

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES
571 County Road A

Green Lake WI 54941-0588
VOICE: 920-294-4070
FAX: 920-294-4139
Email: glcdhhs@co.green-lake.wi.us



FOX RIVER INDUSTRIES
222 Leffert St.
PO Box 69
Berlin WI 54923-0069
VOICE: 920-361-3484
FAX: 920-361-1195
Email: fri@co.green-lake.wi.us

Post Date: May 9, 2018

The following documents are included in the packet for the Department of Health & Human Services Board held on Monday, May 14, 2018

- May 14, 2018 DHHS meeting agenda 5:00 p.m.
- DHHS Draft Minutes – April 9, 2018
- Transportation Coordinating Committee Draft Minutes 5/2/18
- Health Unit/Environmental Health Report April 2018
- Resolution to Create the Green Lake County Criminal Justice Collaborating Council
- Repealing Ordinance 127-74, Ch. 19, Article I, Commission on Aging adopted on August 20, 1974, and as amended by Ordinance 207-79 (5/15/79); 240-80 (12/16/80); 607-96 (4/10/86); 613-96 (6/18/86) and 316-86 (4/14/86) and recreating, Ch. 19, Article I, Commission on Aging
- Resolution Relating to Recognizing Elder Abuse Awareness Day
- Financial Policy Update – 2.1 Cash Receipts and Deposits
- Line Item Transfer – Interpreter Fees Child Support



**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 14, 2018 Time 5:00 PM

Green Lake County Government Center

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

AGENDA

**Committee
Members**

*Joe Gonyo,
Chairman
Brian Floeter
John Gende
Nancy Hoffman
Harley Reabe
Richard Trochinski
Joy Waterbury
Charlie Wielgosh
District 6*

*Karen Davis,
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. Election of Chair
5. Election of Vice Chair
6. Minutes 4/9/18
7. Correspondence:
8. Veteran's Service Office Report
9. Advisory Committee Reports
 - ADRC Committee – (Waterbury/Gende) Next Meeting May 17, 2018
 - Aging Advisory Committee – (Trochinski) Next Meeting May 16, 2018
 - Family Resource Council – (Trochinski) Next meeting June 4, 2018
 - Transportation Coordinating Committee – (Trochinski) Meeting May 2, 2018
 - ADVOCAP/Headstart Report (Gonyo/Waterbury)
10. Unit Reports
11. Resolution/Ordinance
 - Resolution to Create the Green Lake Criminal Justice Collaborating Council
 - Repealing Ordinance 127-74, Ch. 19, Article I, Commission on Aging adopted on August 20, 1974, and as amended by Ordinance 207-79 (5/15/79); 240-80 (12/16/80); 607-96 (4/10/86); 613-96 (6/18/86) and 316-86 (4/14/86) and recreating, Ch. 19, Article I, Commission on Aging.
 - Resolution Relating to Recognizing Elder Abuse Awareness Day
12. Policy
 - Financial Policy Update – 2.1 Cash Receipts and Deposits
13. Budget – Line Item Transfer – Interpreter Fees
Child Support
14. Committee Discussion
 - Future DHHS Meeting Date (June 11, 2018 at 5:00 p.m.)
 - Future Agenda items for action & discussion
15. Adjourn

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

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT GREEN LAKE COUNTY GOVERNMENT CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON MONDAY, APRIL 9, 2018 AT 5:00 P.M.

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

EXCUSED: Nick Toney, Vice Chairman
Tom Reif, Member

OTHERS PRESENT: Jason Jerome, Director
Karen Davis, Administrative Assistant
Catherine Schmit, County Administrator
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 5:02 p.m. by Secretary Waterbury. Waterbury called to appoint someone to chair the meeting in Gonyo's absence. Motion/second (Floeter/Hoffman) to have Reabe chair the meeting. All ayes. Motion carried.

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

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

Action on Minutes: Motion/second (Waterbury/Trochinski) to approve the minutes of the 3/12/18 Health & Human Services Board meeting as presented. All ayes. Motion carried.

Appearances: None.

Correspondence: Jerome presented the Proclamation by Governor Walker of Economic Support Specialists & Case Managers Week - April 16 - 20, 2018. The Committee received the Proclamation and correspondence is on file.

Committee Appointments: Jerome presented the recommended Committee appointments. Motion/second (Floeter/Trochinski) to recommend to County Board Chair/County Administrator Committee appointments. All ayes. Motion carried.

Davis read a letter of resignation from the DHHS Committee from Tom Reif.

Veteran's Service Office Report: No report.

Advisory Committee Reports: Health Advisory Committee: Hoffman reported regarding the April 4, 2018 Health Advisory Committee meeting. The Committee received the draft minutes and minutes are on file.

Gonyo arrived at 5:08 p.m.

Transportation Coordinating Committee: The next Transportation Coordinating Committee meeting will be held April 25, 2018.

Advocap/Headstart Report: Waterbury reported there is an upcoming meeting in two weeks.

Unit Reports: Health Unit: Resolution to Engage von Breisen & Roper, s.c. and Crueger Dickinson LLC, Together with Simmons Hanley Conroy LLC, as Counsel in Relation to Claims Against Opioid Manufacturers: The Resolution was presented for Committee review. Klockow explained the purpose of the proposed resolution. Committee discussion. Motion/second (Trochinski/Gende) to approve the Resolution to Engage von Breisen & Roper, s.c. and Crueger Dickinson LLC, Together with Simmons Hanley Conroy LLC, as Counsel in Relation to Claims Against Opioid Manufacturers and recommend approval to County Board. Roll call vote. Trochinski-aye; Gende-aye; Gonyo-aye; Reabe-aye; Floeter-aye; Waterbury-nay; Hoffman-aye. Motion carried.

Policies: Policy for Adult Guardianships and Protective Placements: Jerome presented the new Policy for Adult Guardianships and Protective Placements for Committee review and approval. Discussion followed. Motion/second (Waterbury/Reabe) to approve the Policy for Adult Guardianships and Protective Placements. All ayes. Motion carried.

Budget:

Budget Adjustment: Jerome reported regarding the grant that was received in the Health Unit for education regarding communicable disease. Attached is the budget adjustment for the new Health Unit Grant. Motion/second (Reabe/Waterbury) to approve the Budget Adjustment - New Grant for Communicable Disease. All ayes. Motion carried.

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 14, 2018 **at 5:00 p.m. at the Green Lake County Government Center.**

Future Agenda Items For Action and Discussion: None.

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

TRANSPORTATION COMMITTEE MEETING

At Fox River Industries

May 2, 2018

9:00 a.m.

Present: Schuh, Bradley, Trochinski, Neuman, Bernhagen, Bender, Beuthin, Vandeyacht

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

Call to Order: The meeting called to order at 9:00 a.m. by Bender.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Election of Officers:

Bender opened nominations for Chairman of the Transportation Committee. Motion/second (Bernhagen/Neuman) to nominate Judy Bender as Chairman. Bender declined. Motion/second (Bender/Neuman) to nominate Jerry Beuthin as Chairman. Bradley questioned three times if there were any other nominations. Hearing none, motion/second (Trochinski/Bernhagen) to close the nominations. All ayes. Motion carried. Motion/second (Bender/Neuman) to cast a unanimous ballot for Jerry Beuthin for Chairman. All ayes. Motion carried.

Beuthin opened nominations for Vice Chairman of the Transportation Committee. Motion/second (Bernhagen/Neuman) to nominate Judy Bender for Vice Chairman. All ayes. Motion carried. Beuthin questioned three times if there were any other nominations. Hearing none, motion/second (Bernhagen/Neuman) to close the nominations. All ayes. Motion carried. Motion/second (Bernhagen/Neuman) to cast a unanimous ballot for Judy Bender for Vice Chairman. All ayes. Motion carried.

Agenda: Motion/second (Bender/Bernhagen) to approve the agenda. All ayes. Motion carried.

Vandeyacht arrived at 9:15 a.m.

Minutes: Motion/second (Trochinski/Bernhagen) to approve the minutes of the 11/15/17 meeting. All ayes. Motion carried.

Appearances: None.

Correspondence: None.

ECWRPC meeting: The Committee discussed the recent ECWRPC meeting, it's purpose and the goals that were established. The informational report is on file. (See attached.)

85.21 Specialized Transportation Association Grant Update: Bradley updated Committee members on the recent grant and it's approval. All 2018 funds have been distributed to the 5 projects.

5310 Grant Update: Schuh updated Committee members on the vehicles and operating grants. Schuh reported \$60,453.00 was awarded for the Operating Program grant, with the first quarter 2018 expenses claimed coming in at \$15,251.70. Schuh reported that 2 vehicles will be coming in the next couple of weeks for Fox River Industries.

Schuh reported that Southern Green Lake County Transportation will be asking for a new vehicle in the next grant cycle.

Gas/Repair Costs: Schuh reported that costs are for gas - \$2.296 and diesel - \$2.377 this year.

Committee Discussion: For the next meeting, the Committee wishes a report on Veteran's in the county and services they receive.

Future Meeting Date: The next meeting will be held on November 14, 2018 at 9:00 a.m..

Future Agenda Items After Action and Discussion: 85.21 grant updates; 5310 grant update; Veterans transportation report; Visit to Marquette County Mobility Manager

Adjournment: Beuthin adjourned the meeting at 10:03 a.m.

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES

**571 County Road A
Green Lake WI 54941**

VOICE: 920-294-4070

FAX: 920-294-4139

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



FOX RIVER INDUSTRIES

222 Leffert St.

PO Box 69

Berlin WI 54923-0069

VOICE: 920-361-3484

FAX: 920-361-1195

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

April 2018 Monthly, Report to the Health & Human Services Board

In April we did a number of activities to address the opioid crisis in our county. I wrote for a grant to pay for a Heroin Summit with speakers on April 5th at Berlin High School. Part of the grant funds were used to buy lock boxes for families to store their prescriptions in and also some drug deactivation kits for those who are homebound and cannot get to the drug drop boxes located in local community police stations. These were distributed at the summit. Julia McCarroll also did a presentation to a statewide senior volunteer group at Heidel House on opioids. She discussed what to look for when volunteering with youth, adults, and safety tips if there is prescription use in a household. We also provided a community Narcan training at Grace Lutheran Church in Berlin and made great contacts with a local faith-based community that wants to start a rehabilitation program with their parish, a Salvation Army volunteer, the Advocap homeless coordinator, local librarian and several other interested community members. They were trained on how to identify an overdose and how to administer the nasal Narcan. Each then went home with 2 doses of Narcan and instructions on how to use and how to refill. The training was provided by the AIDS Resource Center of WI out of Appleton. They do a needle exchange program statewide and keep county statistics. For Green Lake County, in 2017 they had 138 individuals that came to Appleton for 10,210 syringes. 43% were returned. They also distributed 103 doses of Narcan to 26 people in our county. They had one person report using the Narcan in March of 2017 for a heroin overdose in Berlin. In order to get a Narcan replacement, they must tell the ARCW what happened to the previous dose. Therefore, they reported the Berlin incident and stated that they did not call 911 or take the person to the hospital.

Julia McCarroll was also part of a Green Lake County team that was trained on Crisis Debriefing in April. The training will be used to assist responders and workers who have experienced difficult situations in their jobs. It has been found that staff can experience Post Traumatic Stress Disorder (PTSD) when they have a tragic case such as a suicide or a child's death related to abuse or perhaps a mass fatality event. The group is developing a plan on future use of these skills.

Melanie Simpkins and Shari Krause did a presentation at the annual Diabetes Health Fair in Berlin continuing on the theme of drug abuse and discussed safe needle disposal with attendees. They also distributed nearly 40 lock boxes for safe keeping of medication.

Julia and Kathy attended a Community Health Improvement Plan (CHIP) meeting with the CWHP group. We are working on implementing the CHIP with the 5 other counties in our consortium. The Health Equity goal is something we are working on together and this will be addressed with the hiring of a new position funded by the WI Partnership Program. Interviews will start in May for this position. Other priorities include mental health, substance abuse and

chronic disease. As you can see from the above activities, we are working on addressing many of these issues already.

Our staff have been arranging Bloodborne Pathogen trainings for all departments. This is a county requirement and we try to accommodate all work sites. Those not able to attend can do an online training.

Shari Krause has been working with our dental hygienist Carrie Knurowski to provide cleaning and dental sealants to many children in our area. Most recently they served all the Berlin Head Start children.

The Health Unit continues to collaborate with Behavioral Health to provide educational sessions to the individuals enrolled in the Comprehensive Community Support program each week. Trainings have been on topics such as spring-cleaning (aka hoarding), foot care, food safety, opioids, ticks and Lyme disease and other timely topics. We work with Brooke Zank to schedule these sessions and they seem to be well received.

Rachel Schackow has taken on the Tri-County Amish coalition meetings with Marquette and Columbia counties. She has also taken on the role of health representative for the Highway Transportation Safety Committee. Rachel is certified as a car seat inspector and will be using this skill to assist parents with new babies assure that the infants are secured safely in their car seats.

Renee Peters has been very busy with the Birth to 3 Program as there is a scheduled site visit by state staff in June. They audit the program and determine compliance with all requirements. Renee is also learning about the Children's Long Term Support Program as she helps Kate Meyer with this program since many of her kids transition into the CLTS program once they age out of Birth to 3.

I was able to attend the National Preparedness Summit in Atlanta this month after writing for a scholarship to cover the costs. The sessions I attended were related to many natural disasters such as fires, floods, tornadoes and hurricanes as well as trainings on assisting our long-term care facilities prepare for mass evacuations, sheltering and reunification after disasters. There were several sessions specifically for rural health departments as well as plenary sessions on cyber security and a special session on the Las Vegas shooting. Over 1700 people from all 50 states attended so it provided for great networking also. I was very fortunate to be one of 120 attendees who was able to tour the Center for Disease Control (CDC) and Preparedness. We were able to tour the Emergency Operations Center and see where they handle worldwide disasters. It was quite impressive and very educational. I attended one session on the measles outbreak in Minneapolis and just last week we had a measles case in La Crosse with contacts across the state as they were in a motel, restaurant, school and many other community sites and because measles is so contagious, we must follow up on all potential contacts to vaccinate them if needed. We had 4 contacts in Green Lake County from the La Crosse case. Below I have included a list of all the acute and communicable diseases that my staff and I have had to respond to in April.

April Communicable Disease Cases—Name & Number of Incidents

CAMPYLOBACTERIOSIS 2
CRYPTOSPORIDIOSIS 1
E-COLI, ENTEROPATHOGENIC (EPEC) 1
GIARDIASIS 1
HEPATITIS B, Unspecified 1
HEPATITIS C, CHRONIC 1
INFLUENZA-ASSOCIATED HOSPITALIZATION 3
MEASLES CONTACTS TO LA CROSSE CASE 4
MUMPS SUSPECT 1 (Lab results were negative)

MYCOBACTERIAL DISEASE (NON-TUBERCULOUS) 1
STREPTOCOCCAL DISEASE, INVASIVE, GROUP B 1
STREPTOCOCCUS PNEUMONIAE, INVASIVE DISEASE 1
TB INFECTION 1



Kathy Munsey and Josh Ward at Heroin Summit with Lock Boxes

**Respectfully Submitted,
Kathryn S. Munsey, RN
Green Lake County Health Officer**

Environmental Health
Green Lake County
April 2018

Animal Bites/Exposures: 5 investigations – (1 dog/human, 3 cat/human, 1 dead bat exposure)
Reported Animal Bites/Scratches – 4
Animal Quarantines for Animal v. Human Exposures – 3
Animal Quarantines for Animal v. Animal Exposures – 0
Quarantine Violations and Enforcement Actions Taken – 0
Animals Exhibiting Positive Signs of Rabies During Quarantine – 0
Animals Exhibiting Negative Signs of Rabies During Quarantine – 3
Enforcement Taken for Violations of Vaccination Requirements - 0
Animals Sacrificed for Exhibiting Symptoms of Rabies or Being Rabies Suspects- 0
Animals Sacrificed for Other Reasons- 1

Well Water: 6 test kits distributed.

Lead: None.

Sewage: None.

Solid Waste: None.

Radon: 2 test kits distributed

Housing: An inspection was done with L. Kemnitz, City of Berlin, on 04.09.18 at a house in Berlin for a complaint about the home owner keeping chickens inside of the residence. The Health Dept. was made aware of the situation from an anonymous complaint. Upon investigation it was determined that there were no chickens inside of the house, all chickens were kept in the permitted garage/coop.

A house in Berlin was referred to the Health Dept. by the City of Berlin Fire Department. This house was placarded by the County in late 2016 and the placard was removed in early 2017. An inspection with L. Kemnitz, City of Berlin, and J. Lust, Building Inspector, took place on 04.13.18 and the house was once again placarded due to unsafe and unsanitary conditions. The property owner was removed from the home on 4.27.18. An Injunctive Lawsuit and a Preliminary Injunction have been filed and the first Court hearing is scheduled for 5.2.2018

A complaint was made from the Green Lake County jail that an inmate came into custody covered in bedbugs. The inmate had previously resided at a probation and parole house located in Princeton.

Received a call on 4.18.18 from an individual interested in buying a placarded house in Markesan. This house was placarded due to unsafe conditions following a meth cooking operation/fire. This house will be going up for auction soon. The interested buyer was provided information regarding chemicals found at the property during inspection as well as contact numbers for the Sheriff's Dept., Zoning, and the State Dept. of Hazard Assessment.

A home in Berlin continues to have a placard. The owner of the property was served an Injunction in March and a court hearing is set for 06.13.18. Ongoing.

Vector: None.

Asbestos: None.

Food/Water Illness: None.

Abandoned Bldgs: None.

Other: A pool in Berlin was inspected and found to have expired drain covers and water skimming issues. This pool was placed on a 30 day conditional permit and required to change the expired drain covers before 5.7.2018 or risk having their license suspended. On 04.19.2018 the drain covers were replaced and compliance was determined. On 04.24.2018 a meeting took place with the pool operator to create a risk control plan for the lack of skimming that was noticed during the pool inspection. A re-inspection is scheduled for 5.7.18. Ongoing.

Agent: 17 inspections completed. All school food safety inspections/record reviews were completed during this month.

Completed pool training in Berlin with Samantha Fiscus on 4.5.2018. M. Robl - Waushara County, and A. Robb - Marquette County, also attended the training.

Sent a press release to local papers for Asthma Awareness Month (May).

Attended the Nelson Institute Earth Day Conference in Madison on 4.23.2018.

RESOLUTION NUMBER -2018

A Resolution to Create the Green Lake County Criminal Justice Collaborating Council

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th day of May 2018, does resolve as follows:

- 1 **WHEREAS**, Green Lake County has established the Green Lake County Treatment
- 2 Court Program;

- 3 **WHEREAS**, the mission of the Green Lake County Treatment Court Program is to
- 4 increase community safety and quality of life by breaking the cycle of drug and alcohol
- 5 addiction through a balance of accountability, treatment and rehabilitation as an
- 6 alternative to incarceration;

- 7 **WHEREAS**, in the past, Green Lake County has received State grant funding for the
- 8 Green Lake County Treatment Court Program pursuant to Section 165.95, *Wisconsin*
- 9 *Statutes*;

Roll Call on Resolution No. -2018

Submitted by Health and Human Services Committee:

Majority vote is needed to pass.

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 15th day of May 2018.

Harley Reabe

Brian Floeter

County Board Chairman

John Gende

ATTEST: County Clerk
Approve as to Form:

Nancy Hoffman

Corporation Counsel

Joy Waterbury

Joy Gonyo

Charlie Wielgosh

Richard Trochinski

10 **WHEREAS**, Section 165.95(5)(a), *Wisconsin Statutes*; requires that a county which
11 receives a grant under the statute create an oversight committee to advise the county in
12 administrating and evaluation its program;

13 **WHEREAS**, Section 165.95(5)(a), *Wisconsin Statutes*; requires that said oversight
14 committee consist of a Circuit Court Judge, the District Attorney or their designee, the
15 State Public Defender or their designee, a local law enforcement official, a
16 representative of the county, a representative of each other county agency responsible
17 for providing social services, including services relating to child welfare, mental health,
18 and the Wisconsin Works program, representatives of the Department of Corrections
19 and Health and Family Services; a representative from private social services agencies,
20 a representative of substance abuse treatment providers; and other members as
21 determined by the County.

22 **WHEREAS**, creation of an oversight committee will improve the administration of justice
23 and promote public safety by providing assistance and guidance to the Green Lake
24 County Treatment Court Program; and

25 **WHEREAS**, creation of an oversight committee in the form of a Criminal Justice
26 Collaborating Council will allow agencies participating in the criminal justice system to
27 review, research, and recommend criminal justice initiatives through collaboration
28 efforts.

29 **NOW THEREFORE BE IT RESOLVED**, The Green Lake County Board of Supervisors
30 hereby creates a treatment court oversight committee named the Green Lake County
31 Criminal Justice Collaborating Council;

32 **BE IT FURTHER RESOLVED**, The Council shall advise the County in administrating
33 and evaluating the Green Lake County Treatment Court Program;

34 **BE IT FURTHER RESOLVED**, The Council shall review the policies, programs, budget,
35 expenditures, and grant applications of the Green Lake County Treatment Court
36 Program. It may also make recommendations to the justice partners, the Law
37 Enforcement Committee, the Health and Human Services Board, and County Board on
38 criminal justice issues;

39 **BE IT FURTHER RESOLVED**, The members of the Council shall be:

- 40 a. The Green Lake County Circuit Court Judge.
- 41 b. The Green Lake County County Administrator or their designee.
- 42 c. The Sheriff or their designee.
- 43 d. The Jail Administrator or their designee.
- 44 e. The Green Lake County District Attorney or their designee.
- 45 f. The State Public Defender or their designee.

- 46 g. The Green Lake County Director of Health and Human Services, or their
47 designee.
- 48 h. The Department of Corrections-Division of Community Corrections Supervisor for
49 Green Lake County, or their designee.
- 50 i. A member or members of the local Law Enforcement Departments.
- 51 j. The Green Lake County Public Health Nurse or their designee.
- 52 k. The Green Lake County Corporation Counsel or their designee.
- 53 l. The Green Lake County County Board Chair or their designee.
- 54 m. A Mayor or City Manager of a local municipality.
- 55 n. The Treatment Court Coordinator or their designee.
- 56 o. A lay citizen.

57 **BE IT FURTHER RESOLVED**, those members of the committee who do not hold
58 elected or appointed positions for Green Lake County or the State of Wisconsin shall be
59 appointed by the County Board Chair upon confirmation by the County Board.

60 **BE IT FURTHER RESOLVED**, Officers of the Council shall be Chair, Vice Chair, and
61 Secretary.

62 **BE IT FURTHER RESOLVED**, Officers of the Council shall be set by the Council, the
63 chair, or upon petition by three members of the Council.

64 **BE IT FURTHER RESOLVED**, The Secretary of the Council shall cause minutes of its
65 meetings to be recorded and timely filed with the County Clerk.

66 **BE IT FURTHER RESOLVED**, Members shall serve without compensation and without
67 reimbursement of expenses.

68 **BE IT FURTHER RESOLVED**, The Council shall continue in existence until abolished
69 by a Resolution of the County Board, or when the State discontinues grant funding for
70 the Treatment Court, whichever occurs first.

ORDINANCE NO. -2018

Repealing Ordinance 127-74, Ch. 19, Article I, Commission on Aging adopted on August 20, 1974, and as amended by Ordinance 207-79 (5/15/79); 240-80 (12/16/80); 607-96 (4/10/86); 613-96 (6/18/86) and 316-86 (4/14/86) and recreating, Ch. 19, Article I, Commission on Aging.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 19th day of June 2018, does ordain as follows:

- 1 **WHEREAS**, the County created the Office of County Administrator; and,
- 2 **WHEREAS**, review of Article I, Commission on Aging revealed that certain changes are
- 3 necessary to bring the ordinance into compliance with state statutes, other County
- 4 Ordinances and policies.

Roll Call on Ordinance No. -2018

Submitted by DHHS Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 19th day of June, 2018.

Harley Reabe

Brian Floeter

County Board Chairman

John Gende

ATTEST: County Clerk
Approve as to Form:

Nancy Hoffman

Corporation Counsel

Joy Waterbury

Joe Gonyo

Charlie Wielgosh

Richard Trochinski

ORDINANCE NO. -2018

Repealing Ordinance 127-74, Ch. 19, Article I, Commission on Aging adopted on August 20, 1974, and as amended by Ordinance 207-79 (5/15/79); 240-80 (12/16/80); 607-96 (4/10/86); 613-96 (6/18/86) and 316-86 (4/14/86) and recreating, Ch. 19, Article I, Commission on Aging.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 19th day of June 2018, does ordain as follows:

- 1 **WHEREAS**, the County created the Office of County Administrator; and,
- 2 **WHEREAS**, review of Article I, Commission on Aging revealed that certain changes are
- 3 necessary to bring the ordinance into compliance with state statutes, other County
- 4 Ordinances and policies.

Roll Call on Ordinance No. -2018

Submitted by DHHS Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 19th day of June, 2018.

, Chair

, Vice-chair

County Board Chairman

ATTEST: County Clerk
Approve as to Form:

Corporation Counsel

5 **NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY**
6 **OF GREEN LAKE DOES ORDAIN AS FOLLOWS:**

7 Section 1. Green Lake County Ordinance, No. 127-74, (Ch. 19, Article I, Commission on
8 Aging) adopted on August 20, 1974, and as amended by Ordinance 207-79 (5/15/79);
9 240-80 (12/16/80); 607-96 (4/10/86); 613-96 (6/18/86) and 316-86 (4/14/86), is amended
10 as follows:

11 Article I. Commission on Aging
12 [Adopted 4-15-1986 by Ord. No. 316-86; amended in its entirety at time of adoption of
13 Code (see Ch. 1, General Provisions, Art. I)]

14 § 19-1. Purpose and creation.

15 A. The purpose of this Commission shall be to manage, organize, and help in the
16 promotion of better living standards for senior citizens within Green Lake County.

17 B. This Commission was created by virtue of Ordinance No. 127-74 adopted August 20,
18 1974, by the Green Lake County Board of Supervisors and has been altered and
19 amended by several resolutions and ordinances adopted thereafter.

20 § 19-2. Name.

21 This Commission shall be known as the "Green Lake County Commission on Aging."

22 § 19-3. General duties; ~~office, records and annual report.~~

23
24 A. The Commission shall act as an advisory committee to the Health and Human Services
25 Board to improve the quality of life for senior citizens in Green Lake County. The
26 Commission shall carry out duties as directed by the Green Lake County Board of
27 Supervisors.

28 ~~B. The Commission shall maintain an office, keep records of its actions and activities, and~~
29 ~~shall present an annual report to the County Board.~~

30 ~~B. The Commission is subject to the current Green Lake County Board Rules of Order,~~
31 ~~Ordinance Ch. 9.~~

32 § 19-4. Appointment of members.

33 The members of the Commission shall be appointed by the ~~Chair of the County Board of~~
34 ~~Supervisors County Administrator~~ subject to confirmation by the ~~entire~~ County Board.
35 Membership of the Commission shall be balanced to provide geographic County-wide
36 representation.

37 ~~A. Membership. There shall be five Commission members, appointed by the County Board~~

Commented [KD1]: This paragraph was removed because as an advisory committee it does not keep an office and the records of committees are retained by the county clerk. The annual report comes from the Aging Unit as a sub-unit of DHHS.

Commented [KD2]: Wis. Stat. §46.82(4)(a)2. Requires the County Administrator to appoint members with the confirmation to come from the County Board. Requiring the entire County Board to confirm requires a unanimous vote and is not appropriate under RONR or state statutes.

Commented [KD3]: This section was changed to conform to language used in the statutes. Statutes do not use the term "senior citizens" but "individuals 60 years of age or older." The composition of the commission allows for 50% of older individuals and no more than 50% elected officials. I took out the limit of county board supervisors to make the language match the statutes better and to allow more than one supervisor to be on the commission.

38 ~~Chairman and confirmed by the County Board. Fifty-one~~At least 50% percent of the
39 members shall be ~~senior citizens~~individuals 60 years of age or ~~older~~over. No more than
40 ~~one member shall be a County Board Supervisor~~50% of the members may be individuals
41 ~~elected to any office. However, the County Board Supervisor shall have an alternate~~
42 ~~member assigned to serve and vote in the absence of the Supervisor.~~

43 ~~B.~~ Terms. Members of ~~a county or tribal~~ the Commission on Aging shall serve for terms of
44 three years, so arranged that, as nearly as practicable, the terms of 1/3 of the members
45 shall expire each year, and no member may serve more than two consecutive three-year
46 terms.

47 C. Appointed Chair. The Chair of the Commission on Aging shall be appointed by the
48 County Board Chair.

49 ~~§ 19-5. Duties of officers.~~

50 ~~A. Each officer shall serve for a term of one year. Said term shall commence following his~~
51 ~~appointment and confirmation, or election, and shall terminate upon appointment and~~
52 ~~confirmation or election of his successor. The elected representative to the Area Agency~~
53 ~~on Aging shall also serve a one-year term but shall be elected annually in June. Officers~~
54 ~~appointed or elected to fill vacancies shall be elected or appointed for the unexpired term~~
55 ~~only.~~

56 ~~B. The Commission on Aging shall elect a Vice Chair from its membership at its first~~
57 ~~meeting following the appointment of the Commission by the County Board Chairman.~~

58 ~~C. Any appointed or elected officer of the Commission may be removed from office for~~
59 ~~cause by the affirmative vote of 2/3 of the entire membership of the Commission upon~~
60 ~~approval of the County Board of Supervisors.~~

61 ~~D. The Chair shall be the principal officer of the Commission. He/she shall, in general,~~
62 ~~supervise and control all of the business and affairs of the Commission. The Chair shall~~
63 ~~preside at all meetings of the Commission. He/she may, along with any other properly~~
64 ~~authorized officer of the Commission, sign legal documents or other instruments which the~~
65 ~~Commission has authorized to be executed. The Chair shall, in general, perform all duties~~
66 ~~as may from time to time be prescribed by the Commission.~~

67 ~~E. The Vice Chair, in the absence of the Chair or in the event of his/her inability or refusal~~
68 ~~to act, shall perform all duties of the Chair and, when so acting, shall have all the powers~~
69 ~~of, and be subject to, all restrictions otherwise upon the Chair.~~

70 ~~§ 19-6. Compensation.~~

71 ~~Members of the Commission shall be reimbursed for their expenses at a rate and amount~~
72 ~~as determined by the annual budget of the Commission on Aging as approved by the~~
73 ~~Finance Committee and the County Board of Supervisors.~~

Commented [KD4]: I took out "county or tribal" because it is our commission and we are not a tribe, so why have the language in there?

Commented [KD5]: I took out these sections since it is unnecessary. In addition, there is nothing in the statutes that indicate a commission on aging has to have bylaws (unlike a Parks Commission, which must by statute). As an advisory committee, the Aging Commission is just subject to the County Board rules of order (Ch. 9) and RONR. Further, members are entitled to the same compensation as other appointed committee or commission members.

74 ~~§ 19-75. Meetings.~~

75 A. The official meeting place of the Commission shall be the Senior Meal sites, Senior
76 Centers, or ~~Health and Human Services Center~~ Green Lake County Government Center.
77 In case of a special or educational meeting, the location may be any specifically
78 designated and duly published accessible meeting place.

79 B. Regular meetings of the Commission shall be held bimonthly or as needed.

80 C. Special meetings of the Commission may be called by or at the request of the Chair or
81 the written request of any two members.

82 ~~D. Notice of any meeting of the Commission shall be given at least three days in advance
83 and in written notice to the press and Commission members, except in the case of special
84 meetings where oral notice to Commission members shall be allowed.~~

85 ~~E. Absence from three meetings in any appointment year shall be just cause for removal
86 of said member from the Commission.~~

87 ~~§ 19-8. Quorum.~~

88 ~~A majority of the Commission shall constitute a quorum for the transaction of business of
89 any meeting. If less than a majority of the Commission members is present at any
90 meeting, a majority of the members present may adjourn the meeting.~~

91 ~~§ 19-9. Manner of acting.~~

92 ~~The act of a majority of the Commission members present at a meeting at which a quorum
93 is present shall be the act of the Commission, unless the act of a greater number of
94 members is required by special circumstances or amendments to these bylaws.~~

95 ~~§ 19-406. Duties and powers.~~

96 ~~The Commission shall: in addition to any other powers and duties established by state law,
97 plan and develop administrative and program policies, in accordance with state law and
98 within limits established by the Wisconsin Department of Health Services if any, for
99 programs in Green Lake County that are funded by the federal or state government for
100 administration by the Green Lake County Aging Unit. The Commission shall direct the
101 Green Lake County Aging Unit with respect to the powers and duties of the Aging Unit
102 under Wis. Stat. §46.82(3).~~

103 ~~A. Study existing County and area-wide services for the elderly and make
104 recommendations or effect changes to develop the most efficient method of providing
105 maximum services to the elderly at a minimal cost.~~

Commented [KD6]: I don't know if we should specify where meetings have to take place. The agenda can list where meetings are. Otherwise, it makes sense to have the meetings here as well. I think the Human Services Center is now the food pantry.

Commented [KD7]: Because the Commission on Aging is subject to the County Board Rules of Order, this section is unnecessary and is in conflict with current rules which requires 7 days advance notice for the agenda to be presented to the county clerk.

Commented [KD8]: 2017 WI ACT 150, section 15, removed just cause and made removal "at pleasure" by the county administrator. Therefore, this provision is not in compliance with state law.

Commented [KD9]: These are not necessary because the Commission on Aging is subject to County Board Rules and RONR.

Commented [KD10]: I suggest using the statutory language on duties here, which I have modified slightly to make it read better in our ordinance. I believe that there is no need to individually list the Aging Commission duties here, and further the statutory duties of the aging unit involve 20 different specific statutory mandates, and the ordinance only lists 12. Further G, H, I, K, and L. of this section are contrary to current county government structure since we now have a County Administrator that handles the budget, determines staffing patterns and salaries.

106 ~~B. Provide current information on ages, income, population, demographic characteristics,~~
107 ~~and pending legislation or trends regarding services to the elderly to the County Board on~~
108 ~~request or to the Area Agency on Aging.~~

109 ~~C. Provide an arena where the elderly can voice their needs and desires for services,~~
110 ~~assess those needs and make decisions regarding service expansion, deletion,~~
111 ~~coordination, etc.~~

112 ~~D. Assist other County agencies in responding to needs and providing services for the~~
113 ~~elderly.~~

114 ~~E. Encourage development of any programs or services which would enhance the ability~~
115 ~~of the elderly to contribute to the overall welfare of the community.~~

116 ~~F. Provide information to groups or individuals in the community regarding needs,~~
117 ~~interests, circumstances, and services relative to the elderly population.~~

118 ~~G. Receive, disburse, and administer funds for services provided for the elderly.~~

119 ~~H. Develop and implement a plan and budget on an annual or otherwise regular basis for~~
120 ~~service delivery for the elderly.~~

121 ~~I. Provide an annual report on funding and services to the Health and Human Services~~
122 ~~Board or other groups or individuals regarding the year's activities and costs.~~

123 ~~J. Review and make recommendations on any and all proposals or resolutions considered~~
124 ~~by the County Board that might affect the elderly.~~

125 ~~K. Give general policy direction and supervision to any County Aging Unit staff with the~~
126 ~~approval of the Health and Human Services Board to enable said staff to provide service~~
127 ~~to the elderly and act as advocates for services to the elderly while remaining within the~~
128 ~~scope of their County job descriptions and the County personnel policies and procedures.~~

129 ~~L. Make recommendations to the County Health and Human Services Board regarding~~
130 ~~staffing patterns and salary ranges for County Aging Unit employees.~~

131 ~~§ 19-11. Fiscal year.~~

132 ~~The fiscal year of the Commission shall begin on the first day of January and end on the~~
133 ~~last day of December of each year.~~

134 Section 2. This ordinance shall become effective upon passage and publication.

135 Section 3. The repeal and recreation of any section herein shall not have any effect on
136 existing litigation and shall not operate as an abatement of any action or proceeding then
137 pending or by virtue of the repealed sections.

Commented [KD11]: No need for a fiscal year because I don't believe the Commission on Aging disburses or does anything with county finances. It is an advisory committee only.

138 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby
139 repealed.

RESOLUTION NUMBER -2018

RESOLUTION RELATING TO RECOGNIZING ELDER ABUSE AWARENESS DAY

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th day of May 2018, does resolve as follows:

- 1 **WHEREAS**, Green Lake County older adults are valued members of society and it is
- 2 our collective responsibility to ensure they live safely and with dignity; and

- 3 **WHEREAS**, the abuse of older adults is a tragedy inflicted on those who may be
- 4 vulnerable with 49 reports in Green Lake County in 2017 of which almost half were
- 5 determined to have an alleged abuser; and

Majority vote is needed to pass.

Roll Call on Resolution No. -2018

Submitted by DHHS Board:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 15th day of May, 2018.

Harley Reabe

Brian Floeter

County Board Chairman

John Gende

ATTEST: County Clerk
Approve as to Form:

Nancy Hoffman

Corporation Counsel

Joy Waterbury

Joe Gonyo

Charlie Wielgosh

Richard Trochinski

6 **WHEREAS**, elder abuse is an increasing problem and combating abuse of older adults
7 will help improve the quality of life for all seniors allowing them to continue to live as
8 independently as possible and contribute to the life and vibrancy of our communities;
9 and

10 **WHEREAS**, Green Lake County seniors are guaranteed that they will be treated with
11 respect and dignity to enable them to continue to serve as leaders, mentors, volunteers,
12 and important and active members of this community; and

13 **WHEREAS**, we are all responsible for building safer communities by protecting Green
14 Lake County's older adult population;

15 **NOW, THEREFORE, BE IT RESOLVED** that the Green Lake County Board of
16 Supervisors do hereby proclaim the 15th of June as ELDER ABUSE AWARENESS DAY
17 and encourage all of Green Lake County's residents to recognize and celebrate the
18 accomplishments of Green Lake County's older adults and take an active role in
19 preventing elder abuse.

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

Section: 2 – Cash and Receipts	Effective Date: 2/13/17
Sub-Section: 2.1 – Cash Receipts and Deposits	Revision Date: 4/10/18
Authorized By: APPROVED DHHS BOARD 2/13/17	

POLICY

Green Lake County Department of Health and Human Services (“DHHS”) will follow County policy and procedures related to cash receipting and depositing with the Treasurer’s office related to timely deposits and proper control over funds prior to deposit. The following is required:

- Pre-numbered receipts are required for all payments. For manual receipt books, triplicate receipts are required.
- Cash drawer shall be reconciled on a daily basis. **If receipted by 12:00 p.m., will go in same day. If receipted after 12:00 p.m. will be deposited the following business day.**
- Deposits are to be made daily, **intact depositing the following day’s checks**, unless below \$500. Ideally, the deposit will be made daily but if below the identified threshold, the deposit may be locked in a secure location and deposited the subsequent day.
- Checks shall be restrictively endorsed “For Deposit Only” upon receipt.
- ~~All receipts on hand the last working day of the month must be deposited that day.~~
- Undeposited funds shall be kept in a secure location with access limited to only authorized personnel.

PROCEDURES

Cash Receipts

- Primary Receptionist receives and receipts cash and/or checks from clients directly at the reception desk, from staff on behalf of clients (examples: Aging meal sites, Public Health immunization clinics) or through the mail.
- Mail is opened and date-stamped by Administrative staff.
- A manual receipt book, in triplicate, is utilized. The top copy is given to the client, the second copy is attached to the deposit and stored in the deposit bag, and the third copy is retained in the receipt book.
- All voided receipts must be approved by a Unit Manager. Supporting documentation will be retained and filed with the voided receipt.
- Refunds may not be given from the front desk. If a refund is due, a check request will need to be processed and paid through accounts payable.

- The **Financial Manager** (backup – Secondary Receptionist/Data Entry Specialist) will collect the daily receipts. He/she will count and verify daily receipt amount less the \$50 which is retained in the change fund at all times. The **Financial Manager** then logs all receipts on the monthly check register. The information recorded includes: Initials of individual logging receipts, date of receipt, receipt number, payer name, unit name, check number or cash and amount paid including daily total.
- Upon completion, **If receipted by 12:00 p.m., will go in same day. If receipted after 12:00 p.m. will be deposited the following business day.** The **Financial Manager** will forward the deposit and receipts to the Account Clerk Specialist who will code the deposits and forward to the County Treasurer.
- It is the responsibility of each individual to have backup assigned in their absence. Those covering these responsibilities may not also provide backup for the Account Clerk Specialist deposit functions.

Deposits

- The Account Clerk Specialist prepares daily deposit after receipt from the Accounting Specialist.
- The daily deposit is recorded on either the “Remittance Slip to County Treasurer” or the “Remittance Slip to Circuit Court” forms. The deposit is summarized based on total amount per appropriate account code as determined by the Account Clerk Specialist.
- There is a separate checkbook for restitution receipts. The Account Clerk Specialist prepares the deposit for these receipts.
- The total of the remittance slips plus the restitution deposit must equal the daily deposit. This is verified by the Account Clerk Specialist.
- Upon completion, **If receipted by 12:00 p.m., will go in same day. If receipted after 12:00 p.m. will be deposited the following business day,** the deposit is delivered to the Treasurer in a timely manner by the Account Clerk Specialist.
- The County Treasurer issues a receipt for the DHHS deposit which is returned to the Account Clerk Specialist and is retained with the daily deposit.
- Any funds received after delivery of deposit are locked in a secure file cabinet until the next business day.
- In the absence of the Account Clerk Specialist, the Secondary Receptionist/Data Entry Specialist will log the receipts and **Financial Manager** will then fulfill the depositing functions. The Administrative Assistant may also serve as back-up in either role.

Restitution Program:

A separate checkbook is maintained for receipt of and payments for restitution to victims and victim/witness. Fees collected are taken to the Circuit Court Office and they deposit accordingly. Upon receipt, the Account Clerk Specialist records the collected fees on a spreadsheet to monitor payments. The following individuals and related tasks are as follows:

- *Victim/Witness Coordinator* – provides green sheet to Account Clerk Specialist identifying victims and amounts owed to each.
- *Juvenile Court Intake Worker* – enters Deferred Prosecution agreement with juvenile and parents; provides copy to Account Clerk Specialist with restitution amounts owed and to whom.
- *Dispositional Workers* – in the event a payment is given to Dispositional Worker during a home or school visit, the worker will issue a written receipt for the monies collected and will deliver to the Receptionist upon return to the office.
- *Account Clerk Specialist* – processes monthly billing to juveniles for restitution and witness fees; deposits funds and issues payments to victims (along with a letter signed by his/her social worker); provides monthly reports to Social Workers regarding outstanding balances for each juvenile on their caseload.
- *County Treasurer* – receives monthly bank statement for the Restitution account and provides a copy to the Account Clerk Specialist; prepares a monthly bank reconciliation; signs checks to victims as two signatures are required (Account Clerk Specialist and Treasurer).

Other Cash Receipts and Deposits

- All revenue received by DHHS is in the form of checks or cash, excluding the following monthly electronic payments:
 - CARS (Community Aids Reporting System) - State of WI Department of Health Services
 - SPARC (COrE) payment - State of WI Department of Children and Families
 - GWAAR payment – Greater Wisconsin Area on Aging

These payments are deposited directly into the County’s bank account via electronic funds transfer. The Accounting Specialist provides the account numbers to the Treasurer for accurate recording into the General Ledger. A copy of the transmittal letters and receipts are forwarded to the Accounting Specialist.

- Medicare Part B (NGS) payments are also received electronically. The Account Clerk Specialist provides the Treasurer with the appropriate account numbers (either for the Behavioral Health Unit or the Health Department for flu vaccinations).

FORMS

- Log for multiple payments received for singular purpose (Home Delivered Meals, Donations)
- Monthly check register for logging receipts
- Remittance slip to County Treasurer
- Remittance slip to Circuit Court

