

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

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



FOX RIVER INDUSTRIES

222 Leffert St.

PO Box 69

Berlin WI 54923-0069

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***Amended Post Date: 5/9/17**

The following documents are included in the packet for the Department of Health & Human Services Board held on Monday, May 8, 2017

- May 8, 2017 DHHS meeting agenda 5:00 p.m.
- DHHS Draft Minutes – March 13, 2017; April 18, 2017
- Draft Transportation Committee Minutes – April 12, 2017
- DHHS April 2017 Expenditure/Revenue Comparison
- Committee Appointments
- Discount Prescription Program Report
- April 2017 Aging Unit Report
- April 2017 Children & Family Services Unit Report
- April 2017 Child Support Unit Report
- Child Support Budget Update
- *Child Support Certificate of Excellence Award
- April 2017 Economic Support Unit Report
- Economic Support Specialist and Case Manager Week (April 17-24, 2017)
- April 2017 Health Unit Report
- *April 2017 Environmental Health Report
- WI Health Officer of the Year Award – Kathy Munsey
- Kinship Care Policy

- Cell Phone Prices for DHHS Cell Phone Purchase Request
- *Summary of Cell Phone Purchase request
- *Request for Purchase Approval for Cell Phones
- *Credit Card Policy & Procedures and Request for Credit Card Approval for DHHS staff



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

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

Health & Human Services Committee Meeting Notice

Date: May 8, 2017 Time 5:00 PM

Green Lake County Government Center

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

***AMENDED AGENDA**

**Committee
Members**

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

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

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes 3/13/17, 4/18/17
6. Appearances:
7. Correspondence:
 - Committee Appointments
8. Veteran's Service Office Report
9. Advisory Committee Reports
 - Aging Advisory Committee – (Trochinski)
Meeting –Meeting March 14, 2017 , Next Meeting
May 17, 2017
 - Health Advisory Committee Report- next meeting –
July 12, 2017 (Hoffman)
 - Family Resource Council – Next Meeting June 5,
2017 (Trochinski)
 - Transportation Coordinating Committee –Meeting
April 12, 2017 (Trochinski)
 - ADVOCAP/Headstart Report (Gonyo)
 - ADRC Coordinating Committee – Next Meeting-
May 11, 2017 - Marquette Co. (Gende/Waterbury)
10. Unit Reports
 - Administrative Unit
 - Health & Human Services Billing Update
 - Aging/Long Term Care Unit
 - Behavioral Health Unit
 - Drug Court Grant Update

(Continued on next page)

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



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- Children & Family Services Unit
- Child Support
 - Child Support Budget Update
 - Child Support Certificate of Excellence Award
- Economic Support Unit
 - Economic Support Specialists & Case Managers Week (April 17-24, 2017)
- Fox River Industries
 - FRI building update to maintain/update/repair
- Health Unit
 - WI Health Officer of the Year Award – Kathy Munsey
- 11. Policies/Procedures Update
 - Kinship Care Policy (Updated April 2017)
- 12. Purchases
 - Cell Phone Purchases – DHHS
 - *DHHS Credit Card Approval
- 13. DHHS Budget Adjustment
- 14. Health & Human Services Budget 2016/2017
- 15. Committee Discussion
 - The Board May Confer With Legal Counsel
 - Future DHHS Meeting Date (June 12, 2017 at 5:00 p.m.)
 - Future Agenda items for action & discussion
- 16. Adjourn

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

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

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

EXCUSED: Nancy Hoffman, Member
Tom Reif, Member
Nick Toney, Vice Chairman

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

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

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

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

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

Action on Minutes: Motion/second (Reabe/Trochinski) to approve the minutes of the 2/13/17 Health & Human Services Board meeting as presented. All ayes. Motion carried.

Appearances: None.

Correspondence: None.

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

Advisory Committee Reports: Aging Advisory Committee Report: Trochinski reported that the next meeting will be March 14, 2017.

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

Family Resource Council: The meeting was held on March 6, 2017. Trochinski reported regarding the meeting.

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

Advocap/Headstart Report: No report.

ADRC Coordinating Committee Report: The next meeting will be held on May 11, 2017 in Marquette County.

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

Jerome also presented Period 13 - Expenditure/Revenue summary final report for 2016. Discussion followed.

Aging/Long Term Care: No report.

Behavioral Health Unit: Drug Court Grant Update: Jerome updated Committee members that the Drug Court Coordinator has been hired and will start on April 3, 2017. Jerome updated Committee members regarding the weekly meetings being held.

The Behavioral Health February 2017 report was presented for Committee review. (See attached report.) Discussion followed regarding updating the format of the Behavioral Health Unit report.

Jerome reported that there is a CCS consumer that would like to come and give a presentation to the Committee. Discussion followed. Committee members will be kept updated to when this CCS consumer will present.

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

Child Support: No discussion.

Economic Support Services: No discussion.

Fox River Industries: FRI building update to maintain/update/repair: Reabe updated Committee members regarding the recent meeting. The concern is regarding whether it is appropriate for the County to spend funding on the building. Committee members will be updated.

Health: Current Health Abatements: No discussion.

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

Policies/Procedures Update: None.

Purchases: None.

DHHS Budget Adjustment: Jerome explained the new form to be utilized for budget adjustments and presented two DHHS Budget Adjustments. (See attached.)

Jerome reported that the first was in the Economic Support Unit - Enhanced Medicaid funding - \$20,243.57.

The second: Children & Family Services - In-home safety services for \$17,600.00. Jerome explained what grant funds covered to enhance parents' ability to care for child.

Motion/second (Floeter/Gende) to approve the two budget adjustments - Children & Family Services - In-home safety services for \$17,600 and Economic Support Unit - Enhance Medicaid funding - \$20,243.57 and recommend to County Finance/County Board approval of the budget adjustments for 2017 and recommend approval to County Finance/County Board. All ayes. Motion carried.

Committed funds: Jerome reported regarding the Committed funds to be carried over into 2017: Economic Support - \$33,127; FRI Vehicle Outlay - \$33,762; FRI Building Maintenance - \$7,604; Community Health Improvement Plan - \$20,40 and Donation Account - \$40,367.

Motion/second (Reabe/Trochinski) to approved carryover of the Committed funds and recommend to approval to County Finance/County Board. Roll call vote: Reabe-aye; Trochinski-aye; Reabe-aye; Floeter-aye; Gende-aye; Waterbury abstain. Motion carried.

Health & Human Services Budget 2016/2017: No discussion.

Committee Discussion: No discussion.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next Health & Human Services Board meeting will be Monday, May 8, 2017 **at 5:00 p.m. at the Green Lake County Government Center.**

Future Agenda Items For Action and Discussion:

Adjournment: Gonyo adjourned the meeting at 5:33 p.m.

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT GREEN LAKE COUNTY GOVERNMENT CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON TUESDAY, APRIL 18, 2017 AT 8:30 A.M.

PRESENT: Harley Reabe, Member
John Gende, Member
Brian Floeter, Member
Richard Trochinski, Member
Nancy Hoffman, Member

EXCUSED: Joe Gonyo, Chairman
Tom Reif, Member
Nick Toney, Vice Chairman
Joy Waterbury, Secretary

OTHERS PRESENT: Jason Jerome, Director
Karen Davis, Administrative Assistant
Kayla Yonke, Accounting Specialist

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

Call to Order: The meeting was called to order at 8:30 a.m. by Jason Jerome, DHHS Director.

Jerome asked Reabe, County Board Chair, if he would chair the meeting. Committee members approved this.

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

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

Purchases: Laptop/Docking Station Drug Court Coordinator (Grant): Jerome presented the bid to purchase the laptop/docking station for the Drug Court Coordinator through the grant funding. This has been approved by County Property & Insurance pending Health & Human Services Board approval. Motion/second (Trochinski/Gende) to approve purchase of the laptop/docking station for the Drug Court Coordinator through grant funding. All ayes. Motion carried.

DHHS Budget Adjustment: Public Health/DHHS - ZIKA Grant: Behavioral Health/DHHS - Drug Court Grant: Reabe directed Committee members to the attached DHHS budget adjustments: Public Health/DHHS - ZIKA grant and Behavioral Health Unit/DHHS - Drug Court Grant. Jerome explained regarding the additional grant funding for each program. Motion/second (Floeter/Gende) to recommend to County Finance/County Board approval of the Public Health/DHHS - ZIKA grant and Behavioral Health Unit/DHHS - Drug Court Grant budget adjustments. All ayes. Motion carried.

Public Health - Bioterror Grant: Request for Line Item Transfer: Reabe directed Committee members to the attached DHHS budget adjustment - Bioterror Grant funding and the Line Item Transfer for CCS Contracted Services. Jerome explained regarding the budget adjustment and the line item transfer. Motion/second (Trochinski/Hoffman) to approve the Bioterror

Grant budget adjustment and Line Item Transfer for CCS Contracted Services.
All ayes. Motion carried.

Committee Discussion: None.

Future Meeting Date: The next Health & Human Services Board meeting will be Monday, May 8, 2017 **at 5:00 p.m. at the Green Lake County Government Center.**

Adjournment: Reabe adjourned the meeting at 8:42 a.m.

DRAFT

DHHS Expenditure/Revenue Comparison

	<u>Expenditures</u>		<u>Revenues</u>
Admin			
Total Budget:	\$ 703,840.73		\$ 703,840.73
YTD Expenses	\$ 142,753.12	YTD Revenues	\$ 624,404.14
% YTD Expenses	20%	% YTD Revenues	89%
% Should Be:	33%	% Should Be:	33%
Health			
Total Budget:	\$ 550,383.08		\$ 550,383.08
YTD Expenses	\$ 121,370.60	YTD Revenues	\$ 395,849.90
% YTD Expenses	22%	% YTD Revenues	72%
% Should Be:	33%	% Should Be:	33%
Children & Families			
Total Budget:	\$ 1,601,114.50		\$ 1,601,114.51
YTD Expenses	\$ 334,658.14	YTD Revenues	\$ 892,556.97
% YTD Expenses	21%	% YTD Revenues	56%
% Should Be:	33%	% Should Be:	33%
Economic Support			
Total Budget:	\$ 419,947.58		\$ 419,947.58
YTD Expenses	\$ 119,023.89	YTD Revenues	\$ 98,708.79
% YTD Expenses	28%	% YTD Revenues	24%
% Should Be:	33%	% Should Be:	33%
FRI			
Total Budget:	\$ 1,218,627.59		\$ 1,218,627.59
YTD Expenses	\$ 273,831.40	YTD Revenues	\$ 358,501.58
% YTD Expenses	22%	% YTD Revenues	29%
% Should Be:	33%	% Should Be:	33%
Behavioral Health			
Total Budget:	\$ 1,638,138.96		\$ 1,638,138.96
YTD Expenses	\$ 427,491.29	YTD Revenues	\$ 584,209.17
% YTD Expenses	26%	% YTD Revenues	36%
% Should Be:	33%	% Should Be:	33%

Child Support

Total Budget:	\$	228,323.69		\$	228,323.69
YTD Expenses	\$	35,969.95	YTD Revenues	\$	20,457.97
% YTD Expenses		16%	% YTD Revenues		9%
% Should Be:		33%	% Should Be:		33%

Aging

Total Budget:	\$	1,003,733.27		\$	1,003,733.27
YTD Expenses	\$	234,042.55	YTD Revenues	\$	318,697.21
% YTD Expenses		23%	% YTD Revenues		32%
% Should Be:		33%	% Should Be:		33%
		33%			

Total DHHS

Total Budget:	\$	7,148,410.69		\$	7,087,671.69
YTD Expenses	\$	1,653,170.99	YTD Revenues	\$	3,272,927.76
% YTD Expenses		23%	% YTD Revenues		46%
% Should Be:		33%	% Should Be:		33%

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To: Harley Reabe, County Board Chairman

From: Jason Jerome, Director
Health & Human Services

Date: April 17, 2017

RE: Committee Appointment

Please make the following Committee appointment. Thank you.

Aging & Disability Resource Center Advisory Committee:

Suzi Giesen, Citizen/Consumer Representative (term expires April 2020)
Joy Waterbury, County Board (term expires April 2019)

Aging Services Advisory Committee:

Barb Reif (Term expires April 2020, second term)

Health Advisory Committee

Tammy Bending, Theda Care - Berlin (term expires 2019)
Jeanne M Lyke, MD, Layperson (term expires 2019)

Transportation Coordinating Committee

Jon Vandeyacht, VSO (Term expires 2019)
Judy Bender, Southern Green Lake Transportation (term expires 2019)
Jerry Beuthin, Citizen (term expires 2019)

Family Resource Council

Kathy Anderson-Kemnitz, Community Representative (term expires April 2019)
Tony Beregszazi, ADVOCAP Representative (term expires April 2019)
Lynn Dutcher, District Attorney Office, Judicial Representative (term expires April 2019)
Tammi Eastling, Parent (term expires April 2019)
Kathy Munsey, Health Representative (term expires April 2019)
Gail Olson, Community Representative (term expires April 2019)
Tina Osheim, Parent (term expires April 2019)
Mark Podoll, Law Enforcement Representative (term expires April 2019)
Nancy Scolley, Community Representative (term expires April 2019)
Marian Sommerfeldt, Community Representative (term expires April 2019)
Lindsey Spieth, ASTOP (term expires April 2019)

Ex-Officio Members

Jason Jerome, DH&HS Director (term expires April 2019)
Shelby Jensen, Economic Support Unit Representative (term expires April 2019)

Green Lake County
Discount Card Utilization Report

Implementation Date: 10/1/2012



Month	Total Claims	Total Plan Priced Claims	Total Cards Used	Member Rx Cost	Avg. Member Rx Cost	Price Savings	Avg. Price Savings	% Savings
Jan-16	66	66	28	\$923.74	\$14.00	\$2,215.12	\$33.56	71%
Feb-16	44	44	18	\$1,246.97	\$28.34	\$2,663.22	\$60.53	68%
Mar-16	45	45	14	\$989.45	\$21.99	\$1,809.78	\$40.22	65%
Apr-16	67	67	24	\$1,610.66	\$24.04	\$3,066.28	\$45.77	66%
May-16	62	62	22	\$1,618.86	\$26.11	\$2,439.94	\$39.35	60%
Jun-16	48	48	23	\$1,495.85	\$31.16	\$2,062.23	\$42.96	58%
Jul-16	68	68	25	\$1,923.16	\$28.28	\$2,143.56	\$31.52	53%
Aug-16	51	51	23	\$1,476.11	\$28.94	\$1,859.00	\$36.45	56%
Sep-16	44	44	21	\$1,432.50	\$32.56	\$1,092.76	\$24.84	43%
Oct-16	47	47	18	\$866.94	\$18.45	\$2,073.14	\$44.11	71%
Nov-16	53	53	20	\$1,533.00	\$28.92	\$2,854.78	\$53.86	65%
Dec-16	35	35	15	\$1,178.70	\$33.68	\$1,373.16	\$39.23	54%
Total:	630	630	251	\$16,295.94	\$25.87	\$25,652.97	\$40.72	61%

Month	Total Claims	Total Plan Priced Claims	Total Cards Used	Member Rx Cost	Avg. Member Rx Cost	Price Savings	Avg. Price Savings	% Savings
Jan-17	61	61	24	\$2,001.19	\$32.81	\$3,030.60	\$49.68	60%
Feb-17	29	29	19	\$1,244.14	\$42.90	\$1,510.58	\$52.09	55%
Mar-17	42	42	19	\$1,761.88	\$41.95	\$1,348.53	\$32.11	43%
Total:	132	132	62	\$5,007.21	\$37.93	\$5,889.71	\$44.62	54%

Total Program:	4,323	3,723	1,974	\$95,535.97	\$22.10	\$179,460.00	\$41.51	65%
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CHILDREN & FAMILY SERVICES UNIT –April 2017

Out-of-Home Care – as of 04/30/2017

Foster Care – Level I & II (Range of costs from \$232.00 to 2000.00)
A total of seven (7) children were in local foster care at months end. All were in level II homes.

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

Court-ordered Relative Care (\$232.00 month per child)
At month's end, six (6) children were in court ordered relative care. All relative homes are in the process of being licensed.

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

Kinship Care – Voluntary (\$232.00 month per child)
Twelve (12) were in Kinship care at month's end.

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

Other Exceptional Costs:

Family Training Program - Parent Training & Education: \$8690.00
Nine (9) families in service in April, 2017 - 8 @790.00/ month; 1 @240.00/month. Fourteen (14) parents participated in the program that with a total of nineteen (19) children, in home and 0 out of home.

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

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

Community Options Inc. - \$ 7146.64 - Sixteen (16) children –enrolled in Mentoring Program

Nancy Baker – In-Home Therapy. \$529.32 – April, 2017

Penny Bahn – Respite Care/Child Mentoring:
\$350.00 Respite two (2) children for the month of April, 2017

Lutheran Social Services - CCS – Service Facilitation.

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

STOP - GPS monitoring for youth, \$533.50 for 5 youth.

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

Healthlink - Hair follicle testing, \$720.00 8 tests at \$90.00/each.

Meta House - \$7000.00 – Residential Treatment for UCHIPS case.

New Vision Wilderness Therapy – Court ordered Wilderness Treatment for one (1) youth. Daily rate \$345.00/day.



Child Support Unit April Monthly Report

The Green Lake County Child Support Agency received the Certificate of Excellence. The Certificate of Excellence recognizes a Child Support agency that has demonstrated excellence in all four federal measures for the previous federal fiscal year. Green Lake County Child Support was one of eighteen Child Support Agencies in Wisconsin to receive this certificate.

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

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

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Good Morning County Board Supervisors-

It was requested by a few County Board Supervisors that the budget numbers for Child Support be revisited. At the December 2016 County Board Meeting, I gave an update on Child Support and the impact it had on the relocation to Health & Human Services, Economic Support. At that meeting, I acknowledged that the 2016 budget numbers would not be a total reflection of the end all for Child Support and its move to Health and Human Services. I stated that 2017 will be a better indicator on the budget as there would be a full year of transition. And furthermore, may not show its **true self** for a few years after such as we are learning each day.

Below is the 2016 Expenditure / Revenue Comparison for Child Support. The end result was that our revenues exceeded our expenditures by 40% for 2016.

2016 Child Support

Expenditures		Revenues	
Total Budget	\$228,323.69		
YTD Expenses	\$181,908.31	YTD Revenues	\$319,039.50
% YTD Expenses	80%	% YTD Revenues	140%

For 2017 we have explored and continue to explore what we claim against Child Support. I have met with the Department Heads that Child Support has Cooperative Agreements with to review and ensure all time is reported to be claimed to Child Support. The budgetary target is no tax levy necessary for Child Support.

I thank you for your support in during this transition.

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



P.O. Box 7935
Madison, WI 53707-7935

Governor Scott Walker
Secretary Eloise Anderson

Division of Family and Economic Security
Bureau of Child Support

April 16, 2017

Shelby Jensen
Justice Center
571 County Road A
P.O. Box 3188
Green Lake, WI 54941-3188

Dear Ms. Jensen:

Congratulations to the Green Lake County Child Support Agency for receiving the **Federal Fiscal Year 2016 Certificate of Excellence Award**.

The Green Lake County CSA demonstrated excellence in all four performance measures: Paternity Establishment, Court Order Establishment, Current Support Collections and Arrears Case Reductions. The benchmarks used were:

- Paternity Establishment Rate: 90% or greater
- Court Order Establishment Rate: 80% or greater
- Collection Rate on Current Support: 80% or greater
- Arrears Case Collections Rate: 80% or greater

Your agency was one of eighteen child support agencies honored during the 2017 BCS Directors' Dialogue on April 6, 2017.

Congratulations on this exceptional accomplishment. On behalf of Wisconsin's children, thank you for a job well done!

Sincerely,

A handwritten signature in blue ink that reads "André Small".

André Small
Director

cc: Jack Meyers, County Board Chair
BRO Regional CS Coordinator Heidi Schaible



Certificate of Excellence

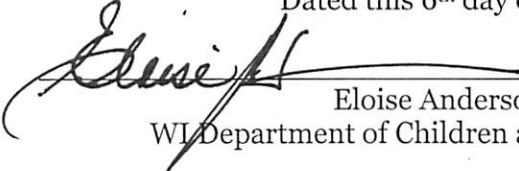
Green Lake County Child Support Agency

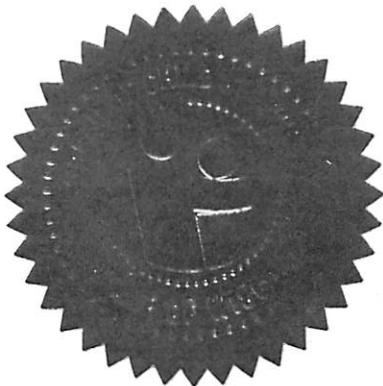
FFY 2016 Child Support Performance

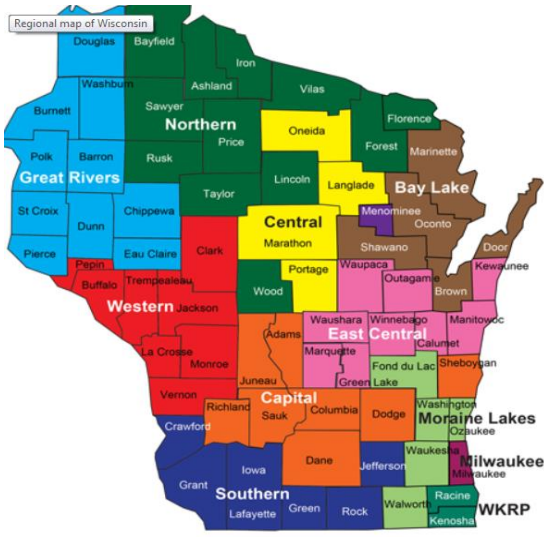
The Certificate of Excellence recognizes a program that has demonstrated distinction in all four federal performance measures. Criteria include meeting or exceeding the annual goals for Court Order Establishment, Paternity Establishment, Current Support Collections, and Arrears Case Collections.

The Wisconsin Department of Children and Families, Bureau of Child Support, thanks your agency for the continuous commitment to providing the highest quality service to Wisconsin's children and families.

2017 Bureau of Child Support Directors' Dialogue
Dated this 6th day of April 2017


Eloise Anderson, Secretary
WI Department of Children and Families





Economic Support Unit April Report

Economic Support's vacancy was filled. Stacey Kind joined the team on April 14th.

The Consortia just had their Management Evaluation Review with the State in March. Based on the preliminary meeting with the State on the evaluation, the Consortia is compliance with the requirements and performance standards.

The heating season for Energy Assistance is coming to a close on May 15th. Applicants needing additional money are being helped by establishing payment arrangements between the vendor and us.

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

School is ending, and it is now time to think about next school year. Operation Backpack will be sending out referral forms this month to schools, childcare centers and other community partners to reach out to those families with school age child to get on the list to get help with their school supplies for next school year. The Berlin Journal will also be putting an ad in regarding how to donate to the program.

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

STATE of WISCONSIN



OFFICE of the GOVERNOR

Proclamation

WHEREAS; the people of Wisconsin recognize the hard work performed by Wisconsin's specialists in the economic support/income maintenance agencies, and their excellence in administering the ever-changing public assistance programs; and

WHEREAS; these specialists determine eligibility and deliver benefits and payments based on various programs in a sensitive, professional, and expeditious manner; and

WHEREAS; economic support specialists (ESS) and case managers (CM) play a major role in promoting self-sufficiency and providing a safety net for elderly and disabled citizens, while working to reduce the effects of poverty in their respective communities; and

WHEREAS; ESS and CM work diligently to maintain high-quality customer service while caseloads are steadily increasing; and

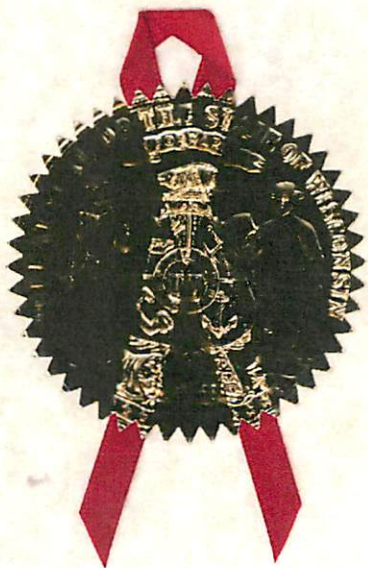
WHEREAS; ESS and CM voluntarily give of their time to serve on various committees and work groups, such as the Income Maintenance Advisory Committee, the Wisconsin Social Services Association, and the Association of National Eligibility Workers-Wisconsin, and work to promote effective communication among the state and local agencies; and

WHEREAS; ESS and CM are responsible for implementing many policy and systems changes, successfully adapting in an environment of constant change;

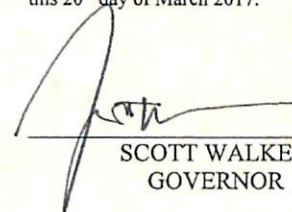
NOW, THEREFORE, I, Scott Walker, Governor of the State of Wisconsin,
do hereby proclaim the week of April 17 – 21, 2017 as

ECONOMIC SUPPORT SPECIALISTS & CASE MANAGERS WEEK

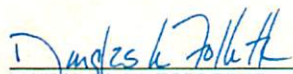
throughout the State of Wisconsin and I commend this observance to all of our citizens.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Wisconsin to be affixed. Done at the Capitol in the City of Madison this 20th day of March 2017.


SCOTT WALKER
GOVERNOR

By the Governor:


DOUGLAS LA FOLLETTE
Secretary of State

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

April 2017 Report to the Health & Human Services Board

SHOW (Surveying the Health Of Wisconsin) spent one week in our building doing health screenings of community residents for a research project for the University of WI School of Population Health. They did these 3 years ago and will be back one week in May to compare previous studies done across the state. We are assisting them with this longitudinal research study.

Kathy Munsey and Melanie Simpkins attended the Diabetes Advisory Committee meeting at Theda Care Berlin as members. Diabetes affects approximately 10% of our county and we work with committee members to strategize on ways to decrease the incidence and improve screening.

We had two suspect cases of mumps in our county. Final testing results came back negative, however, due to known cases in the state, we did have an emergency immunization clinic in Dalton and had 17 individuals show up for immunizations.

Kathy Munsey did testify before the Joint Finance Committee when they were in Berlin about the lack of funding for communicable disease follow-up. Luther Olsen did introduce a bill to support \$5 million in funding to local health departments for this cause three days later. We will see if it moves forward in the budget. In addition to the suspect mumps case, we had one case of Hepatitis C, 4 cases of chlamydia, two flu hospitalizations, two cases of Campylobacter (a gastrointestinal illness), two cases of invasive Strep disease, and one foodborne outbreak with the culprit being norovirus. This investigation continues and we have had to interview 19 involved individuals so far. These were all in the month of April. Therefore, you can see why we ask for additional funding since the case follow-up can be very time consuming and by statute, we must do follow-up and investigation on all of these incidents.

The Community Health Action Team (CHAT) met again and is working on a strategy to help with “kids in crisis”. The group will be meeting again in May.

Kathy Munsey and Gary Podoll were asked to be evaluators of a disaster drill held at Theda Care Berlin. The drill included a lack of power and water and it tested the skills of staff when it came to transferring patients during an incident like this. This drill was held as part of the Region VI Health Care Coalition of which Green Lake County is a member.

Julia McCarroll received training in the Incident Command System as well as Web EOC, which is a system to track real time events during a disaster. Preparedness is one of Julia’s responsibilities and she will be training additional staff on Web EOC and its capabilities.

The Health Unit participated in the County Government Day and Kathy Munsey gave a presentation to the county board and students and veterans in the audience about the newest Community Health Assessment

(CHA). All present shared their thoughts on how they could make improvements in the health of Green Lake County.

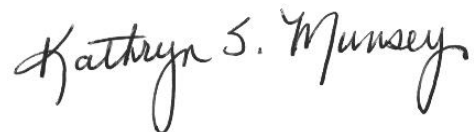
Now that the CHA is done, we are working on the Community Health Improvement Plan (CHIP). This document provides guidance with evidence-based practices on how to improve our county. Our priority areas include chronic disease, mental health, Alcohol, and Drug Abuse.

Julia McCarroll worked with the UW-Oshkosh students and they provided Lunch and Learn sessions at the meal sites in the county and did blood pressure checks and provided information on how to stay healthy. The seniors present enjoyed this.

Renee Peters had a state visit to assess the Birth to 3 Program. The State staff member reviews charts of children in the program and looks at compliance of program rules and regulations. The three therapists who assist with speech, physical and occupational therapy attended as well to discuss the Primary Coach approach that is used to serve the children in the program. The evaluation went well. Renee is always very organized and meticulous about her documentation for the program.

Finally, I was very pleased to receive a letter from the WI Association of Local Health Departments and Boards (WALHDAB) that I was selected as the 2017 Health Officer of the Year and will be presented with this honor on May 24th at the annual conference in WI Dells. I am truly honored and humbled and thank my staff and other health officers who nominated me for this award. I can only say that I could not do the work I do without the great supporting cast that I have including my staff, the Health Advisory Board, Human Services and County Boards and my neighboring health officers who are always so willing to work together to achieve great things. (See attached)

Respectfully Submitted by,

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

Kathryn S. Munsey, RN
Green Lake County Health Officer

Environmental Health
Green Lake County
MARCH and APRIL 2017

Animal Bites: # of investigations – 5 – 2 from March, 3 from April (4 dog/human, 1 cat/human)
Reported Animal Bites – 5
Animal Quarantines for Animal v. Human Exposures – 4
Animal Quarantines for Animal v. Animal Exposures – 0
Quarantine Violations and Enforcement Actions Taken – 1
Animals Exhibiting Positive Signs of Rabies During Quarantine – 0
Animals Exhibiting Negative Signs of Rabies During Quarantine – 4
Enforcement Actions Taken for Violations of Vaccination Requirements – 1 (case of cat/human was referred back to City of Berlin for enforcement)
Animals Sacrificed for Exhibiting Symptoms of Rabies or Being Rabies Suspects- 0

Well Water: 17 kits distributed

Lead: Performed lead clearance sampling with J. Burton for child lead poisoning case in Marquette Co. Completed lead hazard screen with K. Schneider for in GL Co.

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

Solid Waste: None.

Radon: 2 kits in March, 3 in April distributed

Housing:

Vector: Visited property in Berlin with cockroach complaint. Tenant has moved out, and no other complaints have been received. Dead cockroaches were observed in kitchen cabinets in apartment where complainant lived. Carpet was removed and apartment

Asbestos: None.

Food/Water Illness: Investigated illness outbreak at Bellissimo in Berlin from Easter Sunday Brunch. Two laboratory-confirmed cases of Norovirus. Full investigation with the assistance of State DHS epidemiologists.

Abandoned Bldgs: None

Other: Whirry Meth house went up for sale in Sheriff's auction March 21 and was purchased by the bank that holds the mortgage.

Agent 45 inspections, 3 days vacation.

Completed 12 online training modules in preparation for onsite training of pools with State DHS program manager.

Attended DATCP semi-annual meeting in Madison.

Attended Health Department retreat day in Wautoma.

Performed 2 food safety trainings for non-profit groups who conduct temporary food events.

Attended and presented at semi-annual Food Safety and Recreation Advisory Committee meeting in Wautoma.

Monthly Environmental Health Program meetings in Wautoma. Attended visit to Waushara County dog pound with health unit personnel.

Site visits for possible new retail facility and a new restaurant Princeton.

Investigated report of rodent infestation at GL Co. restaurant. 3rd re-inspection conducted at facility, and an Enforcement Conference scheduled for May with operator for repeat and non-corrected violations.

Site visit and paperwork production for possible restaurant to be operated by Amish family. Variance applications had to be filed with DATCP for non-commercial grade equipment. Applications still under review.

Restaurant in Markesan has been closed as it did not meet requirements of conditional permit. Equipment upgrades are underway but installation was not approved by WI DSPPS building inspector. Operator is working with his contractor and DSPPS to approve the installation. Once approved, facility will be reinspected for approval to open.



April 27, 2017

**Kathy Munsey, RN
Green Lake County Health Officer
571 County Road A
P. O. Box 588
Green Lake, WI**

RE: Wisconsin Association of Local Health Departments and Boards
Health Officer of the Year award

Dear Ms. Munsey:

Congratulations! You have been chosen to receive the Wisconsin Association of Local Health Departments and Boards 2017 Health Officer of the Year award. You were nominated by: Kurt Eggebrecht, Kim Mueller, Mary Rosner, Nicholas Zupan, Melanie Simpkins, Jeanne Lyke, Kaye Thompson, along with contributions of many others, and chosen by the WALHDAB Board of Directors.

This award will be presented to you at the 2017 WPHA-WALHDAB annual conference at the Wilderness Resort-Glacier Canyon Lodge, on Wednesday, May 24, during the opening, beginning at 8:30am. You may bring a guest to share in this presentation, compliments of WALHDAB. If you would prefer to be presented with this award at a location in your local area, please let us know as soon as possible and alternative arrangements will be made. Please email a photo of yourself, as well as credentials, for inclusion in conference materials and the awards ceremony by Friday, May 5th. This can be directed to Jamie Michael at the WALHDAB office at jamie@badgerbay.co.

The theme of this year's Conference is *Improving Health: Neighborhood by Neighborhood*. Information on the WPHA-WALHDAB Annual Conference can be found at www.walhdab.org.

Thank you for your contributions to Public Health in Wisconsin! If you have questions, please feel free to contact the WALHDAB office at 920-560-5635.

Sincerely,

Cindy Bodendein & Barb Theis

Awards Committee Co-Chairs



GREEN LAKE COUNTY
DEPARTMENT OF HEALTH & HUMAN
SERVICES

KINSHIP CARE POLICY

UPDATED SEPTEMBER 2015

REVISED APRIL 2017

I. APPLICATION

Relatives seeking kinship payments will submit a fully completed Kinship Application and Criminal Background Information Disclosure (HFS-64) to Green Lake County Department of Health & Human Services Department.

II. CRIMINAL BACKGROUND CHECKS

Green Lake County Department of Health & Human Services Department will conduct criminal background checks per (DCF-58.04). There are automatic conviction denials for Kinship Care from Wisconsin State Statutes, Chapters 939, 940,944, 948 and 961.

III. VERIFICATION OF RELATIONSHIP

Green Lake County Department of Health & Human Service will verify the relationship between the kinship applicant and the child. The Department may take verbal report of this relationship which would be documented in the kinship home study. If there is reason to question the validity of the relationship between the applicant and the child, the Department may request written verification such as, but not limited to, a birth certificate, marriage license, guardianship papers or paternity papers. A copy of this written verification will be kept in the kinship file.

If the applicant is applying for long-term kinship; the applicant must submit proof of guardianship under s.48.977 (2), Wis. Stats.

IV. VERIFICATION OF RESIDENCE

Green Lake County Department of Health & Human Services will conduct a home study as part of the application process. The social worker or Unit Manager conducting the home study will verify the child’s residence in the home. This will be documented in the home study report. The social worker or Unit Manager will also conduct an inspection of the home.

The social worker or the Unit Manager as part of the home study will document “Best Interest of the Child”. If the child is placed by a court order under S.48.13 or s.938.13, Wis. Stats or a tribal court in a matter related to a child in need of protection or services, the agency will assume that the placement is in the best interest of the child and a copy of the court order will be kept in the kinship care case file.

The home study will cover the following areas:

- A.** Summary of situation (need for living arrangement)
- B.** Eligibility Criteria

- C. Family composition
- D. Family residence
- E. Family relationships
- F. Health
- G. Family finances
- H. Criminal background check
- I. Recommendations

V. ELIGIBILITY CRITERIA

A. Needs of the child: (DCF – 58.10)

1. The child needs the kinship living arrangement and the agency determines that the child needs the kinship living arrangement by determining at least one of the following:
 - a) The child’s need for adequate food, shelter and clothing can be better met with the relative than with the parent.
 - b) The child’s need to be free from neglect, physical injury, sexual abuse or exploitation, or emotional injury can be better met with the relative than with the parent.
 - c) The child’s need to develop physically, mentally and emotionally to his or her potential can be better met with the relative than the parent.
 - d) The child’s need for a safe or permanent family can be better met with the relative than with the parent.
2. The Unit Manager/Social Worker shall personally interview the prospective kinship care relative to make the determination that one or more of the criteria are met.
3. The Unit Manager/Social Worker administering the kinship care program shall establish a written policy describing its requirements for documentation for determining need for the child’s living arrangement.
4. The Unit Manager/Social Worker shall maintain in the kinship care relative’s case record a description of the determination of need that was used to approve the application and shall maintain a narrative statement of information obtained through any interviews.

B. Best interests of the child:

1. The proposed kinship living arrangement is in the best interests of the child. This should be determined by proceeding as follows:
 - a) If the child is placed with the relative by the order of a court; the agency shall assume that the living arrangement is in the best interests of the child and shall maintain a copy of the court order or other documentation in the kinship care relative's case record.
 - b) If the child is not placed by a court order, the agency shall determine if the kinship living arrangement is in the best interests of the child by making a reasonable effort to contact the child's custodial parents to determine that he or she are aware of and have consented to the living arrangement. The effort to contact the parents shall be made by mail and can be supplemented by telephone or in person. If consent is received, the kinship living arrangement is determined to be in the best interests of the child. If the agency is unable to contact the parents the agency may determine that the inability to make contact indicates that the placement with the relative is in the child's best interest. It is only necessary to receive consent from one custodial parent. In addition, to determining parental consent the agency shall determine that both of the following conditions exist:
 - 1) The applicants or kinship care relative's parenting history and parenting ability do not include behaviors or actions that are contrary to the health, safety or welfare of the child.
 - 2) A minor child residing in the potential kinship care relative's home has not committed any delinquent acts or other acts that endangered the safety of another child or that could adversely affect the child.

VI. COOPERATION WITH AGENCY

- A. The kinship applicant is expected to cooperate with the Department (DCF 58.04(3)). Falsification of information on the application or refusal to allow a home study will result in denial of kinship benefits
- B. The kinship applicant is required to apply for other forms of assistance that the child may be eligible for.

- C. The kinship applicant and the kinship care providers are required to report to the Department any changes that would affect eligibility for kinship benefits.

VII. APPROVAL PROCESS/PAYMENT OF BENEFITS

- A. Green Lake County Department of Health & Human Services will complete the application process and make a determination of eligibility for kinship benefits within 45 days of the day the application is received by the Department. If an applicant is denied; the family will be notified of the reason for denial and a copy of the appeals process.
- B. Payments for approved kinship care will begin from the date the completed application was received by the Department.

VIII. WAITING LIST

- A. The Green Lake County Department of Health & Human Services may place an applicant on a waiting list if the agency has expended it's Kinship Care benefit allocation for the agency's fiscal year or has established a caseload which will result in the agency expending it's Kinship Care benefit allocation by the end of the agency's fiscal year and has notified the department of the need for a waiting list.
Note: Notice required in sub (1) should be submitted to Kinship Care Program Coordinator, DCF/DSP, P.O. Box 8916, Madison, WI 53708-8916.
- B. An agency may prioritize applicants on the waiting list according to any of the following criteria that shall be described in the agency's written policy:
 - 1. The lack of stability in the living arrangement if a payment is not made.
 - 2. The order in which the applications are received.
 - 3. The level or urgency of the child's need under s.DCF 58.10(1)(a).
 - 4. Can not wait list this group - If the child is under guardianship of the Kinship Care applicant by a statutory provision other than s.48.977. Wis. Stats.

IX. DENIAL OF KINSHIP

- A. If Green Lake County Department of Health & Human Services Department denies approval for Kinship Care to an applicant or discontinues a current Kinship Care the Department shall notify the applicant in writing of its decision and the reasons for the decision. The Department shall include in the notice information about the applicant's right to appeal or request a review of that decision under sub. (2).

- B.** If the notice states a payment will be discontinued the notice shall also include a statement that the payment shall not be terminated until after the hearing decision is issued if the kinship care relative requests a hearing within 10 days after the date of the notice.
- C.** If an application is denied or a payment is terminated as the result of a negative criminal background of the applicant may request a review of that decision to the Director of Green Lake County Department of Health & Human Services or his/her designee.
- D.** If an applicant is denied Kinship Care; the applicant cannot reapply for six months after the date of denial.

X. PERIODS OF PLACEMENT WITH PARENT OR GUARDIAN

- A.** When a child has periods of placement or visitation with his/her parent or guardian and the time period becomes greater than 50% the Kinship relative is no longer eligible for kinship care benefits and payments would be terminated.
- B.** While it is the intent of the Kinship Care program that the child is placed outside of the parental home, there are some instances where the in-home parent is not able to care for the child (due to age or disability) and as such, the child is at-risk of CHIPS or JIPS. In some of these instances, the parent may reside in the home of the parent or caregiver. At other times, when the child has been removed due to court order and the court has ordered the child to placement with another relative for safety purposes, the parent may live in the same household (example child placed due to incarceration, then parent released). If the parent is demonstrating that they intend to resume care for the child and are working on court-ordered conditions of return, the Unit Manager may determine that Kinship Care benefits could continue for a period of three (3) to five (5) months in the instance that the parent is living with the relative and child (ren). (Amended 09/2015)

XI. REASSESSMENT OF ELIGIBILITY

Green Lake County Department of Health & Human Services shall reassess eligibility of a Kinship Care relative every 12 months after the date the agency initially began making payments to the kinship care relative. If it is determined through reassessment that the requirements under ss.HFS 58.04 and 58.10 are not met the Green Lake County Department of Health & Human Services shall discontinue making kinship care payments to the relative.

The reassessment shall include: 1) a home visit; 2) Criminal Background Check; 3) Cooperation with the review process by the applicant; 4) Verification of school status if the child is over 18; 5) The need of the child; 6) Best interest of the child; 7) The child could be under the jurisdiction of the Court.

09/2015

Revised 4/2017

PRICING

Smart Phones:

iPhone SE 16GB \$.01 each X 19= \$.19

Samsung Galaxy J3 \$.01 each X 19 = \$.19

(you can mix and match these if you'd like)

Flip Phones:

Envoy III \$.01 X 8= \$.08

Kyocera Dura XA (ruggedized water/dust resistant) \$66.06 each (just wanted to let you know we had these in case you needed something rugged)

Plans:

State of WI Pay as you go

\$0.00/month

\$.05/min incoming and outgoing

\$.10 pay as you go outgoing text messaging-free incoming text (we do have other packages available if needed)

\$24.95 5GB of data/month/line X 19 smartphones = \$474.05

So for this scenario it would be:

Equipment (only using penny devices)

\$.27-1 time charge for devices

Plan would be \$474.05.00 PLUS cost of voice and messaging...varies per usage per month

Shared data plan:

Smartphones \$40 per line per month x 19 = \$760

Flip Phones \$30 per line per month X 8 = \$240

(this includes unlimited voice, text, pictures, and videos.

Data:

40GB \$275 (minus 25% discount)=\$206.25

OR

50GB \$350 (minus 25% discount)= \$262.50

Total for 40GB plan = \$1206.25 per month (plus \$.27- 1 time charge for penny devices)

OR

Total for 50GB Plan = \$1262.50 per month (plus \$.27- 1 time charge for penny devices)

Please let me know if you have any questions! I'm happy to help!!

Thank you so much!

Jill Foth

Business Account Manager

920~418~5455

jill.foth@uscellular.com

B2B Support 800~305~2501

U.S. Cellular

Summary of Cell Phone Purchase Requests

(These were approved by County Property & Insurance Committee pending DHHS Board approval)

All smart phones are .01 cents each as was given to you previously in the summary.

See attached for description for each unit:

Aging Unit – 3 new smart cell phones

Behavioral Health – 2 new smart cell phones and upgrade current cell phone to smart phone

Children & Family Services – 5 new smart cell phones and 3 upgrades to smart phones

Economic & Child Support – 1 new flip phone **at .08 cents each**
1 new smart cell phone

Fox River Industries - 1 new smart cell phone

Health Unit – 2 new smart cell phones



REQUEST FOR PURCHASE APPROVAL

Item To Be Purchased:

Department:

Account Number:

Governing Committee:

Governing Committee Approval Date:

P&I Approval Date:

Reason for Purchase:



REQUEST FOR PURCHASE APPROVAL

Item To Be Purchased:

Department:

Account Number:

Governing Committee:

Governing Committee Approval Date:

P&I Approval Date:

Reason for Purchase:



REQUEST FOR PURCHASE APPROVAL

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Department:

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P&I Approval Date:

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REQUEST FOR PURCHASE APPROVAL

Item To Be Purchased:

Department:

Account Number:

Governing Committee:

Governing Committee Approval Date:

P&I Approval Date:

Reason for Purchase:



REQUEST FOR PURCHASE APPROVAL

Item To Be Purchased:

Department:

Account Number:

Governing Committee:

Governing Committee Approval Date:

P&I Approval Date:

Reason for Purchase:

GREEN LAKE COUNTY CREDIT CARD POLICY & PROCEDURES

Purpose

To establish a method for use and define the limits of the use of County issued credit cards. These cards are provided to authorized staff in order to make purchases of goods and/or services on behalf of Green Lake County. All County transactions shall be traceable to an authorized employee.

Procedure

1. The County Treasurer shall determine the financial institution offering the best credit card service value to the County and shall be responsible for establishing the County credit card account. The County Administrator shall be designated the credit card account administrator for the purposes of online activity including, but not limited to, adding/deleting credit cards, monitoring transactions for fraud and electronic download of transaction statements. Monthly audit, reconciliation and payment of credit card statement(s) shall be performed by the County Clerk's Office.
2. A department head must submit the Credit Card Request Form to the County Clerk's Office to be included on the agenda for review and approval by their committee of jurisdiction. The request must include the person's name, credit limit, and justification for the credit card.
3. Upon approval by the committee of jurisdiction the Credit Card Request Form shall be forwarded to the County Clerk's office to be included on the agenda for review and approval by the Finance Committee.
4. The Finance Committee shall review the Credit Card Request Form and grant or deny approval of the credit card request. Upon approval of the request, the employee will fill out the Employee Agreement Form and forward it to the County Administrator's Office. The County Administrator will apply for the credit card on the on line credit card website.
5. The County Administrator's Office shall maintain all records of credit card requests, approvals/ denials, and lost/stolen/destroyed card information.
6. The Department Head shall monitor the use of the department's credit cards.
7. The following restrictions shall apply to credit cards and their use:
 - a. County credit cards are to be used only for County business. Personal use is not allowed.
 - b. Minimum credit card limit authorization is \$1,000 per individual, unless extenuating circumstances exist.
 - c. Credit card limits are not to exceed \$10,000
 - d. Each credit card can only be used by the employee whose name is on the county credit card.
 - e. Cash advances are not allowed.
 - f. Telephone calls are not allowed.
 - g. Prior to separation from the County or transfer to another department, the cardholder shall surrender the credit card to the County Administrator's Office. The department head is responsible to notify the County Administrator's Office when a credit card holder leaves county employment or transfers. The County Administrator shall cancel the card.

- h. An Employee Agreement shall be signed and filed with County Administrator's Office before the card is assigned to the employee/department.
 - i. All credit card receipts and monthly statements must be presented for review and approval for payment. The Department management staff along with the County Clerk's Office will review and approve all transactions. Any credit card transactions submitted without proper documentation shall be deemed the personal obligation of the employee initiating that transaction.
 - j. The credit cards shall be used only for the approved purchases allowed by the Finance Committee: gas (if not receiving mileage), lodging, registrations and supplies. Use of any County issued credit card shall not be deemed a substitute for not following standard Green Lake County purchasing policies and practices.
 - k. **The credit cards will not be used for cash cards, gift certificates, meals or other reimbursable items.**
8. The departments shall not take out other credit cards other than those under this policy, unless otherwise authorized by the County Administrator and Finance Committee.
9. Reasons for cancellation for credit cards include, but are not limited to:
- a. If late fees are charged to an account the Finance Committee may cancel that department's credit card.
 - b. Failure to turn in credit card receipts may result in the cancellation of the credit card and the employee being held responsible for reimbursement by action of the County Administrator.
 - c. Any individual or department who violates the above procedures may have his/her/its credit card privileges terminated by the Finance Committee.

EMPLOYEE AGREEMENT

I, (employee name) _____, agree to comply with the following terms and conditions regarding my use of the County credit card.

- I understand that I will be making financial commitments on behalf of Green Lake County and will strive to obtain the best value for the County.
- I understand that Green Lake County is liable for all charges made on the card. However I will be responsible for charges lacking proper documentation.
- I agree to use this card for approved purchases only and agree not to charge personal purchases. I understand that the County Clerk's Office will audit the use of this card and report and take appropriate action on any discrepancies.
- I agree to notify my Department Head and the County Administrator's Office immediately should any apparently fraudulent activity or charges related to the credit card arise or otherwise come to my attention.
- I will follow the established procedures for the use of the card. Failure to do so may result in either revocation of my use of County credit cards and/or other disciplinary actions.
- I have been given a copy of the Green Lake County Credit Card Policy and Procedures and understand the requirements for the card use.
- I agree to return the card immediately upon request or upon termination of employment (including retirement), or upon transfer to another department.
- I agree to return any credit card that has been canceled or expired to the County Administrator's Office as soon as possible for audit review.
- If the card is lost or stolen, I agree to notify the County Administrator and Department Head immediately.

Employee Signature: _____ Date: _____

Department: _____

Card # Issued: _____

Request for Credit Card Approval

Department: Department of Health & Human Services

Committee: Health & Human Services Board

Name of Card Holder	Title of Postion	Credit Card Limit
Bradley, Betty	Aging/Long Term Care Unit Manager	\$2,000.00
Bradley, Betty	A/LTC Unit Man Food Pantry/Nutrition	\$10,000.00
Jensen, Shelby	Economic Support Unit Man ES/CS	\$5,000.00
Jerome, Jason	Director	\$10,000.00
Munsey, Kathy	Health Unit Manager	\$3,000.00
Schuh, Ed	Fox River Industries	\$3,000.00
Sleezer, Sue	Children & Family Services Manager	\$5,000.00
Vander Sande, Paul	Behavioral Health Unit Manager	\$5,000.00

Justification for Credit Card(s):

The above Unit Managers/Director will mainly utilize the credit cards for registering for trainings and making hotel reservations as approved by each training plan annually.
Other purchase include: Food pantrv items, Operation Backpack, Angel Tree, gas for Fox River Industries vehicles, etc.

Department Head Approval:  _____

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: Department of Health & Human Services

Committee: Health & Human Services Board

Name of Card Holder	Title of Postion	Credit Card Limit
Carrie Nitz	Behavioral Health Unit TAD Grant	\$5,000.00
Shelby Jensen	ESU Manager - Operation Backpack	\$10,000.00

Justification for Credit Card(s):

The above staff will be utilizing the credit card to make approved purchases as stated in the TAD grant. (Treatment and Diversion)
Operation backpack supplies will be purchased through donated monies.

Department Head Approval:  _____

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____