psychological:

Kent M Berney, PhD - @ \$175.00/hr; \$6037.00

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

Dr. Shirely Dawson Medical Director: \$250.00/hr; \$17,250.00

Court ordered evaluations:

Robert Schedgick PhD. Travel \$110.00/hr ; \$130.00/hr : \$500.00

Marshall Bales MD: 150.00/hr \$690.00 (2 court ordered evaluations)

John T. Coates MD : Mental Status Exam/ Report/Travel: \$600.00

CHILDREN & FAMILY SERVICES UNIT –February 2017

Out-of-Home Care – as of 02/28/2017

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

A total of nine (9) children were in local foster care at months end. All were in level II homes.

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

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

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

Subsidized Guardianship – Three (3) children are in subsidized guardianships.

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

Twelve (12) were in Kinship care at month's end.

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

Other Exceptional Costs:

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

Eleven (11) families in service in February, 2017 - 790.00/ month. Eighteen (18) parents participated in the program that with a total of twenty-six (26) children, in home and 0 out of home.

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

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

Community Options Inc. - Sixteen (**16**) children – \$ 8282.79 enrolled in Mentoring Program

Nancy Baker – In-Home Therapy. \$659.82 – February, 2017

Penny Bahn – Respite Care/Child Mentoring:
\$500.00 Respite two (2) children for the month of February, 2017

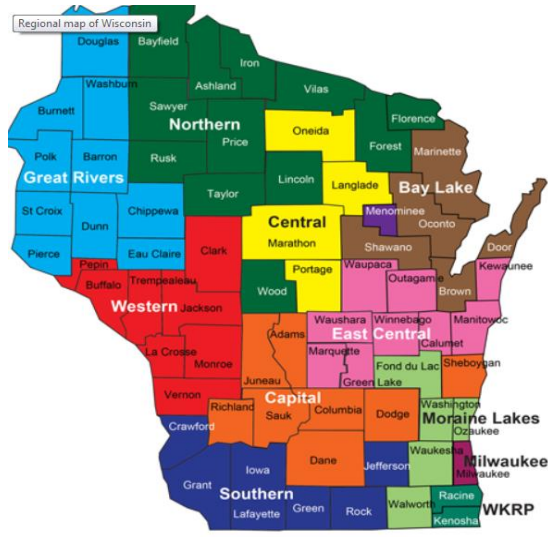
Lutheran Social Services - CCS – Service Facilitation.

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

STOP - GPS monitoring for youth, \$693.00 for 6 youth.

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

Healthlink - Hair follicle testing, \$280.00.



Economic Support Unit Monthly Report

Energy Assistance had an Administrative Review. The agency was complimented on implementing scanning the files electronically. The reviewer also commented that the Green Lake County Energy Assistance staff have then best written case comments in the State. The Department of Energy Services also released additional crisis money for the local agencies to disperse for those in crisis. We have been outreaching to the vendors asking for customers that are struggling with paying their bill or behind. To see if we can assist prior to disconnecting.

Operation Backpack was awarded a \$1250 grant from the Webster Foundation last week. 4Imprint also awarded us with a grant of \$500 in products. We were able to purchase 65 backpacks and 90 earbuds.

The Call Center continues to boom with calls. The Consortia is taking roughly 5000 calls per week in the month of February. On top of handling calls coming into the Call Center we have also processed 116 new applications.

The Unit currently has a vacancy. The job posting closes on Wednesday at Noon. Hopeful to fill this position quickly.

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



Child Support Unit Monthly Report

Child Support's Cooperative Agreements with the Sheriff's Department, Corporation Counsel, County Clerk's, and Clerk of Courts were submitted to the Bureau of Child Support. The agreements were approved. Worked diligently with Cathy Schmit and the other Department Heads to be sure that we capture all money from Child Support. Meet with each Department Head with the Cooperative Agreements to review what could be claimed and to be certain we claim it.

E-filing is moving along. We continue to have meetings with Corporation Counsel to discuss problems and come up with solutions.

Child Support's Performance is currently above the State average.

Over the next two months I will be looking over LaserFiche and starting the beginning stages of implementation.

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

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February 2017 Report to the Health & Human Services Board

- This was a busy month for Preparedness Grant activities. We started with an 11 state drill to test our volunteer registry with the state volunteer registry—WEAVR. This was a 24-hour test and it was a good test as there were some system “glitches” that the state will be working on futuristically. The system allows us to look at local volunteers and request their service for an emergency based on their skills.
- Staff along with Emergency Management and some of our Local Emergency Planning Committee members attended a drill at Fox Valley Tech on a long-term power outage. This was a functional exercise and a full-scale one will be done in 2018.
- As one of our grant objectives, we needed to do a drill on radiation exposure in the community. This was held at the Appleton Library with state radiation specialists and local healthcare partners and all reviewed responsibilities. We also have six students this semester and took them to the drill. They all found it to be very interesting.
- Gary Podoll organized a 3 day Debris Removal training and asked for Public Health to attend too since we play a vital role in disasters where there is excessive debris such as tornadoes or flooding. There were 17 attendees from 5 counties around the state.



2017 Debris Management Training Class in Emergency Operations Center

- Julia McCarroll attended the Alliance for WI Youth meeting and will be working with all school districts and students to share Parents Who Lose the Most

information. This will be done during prom season to decrease drinking among youth.

- I have been meeting with Kaye Thompson from Theda Care to plan the “PLUNGE” event scheduled for March 14th. Please contact Kaye at 920-830-5949 if interested in learning about kids in crisis in Green Lake County.
- Melanie Simpkins provided “Heart Health” presentations to two TRIAD groups in Green Lake and Berlin and also to the residents at Edgewater Apartments. Heart disease is the leading cause of deaths in Green Lake County.
- I am the current northeast regional representative for the State Local Operations Team which meets quarterly. This group met in February and we have locals meet with state representatives from the various divisions in the state bureau to discuss current issues.
- Since our new Community Health Assessment was completed in December, we are sharing the results with our community and getting input for our Community Health Improvement Plan (CHIP) which we are currently working on. I did a presentation to the faith-based community at Our Lady of the Lake church in Green Lake to inform them of health priorities and engage them in the CHIP process.



Kathy Munsey shares the most recent Health Assessment with area residents.

Respectfully Submitted by,

A handwritten signature in cursive script that reads "Kathryn S. Munsey".

Kathryn S. Munsey, RN
Green Lake County Health Officer

Environmental Health
Green Lake County
FEBRUARY 2017

Animal Bites: # of investigations – 3 (2 dog/human, 1 cat/human)
Reported Animal Bites – 3
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: We started keeping track of test kits being distributed and 8 kits were handed out.

Lead: None.

Sewage: Sewer back-up in a rental house in Berlin. Worked with City of Berlin building inspector. Performed site visit and no additional follow-up required from HD.

Solid Waste: None.

Radon: 10 test kits distributed

Housing: Meeting with City of Berlin Community Development Director, Lindsey Kemnitz, to discuss housing issues in City of Berlin.

Vector: Referral from CPS regarding cockroaches in a large apartment complex in Berlin. Visited property and talked with property manager. Several additional complaints from tenant, and CPS worker observed live cockroach during visit. Attempted contact in person and via phone with property manager with no success. Issued abatement order early February. Working with property manager but not very forthcoming with information and willingness to work to clean up issues. Requested assistance from City of Berlin building inspector.

Asbestos: None.

Food/Water Illness: None

Abandoned Bldgs: None

Other: Meth house still placarded – going up for sale in auction March 21

Agent 17 inspections in Green Lake, 2 inspections in Marquette Co., 1 day vacation, 1 day ETO.

I have been tasked with completing 32 FDA online classes by the end of 2017. This curriculum is to be completed as part of sanitarian standardization exercises. In January I completed 8 classes. In February I completed 3 classes.

Site visit and pre-inspection completed for new Amish grocery store in southern part of county, but then building completely burned down. New pre-inspection completed.

Police report from City of Berlin received about a man performing illegal tattoo activities on a minor in January. Multiple contacts with local police and GLC Sheriff's Dept. City of Berlin Police may be pursuing charges – issued letter and cease and desist early February.

Multiple contacts from owners of Willow Inn in Waushara County that has been assigned to GL Co. inspector. Renter that was operating closed and owner is updating for new operator.

Meeting with Green Lake Renewal directors regarding commercial kitchen.

Monthly Environmental Health Program meeting in Wautoma.

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 2, 2017
 Department: Children and Families
 Amount: \$17,600.00
 Budget Year Amended: 2017

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

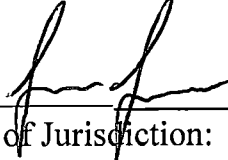
In-Home Safety Service is a Newly awarded Grant for the Children and Families Unit through the CORE/SPARC State reporting System.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
17-207-33-43563-361-000	CORe-IHSS	\$ -	\$ 17,600.00	\$ 17,600.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 17,600.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
17-207-33-54549-290-361	Other-IHSS	\$ -	\$ 17,600.00	\$ 17,600.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 17,600.00	

Department Head Approval: 
 Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____
 Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

Budget Adjustment

Purpose

To comply with State Statute 65.90 (5)

Policy

A budget adjustment should be made when increasing /(decreasing) both your revenue budget and expenditure budget. These changes come from new grants or changes in grant monies, transfers from sources in the county outside a department's original budget, etc. No budget line item should exceed the adopted budget at any time during a fiscal year.

Procedure

To initiate a budget adjustment, the department head shall notice the review, discussion & action of this completed & signed form on the next monthly meeting agenda of their committee of jurisdiction. If the Budgetary Adjustment is approved by the committee of jurisdiction the signed copy of this form along with a copy of the meeting minutes shall be forward to the County Clerk to be noticed on the Finance Committee agenda for review, discussion & action.

Upon Finance Committee approval the signed Budgetary Adjustment form shall be forwarded to the County Clerk to be notice on the County Board agenda for review, discussion and action.

Per WI Stats 65.90(5)(a) the Budgetary Adjustment must be authorized by a vote of two-thirds of the entire membership of the County Board.

A department representative must be available at each meeting to address any questions or concerns that may arise during review and discussion.

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 6, 2017
 Department: Economic Support/ DHHS
 Amount: \$20,243.57
 Budget Year Amended: 2017

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

We received Enhanced Medicaid Funding from the state.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
207-34-43564-730-000	MA Enhanced Fed Funding	\$ -	\$ 20,243.57	\$ 20,243.57
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 20,243.57	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
207-34-54402-730-000	MA Enhanced Fed Funding	\$ -	\$ 20,243.57	\$ 20,243.57
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 20,243.57	

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

Budget Adjustment

Purpose

To comply with State Statute 65.90 (5)

Policy

A budget adjustment should be made when increasing /(decreasing) both your revenue budget and expenditure budget. These changes come from new grants or changes in grant monies, transfers from sources in the county outside a department's original budget, etc. No budget line item should exceed the adopted budget at any time during a fiscal year.

Procedure

To initiate a budget adjustment, the department head shall notice the review, discussion & action of this completed & signed form on the next monthly meeting agenda of their committee of jurisdiction. If the Budgetary Adjustment is approved by the committee of jurisdiction the signed copy of this form along with a copy of the meeting minutes shall be forward to the County Clerk to be noticed on the Finance Committee agenda for review, discussion & action. Upon Finance Committee approval the signed Budgetary Adjustment form shall be forwarded to the County Clerk to be notice on the County Board agenda for review, discussion and action. Per WI Stats 65.90(5)(a) the Budgetary Adjustment must be authorized by a vote of two-thirds of the entire membership of the County Board. A department representative must be available at each meeting to address any questions or concerns that may arise during review and discussion.

Carryover Accounts for 2017

DHHS

1. Carryover Economic Support - \$33,127
2. Carryover FRI Vehicle Outlay - \$33,762
3. Carryover FRI Building Maintenance - \$7,604
4. Carryover Community Health Improvement Plan - \$20,400
5. Carryover Donation Account - \$40,367

Approved DHHS Board 3/13/17