



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 03/15/2017

Amended* Post Date:

The following documents are included in the packet for the County Board on March 21, 2017:

- 1) Agenda
- 2) Draft minutes from the February 21, 2017 meeting
- 3) Resolution 2-2017 Resolution Relating to Updated WIPFLI Compensation Plan and Base Wage Adjustment
- 4) Resolution 3-2017 Resolution Relating to Creating a HR Coordinator Position in the County Administrator Office
- 5) Resolution 4-2017 Relating to Offering Universal Life Insurance Coverage, Critical Illness Coverage and Accident Plans to Green Lake County Employees through vbrnow.com
- 6) Resolution 5-2017 Relating to Supporting Efforts to Close Commercial Property Assessment Loopholes
- 7) Resolution 6-2017 Relating to Eliminating a Corrections Lieutenant Position, Eliminating a Corrections Officer Position and Creating a Sergeant of Corrections Position and a Corrections Division Clerk in the Corrections Division of the Sheriff's Office
- 8) Resolution 7-2017 Relating to Payment of Expenses for Unclaimed Body
- 9) Ordinance 5-2017 Relating to Rezone in the Town of Berlin: Jeffrey L. Fritz, Ronald D. & Sharon K. Darnick Revocable Trust
- 10) Ordinance 6-2017 Relating to Rezone in the Town of Mackford: Jesse Larmay, Larmay Construction, Inc.
- 11) Out of state travel request – Sheriff Mark Podoll
- 12) 2016 Annual Reports



GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK
Elizabeth A. Otto
County Clerk

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

Green Lake County Board of Supervisors
Meeting Notice

**County Board of
Supervisors**

Harley Reabe, Chair
Nick Toney, Vice-Chair

Dist. 1 Larry Jenkins
Dist. 2 Vicki Bernhagen
Dist. 3 Rich Slate
Dist. 4 Paul Schwandt
Dist. 5 Peter Wallace
Dist. 6 Joy Waterbury
Dist. 7 Michael Starshak
Dist. 8 Patricia Garro
Dist. 9 David Richter
Dist. 10 Sue Wendt
Dist. 11 Harley Reabe
Dist. 12 Robert Schweder
Dist. 13 Nick Toney
Dist. 14 Dennis Mulder
Dist. 15 Katie Mehn
Dist. 16 Joe Gonyo
Dist. 17 Joanne Guden
Dist. 18 Richard Trochinski
Dist. 19 Robert Lyon

**GREEN LAKE COUNTY
MISSION:**

- 1) Fiscal Responsibility*
- 2) Quality Service*
- 3) Innovative Leadership*
- 4) Continual Improvement
in County Government*

**A quorum of the Green Lake County
Board of Supervisors may be present
to view the new armoured vehicle
purchased by the Sheriff's Office from
5:30 PM to 5:55 PM at 571 County
Road A, Green Lake, Wisconsin on
March 21, 2017.**



GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK
Elizabeth A. Otto
County Clerk

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

Green Lake County Board of Supervisors
Meeting Notice

The Green Lake County Board of Supervisors will convene at the **Government Center** in Room #0902 in the City of Green Lake, Wisconsin on Tuesday, the **21st day of March, 2017 at 6:00 PM** for the regular meeting of the Board. Business to be transacted include:

AGENDA

County Board of Supervisors

Harley Reabe, Chair
Nick Toney, Vice-Chair

Dist. 1 Larry Jenkins
Dist. 2 Vicki Bernhagen
Dist. 3 Rich Slate
Dist. 4 Paul Schwandt
Dist. 5 Peter Wallace
Dist. 6 Joy Waterbury
Dist. 7 Michael Starshak
Dist. 8 Patricia Garro
Dist. 9 David Richter
Dist. 10 Sue Wendt
Dist. 11 Harley Reabe
Dist. 12 Robert Schweder
Dist. 13 Nick Toney
Dist. 14 Dennis Mulder
Dist. 15 Katie Mehn
Dist. 16 Joe Gonyo
Dist. 17 Joanne Guden
Dist. 18 Richard Trochinski
Dist. 19 Robert Lyon

GREEN LAKE COUNTY
MISSION:

- 1) Fiscal Responsibility
- 2) Quality Service
- 3) Innovative Leadership
- 4) Continual Improvement in County Government

1. **Call to Order**
2. **Roll Call**
3. **Reading of the Call**
4. **Pledge of Allegiance**
5. **Recognition of Service – Joel Gerth, Corrections Administrator**
6. **Minutes of 02/21/17 meeting**
7. **Announcements**
8. **Public Comment (3 minute limit)**
9. **Correspondence**
10. **Appearances**
 - Tucker Johnson – vbrnow.com
11. **Department Reports**
 - Jay Dampier – UWEX Community Resource Agent/Department Head
 - John deMontmollin – UWEX 4H Agent
12. **Resolutions**
 - Resolution 2-2017 Relating to Updated WIPFLI Compensation Plan and Base Wage Adjustment
 - Resolution 3-2017 Relating to Creating a HR Coordinator Position in the County Administrator Office
 - Resolution 4-2017 Relating to Offering Universal Life Insurance Coverage, Critical Illness Coverage and Accident Plans to Green Lake County Employees through vbrnow.com
 - Resolution 5-2017 Relating to Supporting Efforts to Close Commercial Property Assessment Loopholes
 - Resolution 6-2017 Relating to Eliminating a Corrections Lieutenant Position, Eliminating a Corrections Officer Position and Creating a Sergeant of Corrections Position and a Corrections Division Clerk in the Corrections Division of the Sheriff's Office
 - Resolution 7-2017 Relating to Payment of Expenses for Unclaimed Body
13. **Ordinances**
 - Ordinance 5-2017 Rezone in the Town of Berlin: Jeffrey L. Fritz, Ronald D. & Sharon K. Darnick Revocable Trust
 - Ordinance 6-2017 Rezone in the Town of Mackford: Jesse Larmay, Larmay Construction, Inc.
14. **Out of state travel – Sheriff Mark Podoll**
15. **Annual Reports**
16. **Committee Appointments**
17. **Departments to Report on April 18, 2017**
18. **Future Agenda Items for Action & Discussion**
19. **And such other business as may properly come before the Board of Supervisors**
20. **Adjourn**

The several committees of the Board may also meet for the purpose of discussing or acting upon matters which are the subject matter of the meeting of the County Board of Supervisors.

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin, this 10th day of March, 2017

Elizabeth A. Otto, Green Lake County Clerk

GREEN LAKE COUNTY

BOARD PROCEEDINGS

REGULAR SESSION

February 21, 2017

The Green Lake County Board of Supervisors met in regular session, Tuesday, February 21, 2017, at 6:00 PM in the County Board Room, Green Lake, Wisconsin.

The Board was called to order by Harley Reabe, Chairman. Present – 17, Absent – 2 (Dennis Mulder-District 14, Joe Gonyo-District 16)

<u>Supervisor</u>	<u>Supervisor Districts</u>
Larry Jenkins	1
Vicki Bernhagen	2
Rich Slate	3
Paul Schwandt	4
Peter Wallace	5
Joy Waterbury	6
Michael Starshak	7
Patti Garro	8
David Richter	9
Sue Wendt	10
Harley Reabe	11
Robert Schweder	12
Nick Toney	13
Katie Mehn	15
Joanne Guden	17
Richard Trochinski	18
Robert Lyon	19

READING OF THE CALL

1. The Green Lake County Board of Supervisors will convene at the Courthouse at the Government Center in the City of Green Lake, Wisconsin on Tuesday the 21st day of February, 2017 at 6:00 PM for the regular meeting of the Board. Monthly business to be transacted includes:

CALL TO ORDER
ROLL CALL
READING OF THE CALL
PLEDGE OF ALLEGIANCE
MINUTES OF 12/20/16
ANNOUNCEMENTS

DRAFT
To be approved at the March 21, 2017 meeting

PUBLIC COMMENT (3 MIN LIMIT)

CORRESPONDENCE

APPEARANCES

- Brian Della – Public Financial Management, Inc.

RESOLUTIONS

- Resolution 1-2017 Resolution Authorizing the Issuance and Sale of \$4,860,000 General Obligation Promissory Notes, Series 2017
- Motion to reconsider Resolution 41-2016 Relating to Adopting the Green Lake County Bicycle and Pedestrian Vision

DEPARTMENT REPORTS

- Derek Kavanaugh, LCC – update on County Lakes
- Mike Bonertz, Deputy Director - ADVOCAP

ORDINANCES

- Ordinance 1-2017 Relating to Rezone in the Town of Berlin: William E. and Jeanette M. Krebs
- Ordinance 2-2017 Relating to Rezone in the Town of Marquette: James M. Slepicka Sr. & Sandra K. Slepicka
- Ordinance 3-2017 Relating to Rezone in the Town of Berlin: Marjorie E. Lind
- Ordinance 4-2017 Amending Chapter 9. Board of Supervisors, Article III. Appointed Committees

OUT OF STATE TRAVEL

- Nav Ghimire, UW-Extension Agricultural Agent
- Drug Court personnel – Health and Human Services, Sheriff's Office
- Health and Human Services – Children & Family Unit
- Amanda Thoma – Coroner
- Highway Department – Chipsreader training

COMMITTEE APPOINTMENTS

DEPARTMENTS TO REPORT ON March 21, 2017

FUTURE AGENDA ITEMS FOR ACTION & DISCUSSION

OTHER MATTERS AUTHORIZED BY LAW

AND SUCH OTHER BUSINESS AS MAY PROPERLY COME BEFORE THE BOARD OF SUPERVISORS.

ADJOURN

The several committees of the Board may also meet for the purpose of discussing or acting upon matters, which are the subject matter of the meeting of the County Board of Supervisors.

Given under my hand and official seal at the Government Center in the City of Green Lake, Wisconsin this 20th day of February, 2017.

Elizabeth A. Otto
Green Lake County Clerk

PLEDGE OF ALLEGIANCE

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

MINUTES OF 12/20/2016

3. ***Motion/second (Toney/Trochinski)*** to approve the minutes of December 20, 2016 as presented with the addition of thanking Calumet County along with Winnebago County for their assistance in the Child Support unit during the transition. All Ayes. Motion carried.

ANNOUNCEMENTS

DRAFT

To be approved at the March 21, 2017 meeting

4. The next County Board meeting will take place on March 21, 2017 at 6:00 PM. Prior to the meeting, supervisors are invited to view the new armored vehicle recently purchased by the Sheriff's Office.

PUBLIC COMMENTS (3 Minute Limit)

5. None

CORRESPONDENCE

6. None

APPEARANCES

7. Brian Della of Public Financial Management, Inc. gave an update on the bonding issue coming before the Board tonight. The sale was completed today (February 21) and went exceptionally well for Green Lake County. 11 bids were received and the winning bid was 1.95%, which allowed for a \$30,000 reduction in the amount of the original bond. Della also gave a history of the bonding issue dating back to 2009.

RESOLUTIONS

8. Resolution No. 1-2017 Resolution Authorizing the Issuance and Sale of \$4,830,000 General Obligation Promissory Notes, Series 2017. **Motion/second (Starshak/Guden)** to adopt Resolution No. 1-2017. Discussion held. Roll call vote to adopt Resolution No. 1-2017 – Ayes – 17, Nays – 0, Absent – 2 (Mulder, Gonyo), Abstain – 0. Motion carried. Resolution No. 1-2017 passed as adopted.
9. **Motion/second (Slate/Starshak)** to reconsider Resolution 41-2016 Relating to Adopting the Green Lake County Bicycle and Pedestrian Vision. Supervisor Slate is requesting that one additional citizen member be allowed to serve on the committee. Discussion held. Chairman Reabe stated that he reluctantly amended the agenda to include this item since the decision has been made through the work of the AdHoc Bike Route Planning Committee and approved by the Highway committee. Roll call vote on motion to reconsider – Ayes – 7 (Slate, Schwandt, Wallace, Waterbury, Starshak, Trochinski, Lyon), Nays – 10, Absent – 2 (Mulder, Gonyo), Abstain – 0. Motion defeated.

DEPARTMENT REPORTS

10. Derek Kavanaugh of the Land Conservation department gave a presentation regarding the status of Green Lake County lakes. Kavanaugh outlined many of the programs currently being implemented to improve the water quality of the lakes and streams of Green Lake County.
11. Mike Bonertz, Executive Director of ADVOCAP, gave an outline of the agency which is a community action group working to reduce poverty and increase self-sufficiency by creating opportunities for citizens. Bonertz described in detail some of the programs ADVOCAP offers.

DRAFT

To be approved at the March 21, 2017 meeting

12. Chairman Reabe called for a 5-minute recess at 7:03 PM.
13. Chairman Reabe reconvened the meeting at 7:08 PM.

ORDINANCES

14. Ord. 1-2017 Relating to Rezone in the Town of Berlin: William E. and Jeanette M. Krebs. **Motion/second (Schwandt/Garro)** to enact Ordinance No. 1-2017. Roll call vote Motion to enact Ordinance 1-2017 - Ayes – 17, Nays – 0, Absent – 2 (Mulder, Gonyo), Abstain – 0. Ordinance No. 1-2017 passed as enacted.
15. Ord. 2-2017 Relating to Rezone in the Town of Marquette: James M. Slepicka Sr. & Sandra K. Slepicka. **Motion/second (Toney/Starshak)** to enact Ordinance No. 2-2017. Roll call vote Motion to enact Ordinance 2-2017 - Ayes – 17, Nays – 0, Absent – 2 (Mulder, Gonyo), Abstain – 0. Ordinance No. 2-2017 passed as enacted.
16. Ord. 3-2017 Relating to Rezone in the Town of Berlin: Marjorie E. Lind. **Motion/second (Schwandt/Wallace)** to enact Ordinance No. 2-2017. Roll call vote Motion to enact Ordinance 2-2017 - Ayes – 17, Nays – 0, Absent – 2 (Mulder, Gonyo), Abstain – 0. Ordinance No. 2-2017 passed as enacted.
17. Ord. 4-2017 Amending Chapter 9. Board of Supervisors, Article III. Appointed Committees. **Motion/second (Richter/Toney)** to enact Ordinance No. 4-2017. Discussion held. Corporation Counsel Dawn Klockow informed the Board that this committee is required by state statute. Roll call vote on Motion to enact Ordinance 4-2017 (3/4 majority required) - Ayes – 15, Nays – 2 (Waterbury, Starshak), Absent – 2 (Mulder, Gonyo), Abstain – 0. Ordinance No. 4-2017 passed as enacted.

OUT OF STATE TRAVEL

18. Nav Ghimire, UW-Extension Agricultural Agent, is requesting permission to attend two out of state conferences. One is the Journal of Extension (JOE) Board of director's meeting on March 20-24 in Austin, Texas. The second is the Association for International Agricultural and Extension Education (AIAEE) conference in Minneapolis, Minnesota on April 24 – 29.
19. Drug Court personnel – two employees from the Behavioral Health unit and one from the Sheriff's Office are requesting permission to attend the National Association of Drug Court Professionals conference in Washington, DC from July 9-12. All expenses are paid by the recently awarded grant Green Lake County received.
20. Lisa Schiessl, social worker in the Children & Family unit of HHS, is requesting permission to attend the Chicago Metro Area Conference on April 25-27 in Chicago, IL. The cost will be \$196.00 for the one day she is requesting.
21. Amanda Thoma, Coroner, is requesting permission to attend a conference sponsored by the NYU School of Medicine in New York, NY on May 1. Cost to the county will be approximately \$1000.00.

DRAFT
To be approved at the March 21, 2017 meeting

22. The Highway Department is requesting permission to attend a one day training in Oregon, Illinois for chipspreader training.
23. ***Motion/second (Garro/Guden)*** to approve all out of state training as requested. Discussion held. All ayes. Motion carried.

COMMITTEE APPOINTMENTS

24. Chairman Reabe made the following appointments:

Tami Moffat-Keenlance of Agnesian/Ripon Medical Center to the Health Advisory Committee. Her term will expire in 2019.

Lindsey Kemnitz, City of Berlin Community Development Director, to the Economic Development Corporation.

Tom Jensen and Mary Lou Neubauer to 3 year terms on the Tri-County Economic Development Corporation (TREDC) board.

Roger Field to a 3 year term on the TREDC Revolving Loan Fund board.

The DNR has recommended the following businesses/individuals to serve as Emergency Fire Wardens in Green Lake County: B&G Sporting Goods, Berlin Town Hall, Grand Valley Campground, Lakeview Inn, Rennert's Fire Equipment, and the Town of Brooklyn.

Renee Peters to the Family Resource Council. Her term will expire in 2018.

Motion/second (Richter/Garro) to approve appointments. All ayes. Motion carried.

COMMITTEES TO REPORT ON March 21, 2017

25. Chairman Reabe stated that the UW-Extension agents will give department reports in March with the exception of the Family Living Agent due to her maternity leave.

OTHER MATTERS AUTHORIZED BY LAW
--

26. None

ADJOURN

27. ***Motion/second (Guden/Bernhagen)*** to adjourn at 7:25 PM. All Ayes. Motion carried.

Respectfully Submitted,

Elizabeth Otto
Green Lake County Clerk

RESOLUTION NO. 2-2017

Relating to Updated WIPFLI Compensation Plan and Base Wage Adjustment

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of March 2017, does resolve as follows:

WHEREAS, in 2013 the Green Lake County Board of Supervisors did adopt a Compensation Structure and Wage Plan for all non-represented employees as developed by WIPFLI, LLC; and

WHEREAS, in 2016 the Green Lake County Board of Supervisors did adopt Resolution # 24-2016 establishing criteria for a Merit Pay Policy and base wage increase for those in the merit section of the wage range for 2017 of 3%; and

WHEREAS, the Green Lake County preliminary 2016 year-end general fund financial statements reflect a salary and fringe benefits savings of approximately \$92,000; and

WHEREAS, in 2016 the Green Lake County Board of Supervisors did adopt Resolution # 23-2016 which approved entering into a contract with WIPFLI, LLC to update the wage comparability study; and

WHEREAS, WIPFLI, LLC along with the County Administrator has reviewed and updated the Compensation Plan and now recommend it for adoption;

NOW, THEREFORE, BE IT RESOLVED that the Green Lake County Board of Supervisors does hereby adopt the modified Green Lake County Compensation Plan as presented; and

Roll Call on Resolution No. 2-2017

Recommended for Approval by Finance Committee
Submitted by Personnel Committee:

Aye , Nay , Absent , Abstain

/s/ Joe Gonyo

Joe Gonyo, Chairman

Passed and Adopted/Rejected this 21st
day of March 2017.

Paul Schwandt

/s/ Robert Lyon

Robert Lyon

Harley Reabe, County Board Chairman

/s/ Robert Schweder

Robert Schweder

ATTEST: Liz Otto, County Clerk
Approved as to Form:

/s/ Sue Wendt

Sue Wendt

Dawn N. Klockow, Corporation Counsel

BE IT FURTHER RESOLVED that the Green Lake County Board of Supervisors is committed to proactive maintenance of the Green Lake County Compensation Plan and hereby authorizes the County Administrator to update and age the Compensation Plan annually on July 1 by the CPI-U index rate as determined by the WI Department of Revenue and published monthly by the WI Employment Relations Commission (WERC); and

BE IT FURTHER RESOLVED that in order to ensure all non-represented staff wage rates meet the minimum wage range amount for the respective pay group as defined in the Green Lake County Compensation Plan the Green Lake County Board of Supervisors does hereby authorize that effective with the first payroll of April 2017 any staff wage rate below the Compensation Plan minimum rate for that pay group, after 2017 step or performance pay increases have been applied, will be increased to the minimum rate as defined in the Compensation Plan; and

BE IT FURTHER RESOLVED that unused 2016 general fund salary and fringe funds will be carried forward to 2017 to cover the costs of this wage rate increase up to the Compensation Plan pay group minimum in an amount not to exceed \$55,000.

BE IT FURTHER RESOLVED that effective January 1, 2018 compensation adjustments for any staff position will be compensated at rates as established under the Pay for Performance policy rather than on the basis of annual Step Increases.

Fiscal Note: Not to Exceed \$55,000

RESOLUTION NUMBER 3 - 2017

RELATING TO CREATING A HR COORDINATOR POSITION IN THE COUNTY ADMINISTRATOR OFFICE

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st day of March, 2017 does resolve as follows:

WHEREAS, in 2016 the Green Lake County Board did approve the creation of the County Administrator position; and

WHEREAS, in November 2016 the Green Lake County Board did adopt the 2017 Annual Green Lake County Budget that included funding for the County Administrator position and Administrator Assistant position; and

WHEREAS, in December 2016 an individual did assume the position of Green Lake County Administrator; and

WHEREAS, the County Administrator has assumed the human resources related duties previously performed by the County Clerk/Administrative Coordinator; and

WHEREAS, Green Lake County has implemented a formal wage classification system as well as an employee performance evaluation program; and

WHEREAS, after careful consideration and analysis the County Administrator has determined that assistance with activities primarily related to Human Resource functions including, but not limited to, recruitment, maintenance of employment records, reporting, position analysis and performance evaluation programs is essential; and

WHEREAS, the County Administrator has identified key support areas related to office communications, clerical services, budget facilitation and office support during County Administrator absences that are critical to efficient office functions.

NOW, THEREFORE, BE IT RESOLVED, that the Green Lake County Board of Supervisors does hereby authorize the creation of an HR Coordinator position within the County Administrator department. See attached Fiscal Note.

Roll Call on Resolution No. 3-2017

Submitted by Administrative Committee
Approved/Disapproved by Personnel Committee

With the recommendation to Approve/Disapprove

Aye , Nay , Absent , Abstain

/s/ Harley Reabe
Harley Reabe, Chairman

Passed and Adopted/Rejected this 21st day
of March, 2017

/s/ Nick Toney
Nick Toney, Vice Chairman

County Board Chairman

/s/ Paul Schwandt
Paul Schwandt

ATTEST: County Clerk
Approved as to Form

/s/ Michael Starshak
Michael Starshak

Corporation Counsel

/s/ David Richter
David Richter

/s/ Robert Lyon
Robert Lyon

GREEN LAKE COUNTY ADMINISTRATOR'S OFFICE

TITLE: Human Resources Coordinator

DEPARTMENT: County Administrator

LOCATION: Government Center

REPORTS TO: County Administrator

PURPOSE OF POSITION: Assist County Administrator in all phases of personnel administration procedures including recruitment, record keeping and correspondence duties. Will also perform a variety of clerical, accounting, training and computer related tasks associated with the work of the County Administrator's Office and related work as required.

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

- Coordinates recruitment process, formulates screening criteria and interview questions;
- Posts vacancies, receives and processes applications including screening, interview scheduling, test arrangements, sending correspondence and notices to applicants;
- Monitors selection (interview) process and maintains recruitment files;
- Coordinates onboarding of new employees with County Clerk's Office;
- Conducts pre-employment background checks;
- Handles routine policy manual interpretation inquiries from staff;
- Prepares and updates job descriptions;
- Coordinates employee performance evaluation program and maintains relevant documentation;
- Completes employment verification requests;
- Participates in reclassification and classification evaluations;
- Participates in employee interviews;
- Maintains personnel, union contract, medical and/or other office filing systems;
- Maintains database of active and inactive county employees;
- Coordinates any variety of personnel actions with County Clerk's Office;
- Responds to surveys;
- Maintains updates to Administrative and Employee Manuals and related forms;
- Maintains portions of the County website at the direction of the County Administrator;
- Updates departmental organization charts;
- Handles preparation and distribution of service certificates and employee recognition activities;
- Handles unsolicited resumes;
- Coordinate employee training activities;
- Monitors grievance procedures;
- Coordinates exit interviews;
- Support County Administrator in development of the annual budget;
- Maintains effective working relationship with departmental personnel, County Board Supervisors and the public;
- Serves as receptionist and directs walk-ins; answers and directs phone calls; routes mail;
- Serves as office manager in the absence of the County Administrator;
- Other duties as assigned.

TITLE: Human Resources Coordinator (continued)

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS: Up to 75% of the time is spent talking, hearing, handling objects or fingering which includes typing or writing. Walking, sitting, using far and near vision, are used 65% of time. Activities done 5% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 20 lbs.), carrying (10 lb. objects). Crouching, balancing, bending or twisting would be required.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS: 100% of the time is spent indoors.

EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS: Telephone, copy machine, scanner, calculator, computer, fax machine, and printing equipment.

QUALIFICATION NEEDED (EDUCATIONAL SKILLS):

1. Minimum of two year degree in human resources or related field; or
2. Minimum of two years office experience in related field, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Must be proficient in computer operations with advanced knowledge of Microsoft products.

KNOWLEDGE AND SKILLS REQUIRED: Exceptional ability to work cooperatively with the general public, county department staff and County Board members. Must be a self-starter with initiative, be able to work with little or no direct supervision, must be tactful, courteous, helpful and friendly. Ability to understand and follow directions, state statutes and laws governing the County. Excellent communications skills, ability to type, do accurate accounting and understanding of computer operations.

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 2017

ADOPTED BUDGET - 2017

DEPARTMENT:

COUNTY ADMINISTRATOR

COMMITTEE: ADMINISTRATIVE

PERSONNEL COSTS

POSITION TITLE	RATE	HOURS	WAGES	FICA	RET EMPLOYER	H-INS	L-INS	TOTAL
		43.35						
		83%						
HR Coordinator	17.67	1734	\$ 30,640	\$ 2,344	\$ 2,084	\$ 18,178	\$ 50	\$ 53,295
			<u>\$ 30,640</u>	<u>\$ 2,344</u>	<u>\$ 2,084</u>	<u>\$ 18,178</u>	<u>\$ 50</u>	<u>\$ 53,295</u>

PROPOSED - 2017

41.00 WEEKS

Pay Group 13: \$18.51 - \$23.14 - \$27.77

Start Date:

April 24, 2017

POSITION TITLE	RATE	HOURS	WAGES	FICA	EMPLOYER	H-INS	L-INS	TOTAL
		79%						
HR Coordinator	18.51	1,640	\$ 30,356	\$ 2,322	\$ 2,064	\$ 18,178	\$ 50	\$ 52,971
			<u>\$ 30,356</u>	<u>\$ 2,322</u>	<u>\$ 2,064</u>	<u>\$ 18,178</u>	<u>\$ 50</u>	<u>\$ 52,971</u>

13	Account Clerk Specialist	HHS	\$38,511	\$48,139	\$57,766	\$18.51	\$23.14	\$27.77
	Administrative Assistant	ZON						
	Administrative Assistant	LC						
	Clerk	LE						
	Court Records Clerk	COC						
	Court Services Deputy	LE						
	Deputy County Clerk	CC						
	Deputy Register of Deeds	ROD						
	Deputy Treasurer	TRE						
	Deputy Treasurer/Register of Deeds	TRE/ROD						
	Judicial Assisyt/Assist Reg of Probate	CCP						
	Legal Assistant/Administrative Assistant	CORP						
	Legal Clerk	DA						
	Mechanic I	DA						
	Program Specialist	UWEX						
	Secretary/ Bookkeeper II	FRI						
	Victim/Witness Coordinator	DA						

RESOLUTION NO. 4-2017

Relating to Offering Universal Life Insurance Coverage, Critical Illness Coverage and Accident Plans to Green Lake County Employees through vbrnow.com

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of March 2017, does resolve as follows:

WHEREAS, The County understands that certain benefits are valuable for the economic security and well-being of its employees such as universal life insurance, accident insurance and critical illness insurance; and,

WHEREAS, vbrnow.com provides voluntary benefits of Universal Life Insurance, Critical Illness Coverage and Accident plans to employees which would be at no cost to the County; and,

WHEREAS, some of the voluntary benefit programs may be purchased as a pre-tax benefit to county employees.

NOW BE IT RESOLVED, that the Green Lake County Board of Supervisors will make available to all interested employees the voluntary benefits of Whole Life Insurance Coverage, Critical Illness Insurance and Accident Insurance through vbrnow.com. with the employees paying the full cost of any premiums on a pre-tax basis, as allowed by law.

Roll Call on Resolution No. 4-2017

Submitted by Personnel Committee

Aye____, Nay____, Absent____, Abstain____

Joe Gonyo, Chair

Passed & Adopted/Rejected this 21st
day of March, 2017

Paul Schwandt

County Board Chair

/s/ Sue Wendt
Sue Wendt

Attest: County Clerk
Approved as to form:

Robert Lyon

Corporation Counsel

Robert Schweder

RESOLUTION NO. 5-2017

Relating to Supporting Efforts to Close Commercial Property Assessment Loopholes

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of March 2017, does resolve as follows:

WHEREAS, homeowners in Wisconsin already pay 70% of the total statewide property tax levy; and

WHEREAS, the disproportionate burden is about to get much worse unless the Legislature addresses tax avoidance strategies that national chains like Walgreens, and big box establishments like Target and Lowe's are using across the country to gain dramatic reductions in their property tax bills at the expense of homeowners and other taxpayers; and

WHEREAS, a carefully-orchestrated wave of hundreds of lawsuits in Wisconsin is forcing assessors to slash the market value of thriving national retail stores, shifting their tax burden to local mom and pop shops and homeowners; and

WHEREAS, Walgreens and CVS stores in Wisconsin have argued in communities across the state that the assessed value of their property for property tax purposes should be less than half of their actual sale prices on the open market; and

WHEREAS, in many cases the courts have sided with Walgreens and CVS, requiring communities to refund tax revenue back to the stores; and

WHEREAS, there are over 200 Walgreens stores located in Wisconsin; and

Roll Call on Resolution No. 5-2017

Submitted by County Board Chair, Harley Reabe

Aye____, Nay____, Absent____, Abstain____

/s/ Harley Reabe
Harley Reabe, County Board Chair

Passed & Adopted/Rejected this 21st
day of March, 2017

County Board Chair

Attest: County Clerk
Approved as to form:

Corporation Counsel

WHEREAS, Target, Lowes, Meijer, Menards and other big box chains are using what is known as the “Dark Store Theory” to argue that the assessed value of a new store in a thriving location should be based on comparing their buildings to sales of vacant stores in abandoned locations for a different market segment; and

WHEREAS, the Indiana Legislature has on two occasions in the last two years overwhelmingly passed legislation prohibiting assessors from valuing new big box stores the same as nearby abandoned stores from a different market segment; and

WHEREAS, the Michigan State House overwhelmingly passed similar legislation in May of 2016.

NOW, THEREFORE, BE IT RESOLVED that Green Lake County does hereby urge the Governor and State Legislature to protect homeowners and main street businesses from having even more of the property tax burden shifted to them by passing legislation clarifying that:

1. Leases are appropriately factored into the valuation of leased properties; and
2. When using the comparable sale method of valuation, assessors shall consider as comparable only those sales within the same market segment exhibiting a similar highest and best use rather than similarly sized but vacant properties in abandoned locations.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Green Lake County Clerk shall forward this Resolution to the Governor and the County’s State Legislators.

Resolution Number 6-2017

Relating to Eliminating a Corrections Lieutenant Position, Eliminating a Corrections Officer Position and Creating a third Sergeant of Corrections Position and a Corrections Division Clerk in the Corrections Division of the Sheriff's Office

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st day of March 2017 does resolve as follows:

WHEREAS, the current Corrections Administrator will be retiring effective March 24, 2017, and

WHEREAS, the duties of the Corrections Administrator and the Corrections Lieutenant have been analyzed, and

WHEREAS, it has been determined that the Correctional Facility staffing can be improved by redistributing the duties of the Corrections Facility Administrative staff to a Corrections Division Clerk and the Corrections Sergeants, and

WHEREAS, it has been duly noted that when there is the presence of Administration on the Corrections Facility floor there has been a marked improvement in inmate behavior.

NOW THEREFORE BE IT RESOLVED that the position of Corrections Lieutenant and one full-time Corrections Officer be eliminated, and

BE IT FURTHER RESOLVED that one full-time Corrections Sergeant position and one full-time Correctional Clerk position, both working 2080 hours per year each, be created as of the passage of this resolution.

BE IT FURTHER RESOLVED that the Sergeant will perform Corrections Officer duties on a regular basis.

BE IT FURTHER RESOLVED that the Administrative duties of the Corrections Administrator and former Corrections Lieutenant be divided between the three Sergeants and the Corrections Division Clerk.

Fiscal Impact: Attached

Approved/Disapproved by Personnel.

Roll Call on Resolution No.

Submitted by Judicial and Law Enforcement Committee

Aye __, Nay __, Absent __, Abstain __

Passed and Adopted/Rejected
This 21 day of March, 2017

County Board Chairman

Attest: County Clerk

Approved as to form:

Corporation Counsel

/s/ Michael Starshak
Michael Starshak, Chairman

/s/ Larry Jenkins
Larry Jenkins

Sue Wendt

Peter Wallace
/s/ Harley Reabe
Harley Reabe

2017 Staff Restructure Sheriff's Office Corrections Division

COMMITTEE: JUDICIAL/LAW ENFORCEMENT & EMERGENCY MANAGEMENT

PERSONNEL COST

POSITION TITLE		RATE	HOURS	MERIT	WAGES	FICA	R-employer	H-INS	L-INS	TOTAL
Correction Clerk	Create Position	17.67	2080	0.00	36,753.60	2,811.65	2,499.24	21,813.82	63.36	63,941.68
Corrections Sgt.	Create Position	24.9300	2080	0.00	51,854.40	3,966.86	3,526.10	21,813.82	63.36	81,224.54
Corrections Officer	Eliminate Position	-23.4300	2080	0.00	-48,734.40	-3,728.18	-3,313.94	-21,813.82	-63.36	-77,653.70
Corrections Lt.	Eliminate Position	-28.9200	2080	0.00	-60,153.60	-4,601.75	-4,090.44	-1,500.00	-63.36	-70,409.16
Reallocate to Salaries					2,530.92	193.62	172.10			2,896.64
					88,608.00	6,778.51	6,025.34	43,627.64	126.72	0.00

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CLERK – CORRECTIONS DIVISION

DEPARTMENT: GREEN LAKE COUNTY SHERIFF'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CORRECTIONS ADMINISTRATOR

SUMMARY:

Under the general supervision of Corrections Administrator, provides support and clerical duties to the Corrections Division of the Sheriff's Office, working a schedule in accordance with the needs of the Sheriff's Office.

DUTIES AND RESPONSIBILITIES:

- Analyzes and assures that complete and proper information is entered into the Public Safety Software System.
- Transcribes and or analyzes Correction Officer reports as needed for correctness and accuracy
- Prepares for Corrections Division billing and audits by collecting appropriate data, maintaining and retrieval of documents.
- Maintains and balances Inmate accounts, makes deposits, issues checks, receives and disburses bond payments, maintains and reconciles TRIP accounts.
- Schedules inmate visitation
- Performs and is responsible for a wide variety of computer applications.
- Generates monthly and annual State and local reports; maintains Correctional Division filing systems.
- Coordinates inmate programs and visitation.
- Orders supplies and equipment.
- Maintains a high degree of confidentiality in all aspects of job functions.
- Interacts daily with the public, other employees, and the inmate population.
- Performs other duties as assigned.

SKILLS AND ABILITIES:

- Must have thorough knowledge in the use of modern principles, methods, practices, and equipment relating to Corrections records management.
- Thorough knowledge of State and local laws; ability and skill to apply these regulations and make decisions in accordance with same, as appropriate.
- Skill and proficiency in all aspects of computer software programs utilized by the Sheriff's Office.
- Ability to act confidentially, performing assignments with accuracy, patience, tact, integrity, use of good discretion and courtesy; ability to exercise good judgment.
- Ability to retain and follow instructions closely; ability to read, write, add, and subtract.

- Knowledge of acceptable accounting procedures; skilled in data processing.
- Ability to operate a personal computer and other office equipment proficiently with ability to type at least 40 wpm.
- Knowledge of civil and criminal law. Ability to meet department standards of physical condition.
- Skill in the use of general office equipment to include items such as computer, printer, calculator, copy machine, fax machine, scanner, telephone, tape recorder and transcriber
- Ability to establish and maintain effective working relationships with various officials, agencies, and co-workers; ability to communicate effectively orally and in writing in English
- Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.

QUALIFICATIONS:

EDUCATION: High school diploma or equivalent. Post high school education preferred.

EXPERIENCE / JOB KNOWLEDGE: Minimum of one year experience in a position requiring independent judgment or any combination of education and experience that provides equivalent knowledge, skills, and abilities is required. Visual acuity must be correctable to 20/20. Must obtain CPR, AED and TIME certifications and retain them for term of employment. Experience in the use of Microsoft Word and Excel required.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 95% of the time is spent sitting, using near and far vision, hearing, talking, and using medium fingering for typing and data entry. Standing, kneeling, walking, stooping, and crouching are performed about 5% of the time. Other actions may be required in unusual or non-regular situations. The Department reserves the right to assess the medical and physical fitness of each employee's ability to fully perform the expected duties of the position.

ENVIRONMENTAL DEMANDS: About 95% of the time is spent inside and will involve contact with other workers, and the general public. Approximately 5% of the time is spent at other locations working on outside programs.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

RESOLUTION NO. 7-2017

Relating to Payment of Expenses for Unclaimed Body

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 21st day of March, 2017, does resolve as follows:

WHEREAS, Wisconsin Statute §979.09 states the if a dead body is unclaimed, the coroner shall cause the body to be decently buried or cremated and shall certify to all the expenses of burial or cremation of the dead body; and,

WHEREAS, Wisconsin Statute §979.09 further states that the expenses certified by the coroner shall be audited by the county board and paid out of the county treasury; and,

WHEREAS, the coroner has had cause to cremate an unclaimed dead body pursuant to Wis. Stat. §979.09, and certified the charges, which are attached hereto.

NOW BE IT RESOLVED, that the County Board of Supervisors of Green Lake County has audited the certified charges submitted by the coroner and finds they are reasonable.

NOW BE IT FURTHER RESOLVED, the Green Lake County Treasurer is directed to pay the expenses of cremation, as certified by the coroner, out of the County Treasury per Wis. Stat. §§979.09 and 59.25(3)(b).

Fiscal Note: Funds will be taken from the contingency fund.

Roll Call on Resolution No. 7-2017

Submitted by Judicial/Law Enforcement
Emergency Management Committee

Aye____, Nay____, Absent____, Abstain____

Michael Starshak, Chair

Passed & Adopted/Rejected this 21st day of
March, 2017

Larry Jenkins

County Board Chair

Sue Wendt

Attest: County Clerk

Peter Wallace

Approved as to form:

/s/ *Harley Reabe*

Harley Reabe

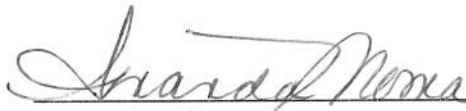
Corporation Counsel

**GREEN LAKE COUNTY CORONER
CERTIFICATION OF EXPENSES FOR
CREMATION OF UNCLAIMED BODY**

I, Amanda Thoma, the duly elected Green Lake County Coroner, hereby certify that:

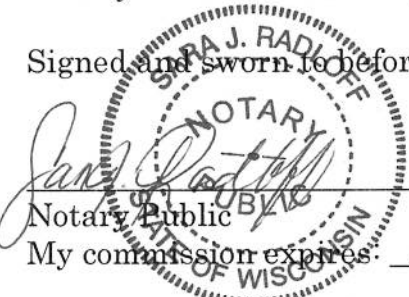
1. On 11/22/2016 I was called to a residence in Green Lake County for a death investigation.
2. I searched for and contacted the decedent's family and no family member wished to claim the body of the decedent.
3. Pursuant to Wis. Stat. §§979.09 and 979.10 I ordered the body of the decedent to be cremated.
4. The expense to cremate the decedent were \$1,975.00.
5. I believe expense to cremate the decedent were reasonable.
6. The expense to cremate the decedent should be paid out of the county treasury pursuant to Wis. Stat. §979.09.

Dated this 2nd day of March, 2017.


Amanda Thoma
Green Lake County Coroner

State of Wisconsin)
) ss.
County of Green Lake)

Signed and sworn to before me on March 2nd, 2017 by Amanda Thoma.


Notary Public

My commission expires: 10/19/18 (is permanent)

ORDINANCE NUMBER 5-2017

Relating to: Rezone in the Town of Berlin

Owners: Jeffrey L. Fritz

Ronald D. & Sharon K. Darnick Revocable Trust

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on the 21st day of March, 2017, does ordain as follows:

That Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-1 Ordinance No. 297-84) as relates to the Town of Berlin, be amended from A-1 Exclusive Agriculture District and A-2 General Agriculture District to R-4 Rural Residential District (±5.145 acres)

W1511 E. Springbrook Road, Parcels #002-00638-0100 and #002-00638-0300, Part of the SW¼ of Section 33, T17, R13E, Town of Berlin. To be determined by Certified Survey Map.

BE IT FURTHER ORDAINED that, in all other respects, said Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-1 Ordinance No. 297-84) be ratified.

Land Use Planning and Zoning Committee Recommends: X Approval Denial

Roll Call on Ordinance 5-2017

Ayes____, Nays____, Absent____, Abstain____.

Submitted by the Land Use Planning
and Zoning Committee:

Passed and Enacted/ Rejected this
21st day of March, 2017.

Michael Starshak, Committee Chair

County Board Chairman

/s/ Robert Lyon
Robert Lyon

ATTEST: County Clerk

/s/ Harley Reabe
Harley Reabe

Approved as to Form:

/s/ Rich Slate
Rich Slate

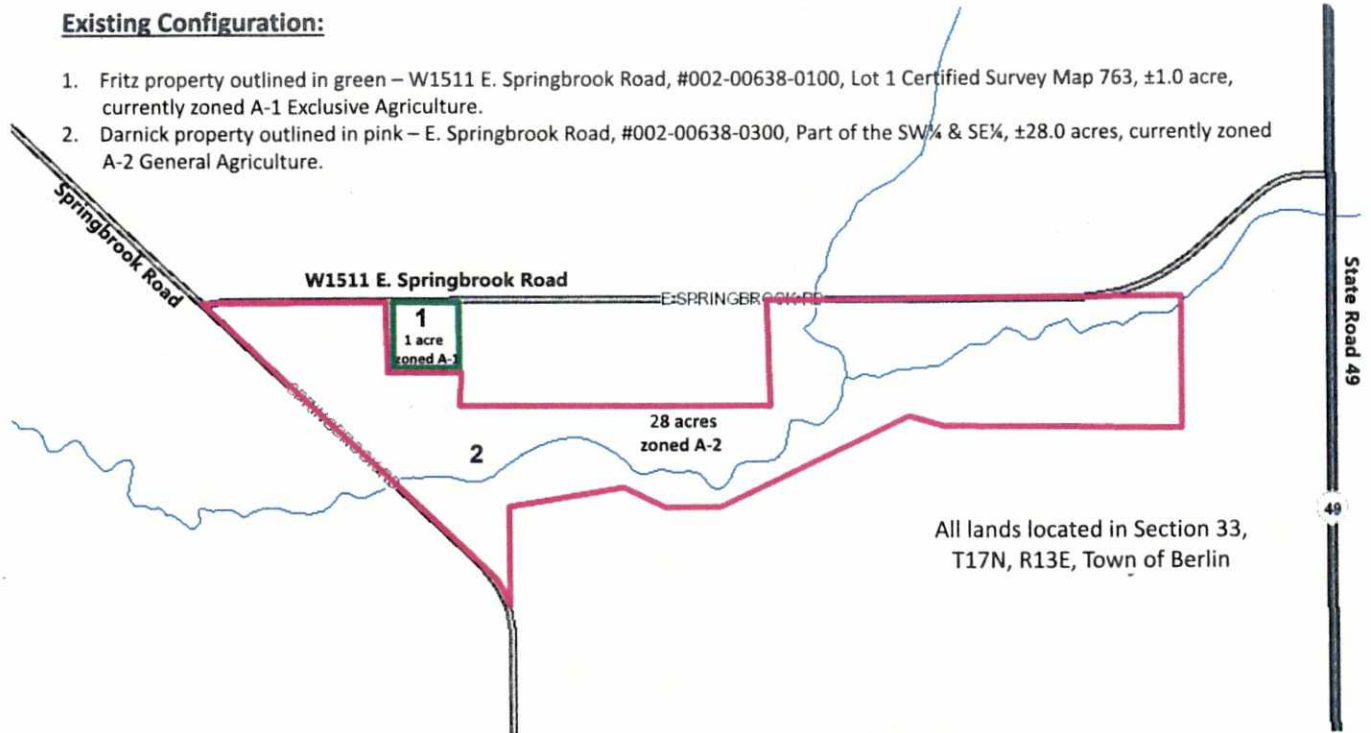
/s/ Dawn N. Klockow
Dawn Klockow, Corporation Counsel

/s/ Peter Wallace
Peter Wallace

Committee vote: Ayes 4 Nays____ Abstain____ Absent 1

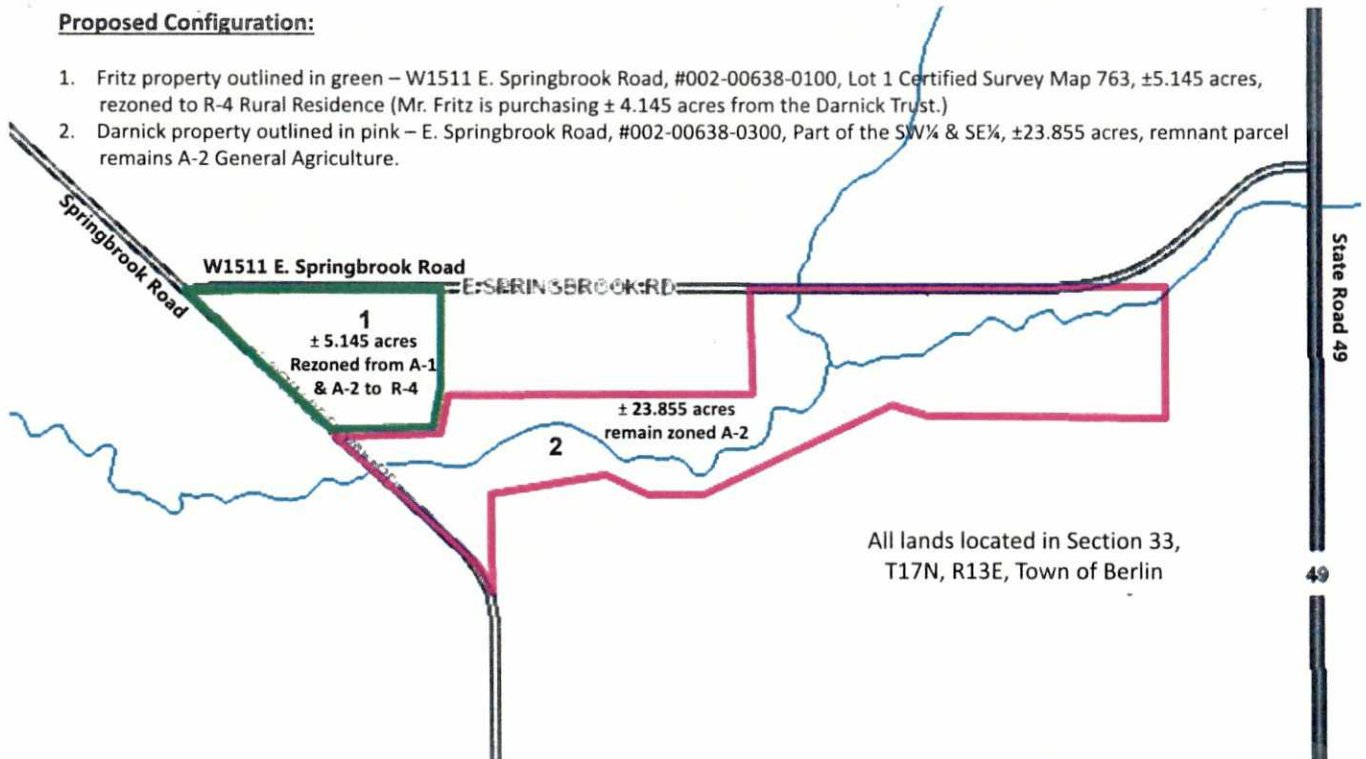
Existing Configuration:

1. Fritz property outlined in green – W1511 E. Springbrook Road, #002-00638-0100, Lot 1 Certified Survey Map 763, ± 1.0 acre, currently zoned A-1 Exclusive Agriculture.
2. Darnick property outlined in pink – E. Springbrook Road, #002-00638-0300, Part of the SW $\frac{1}{4}$ & SE $\frac{1}{4}$, ± 28.0 acres, currently zoned A-2 General Agriculture.



Proposed Configuration:

1. Fritz property outlined in green – W1511 E. Springbrook Road, #002-00638-0100, Lot 1 Certified Survey Map 763, ± 5.145 acres, rezoned to R-4 Rural Residence (Mr. Fritz is purchasing ± 4.145 acres from the Darnick Trust.)
2. Darnick property outlined in pink – E. Springbrook Road, #002-00638-0300, Part of the SW $\frac{1}{4}$ & SE $\frac{1}{4}$, ± 23.855 acres, remnant parcel remains A-2 General Agriculture.



ORDINANCE NUMBER 6-2017

Relating to: Rezone in the Town of Mackford
Owner: Jesse Larmay, Larmay Construction, Inc.

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on the 21st day of March, 2017, does ordain as follows:

That Green Lake County Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-5 Ordinance No. 297-84) as relates to the Town of Mackford, be amended from A-1 Exclusive Agriculture District to R-4 Rural Residential District.

N1842 N. Brave Road, Parcel #010-00250-0100, Part of the SE¼ of Section 12, T14N, R13E, Town of Mackford, ±5.107 acres

BE IT FURTHER ORDAINED that, in all other respects, said Zoning Ordinance, Chapter 350 as amended, Article IV Zoning Districts (Official Map M-5 Ordinance No. 297-84) be ratified.

Land Use Planning and Zoning Committee Recommends: X Approval Denial

Roll Call on Ordinance 6-2017

Ayes____, Nays____, Absent____, Abstain____.

Submitted by the Land Use Planning
and Zoning Committee:

Passed and Enacted/ Rejected this
21st day of March, 2017.

Michael Starshak, Committee Chair

County Board Chairman

 /s/ Robert Lyon
Robert Lyon, Committee Vice Chair

ATTEST: County Clerk

 /s/ Harley Reabe
Harley Reabe

 /s/ Rich Slate
Rich Slate

Approved as to Form:

 /s/ Peter Wallace
Peter Wallace

 /s/ Dawn N. Klockow
Dawn Klockow, Corporation Counsel

Committee vote: Ayes 4 Nays Abstain Absent 1

Owner: Jesse Larmay, Larmay Construction, Inc.

N1842 N. Brave Road, Parcel #010-00250-0100, Part of the SE¼ of Section 12, T14N, R13E

Town of Mackford, ±5.145 acres

Rezone request from A-1 Exclusive Ag District to R-4 Rural Residential District





571 County Road A • PO Box 586 • Green Lake, WI 54941-0586
Ph. 920-294-4000 • Fax. 920-294-3850

March 3, 2017

Green Lake County Board of Supervisors
Government Center
Green Lake, WI 54941

Re: Out of State Travel Sheriff Mark Podoll

Dear Supervisors,

With this letter I am requesting your permission to attend out of State training. The National Sheriff's Conference will be held June 23 – June 28, 2017 in Reno, Nevada this year.

I have been on the committee for the National Sheriff's Institute on Education/Training since 2011.

The training is very comprehensive, covering all aspects of the duties and responsibilities of the Office of Sheriff.

Anticipated costs are as follows:

Registration -	\$595.00
Lodging -	\$1,350.00
Travel -	\$200.00
Subtotal -	\$2,1450

I will be absorbing all meal costs.

Please give this request your serious consideration and approval.

Sincerely,

Mark A. Podoll
Sheriff

Sheriff Mark A. Podoll



GREEN LAKE COUNTY

OFFICE OF EMERGENCY MANAGEMENT

Gary V. Podoll
Director

Office: 920-361-5416
FAX: 920-361-5405

2016 EMERGENCY MANAGEMENT ANNUAL REPORT

Director received from the Federal Emergency Management Agency, the Emergency Management Planning Grant (EMPG) for director salary of \$20,569.22.

Director received an \$8,801.00 Emergency Planning & Community Right to know Act (EPCRA) Hazardous Material Grant. Director received a \$6,984.02 EPCRA Hazardous Materials Equipment Grant.

Director completed FEMA course IS-00271.a Anticipating Hazardous Weather and Community Risk. Director attended WI-CAMS (Credentialing) training that we will be implementing in Green Lake County. Director updated hazardous material plans for 8 facilities in the county, recorded updates of 38 reporting facilities and 15 Planning facilities.

Director is working with Oshkosh Fire Department to assist us in Hazardous Materials incidents that our County Operations Level Team is unable to handle and setup training county wide with them.

Director has completed all state and federal requirements and has completed the planning calendar for next year.

Director and Sheriff are on a regional WISCOM committee, which deals with statewide communications interoperability and have attended the Regional meetings.

Director setup and attended National Weather Service (NWS) Tornado Spotters class on March 14, 2016 at the Green Lake County Emergency Operations Center (EOC) and also attend NWS training for dispatchers on the same day.

Director held Local Emergency Planning Committee (LEPC) meetings to go over hazardous material updates required by EPCRA and grants, which was completed and approved, by the state. Director is working with LEPC on local hazardous issues, which pertain to Green Lake County. Director and LEPC have been working with the public health on public health planning and exercises conducted with state throughout the year.

Director worked with Sheriff, Dalton Fire Department and Amish Community in completing the Green Lake County Railroad Emergency Response Plan for the Dalton Area. Director conducted a Table Top Exercise on August 10, 2016 and distributing the Railroad Plan to the agencies involved in the plan. We also went through a scenario on how the plan works. Over 30 people participated along with the State Emergency Management. It was very well received.

Director completed the Green Lake County Emergency Response Plan with Emergency Support functions, which was adopted in March of 2016. Director worked with the City of Princeton in the Development and completion of their City Emergency Response Plan.

Director was notified and responded to 15 Severe Weather calls and 8 Severe Thunderstorm Warnings that affected Green Lake County. Director responded to a Hazmat spill at Berlin Hospital and was notified of a number of small Hazardous Materials spills, through the state reporting system, which occurred in Green Lake County.



Director participated in a Full Scale exercise on September 13, 14, 15, 2016, which was held at the Green Lake Conference Center, which involved Wisconsin Task Force 1 Urban Search and Rescue Team. We fully activated our County Emergency Operations Center (EOC), with all county agencies represented.



Director is on call 24 hours a day 7 days a week.

Gary V. Podoll, Director
Green Lake County Emergency Management

Green Lake County is an Equal Employment Opportunity Employer
492 Hill St. PO Box 3188, Green Lake, WI 54941-3188
Visit our web site: www.co.green-lake.wi.us



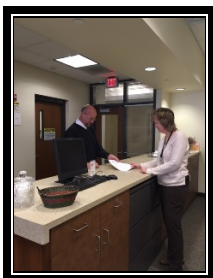
GREEN LAKE COUNTY REGISTER OF DEEDS 2016 ANNUAL REPORT

Our Mission

- To provide the official county repository for: Real Estate records (deeds, land contracts, mortgages, etc) Personal property records (UCC filings) Vital records (Birth, Death, Marriage and Military Discharges)
- To provide safe archival storage and convenient access to these public records.
- To implement statutory changes, system modernization, program and procedure evaluation and staff development to assure a high level of timely customer services for our citizen-customers.



Register of Deeds Staff:
Jane Thomas, Renee Thiem-Korth,
Hannah Lueneburg, Sarah Guenther





GREEN LAKE COUNTY

OFFICE OF THE REGISTER OF DEEDS

Sarah Guenther
Register of Deeds

Office: 920-294-4024
FAX: 920-294-4009

January 11, 2017

Memo to County Board of Supervisors

From: Sarah Guenther, Register of Deeds

I want to thank the Green Lake County Board of Supervisors for all the support they have given me and my deputies this past year for our office.

I am really looking forward to working with Cathy Schmit our new County Administrator. I have had meetings with Cathy already and am impressed with Cathy's knowledge and helpfulness that she has offered.

My deputies continue to work to get more records accessible online. I am pleased to report that the public, title industry, banks, attorneys, realtors and many other business partners can now view records online fully verified back to 1985. Since I took office in 2013, we now have 10 more years of fully accessible records.

Our revenues continue to increase because our records are easily accessible online 24 hours a day.

As on January 3, 2017, statewide issuance of vital records is a reality. I was personally involved in this legislation as co-legislative chair of the WRDA. Now a citizen can obtain their vital record from Green Lake County for death records dating back to 2012, marriage back to 2014, and any birth record. Divorce records will also now be available from 2016 forward.

Also new this year is Official Records Online. Our county participated in a pilot project with our software company Fidlar, who created an online system to purchase vital records. We now can provide instant access to request vital records 24 hours a day as well. This has been an additional revenue source for the county because of this service.

I look forward to 2017 by serving the citizens of Green Lake County with more services and personalized customer service from my staff and myself.

Respectfully Submitted,

Sarah Guenther
Green Lake County Register of Deeds

REGISTER OF DEEDS OFFICE

2016 ANNUAL REPORT

Submitted by Sarah Guenther _____

January 10, 2017

						GROSS REVENUE	COUNTY REVENUE
WISCONSIN REAL ESTATE TRANSFER FEES						\$273,663.60	
County Share	20%	\$54,732.72					\$54,732.72
WDOR Share	80%	\$218,930.88					
RECORDINGS							
Real Estate	3,836					\$115,070.00	\$88,232.00
County Land Records Fees		\$30,672.00					
State Land Records Fees		\$26,838.00					
VITAL STATISTICS							
Births Certified - 1st Copy	408						
Add'l Certified copies	282					\$9,006.00	\$2,886.00
Fees Rmtd to State-Trust Fund	\$2,856.00						
Fees Remitted to State	\$3,264.00						
Deaths Cerified - 1st Copy	288						
Add'l Certified copies	2,179						
Fees Remitted to State	\$3,744.00					\$12,297.00	\$8,553.00
Marriages Certified - 1st Copy	232						
Add'l Certified copies	449						
Fees Remitted to State	\$3,016.00					\$5,987.00	\$2,971.00
Official Records Online	9						
						\$22.50	\$22.50
TAPESTRY REVENUE						\$4,879.75	\$4,879.75
LAREDO COPY FEE						\$8,563.00	\$8,563.00
LAREDO REVENUE						\$17,927.15	\$17,927.15
COPIES						\$3,413.50	\$3,413.50
MISC. INCOME: Fax, Images, Overpayments, E>Returns						\$1,021.00	\$1,021.00
TOTAL GROSS REVENUE						\$451,850.50	
TOTAL COUNTY REVENUE							\$193,201.62

REGISTER OF DEEDS OFFICE

2015 ANNUAL REPORT

Submitted by Sarah Guenther _____ January 8, 2016 _____

						GROSS REVENUE	COUNTY REVENUE
WISCONSIN REAL ESTATE TRANSFER FEES						\$242,317.80	
County Share	20%	\$48,463.56					\$48,463.56
WDOR Share	80%	\$193,854.24					
RECORDINGS							
Real Estate	3,568					\$106,970.00	\$82,372.00
County Land Records Fees		\$28,112.00					
State Land Records Fees		\$24,598.00					
VITAL STATISTICS							
Births Certified - 1st Copy	463						
Add'l Certified copies	289					\$10,127.00	\$3,182.00
Fees Rmtd to State-Trust Fund	\$3,241.00						
Fees Remitted to State	\$3,704.00						
Deaths Cerified - 1st Copy	270						
Add'l Certified copies	2,136						
Fees Remitted to State	\$3,510.00					\$11,808.00	\$8,298.00
Marriages Certified - 1st Copy	223						
Add'l Certified copies	421						
Fees Remitted to State	\$2,899.00					\$5,723.00	\$2,824.00
Domestic Partnerships Filed	0						
Copies Certified	0						
Fees Remitted to State	\$0.00					\$0.00	\$0.00
TAPESTRY REVENUE						\$4,611.50	\$4,611.50
LAREDO COPY FEE						\$8,463.00	\$8,463.00
LAREDO REVENUE						\$16,719.25	\$16,719.25
COPIES						\$3,199.00	\$3,199.00
MISC. INCOME: Fax, Images, Overpayments, E>Returns						\$35.00	\$35.00
TOTAL GROSS REVENUE						\$409,973.55	
TOTAL COUNTY REVENUE							\$178,167.31



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

*Elizabeth Otto
County Clerk*

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

January 17, 2017

To: Green Lake County Board of Supervisors

From: Elizabeth Otto, County Clerk

2016 was a year of change for the County Clerk's office. In December, we said goodbye to our longtime County Clerk, Margaret Bostelmann, who retired after 24 years in office. Marge also served as the Administrative Coordinator for Green Lake County and throughout the year, a plan was established to hire a County Administrator to replace her. Catherine Schmit was hired in December and the change in duties continues to be an ongoing process.

The County Clerk's office continues to be a central location for many processes throughout the County. Statutory duties include marriage licenses, dog licenses, record retention, election administration, meeting proceedings and agendas, timber cutting notices, tax apportionment, and various accounting duties. Our office also handles County payroll, the phone system, security system, purchasing, DNR licenses, vacant job advertising and applications, and all county insurance policies to name a few.

In 2016 our office had 4 elections (spring primary, spring election, fall primary, and general election). We also had a recount for the Presidential election for the first time. Recounts are always a challenge so this was a big one! With the help of our municipal clerks and everyone else involved it went smoothly. Recounts are an excellent way to learn more about election procedures and to ensure accuracy of the voting process.

Our office is staffed by 3 full time employees which include myself, Angie Petruske, and Samantha Stobbe. We also have a part time employee, Nan Hanson. Our goal is to provide prompt and courteous customer service to our fellow employees and supervisors as well as the general public.





GREEN LAKE COUNTY

OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

REPORT # 18

2016 ANNUAL REPORT

OFFICE OF THE COUNTY CLERK

TO: THE HONORABLE CHAIRMAN AND BOARD
OF SUPERVISORS OF GREEN LAKE COUNTY

2016 FISH & GAME LICENSES	Gross License fees remitted to State	\$2286.20
	License fees remitted to County	\$134.05
	Interest	\$0.19
2016 DOG LICENSES	License fees collected	\$9117.25
	License fees remitted to State	\$482.73
2016 MARRIAGE LICENSES	134 Marriage Licenses @ \$75	\$10,050.00
	Waivers 34 @ \$25	\$850.00
	Fees remitted to State (134 @ \$25)	\$3,350.00
2016 DOMESTIC PARTNER LICENSES	0 Domestic Partner License @ \$75	0
	Waivers 0 @ \$10	0
	Fees remitted to State (0 @ \$25)	0
2016 PAYROLL	Total County Payroll	\$8,596,488.76
	217 employees (average) W2's (263)	
2016 ACCOUNTING	5668 Checks sent	\$22,154,443.23
	Receipts (cash and A/R)	\$55,593,902.85
2016 MAILINGS	Postage County Offices	\$41,628.88
	Municipal Mailings - Fees to County (Real Estate Tax Bills)	\$4,342.69

Respectfully Submitted,

Elizabeth Otto, County Clerk



GREEN LAKE COUNTY
OFFICE OF CORPORATION COUNSEL

Dawn N. Klockow
Corporation Counsel

Office: 920-294-4067
FAX: 920-294-4069

MEMORANDUM

TO: Honorable Board of Supervisors

CC: Administrative Committee

FROM: Dawn N. Klockow

DATE: January 25, 2017

RE: Corporation Counsel Yearly Report for 2016

I am pleased to present the 2016 Annual Report for the Office of Corporation Counsel. As you are aware, the Office of Corporation Counsel is an office created by the Green Lake County Board of Supervisors in accordance with Wisconsin Statutes. The Corporation Counsel provides legal services to the Board and County Departments in all civil litigation matters and other matters as assigned by either ordinance or statute.

The following is a breakdown of the non-litigation work the Office of Corporation Counsel performed for the various Departments where we opened a file:

Department	File Type	Number of Files
Administrative Coordinator	Legal Opinion	2
Child Support	Contract	1
Clerk of Circuit Court	Contract	2
County Coroner	Contract	1
County Coroner	Legal Opinion	1
County Coroner	Open Records Request	2
County Administrator	Contract	1
County Board	Contract	3
County Board	Legal Opinion	3
County Board	Ordinance-Amend Rules	1
County Clerk	Contract	2
County Clerk	Legal Opinion	2
County Clerk	Open Records	2

County Clerk	Election recount	1
DHHS	Contract	7
DHHS	Private Guardianship file	1
DHHS	Legal Opinion	9
DHHS	Open Records	3
DHHS	Class Action law suit	1
DHHS	Other	2
DHHS	Notice of Claim	1
DHHS	Unemployment Compensation Appeal	1
DHHS	Ordinance drafting	2
DHHS	Placard residence	1
District Attorney	Collection	1
Emergency Management	Contract	2
Highway	Contract	9
Highway	Collection	7
Highway	Legal Opinion	5
Highway	Resolution	5
Information Technology	Contract	2
Land Information	Contract	1
Land Information	Legal Opinion	1
Maintenance	Contract	3
Maintenance	Legal Opinion	1
LUPZ	Contract	3
LUPZ	Legal Opinion	10
LUPZ	Resolution	1
LUPZ	Zoning Violation	1
LUPZ	Writ of Certiorari	1
Register of Deeds	Contract	6
Register of Deeds	Legal Opinion	2
Sheriff	Contract	2
Sheriff	Legal Opinion	10
Sheriff	Collection	1
Sheriff	Open Records	1
Sheriff	Ordinance	1
Treasurer	Bankruptcy	5
Treasurer	Contract	2
Treasurer	Legal Opinion	1
Treasurer	Collection	1
UW Extension	Contract	11
UW Extension	Legal Opinion	3
Veterans Services	Resolution	1

The following is a breakdown by File Type:

File Type	Number	# Completed
Bankruptcy	5	Not available at this time
Contract	57	56
Collection	11	11
Guardianship (tracking private)	1	1
Legal Opinion	48	43
Open Records	10	8
Ordinance	4	3
Resolution	8	8
Zoning Violation	2	0
Not categorized	17	14

The following is a breakdown of litigation work the office completed for the various departments:

Department	Case Type	Number of Cases	Number Completed
DHHS	Guardianship	8	7
DHHS	Protective Placement	1	Hearing Pending
DHHS	Involuntary Mental Health Commitment	51	51
LUPZ	Septic Violations	4	4
DHHS	Termination of Parental Rights	1	Hearings Pending
LUPZ	Zoning Violation	1	Pending

The numbers above do not take into account the various emails, telephone calls and in-office consultations that I have performed over the course of the year. Often a quick review of a statute or administrative code and a discussion with staff results in clarification of a legal issue or question. I do not track those conversations and consultations.

Finally, during 2016, I attended committee and County Board meetings, represented the child support agency in court for contempt, paternity and child support establishment and modification hearings.

Thank you for the opportunity to continue to serve the Green Lake County Board of Supervisors and Green Lake County.



Land Use Planning & Zoning Department

County Government Center
571 County Road A P.O. Box 3188
Green Lake, WI 54941

Phone 920-294-4156 Website: <http://www.co.green-lake.wi.us/>

Land Development Code Enforcement County Surveyor GIS Land Information

2016 ANNUAL REPORT

Dear County Board Supervisor:

Please find attached the 2016 financial report for the Land Use Planning & Zoning Department. The activity of the Land Development Office, the Code Enforcement Office, the County Surveyor's Office and the Geographic Information Systems (GIS) Office are represented in chart format.

Prior to this report all of you should have received additional correspondence from me, in verbal format at the December County Board meeting and in written format dated December 22, 2016. Based on this, I am confident that all of you are well-informed as to the year we had as a Department.

You may not be as informed as to the financial activities of this Department. From the attached chart you'll surmise that 2016 did yield more revenue than 2015. Land use permits and sanitary permits were up, slightly. Both the activities of the Board of Adjustment (variance requests, etc.) and Land Use Planning & Zoning Committee (rezones and conditional use permits) were up from 2015. The County Surveyor's Office and the GIS Office saw a moderate increase in activity. Overall, this Department engaged in 15% more revenue producing activities in 2016 than in 2015.

The year 2016, from a budget revenue perspective, did meet expectations. From the same chart you'll see that in all but one category budgetary projections were surpassed. 2016 ended with the Land Use Planning & Zoning Department being at 174% of budget. With the Country trying to climb out of the mediocrity of the last decade, I anticipate and have budgeted for an even better year in 2017.

Budgeted expenses for the Land Use Planning & Zoning Department decreased in 2016. This was mostly due to the retirement of Land Development Director, Al Shute. Overall, this department utilized 89.7% of its budgeted expenses, resulting in \$41,329 of savings.

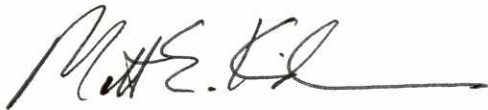
Some of you may be aware that the Land Use Planning & Zoning Department has been operating without a third Code-Enforcement Officer since 2010. Since that time, and in order to keep up with all of the duties and responsibilities of this department, we have assumed a reactionary role. Fieldwork has been minimized to mainly responding to complaints and septic system inspections. This posture can be maintained or it can be improved to a more proactive stance. As a new director of this Department, I endeavor to facilitate the improvement of this Department, to the best of my ability. I believe that the future holds an increased workload for existing staff and it would be wise to account for this before there is a negative result.

Recently, an opportunity has presented itself to take over administration and enforcement of the County's Construction Site and Erosion Control ordinance. I am open to the idea, however, as just explained, we cannot add additional services to this department while down a person. The restoration

of the third code enforcement officer position would be highly beneficial to department operations. He/she would be primarily responsible for the construction site and erosion control ordinance, but would also be cross-trained in general zoning and other disciplines. The additional code enforcement officer would also allow our Department to maintain a more significant presence in the field and reduce the added burden of the recent State mandates relating to the Shoreland Zoning Ordinance.

In closing, this department's continued goal will be to provide the best possible customer service given the resources it has available to it. This department looks forward to working with all Committees, the County Administrator and the County Board to accomplish this goal.

Respectfully submitted this February 13, 2017

A handwritten signature in black ink, appearing to read "Matt E. Kirkman", with a long horizontal flourish extending to the right.

Matt E. Kirkman
Land Use Planning & Zoning Director

GREEN LAKE COUNTY											
LAND USE PLANNING ZONING DEPARTMENT											
FEES RECEIVED		DECEMBER				YEAR TO DATE				BUDGET	
		2015		2016		2015		2016		2016	
		NO.	AMOUNT	NO.	AMOUNT	NO.	AMOUNT	NO.	AMOUNT		
LAND USE PERMITS											
Residential	New	1	150	4	2,200	68	14,050	71	20,500	-	
	Alterations	1	150	-	-	62	8,600	58	8,800	-	
Commercial	New	-	-	-	-	35	5,000	11	1,400	-	
	Alterations	-	-	-	-	4	500	5	1,750	-	
Agricultural	New	-	-	-	-	31	4,800	27	4,050	-	
	Alterations	-	-	-	-	9	1,850	13	1,500	-	
Other	New	-	-	-	-	-	-	-	-	-	
	Alterations	-	-	-	-	-	-	-	-	-	
Other	New	-	-	-	-	-	-	-	-	-	
	Alterations	-	-	-	-	-	-	-	-	-	
Misc.	Denied/Refunded	-	-	-	-	-	-	-	-	-	
	Permit Renewals	-	-	-	-	-	-	-	-	-	
Total		2	\$ 300	4	\$ 2,200	209	\$ 34,800	185	\$ 38,000	\$ 25,000	152%
SANITARY PERMITS (POWTS)											
Residential	New	-	-	3	840	22	6,235	22	6,385	-	
	Replacement	-	-	3	840	48	13,535	50	14,300	-	
	Reconnect	-	-	-	-	2	560	1	280	-	
	Modify	-	-	-	-	7	1,050	9	1,350	-	
	Repairs	-	-	-	-	-	-	-	-	-	
	Additional Fees	-	-	-	-	-	-	-	-	-	
Commercial	New	-	-	-	-	3	860	6	1,905	-	
	Replacement	4	1,270	-	-	5	1,625	2	560	-	
	Reconnect	-	-	-	-	1	280	-	-	-	
	Modify	-	-	-	-	-	-	-	-	-	
	Additional Fees	-	-	-	-	-	-	-	-	-	
	Total	4	\$ 1,270	6	\$ 1,680	88	\$ 24,145	90	\$ 24,780	\$ 15,000	165%
NON-METALLIC MINING PERMITS											
Annual Permit Fees		-	-	-	-	18	14,300	18	14,300		
Total		-	\$ -	-	\$ -	18	\$ 14,300	18	\$ 14,300	\$ -	
BOARD OF ADJUSTMENT											
Special Exception		-	-	-	-	-	-	-	-	-	
Variances		-	-	-	-	1	375	4	1,500	-	
Appeals		-	-	-	-	-	-	-	-	-	
Total		-	\$ -	-	\$ -	1	\$ 375	4	\$ 1,500	\$ 2,000	75%
PLANNING & ZONING COMMITTEE											
Zoning Change		-	-	2	750	14	5,250	16	6,000	-	
Conditional Use Permits		-	-	-	-	6	2,250	5	1,875	-	
Variances/Amendments		-	-	-	-	-	-	-	-	-	
Total		-	\$ -	2	\$ 750	20	\$ 7,500	21	\$ 7,875	\$ 5,000	158%
MISC.											
Rental Weatherization		-	-	3	75	11	300	12	300	500	
Wisconsin Fund		-	-	-	-	-	-	-	-	500	
Applied Funds - Code Enforcement		-	-	-	-	2	200	-	12,222	-	
Total		-	\$ -	3	\$ 75	13	\$ 500	-	\$ 12,522	\$ 1,000	1252%
SURVEYOR											
Certified Survey Maps		4	705	-	-	22	3,855	29	4,905	4,000	
Preliminary Plats		-	-	-	-	-	-	-	-	-	
Final Plats		-	-	-	-	-	-	-	-	-	
Total		4	\$ 705	-	\$ -	22	\$ 3,855	29	\$ 4,905	\$ 4,000	123%
GIS (Geographic Information System)											
Map Sales		-	-	-	-	2	165	2	315	500	
Land Records Transfer		-	2,416	-	2,728	4	28,184	2	30,584	25,000	
Total		-	\$ 2,416	-	\$ 2,728	6	\$ 28,349	4	\$ 30,899	\$ 25,500	
GRAND TOTAL		10	4,691	15	7,433	371	113,824	347	134,781	\$ 77,500	174%



Green Lake County Clerk of Circuit Court

P.O. Box 3188, 571 County Road A, Green Lake, WI 54941 920-294-4142

AMY S. THOMA

Clerk of Circuit Court

2016 ANNUAL REPORT - CLERK OF CIRCUIT COURT

TO: The Honorable Chairman and Board of Supervisors for Green Lake County.

Please accept this letter as the annual report for the Clerk of Circuit Court's Office.

STAFF

Clerk of Circuit Court - Amy S. Thoma

Deputy Court Records Clerk - Cindy Werch

Deputy Court Records Clerk - Sheri Rahmer

Deputy Court Records Clerk - Trina West

Deputy Court Records Clerk (part-time) - Allison Kavanaugh

The office of Clerk of Circuit Court is the custodian of record. Record keeping for the courts is governed by state statute and Wisconsin Supreme Court rule. These require that clerks maintain records of all documents filed with the courts, keep a record of court proceedings and collect various fees, fines and forfeitures ordered by the court or specified by statute. A sampling of the responsibilities, but not inclusive, include:

File circuit court cases and provide proper case maintenance of said cases through the Wisconsin Consolidated Courts Automation Program (CCAP). This includes preparation of court notices and distribution; review files as to the status of each case; preparation of court orders/judgments at the direction of the Circuit Court Judge; receipt filing fees, fines/forfeitures, court costs, and various surcharges.

Clerk hearings - swear in all witnesses called to testify; follow through on any court orders/directives given by the Circuit Court Judge; mark all exhibits offered and received into evidence and maintain said exhibits through the appropriate appeal time period.

Jury - annual change in juror lists; summons jurors; prepare vouchers for payment of jurors, bailiffs, and misc. expenses; submit an annual jury analysis pursuant to Wisconsin Supreme Court Rule 73.01.

Miscellaneous responsibilities - accept and process passport applications; file various tax warrants, liens, and satisfactions; monitor for collection reimbursements for Guardians ad Litem and Court Appointed Counsel, prepare monthly disbursements to the county and municipalities, prepare quarterly interpreter and juvenile reimbursement report, and prepare annual report of costs.

e-FILE/PAPERLESS FILES

As of January 1, 2016, our office went paperless on all case types filed in our office, meaning all files are retained electronically. I did this in preparation of all Wisconsin counties being mandated to electronic filing, which is to be completed state wide by 2018. Also in preparation of this, we became a voluntary eFiling county in November 2015. I am happy to report that Green Lake County went mandatory on January 17, 2017 in all Civil, Family, Paternity, and Small Claims matters and will become mandatory on all criminal matters on February 9, 2017. The transition was made easier because of the choice to go paperless and to become a voluntary eFiling county before being mandated to.

All attorneys are now required to file all documents electronically. Pro Se litigants are not mandated to eFile, but they may opt in if they so choose.

CASES FILED IN 2016

Case Type	2016	2015
Criminal Felony	151	130
Criminal Misdemeanor	332	281
Criminal Traffic	113	119
Traffic	1932	1902
Forfeiture	146	143
Juvenile Ordinance	4	7
Civil	181	122
Complex Forfeiture	6	2
Small Claims	338	357
Family	102	96
Paternity	33	18

JURY TRIALS

There were 17 jury trials scheduled in 2016. Of these 17 cases, five went to jury trial. One trial was 6 days in length, one 3 days in length, one 2 days in length, and 2 of these were 1 day trials.

COLLECTION OF UNPAID DEBT

Our office continues to use any method we can to collect unpaid debts. Our current means of collection are payment plans, payment hearings, civil judgments and tax intercept. A total of \$17,881.76 in tax intercept monies were collected in 2016. There were 481 debts turned over for tax intercept in 2016.

Beginning in 2017, our office will be partnering with the Wisconsin Department of Revenue State Debt Collection (SDC). SDC has a much broader way of collecting debt such as tax intercept, wage garnishments, bank account levy, liens and judgments. This resource is at no cost to Green Lake County. SDC has a fee charged to the debtor of 15% of the debt, or a minimum of \$35.00, which is collected first.

Currently there is no interface between CCAP (our current software) and SDC. Each debt will need to be manually entered, which will be a time consuming project, but will be beneficial in collecting past due monies that may be owed to Green Lake County.

GUARDIAN AD LITEM and COURT APPOINTED ATTORNEY COSTS

A Guardian ad Litem (GAL) is appointed in either family or paternity actions where there is a disagreement between the parents of the child(ren) as to physical custody, legal custody, or periods of placement. An attorney is appointed by the Court to represent the best interest of the child(ren). The cost of the GAL is generally split equally between the parents and re-payment is ordered back to Green Lake County. A Guardian ad Litem was appointed on 28 family/paternity cases in 2016.

Court Appointed Attorneys are appointed to represent defendants on criminal cases. The defendant must first have applied to the Public Defender's Office for representation and have been denied. A Court Appointed Attorney was appointed on 19 cases in 2016.

Revenues and Expenditures on Guardian ad Litem and Court Appointed Attorney Fees varies year from year, depending on how many cases a GAL or attorney is appointed to by the Court. Our office makes every effort to collect these debts.

PASSPORTS

In 2016 our office processed 181 passport applications. Effective January 3, 2017, passport applications are now being processed in the County Clerk's Office.

I ended my second year as Clerk of Circuit Court in 2016. I look forward to continuing to develop in my role as Clerk while working together with my staff, with the County Board and for the citizens of Green Lake County.

Respectfully submitted,

A handwritten signature in cursive script that reads "Amy S. Thoma".

Amy S. Thoma
Clerk of Circuit Court



GREEN LAKE COUNTY OFFICE OF THE CORONER

Amanda Thoma, Coroner

Office: 920-294-4040 ext. 1229

2016 ANNUAL REPORT OFFICE OF THE CORONER

TO: THE HONORABLE CHAIRMAN AND BOARD OF SUPERVISORS
OF GREEN LAKE COUNTY

Deaths for Green Lake County	246
Death Investigated	123
Autopsies Performed	6
Total Number of Deaths signed by Green Lake County Coroner's Office	223

There has been a decline in deaths overall for Green Lake County since 2015 (272 deaths). I have included a chart for your reference. Currently, there are two cases of drug overdoses that are still being investigated further.

I have also included the following information for your referenced based on age at death and how many deaths occurred in Green Lake County for these age ranges. As you can see, the majority of deaths are occurring in the 61-90 age range.

Age Range	Number of Deaths
0-20	4
21-30	1
31-40	3
41-50	5
51-60	20
61-70	35
71-80	63
81-90	68
91+	43

Below is the revenues for signing death certificates and issuing cremation permits. Both revenues were down this year and is attributed to the overall number of deaths being lower in 2016.

Death Certificate Revenue	\$4,040.00
Cremation Permit Revenue	\$12,150.00

Thank you very much for the support you have provided the Coroner's Office this past year and I look forward to continuing to serve Green Lake County citizens in 2017.

Respectfully submitted,

Amanda Thoma
Coroner



OFFICE OF THE DISTRICT ATTORNEY GREEN LAKE COUNTY

571 County Road A
Post Office Box 3188
Green Lake, WI 54941
Phone: (920) 294-4046
Fax: (920) 294-4150

ANDREW J. CHRISTENSON
District Attorney

LISA M. VANDENBRANDEN
Assistant District Attorney

MITZI S. PUTZKE
Paralegal/Office Manager

MEGAN I. STRAHAN
Legal Clerk

LYNN T. DUTCHER
Victim/Witness Program Coordinator

February 8, 2017

Green Lake County Board of Supervisors
Green Lake County Justice Center
571 County Road A
Green Lake, WI 54941

RE: 2016 Annual Report of the District Attorney's Office

Dear Supervisors:

Please accept this letter as the annual report for the Green Lake County District Attorney's Office for 2016.

Case Analysis

In 2016, the district attorney's office received 1188 referrals; this includes contested civil traffic/ordinance violations, requests for review for charges, all criminal violations, death reviews, search warrants, and civil forfeitures. The cases that stand out for purposes of public interest are 179 drug-related charges, 56 domestics, 108 OWI cases (civil, misdemeanor, and felony), 8 sex assault, 10 burglaries, and one attempted homicide. The remaining cases were various misdemeanor, felony, criminal traffic, juvenile, CHIPS, forfeiture traffic, and county ordinance violations.

For 2016 felony referrals, 174 were charged, 2 were declined, and 5 remain under review. The under-review referrals are awaiting further investigation or action by the prosecuting attorney.

For 2016 misdemeanor referrals, 414 were charged, 10 were declined, and 19 remain under review.

There were 36 juvenile delinquency cases and 13 CHIPS (children in need of protection or services) cases filed in 2016.

In January and February of 2016 a six-day jury trial involving a 2014 double-homicide took place. Much time and energy was spent in preparation for the trial. There were two other jury trials that the district attorney's office handled in 2016.

Local Comparisons

In 2016 the surrounding counties of somewhat similar size, Marquette and Waushara, had the following number of cases filed in 2016:

Green Lake: 151 felony filings, 445 misdemeanor filings

Marquette: 86 felony filings, 284 misdemeanor filings

Waushara: 269 felony filings, 541 misdemeanor filings

Budget

The expenses incurred by the district attorney's office in 2016 were under budget by approximately 25%, with 74.6% of the budget used. The line item with the largest unspent amount was salaries. The longtime office manager retired in early February, and the office was not fully staffed again until August, leaving nearly six months' worth of a position's salary unused. Fortunately, the remaining employees were helpful in prioritizing the workload and accomplishing it as efficiently as possible.

Thank you for your support of the Green Lake County District Attorney's office, as the office plays an important role in maintaining a safe community by holding offenders accountable in the criminal justice system.

Sincerely,



Andrew J. Christenson
District Attorney

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: gledhhs@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

2016 ANNUAL REPORT

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

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

We respectfully submit for your consideration the 2016 Annual Report for the Department of Health & Humans Services (DHHS).

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

2016 was a year of change and growth for Green Lake County Health & Human Services. Through these changes and staff turnover Green Lake staff have worked extremely hard to continue and provide quality services to the residents of Green Lake County.

In January 2016 Paul Vander Sande became the Behavioral Health Unit Manager. He along with the other Unit Managers, Betty Bradley, Shelby Jensen, Kathy Munsey, Ed Schuh and Sue Sleezer along with Directors Linda Van Ness and as of September 1 2016 Jason Jerome saw this Department through the changes and turnover. 2016 ended on a positive note and management and staff expect more of the same in 2017.

As a rural county, Green Lake County continues to struggle with access and availability. Green Lake County has continued our involvement in the Central Wisconsin Healthcare Partnership (CWHP) consisting of Adams, Green Lake, Juneau, Marquette, Waupaca and Waushara counties. The CWHP pools together resources as we strive to work together to provide needed and helpful services to the people of our counties more efficiently.

In 2013 Governor Walker created an initiative to expand mental health services and funding for counties wishing to collaborate. In 2014 Green Lake County, along with the counties of Adams, Juneau, Marquette, Waupaca and Waushara applied as a consortium to provide Comprehensive Community Services (CCS). In 2016 all counties in this consortium now provide CCS services as both Marquette and Waupaca became certified. We have continued to partner with these counties, while also expanding our CCS program.

Additional initiatives/projects implemented in 2016 include but not limited to:

- The Child Support Unit, at the time a stand-alone unit in the County, came under Health & Human Services in the Economic Support Unit. More detail will be provided in the Economic Support section of this annual review.
- Staff have worked with our auditors Schenk to completely re-write our fiscal policies and procedures. We are now in line with new Uniform Grant Guidance procedures.
- Staff have worked diligently to implement Netsmart's MyAvatar paperless electronic records and billing software.
- Administrative staff are in the process of updating the intake flow process to better serve those needing services from the Department. With the changes we are trying to make the process as efficient as possible. These changes will also help us capture more information on the front end to help ensure more revenues for services are captured.
- As a Department, in the area of Child Welfare, we have successfully implemented grant initiatives and continued programs which have included: Alternative Response (AR); Safe and Stable Families (SSF); Coordinated Services Teams (CST); Post- Reunification (PR); Intensive in-Home Safety Services (IHSS); Family Find; and the Community Response Program (CRP). In 2016, the agency successfully applied for and was granted a three-year funding from the Child Abuse and Neglect Prevention Board. Under this initiative, our agency will act as the lead over a four county consortium comprised of Adams, Green Lake, Marquette and Waushara Counties. The total grant award over the three year period is \$350,000.
- Nichol Grathen from the Behavioral Health Unit wrote for and received the Treatment Alternative & Diversion Court (TAD) grant. The grant is for \$134,490 for the year of 2017 to cover planning and early implementation. The program has a three-phase structure which supports collaboration between treatment responses and sanctions designed to enhance accountability for criminally involved adults with substance use disorders. We specifically target high and medium risk individuals with high needs related to treatment and community resources.

We anticipate that individuals would be in the program for between 16-18 months for full completion with service intensity decreasing as they reach the later phases.

The basic plans for grant money are to cover costs of hiring a part time coordinator for the treatment court, supporting inpatient treatment for offenders with this higher level of treatment need, providing random and frequent drug testing for participants, and offering small incentives and positive reinforcement. Some of the money would also be used for training and continuing education for staff required under the grant and may be available for miscellaneous program costs.

There has been significant change and staff turnover in Health and Human Services. Our ability to continue and provide quality services to the residents of Green Lake County is a tribute to the Health & Human Services Board, County Board and a very talented and dedicated staff of professionals.

We look forward to the challenges ahead and the opportunity to continue to provide services which best meet the needs of Green Lake County.

Respectfully Submitted,

Jason Jerome
Director

2016 Annual Report

Administrative Unit

The administrative Unit consists of the Director, Administrative Assistant, Account Clerk Specialist, Accounting Specialist, three Receptionist/Data Entry Specialist, a Secretary and newly added in 2016 a Billing Specialist. These staff perform a variety of functions for the Department including, but not limited to, information and referral of the general public to appropriate staff; billing for services provided and collecting payments from consumers and third party payers, reporting expenditures to the State for reimbursement; inputting client notes, court reports, state reports and general correspondence; inputting and transmitting a variety of data to the State via several reporting systems; maintaining management of the closed client files, contract files, and personnel records. Staff within the Unit also maintain and record meeting minutes for the Health & Human Services Board and the various sub-committees.

In 2016 we have seen some staff turnover. Changes in 2016 include Director, Accounting specialist, two Receptionists/Data Entry Specialists, and a Billing Specialist position was created. The MyAvatar electronic record keeping and billing software program has been live since April 2015. 2016 saw the Department successfully using the system to bill and receive payment for services provided. The Administrative Unit along with other Units of the Department continue to receive assistance from Netsmart to fully implement the software. Administrative support staff have worked diligently and together through the staff turnover to make great strides in implementing and utilizing the software, as well as creating much more efficient workflow procedures to capture all necessary information at intake to help ensure we capture all revenues for the service provided.

As shown on the enclosed chart, public usage of services provided at the Health & Human Services center totaled 37, 774 contacts (28,015 phone contacts and 9759 walk-ins) in 2016. This is an increase from 36, 736 contacts (29,213 phone contacts and 7523 walk-ins) in 2015. Not reflected in the chart is the number of individuals/families utilizing the food pantry and directly accessing the Aging Disability Resource Center or calls routed to the Call Center for Economic Support Services. These numbers will be accounted for in the Aging/Long-Term Care and Economic Support/Child Support Unit reports.

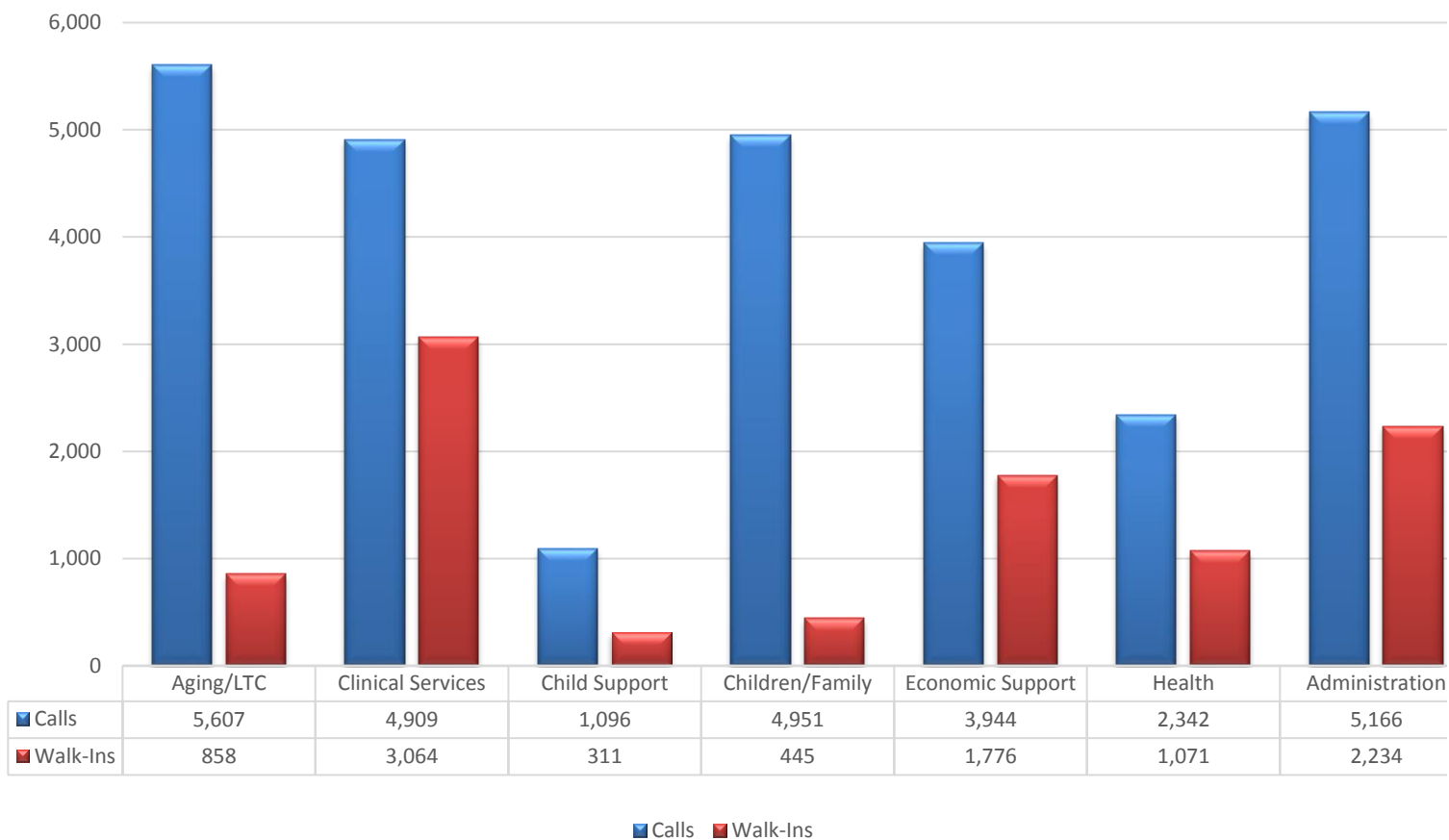
The Administrative Support staff continue to adapt to the various demands placed onto them to help ensure consumers have access to needed services. The staff is friendly, knowledgeable and work extremely well together. Administrative Support staff is often the face of the agency as they are the first people consumers and constituents have contact with. The current Administrative Unit staff ensures that this first contact is always a positive one.

Respectfully Submitted,

Jason Jerome

Director

Agency Activity 2016



2016 Annual Report
Aging and Long Term Care Unit

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

There were 11 staff in the Aging and Long Term Care Unit during 2016 including the Unit Manager, two Resource Specialist Social Workers, the Adult Protective Services Worker, three Meal Site Managers, the Nutrition/Volunteer Coordinator, the Elderly Benefit Specialist, the Disability Benefit Specialist, and the Aging Disability Resource Center Coordinator.

Aging and Disability Resource Center

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

DISABILITY BENEFIT SPECIALIST

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

In 2016 a 138 new cases were opened, 115 cases were closed, 50 cases were carried over and 220 cases were served. A conservative estimate of the economic impact of the DBS program in Green Lake County for 2016 shows that is brought in over \$1,207,000.00 to the local economy. The DBS carries an average caseload of 73 cases at any one time.

	2016	2015
New Cases Opened	138	131
Cases Closed	115	108
Cases Carried Over	50	55
Total Served	220	210
Approximate Dollars for Clients	\$1,207,000.00	Over 1 million dollars
Average Caseload	73	60

HEALTH PROMOTION PROGRAMS

The ADRC offers community health and disease prevention education programs, with an emphasis on falls prevention and chronic disease self-management. In 2016, 3 classes were held in Green Lake County. Twenty-seven individuals participated in workshops offered through the Health Promotion Programs. The workshops offered were Healthy Living with Diabetes and Stepping On.

AGING PROGRAMS

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

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

Federal Title III-B money is used for various service programs such as elderly health screening, transportation, the elderly benefit specialist, and program development for Senior Centers. Matching local funds and required In-Kind assistance provides the rest of the resources for the Aging programs. In 2016, volunteers provided 838.5 hours equal to **\$7,789.887** In-Kind match for Title III-B programs. (2015 - 688.5 hours equal to \$11,539.57) Federal Title III C-1 & 2 must be used for elderly nutrition. See below for more information on the elderly nutrition and matching In-Kind amounts.

CONGREGATE NUTRITION PROGRAM (C-1)

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

In 2016, 6914 meals were served at three Mealsites: Berlin Senior Center, Dartford Bay Apartments - Green Lake, and Grand River Apartments - Markesan. Volunteers play a vital role in all our C-1 programs; twenty-five **(25)** volunteers donated approximately 1,720 hours in the Nutrition Program. These hours equal **\$12,774.00** in In-Kind Dollars. In-Kind includes activities such as setting tables, serving food, clean-up tasks, and doing paperwork and are a requirement of the Older Americans Act to earn funds for the meal programs. Donations at **\$4.00** per meal received in this program were **\$19,960.00.***

	2016	2015
Meals served at mealsites	6914	7083
Volunteer hours	1720	1725
In-Kind Dollars	\$12,774.00	\$12,508.06
Congregate Meal Donation Dollars	\$19,960.00	\$23,650.14
Homebound meals delivered	14,743	14,221
Homebound meal donation dollars	60,456.00	62,721.87

HOMEBOUND MEAL PROGRAM (C-2)

In 2016, 14,743 meals were served throughout the County to persons who are unable to go to the meal sites for health related reasons. Requests for Homebound meals come from hospital discharge planners, meal site managers, units of Health and Human Services, doctors, and families and enable the older person to remain in his or her own home as long as possible. Requests are referred to the Nutrition Coordinator who meets with each new enrollee to conduct a thorough nutritional assessment; these are updated annually. The meal delivery program is also a part of a support system that checks on the elder person four to five days per week depending on their location. Drivers are trained to watch for changing needs and to alert Nutrition Coordinator as necessary.

Donations at \$4.00 per meal received in this Program in 2016 were \$60,456.00.*

* Subject to Audit

TITLE III-D PROGRAM

In 2016, this program funded two Healthy Eating for Successful Living for older Adults classes. Twenty-four seniors attended and enjoyed the classes.

TRANSPORTATION

One of the greatest needs for the elderly and/or handicapped person is transportation. The Aging Unit receives and administers the 85.21 State Grant monies, \$81,740.00 in 2016. Service priorities are MEDICAL TRIPS, NUTRITION-RELATED ACTIVITIES, WORK-RELATED ACTIVITIES, and SOCIAL ACTIVITIES. Handicapped and older adults were provided 12,359 trips in 2016 with 85.21 funding.

	2016	2015
85.21 State Grant funds received	\$81,740.00	\$81,740.00
Number of trips	12,359	26,262

TEFAP - (THE EMERGENCY FOOD ASSISTANCE PROGRAM)

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

The Emergency Food Assistance Program/Food Pantry operates the first, second, and fourth Thursdays each month, and the third Tuesday evening. The Food Pantry currently has 31 volunteers who staff the days the food pantry is open and pick up donations.

Eligible residents of the County may attend once each month. Throughout 2016, the Food Pantry served an average of 215 households, and 473 individuals per month. Each household was provided an average of 73 pounds of food for a month.

Food Pantry	2016	2015
Average households served monthly	215	259
Average number of individuals	473	535

ELDER ABUSE AND NEGLECT PROGRAM

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

There were a total of nineteen **Elder Abuse** investigations in 2016, with three Elder Abuse cases substantiated. The remaining cases were either unsubstantiated (7) or unable to be substantiated (9) for a variety of reasons. The most frequent concern was self-neglect, followed by material / financial abuse.

In 2007, a parallel system for Abuse and Neglect investigation and reporting for **Vulnerable Adults** was instituted by state law. The Adult Protective Services worker is the lead for this system also. The reporting requirements are very similar to the Elder Abuse system. In 2016, there were 12 **reports** of abuse to **Vulnerable Adults**; 4 were substantiated, 1 unsubstantiated, and 7 unable to substantiate.

	2016	2015
Elder Abuse Investigations	19	27
Elder Abuse Cases Substantiated	3	10
Vulnerable Adults Abuse Reports	12	4
Vulnerable Adult Abuse substantiated	4	2

ADULT PROTECTIVE SERVICES/GUARDIANSHIPS

The Adult Protective Services Social Worker performed **six** guardianship studies for adults in 2016. (2015 - 12) These consisted of Temporary, Permanent and Successor Guardianships. In addition, thirty-nine Protective Placement reviews were completed. (2015 - 37) All reviews require a brief summary hearing on each of these placements to ensure that the continuation of the placement is appropriate, least restrictive and most integrated into the community. The Adult Protective Services worker submits a report to the court and attends each review hearing. Placements are monitored in nursing homes, Community Based residential Facilities (CBRF), State Centers for the Developmentally Disabled, Adult Family homes, and private homes or apartments. In addition, Power of Attorney documents and advanced planning information is regularly requested and assistance provided as needed.

ELDERLY BENEFIT SPECIALIST PROGRAM

The Elderly Benefit Specialist coordinates information and counseling regarding the public benefit program to individuals **sixty** years of age and older. The Elderly Benefit Specialist assists people age sixty and over to apply for Social Security, Social Security Disability, Medicare, Medicare Part D, Medical Assistance, and Senior Care.

In 2016, there were 209 Open Cases, and 101 hours of training. Through these efforts, the Elderly Benefits Specialists' program saved Green Lake County elderly clients over \$2,240,000.00.

There were 1407 Information and Referral inquiries to the Aging Unit and 268 hours of Outreach Services and 36 hours of presentations at the various Senior Centers and meal sites.

	2016	2015
Elderly Benefit Specialist open cases	209	382
Hours of training	101	92
Dollars saved for elderly clients	Over \$2,240,000.00	Over \$2,382,891.00
Information and Referral Inquiries	1,407	1473
Outreach Service Hours	268	204.5
Senior Center presentation hours	36	29

FAMILY CAREGIVER PROGRAM

Under the Federal Family Caregiver Grant, the Volunteer Coordinator identifies and meets with caregivers who are elderly, including grandparents who are raising grandchildren. A monthly support group, training, loan library, respite care, and information and assistance are available for caregivers. We served thirty - two caregivers in 2016 through this program. (2015 - 15 caregivers served)

OTHER PROGRAMS

The Senior Sentinel is a bi-monthly newsletter published by the Aging Unit and delivered to over **950** households in the County. The articles that appear in this publication help elders keep up-to-date with current information about our services and programs. The UW Extension Office and the Nutrition program provide healthy recipes and health tips. The publication contains current information concerning County, State and Federal programs that affect Senior Citizens in Green Lake County.

Each year in August, the Aging Unit sponsors a countywide Senior Picnic. In 2016, **165** elders from throughout the County, along with 10 staff and volunteers, attended the County Senior Picnic at St John the Baptist Catholic School Gym in Princeton. (2015 - 180 in attendance)

ALZHEIMER'S FAMILY CAREGIVERS SUPPORT PROGRAM

During 2016, we received **\$5434.00** in Alzheimer's Family Caregivers Support Program (AFCSP) funds. These funds provided a variety of services to **three** individuals who suffer from Alzheimer's disease. (2015 - \$5434.00 for two individuals).

SUPPORTIVE HOME CARE

Throughout the year, one **(1)** individuals received Supportive Home Care (SHC) funded services, including housecleaning, yard work, meal preparation and assistance with laundry, lifeline, etc. (2015 - 2 individuals)

2016 Annual Report Behavioral Health (Clinical Services) Unit

2016 was a year of transition for the Behavioral Health Unit. All the staff of the Behavioral Health Unit did a stellar job at meeting the mental health needs of Green Lake County.

The Behavioral Health Unit construct for 2016 was: a unit manager, 5 counselors, one mental health case manager for the CCS, CSP and CLTS programs, one CSP case manager for CSP, one CSP facilitator, one crisis case worker, two part-time psychiatrists (child and adult specialties) one psychiatric nurse, and a part time psychologist who provides clinical supervision. All of the counselors have Master's Degrees in a Mental Health related field and bring a variety of strength based skill sets to our service array. Each person brings a wealth of knowledge in the mental health field and a renewed excitement towards providing services to the consumers we serve in Green Lake County.

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

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

Crisis Intervention

Dr. Kent Berney (Forensic Licensed Psychologist) joined the behavioral health unit team in November 2015. Dr. Berney brings a plethora of experience including former Director of Psychology at Winnebago Health Institute, supervisor for the Forensic Psychiatric Residents at UW-Madison Medical School and a professional demeanor that allows staff to learn and professionally from his supervision. During the year of 2016, our unit served **423** crisis calls. (2015 – 337) There is an excellent commitment by the behavioral health unit's staff to provide community based crisis services. This partnership includes collaboration between Behavioral Health Unit crisis staff, schools, hospitals, and law enforcement professionals in Green Lake County.

The following is a summary of crisis intervention services:

- 0 adults were diverted from psychiatric facility to a diversion facility (2015 – 0)
- 329 adults were served through crisis diversions to the community (2015 – 260)

- 47 adults were placed on an emergency detention/psychiatrically hospitalized (2 of those were detox) (2015 – 36)
- 48 adults utilized our services after crises (2015 – 30)

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

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

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

Outpatient Counseling

During 2016, 297 clients were served in the outpatient AODA program, the outpatient Mental Health Unit served 464 clients. The Community Comprehensive Service Program Served 90 Consumers, the Community Support Program served 9 consumers and the children's long term support waivers program served 9 consumers. Green Lake County Behavioral Health Unit has served approximately 4% of the population of Green Lake County increased by 1% since 2015.

Dr. Shirley Dawson, MD is currently serving as Green Lake County's Medical Director and also sees consumers for psychiatric services. She is currently seeing consumers two days a week to meet the needs of our residents and as well as providing supervision for both our Mental Health and our AODA Counselors. Dr. Baldomero, MD continues to provide child psychiatric services one day every other week.

The Behavioral Health Unit is no longer certified by the State of Wisconsin as a TeleHealth provider

Combined our psychiatrists provided services to over 212 clients in 2016. (2015 – 280) Doctors are able to see clients within 2 months from request for services and often times sooner as scheduling space opens up. Appointments with a therapist that are non-emergencies are -2-3 weeks out. Emergencies are seen immediately on a walk-in basis for needed services 24 hours a day, 7 days a week. Intake counselors are available to speak with anyone on a walk-in basis to our unit as a crisis intervention session or simply to support a consumer in filling out intake paperwork to see a counselor, or as a support to talk with consumers on various resources throughout the county and how to access needed services.

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

Community Support Program (CSP)

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

Comprehensive Community Services (CCS)

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

This client-centered approach provides consumers the opportunity to select who will be on their recovery team, which can be composed of family, friends, staff persons or other natural community supports. Included in this team are the person's mental health professional and a service facilitator. CCS works closely with the Children & Family Unit to help provide services to keep children in their homes instead of foster care placement and to help return a child back to their home with the proper supports. This program also created a strong connection with schools as teams that serve child partner with schools in providing needed supports toward goals.

The program model provides an excellent opportunity for Green Lake residents to experience a collaborative community based approach to mental health recovery. We have built the number of counselor that can provider for this program through functional screening and service facilitation.

We also have a full time mental health case manager that is experienced and dedicated to serving CCS consumers. Following our commitment to consumer driven care this year saw the development of consumer inclusion in program development. A consumer subcommittee was developed to provide direct program feedback to the program.

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

Aftercare Coordination Program

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

Drug Court Program—Treatment Component

The Drug Court Treatment Program of Green Lake County Behavioral Health was awarded a \$100,000.00 federal grant due to the hard work of Nichol Grathen, our dual diagnosis counselor. The program will start in January of 2017. The positions involved are a program administrator and treatment providers. These treatment providers maintain responsibility for assessing treatment needs for individuals referred to the Drug Court Program. That provider then follows the individual through the treatment court providing clinical therapy, participating in treatment court reviews, and staffing. Treatment providers also add clinical perspective and addiction & recovery education to the Drug Court team as they develop program policies and cross-system responses to participant needs. These treatment providers maintain current knowledge of level-of-care assessment and are able to make referrals for individuals who need a higher level of care at any point during their participation. Drug court team, in addition to treatment providers, includes representatives from Probation & Parole, peer specialist, District Attorney and public defender, law enforcement, correctional facility, and a specialized Drug Court Judge.

Recovering Together—Women's' Group

The Green Lake County AODA program is beginning a gender-specific AODA recovery program that addresses the unique therapy needs of women. The program relies on a relational-cultural model that incorporates mindfulness practices and trauma-informed treatment modalities. The group will serve 6-10 women at a time.

Children's' Long Term Support Waiver

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

CART—Tricounty Child Abduction Response Team

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

School Office

In November, the Behavioral Health Unit was approved by the state to have a satellite office at Berlin Middle School. The office is certified by the state for 2 days a week up to 16 hours a week. We believe this will make a major impact by addressing the need for mental health counseling in the Berlin School Community. If this project continues to be successful, we will be considering opening up more offices in other schools.

On the Same Page Training and Discussion.

In November 2016, the clinic staff organized and facilitated a discussion and training bringing together medical professionals, public health workers, emergency room staff, law enforcement, mental health and substance abuse treatment staff, school professionals, and the recovery community to address issues related to crisis, state statutes and working together. There were over 60 people in attendance. Green Lake County Behavioral Health Unit continues to build bridges and reestablish positive working relationships with law enforcement in our county.

Behavior Health Unit 2017 program development areas:

Wellness and Recovery Support Group

Aftercare Wellness and Recovery Support Group Berlin Area

Central Wisconsin Health Partnership

Wellness Coalition Mental Health and Substance Abuse

Heroin Awareness Campaign

Dementia Capable Systems

Crisis Diversion Center Development

Interagency Meetings

Development of the Drug Court Program

School Transformation Advisory Committee

Head Start Committee, Consultation Partnership

AWARE Mental Health Work Group

Aviator/Netsmart Medical Records Implementation

**2016 Annual Report
Children & Family Services Unit**

2016 was a year that there were several staff changes. The Unit is comprised of the Unit Manager, the Initial Assessment Worker (Child Abuse/Neglect Investigations), and the Juvenile Court Intake Worker, three (3) Dispositional Social Workers, a Medical Assistance Targeted Case Management Social Worker, the Community Response Social Worker, an In-Home Therapist and Coordinated Services Team worker. The In-Home Therapist was promoted to the Agency Director; the Community Response Social Worker was promoted to replace the In-Home position; a new Community Response Worker was hired; the Initial Assessment Worker resigned her position and a new Initial Assessment Worker was hired.

In the spring semester of 2016, one (1) undergraduate field placement students were with the agency. The undergraduate was from (1) from Marian College. The agency later hired this intern to fill the Initial Assessment vacancy. In the fall semester of 2016, one (1) undergraduate field intern was with the agency from the University of Wisconsin - Oshkosh.

The Children & Family Services Unit is responsible for the provision of a number of programs and services available to individuals and families in the community. The following is a brief summary highlighting activities in 2016.

The Unit staff continued to engage in several newer initiatives that started in prior years: the Permanency Roundtables; the Community Response/Quad Counties Family Resource Network (CRP); Alternative Response (AR); and the Intensive Safety Services program (IHSS) and Post Reunification (PR) Services.

Access

The ACCESS staff for the Unit received referrals that were logged into the eWISACWIS system. These numbers include the Juvenile Court Intake referrals, Community Response, Child Abuse/Neglect Reports, and Child Welfare Intakes and other Service requests. The total of all Access reports was 433. Of these, the Unit received a total of 282 reports of Child Abuse/Neglect. 88 were screened in for a response from the Initial Assessment Worker. 194 reports were screened out. The screened in reports had a total number of 119 children that were identified as potentially being child victims. The total victims in all reports was 410. The screened in reports by maltreatment type were: 39-Physical Abuse; 59-Neglect; 24-Sexual Abuse; 0-Emotional Abuse and 7 - Unborn Child Abuse. 151 Service Reports were received. Of these, 128 were screened in. These were comprised of 66 Child Welfare Reports, 49 Juvenile Justice Reports, 10 Kinship Care applications, 2 for court ordered study, 1 adoption related, and 1 re-open closed case and 1 for drug affected Infants.

	2016	2015
Number of Access Reports	433	425
Child Abuse/Neglect Reports	282	245
Number Screened in	88	79
Number Screened out	194	166
Types of maltreatment		
Physical Abuse	39	36
Neglect	59	73
Sexual Abuse	24	35
Emotional Abuse	0	5
Unborn Child Abuse	7	0

	2016	2015
Service Reports Received	151 (128 screened in)	180 (142 screened in)
Child Welfare Reports	66	75
Juvenile Justice Reports	48	59
Kinship Care Applications	10	5
Court Ordered Study	2	1
Adoption Related	1	1
Re-open cloased care	1	1
Drug Affected infants	1	2

Juvenile Court - Delinquency

In 2016, Juvenile Court Intake received fifty-three (53) new referrals. This is down by 5 referrals from 2015. Thirty-six (36) Delinquency and Juvenile in Need of Protection & Services petitions were filed.

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

No (0) new youth were placed in the Severe Juvenile Offender Program in 2015. No adult court waivers were filed. Two (2) youth were placed at Rawhide Boys Ranch in 2016. One youth participated in the About Face Program and the other in the Residential Care Program. One of these youth was later transferred to Treatment Foster Care, and the other to the community.

Two (2) summer groups were held in 2016. This year, two (2) staff from the Green Lake County DHHS collaborated to facilitate the Boys group. The youth that engaged in the Summer Youth Program participated in Equine Therapy through Mihala's Hope. There were five (5) males that participated and completed the group. Additionally they participated in group therapy activities which focused on prevention, group process, and problem-solving as well as social skill development. The group was 9 weeks in duration. A girls group, "Like a girl" was facilitated by three staff for the first time in 2016. Twenty (20) girls participated in this activity.

The Intensive Supervision worker for the unit facilitated a court ordered groups on "Teens in Action". Twelve (12) youth participated in this curriculum both in group and one-to-one. (2015 - 20 youty)

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

Electronic Monitoring/GPS Monitoring

Eleven (11) youth were on monitors in 2016. Four (4) of the youth were female; Seven (7) of the youth were male. The agency began to use the EM in lieu of out-of home placements. The Agency has loaned two (2) monitors to Marquette County who in turn reimburses Green Lake County for their use. (2015 - 7 youth - all male)

Mediation

In the second half of 2013, the Green Lake County DHHS staff began Court Mediation services for the Family Court. This service has continued in 2016 for the Court. Initially, the duties were split between one staff in the Behavioral Health Unit and the Juvenile Court Intake Worker. However due to the extended leave of the Behavioral Health Manager all the mediations were completed by the Juvenile Intake Worker in 2016. Thirty-two (32) mediations were completed in 2016. (2015 - 30)

Child Abuse/Neglect/Child Welfare

As the State has been preparing for the Federal Review, a number of new policies were in-acted in 2016. As stated earlier, Seventy-nine (79) Initial Assessments were conducted. By years end, thirteen (13) Child in Need of Protection and Services Petitions were filed. (2015 - 79 initial assessments with 31 petitions filed)

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

Seven (7) of the children in Voluntary Kinship Care are placed with their relatives due to drug issues related to the parent(s). Seventeen (17) of the children placed in court-ordered relative care, foster care and subsidized guardianship are out of their parental homes due to drug related issues by the parent(s). One (1) youth in treatment foster care is placed due to drug related issues by the child and the parent(s).

Parenting

The Family Training program provided services to nineteen (19) families with a total of forty-two (42) children in 2016. Of these children, ten (10) were in out of home placements. They provided both parent training and education, parent aide services and in-home therapy. In 2015, the Crisis Intervention slots were continued. These slots are primarily utilized in an effort to return children to their parental homes post removal or prevent the removal in an emergency situation.

In addition to the parent training contracted through Family Training Program, an agency staff (Dispositional Worker) worked with eleven (11) families on an individual basis. Additionally agency staff co-facilitated two (2) Strengthening Families groups in the spring 2016 & fall 2017. Six(6) families participated in Strengthening Families. The agency contracted with Lutheran Social Services for parent training for one (1) family with two (2) parents and ten (10) children. Progressive Parenting LLC also provided parent-mentoring services in addition to Comprehensive Community Services team facilitation. Nineteen (19) families were served in-home by this agency. In addition, one (1) group was conducted with three (3) families in participation.

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

The In-Home therapist has taken a lead role in the development of the Targeted Case Management (TCM) program. Whenever possible, TCM is billed to help recover the cost of the services provided. The In-Home therapist is cross-trained to facilitate Comprehensive Community Services (CCS) teams as well as perform Children's Functional Assessments. The In-home team is augmented by a TCM case manager as well as other mental health professionals. At year end, seventy-three (73) cases of TCM were authorized for billing. (2015 - 24 cases)

Three (3)staff in the Unit perform service facilitation on Comprehensive Community Services Cases in addition to contract providers. The Unit referred twenty-seven (27) individuals that were served the CCS program in 2016. (This number is a separate statistic from those facilitated for by/for the Behavioral Health Unit.)

Foster Care/Kinship Care

Foster Care, Kinship Care, Group Homes and Residential Care facilities are used for children who are unable to reside in the home of their parents or guardians. The State changed how foster homes are now licensed and have set up Levels of Care as well as an evaluation tool for the Level of Need. All the unit staff is certified to perform the Child and Adolescent Needs and Strengths Assessment (CANS). In 2016, Nineteen (19) children were in foster care. Additionally, two (2) youth were in residential treatment; two (2) youth were in treatment foster care; three (3) children were in relative homes that did not convert into foster care placements; fourteen (14) children were in Voluntary Kinship Care; two (2) children were under a subsidized guardianships. Two (2) children were subject to Termination of Parental Rights; One (1) child was placed into subsidized guardianship; One (1) child was placed into relative guardianship; Three (3) children are pending on Termination of Parental Rights petitions.

In 2015, two (2) youth were in residential treatment; two (2) youth were in treatment foster care; seventeen (17) children were in foster care; twenty (20) children were in court-ordered relative care; six (6) children were in Kinship Care; One (1) child was under a subsidized guardianship. Four (4) children were subject to Termination of Parental Rights petitions.

Courtesy Supervision

Courtesy Supervision for both Child in Need of Protection and Services as well as Juvenile Justice Cases was performed for other Wisconsin Counties including Portage, Fond du Lac, Winnebago County and Rusk County. The Unit also provided courtesy supervision for an out of home placement for the State of Washington. In addition to courtesy supervision, home checks to confirm safe environment (CSE) for other counties.

Community Response Grant

Our agency continued to lead a Quad County consortium which developed/facilitated the Family Resource Center/Community Response grant. A three year grant cycle ended in June, 2016. 89 referrals were made to the program. (2015 - 130 referrals) The program services Green Lake, Waushara, Marquette and Adams County. Our agency successfully applied for and received a three year grant once again in 2016. The new grant began in October, 2016. The first year of the grant is \$100,000. In year two and year three will receive \$125,000 per annum.

Contractual Services

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

The Lutheran Social Services agency was awarded grant funds through an Intensive Safety Services program funded by the State from 2012 to 2016. This program has served two (2) families in Green Lake County. The Dodge Consortium decided to not reapply for funding in 2017. Green Lake County applied for this funding and as needed will be able to access slots in the next year. The program is designed to prevent the removal of children from their home.

Mentoring

Our agency sub-contracted with Community Options, Inc to take over the management of the mentoring program in 2010. That agency has continued to provide mentors to our children/youth. In 2016, twenty (20) children were served; this consisted of eight (8) females and twelve (12) males. (2015 - 20 children were served)

Coordinated Services Program

After a successful grant application, Green Lake County began the Coordinated Services Initiative in April 2014. The target population for this grant is children and families with multiple needs who are served in the Child Welfare/Juvenile Justice system, Mental Health and AODA service system. Seventeen (17) teams were open in 2016. (2015 - 15 teams) Outreach has been done to other agency staff, schools, inter-agency groups and the Boys and Girls Club.

Prevention/Education

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

Agency staff coordinated a 5 K (CAP Run) with other community partners in the month of April, 2016 to promote child abuse and neglect awareness. One Hundred Ten (110) adults and forty (40) children participated in this event.

In from October to December 2016, Unit staff coordinated the annual Angel Tree Christmas giving program along with other community partners. One hundred twenty-two (122) families were served for a total of two hundred eighty-four (284) children.

Licensing

The Green Lake County foster care coordinator actively converted a number of relative placements to licensed level two foster homes in 2016 as well as continued the licensing process on non-relative caregivers. Our agency had fifteen (15) level II foster homes in 2016. Two (2) of these licenses were studies conducted for neighboring counties due to conflict of interests. One (1) additional home was licensed for the State of Washington through the inter-state compact agreement. Four (4) additional homes are certified for respite care.

2015 there were eleven (11) licensed level II foster homes. At the year's end, the agency had one (1) active level I licensed home. Three (3) additional homes are certified for respite care.

Respectfully submitted,

Susan Sleezer
Children & Family Services Unit Manager

2016 ANNUAL REPORT **CHILD SUPPORT UNIT**

~Protecting Children, Strengthening Families, Building Communities~

The Wisconsin Child Support Program helps parents get court orders for financial and medical support for their children. It also enforces these support orders when needed, and makes sure that all money collected is paid out correctly.

Two Child Support workers, ¼ time Receptionist, and a Unit Manager make up the Child Support Unit for Green Lake County. This Unit though on a 'learning curve' is performing above performance standards.

Presently, the Child Support Unit has 1036 cases. This number includes 109 Non-IVD cases. These cases have not applied for our services. The agency still has the responsibility to work the cases. An example of work that is required would be sending out wage assignments. The work we complete on these cases does not affect the Performance Standards.

2016 Green Lake Child Support Performance

Green Lake County continues to meet the Performance Standards set forth by the State.

Green Lake County has 819 cases with a child support order, which is 91.59% of our cases.

Green Lake County has a paternity establishment rate of over 100%.

Green Lake County has collected over 80% of current child support ordered monthly in 2016.

Green Lake County was successful in collecting an arrears payment on 80.70% of cases court ordered to pay arrears. This performance measure is difficult to meet by several counties in Wisconsin and Nationwide.

Looking to 2017

Child Support is mandatory for E-Filing with the Circuit Court. We go "live" with E-Filing, February 17, 2017.

Currently, all Child Support cases files are paper and stored in file cabinets. All open files will be scanned into Laserfiche, an electronic case file system.

Submitted by: Shelby Jensen
Economic & Child Support Unit Manager

2016 ANNUAL REPORT **ECONOMIC SUPPORT UNIT**

~ Providing and Coordinating Resources to Strengthen Families ~

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

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

Presently, our Economic Support Unit is serving over 1990 Green Lake County households. Customers may be receiving assistance from Medicaid, BadgerCare Plus, Family Care, FoodShare, Wisconsin Shares, and Energy Assistance. This is a 1.5% caseload increase from last year. This is a continuous trend we have seen for the last five years.

ECONOMIC SUPPORT PROGRAMS

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

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

Caseload Growth

2011	1593 households receiving assistance
2012	1828 households receiving assistance
2013	1883 households receiving assistance
2014	1947 households receiving assistance
2015	1970 households receiving assistance
2016	1998 households receiving assistance

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

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

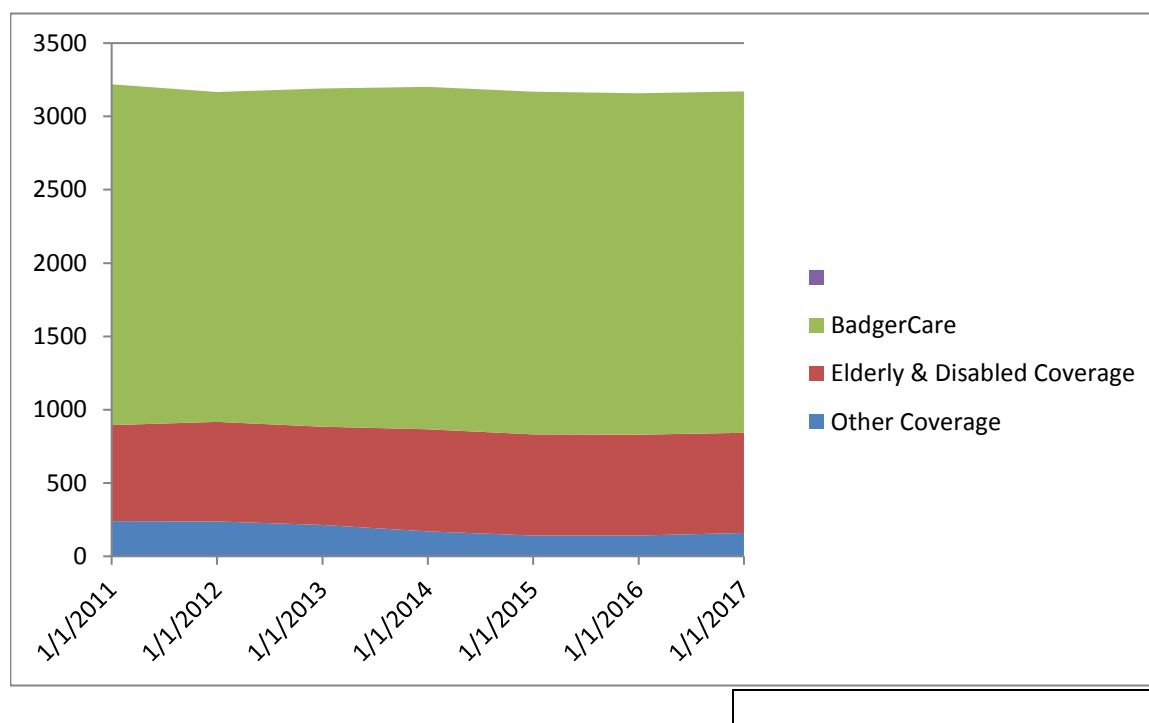
January 1st, 2016 Sheboygan County decided to elect to leave ECIMP to join another Consortia.

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

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

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

Members Certified by County/Tribe and Coverage Type Each Year



FoodShare- is a Federal Program that provides a monthly FoodShare allotment to low income customers. Eligibility is based upon income, household composition and allowable expenses. The eligible customer receives a QUEST card that is used to purchase food. April 1, 2015, able-bodied adults without dependents (ABAWD) were required to meet a work requirement to be eligible for FoodShare. To meet this requirement the FoodShare Employment and Training program (FSET) is available. This program is administered by Forward Services Corporation. If recipients of FoodShare fail to comply with the work requirement for three months they will be found ineligible for FoodShare for three years. FoodShare participation decreased slightly in 2016. The FoodShare average caseload in 2016 for Green Lake County was 1015 households (2,035 participants).

The Calendar year-to-date monthly average FoodShare benefit for Green Lake County was \$202,509. The total FoodShare benefit given in 2016 excluding December was \$2,227,595. (2015 Foodshare total - \$2,353,048.)

Wisconsin Shares-Child Care- is a program that provides child care subsidies for low income working families to assist in their payment of child care expenses. The subsidy payment is made to the child care provider, with the family responsible for the co-payments. In 2016, the monthly average of families receiving assistance was 30 households / 55 children. This is a 40% decrease of children receiving this benefit in Green Lake County. The decline in assistance is a Statewide.

Energy Assistance- is a program that provides a one time payment during the heating season to low income customers who need help paying their heating costs. The energy payment is made directly to the fuel supplier. In 2016, 785 households applied, 706 approved, and \$412,912 was the total paid out in Energy Assistance. (\$351,080 in Energy Assistance, \$37,438 in Crisis Assistance, and \$24,393 in Heating Unit Activity) The number of applications and the applications that received benefits decreased by 3% in 2016. However, the amount of benefit increased 9% in 2016. The reason for caseload decrease is uncertain. I speculate that the warmer winter months contributed to the decrease as well as the willingness for utility companies to work with customers on overdue accounts.

WISCONSIN WORKS (W-2)

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

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

In 2016 FSC provided W-2 services to 41 participants. (2015 – 72 participants)

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

Submitted by: Shelby Jensen
Economic & Child Support Unit Manager

2016 ANNUAL REPORT - FOX RIVER INDUSTRIES

Overall Services Provided:

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

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

Supported Employment Program:

The FRI Supported Employment (SE) program serves individuals who experience barriers to obtaining and maintaining community employment. This department consists of a 40 hour/week SE Coordinator and a 35 hour/week Job Coach, as well as part time help from other FRI departments as needed to maintain effective community job supports. Starting January 2017, FRI has hired an additional 35 hour/week staff member to split time between SE (Job Coach) and Day Services (Program Aide). Supported Employment services include functional assessments, work trials, job development, job placement, and ongoing support/training for the duration of the individual's employment. In most cases, the Division of Vocational Rehabilitation (DVR) funds the initial supported employment services with FRI SE providing the long term supports necessary for each individual to maintain employment. Ongoing supports for Family Care members are funded through the Care Management Organization.

As political pressure to reduce center based employment services continues to escalate, the demand for community based jobs, and the SE services needed to match qualified employees with these jobs, continues to grow at an increasing rate. In 2016, 42 consumers held 55 integrated community jobs at 33 different employers, 19 consumers are currently receiving job development services. The waiting list for DVR services at FRI is currently at 6. Long-term supports such as job coaching, employer relations dialogue and skill building often continue indefinitely for individuals receiving SE services, even after initial DVR funding is exhausted. SE is projected to be a high growth department at FRI in the coming years.

Supported Employment	2016	2015
Number of Consumers	42	36
Integrated Community Jobs	55	45
Different Employers	33	29
Number of Consumers receiving job development services	19	19
DVR waiting list	6	5

Prevocational Services Program:

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

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

Currently there are approximately 53 consumers receiving pre-vocational services in the workshop: 35 full-time, 15 part-time, and three seasonal. We currently have 3 Production Aide positions running 3 consumer groups, with the Lead Bus Driver helping out as production needs dictate. We also have a Production Supervisor and a Material Handler rounding out our production staff.

2015 there were approximately 51 consumers receiving pre-vocational services in the workshop: 32 full-time, 16 part-time, and three seasonal.

The workshop continues to have three main sources of revenue: Alliance Laundry Systems, Wilson-Hurd, and cob corn squirrel feed sales. In addition, we perform smaller packaging/assembly/sewing jobs on a repeating basis for JP Luther and assembly and packaging for Generac Mobile Products (formerly Magnum Power Products). FRI continues to sell corn to Fleet Farm, Havegard, Javic Wholesale (for Steins Garden and Gift), Wisconsin Garden and Pet Supply, Berlin Kitz, & Pfeil Hardware, Reinders, and several smaller outlets in the Green Lake County area. Squirrel corn business was once again very strong in 2016 with sales of approximately \$187,000. (2015 - \$172,000) In our pressroom we continue to print for many of the Green Lake County offices, and other smaller jobs in the community.

In 2015, Fox River Industries negotiated a rate for a new service, Community-based Prevocational Services, with Care Wisconsin. This service features a 10-week curriculum with a 4:1 ratio, with 4 hours of classroom time each week. Programming occurs mostly in community based settings, and focuses on skills designed specifically to allow participants to explore community employment options. The desired outcome for FRI is to generate interest in community employment for participants in this program. FRI then will support these individuals in seeking a DVR referral at this time. Center-based and Community-based Prevocational Services are reimbursable for Family Care members through Care Wisconsin. In 2016, FRI ran spring and summer Community-based Prevocational Services classes, as well as two 4 week curriculums in "Skills to Pay the Bills", which is a similar program coordinated with and funded through DVR.

On July 22, 2014, the Workforce Innovation and Opportunity Act, commonly referred to as WIOA, was signed into federal law. This legislation, which went into effect on July 22, 2016, focuses on transitioning students and young adults (up to age 25), with a strong emphasis on community employment placement for everyone. The overall effect of WIOA will be to reduce incoming consumer numbers in Center-based Prevocational Services, while proportionately increasing demand for these same consumers in SE Services. The goal is an integrated community-based employment outcome for every consumer interested in community employment, with job coaching and other SE services provided as needed. Going forward, FRI will continue to gradually shift resources from production (Center-based Prevocational Services) to SE services as programming demands shift and participant needs/desires change.

Adult Day Services Program:

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

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

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

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

Three Certified Nursing Assistants, a Teacher, and a Services Coordinator currently staff our Day Services Program. Day Services programming is currently provided to approximately 45 consumers on a part-time basis, and 4 additional full-time Day Services consumers between the hours of 9:00 AM and 3:30 PM Monday through Friday. Adult Day Services are billable for Family Care members. (2015 – approximately 45 consumers)

Transportation Services:

Disabilities Services, Inc. (DSI), a private non-profit corporation created to support DD services, has been working with Green Lake County to provide vehicles for the developmentally disabled and elderly residents of Green Lake County and the surrounding area since 1978 by writing annual section 5310 grants as vehicle needs dictate. These 5310 federal grants cover 80% of the cost of the vehicles, with the funding designated to the states (in our case through WisDOT), with DSI/Green Lake County paying the remaining local match of 20%. Over the years, DSI has been awarded over 32 vehicles at a worth of well over \$1,000,000. Current vehicles are primarily used by Fox River Industries, but DSI also writes the 5310 grant for Southern Green Lake County Senior Transport and City of Berlin Senior Center, each of whom also provides transportation services for elderly and disabled passengers who otherwise have no access to affordable transportation services for medical, educational, or social functions. These two entities pay their own 20% local match.

In 2016, DSI applied for 2 vehicles under the 5310 vehicle grant program. This application was successful, and DSI was awarded two 8/1 diesel mini-buses which will be delivered in late 2017. These vehicles each have a value of \$62,000.

Also in 2016, DSI applied for and was awarded a 5310 grant for Operating Project expenses in the amount of \$47,493. This grant opportunity became available under section 5310 in 2014 and can be used to supplement 85.21 operating expense dollars for qualifying elderly and disabled transportation service programs. This is the third year DSI has applied successfully for this grant. As in previous years, this award will arrive quarterly in 2017 to offset qualifying transportation expenses as they occur during the year.

Our FRI fleet currently serves individuals living in Green Lake, Fond du lac, and Waushara counties. Transportation service expenses are included in the Prevocational and Adult Day Services Family Care billing rates. Transportation is billed as a fee for service for non-Family Care program participants.

Protective Payee Services:

In 2009 FRI added protective payee services to the list of services provided. This collective account, administered and run through FRI, continues to grow. It currently serves 94 consumers and receives frequent new referrals. This program employs one full-time individual and is supported with assistance from other department staff as needed. Protective Payee services are billable partially through Care Wisconsin (Family Care members only), with the remaining members self-paying for services. (2015 – 90 consumers)

Summary

Fox River Industries, through the various services it provides, touches the lives about 200 individuals in Green Lake County and the surrounding area on a daily basis. In addition to the 57 folks in participating in Prevocational and Adult Day Services, FRI serves over 40 consumers at jobs in various communities, about 94 consumers in the Representative Payee program, additional students referred to our Community-Based Prevocational and “Skills to Pay the Bills” classes, and other production employees (often at-risk populations) as seasonal work demands permit. We have a dedicated, caring staff, and we are proud of our excellent reputation for outstanding service.



2016 Health Unit Annual Report

Mission:

The mission of the Green Lake County Health Department is to promote and protect health and prevent disease.

Vision:

We will become the leader in Public Health in Green Lake County promoting healthy people, thriving communities, and safe environments.

Core Values:

- *Prevention*
- *Professionalism*
- *Evidence-based Practices*
- *Collaboration*
- *Good Stewardship of All Resources*
- *Responsive*
- *Performance Improvement*
- *Health Equity*



Health Unit Staff: From left, Tracy Soda, PHN, Melanie Simpkins, RN, MPH, Health Educator and Accreditation Coordinator, Shari Krause, Public Health Program Specialist, Jeri Loewe, PHN, Kari Schneider, PHN, Kathy Munsey, RN, Health Officer, Renee Peters, Birth-3/Children's Community Options Program, Ashley Rondorf, Environmental Health Specialist



Public Health
Prevent. Promote. Protect.



Executive Summary

In 2016, one of our biggest accomplishments was to complete a Community Health Assessment (CHA) with five other counties, including Adams, Marquette, Juneau, Waupaca and Waushara. These six counties have been partnering as the Central Wisconsin Healthcare Partnership (CWHP) since 2011 and decided to complete the CHA as a group since we share so many similarities. All six counties chose priority areas of mental health and substance abuse. Green Lake County also chose a third priority –chronic disease. Data was collected, focus groups and key informant interviews were conducted, and the community felt these three areas need work. The Green Lake County Wellness Coalition changed from three Action Teams to two. They now are Mental Health/Substance Abuse Action Team and the Chronic Disease Action Team. These teams looked at gaps in current services and will be looking at evidence-based programs to address these priority areas in the Community Health Improvement Plan (CHIP), which will be completed in 2017. We were very excited to collaborate with Theda Care to create a Community Health Action Team who will be looking specifically at “Kids in Crisis” in the upcoming year. This group will be involving several community members to try to affect the issues our children face such as abuse, drug issues in their homes, incarcerated parents, bullying, divorce and more. Please take time to read the entire Community Health Assessment, which can be viewed by visiting www.co.green-lake.wi.us and clicking on the Health Unit link under departments.

In 2016, we also experienced reorganization of our staff due to the resignation of Jeri Loewe, Public Health Nurse (PHN) in July. Due to a shortage of Public Health Nurses, we hired Julia McCarroll who has her Master’s Degree as a Community Health Educator. This has been an excellent fit since we provide so much community education. In addition to Julia, staff members include Kathy Munsey, Health Officer, PHN’s Tracy Soda and Kari Schneider, Renee Peters who coordinates the Birth to 3 and Children’s Community Options program, Melanie Simpkins, Health Educator, Ashley Rondorf, Environmental Health Specialist and Shari Krause, Public Health Program Specialist. The Health Advisory Board members include chairperson, Jeanne Lyke M.D., Katherine Vergos, Tammy Bending, Jean Kessler, Pat Brandstetter, Harley Reabe, Nancy Hoffman and Kathy Munsey. The board was instrumental in passing a countywide policy to add E-cigarettes to the countywide smoking ban. They also passed a new communications policy, a resolution for the state to provide local funding for communicable disease and passed an amendment to update the Food Safety Regulation and licensing resolution.

Our unit continues to work towards accreditation, which is a goal for all health departments by 2020. This process makes us much more accountable for performance excellence since we have programmatic goals and policies to guide us. Staff have been trained in quality improvement and they implement program changes if deficiencies are noted. This process also mirrors the 140 Review, which is the state accreditation process that we are evaluated with every 5 years.

Our 2015 Programs and Services

Disease Control and Prevention

Public Health is required by statute to follow up on acute and communicable diseases. Using the WI Electronic Disease Surveillance System (WEDSS) we are able to monitor trends and track outbreaks as they occur. Below are some of the diseases we followed in 2016, along with previous year comparables.

Frequency of Reported Diseases in Green Lake County	2013	2014	2015	2016
Arbovirus (West Nile Virus)				1
Blastomycosis	-	1	-	-
Brucellosis	1	-	-	-
Campylobacteriosis	4	6	2	13
Chlamydia	41	42	47	43
Cryptosporidiosis	1	2	2	7
E-Coli	-	-	3	2
Ehrlichiosis	1	1	5	3
Giardiasis	2	3	-	5
Gonorrhea	-	2	2	1
Ebola Monitored Traveler	-	1	1	-
Histoplasmosis	-	-	-	1
Hepatitis B	3	-	1	2
Hepatitis C	13	12	16	15
Influenza (hospitalized)	7	9	6	2
Legionellosis	-	1	-	-
Lyme Disease	39	28	20	14
Measles (Rubeola)	-	-	1	-
Mycobacterium (non-tuberculosis)	2	-	5	1
Pertussis (whooping cough)	10	2	-	2
Q Fever	-	1	-	-
Salmonellosis	7	4	5	5
Shigellosis	-	1	-	-
Invasive Strep Disease	1	2	4	8
Syphilis	-	-	1	-
Tuberculosis	-	-	-	1
Latent TB infection	-	3	1	2
Varicella	2	3	2	1
Vibriosis (Non Cholera)	-	-	-	1
TOTAL	134	124	124	130

Tracy Soda, PHN, training County Staff on Blood Borne Pathogens.



Public Health Preparedness

We are an active member in the Region 6 Healthcare

Coalition and attend monthly meetings in addition to being active partners in the Local

Emergency

Planning

Committee. We

participated in

several exercises

working closely

with Gary Podoll,

Emergency

Management

Director, local law

enforcement, our

coroner, fire departments,

hospitals, nursing homes, Red Cross and

surrounding counties to test our ability to handle a

variety of public health issues including: Ebola,

flooding, tornadoes and much more. We also work

with the Northeast WI Public Health Preparedness

Partnership and because of that, we were able to

write for scholarships to attend the national

Preparedness Summit in Dallas. At the summit, we

were able to get training on everything from active

shooter to Zika Virus, responding to surges of

pediatric patients, disaster mental health and

building resilient communities. We also were able

to be a part of opening our Emergency Operations

Center to assist WI Task Force I Search and Rescue

Team as they trained in our county in September

with 80 members of their team for 3 days after a

simulated tornado with several victims hit the

Green Lake area.

Kathy Munsey, Tracy Soda, and Mark & Gary Podoll at 2016 Governor's Conference on Preparedness.



PHN donning and doffing PPE during an exercise.



Immunizations for Children and Adults

We continue to have monthly immunization clinics in Green Lake. However, we have decided that due to extremely low turnout at Care 4U clinic in Dalton, we will be eliminating that clinic in 2017. Tracy Soda is part of a workgroup with several counties and the State Immunization Program to develop a statewide, standardized tracking form for immunizations for the Amish children in schools. We currently have eight Amish schools, which due to the lack of immunization compliance would be a concern in the event we have a vaccine-preventable disease outbreak.

The Affordable Care Act requires anyone with insurance to see their primary care physician for immunizations, which does create a hardship in rural counties due to lack of access. We have seen our compliance numbers go from close to 90% to less than 70% for our two-year-old cohort. According to the new rules, we can only immunize those who are uninsured or have Medical Assistance. We continued to have flu clinics in all communities in the fall as usual. Overall, 1046 vaccines were given in 2016, including flu shots, compared to 1447 vaccines administered in 2015.

Childhood Lead Testing

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

Children with a lead level of 5 or greater are provided with follow-up and consultation by a Public Health Nurse. Follow-up may include phone calls, home visits, consultation with the primary health care provider and a home lead risk assessment by the Health Department's Environmental Health Specialist. In 2016, 181 blood lead tests were completed, 13 had a level over 5, compared to 16 in 2015. Kari Schneider, Public Health Nurse and Ashley Rondorf, Environmental Health Specialist have done the follow-up with families in their homes if a child tests high with risk factors.

2016 Blood Lead Testing

Total Number of Tests:	181
Children <5 ug/dl =	151
Children >5 ug/dl =	13
Children >10 ug/dl =	1
Home assessments =	3

Mother, Child and Family

There were 213 births in Green Lake County in 2016 up from 180 births in 2015. We had 1 birth to a girl under age 18, compared to 1 last year. We also had 13 babies that were considered “low birth weight” (weighing less than 5lbs, 8oz), compared to 11 last year. In 2016, the percentage of women who smoked during pregnancy was 24% which is up from 2015 when it had been 18.8% (28% in 2014, 25% in 2013). Eight of the 52 women who reported smoking during their pregnancy had low birth weight babies. Nine infants were transferred to Neonatal Intensive Care Units. This is an area that we continue to target by offering the First Breath program, a smoking cessation program for pregnant women at our WIC clinics.

We continue to utilize the “**Life Course Model**” as promoted by the Family Resource Council through our Maternal Child Health grant. Through the Healthy Babies Coalition which is a partnership with Green Lake, Marquette and Waushara Counties, we sponsored training to educate local providers and families on the Life Course Model and ACE's (Adverse Childhood Experiences) Over 100 people attended the conference in April. As part of our MCH grant, we also worked with two day cares to make them “Breastfeeding Friendly”. This designation can be given once they completed training for all staff as well as designating a breastfeeding room for moms. Berlin Community Day Care and Community Options Day Care in Green Lake worked with our staff to receive the designation. Breastfeeding is proven to improve the mental health of infants and that is why we have prioritized it as part of our overall Maternal Child Health goals.



Nutrition WIC

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

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

Green Lake County served over 250 clients in 2016. In addition, breastfeeding education was available to all WIC clients. WIC provides a breastfeeding peer mentor, which is an invaluable resource to new mothers. The State of WI contracts with Family Health La Clinica in Wautoma to provide WIC services to Green Lake, Marquette and Waushara counties. Last summer, they started using electronic benefit cards instead of the paper vouchers. This has added an extra educational component to the program, but increased convenience for the client.

Kari Schneider and Shari Krause attend all WIC clinics to provide immunizations, information, assist with signing families up for dental and immunization follow-up appointments as well as try and decrease smoking rates of moms by enrolling them in the First Breath Program, which all staff have been trained on.

Birth to 3

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

In 2016, 51 new children were referred to the program compared to 40 in 2015. Referrals came

from a number of sources including: physician, family member, social worker, and school district. Sixteen of those children received services through an Individualized Family Service Plan. Twenty-two children were found to be developing within age appropriate levels through a screening or did not meet eligibility through an evaluation. Twelve families did not follow through with a screen or evaluation/were not interested. One child moved to another county shortly after referral. These children along with those who had previously been in the program brought the total number of children served to 34 in 2016. In addition to those with significant developmental delays, there were several children with specific diagnoses including: DiGeorge Syndrome, Down Syndrome, William's Syndrome, significant prematurity, Maroteaux-Lamy Syndrome, cerebral palsy, and delays related to non-accidental injury.

Renee Peters is the Program and Service Coordinator/Educator. Contracted service providers included Jenny Hoffman and Sara McNamara, Occupational Therapists from Rehab Resources in Beaver Dam. Kristen Mertens provides Speech and Language therapy and comes from Theda Care in Berlin. Jody Streeter is the Physical Therapist from Walk of Ages in Oakfield.

Child Find is an important component of Birth to 3, as we want to assure that all children that may be eligible for services are referred in a timely fashion. In **2016** our outreach consisted of:

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

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



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

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

Children’s Community Options Program (CCOP)

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

In 2016, 8 children had a CCOP plan written for a variety of goods and services. The Program was able to fund respite, conferences related to a diagnosis, in-home parental support/consultation, home modifications, individualized recreational opportunities, therapeutic/sensory materials, and medical supplies not covered by insurance.

Tobacco Control and Prevention

Green Lake County continues as a member of the “Five Counties for Tobacco Free Living,” a coalition that includes the counties of Fond du Lac, Marquette, Waushara and Washington, however, the tobacco compliance checks are now being done by Fond du Lac County. In 2016, 2 retailers sold to minors, compared to 7 in 2015. We are definitely seeing an increase in E-cigarette sales and usage.

Teeth Healthy Lives Program

The Dental clinic served 8 adults and 70 children. Seventeen were referred for additional services. We had previously provided services to the migrant

daycare, but that was taken over by another agency so we had fewer children than in 2015. Clinics are held 1- 2 times a month at our agency as well as summer outreach sites at the Boys & Girls Club and at Head Start in Markesan. Clients need to be on Medical Assistance or Badger Care.

Food Safety & Recreational Licensing Program

The Tri-County Health Consortium, consisting of Ashley Rondorf, Environmental Health Specialist (EHS) Green Lake, Ann Robbe, EHS for Marquette County and Mary Robl, Registered Sanitarian, Program Director from Waushara County Health Department. They are responsible for maintaining the Food Safety and Recreational

Licensing Program. As agents of the state, this program licenses and inspects food facilities, swimming pools, hotel/motels, school food programs, campgrounds, kennels, recreational education camps, tattoo, body piercing, and bed and breakfast establishments. During 2016 there were approximately 800 inspections performed in the Tri-County area. The 3 inspectors support each other to ensure that facilities are in compliance with applicable regulations to promote health and safety for consumers.

Facility Type	Number of Inspections 2016	Total Number of Facilities
Restaurants and Retail Food	113	139
Campgrounds	12	13
Swimming Pools	19	21
Hotel/Motels/TRH	85*	117
Summer Camps	3	3
Tattoo Shop	0	0
Total—including pre-inspections & complaints	232	290

*TRH’s Tourist Rooming Housing only need to be inspected every other year per state directive.

Environmental Health

Tri-County also deals with a wide variety of environmental issues that arise within the consortium. Investigations into nuisance

complaints, housing issues, water quality issues and animal bites are some of the problems encountered. The

Environmental Health division of the Health Department is responsible for enforcing the Health

and Sanitation chapter of the Green Lake County

ordinance to ensure that citizens are not

exposed to hazardous conditions that could affect their health.



Placards placed by Health Unit on meth house in Berlin

Environmental Issues Addressed

Animal Bites—38
Well Water Concerns—11
Housing Inspection Cases—34
Meth House Placards--2
Nuisance/Other—6
Radon Test Kits Given Out--41



Employees check out health related booths at the 2016 Worksite Wellness Health Fair.

2016 Public Health Program Contacts	Totals
Accreditation	137
Adult Health	198
Birth to 3	640
Children's Community Options	66
Bioterrorism/Preparedness	68
Coalition for Wellness & Needs Assess.	455
Dental	142
Immunization	1856
Lead Tests & Follow-up	14
Maternal Child Health	2458
Public Health	1088
Worksite Wellness	874
Other	88
TOTAL	8084
PRESENTATIONS/EDUCATION CONTACTS	
Blood Borne Path Training	78
Berlin School Wellness	44
Employee Wellness Fair	35
Healthy Babies Coalition Conference	100
Heroin Summit	200
Lunch and Learns	128
Safety and Wellness to TRIAD	35
Preparedness for Tornado Exercise	112
Diabetes Education	226
Provider/Partner Meeting on Lyme	18
Parenting Class & Breastfeeding	28
Nutrition Presentations	381
Women's Health Events	200
Economic Development	169
Worksite Wellness Outreach	10,206
MCH Life Course	95
Amish Culture and Safety	24
Other	19
Total	12,098

Worksite Wellness/Employee Health Program

Melanie Simpkins, RN, MPH coordinates the employee wellness program using funds provided by Group Health Trust. In 2016, we had over 25 outreach activities including a health fair, individual health screenings, lunch and learns, Healthy Monday Tips, challenges, walking contests and more. 35 employees participated in 5 or more events. Seventy completed their annual physicals.

Over \$5000 was given back to employees in the form of prizes, gift cards, gas cards and cash when they participated. We are very grateful to GHT for providing the funds to help keep our employees happier and healthier with the activities we share.

The Green Lake County Wellness Coalition (GLCWC) worked on a number of initiatives working to impact chronic disease and mental health and substance abuse by providing education to the community on the benefits of healthy eating, healthy relationships and getting adequate exercise. The “Real Happy Hour” program was presented at numerous community events to get families to work on all 3 of those activities to reconnect and improve physical and mental health within families. Once the new Community Health Assessment was completed with new priorities, the group decided to reduce the action teams to two instead of three. There’s now a

Mental Health/Substance Abuse Action Team and a Chronic Disease Action Team. Partners within the coalition addressed access to mental health services by hiring new staff and having them work in at least one school district. Berlin School

District continues to train on Mental Health First Aid and have developed a website to assist families with mental health and behavioral issues. It provides extensive resources to families. Other initiatives included providing all city clerks were given educational packets to share with non-profits who apply for liquor licenses on safe serving and checking ID’s to deter underage drinkers. The Parents Who Host Lose the Most campaign was initiated in all four school districts. Senior nutrition

classes were held and members helped to form a Community Health Action Team (CHAT) with the help of Theda Care and Kaye Thompson who coordinates this initiative. The CHAT is working on “Kids in Crisis” as a “PLUNGE” activity to educate our community on the difficulties our children are experiencing and in 2017, we will work to address the issues.



Julia McCarroll, Health Educator, our newest employee, promoting the importance of good nutrition.

Julia McCarroll is a member of the Berlin School Wellness Coalition and works with them to improve physical activity opportunities for the children as well as improve the environment. We will be working to have a presence on all 4 district committees.

Our efforts paid off since we improved in the County Health Rankings from ranking 62nd out of 72 counties in 2014 to 53rd in 2015 to 25th in 2016!

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



Kathy Munsey, along with other local partners gave a presentation on drug abuse at Our Day event to help combat the heroin problem in Green Lake County

Submitted by Kathy Munsey, RN

Green Lake County Health Officer



GREEN LAKE COUNTY HIGHWAY COMMISSIONER

AMY M. BROOKS, P.E.,
Highway Commissioner

Office: 920-294-4062
Fax: 920-294-4066
Email: abrooks@co.green-lake.wi.us

Report No. _____

To the Honorable Board of Supervisors, Green Lake County, Wisconsin.

We herewith submit our 2016 Annual Report for the Highway Commission for the period of January 1, 2016 through December 31, 2016.

The Green Lake County Highway Commission is responsible for year round upgrading, repairing and maintenance of 229 miles of County Trunk Highways and 70 miles of State Trunk Highways to ensure safe and efficient roadways for all travelers.

The Highway Commissioner directs the department consisting of 21 full-time employees, and 1 part-time employee. Operations are quartered in two locations. The main facility is located in the City of Green Lake with the second facility located in the Town of Manchester.

Some areas of specific responsibility include

- Reconstruction (grading/excavating, pulverizing existing pavement, placement of base materials, erosion control, paving, and marking & signing)
- Chip sealing
- Crack sealing
- Snow removal, ice prevention
- Sign installation and repair
- Guard rail and reflector maintenance
- Culvert replacement
- Bridge maintenance and inspection
- Drainage (clearing and cleaning culverts)
- Equipment repair and maintenance
- Issue permits (driveway, work in right-of-way, oversize, multi-trip, loH)
- Natural disaster assistance (fallen trees and debris removal and barricading)
- Support Law Enforcement when requested during accidents, fire, etc.

2016 BUDGET SUMMARY

The following 2016 costs have not been audited and are subject to change.

Administration:

Account provides administration and general support of highway operations. Expenses include salaries of the Highway Commissioner, County Supervision, 20% of State Patrol Supervision, Administrative Assistant, and a Part-Time Secretary. Other expenses include general office supplies, registrations and conventions, and auditing.

- 2016 cost \$289,033.53
- 2015 cost \$257,937.78
- 2014 cost: \$361,266.69
- 2013 cost: \$444,124.97
- 2012 cost: \$302,037.27

Bridge:

Account provides bridge services for maintenance, inspections and bridge reconstruction. The design for the CTH I Bridge over the Grand River was completed in 2016 and will be reconstructed in spring of 2017. The CTH S Bridge over the Grand River design project was also started in 2016. Both bridges are part of the Local Bridge Program.

- 2016 cost: \$ 7,927.71
- 2015 cost: \$ 40,873.98
- 2014 cost: \$ 83,511.12
- 2013 cost: \$ 13,101.36
- 2012 cost: \$ 29,421.98

Shop Operations:

Account includes all shop indirect labor. Also includes wages for light duty due to injury/sickness, and any wages associated with year-end inventory.

- 2016 cost: \$ 39,328.87
- 2015 cost: \$ 41,902.29
- 2014 cost: \$ 45,214.84
- 2013 cost: \$ 51,680.63
- 2012 cost: \$ 96,559.37

Machinery Operations:

Account includes all expenses of operating equipment, including preventative maintenance and repairs, mechanic wages, fringe benefits, and depreciation.

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
Labor/Fringe	147,216.81	138,606.97	130,820.32	157,447.32	150,587.20
Overhead	61,610.11	82,819.43	66,282.59	123,715.30	142,004.47
Repairs/Maint	318,953.62	304,638.05	400,128.91	409,697.76	373,226.17
Depreciation	<u>200,121.52</u>	<u>181,855.11</u>	<u>182,631.73</u>	<u>212,430.82</u>	<u>231,600.70</u>
	727,902.06	707,919.56	779,863.55	903,291.20	897,418.54

Building & Grounds Operations:

Account includes all expenses of operating and maintaining buildings and facilities; lighting, storage, office, and machinery. Costs are allocated based on usage and square footage. Costs are subject to change after auditing.

- 2016 cost: \$ 72,943.28
- 2015 cost: \$110,299.33
- 2014 cost: \$ 91,673.21
- 2013 cost: \$119,658.33
- 2012 cost: \$ 65,008.54

Equipment Acquisition:

Equipment purchases totaled \$327,620.86, which included a 2016 Etnyre Chip Spreader; a 2016 Ford Escape Commissioner Vehicle; a 2015 Forklift; and a 2004 used International plow truck and equipment. All equipment is stored at either the Green Lake or Manchester location.

General Maintenance:

Account includes mowing, tree and brushing, patching, crack sealing, chip sealing, shoulder repairs, litter and debris removal, emergency repair work, traffic control, and vegetation control along highways.

- 2016 cost: \$ 880,322.47
- 2015 cost: \$1,092,747.05
- 2014 cost: \$ 819,486.44
- 2013 cost: \$ 918,983.26
- 2012 cost: \$ 841,529.34

Winter Maintenance:

Account accumulates all winter activities for snow and ice removal. The cost of winter maintenance varies from year to year depending on the winter severity and is based on a calendar year verses winter season.

- 2016 cost: \$ 638,615.74
- 2015 cost: \$ 412,592.88
- 2014 cost: \$ 671,311.10
- 2013 cost: \$ 860,198.31
- 2012 cost: \$ 560,146.87

Road Projects:

Account includes reconstruction projects and overlays as follows:

2016 Reconstruction:

1. CTH M, 3.5 miles (CTH X to County Line Rd), Town of Manchester

- 2016 cost: \$1,066,421.27
- 2015 cost: \$1,352,431.76
- 2014 cost: \$1,026,923.10
- 2013 cost: \$1,230,077.48
- 2012 cost: \$1,553,775.67

Inter-Department, Cities, Towns, & Villages:

Account includes work that has been completed for inter-county departments and other municipalities. Costs include fuel.

- 2016 cost: \$609,099.90
- 2015 cost: \$380,234.09
- 2014 cost: \$420,763.90
- 2013 cost: \$361,156.55
- 2012 cost: \$387,056.57

Railroad Consortium:

Account represents a donation to the railroad for maintenance and repair.

- 2016 cost: \$25,000.00
- 2015 cost: \$25,000.00
- 2014 cost: \$25,000.00
- 2013 cost: \$25,000.00
- 2012 cost: \$25,000.00

Insurance Allocation:

Each year Highway pays a portion of insurance expenses back to the General Fund which includes General Public Liability, Equipment, Buildings, and Workman's Compensation.

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
GPL	21,821.56	24,237.46	9,234.76	5,576.40	10,642.10
Equipment	10,632.00	11,953.03	12,288.68	14,746.28	14,746.28
Buildings	11,824.10	8,795.32	8,684.96	6,342.89	6,342.89
Workman's Comp	<u>29,761.38</u>	<u>30,926.94</u>	<u>18,886.13</u>	<u>34,358.78</u>	<u>34,358.78</u>
	74,039.03	75,912.74	49,094.53	61,024.35	66,670.56

Respectfully Submitted,

AMY M. BROOKS, P.E.
Highway Commissioner

**Green Lake County
County Board Annual Report
2016
Information Technology Department**

Submitted to the Honorable Chairman and Board of Supervisors for Green Lake County

Highlights of the IT Departments accomplishments during 2016:

1. The IT Department continued our service and support of all County employees with immediate attention to their computing needs - whether assisting by phone, email, in person, or remotely whenever called upon.
2. For 2016, the IT department was responsible for all computers, servers, printers, network devices, and extensive number of computing applications. All items are spread across different facilities that are interconnected for over 200 active computer users across all County departments, units, and agencies.
3. Performed continuous software upgrades and patches to improve the efficiency of County employees and their response to other departments and the public.
4. Remote access provided to more employees and their applications along with additional online services added for public access.
5. Continued protecting all PCs with on-site security patching services and anti-virus protection.
6. Performed all the IT financial and IT purchasing needs for the County.
7. Maintained the data backup system's infrastructure and operation.
8. Continually manage and handle all departments ever growing data resource needs and requirements.
9. Managed all computing accounts setup and tear down for both new and leaving employees.
10. Many desktop PC hardware upgrades to improve employee's efficiency and reliability.

11. Completed work and planning to meet the IT needs of all departments for next year's budget. Gathered all the info, researched best options, and accumulated quotes and figures for a detailed per department budget every year.
12. Maintained and extended the life of all computing hardware and software used throughout the County. We purchase high-quality equipment upfront and run it for as long as possible. We continually maintain and are proactive with future needs. We perform almost all repairs ourselves saving the County from expensive outsourcing costs.
13. Helped to facilitate increased usage by all departments of both the external and internal websites. All departments have direct, secure, access to their key areas so they can quickly and easily communicate to the public and internally to employees.
14. Continued maintaining key power protection for IT hardware at all sites.
15. Continued inventory and tagging of all new IT equipment.
16. On-going use of open-source alternatives to save future dollars. We use numerous open-source operating systems and software packages to save on both upfront licensing costs and future licensing and support costs.
17. Completed multiple major upgrades and changes to all departments' individual records management systems. All departments at the County have both separate and shared software systems.
18. Continued support of networking equipment at local police departments for inter-agency resource sharing.
19. Provided and managed shared equipment for checkout by any County personnel to keep costs down by promoting the continued sharing of resources.

Respectfully submitted,
William R. Hutchison
Green Lake County - Information Technology Director

**GREEN LAKE COUNTY
DEPARTMENT OF LAND CONSERVATION
2016 ANNUAL REPORT
TO
COUNTY BOARD OF SUPERVISORS**

Chapter 92 of the Wisconsin Statutes governs the Land Conservation Department. The Land Conservation Department provides engineering, technical design and conservation planning to landowners to help control soil erosion and protect water quality. The Land Conservation Department is under the supervision of the Land Conservation Committee. The mission statement of the Land Conservation Department is, "Our highest responsibility is to protect and enhance land and water resources that will sustain current and future generations."

Note: Where appropriate, comparison values from 2015 are indicated in (parenthesis).

Staff

Paul Gunderson, County Conservationist
Heidi Weishaar, Administrative Assistant
Thomas Jonker, Conservation Planner
Todd Morris, Soil Conservationist
Derek Kavanaugh, Soil Conservationist
Jordan Dornfeld, Soil Conservationist

DATCP Grant Funding Received

The department received a \$134,181 (\$140,184) grant from the Department of Agriculture, Trade and Consumer Protection (DATCP) for departmental operations and program management.

Farmland Preservation Program

This program's purpose is to preserve agricultural land and open space by promoting sustainable land use planning and development. A major component of the program requires landowners to be in compliance with soil and water conservation standards adopted by the Land Conservation Committee. The department has experienced a substantial increase in staff time directed toward the workload of the program due to the fact that each participant must be tracked with a unique id number that matches each qualifying parcel. Participants are eligible to claim a \$7.50 per acre income tax credit. 249 (186) landowners received \$377,438 (\$284,509) in state tax credits.

Land & Water Resource Management Plan Implementation

Twenty-four cost-share agreements were signed by landowners/producers to implement various Best Management Practices (BMPs). In 2016, over \$67,039 (\$122,150) in state cost-sharing was paid to 22 (31) participants. Cost-share rates for this program range from 50%-70% depending on the practice. Conservation practices installed/implemented under this program in 2016 were:

Barnyard Runoff Control System	1 no.
Grade Stabilization Structure	1 no.
Grassed Waterway	4,035 ft.
Nutrient Management	677 ac.
Prescribed Grazing Permanent Fence	2,640 ft.
Sinkhole Treatment	1 no.
Streambank Protection	2,739 ft.
Well Decommissioning	4 no.

Construction Site Erosion Control and Storm Water Management Ordinance

In 2016, nineteen (twenty one) construction site erosion control and storm water management permits were issued, generating \$2,710 (\$1,625) of revenue.

Clean Sweep

On August 12, 2016, 193 (215) residents participated in a one-day hazardous waste chemical collection. The collection netted approximately 14,879 (21,850) total pounds of hazardous waste. Also collected were 250 (400) gallons of waste oil, 500 (200) gallons of anti-freeze, and 2,344 (3,539) fluorescent light bulbs. A list of disposal options for items not collected at the clean sweep was distributed as needed.

New this year, we filled three 30 yd. dumpsters and one 20 yd. dumpster with Electronic Waste. We collected \$3,840 from landowners and paid \$7,333 to Veolia who we contracted with to collect and dispose of the E-Waste.

\$10,000 (\$10,000) in revenue toward this event was received from Waste Management and \$13,525 (\$8,565) in revenue was received from the Wisconsin Department of Agriculture, Trade, and Consumer Protection. Total cost of the event was \$38,956 (\$40,010).

County Lakes

Green Lake - A community wide effort to develop a comprehensive lake management plan was initiated in 2011. A planning team consisting of Green Lake County Land Conservation Department, DNR, Green Lake Association, Green Lake Sanitary District, City of Green Lake, City of Ripon, Fond du Lac County, and several community members worked on developing a long-term lake strategy. The goal of the plan is to set objectives, and determine pollutant source-loading, so that major sources can be addressed effectively. The Green Lake watershed was selected for the National Water Quality Incentive Program through the Natural Resources Conservation Service. The program has dedicated funds for conservation practices to be installed within the watershed for the 6th consecutive year. During 2016, over 120 conservation projects were installed. A complete description of the vast numbers of projects and initiatives, are available on the Green Lake Sanitary District or Green Lake Association's websites.

Lake Puckaway - A new Lake Planning Grant was received in 2015-2016 to update the current lake management plan. To compensate for recent losses of nesting areas during the breeding season due to flooding, two floating rafts were installed in 2013-2016. The nesting project was a great success in 2016, resulting in 77 fledglings, one of the largest hatches on an artificial platform. In 2016, Lake Puckaway hosted the largest population of nesting Common Terns in the state. Planning is currently underway to install permanent nesting islands on the lake.

An offshore timber breakwater was installed near the center of the lake in 2012. The structure is 3 feet high, by 3 feet wide, by 300 feet long. It is intended to accumulate sediment and provide for better fish habitat. This is an experimental structure, since it is the first time it has been attempted in a northern climate. Ice may prove to be a limiting factor in its success. The breakwater fared well through the 2012-2015 winter, however as added protection, 8 ice pilings were installed in front of the barrier to provide additional protection and visibility. Trees were added in 2014-2016. Continued monitoring will provide information how to improve the structures.

The lake management plan continues to be implemented with the assistance of the Lake Puckaway Protection and Rehabilitation District, DNR, and Land Conservation Department efforts.

Automatic water level gauges were installed at Fish Camp (upstream of Lake Puckaway), above and below Princeton Dam. Readings occur at 30 minute intervals during ice-free periods. The gauges are removed during the winter to prevent damaged to the electronics. These water level readings help to determine the hydrology of the area, and water level response to varying weather events. As a result of the water level monitoring efforts, a computer model has been created that can accurately (within 0.1 feet) predict the lake level by reading the online water readings from the USGS station in Berlin, WI. The model can show important inflection points, such as when the dam has no impact on water levels, and when water levels can be controlled via the locks.

Bathymetry mapping was completed in 2016, which will aid in management decisions in reference to water level fluctuations (natural or induced).

The walleye hatchery was operated for the seventh year, with several upgrades to the hatchery to ensure a higher success rate.

A study was completed thru the WDNR to determine the impact of the dam on the river flow and lake levels. The lake is highly controlled by precipitation, and is only impacted by dam operation during low flow periods.

Twin Lakes - A continued effort to control aquatic invasive species (AIS) within Big and Little Twin Lakes has had several successes. Native plant populations are thriving, and suppressing AIS in some of its historical range. Many of the remaining individual invasive plants are interspersed with natives, making them more difficult to treat, however they are not causing nuisance problems at current population levels. The infestation now consists of Curly Leaf Pondweed, and is primarily restricted to Little Twin Lake; however, there is continued evidence that fragments of the plants are being carried by boat traffic through the channel connecting the lakes. Mid-summer survey showed good control of Curley Leaf Pondweed in both Big and Little Twin Lakes, however, unlike Big Twin Lake, Little Twin has experienced poor recovery of native plant populations. Twin Lakes was awarded a WDNR Lake Planning Grant in 2016. Lakes studies and monitoring occurred throughout the summer and fall of 2016. The County will be working with the consultant, and interested stakeholders to develop a Lake Management Plan, which will guide future management actions. Soil tests were offered to all agricultural landowners within the watershed. 90% of the Twin Lake watershed landowners participated in the testing program in 2016. Soil tests results will be incorporated in the watershed model to help guide future conservation decisions.

Spring Lake (Green Lake Township) – Spring Lake was awarded a WDNR Lake Planning Grant in 2016. Lakes studies and monitoring occurred throughout the summer and fall of 2016. The County will be working with the consultant, and interested stakeholders to develop a Lake Management Plan, which will guide future management actions. Soil tests were offered to all agricultural landowners within the watershed. 100% of the Spring Lake watershed landowners participated in the testing program. Soil tests results will be incorporated in the watershed model to help guide future conservation decisions.

Grand Lake – A new citizen based organization, Grand Lake Improvement Association was created with the assistance of County staff. A WDNR Lake Planning grant was received. Lake studies and monitoring occurred through the summer and fall of 2016. The Lake Association will work with the County LCD and hired consultant to create a lake management plan, which will be the basis for future improvements within the Grand Lake Watershed.

Fox River – Utilizing the results of the 2015 grant-funded river survey, several sites were identified for restoration along the river. We worked with the City of Princeton to install rock rip at the City Park. Fishing Platforms, dry hydrant (fire protection), and trees will be installed in 2017. Several projects were delayed due to weather and rising water levels in the early fall, which remained elevated through the end of the year.

Little Green Lake - A long-term Lake Management Planning project was launched in May 2016 with Onterra. A Lake Planning Committee was formed in May. A property owner survey was conducted in August/September (a total of 96 surveys were completed). Water sample data and weed growth inspections were conducted throughout the summer.

The Aerator System was in operation from mid-June to late-September. A new 3-year lease agreement was finalized with the Fernwood Campground LLC for the continued use/access to our storage building that houses the equipment that runs our Aerator System.

The weed harvesters were operational from June 1st to September 2nd. A total of 43 loads and 17,200 cubic feet of weeds were removed. The weeds included Eurasian Water Milfoil, Curly Leaf Pondweed, Coontail and Filamentous Algae.

Fish stocking results for Fall, 2016 are: 466 Musky (DNR program), 168 Northern Pike, 1,000 Walleye, 1,000 Crappie and 100 pounds of Fathead Minnows

Invasive Species Control and Education

In 2016, the LCD provided assistance to the Aquatic Invasive Species (AIS) Coordinator (Golden Sands Resource Conservation & Development Council) and collaborated on several projects. These projects ranged from providing booth space for an educational display at the Green Lake County Fair, to carp removal and aquatic plant restoration in County K Marsh.

Purple loosestrife beetles were again raised and released in Green Lake County with the help of Markesan students, volunteers and the Green Lake Sanitary District. Libraries hosted informational booths during "June is AIS Awareness Month," with some hosting pools for purple loosestrife beetles.

LTE technician Wyant completed 196 hours at boat launches on Green Lake, contacting 1666 (1,046) boaters on 1077 (563) separate watercraft.

AIS Surveys looking for undocumented AIS were completed on Maria, Heart, Spring (Kingston) and Spring/Spirit. These surveys updated the original 2013/2014 surveys. NOTE: Zebra mussels were newly discovered in Spring/Spirit Lake, Town of Green Lake. Monitoring and follow-up will occur in 2017.

Hosted and "student shadow" day project through Princeton High School. Student worked the day and assisted with purple loosestrife beetle monitoring and root collection.

Outreach was done to lake service providers on current protocols and how AIS messaging can be integrated. Research into a Boat Wash Station was a priority in 2016. LTE Wyant compiled information on various styles, pros, cons, cost, and practical function for Green Lake. Applicable grant funding was researched to help offset costs. No grants have been found yet. Boat launch fees may likely help support this project. This project will continue in 2017. Grant sources and other funding will be priorities as well as actual planning.

Wildlife Damage Program

The Wildlife Damage Abatement and Claims Program is a program where, through local county implementation, farmers receive assistance with wildlife damage prevention and compensation for crops lost. This program is fully state funded with funds coming from a \$1 surcharge on hunting licenses.

2016 crop year deer damage claims of approximately \$70,558 (\$63,670) was appraised for nine (eight) farmers. Eight farmers received abatement assistance. 290 (300) shooting permits, harvesting approximately 220 (210) deer were issued to farmers where over \$1,000 of deer damage occurred or was likely to occur. USDA Animal, Plant, Health, and Inspection Service – Wildlife Services (USDA-APHIS-WS) handles day to day administration and field management with the Land Conservation Department having overall administrative and financial management. All staff and Land Conservation Committee time spent on this program is reimbursed 100% from the DNR.

Green Lake County Drainage Board

In 2016, the board received no complaints in District 1 through 4. The last inspection of those ditches was done in 2009. In District 3, however, the Green Lake Highway Department requested to replace a culvert under County Rd U. The board reviewed the information and approved the request.

In District 5, no complaints were received. The last inspection of this ditch was done in 2014.

In the Seneca-Warren Drainage District, a portion of the ditch was inspected in 2015 (0+00 to 11+00). The Town of Seneca requested to replace a bridge on South Road with two culverts. The board reviewed the information and approved the request.

Other Seneca-Warren action included, brush removal where needed, beaver dam /brush removal, and continued discussions with DNR on the issue of water from Sucker Creek entering the Drainage District via Lateral A.

Environmental Quality Incentives Program (EQIP)

Approximately \$193,951 (~~\$421,350~~) was paid to landowners who installed/implemented practices in 2016. For Fiscal Year 2016, 17 (~~11~~) new EQIP and NWQI contracts were signed, obligating approximately \$455,600 (~~\$203,340~~). Cost sharing for this program ranges from 50%-90% depending on the practice. Conservation practices installed/implemented in 2016 were as follows:

<u>Practice</u>	<u>Total Units</u>
Brush Management	17.4 Acres
Cover Crop	831.6 Acres
Critical Area Planting	5.9 Acres
Mulching / Erosion Blanket	27,462 Sq. Ft.
Grade Stabilization Structure	3 Structures
Grass Waterway	1,265 Ft.
Irrigation System Sprinkler	500 Acres
Irrigation Water Management	302.5 Acres
Lined Waterway	9,865 Ft.
Manure Transfer	2 No.
No-Till	48.1 Acres
Nutrient Management	780 Acres
Obstruction Removal	6.3 Acres
Prescribed Grazing	84.3 Acres
Spoil Spreading	2.2 Acres
Stream Crossing	1 No.
Terrace	785 Ft.
Tree & Shrub Establishment	2.0 Acres
Waste Storage Closure	2 No.

Conservation Education Efforts

The annual Conservation and Environmental Awareness Poster Contest for county students in grades K-12 was held in January with 208 (~~72~~) poster entries received. Cash prizes were awarded to 19 students in various contest divisions. The award winning students were recognized during the April County Board of Supervisors meeting. Award winning posters were also displayed at the Green Lake County Fair.

An Arbor Day Breakfast celebration was held April 29th, 2016 with 90 (~~80~~) participants. The event occurred at the Green Lake Conference Center with Michael Starshak from the Wisconsin Hickory Association, speaking on "Hickory Trees in Wisconsin".

Respectfully submitted,

Paul Gunderson
County Conservationist

GREEN LAKE COUNTY MAINTENANCE DEPARTMENT 2016 ANNUAL REPORT

571 COUNTY ROAD A

SECURITY

COUNTY CLERK/UWEX	488.7
AUTO SCAN PM	1534.8
SECURITY TOTAL	2,716.12

MANDATED INSPECTIONS/SERVICE

FIRE ALARM SYSTEM	2,962.90
FIRE SUPPRESSION-JAIL KITCHEN	120.7
FIRE SPRINKLER SYSTEM	350
ELEVATOR INSPECTION	595
ELEVATOR SERVICE	4,274.00
CROSS CONNECTION VALVES INSPECTION	404
STAR FIRE-ROD	1,230.00
PORTABLE FIRE EXTINGUISHERS	613
PERMITS TO OPERATE	300

ELECTRICAL

2,401.87

HVAC

19,091.83

PLUMBING

3,374.47

BUILDING

6,947.47

ADA DOOR DRIVE UNITE HHS STAFF ENTRANCE	3,695.00
COMMUNICATIONS WINDOW UNITS CLEANING	1,075.00
HHS RECEPTION COUNTER GLASS	1,112.00
OTHER BUILDING EXPENSE	1,065.47

ENVIRONMENTALS

996.85

GROUNDS

7,744.77

CRACK FILL ENTIRE PARKING AND DRIVE	6,525.00
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SIGNAGE	583.22
JANITORIAL EQUIPMENT AND SUPPLIES	16,812.47
CONTRACTED SERVICES (FRI)	12,864.54
PEST CONTROL	
CORRECTIONS	753
571 COUNTY ROAD A	100.59
FOOD PANTRY/LAKE STEELE STREET	315
LAND CONSERVATION	275
TRASH/RECYCLE	
CORRECTIONS	2,352.70
571 COUNTY ROAD A	2,950.05
DOCUMENT DESTRUCTION	2,569.13
PARKING/WALKWAYS SALT GOVERNMENT CENTER	1,812.98
EMERGENCY GENERATOR	323.8
WATER CONDITIONING	2,322.00
SMALL HAND TOOLS/CONSUMABLES	724.24
MAINTENANCE TOOLS/MAINTENANCE OF TOOLS	1,715.87
CORRECTIONS KITCHEN EQUIPMENT	689.13
CAPITAL EQUIPMENT WACKER WHEEL LOADER	9,734.00
MAINTENANCE OF EQUIPMENT/VEHICLES	4,197.89
MAINTENANCE FUEL	2332.07
HIGHWAY DEPARTMENT	144.28
GROUNDS	743.83
FRI	160.48
GENERAL	1,588.24

RADIO TOWERS GENERATORS-BUILDINGS/GROUNDS/MAINTENANCE

GENERATOR SYSTEM REPAIR	1,105.19
GENERATOR SYSTEM MAINTENANCE	71.2
(Oil for oil changes was taken from Vehicle Maintenance Account for 2016)	
FUEL/MAINTENANCE CHECKS, GROUNDS/MAINTENANCE AND REPAIRS	1327.82

HIGHWAY DEPARTMENTS 1 AND 2

BUILDINGS	1,820.40
BUILDINGS 1-2-3 ROOF REPAIR	41,500.00
FAIR STORAGE SHED	967.53
PLUMBING	460.04
HVAC	1,927.94
WATER CONDITIONING	411.15
ELECTRIC	732.36

FOOD PANTRY

BUILDING	148.23
ROOF COATING MATERIALS	12,787.25
ELECTRIC	18.47
GROUNDS	64.26
PLUMBING	84.9
HVAC	112.12
WALK IN COOLER/FREEZER	164.14
SALT	332.18
MAINTENANCE SHOP/GARAGE	23.47

FOX RIVER INDUSTRIES

ELECTRICAL	37.98
HVAC	93.61
PLUMBING	85.84
JANITORIAL SUPPLIES	85.9

GREEN LAKE COUNTY PARKS DEPARTMENT

2016 ANNUAL REPORT

BUILDINGS/GROUNDS/PARK FURNISHINGS	1,781.81
SECURITY/LIGHTING	
ZOBEL PARK	1023.62
KINGSTON PARK	158.54
SUNSET PARK	510.45
DODGE PARK	800.29
TOTAL:SECURITY/LIGHTING & ELECTRIC	2,492.90
MANDATED WATER TEST	29
TRASH/RECYCLE	2,048.40
SEWER/SANITARY	3,763.64
BOAT LAUNCH MAINTENANCE	2,743.58
EQUIPMENT/EQUIPMENT REPAIR & MAINTENANCE	
EQUIPMENT MAINTENANCE	16,819.53
FINAL PAYMENT WACKER WHEEL LOADER	7,032.00
EQUIPMENT RENTAL/LEASE	295.64
SIGNAGE	9227.85
SANITATION	2,196.63
PLUMBING	294.88
PPE	23.9
TOOLS/CONSUMABLES	521.86
FUEL	2,039.11
WILDLIFE HABITAT MANAGEMENT	1,000.00

GREEN LAKE TRAIL PROJECT (MULTI-USE PATH)	32,530.00
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SNOWMOBILE TRAIL MAINTENANCE

PRINCETON SNO BARONS	7,475.00
MARKESAN SNO DRIFTERS	11,025.00
GREEN LAKE TERRACE SNO STREAKERS	2,850.00
BID ADVERTISEMENT	142.75
TOTAL	21,492.75

PARKS REVENUE

PARKS DONATIONS	3,520.63
BOAT LAUNCH FEES	37,917.88
TOTAL	41,438.51

February 7, 2017

To The Honorable Board of Supervisors
Green Lake County, Wisconsin

I hereby submit the 2016 Annual Report for the Green Lake County Probate Office.

The Probate Office deals with matters under the authority of Chapter 851 of the Wisconsin Statutes, which creates the Office of Register in Probate. Our records date back to 1842.

In addition to probate, this office also maintains files pertaining to:

Chapter 48	Child in Need of Protection and Services
Chapter 51	Emergency Detention
Chapter 54 & 55	Guardianships and Protective Placements
Chapter 938	Juvenile Delinquency & Juvenile in need of Protection and Services

Except for the estate files, all records under the control of the Register in Probate are confidential.

On the attached pages, you will find a break down of each case/file type and, a brief description with the financial impact, if any, to the county.

This completes my report for the year 2016.

Very truly yours,

A handwritten signature in cursive script, reading "Samantha C. Gerth".

Samantha C. Gerth
Register in Probate

ESTATES

In 2016, 60 cases relating to Probate were opened.

- 37 Informal Administrations
- 16 Special Administrations
- 2 Formal Administrations
- 2 Summary Proceeding
- 1 Ancillary Proceeding
- 1 Probate Unclassified
- 1 Trusts

As of December 31, 2016 there were 74 open Probate cases.

Probate Fees Collected in 2016: **County Share: \$9,692.29**

Probate fees consist of Inventory filing fees and copy and/or certification fees. This is a significant decrease of over \$16,430.41 from last year. The main reason being, an estate that's inventory filing fee was \$12,517.18 was filed in 2015. If you do not include this amount, the 2015 fees would have been \$13,605.52 and the difference would not have been that great.

TESTAMENTARY TRUSTS

Prior to July 1, 2014 Wisconsin State Statutes, required the Courts to monitor testamentary trusts. Testamentary trusts are trusts created in a Last Will and Testament and generally place money aside for a specific purpose. The change in the law now allows parties to decide if they want to have the Court continue to monitor the trust. Judge Slate determined that all trustees as well as the beneficiaries should be notified of the change in the law. Each person was then asked if they would like the Court to continue or discontinue monitoring of the trust..

There are currently 7 Testamentary Trusts that the Court will continue to review an Annual Accounting. The oldest is from 1973.

EMERGENCY DETENTIONS

2016 found the following Emergency Detentions:

- 47 Emergency Detentions
- 4 Juvenile Detentions

Early in 2016 the Court and Corporation Counsel agreed that putting Juvenile Mental Commitments under the standard ME code would be easier for both sides to keep track of.

Financially, Emergency Detentions do not affect this office. In 2012 all cases were referred to the State Public Defender for representation, thus removing the expense of Court Appointed Counsel for the County.

GUARDIANSHIPS

There were 8 adult Guardianships and 3 minor Guardianship filed in 2016.

We continue to hold yearly hearings for persons under Guardianship and Protective Placement as required by law. Guardians are required to file an Annual Report of the Person each year and most are required to file an Annual Accounting of the person's assets each year.

In the recent past all Guardianship files were reviewed and the current ones electronically scanned. Although it was time consuming, all Guardianship files are now brought up to date with proper accountings or waivers done in each one and the current ones are available by reviewing the electronic file, instead of the actual paper file. This saves considerable time and effort in reviewing the files. .

ADOPTIONS

In 2016 we had 5 cases in which Adoptions took place.

TERMINATION OF PARENTAL RIGHTS (TPR)

In 2016 there were 5 petitions filed and 2 were granted Terminating Parental Rights. 3 cases are still ongoing in Court. This is a slight decrease from last year which had 10 TPR's. Usually, the Court handles only one or two TPR's a year. TPR's are very time consuming for all involved, from Corporation Counsel, Social Services and the Court. Lawyers are appointed for the parents and a Guardian ad Litem is appointed for the child. The parents can request a Jury Trial, which can last for days.

CHIPS (Children in Need of Protection and Services)

In 2016, there were only 13 petitions filed for children in need of protection and services. Last year there were 31 petitions filed. This has been a significant decrease in CHIPS cases as the previous years averaged 22 cases.

When a CHIPS petition comes in, a GAL is appointed for the child. This is required by statute if the child is under the age of 12. If the child is 12 or older, the Public Defender may also be appointed to represent the child.

If a parent contests the petition, Wisconsin State Statutes do not permit for the State Public Defender to represent them. So they must petition the Court to appoint an attorney. Most parents do not understand the process and it causes delays. If the two parents are not married it is common for a separate attorney to be appointed for each one. This becomes extremely costly to the County.

This year we have put in additional time on collecting money owed to the County for the attorney's appointed in CHIPS cases. We have sent numerous orders for payment and reminders to the parents. We have collected more this year than last year and have developed a system to be more efficient in collections. If no payments are being made the collections will be turned over to Corporation Counsel and they will be enforcing the payments as well. This benefits the County by recouping money spent on attorney fees.

In 2016 we anticipated recouping \$12,000.00 of attorney expenses. (Attorney's appointed in CHIPS cases) This is an increase over 2015.

JIPS (Juvenile in Need of Protection and Services)

Last year, we received 8 petitions for Juvenile's in Need of Protection and Services. In 2015 we received 7 petitions.

DELINQUENCY

In 2016 we had 28 petitions filed. Delinquency filings were a slight increase over the 2015 cases.

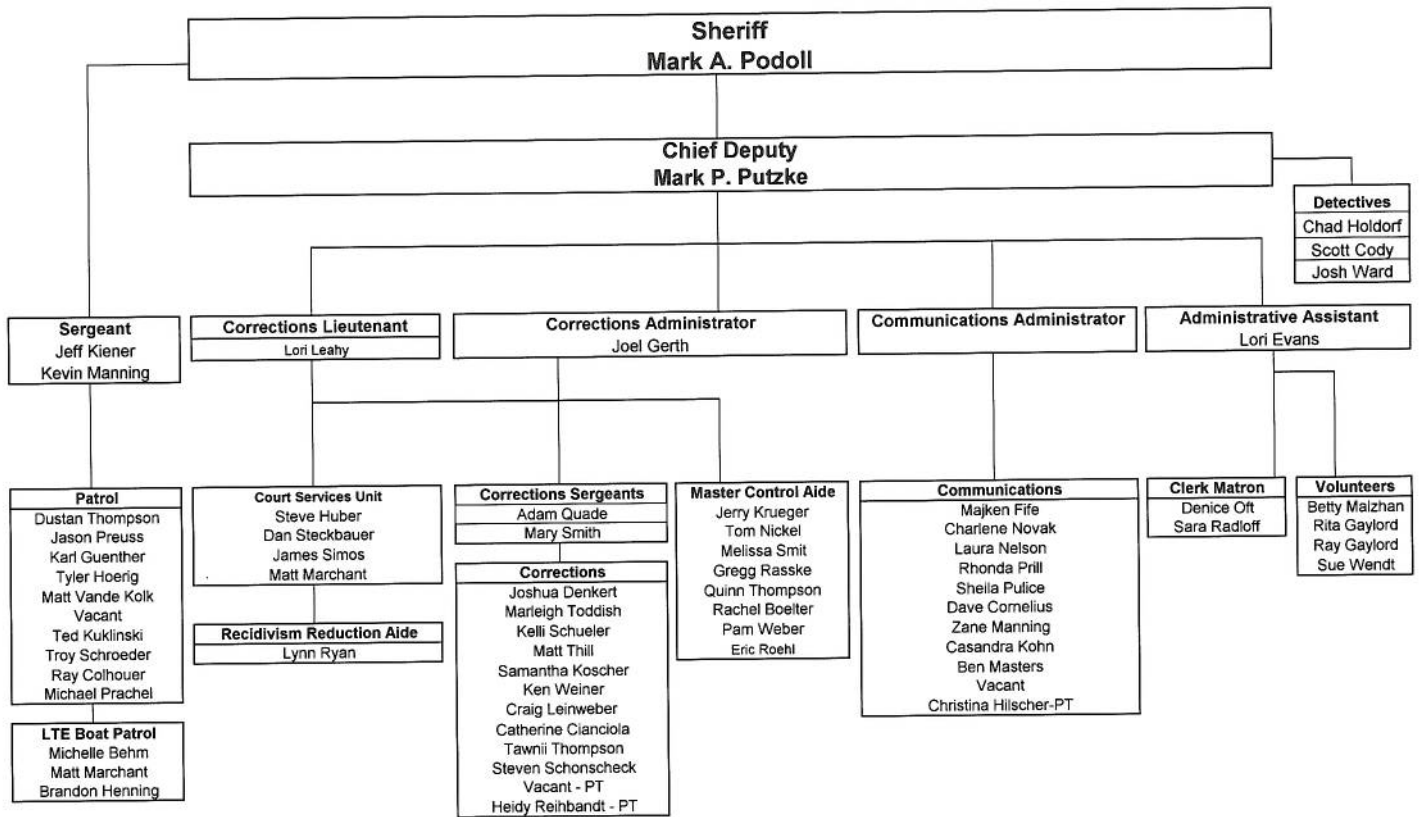
A Delinquency is a criminal charge being brought against a Juvenile. Charges included: Battery, Burglary, Criminal Damage, Disorderly Conduct, Drug Paraphernalia, Drug Possession, Intimidate Witness/ Victim, Operate without License, Other Misdemeanor, Resisting Officer, Retail Theft, Theft, Unidentified Delinquency and Weapons/ Explosives. 2016 consisted of the following:

#	Name
3	Burglary
3	Retail Theft
3	Criminal Damage
3	Disorderly Conduct
2	Drug Possession
2	Resisting Officer
2	Theft
2	Drug Possession
1	Battery
1	Intimidate Witness/ Victim
1	Weapons/Explosives
1	Drug Paraphernalia
1	Other Misdemeanor
1	Operate Without License
1	Unidentified Delinquency
1	<i>Transferred from another County.</i>

CASELOAD INCREASE FOR 2015 OVER AVERAGE

2016	Average	Type
8	3	JIPS
5	5	Termination of Parental Rights (TPR)
13	22	CHIPS

GREEN LAKE COUNTY SHERIFF'S OFFICE 2016 ANNUAL REPORT



Sheriff's Office Administration

Sheriff Mark A. Podoll (right) and Chief Deputy Mark P. Putzke (left)



The Green Lake County Sheriff's Office is a proactive public service agency dedicated to excellence through quality customer service. We shall ensure quality service for everyone by way of our responsiveness and accountability. We shall maintain a quality of professionalism through training and development of our staff. We are committed to serving and working together with the community, in a problem-solving partnership, to prevent crime, enforce laws, and resolve conflicts, thereby improving the quality of life for all citizens.

Green Lake County Sheriff's Office Correctional Facility Administration
Corrections Administrator Joel Gerth (right)
Recidivism Reduction Coordinator Lynn Ryan (center)
Corrections Lieutenant Lori Leahy (left)



Correctional Facility Statistics

Average Daily Population	56
Huber Income for 2016	\$54,704.70
Total Meals Served	4,496
Average Daily Female Inmates	10

We never know when we will get called to the scene of a crash or what response units will be needed.



Our population nearly doubles over the summer months. The Water Safety Patrol is very busy from Memorial Day through Labor Day. The program is funded at approximately 70% through the DNR. In 2016 the Water Safety Patrol issued 19 Warnings and 19 Citations, 4 of those were for Operating While Under the Influence.



Our K-9 Patrol



Deputy Mike Prachel and K-9 Deputy Roky



Roky deserves a good rest after a productive shift.



Deputy Jason Preuss and K-9 Deputy Tess

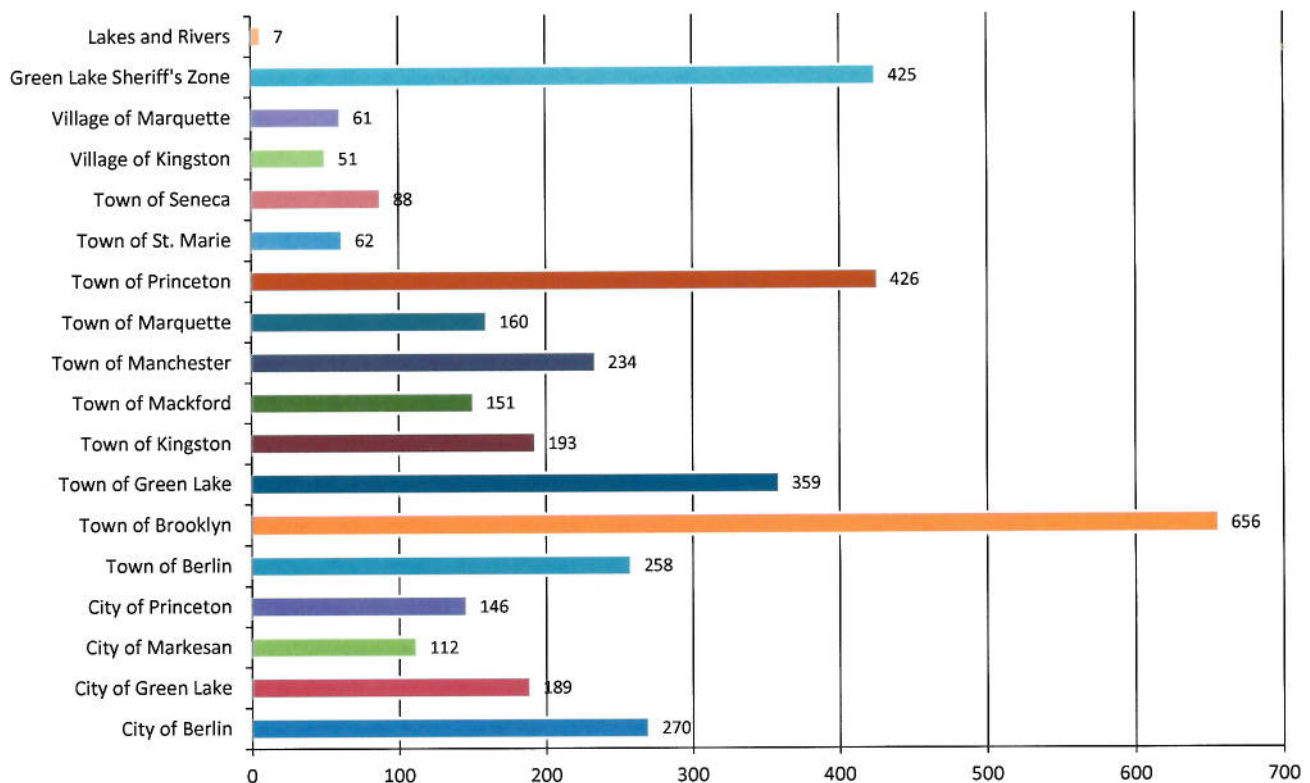
Statistics for 2016

K-9 Units were used 149 times
K-9's Alerted to Drugs 41 times

2016 GREEN LAKE COUNTY SHERIFF'S OFFICE STATISTICS

ACCIDENTS & INCIDENTS BY LOCATION:	2016	2015
City of Berlin	270	188
City of Green Lake	189	194
City of Markesan	112	75
City of Princeton	146	159
Town of Berlin	258	246
Town of Brooklyn	656	647
Town of Green Lake	359	339
Town of Kingston	193	154
Town of Mackford	151	160
Town of Manchester	234	170
Town of Marquette	160	126
Town of Princeton	426	403
Town of St. Marie	62	82
Town of Seneca	88	85
Village of Kingston	51	46
Village of Marquette	61	58
Green Lake Sheriff's Zone	425	497
Lakes and Rivers	7	9
TOTAL	3848	3638

Green Lake County Sheriff's Office Accidents and Incidents by Location





Traffic Safety Commission
2016

Incident

▲ Car/Deer

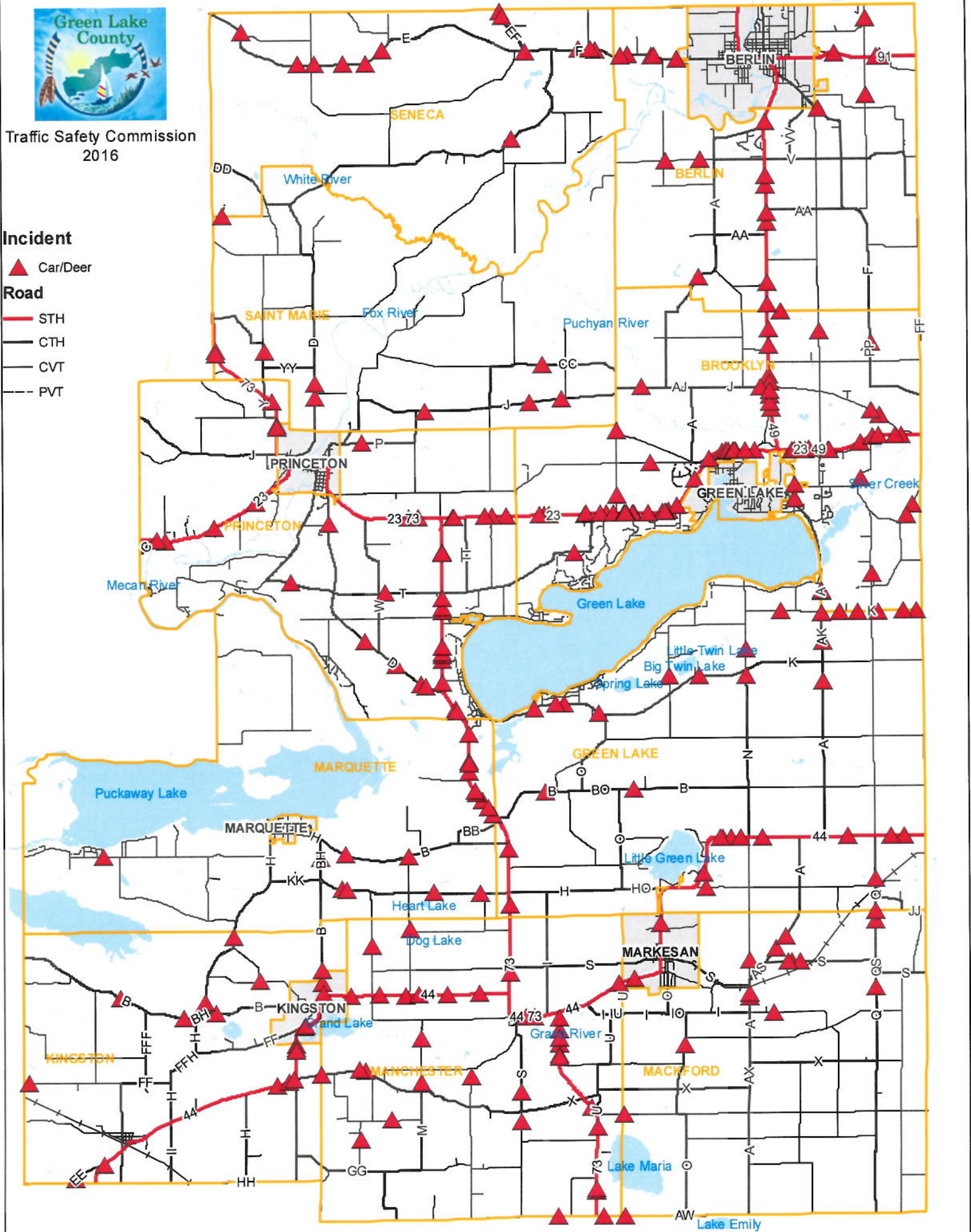
Road

— STH

— CTH

— CVT

--- PVT





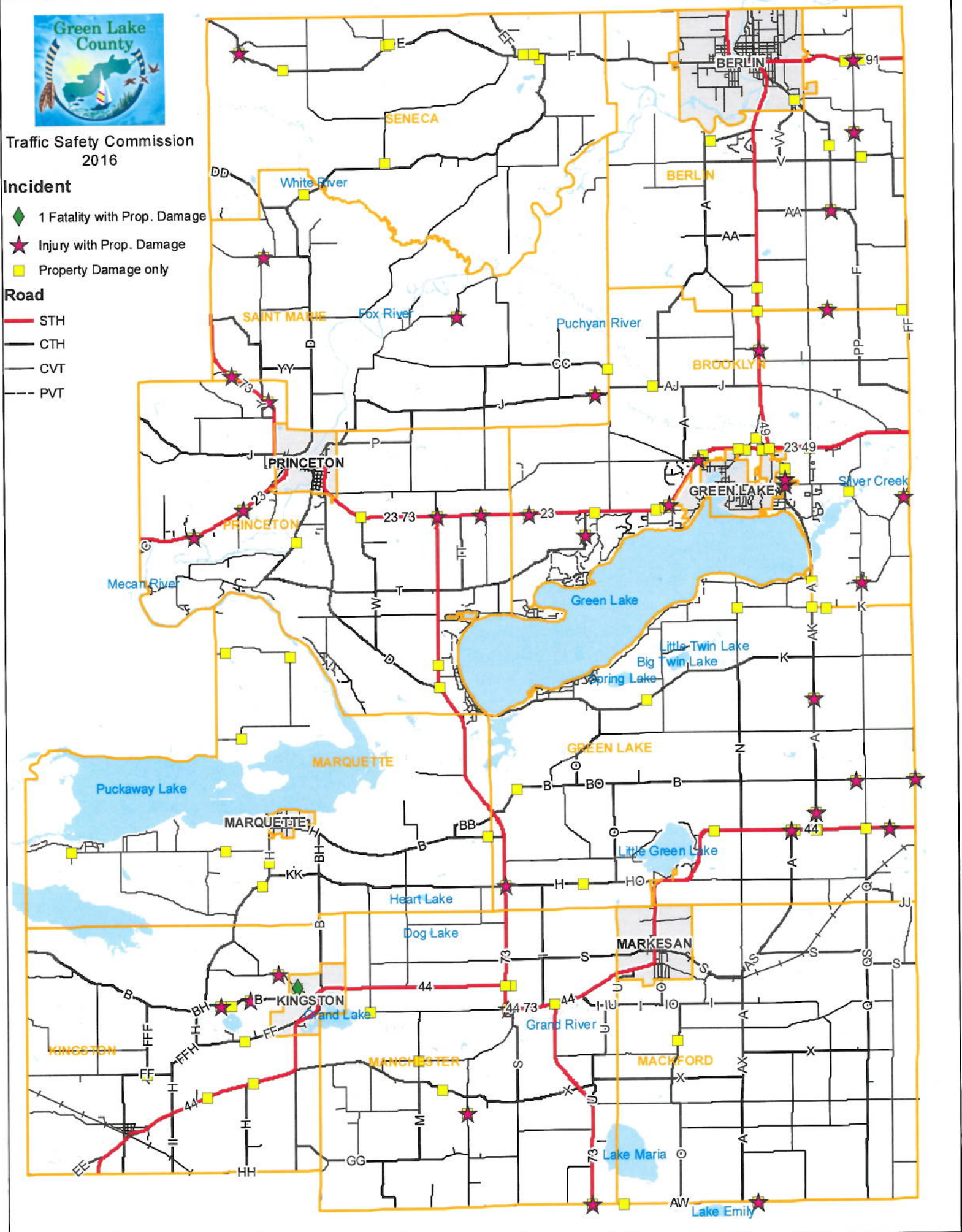
Traffic Safety Commission
2016

Incident

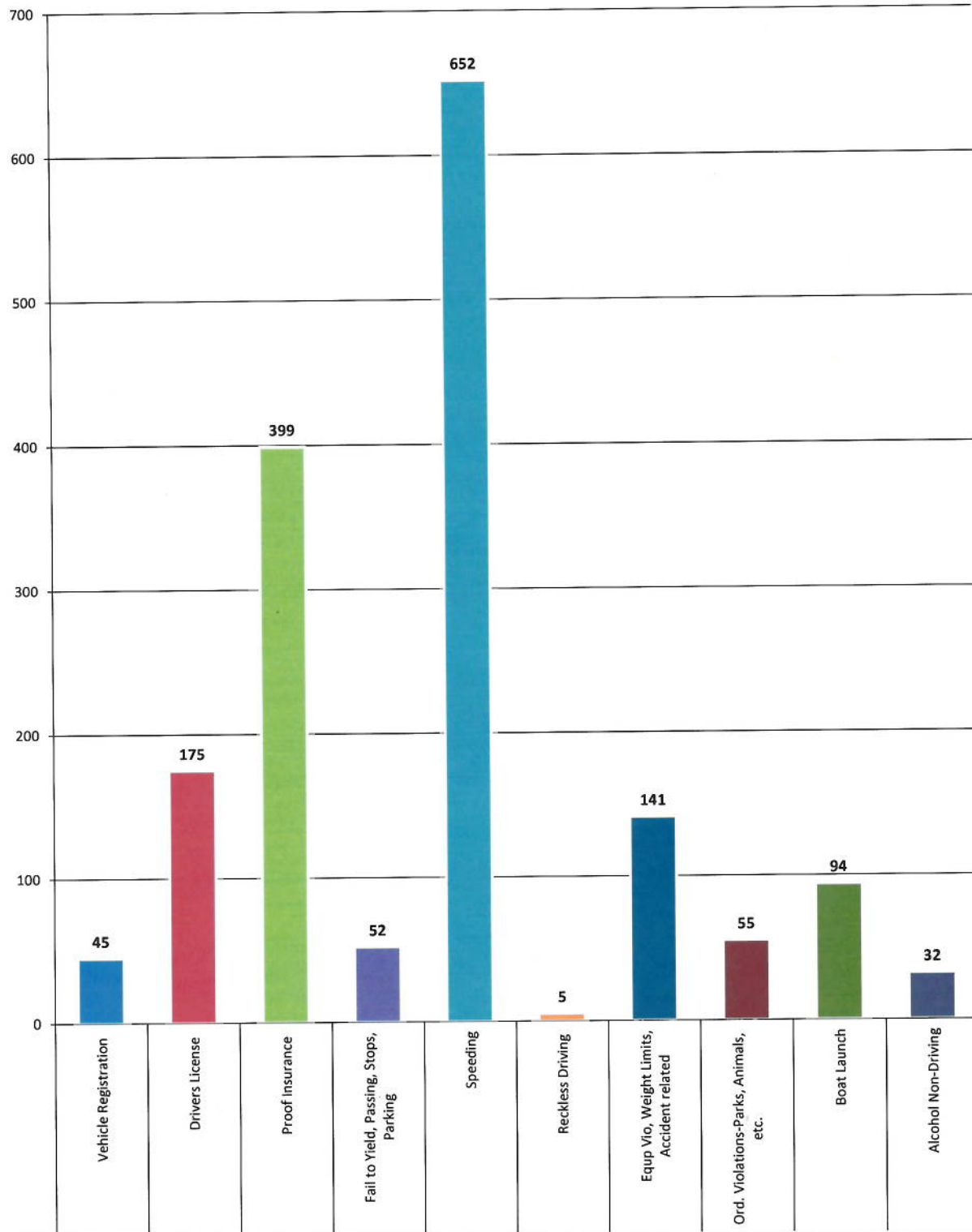
- ◆ 1 Fatality with Prop. Damage
- ★ Injury with Prop. Damage
- Property Damage only

Road

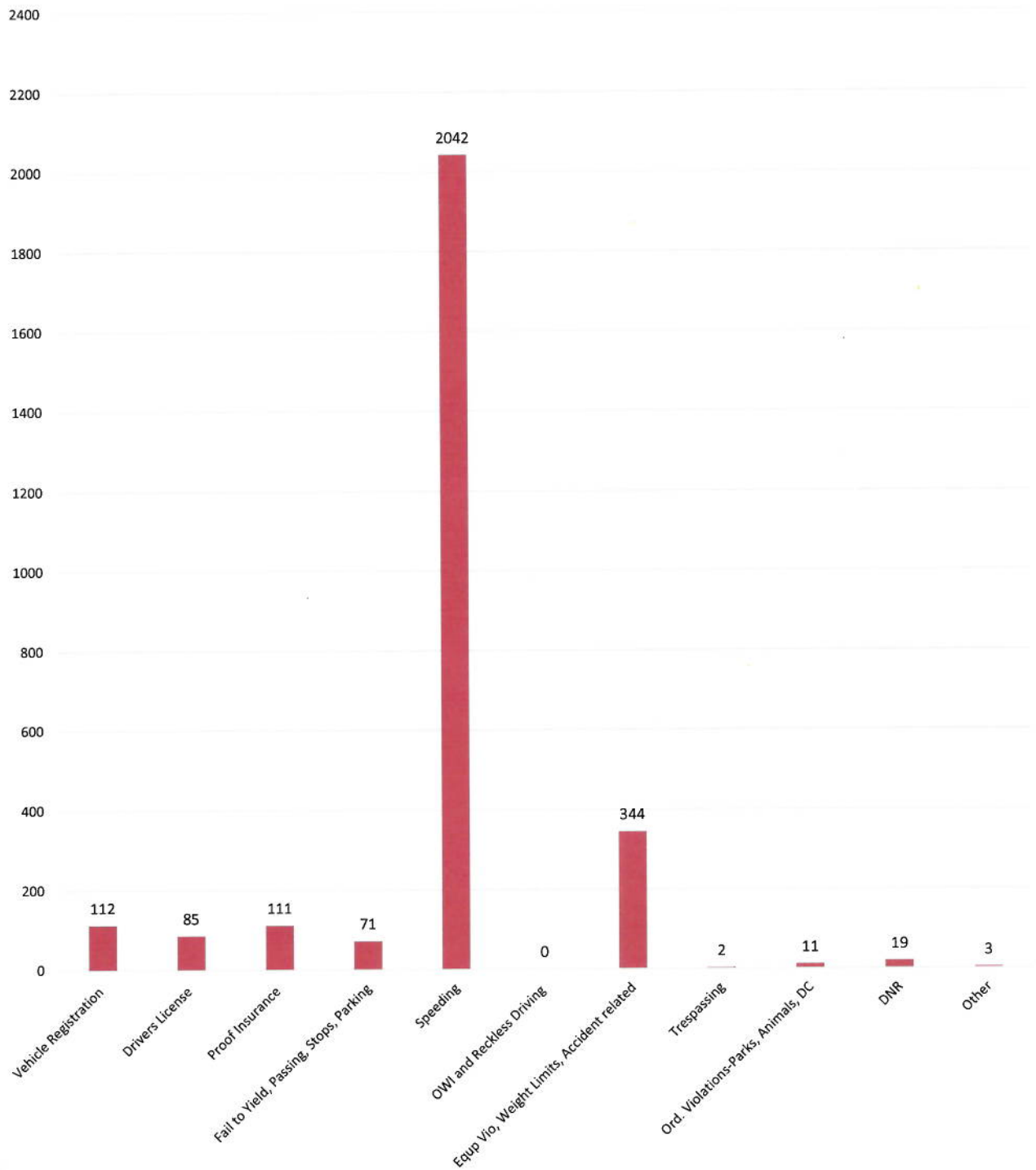
- STH
- CTH
- CVT
- PVT



2016 Green Lake County Sheriff's Office Citations



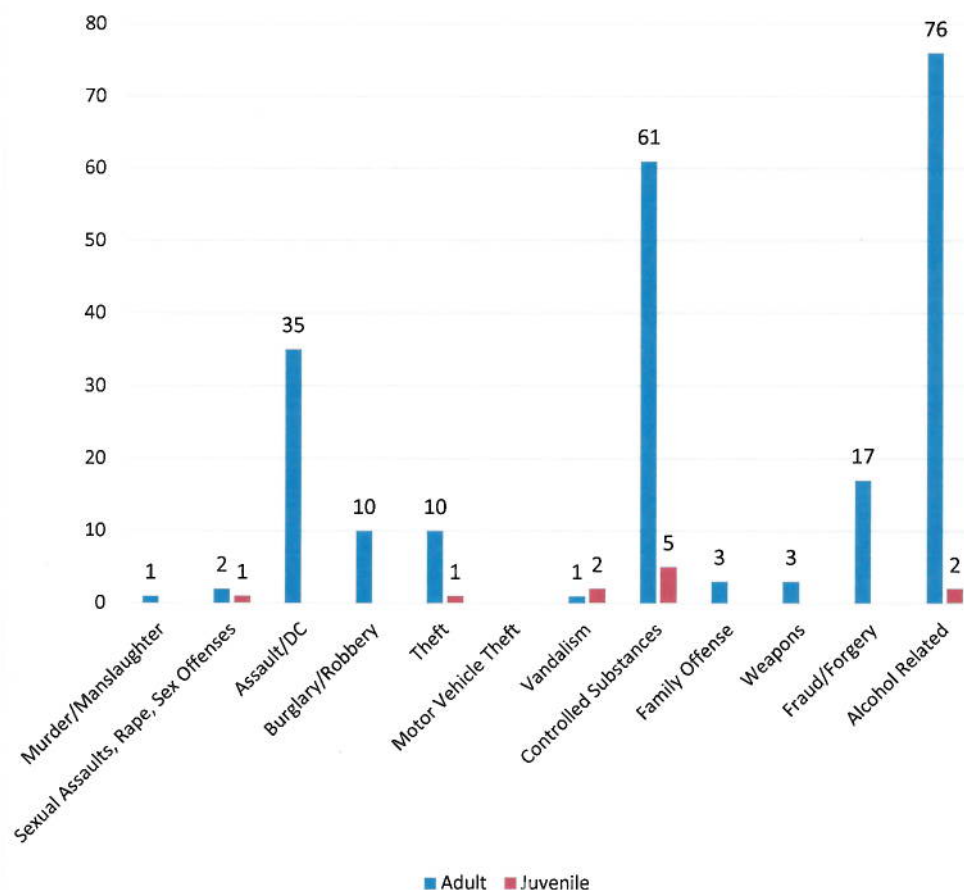
Green Lake County Sheriff's Office Warnings 2016



Green Lake County Sheriff's Office Arrests

	Adult	Juvenile
Criminal Arrests (UCR)	2016	2016
Murder/Manslaughter	1	
Sexual Assaults, Rape, Sex Offenses	2	1
Assault/DC	35	
Burglary/Robbery	10	
Theft	10	1
Motor Vehicle Theft		
Vandalism	1	2
Controlled Substances	61	5
Family Offense	3	
Weapons	3	
Fraud/Forgery	17	
Alcohol Related	76	2
All Others	205	2
Total Adult Arrests	424	13

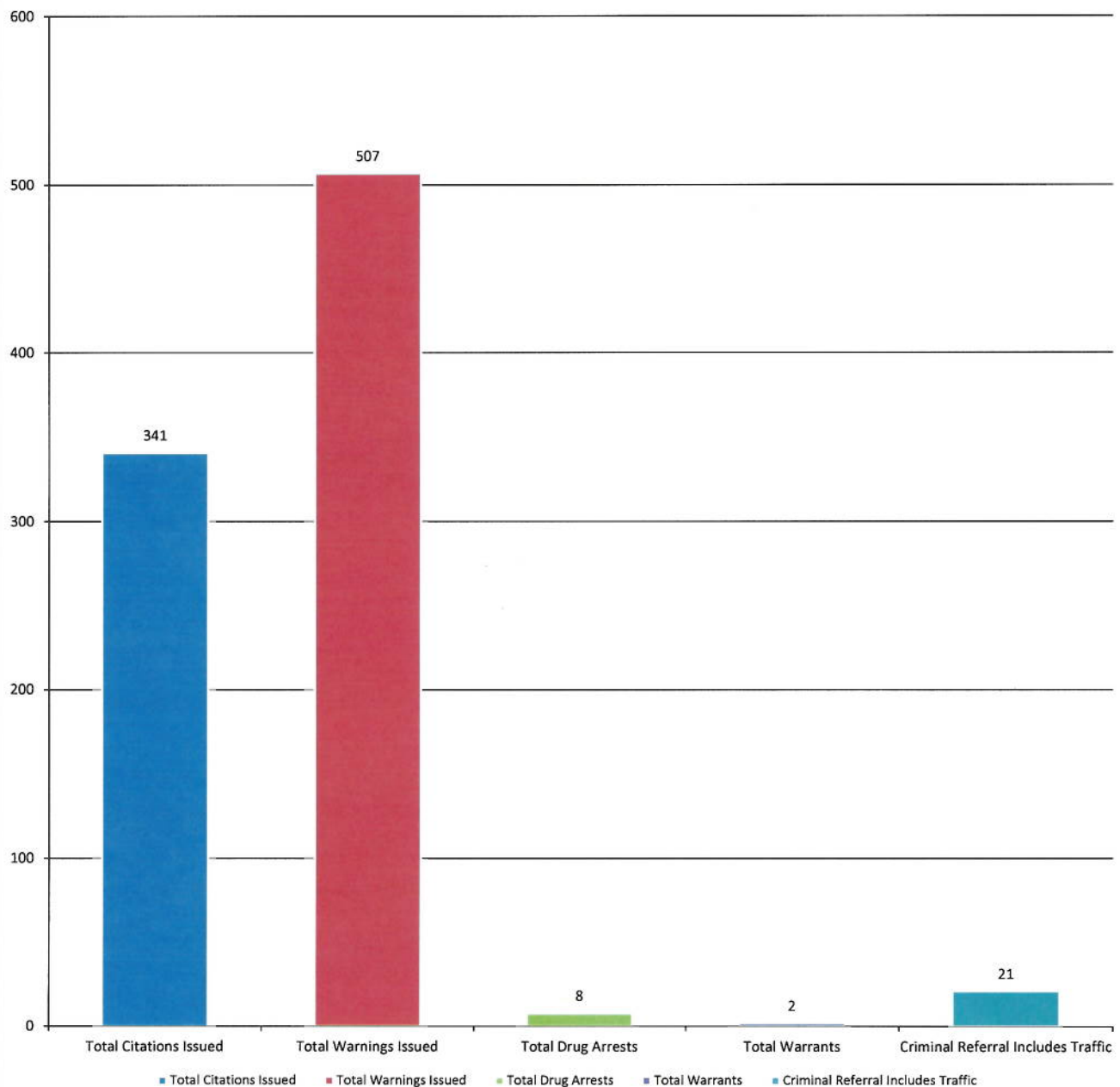
Uniform Crime Reporting Arrests for 2016



Value of Property Stolen \$88,058.00
Value of Property Recovered \$23,933.00

"In 2016, the Green Lake County Sheriff's Office, as grant administrator, received a Bureau of Transportation Safety (BOTS) Speed Task Force grant of \$21,151.85. The Task Force included the Sheriff's Office and any participating local city police agency. The grant paid overtime wage and fringe, also \$4,999.00 for equipment, in support of high visibility enforcement (HVE) deployments throughout Green Lake County. Additionally, and in support of established goals, the Sheriff included our two K-9 units and Drug Recognition Expert (DRE) within these funded efforts".

2016 BOTS GRANT WARNINGS & ARRESTS





GREEN LAKE COUNTY OFFICE OF THE COUNTY TREASURER

Amanda R. Toney
Treasurer and Real Property Lister

Office: 920-294-4018
FAX: 920-294-4009

January 24, 2017

Memo to Administrative Committee:

It has been 16 days since I have officially taken office. This is an incredibly busy time of year for this office and I have jumped in with both feet. I spent the majority of the first two weeks sitting alongside Deputy Treasurer Stef Meeker learning the day-to-day functions. Stef has a vast knowledge regarding all of the intricacies of this office so I learn something new every day. I feel it is necessary for me to learn from the ground up in order for me to be successful in this position. It is an honor to be serving as County Treasurer and I look forward to many more years in this position.

The office is nearing the end of the first installment tax collections. As of today, we have collected over \$7 million in taxes for the five municipalities. We have completed the January settlement process and Hannah Lueneberg has been busy preparing assessment rolls for the next tax cycle.

The Treasurer's office continues to be a central location for many important functions within the Courthouse in addition to collecting taxes. Some of these functions include: receipt and deposit all money, keep daily balances of bank accounts, distribute all checks for the county, invest excess funds, maintain records of all unpaid and delinquent taxes, assist local municipal clerks and treasurers with their tax collection and settlement as well as their tax and assessment rolls preparation and furnish complete and balanced tax settlements to the Department of Revenue to name a few.

The Treasurer's office staffs two full time employees, which include Stefanie Meeker, and myself as well as one part-time employee, Hannah Lueneberg, whose time is split with the Register of Deeds Office. Our goal for 2017 is to continue to provide the accurate and friendly customer service that Hannah and Stef have always provided to the public, county board supervisors and co-workers alike.



Pictured Left to Right: Hannah Lueneberg, Amanda Toney, Stef Meeker

Respectfully submitted,

Amanda R. Toney

**TO THE HONORABLE CHAIRMAN AND BOARD OF SUPERVISORS
OF GREEN LAKE COUNTY**

I herewith submit the annual report of the Green Lake County Treasurer's office for the period of
January 1, 2016 through December 31, 2016

Report on General Activity in County Treasurer's office for 2016:

	TOTAL AMOUNT
General Receipts	20,208,977.73
General Property Tax Receipts	10,163,417.50
Tax Settlement	13,742,918.68
Withdrawals related to tax settlement	9,300,000.00
Total Interest Received on Investments	54,128.09
Sales Tax Received	1,332,449.39
Withdrawal of Sales Tax funds for loan payment on bldg	1,010,625.00
Total Interest and Penalty Received on Delinquent Taxes	262,340.14
Total General Maintenance Checks	22,801,040.51
Total Payroll Disbursement	6,170,617.21
Total Outgoing Wire Transfers for Payroll and Fees	4,336,370.86
Real Estate Transfer Fees	218,941.67
Total Sales Tax Wires	1,332,449.39
Investment Wires	8,000,000.00
Tax Settlement	10,151,623.74
Repayment of Bond Loan +Interest on Loan	1,010,625.00
Direct Deposit HS Funds	1,252,304.36

Report of activity by the Real Property Lister's Office for Year 2016

Documents of transfer processed	1,394
Tax parcels affected by splits and/or combinations	160
Tax parcels affected by ownership and valuation changes	7,969
911/Fire Numbers processed/issued in 2015	36

Report of Cash Balance on Hand
STATEMENT OF CONDITION OF GREEN LAKE COUNTY
From January 1, 2016 to December 31, 2016

Cash Balance 1-1-16	656,062.10	
Receipts - 2016	56,074,856.53	
	56,730,918.63	
Disbursements - 2016		55,719,168.71
Required Cash Balance 12-31-16		1,011,749.92
		56,730,918.63

Respectfully submitted,
Amanda R Toney, County Treasurer

**FOLLOWING IS A LISTING OF TAX CERTIFICATES, WHICH REPRESENT DELINQUENT TAX,
HELD BY GREEN LAKE COUNTY AS OF:**

	31-Dec-15	31-Dec-16
TOWN OF BERLIN	28,138.61	40,750.40
TOWN OF BROOKLYN	61,594.63	45,830.44
TOWN OF GREEN LAKE	165,731.04	236,172.47
TOWN OF KINGSTON	11,060.16	6,338.08
TOWN OF MACKFORD	21,554.04	13,929.75
TOWN OF MANCHESTER	3,099.77	10,174.10
TOWN OF MARQUETTE	16,006.25	19,041.99
TOWN PRINCETON	150,477.30	116,193.46
TOWN OF ST MARIE	5,833.91	7,042.39
TOWN OF SENECA	16,450.98	24,363.36
VILLAGE OF KINGSTON	20,780.76	20,063.90
VILLAGE OF MARQUETTE	7,359.76	11,218.36
CITY OF BERLIN	146,618.74	205,587.57
CITY OF GREEN LAKE	52,856.98	73,031.05
CITY OF MARKESAN	100,882.17	84,293.21
CITY OF PRINCETON	69,603.90	66,788.94

TOTAL COUNTY DELINQUENT 12-31-2015

878,049.00 **

****\$87,870.81 in uncollected special assessments and charges included in figure**

TOTAL COUNTY DELINQUENT 12-31-2016

980,819.47 **

****\$99,562.71 in uncollected special assessments and charges included in figure**

ACTIVITY IN THE SALES TAX ACCOUNT DURING 2016

	PRINCIPLE	INTEREST	TOTAL SALES TAX
BALANCE 12/31/15			2,273,717.08
2016 COLLECTIONS	1,332,389.39	49,414.02	1,381,803.41
Loan Payments	-1,010,625.00		-1,010,625.00
Bond Income	0.00		0.00
Over/Under +/-	0.00		0.00
BALANCE 12/31/16	321,764.39	49,414.02	2,644,895.49

SALES TAX INVESTMENTS

Institution	C.D. #	TERM	PRINCIPLE	INTEREST	DUE DATE
Farmers & Merchants Bank	707405	5 months	1,500,000.00	0.75%	03/13/17
L.G.I.P.			1,098,699.49		
Horicon Bank*			46,196.00		
TOTAL SALES TAX FUNDS INVESTED:		12/31/2016	2,644,895.49		

*In October of 2016 a Sales Tax CD at First National Bank was cashed in. \$46,196.00 of interest earned on this CD was receipted into the general checking account in October. I am researching to see if these funds need to be moved into the Sales Tax account in the LGIP.

TOTAL SALES TAX REVENUE SINCE INCEPTION, PLUS INTEREST, IS HELD IN TRUST

Green Lake County

"Bringing the Knowledge of the University to You!"



2016 Annual Report to the County Board of Supervisors

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AGRICULTURE



Nav Ghimire
Agriculture Agent

Nav Ghimire implemented two focused programs in 2016 - vegetable production and nutrient management, soil conservation, and water quality. In addition, Ghimire offered pesticide application training, and home horticulture programs to citizens of Green Lake. Ghimire had 316 face-to-face educational contacts with clients through meetings, walk-ins, farm visits, and trainings.

Vegetable Production with Amish Growers

In the fresh market vegetable program, 106 Amish growers participated through good agricultural practices (GAP)

training, twilight field day, on-farm technical assistance, and vegetable workshops. During the growing season, vegetable newsletters were also mailed to 64 Amish growers every two weeks. In a follow-up evaluation survey at the end of growing season, growers reported an average increase of 10% (ranging from 5% - 25%) in the quantity of their vegetables because of program participation. The University of Wisconsin report shows that a 10% increase in vegetable production per acre means a \$468 increase in a grower's average net income per acre. Therefore, 22 growers who responded the survey increased their total net income by \$93,132 in cumulative 199 acres. As a result of the GAP training, 16 growers also received third party audited GAP certification for their farm.

Nutrient Management Program

A total of 18 grain and livestock farmers participated in the nutrient management and computer based Soil Nutrient Application Planner (SNAP-Plus) trainings. Every three months, an agriculture newsletter was also sent to 400 farmers in the county. In a follow-up evaluation survey at the end of growing season, eight farmers with a total of 2,834 farm acres reported average savings of \$19 per acres (range \$10 - \$30 /acre) in their nutrient cost with a total of \$53,846 in their savings. Farmers also reported saving of \$4,765 by writing their own nutrient management plan compared to hiring a consultant.

Agency-Farmer Interface Coalition Meeting

As a continuation of 2015 programs, an AFIC meeting was conducted in 2016 as well. A total of 35 people participated including area farmers, federal. State and local agency staff, county Extension committee members, private agriculture service providers, and UW-Extension educators. The focus of the meeting was increasing water quality in this area with the increased soil conservation practices. As an outcome of the

workshop, both farmers and agency staff concluded to form a farmer-led council and begin conducting a demonstration research in cover crops as following: carbon sequestration, oxygen released, nitrogen tied to soil against leaching, and effect on standing crops and soil properties based on various dates of planting. To provide support for AFIC programs, Ghimire wrote and successfully received a grant of \$6,600.

Pesticide Application Training

This training was designed for growers and pesticide applicators in which a total of 27 people participated and received certification. Topics covered were pesticide regulations, handling and storing pesticides, restricted areas to use pesticide, calibrating equipment, and workers safety standards. Wisconsin requires certain licenses or certification to be held by commercial or private pesticide applicators, pesticide application businesses or pesticide dealers that sell restricted-use pesticides.

Home Horticulture Education

On the request of the county citizens, one-on-one technical assistance was provided to homeowners to control diseases and insects in their kitchen gardens and trees. Two different workshops were also conducted for home horticulture clients: 'apple pruning' in partnership with Pineapple Hill orchard in Princeton, in which 32 people participated, and container gardening in Berlin Library in which 36 people participated.



COMMUNITY, NATURAL RESOURCE & ECONOMIC DEVELOPMENT



Jay Dampier
Community, Natural Resource &
Economic Development Educator

In 2016, Jay Dampier's educational programming focused on three main domains, 1. Strengthening Organizations, 2. Natural Resources Protection, and 3. Downtown and Business District Market Analysis.

Strengthening Organizations

Jay worked with the Green Lake County Health Department to support their strategic planning efforts by facilitating the entire planning process. Upon completion of the process, the Health Department had an implementable plan.



Jay facilitating a Strengths, Weaknesses, Opportunities Threats (SWOT) Analysis.

Using the newly drafted strategic plan, the Health Department developed a simple tool to help them keep it front of mind. They made a copy of the mission, vision, core values on a sheet of bright paper and laminated it for each staff member. A planning leader from the Health Department provided the following, "Wanted you to know all the work got us motivated to keep it part of our daily practice. Thanks again for your help." The Health Department has

applied for accreditation and included the strategic plan in its application documents.



Health Department staff participating in the strategic plan development process.

After learning about Green Lake County Government Administrative Committee's plans to explore organizational options, Jay agreed to provide the Committee research and facilitation. He began by compiling statutory, ordinance and policy data on the two position categories, and presented the findings to the committee. The Committee used resources provided by Jay in their decision-making process, which lead to deciding in favor of the transition, passing a county ordinance creating the Office of County Administrator and abolishing the Office of Administrative Coordinator.

Additional contributions made by Jay included facilitating a position description exercise where committee members prioritized the key elements of the proposed position description for the proposed County Administrator position.

Natural Resource Protection

Jay was awarded a grant from the UW-Extension North Central Innovation Fund in order to help fund outreach and education efforts relating to lawn care practices that protect bodies of water. The project entitled, "Reducing non-point source pollution one lawn at time" had the goal of mitigating pollution from lawns into Big Green Lake. Through collaborating with the Green Lake Association (GLA), fifty homeowners were recruited from within the watershed. Teams from the GLA, and Green Lake UW-Extension conducted site visits to participant properties; evaluating turf quality and taking soil samples. Each participant was then provided results from the site evaluation and soil test results and

given recommendations on how to sustain a healthy lawn while protecting water quality. A testimony was submitted to the Tap Into It website by the GLA Executive Director. *"It has been challenging for us (GLA) to translate the monumental tasks of improving water quality into a message that motivates individuals to make a small-scale but tangible difference. That is why we were excited when Jay approached us about a potential lawn care program to teach homeowners about lawn maintenance that collectively benefits yard health and downstream water quality. The partnership was a testimony to what UW-Extension is all about: Bringing the resources of the University to benefit our local community and our lake."*



Downtown and Business District Market Analysis

After completing a community assessment through the First Impressions Program with the City of Princeton and Cuba City, Jay coordinated a First Impressions Team Summit where both teams met and shared findings from the First Impressions evaluation visits. The summit provided the opportunity to clarify any misunderstandings and provide input prior to the final drafts being released. Building upon the insights from First Impressions, the Princeton Chamber of Commerce's Board is planning to participate in the UW-Extension program "Design Wisconsin Team." The purpose of the Design Wisconsin Team is to help communities identify and visualize their short-, medium-, and long-range vision for the future. The visiting team includes volunteers from planning and design professions who donate their time and talent over the course of a 4-day weekend. Jay started coordination efforts with the Chamber, and although the visit is not scheduled until Fall 2017, planning is underway.

4-H YOUTH DEVELOPMENT



John de Montmollin
4-H Youth Development Educator

4-H Welcome Signs

The Green Lake County 4-H Leaders' Association and 4-H Clubs, funded a program to place or replace "Green Lake County 4-H Welcomes You!" signs around Green Lake County. The plan is to replace four existing signs and place six new signs bringing the total number of signs to ten. Previously, the signs were constructed out of plywood and susceptible to deterioration from the weather. The new signs are made from aluminum and should look great for years to come!



**For more information visit
www.glc4h.org**

Super Saturday

Super Saturday took place on February 6, 2016, at the Green Lake County Government Center. Over 50 youth and adults took part in activities ranging from Painting projects to Model Rocketry. There were 13 different fun-filled sessions for the youth to select from. Many projects created were then exhibited at the Green Lake County Fair.



4-H Camp

4-H Camp was once again a huge success in 2016. Over 40 Green Lake County youth attended the three-day camp at beautiful Camp Upham Woods in the Wisconsin Dells. As in past years, youth counselors planned, implemented and evaluated the camp program.



Green Lake County 4-H Open House

The Green Lake County 4-H Ambassadors and the Green Lake County 4-H Clubs and Groups, hosted the 1st Annual Green Lake County 4-H Open House on Tuesday, October 4, 2016 at the Green Lake County Government Center. Designed to be a "one stop shop," the 4-H Open House offered new families the opportunity to visit with all the 4-H Clubs, explore county-wide 4-H projects and



basically have fun. Over 60 people participated in the event and eleven families got to know more about what 4-H has to offer.



Dave Wilke (left), Green Lake County Farm Bureau President, and Harley Reabe (right), Green Lake County Board Chairman, present the 2016 4-H Key Award, the highest award given in the Wisconsin 4-H Program, to McKenna Newton, Cole Chapman and Briann Eagen at the 4-H Leaders' Banquet.



Samantha Becker and Julie Fleegal were the recipients of the Green Lake County 4-H Leaders' Association Academic Scholarships presented at the banquet on November 3.



4-H General Leaders were honored at the banquet for completing another year of service with Green Lake County 4-H.

FAMILY LIVING



Katie Gellings
Family Living Educator

Girl Power with United Migrant Opportunity Services (UMOS)

Girl Power is a 5-week series of classes taught at the UMOS site in Berlin, using a self-esteem, prevention based curriculum. The goals of Girl Power are to: inspire and promote self-love, self-esteem, and motivation; develop life skills, healthy coping skills, and decision-making skills; and keep girls who are risk out of the influence of gangs, drugs, and sex trafficking. There were 13 girls, ages 9-12, who participated in the Girl Power program in 2016. The UMOS Family Services Coordinator provided the following statement on the impact of the Girl Power program, "I am so grateful for the education that you have provided the girls—you could see how much the program was loved and appreciated."

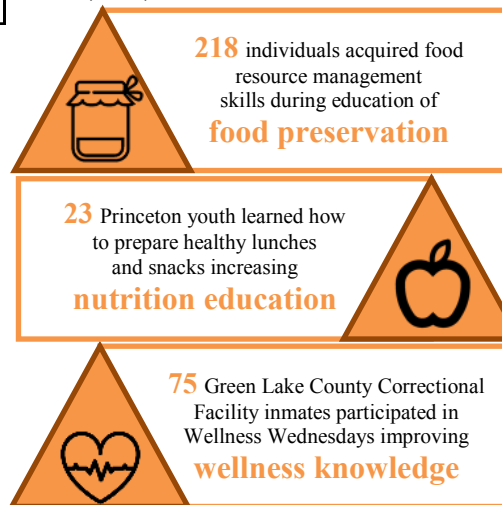


Crock Pot Cooking Workshops

Katie Gellings applied for and received a community health improvement grant from ThedaCare to offer Crock Pot Cooking workshops at five locations within Green Lake County. The workshops provided the

first 10 registered, participating families/individuals with a free Crock Pot. The workshops were taught to a total of 52 individuals at the Boys & Girls Club of the Tri-County Area, Green Lake County Food Pantry, Forward Services, and Edgewater Apartments. Participants reported learning:

- Healthy meal preparation skills (76%)
- Important food safety tips (81%)
- Cost effectiveness of Crock Pots (87%)



Family Plus Workshops at the Boys & Girls Club of the Tri-County Area

As individuals and families gain knowledge and skills, and live in communities that support healthy living, there will be less illness, chronic disease, and food insecurity. The community will benefit from these changes through decreased health care costs, increased productivity of its workforce and improved quality of life for all residents. Increasing family financial capacity results in improved household financial management financial decision making. Through financial education, consumers will enhance their personal financial security which will benefit communities by boosting economic stability and contributing to a foundation for economic growth. In order to improve healthy living and financial management for families in Green Lake County, Katie Gellings

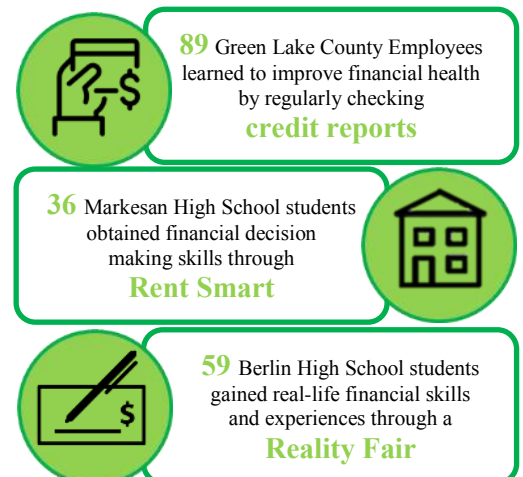


taught a series of four workshops for families at the Boys & Girls Club in Berlin. The workshops were titled: How to Save a Dollar when You Don't Have a Dime to Spare, Crock Pot Cooking, Get Money Smart: Banking Loans and Credit, and Cook Healthy to Eat Healthy. There were a total of 90 participants who reported learning:

- How to create spending plans and track spending (88%)
- How to check free credit reports (50%)
- How to read food labels (75%)

Get Money Smart: Financial Literacy Workshops at Green Lake County Correctional Facility (GLCCF)

The level of financial literacy among inmates is much lower than that of the typical American consumer. Katie Gellings offered monthly Financial Literacy Workshops to inmates at GLCCF, in partnership with Moraine Park Technical College (MPTC) Instructor, Maureen Betz. Topics included budgeting/money management, identity theft, Rent Smart, credit and debt, Get Checking, and employment forms. A total of 38 inmates were educated during the hour-long workshops in 2016.





Making the Healthy Choice, the Easy Choice

FoodWise, a federally-funded program, is a major educational program within the UW-Extension Family Living Programs. An obesity prevention program, it seeks to empower residents with limited incomes to make healthy choices to achieve healthy lives and reduce health disparities. Nutrition staff employ a combination of evidence-based educational strategies on healthy eating/nutrition, food budgeting, food safety and food security/hunger. Partners include: ADVOCAP, Boys and Girls Club, Clay Lamberton, Fox River Industries, Health and Human Services, Lutheran Social Services, and UMOS.

In 2016, FoodWise reached a total of 1,905 contacts during 135 classes in Green Lake County. An additional 2,830 indirect contacts were made through quarterly newsletter distribution.



FoodWise empowers families with limited financial resources to choose healthful diets and become more food secure by spending dollars wisely.

Eating well is important at any age, and does not have to cost a lot of money, but health issues and physical limitations can make it difficult for older adults to get proper nutrition. Ninety-six older adults attended classes at senior housing units and meal sites. Classes were tailored to the specific needs of

older adults, like physical limitations, healthy snacking, and food budgeting, and were based on the specific nutrition guidelines for seniors. "The residents that attend the FoodWise presentations are engaged by the hands-on activities." – senior housing staff.



FoodWise exposes children to new fruits and vegetables and why they are important. With a dramatic rise in childhood obesity, exposing children

to fruits and vegetables and teaching healthy eating habits early-on remains critical. In 2016, FoodWise taught nutrition education to a total of 1,693 Green Lake County youth aged 4-11. At Clay Lamberton Elementary School, a 6 session series was taught to 2nd and 4th grade students. Fifty-nine to 64% of teachers observed or heard comments from students about changes made in the variety and amount of fruits and vegetables eaten at home or schools. "Students frequently refer to what they are learning when in the cafeteria for breakfast or lunch." – school administration.



FoodWise teaches parents how to plan and prepare healthy meals. Preparing home-cooked meals, family meal times, and positive role modeling are ways that

parents can promote healthy eating at home. FoodWise has partnered with ADVOCAP Head Start in providing nutrition education to preschoolers and their parents for more than 25 years. In 2016, 46 parents attended the "Healthy Kids and Healthy Families", which focused on picky eating, food budgeting and physical activity. In addition, 74



Head Start children were taught about healthy eating in the classroom to celebrate National Nutrition Month. "The nutrition educators are always very professional and knowledgeable and work well with our families." – Head Start administration



FoodWise supports communities in making the healthy choice, the easy choice where people live, learn, work and play. To successfully reverse the

obesity epidemic, community efforts should occur in a variety of settings. The Food Providers Group offers a variety of evidence-based resources to local food providers, including how to start a food pantry, product dating, safe food storage and handling, and nutritional quality of foods distributed. Resources are provided by the FoodWise Coordinator via in-person meeting, phone call, mail or email. The Area Food Resource Guide is a comprehensive list of community food programs and widely distributed in English and Spanish.

Experienced, Dedicated Staff

This past programming year was one of changes, milestones and celebrations. The Wisconsin Nutrition Education Program (WNEP) was renamed "FoodWise." Kris Schaeffer celebrated her 20th year with the program. Pamela Nelson received title promotion to Senior Instructional Specialist.



Green Lake County University of Wisconsin Cooperative Extension System...

- ♦ A three-way partnership of the University of Wisconsin, the United States Department of Agriculture, and Green Lake County
- ♦ Bringing knowledge and research to Green Lake County residents through programs in Agriculture & Natural Resources Program Area; Family Living; 4-H Youth Development; and Community, Natural Resource & Economic Development
- ♦ Taught and facilitated by University of Wisconsin faculty and staff

Over 1,000 informational bulletins and programs available free or for a minimal fee.

For more information contact:

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PO Box 3188 (Mailing Address)
Green Lake WI 54941

Hours: 8:00 a.m. - 4:30 p.m.

Monday-Friday

Phone: 920.294.4032

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An EEO/Affirmative Action employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements.

Green Lake County UW-Extension Staff

Family Living



- ♦ Family Relations
- ♦ Health & Wellness
- ♦ Financial Management
- ♦ Food Budgeting
- ♦ Nutrition Education

Community Resource Development



- ♦ Tri-County Leadership Initiative
- ♦ Assist Non-Profit Organizations
- ♦ Community Needs Assessment
- ♦ Facilitating Meetings
- ♦ Facilitating Organizational Development

Agriculture



- ♦ Nutrient Management
- ♦ Fresh Market Vegetable Produce
- ♦ Grain & Forage Production
- ♦ Commercial & Home Horticulture

4-H and Youth Development



- ♦ 4-H Community Clubs
- ♦ Leadership Development
- ♦ Citizenship
- ♦ Prevention Education for Youth
- ♦ Volunteerism
- ♦ Hands-On Opportunities for Youth

UW-Extension extends the knowledge and resources of the University of Wisconsin to people where they live and work