

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES

571 County Road A

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Green Lake WI 54941-0588

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FOX RIVER INDUSTRIES

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***Amended Post Date: 1/25/16**

The following documents are included in the packet for the Department of Health & Human Services Board to be held on Tuesday, November 17, 2015

- Agenda for November 17, 2015 meeting
- Draft DHHS Minutes – October 13, 2015
- Draft Aging Advisory Committee Minutes
- Draft Health Advisory Committee Minutes
- Aging Report – October 2015
- ***2016-2018 Aging Plan Summary**
- Behavioral Health Report - October 2015
- Children & Family Services Report – October 2015
- Health Unit Report – October 2015
- Environmental Health Report – October 2015
- Health Unit – Out of State Training Request
- Deputy Director Job Description
- Clinical Therapist Position Review and Job Description
- ***Justification Accounting Specialist**

- ***Accounting Specialist Job Description**



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

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

Health & Human Services Board Meeting Notice

**Date: November 17, 2015 Time: 5:00 PM
Green Lake County Government Center,
571 County Rd A, Room #1106 Green Lake WI**

AGENDA

Committee Members

*Joe Gonyo,
Chairman
, Vice-Chair
Brian Floeter
John Gende
Jack Meyers
Candace Smith
Richard Trochinski
Nolan Wallenfang
Joy Waterbury*

Nick Toney, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 10/13/15
6. Signing of Vouchers
7. Appearances:
8. Public Comment (3 minutes):
9. Correspondence:
 - New Board Member Introduction(s)
 - Candace Smith – November meeting
 - Brian Floeter – December meeting
 - Election of Officer – Vice Chair
 - DHHS Personnel Committee member(s)
10. Veteran's Service Office Report
11. Advisory Committee Reports
 - Aging Advisory Committee - (Trochinski) Meeting – September 16, 2015 Green Lake County DHHS
 - Health Advisory Committee – October 14, 2015 (Skipchak)
 - Family Resource Council – December 7, 2015 (Trochinski)
 - Transportation Coordinating Committee – November 18, 2015 (Trochinski)
 - ADVOCAP/Headstart Report (Gonyo)
 - ADRC Coordinating Committee – November 12, 2015 – Waushara Co. (Vacant/Waterbury)
 - Quad-County Family Resource Network Council Meeting (Waterbury) (Decision to disband)
12. Unit Reports
 - Administrative Unit
 - Audit of Health & Human Services Billing and Accounting progress to date/Schenck
 - Aging/Long Term Care Unit
 - 2016-2018 Aging Plan Final
 - Behavioral Health Unit
 - Children & Family Services Unit
 - Economic Support Unit
 - Fox River Industries
 - Bathroom Remodeling Update
 - Health Unit
 - Out-of-State Travel Request
13. Policies/Procedures Update
14. Purchases
15. Health & Human Services Budget 2016 – Approved County Board 11/10/15

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

(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.



GREEN LAKE COUNTY
DEPARTMENT OF HEALTH & HUMAN SERVICES

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16. Committee Discussion
 - Administrative Committee Report
 - Finance
 - DHHS Surplus/Capital Outlay Projects
 - Personnel
 - Vacant Position(s) Review
 - Clinical Therapist
 - Deputy Director of Health and Human Services
 - Account Clerk Specialist
 - Property & Insurance
 - IT Committee Report – AVATAR Update
 - Facilities & Security Committee Report
 - The Board May Confer With Legal Counsel
 - Future DHHS Meeting Date (December 8, 2015 at 5:00 pm) and other Sub-Committees
 - Future Agenda items for action & discussion
17. Closed Session Wis. Stat § 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session relates to performance and possible discipline of certain DHHS employees
18. Reconvene to open session to take action, if appropriate, on matters discussed in closed session.
19. Adjourn

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

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT GREEN LAKE COUNTY GOVERNMENT CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON TUESDAY, OCTOBER 13, 2015 AT 5:00 P.M.

PRESENT: Joe Gonyo, Chairman
Richard Trochinski, Member
John Gende, Member
Joy Waterbury, Member

EXCUSED: Jack Meyers, Member
Nolan Wallenfang, Member
Nick Toney, Secretary

OTHERS PRESENT: Linda Van Ness, Interim Director
Jon Vandeyacht, Veteran's Service
Officer
Karen Davis, Administrative Assistant

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 Chair Gonyo.

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

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

Action on Minutes: Motion/second (Trochinski/Waterbury) made a motion to approve the amended minutes of the 9/8/15 Health & Human Services Board meeting with correct spelling of Corporation Counsel not Council. All ayes. Motion carried.

Signing of Vouchers: Gonyo entertained a motion to approve the DHHS vouchers. Motion/second (Gende/Trochinski) to approve the October Health & Human Services vouchers. Roll call vote. Gende-aye; Trochinski-aye; Waterbury-abstain; Gonyo-aye. Motion carried.

Gonyo entertained a motion to rescind the motion to approve the DHHS vouchers. Motion/second (Trochinski/Gende) to rescind the motion to approve the DHHS vouchers. All ayes. Motion carried.

Chair entertained a motion to approve the voucher for Joy Waterbury for transportation expenses. Motion/second (Trochinski/Gende) to approve the voucher for Joy Waterbury for transportation expenses. Trochinski-aye; Gende-aye; Waterbury-abstain; Gonyo-aye. Motion carried.

Gonyo entertained a motion to approve the vouchers excluding the Joy Waterbury voucher. Motion/Second (Waterbury/Trochinski) to approve the DHHS vouchers excluding Joy Waterbury's voucher. All ayes. Motion carried.

Appearances: None.

Public Comment (3 minutes): None.

Correspondence: Election of Officers: Done.

Vacant Board Member Position(s): Van Ness reported to Committee members that she has the names of two interested individuals to serve on the DHHS Committee. Gonyo suggested two additional names of individuals interested in serving on the DHHS Committee. Van Ness will contact all the individuals and present recommendations of two Committee members for the next DHHS meeting.

DHHS Personnel Committee member: This will be tabled until a later date.

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

At the recent Veteran's commission meeting, discussion was held regarding the Policies regarding transportation of Veterans and will clarify the policy.

Advisory Committee Reports: Aging: The meeting was held on September 16, 2015 at the Green Lake County Government Center. Trochinski reported regarding the meeting.

Health Advisory Committee: The meeting will be held on October 14, 2015. The information regarding the recent Disaster Drill was included in the packet. (See attached.)

Family Resource Council: The meeting was held on September 14, 2015. Trochinski reported regarding the meeting.

Transportation Coordinating Committee: The next meeting will be held on November 18, 2015. Public hearing at 9:00 and meeting at 10:00.

Advocap/Headstart Report: Gonyo reported regarding the Advocap meeting he attended.

ADRC Coordinating Committee Report: The meeting was held August 20, 2015. Van Ness reported regarding a recent ADRC meeting and reported that the 2016 budget is being put together.

Quad County Family Resource Network Council Committee: This meeting will not be held any longer.

Unit Reports: Administrative: Audit of Health & Human Services Billing and Accounting process by Schenck: Van Ness updated Committee members regarding the billing issues in the audit regarding and loss of revenue due to lack of timely billing.

Aging/Long Term Care: No discussion.

Behavioral Health Unit: The Behavioral Health staff have been busy regarding that staff are working on recertification of the CCS, CSP and Clinical/AODA programs.

Van Ness reported regarding staff coverage in the Behavioral Health Unit. Van Ness reported that Susan Sleezer, Children & Family Services Unit Manager, has taken the lead is assisting in the oversight of daily activities in the Behavioral Health Unit and assistance regarding projects.

Van Ness reported that she met with Dr. Kent Berney regarding providing services to the Department of Health & Human Services. The Board will be updated in November.

Van Ness updated Committee regarding psychiatric services.

Children & Families Unit: See attached report.

Economic Support Services: Resolution Relating to Create Economic Support Worker position: Van Ness presented the Resolution Relating to Creating the Economic Support Worker position. Discussion followed. Motion/second (Waterbury/Trochinski) to recommend to County Personnel approval of the Resolution Relating to Create the Economic Support Worker position. All ayes. Motion carried.

Fox River Industries: Bathroom Remodeling Update: Discussion followed regarding concerns that there were no bids submitted for the project.

Health: Current Health Abatements: None.

The September Environmental Health Report was presented. (See attached.)

Policies/Procedures Update: The revised Client Rights Grievance Resolution Procedure and Kinship Care Policy were reviewed by Committee members. The revisions will be made and be presented at a future meeting.

Purchases: None.

Health & Human Services Budget: Van Ness updated Committee members regarding the 2015 budget and 2016 proposed budget. Bostelmann reported regarding Schenck and some possible changes.

Committee Discussion: Administrative Committee Report: No discussion.

Finance: Van Ness updated Finances in DHHS.

DHHS Surplus/Capital Outlay Projects: This will be presented at a future meeting.

Personnel: Vacant Position(s) Review: Director of Health & Human Services: Van Ness presented the revised Director job description. (See attached.) Discussion followed. Gonyo entertained a motion. Motion/Second (Trochinski/Waterbury) to approve the job description with recommended changes to the Green Lake County Personnel Committee. All ayes. Motion carried.

CSP Professional/Crisis Case Worker: Van Ness updated Committee members regarding the Dual Diagnosis Clinical Therapist position and the need to fill this position as a CSP Professional/Crisis Case Worker. Motion/second (Waterbury/Gende) to recommend approval to fill the vacant CSP Professional/Crisis Case Worker. All ayes. Motion carried.

Property & Insurance: Trochinski reported regarding the meeting.

IT Committee: No report.

Facilities & Security Committee Report: No report.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, November 17, 2015 at 5:15 p.m. at Health & Human Services.**

Future Agenda Items For Action and Discussion:

Closed Session Wis. Stat § 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session relates to performance and possible discipline of certain DHHS employees: Motion/second (Trochinski/Gende) to adjourn to closed session. Roll call vote. Trochinski-aye; Gende-aye; Waterbury-aye; Gonyo-aye. All ayes. Motion carried.

Return to Open Session for Decision: Motion/second (Gende/Trochinski) to adjourn closed session and return to open session. Roll call vote. All ayes. Motion carried.

The motions in closed were to move forward on disciplinary action.

Adjournment: Gonyo adjourned the meeting.

The meeting adjourned at 7:30 p.m..

COMMISSION ON AGING ADVISORY MINUTES

November 4, 2015

Present: Dick Trochinski, Betty Gross-Flanigan, Carol Kujawa, Barb Reif

Others Present: Betty Bradley

Excused: Yolanda Gallegos

Requirements of Open Meeting Law have been met.

CALL TO ORDER:

The meeting was called to order at 10:00 a.m. by Trochinski at the Markesan Grand Valley Apartments Mealsite.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA:

Motion/second (Reif/ Gross-Flanigan) made a motion to approve the amended agenda. All ayes. Motion carried.

ACTION ON MINUTES:

Motion/second (Gross-Flanigan/Reif) to approve the September 16, 2015 minutes. All ayes. Motion carried.

APPEARANCES: None.

PUBLIC COMMENT: None.

CORRESPONDENCE: None.

GREATER WISCONSIN AGENCY ON AGING RESOURCES, INC (GWAAR) Bradley gave a report on the last ACE meeting which was held on September 17, 2015. Bradley also updated Committee members on the latest budget information.

HEALTH & HUMAN SERVICES BOARD REPORT Trochinski gave a report on issues discussed at the Health & Human Services Board.

OLD BUSINESS: September & October Program Information: Reports were not available to discuss. They will be provided at the next meeting.

85.21 Transportation Grant: Bradley reported that the public hearing will held at the Transportation committee meeting on November 18, 2015. Bradley reviewed the grant application with Committee members. Motion/second Kujawa/ Gross-Flanigan) to approve the 85.21 transportation grant as written. All ayes. Motion carried.

2016-2018 Aging Plan: Bradley reviewed the final 2016-2018 Aging Plan with Committee members. Discussion followed. Motion/second (Gross-Flanigan/Kujawa) to approve the final 2016-2018 Aging Plan. All ayes. Motion carried.

NEW BUSINESS: None.

COMMITTEE DISCUSSION None.

Future Meeting Date: The next meeting of the Aging Advisory Committee will be January 20, 2015 at the Green Lake County Government Center at 10:00 a.m.

Future Agenda Items for Action and Discussion:

Motion/second (Gross-Flanigan/Reif) to adjourn the meeting. All ayes. Motion carried.

The meeting adjourned at 11:00 a.m.

THE FOLLOWING ARE THE OPEN MINUTES OF THE HEALTH & HUMAN SERVICES HEALTH ADVISORY COMMITTEE HELD AT THE GREEN LAKE COUNTY GOVERNMENT CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI ON WEDNESDAY, OCTOBER 14, 2015 AT 8:00 A.M.

MEMBERS PRESENT: Kathy Munsey, Jean Kessler, Pat Brandstetter, Katherine Vergos, Tammy Bending

ALSO PRESENT: Karen Davis

EXCUSED: Jack Meyers, Jeanne Lyke

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

The Pledge of Allegiance was recited.

Call to Order: Munsey called the meeting to order at 8:04 a.m.

Approval of Agenda: Motion/Second (Brandstetter/Kessler) to approve the agenda. All ayes. Motion carried.

Introductions were made.

Approval of Minutes: Motion/second (Brandstetter/Vergos) made a motion to approve the minutes of the July 8, 2015 meeting. All ayes. Motion carried.

Discussion on Open Chairperson Position due to Resignation of Cindy Skipchak: Munsey thanked Cindy Skipchak for all her work on the Health Advisory Committee.

Munsey updated Committee members regarding the vacant position and the open chairperson position. Any interested Committee member that would like to serve as chairperson should contact Munsey. Updates will be at the next meeting in January 2016.

Appearances: None.

Public Comment (3 minutes): None.

Quarterly Report on Health Unit Activities: Munsey reported regarding quarterly Health Unit Activities.

Munsey reported that the flu vaccine clinics are down at this point. Discussion followed.

Munsey reported that the Health Unit participated in the International Walk to School day on October 7th in Green Lake. Several other school districts had activities to commemorate the day.

A grant was received to improve the local multiuse path by Green Lake Greenways. Lauree Renaud presented it to the county board for acceptance.

Munsey updated Committee members regarding the Neo-Gov evaluation system being used. Discussion followed.

Munsey reported regarding the proposed 2016 budget. There was a 0% increase directive, so there really are no changes from last year.

Environmental Health/Agent Status Report: Munsey reported that Rondorf had to issue 2 citations for non-payment of licensure.

Munsey also updated Committee members that there was a house that was placarded because of hoarding and the children were removed from the home. Discussion followed.

Public Health Preparedness - Full-Scale Disaster Exercise on 9/23/15: Munsey reported that there was a mass fatality disaster full-scale exercise on September 23, 2015. Munsey shared a powerpoint presentation showing what happened during this drill. Overall it was very successful and they opened up a Family Assistance Center to accommodate the many "survivors" of the event. Close cooperation between Emergency Management, Sheriff's Office, Coroner's office, the hospital and first responders along with several volunteers from surrounding counties, UW-Oshkosh and Marian University made the event a success and it will be very helpful for future disasters.

Community Health Improvement Plan Progress/Community Health Needs Assessment Planning: Munsey reported that we are working on plan to complete our next needs assessment with the 5 counties in the CWHP (Central WI Healthcare Partnership) this includes: Marquette, Adams, Juneau, Waushara and Waupaca.

Munsey reported regarding joining the Fox Valley Preparedness Partnership for \$6,000.00 to assist us with all the Preparedness requirements. Ebola funding is being used for this purpose.

Munsey reported that the Unit is working on a "Social Host" ordinance. Munsey explained this and reported that Berlin was chosen to initiate this. Munsey reported that she will be contacting the Berlin Police Department, District Attorney's Office and Judge to get them on board with the project. All need to be involved to make this work. Discussion followed. Fines would be attached to this ordinance. Munsey will update Committee members on progress with this ordinance. This is all part of the Community Health In Action grant that we received earlier this year. The grant was to provide training on a statewide basis to deal with the rampant alcohol issues in the state.

Economic Development Summit Evaluation: Munsey reported to Committee members regarding the Economic Development Summit that was held on August 11, 2015. (See attached survey.) Discussion followed.

Accreditation Update: Munsey updated Committee members regarding accreditation. We continue to collect data for the 12 domains and are doing quality improvement projects as they come up.

Committee Discussion: None.

Future Meeting Date: The next Health Advisory Committee meeting will be held on January 13, 2016 at 8:00 a.m. at the Human Services Center.

Future Agenda Items After Action and Discussion: Health Officer Abatement issues, quarterly update

Adjournment: Motion/second (Vergos/Kessler) to adjourn the meeting. All ayes. Motion carried.

The meeting adjourned at 8:55 a.m.

AGING REPORT - 2015

	ELDER ABUSE			ELDER BENEFIT SPECIALIST PROGRAM							QUARTERLY REPORTS	
	FOOD PANTRY	OPEN CASES	REPORTED ELD ABUSE CASES	REPORTED VULNERABLE ADULT CASES	ADRC CONTACTS	TRNG HOURS	I&A CALLS FOR EBS	SPEAKING	OUTREACH HOURS	ADRC	NEW CASES	CLIENT \$ SAVED
January	248	35	1	1	162	5	162	0	13	0		
February	250	30	2	0	226	6	90	1	18	0		
March	251	32	2	0	191	2.5	121	1	15	0	73	\$457,317.00
April	232	34	3	0	180	5	99	2	23.5	0		
May	237	35	3	0	173	6	70	1	11.5	0		
June	259	33	3	0	222	20	109	2	7	0		
July	249	32	3	0	180	5	103	4	12	0		
August	223	35	2	0	117	7.5	104	3	13	0		
September	219	38	1	2	207	18	124	3	23	0		
October	207	36	2	0	120	8	158	10	28	0		
November												
December												
TOTAL	2375	340	22	3	1778	83	1140	27	164	0	73	457317

2016-2018 Aging Plan Summary

Goals are required in the following areas:

1. Involvement of Older People in Age-related Program Development and Planning:
 - a. To hold two listening sessions at two different Senior Centers each year.
 - b. Provide community training to seniors on the safe use of technology.
 - c. To create an aging advocacy page in the Senior Sentinel.

2. The Elder Nutrition Program:
 - a. Work with the Berlin Senior Center to establish a salad bar at the Berlin Meal Site.
 - b. Coordinate a Phone Buddy program for individuals who receive homebound Meals.
 - c. To explore establishing a restaurant style meal site in the Princeton area.

3. Services in Support of Caregivers:
 - a. Increase attendance at the Caregivers Support group.
 - b. Provide training at each Senior Center on assistive devices and how they are used.
 - c. Establish a Caregiver Café.

4. Services to People with Dementia:
 - a. Partner with the Alzheimer's Association to hold a community training.
 - b. Provide Community education through a booth at the local health fair each year.
 - c. Provide a public awareness event to employees at one large employer in the County.

5. Health Aging:
 - a. Partner with the Health Promotions Coordinator in the ADRC to provide 2 classes each year in Green Lake County.
 - b. Hold two workshops on the importance of physical activity.
 - c. Increase community participation in all Health Promotions programs by 10%h year.

6. Local Priorities:
 - a. Hold two Welcome to Medicare seminars for the public each year.
 - b. Use grant money to purchase weather radios for individuals on homebound meals program.
 - c. Participate in the Green Lake County Wellness Coalition to promote good nutrition to seniors in the Community.



Green Lake County Plan on Aging 2016-2018

TABLE OF CONTENTS

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- 2. Executive Summary**
- 3. Organization and Structure of the Aging Unit**
- 4. Context**
- 5. Public Involvement in the Development of the County Aging Plan**
- 6. Goals for the Plan Period**
- 7. Coordination Between Titles III and VI**
- 8. Budget**
- 9. Compliance With Federal and State Laws and Regulations**
- 10. Assurances**
- 11. Appendices**

1. Verification of Intent

This plan represents the intent of the county to assure that older people have the opportunity to realize their full potential and to participate in all areas of community life.

On behalf of county, we certify that these organizations have reviewed the plan, and have authorized us to submit this plan which outlines activities to be undertaken on behalf of older people during 2016-2018.

We assure that the activities identified in this plan will be carried out to the best of the ability of the county.

We verify that all information contained in this plan is correct.

Signature, and Title of the Chairperson of the Commission on Aging Date

Signature, and Title of the Authorized County Board Representative Date

2. Executive Summary

The Green Lake County Plan on Aging for 2016-2018 focuses on providing more opportunities for seniors in the community to have access to and input into the services provided in their community. Green Lake County will work with its Community Partners to provide educational opportunities for elderly citizens living in the County.

The Aging Unit staff will continue to work closely with the ADRC staff to provide a high level of service to the elderly population in Green Lake County. Over the next three years we will increase the number of joint outreaches and educational programs we provide with the ADRC for the elderly population of the County. Over the next three years Green Lake County will work to strengthen services provided to Caregivers and to those with Dementia living in the community.

Green Lake County will provide more opportunities for seniors to have input into the programs and services offered in the community. We will also work to inform seniors of opportunities to provide input on important issues to their State and Federal Legislators, and how to contact them.

The senior Nutrition Program is one of our largest programs for seniors. During the next three years the Aging Unit will work to provide additional dining choices for the seniors who choose to participate in the program.

The Aging Unit will work in Partnership with the ADRC Health Promotions Coordinator to provide additional opportunities for seniors to participate in high level health promotions classes, and educational opportunities, which can enhance quality of life for those who participate.

The Green Lake County Aging Unit is a small department with a limited budget, so it is vital for us to work on maintaining and strengthening our collaborative efforts with community partners. We hope to maintain our current level of services; however this is dependent on maintaining current levels of funding.

3. Organization and Structure of the County Aging Unit
4. 3-A Mission Statement and Description of the Aging Unit

Mission of the Aging Unit: The Mission of the Green Lake County Aging Unit is to provide services under the Older Americans Act to all residents of Green Lake County age 60 and over.

Address of the Aging Unit

Aging/LTC Unit
Green Lake County HHSD
571 County Road A
PO Box 588
Green Lake WI 54941

Hours of Operation

Monday through Friday 8AM to 4:30 PM

Helpful Telephone Numbers and Email Address

920-294-4070 ask for the Aging Unit
1-877-883-5378 – Aging and Disability Resource Center
gldhhs@co.green-lake.wi.us
adrcinformation@co.green-lake.wi.us

Website – if applicable

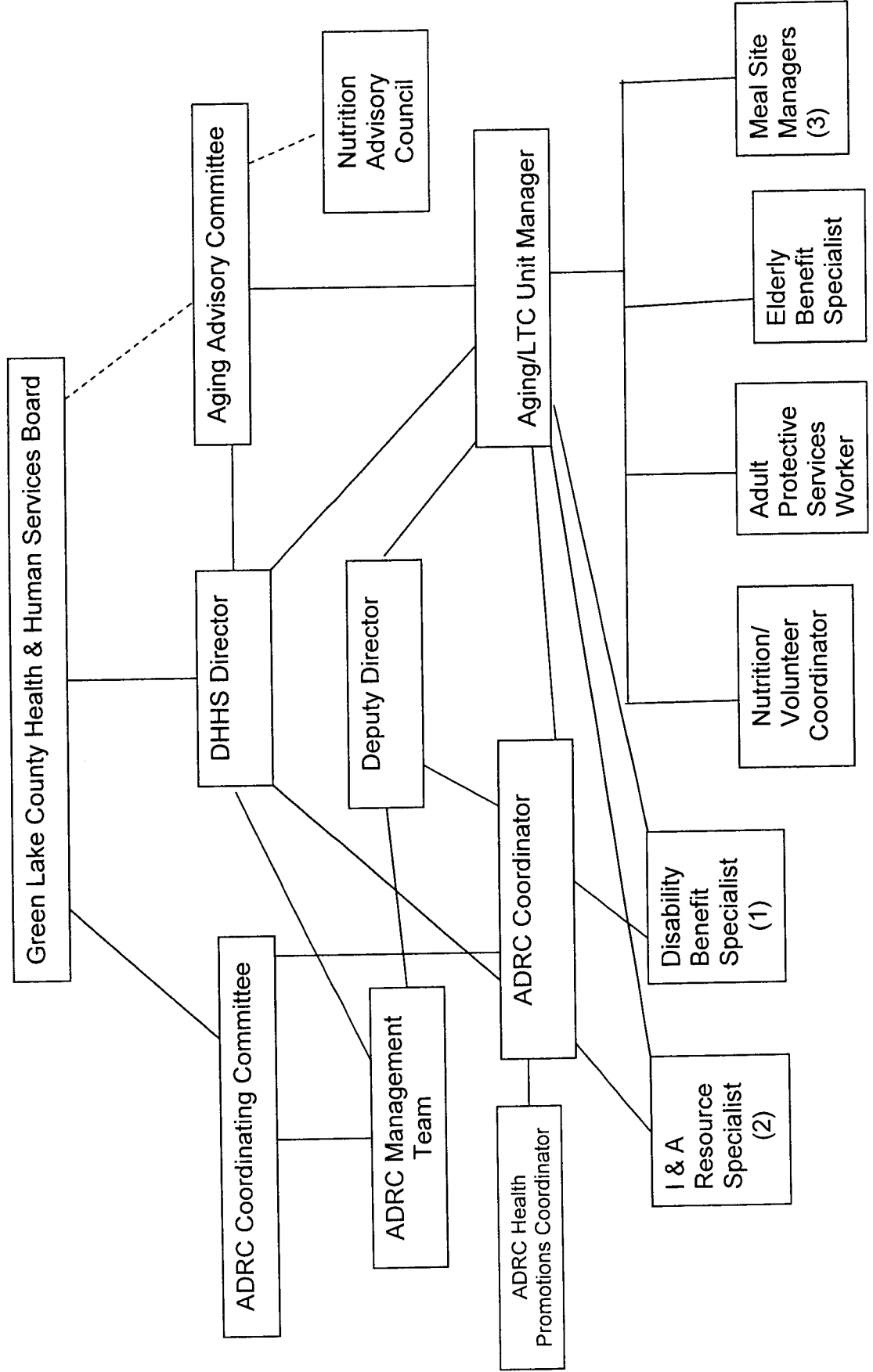
www.ADRCinformation.org

The Green Lake County Aging//LTC Unit is a Unit within the Green Lake County Health and Human Service Department. The primary purpose of the Aging/LTC Unit is to administer the Title III programs, provides services to older individuals in the County and to coordinate the activities of the Adams, Green Lake, Marquette, Waushara county ADRC within Green Lake County.

**3. Organization and Structure of the County Aging Unit
3-B Organizational Chart of the Aging Unit**

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SEE NEXT PAGE FOR ORGANIZATIONAL CHART



3. Organization and Structure of the County Aging Unit 3-C Aging Unit Coordination with ADRCs

Green Lake County is served by the ADRC of Adams, Green Lake, Marquette and Waushara County. The ADRC site in Green Lake County is co-located within the Aging Unit. Aging and ADRC staff works side by side. The ADRC Director is employed by Green Lake County, but works in all four Counties in the consortium. Locally the ADRC Director and staff fall under the direction of the Aging Director. Aging and ADRC staff work closely with each other, referring consumers to workers in either area. Often ADRC and Aging staff are working together on a case to facilitate the best outcome for the consumer. Aging and ADRC staff holds joint weekly staff meetings to discuss issues and develop care plans when needed. The Economic Support Unit is located in the hall next to the Aging Unit. Both ADRC and Aging staff work closely with ESU staff to ensure the best outcome for the consumer.

**3. Organization and Structure of the County Aging Unit
3-D Statutory Requirements for the Structure of the Aging Unit**

Chapter 46.82 of the Wisconsin Statutes sets certain legal requirements for aging units.

Organization: The law permits one of three options. Which of the following permissible options has the county chosen?	Check One
1. An agency of county/tribal government with the primary purpose of administering programs for older individuals of the county/tribe.	
2. A unit, within a county/tribal department with the primary purpose of administering programs for older individuals of the county/tribe.	X
3. A private nonprofit corporation, as defined in s. 181.0103 (17).	
Organization of the Commission on Aging: The law permits one of three options. Which of the following permissible options has the county chosen?	Check One
1. For an aging unit that is described in (1) or (2) above, organized as a committee of the county board of supervisors/tribal council, composed of supervisors and, advised by an advisory committee, appointed by the county board/tribal council. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.	X
2. For an aging unit that is described in (1) or (2) above, composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
3. For an aging unit that is described in (3) above, the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
Full-Time Aging Director: The law requires that the aging unit have a full-time director as described below. Does the county have a full-time aging director as required by law?	Yes

**3. Organization and Structure of the County Aging Unit
3-E Membership of the Policy-Making Body**

Chapter 46.82 of the Wisconsin Statutes sets certain legal requirements for aging units.

“Members of a county/tribal commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one-third of the members shall expire each year, and no member may serve more than 2 consecutive 3-year terms.” In the case of county board/tribal council members, the requirement is 3 consecutive 2-year terms.

Official Name of the County Aging Unit’s Policy-Making Body (list below)

Green Lake County Health and Human Services Board

Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Joe Gonyo	N	Y	2004
Richard Trochinski	Y	Y	2010
Jack Meyers	Y	Y	2010
Nick Toney	N	Y	2015
John Gende	Y	N	2015
Bob Malchetske	N	N	1999
Nolan Walenfang	Y	N	1998
Joy Waterberry	N	Y	2014

**3. Organization and Structure of the County Aging Unit
3-F Membership of the Advisory Committee**

If the aging unit has an advisory committee, listed below are the members of the advisory committee.

Chapter 46.82 of the Wisconsin Statutes requires that the membership of the aging advisory committee (where applicable) must consist of at least 50% older people, and individuals who are elected to office may not constitute 50% or more of the membership.

Official Name of the County Aging Unit's Advisory Committee (list below)			
Green Lake County Aging Advisory Committee			
Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Richard Trochinski	Y	Y	2011
Betty Gross	Y	N	2010
Barbara Reif	Y	N	2014
Yolanda Gallegos	Y	N	2015
Carol Kujawa	Y	N	2010
Jack Meyers	Y	Y	2010

**3. Organization and Structure of the County Aging Unit
3-G Staff of the Aging Unit**

Listed below are the people employed by the County Aging Unit. Include additional pages as needed.

<p>Name: Betty Bradley Job Title: Aging/LTC Unit Manager Telephone Number/email Address: 920-294-4070; bbradley@co.green-lake.wi.us</p>
<p>Brief Description of Duties: Administers all Title III Aging Program services, including budgeting, reporting, and contracting for services. Supervises Aging Unit Staff, and all elderly and disability programs, including Elder Abuse and Adult Protective Services, 85.21 transportation (contracted services), and the Aging and Disability Resource Center staff.</p>
<p>Name: Irene Kutz Job Title: Elder Benefit Specialist Telephone Number/email Address: 920-194-4070; ikutz@co.green-lake.iw.us</p>
<p>Brief Description of Duties: Provide Elder Benefit Specialist services to seniors age 60+. Does public education and assists with Senior Care and Medicare Part D applications. Assist with outreach. Provides I&A services and serves as back up for the Elderly Nutrition Program.</p>
<p>Name: Kathy Mulhern Job Title: Nutrition/Volunteer Coordinator Telephone Number/email Address: 920-294-4070; kmulhern@co.green-lake.si.us</p>
<p>Brief Description of Duties: Coordinates the Green Lake County Elder Nutrition Program and volunteer program. Coordinates all Food Pantry activities. Facilitates the NFCSP program and the caregiver support group. Assembles and distributes the Sr. Newsletter.</p>
<p>Name: Kristen Dorsch Job Title: Adult Protective Services/Elder Abuse Worker Telephone Number/email Address: 920-294-4070; kdorsch@co.green-lake.wi.us</p>
<p>Brief Description of Duties: Provides Elder Abuse and APS investigations, reports summary information on the WITS system. Assists with guardianships, and WATTS reviews. Coordinates the AFCSP program. Coordinates the I-Team. Co-facilitates the Dementia Coalition meetings.</p>
<p>Name: Jennifer Dille Job Title: ADRC Director Telephone Number/email Address: 920-294-4070; jdille@co.green-lake.wi.us</p>
<p>Brief Description of Duties: Coordinates the Adams, Green Lake, Marquette, Waushara County Consortium ADRC. Assures consistent service delivery among the four sites. Supervises the day to day activities of the I&A staff, DBS staff, and the Health Promotion Coordinator.</p>

Name: Matthew Wecker
Job Title: Disability Benefit Specialist
Telephone Number/email Address: 920-294-4070; mwecker@co.green-lake.wi.us

Brief Description of Duties: Provides advocacy and assistance to persons age 18 to 59, in accessing and applying for disability benefits and Medicare Part D.

Name: Vanessa Schultz
Job Title: Resource Specialist
Telephone Number/email Address: 1-877-883-5378; vschultz@co.green-lake.wi.us

Brief Description of Duties: Provides I&A services to persons age 18 and over who contact the ADRC. Provides Options and Enrollment Counseling. Assists with Medicaid applications. Provides Short Term case Management. Is lead Screener for the Adams, Green Lake, Marquette, and Waushara county ADRC.

Name: Gretchen Malkowsky
Job Title: Resource Specialist
Telephone Number/email Address: 1-877-883-5378; gmalkowsky@co.green-lake.wi.us

Brief Description of Duties: Provides I&A services to persons age 18 and over who contact the ADRC. Provides Options and Enrollment Counseling. Assists with Medicaid applications. Provides short term Case management.

4. Context

Green Lake County is located in Central Wisconsin, southwest of the Fox River Valley. It is primarily a retirement and vacation area, known for its lakes and beautiful golf courses.

The population of Green Lake County is rural, with four main cities and three smaller towns. The total population, based on 2010 Census data, is 19,064. The percentage of persons over the age of 60 is 26%, above the statewide average of 19.2%. The population over age 65 is 19.2%, again above the statewide average of 13.7%. 28.3 % of those over age 65 live alone in their own home. Population projections done by the Bureau of Aging and Disability resources project that the Green Lake County population over the age of 65 will be over 27% by 2030.

The median income for the 65 and older age group is \$29,495. Approximately 6.8% of those over 65 live below the poverty level.

The population growth since the 1990 Census has been slow, overall 2.4%. However, the change in the over 85 age group was 21.9%. It is anticipated that there will be continued growth, due to the aging Baby Boomer generation, that is just now turning 60.

The June 2015 information from the Department of Work Force Development puts Green Lake County's unemployment rate at 5.9% which is higher than the State average of 4.9%.

Green Lake County's health outcomes ranking is 52nd out of 72, according to the 2015 County Health Rankings from the University of Wisconsin Population Health Institute. Green Lake County has higher than state rates of adults with hypertension, coronary heart disease, heart attacks, asthma and arthritis. The higher than average occurrence of these conditions is consistent with the higher than average aging population of Green Lake County.

The Green Lake County Area Health & Wellness Coalition has identified these three areas as the top three health issues for Green Lake County residents: 1) overweight, obesity, lack of physical activity; 2) Alcohol, Tobacco and other Drug use; and 3) adequate and appropriate nutrition. All three of these areas affect the aging population of Green Lake County. The Green Lake County Aging Director is a member of the Green Lake County Health and Wellness Coalition, serving on the adequate and appropriate nutrition action group. Our focus is to work with Community partners to promote improved nutrition for all community members regardless of age.

Seniors in Green Lake County identify having good health care and good health, and being physically and mentally fit, as the most important issues in their lives. Many identify transportation, access to health care and nutrition as important issues in their communities. Affordable housing and adequate income are also important issues to the Senior Community in Green Lake County.

As the population of Green Lake County ages the challenge will be to provide services to a growing aging population with increased service needs and insufficient funds to cover those needs. We will be challenged to find more community partners to fill those gaps in service.

In Green Lake County the aging and long-term care programs are run through the Aging/LTC unit of the Human Services Department. We feel having all services/funding for aging and long-term care run out of the same unit allows us to maximize service delivery and funding for the residents of Green Lake County. We are a Quad-County ADRC along with Adams, Marquette and Waushara Counties. In Green Lake County the ADRC is also located in the Aging/LTC Unit. Again this allows us to maximize our resources and eliminate duplication of services to residents of the county.

5. Public Involvement in the Development of the County Aging Plan

The planning process began at the May 27, 2015 meeting of the Commission on Aging. The Aging Director explained that the Aging plan for years 2016 – 2018 would be due this fall. She explained that there was a training session held in April for the Aging Directors to get some technical support on writing the plan. Bradley explained the training and the many ideas for goals for the 2016 -2018 plan. The committee listened to the information and gave input into the process and discussed many ideas for goals. The idea of a survey was discussed.

The Survey was sent out to all consumers receiving home delivered meals. It was also sent out to seniors who ate at the meal sites, and will be handed out at the annual Senior Picnic. Over 300 hundred surveys will sent out or handed out.

At the July 17, 2015 meeting of the Commission on Aging results of the surveys that were in were discussed. A very rough draft of the plan was discussed. All of the proposed goals in all 6 of the focus areas were discussed. More surveys will be distributed at the Sr. Picnic and some of the goals may change based on those survey results. The Committee set the next meeting date as the date of the public hearing.

At the September 8, 2015 meeting of the Health and Human Service Board the draft of the 2016 – 2018 Aging Plan was discussed and approved.

The public hearing for the 2016 – 2018 Aging Plan was held on September 16, 2015. The COA members were in attendance. No one from the general public attended. The plan was gone through page by page and all of the proposed goals were discussed in depth. The COA meeting was held immediately after the public hearing and the Committee approved the draft of the plan to be sent in to the State.

At the November 4, 2015 COA meeting the final draft of the 2016-2018 Aging Plan was discussed and approved for submittal.

At the November 17, 2015 meeting of the Health and Human Services board the final draft of the 2061-2018 Aging Plan was discussed and approved.

6. Goals for the Plan Period

6-A. Involvement of Older People in Aging-Related Program Development and Planning

Goal #1: This goal will be for all three years of the plan period, in order to increase the opportunities for older adults to have input into County issues and programs for older adults, of each year of the plan period the Green Lake County Aging Unit will hold at least two listening sessions at two different Senior Centers in the County where older adults gather. One listening session will be held by May 31st each year and the other by October 31st each year. The goal will be to have at least 10 Seniors at each listening session.

Goal #2: To decrease the chances of older adults becoming victims of fraud or scams on line, the Green Lake County Aging unit will collaborate with the local Triad group to provide a community training, attended by at least 10 individuals over the age of 60, on the safe use of technology by 12-31-17.

Goal #3: To increase informational opportunities for Green Lake County Seniors, the Green Lake County Aging Unit will develop an advocacy page in its' Senior Newsletter by 12-31-18. The purpose of the page would be to print articles on issues and programs that effect older adults, to publish contact information for local officials, and State and Federal legislators, so Seniors are aware of who to contact and how to contact them should they wish to give input on an issue.

6-B. The Elder Nutrition Program

Goal #1: To increase nutritional choices and provide a new experience for diners at the Berlin Senior Nutrition Dining site, the Green Lake County Aging unit will work with the Berlin Senior Center Nutrition Staff to begin offering a salad bar at the Berlin Senior Nutrition Dining site by 12-31-16.

Goal #2: To increase the opportunity for socialization for homebound individuals who are receiving meals through the Green Lake County Home Delivered Meals Program, the Green Lake County Aging Unit will work to establish and coordinate a phone buddy program for Home Delivered Meals Program participants, with 10 participants enrolling in the program by 12-31-17.

Goal #3: The City of Princeton in Green Lake County had to close their Senior Dining site several years ago. To increase senior dining options to the residents of the Princeton area the Green Lake County Aging Unit will work with local restaurants in the city of Princeton to attempt to establish a senior dining site within the restaurant. The aging staff will hold listening sessions with the local seniors by 12-31-16 to get input on the concept and ideas as to restaurants Seniors would be interesting in dining at.

Based on the information gathered at the listening sessions Green Lake County will meet with at least two local restaurants to find an area business interested in participating in the program and discuss menu options by 12-31-17. If the local seniors are interested and if a collaborating restaurant can be found the Green Lake County Aging Unit will establish a Senior Dining site within a local Princeton restaurant, and the site will be operational by 12-31-18.

6-C. Services in Support of Caregivers

Goal #1: During every year of the plan period, to increase attendance at the Caregiver Support group, Green Lake County will schedule Speakers on various caregiving topics at least three times a year. The goal will be to increase attendance at Caregiver Support Group meetings by 20% (1 to 2 additional attendees) by 12-31-17.

Goal #2: To increase Caregivers knowledge of assistive devices/technology, the Green Lake County Aging Unit will partner with the ADRC to provide training/in-services at each of the Senior Centers in Green Lake County, with at least 5 seniors attending each presentation and giving positive feedback, around the use of assistive technology, where and how it can be helpful, and where it can be purchased or rented, by 12-31-17.

Goal #3: In order to provide more opportunities for caregivers to get together the Green Lake County Aging Unit will begin a Caregiver Café, to be held at least quarterly with at least three caregivers attending each meeting, by 12-31-18.

6-D. Services to People With Dementia

Goal #1: In order to provide more community education on the topic of dementia, the Green Lake County Dementia Coalition will partner with the Alzheimer's Association and the local ADRC staff to put on a community training presenting The 10 Warning Signs of Alzheimer's Disease at one of the UW Extension Training Room in Green Lake, at which 5 interested community members will also have a memory screen done by ADRC staff, by 12-31-16.

Goal #2: To provide community education about dementia and dementia services the Green Lake County Aging Unit will partner with the ADRC to staff a booth at the Women's Night Out Health Fair to provide educational materials on dementia and to offer memory screenings and provide them to at least 5 participants, and then provide one on one information on follow up services available to them in the community, each year of the plan.

Goal #3: The Green Lake County Aging Unit will partner with the ADRC to provide a public awareness event to one large employer in Green Lake County, that will be attended by at least 20 employees, for the purpose of providing education on the topic

of Dementia, dementia care and treatment, and local services that are available to families and individuals who are currently involved with someone suffering from dementia, by 12-31-18.

6-E. Healthy Aging

Goal 1: For each year of the plan period, the Department of Aging will, through a Memorandum of Understanding with the Aging & Disability Resource Center, allocate each year's Title III-D funds for the purpose of offering in Green Lake County, and by December 31 of each year, a minimum of two high-level, evidence-based health promotion programs to at least 60 individuals during the three year period of time. Workshops offered may include Living Well with Chronic Conditions, Healthy Living with Diabetes, Stepping On, or any other workshop that meets the criteria. Workshops will be determined based on consumer interest and need.

Goal 2: Physical activity and weight loss were identified as critical components to healthy aging during the Aging Unit 3-year planning process. The Aging & Disability Resource Center will broaden their educational outreach in the multi-county community by communicating the importance of physical activity and the benefit it has on health through a minimum of two preventative workshops/presentations annually, with a goal of reaching 120 people, along with articles in all four senior newsletters at least twice each year, for each year of the plan period.

Goal 3: To increase community participation in all the health promotion programs, the ADRC Health Promotion Coordinator will begin developing a referral process with at least one hospital and/or clinic Green Lake County by 12-31-17. Referrals to the health programs will increase by 10%, or 5 individuals, for each year of the plan period.

6-F. Local Priorities

Goal #1: In order to provide community education for each year of the plan the Green Lake County EBS will partner with the ADRC DBS to provide at least two Welcome to Medicare classes for the citizens of Green Lake County.

Goal #2: Green Lake County will use a grant through Rural Housing for the purchase of weather radios for any individual who is receiving home delivered meals in Green Lake County and would like one, to be installed by Aging Unit staff, who will also demonstrate how the individual will use the radio, by 12-31-17 at least 20 individuals will have the weather radios.

Goal #3: The Green Lake County Aging Unit will be a member of the Green Lake County Wellness Coalition to work on the focus area of "Adequate, Appropriate and Safe Food and Nutrition" with a goal of reducing obesity and increasing good nutrition, the Aging Unit will administer the Senior Farmer's Market Nutrition Program in Green

Lake County and provide \$25.00 worth of vouchers to 103 individuals over the age of 60, by October 31 of each year of the plan.

7. Coordination Between Titles III and VI

N/A

8. Budget

Draft was submitted in Excel

9. Compliance With Federal and State Laws and Regulations

On behalf of the county, we certify

(Give the full name of the county aging unit)

has reviewed the appendix to the county plan entitled Assurances of Compliance with Federal and State Laws and Regulations for 2016-2018. We assure that the activities identified in this plan will be carried out to the best of the ability of the tribe in compliance with the federal and state laws and regulations listed in the Assurances of Compliance with Federal and State Laws and Regulations for 2016-2018.

Signature and Title of the Chairperson of the Commission on Aging Date

Signature and Title of the Authorized County Board Representative Date

11. Appendices

County/Tribal Aging Unit Budget - 2016

Green Lake
Budget

Name of County/Tribe:
Report for:

Expenditure Category	Other Budget										Prior Year Program Income Budget	Total Budget	
	Federal/State Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Other State Budget	Other Federal Budget	Other Local Budget			
1. Administration													
2. Personal Care													
3. Homemaker													
4. Chore													
5. Home Del Meals													
6. Adult Day Care													
7. Case Management													
8. Congregate Meals													
9. Nutrition Counsel.													
10. Assisted Transpo.								68,844			13,769		82,613
11. Transportation													
12. Legal/Ben. Assist.													
13. Nutrition Education													
14. Info. & Assistance													
15. Outreach													
16. Public Information													
17. Counsel. & Training													
18. Temporary Respite													
20. Advoc./Lead.Devel.													
21. Other													
23. Health Promotion													
24. Self-Directed Care													
Total								68,844			13,769		82,613

You may use this page to record NSIP, DOT or other sources of funding outside of the Title III funding.

YOU HAVE NO ERRORS; PLEASE SUBMIT

County/Tribal Aging Unit Budget - 2016

Name of County/Tribe:

Green Lake

Report for:

Budget

Total Budget Amount:

\$ 163,132

Summary Budget

Expenditure Category	Federal/State Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration	15,500	-	-	-	-	13,606	-	-	29,106
2. Personal Care	-	-	-	-	-	-	-	-	-
3. Homemaker	-	-	-	-	-	-	-	-	-
4. Chore	1,831	-	-	-	-	-	-	-	1,831
5. Home Del Meals	15,146	-	2,500	-	-	58,290	50,000	-	125,936
6. Adult Day Care	-	-	-	-	-	-	-	-	-
7. Case Management	-	-	-	-	-	-	-	-	-
8. Congregate Meals	66,059	-	8,500	-	-	20,663	20,000	-	115,222
9. Nutrition Counsel.	-	-	-	-	-	-	-	-	-
10. Assisted Transpo.	-	-	-	-	-	-	-	-	-
11. Transportation	200	-	-	-	68,844	13,769	-	-	82,613
12. Legal/Ben. Assist.	38,014	700	4,135	-	-	3,826	-	-	200
13. Nutrition Education	-	-	-	-	-	-	-	-	46,675
14. Info. & Assistance	2,300	-	1,300	-	-	-	-	-	3,600
15. Outreach	3,045	-	750	-	-	-	-	-	3,795
16. Public Information	600	-	-	-	-	-	-	-	600
17. Counsel. & Training	4,000	1,600	900	-	-	-	-	-	6,500
18. Temporary Respite	2,129	-	-	-	-	-	-	-	2,129
20. Advoc./Lead Devel.	-	-	-	-	-	-	-	-	-
21. Other	10,856	-	-	-	-	-	-	-	10,856
23. Health Promotion	3,452	250	500	-	-	-	-	-	4,202
24. Self-Directed Care	-	-	-	-	-	-	-	-	-
AFCSP Adjustment	-	-	-	-	-	-	-	-	-
Total	163,132	2,550	18,585	-	68,844	110,154	70,000	-	433,265

Remaining Budget Balance 0.00

County/Tribal Aging Unit Budget - 2016

Green Lake
Budget
\$ 5,736

Name of County/Tribe:
Report for:

State Senior Community Services Budget Amount:

Section 6-SCS State Senior Community Services

Expenditure Category	State SCS Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									6,436
12. Legal/Ben. Assist.	5,736		700						
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
24. Self-Directed Care									
Total	5,736		700						6,436

Remaining Budget Balance

Total Non-Federal Match \$ 700
Match Amount Needed \$ 638

Ok - Minimum Match Met

County/Tribal Aging Unit Budget - 2016

Green Lake
Budget
\$ 10,856

Name of County/Tribe:

Report for:

State Elder Abuse Services Budget Amount:

Section 6-EA State Elder Abuse Direct Services

Expenditure Category	State Elder Abuse Services Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other	10,856								10,856
23. Health Promotion									
24. Self-Directed Care									
Total	10,856	-	-	-	-	-	-	-	10,856

Remaining Budget Balance \$ -

County/Tribal Aging Unit Budget - 2016

Green Lake

Budget

\$ 28,215

Name of County/Tribe:

Report for:

State Elderly Benefit Services Budget Amount:

Section 6-BS State Elderly Benefit Services

Expenditure Category	State Elderly Benefit Services Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation	28,215		3,135				3,826		35,176
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
24. Self-Directed Care									
Total	28,215	-	3,135	-	-	-	3,826	-	35,176

Remaining Budget Balance \$ -
 Total Non-Federal Match \$ 3,135
 Match Amount Needed \$ 3,135

Ok - Minimum Match Met

County/Tribal Aging Unit Budget - 2016

Green Lake

Budget

\$ -

Name of County/Tribe:

Report for:

AFCSP Budget Amount:

Section 6-AFCSP State Alzheimer's Family and Caregiver Support Program

Expenditure Category	AFCSP Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
24. Self-Directed Care									
Total									

Match for Title III-E

Note: To avoid duplication of match this will be adjusted on the Summary Page.

Remaining Budget Balance

County/Tribal Aging Unit Budget - 2016

Green Lake

Budget

\$ 9,024

Name of County/Tribe:

Report for:

Title III-E Budget Amount:

Section 6-E Title III-E Family Caregiver Support Program

Expenditure Category	Title III-E Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.	200								200
11. Transportation									
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance	1,000		300						1,300
15. Outreach	1,695		250						1,945
16. Public Information									
17. Counsel. & Training	4,000	1,600	900						6,500
18. Temporary Respite	2,129								2,129
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
24. Self-Directed Care									
Total	9,024	1,600	1,450						12,074

Check (X) the corresponding box if the following services are being provided by other Title III funding or another agency/organization within the county in which you are not providing any Title III funding towards.

<input type="checkbox"/>	Information and Assistance
<input type="checkbox"/>	Public Information
<input checked="" type="checkbox"/>	Counseling and Training
<input type="checkbox"/>	Temporary Respite

Remaining Budget Balance \$ -

Percent of Suppl. Services 2% Ok - You provide no more than 20% of your allocation to Supplemental Services.

Total Supplemental Services \$ 200

Total Non-Federal Match \$ 3,050 Ok - Minimum Match Met

Match Amount Needed \$ 3,008

County/Tribal Aging Unit Budget - 2016

Green Lake
Budget

Name of County/Tribe: **Green Lake Budget**
 Report for: **Green Lake Budget**
 Title III-D Budget Amount: **\$ 1,952**
***NOTE: All spending under IIID MUST be Evidenced Based.**

Section 6-D Title III-D Disease Prevention and Health Promotion Services

Expenditure Category	Title III-D Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion	1,952		250						2,202
24. Self-Directed Care									
Total	1,952		250						2,202

Remaining Budget Balance \$ -
 Total Non-Federal Match \$ 250
 Match Amount Needed \$ 217
Ok - Minimum Match Met

County/Tribal Aging Unit Budget - 2016

Green Lake

Budget

\$ 15,146

Name of County/Tribe:

Report for:

Title III-C2 Budget Amount:

Section 6-C2 Title III-C2 Home Delivered Meals

Expenditure Category	Title III-C2 Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homememaker									
4. Chore			2,500				50,000		125,936
5. Home Del Meals	15,146					58,290			
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
24. Self-Directed Care									
Total	15,146		2,500			58,290	50,000		125,936

Remaining Budget Balance \$ -

Percentage of HDM

Total Non-Federal Match \$ 2,500
Match Amount Needed \$ 1,683

0% Ok - You provide no more than 20% of your allocation to Congregate Meals.

C-2 To III B:

Lines 10, 11, 14, 15, 16 & 21

C-1 To C-2:

Line 5

C-2 to C-1:

Line 8

Additional Transfer Request Above 20%

\$0

Agencies may request additional transfers above 20% to Congregate Meals; all additional requests will be considered within the statewide limits under the Older Americans Act.

County/Tribal Aging Unit Budget - 2016

Green Lake
Budget
\$ 66,059

Name of County/Tribe:
Report for:
Title III-C1 Budget Amount:

Section 6-C1 Title III-C1 Congregate Meals

Expenditure Category	Title III-C1 Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration									
2. Personal Care									
3. Homemaker									
4. Chore									
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals	66,059		8,500			20,663	20,000		115,222
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.									
13. Nutrition Education									
14. Info. & Assistance									
15. Outreach									
16. Public Information									
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion									
24. Self-Directed Care									
Total	66,059	-	8,500	-	-	20,663	20,000	-	115,222

Remaining Budget Balance \$ -

Percentage of HDM

0% Ok - You provide no more than 20% of your allocation to Home Delivered Meals.

Total Non-Federal Match \$ 8,500
Match Amount Needed \$ 7,340

Ok - Minimum Match Met

C-1 To III B:

Lines 10, 11, 14, 15, 16 & 21

C-1 to C-2:

Line 5

C-2 to C-1:

Line 8

Additional Transfer Request Above 20% \$0

Agencies may request additional transfers above 20% to Home Delivered Meals; all additional requests will be considered within the statewide limits under the Older Americans Act.

County/Tribal Aging Unit Budget - 2016

Green Lake
Budget
\$ 26,144

Name of County/Tribe:

Report for:

Title III-B Budget Amount:

Section 6-B Title III-B Supportive Services

Expenditure Category	Title III-B Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration	15,500					13,606			29,106
2. Personal Care									
3. Homemaker									
4. Chore	1,831								1,831
5. Home Del Meals									
6. Adult Day Care									
7. Case Management									
8. Congregate Meals									
9. Nutrition Counsel.									
10. Assisted Transpo.									
11. Transportation									
12. Legal/Ben. Assist.	4,063			1,000					5,063
13. Nutrition Education									
14. Info. & Assistance	1,300			1,000					2,300
15. Outreach	1,350			500					1,850
16. Public Information	600								600
17. Counsel. & Training									
18. Temporary Respite									
20. Advoc./Lead.Devel.									
21. Other									
23. Health Promotion	1,500			500					2,000
24. Self-Directed Care									
Total	26,144			3,000		13,606			42,750

Check (X) the corresponding box if the following services are being provided by other Title III funding or another agency/organization within the county in which you are not providing any Title III funding towards.

Access to Services

In Home Services

Remaining Budget Balance \$ -
 Percent of Access to Services 10%
 Percent of Legal/Ben. Assist. 16%
 Percent of In-Home Services 7%
 Total Non-Federal Match \$ 3,000
 Match Amount Needed \$ 2,905.00

C-1 To III B:
 Lines 10, 11, 14, 15, 16 & 21

C-2 To III B:
 Lines 10, 11, 14, 15, 16 & 21

BEHAVIORAL HEALTH UNIT – **October**, 2015

In October, 2015, three (3) Emergency Detentions were done. One (1) person remained hospitalized as a result of an Emergency Detention was done in a neighboring County in August, 2015.

Fond du Lac County – DCP – \$11, 856.00 (10/13/15 to 10/26/2015 912/day x 13 =11, 856.00. \$3.00 credit = 11, 853.00 Client transportation - \$16.00 – Acute care.

Two (2) clients are in **Community Based Residential Facilities**:

Brotoloc North - \$6161.25 month for one (1) adult. Daily cost is \$198.75/day. Client cost share has been determined \$290.50. No other funding source.

Our House I, II, III LLC - \$4224.68 monthly charge for Community Based Residential Facility for one (1) adult. (Room & Board Costs \$42.47/day; Support & Supervision \$93.81/day). The Community Options Program pays \$705.14/month toward costs. Client cost share is \$705.14/month.

Contractual Services – **CCS/CLTS**:

Steve Shekels – \$431.25 CCS Services for one (1) client – 9.25 hours/travel, 8.25 hours face-to-face, 1 hour – collateral; \$247.25 – CCS/CLTS Services for one (1) client – 5.75 hours travel, 4 hours face-to-face, 1 hour collateral; \$264.50.00 – CCS Services for one (1) client - 5.5 hours travel, 5 hours face-to-face, 1 hour collateral; \$258.75 – CCS Services for one (1) client – 5.5 hours travel, 5.75 hours face-to-face; \$92.00 – 2.25 hours travel, 1.75 hours face-to-face.

KD therapy Services – (Katie Douglas) \$3776.12 – Comprehensive Community Services (CCS) service assessments, planning, supervision and facilitation for five (5) clients. \$133.28 - Supervision (This combines with C & F Unit bill)

Wellhoefer Counseling - \$1199.47 – CCS Assessment(s) two individuals. (This combines with a C & F Unit bill).

Contractual Services – **Jail Recidivism**:

Community Options Inc - \$8271.65 – Jail Recidivism Program & After Hours Crisis Services. Jail Recidivism program is billed for face-to- face contact of the therapist. After hours crisis is billed whenever possible to Medicaid.

Contractual Services – **Psychiatric/Psychological**:

Kent M Berney, PhD - \$1560.00 Court evaluation - Guardianship 10.4 hours @150.00/hour; \$875.00 Psychological Services – 5 hours @ \$175.00/hour.

Dr. Maria Luisa Baldomero - \$2554.08 – 17 hours @ 150.24/hour

Northland Community Services, Inc. – Psychological consultation –

L & R Physician Services: Dr.Tausch – Psychiatric Services – 28 hours @ 225.00/hour = \$6300.00; Dr. Young – Psychiatric Services – 36 hours @ 190.00/hour + 1 hour travel @ 300.00 = \$7140.00.

Training:

Behavioral Health Partnership - \$475.00 = 2016 Annual contribution for training costs

CHILDREN & FAMILY SERVICES UNIT –October 31, 2015

Out-of-Home Care – as of 10/31/15

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

At months end, a total of four (4) children were in local foster care. All were in level II homes.

Two (2) children were discharged from foster care during the month of June. They began participation in the Post Reunification Program.

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

At the end of the month nineteen (19) children were in court-ordered relative care.

Subsidized Guardianship – (\$232.00 month per child) – One (1) Court ordered relative placement was converted to a court-ordered subsidized guardianship.

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

Four (4) were in Kinship care at month's end.

One (1) youth is committed to WMHI under Chapter 51. The youth is also court-ordered to out-of-home placement. This youth was transferred to Rawhide during the month of June, 2015. One (1) youth was in Residential Care in October, 2015.

Family Training Program:

Seven (7) families in service in October, 2015 - 7 @780.00 = 5460.00 onth. Thirteen (13) parents participated in the program that has a total of twenty-one (21) children, in home and one (1) out of home.

Other Exceptional Costs:

Wellhoefer Counseling: \$ 1843.59 – served three (3) families; eight (8) hours of family therapy and four (4) hours of TCM assessment; four (4) hours of supervision; ½ hour of consultation.

Steve Shekels: Parent Mentoring - \$1150.00 (23.25 hours face-to-face, 24.25 hours – travel, 2 hours - collateral); Parent Mentoring - \$189.75 (5 face-to-face, 3.25 hours- travel); Parent Mentoring - \$109.25 (3 face-to-face; 1.75 hours- travel); \$132.25 (3.5 hours face-to-face, 2.25 hours- travel); Parent mentoring - \$103.50 (3 hours face-to-face; 1.50 hours travel) He served five (5) families for the Children& Families Unit consisting of six (6) adults and seven (7) children.

Mentoring Program/Special Services - Community Options Inc.- August - \$ – 5968.99 mentoring for sixteen (16) children for a total of 274.25 hours; Special SHC – 697.68; Special RN – 229.80; Three (3) child in child care - \$235.86 .

Nancy Baker - – Therapy – \$525.43 – In-home for two (2) children; Six (6) hours face to face at \$87.57/hour – October , 2015.

Penny Bahn - \$500.00 – Respite two (2) children for the month of October, 2015.

Pillar & Vine – Visitation supervision & transportation for one (1) child - \$ 740.00 - September; \$894.00 – supervision & transportation for two (2) children for 1261.00 for September. One (1) child was transported and supervised in September in the amount of \$501.00.

Friends of Women in Recovery, Inc. - \$4526.00 – daily rate is \$146.00/day - cost for treatment and housing for one (1) female that is court-ordered to the facility under U-CHIPS. Anticipated discharge – November, 2015.

Grandma Sandy's – \$ – Child care two (2) children – Post Reunification grant funding.

Geraldine Reyes - \$ child care for two (2) children in post reunification.

KD Therapy Services – \$555.32 – One (1) families/youth in home therapy service.

Berlin Community Daycare - \$ – respite care one (1) child.

Healthlink Paramedical - \$ 170.00- two (2) hair follicle tests.

Satellite Tracking of People, LLC. - \$341.00 – GPS monitoring for three (3) youth – Sept. 2015. \$181.50 – June 2015; \$203.50 – March, 2015; \$121.00 – Sept. 2014; \$187.00 – August, 2014. \$583.00 – February, 2014. Company audited their accounts and realized they had not billed agency for these months.

Northland Community Services, Inc. - \$ – Psychological consultation – 4.4 hours at \$98.73/hour.

Little One's Daycare - \$535.50 – child care for one (1) child in relative care.

Lutheran Social Services - Parenting Services – August -\$448.00, 8 hours @56.00/hour; September – \$560.00, 10 hours @56.00/hour; October - \$924.00, 16.5 hours.

Community Care Resources – \$ 1190.00 September & October Sexual Offender treatment – 595.00 per month

NEW Partnership for Children & Families – 2016 Annual contribution for training \$950.00.



Public Health
Prevent. Promote. Protect.

Health Unit Report, October 2015

- Tracy Soda and Jeri Loewe attended a “PLUNGE” activity sponsored by Theda Care in Waupaca to better understand the root cause of obesity. It included a field trip to a farm, grocery store, lunch at a school to see what our children eat and many more educational opportunities. We have invited the “PLUNGE” coordinator, Kay Thompson to our wellness coalition meetings and are discussing the possibility of doing a “Plunge” in Green Lake County in the future on a topic of interest.
- October continued to be very busy with flu shot clinics at CBRF’s, schools and businesses in addition to community clinics. We ordered 1000 vaccines and have approximately 200 doses left to give.
- I participated in the International Walk to School Day with the Green Lake school children on October 7th. Many other districts participated as well.
- We participated in a statewide WEAVER (WI Emergency Assistance Volunteer Registry) test. This system allows us to respond to disasters nationwide.
- Renee Peters attended the annual fall Birth to 3 Regional meeting to get program updates. She is also getting information on the changes to the Family Support Program which will be renamed to the Children’s COP (Community Options Program) the first of the year.
- I shared the recent research project that was done by a UW-Madison graduate student on the prescribing of opioids by CHN physicians with Dr. Shattuck who was instrumental in getting the providers to participate in the survey. We are working on a strategy to present the results to the physicians and provide some education based on the survey results.
- A lunch and learn presentation was done by Melanie Simpkins as part of the Employee Worksite Wellness program. It was an excellent presentation and Melanie also just passed an exam to become a Certified Diabetic Educator.
- I was able to attend a two day training in Fond du Lac with several other healthcare providers on leadership and how to address health disparities on our communities.
- Tracy Soda did a nutrition education session to the TOPS group in Berlin. She leads the nutrition action team for the Green Lake County Wellness Coalition (GLCWC).
- Jeri Loewe and Pam Alf, chairman of the GLCWC attended the Berlin School Board meeting to discuss current wellness policies at the school. As one of the goals of the GLCWC, we plan to meet with local policy makers to discuss ways to improve the health of our community members.
- Melanie Simpkins is on the GLCWC Mental Health/Substance Abuse Action Team and attended training on Social Host policies. This is to provide an ordinance that fines anyone who provides a place for underage drinking parties. The action team is working on this with many other partners statewide.
- Tracy Soda is very involved in an Amish safety coalition. It now involves 4 counties.
- Ashley Rondorf and Kari Schneider attended a Lead Prevention Workshop on how to eliminate lead hazards in our children in Montello. This is helpful information as we test over 200 children per year for blood lead levels and then follow up based on the results.

Respectfully submitted,
Kathy Munsey, Health Unit Manager 9/30/15

Environmental Health
Green Lake County
OCTOBER 2015

- Animal Bites: # of investigations – 1
Reported Animal Bites – 1
Quarantines for Human Exposures – 1
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 – 1
Enforcement Actions Taken for Violations of Vaccination Requirements – 0
Animals Sacrificed for Exhibiting Symptoms of Rabies or Being Rabies Suspects-0
- Well Water: None.
- Lead: Sampling for clearance for EBL case in Berlin. 2 samples failed, so re-tested and all samples cleared. Homeowners had vacated property during renovations, and they moved back in. Lead Prevention Workshop in Marquette County with personnel from State DHS.
- Sewage: None.
- Solid Waste: None.
- Radon: 1 test kit distributed.
- Housing: House that had fire is still placarded as unfit for human habitation. Owner died, for sale sign is in the yard and placard is still on the house. Received subpoena for court in early October, but case was dismissed. Follow-up with complainant in Marquette County at a mobile home park. Call from renter in Berlin who said apartment has mealworms. The landlord was already working with her and had exterminator scheduled. Another case involving flea infestation in Village of Marquette. Renter thought it was bed bugs because she was given the bed by the landlord, but bites appear more consistent with fleas. Landlord scheduled exterminator, and first application has already been applied. Another bed bug case in Green Lake at an apartment complex that also serves as a mealsite for GL County. One apartment has confirmed bed bugs, and exterminator had already been to property and made first application upon inspection. Aging Unit was concerned about possible closure of the mealsite, but closure was deemed not necessary.
- Asbestos: None.
- Food/Water Illness: Received a complaint about poor quality of food at a restaurant in Berlin. Facility was due for an inspection, so performed inspection and discussed complaint with operators.
- Abandoned Bldgs: None.

Other: 4 days vacation

Agent : Site visit for a new restaurant in Markesan. Phone calls with a current licensee looking to expand activities. One closed restaurant in Markesan will be re-opening. Request for information for a church to serve meals to general public. Communication with Milwaukee plumbing inspector for a plumbing issue at a new restaurant in Princeton. Second Interviews in Waushara County for Marquette County EHS position. Two restaurant complaints in Green Lake County. DATCP Agent Regional meeting. Sent citations for 2 Green Lake County facilities. 4 regular inspections and 9 school inspections in both Marquette and Green Lake Counties. Community Food Safety Advisory Committee Meeting.

Out of State Travel Request

For Whom: Kathy Munsey and Jeri Loewe in the Health Unit

Why: We have written for two scholarships to the National Preparedness Summit in Dallas, TX from April 19 -22nd. This summit has been recommended by our state preparedness staff as an excellent venue to learn about current information, research findings, and practical tools to enhance our capability to plan and prepare for, respond to and recover from disasters and other public health emergencies. (See attached flyer on the summit)

When: April 19-22nd, 2016 with travel days prior to and after the event

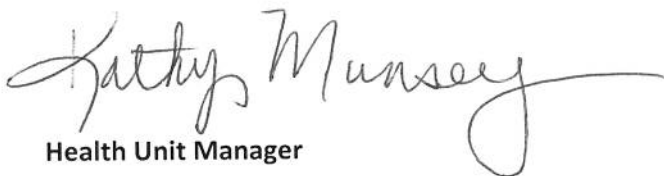
Where: Dallas, Texas

Cost to county: No cost to county. The scholarship would cover all expenses. The program actually covers the cost for each participant and all expenses so there will be no county levy used for this training. The entire scholarship for the summit will be added as an addendum to our current Preparedness grant contract.

Kathy and Jeri will be working 8 hours each of the days while gone, no over-time will be incurred. The cost of the entire conference is \$585.00 per person if you register before February 19th, 2016. The flight cost is approximately \$500.00 for each person and is covered by the scholarship as well. The cost of the hotel room is covered by the scholarship also and additional funding is available for most meals. Any incidentals will be covered by Kathy and Jeri.

I hope you will grant this request as it will improve the quality of services to the residents of Green Lake County. The training looks to provide excellent resources and is always a good networking forum. We are requesting this now since there is no county board meeting in January and we will find out in December if we get the scholarships and want to be able to make travel arrangements if necessary. If we do not get chosen for the scholarships, we will not attend. Thank you for your consideration.

Kathy Munsey


Health Unit Manager

PREPAREDNESS SUMMIT

APRIL 19 - 22 , 2016 • DALLAS HILTON ANATOLE

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Credit Card Authorization
Form

Type

Early Bird Rate
(Through 2/19/16)

Regular Rate
(From 2/20/16-4/8/16)

On-Site Rate
(From 4/9/16)

Full Meeting Rates

Non-Profit Organization,	\$585.00	\$685.00	\$785.00
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Federal/State/Local Governmental Agency- Individual Rate			
Non-Profit Organization, Federal/State/Local Governmental Agency- Group Rate*	\$535.00	\$635.00	\$735.00
Corporate/Business- Individual Rate	\$785.00	\$900.00	\$1,000.00
Corporate/Business- Group Rate*	\$735.00	\$850.00	\$950.00
Presenter- Individual Rate	\$485.00	\$585.00	\$685.00
Presenter-Session Only (Special Approval Required)**	No Charge	No Charge	No Charge
Student Rate (Special Approval Required)***	\$175.00	\$175.00	\$175.00
Daily Rates			
Tuesday or Wednesday or Thursday (April 19, 20, or 21)	\$335.00	\$410.00	\$485.00
Friday (April 17)	\$210.00	\$285.00	\$310.00

*Group Rate is for (3) or more employees from the same organization/agency/business registering at the same time. Group registration must register using the Group Registration Form. Online registration for groups will be available soon.

****Presenter – Session Only** is for presenters that plan to attend the session where they are presenting only, and no other portion of the meeting. Presenters who wish to attend other meeting events should register using the “Presenter-Individual Rate” option.

***** Student Rate** is available for all full-time students. After registering, students should email (summitreg@conferencemanagers.com) or fax (703-964-1246) a copy of their student ID or other proof of enrollment to Attn: Summit Registration.

Note: All group and presenter registrations will be verified to ensure that registrants qualify for these special rates.

Registration Fees

The Full Summit Registration fee includes admission to all regular conference sessions, workshops and the exhibit hall. This fee also includes all Summit meals (lunch on Wednesday and Thursday), breaks, and the Tuesday Networking Reception in the exhibit hall.

Group Discount

If three or more individuals from the same organization are registering, each attendee may receive a \$50 group discount. Group registration must be done using the **Group Registration Form**. Online group registration will be available soon. The group discount is only applicable to Full Summit registrations. It is not available for students and speakers.

Refund/Cancellation Policy

Refunds are limited to conference fees paid, and do not include any travel, lodging, transportation, or other fees paid independently of conference registration. No-shows and on-site purchases are non-refundable.

To qualify for a full refund of registration fees paid less a \$75 administrative fee, a written cancellation must be received by the Summit Registration Manager no later than 11:59 PM PST on March 10, 2016. Cancellations received from March 11 until 11:59 PM PST of March 31, 2016, will receive a 50% refund less a \$75 administrative fee. No refunds will be given starting April 1, 2016. All refunds will be issued in the original form of payment. Cancellation and refund requests should be sent via e-mail to summitreg@conferencemanagers.com.

Substitutions are permitted at any time, and must be submitted in writing to summitreg@conferencemanagers.com. Please include the original attendee's name and the substitute's full contact information.

All Payment Methods

We must receive your credit card payment/check payment in full, or completed PO with invoice reference by **Friday, April 8, 2016**. If we have not received payment in full by this date, you will be required to bring payment onsite in order to pick up your badge.

Please contact the registration department at (703) 964-1240 or by email at summitreg@conferencemanagers.com for more information.

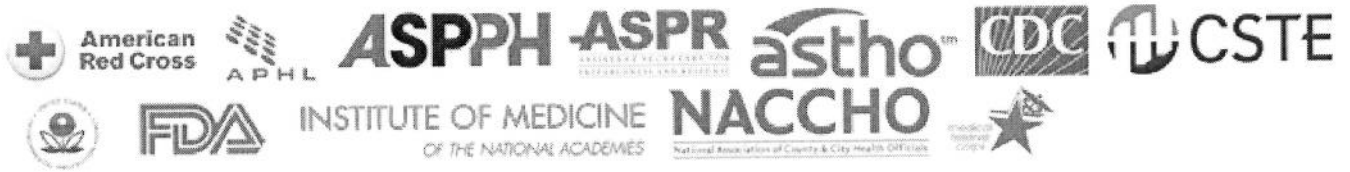
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Goals and Objectives

The goal of the Preparedness Summit is to provide a venue where participants are exposed to current information, research findings, and practical tools to enhance the participants' capabilities to plan and prepare for, respond to, and recover from disasters and other public health emergencies.

The Summit agenda has been carefully crafted to raise and address a variety of issues that present challenges for the field of public health and healthcare preparedness. The Summit workshops, plenary panels, interactive sessions, sharing session discussions, and poster presentations have been selected to increase the knowledge base of attendees, promote the learning and development of new skills, and

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[**Goals and Objectives**](#)[**2016 Planning Committee**](#)

move the field forward, striking a balance between research and practical application. This agenda has been informed by a planning committee that represents public health professionals across all levels of government in addition to other subject matter experts.

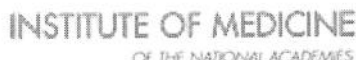
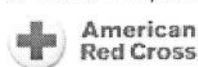
The Summit will meet this goal through the following objectives for attendees:

1. Identify current priority areas in public health and healthcare preparedness at the local, state, tribal, and national levels;
2. Identify current priority areas in public health preparedness resilience and recovery, at the local, state, tribal, and national levels;
3. Describe emerging practices and theories that can be applied to improve community preparedness and community resilience at the local, state, tribal, and national levels;
4. Assess key resources and tools that will enhance or sustain professional work or volunteer role in planning for, responding to, and recovering from disasters and other public health emergencies; and
5. Identify opportunities to engage with national stakeholders on Federal guidance and policy issues that will impact state and local preparedness.

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Schedule At-A-Glance

[Click here to view the 2015 Preparedness Summit Agenda.](#)

Time	Tuesday, April 19	Time	Wednesday, April 20	Time	Thursday, April 21	Time	Friday, April 22
7:00 AM – 5:00 PM	Registration	7:00 AM – 6:00 PM	Registration	7:00 AM – 5:00 PM	Registration	7:00 AM – 10:30 AM	Registration
7:30 AM – 8:30 AM	Breakfast on Own	7:30 AM – 8:30 AM	Breakfast on Own	7:30 AM – 8:30 AM	Breakfast on Own	7:30 AM – 8:30 AM	Breakfast on Own
8:00 AM – 10:00 AM	Opening Session	8:30 AM – 10:00 AM	Plenary Session	8:30 AM – 10:00 AM	Workshops and Sessions	8:30 AM – 10:00 AM	Learning Sessions
10:00 AM – 10:30AM	Morning Break	10:00 AM – 10:30AM	Morning Break	10:00 AM – 10:30AM	Morning Break	10:00 AM – 10:30AM	Morning Break
10:30 AM – 12:00 PM	Workshops and Sessions	10:30 AM – 12:00 PM	Policy Town Hall Sessions	10:30AM – 12:00 PM	Learning Sessions	10:30 AM – 12:00 PM	Closing Session

12:00 PM – 1:30 PM	Lunch Break Lunch on own	12:00 PM – 1:30 PM	Lunch Presentations in Exhibit Hall/Exhibit Hall Opens	12:00 PM – 1:30 PM	Lunch and Group 2 Poster Presentations in Exhibit Hall/Exhibit Hall Opens
1:30 PM – 3:00 PM	Workshops and Sessions	1:30 PM – 3:00 PM	Workshops and Sessions	1:30 PM – 3:00 PM	Partner Town Hall Sessions
3:00 PM – 3:30 PM	Break	3:00 PM – 3:30 PM	Afternoon Break and Group 1 Poster Presentations in Exhibit Hall	3:00 PM – 3:30 PM	Afternoon Break and Group 2 Poster Presentations in Exhibit Hall/Exhibit Hall Closes
3:30 PM – 5:00 PM 5:00 PM	Workshops and Sessions Dinner on Own	3:30 PM – 5:00 PM 5:00 PM – 6:30 PM	Workshops and Sessions Networking Reception in Exhibit Hall	3:30 PM – 5:00 PM 5:30 PM – 7:00 PM	Workshops and Sessions Sponsored Receptions (private events)

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GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: DEPUTY DIRECTOR

DEPARTMENT: DEPARTMENT OF HEALTH & HUMAN SERVICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: HEALTH & HUMAN SERVICES DIRECTOR

SUMMARY:

Under the supervision of the Health & Human Services Director, the Deputy Director serves as the program manager and supervisor of units assigned by the Director and/or Health & Human Services Board. Administers and monitors all personnel matters within the Department; provides overall assistance to the Director in all phases of agency operations and assumes full responsibility in the Director's absence.

DUTIES AND RESPONSIBILITIES:

- Oversight, monitoring, and maintaining of all personnel matters within the Department. This includes providing supervision and direction to Unit Managers as assigned by the Director.
- Program development and technical assistance, development and coordination of programs/services for assigned units. This includes writing or assisting in writing grant proposals, ensuring successful implementation and evaluating outcomes.
- Evaluate the effectiveness of existing services and make recommendations to change and improve service effectiveness. This includes conducting studies for the purpose of delineating service needs and gaps in both purchased and provided services, and plans for the development and needed services including funding, etc.
- Assists in all management of the agency including but not limited to input in the development of the annual budget, oversight of all contracts for the services and supervises all administrative functions and staff.

- Serves as Deputy Records Administrator and Civil Rights Coordinator and County Client Complaint Coordinator.

SKILLS AND ABILITIES:

Skill in the use of general office equipment, including but not limited to keyboard, calculator, copy machine, computer terminal, fax machine, dictation equipment, telephone, and an automobile.

QUALIFICATIONS:

EDUCATION: A Master's Degree in Human Services, Social Work or Administration

EXPERIENCE / JOB KNOWLEDGE: 3-5 years' experience in Social Work or Administration. Basic everyday living skills, the ability to understand, follow and provide directions as it relates to policy, procedures and supervision. Reading, writing, adding and subtracting, as it relates to reading, monitoring, and developing budgets and contracts. It is important to have general professional knowledge of accounting, nursing, aging, mental health, alcohol and drug abuse, chronic mentally ill, child welfare and other human services areas.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent sitting, hearing (listening), and use of near vision. Another 50% of the time is spent talking and keyboarding. In unusual or non-routine situations, it may be required to stoop, kneel, crouch, climb, bend/twist, reach, use of far vision skills, use of low to medium carrying skills (up to 40 pounds), low pushing/pulling skills, low handling skills and medium to high fingering skills.

ENVIRONMENTAL DEMANDS: Over 75% of the time is spent working inside. In unusual situations, there may a threat of physical attack or injury from clientele.

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

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

11/01, 11/12, 3/13, 11/15

POSITION REVIEW

Clinical Therapist

- a. **Job Description.** The Dual Diagnosis Clinical Therapist description was reviewed and changed to a Clinical Therapist.
- b. **Job Designation.** This is a Master's Level position requiring a Master's Degree or LPC (Licensed Professional Counselor). This position provides essential community based mental health services to persons with a mental illness and/or substance abuse that will enable them to obtain and/or maintain independent living in the community. The position will have a starting wage of \$25.40.
- c. **Necessity.** This position primarily provides community mental health services to people with mental illness that enables them to live in the community and reduces hospitalization.
- d. **Evaluation of Existing Staff.** There is insufficient staff to do the functions required of this position. The caseloads of the Behavioral Health Unit require additional staff, as this position will fill a vacated position.

05/09/14, 7/20/2015, 10/16/15, 11/12/15

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CLINICAL THERAPIST

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH SERVICES UNIT MANAGER

SUMMARY:

To provide essential community based mental health services to persons with a mental illness and/or substance abuse that will enable them to obtain and/or maintain independent living in the community.

DUTIES AND RESPONSIBILITIES:

- About 60% of the time is spent providing psychiatric counseling and case management to the Community Support Program (CSP)/Comprehensive Community Services (CCS)/Crisis programs and other clients, their families, and significant others. This includes providing supportive counseling, education, advice, encouragement, facilitating conflict resolution and problem-solving. Additionally, this includes crisis counseling/crisis intervention/aftercare services and outpatient counseling.
- Approximately 10% of this position's time is spent conducting initial mental health and/or substance abuse assessments of individuals referred to the CSP/CCS/Crisis or Outpatient counseling and develop initial treatment plans. This also includes conducting an in-depth assessment of a referred client within one month after admission to the CSP/CCS to determine functioning and areas of service needs. This includes coordinating services collaborating with the other staff, service providers, the client and his/her staff in the development of the comprehensive treatment plan and documentation.
- Another 15% of this position's time is spent meeting regularly with clinical staffings for the purpose of supervision and case management coordination. Additionally, assists with client contacts in the community such as home visits, team meetings, group activities, daily living skills, training; attending and participating in unit meetings, staffing, as well as being part of the 24 hour on-call crisis team.

SKILLS AND ABILITIES:

Basic everyday living skills, the ability to understand, follow and provide directions; reading, writing (reports) is necessary. Additionally it is preferred to have comprehensive knowledge of the needs of individuals with chronic mental illness, substance abuse and other mental health issues, the CSP/CCS/Crisis program, comprehensive knowledge of

the principals and practices of counseling and recovery, crisis intervention and response; ability to relate to and communicate effectively with staff, community professionals, agencies and the general public. Must have a valid Wisconsin Driver's License and access to an insured vehicle. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, dictation equipment, computer terminal, fax machine, and automobile. A video camera may also be used to tape interviews.

QUALIFICATIONS:

EDUCATION: A Master's degree in a Social Work, Clinical Psychology, Marriage and Family, or a related field

EXPERIENCE / JOB KNOWLEDGE: Must possess 3,000 hours post master's clinical supervision with at least 1,000 hours of the 3,000 being supervised post-degree clinical experience with chronically mentally ill persons. Must be Licensed as a Mental Health and Substance Abuse Counselor. (Clinical Social Worker, Professional Counselor etc., or License eligible in Wisconsin). Must be certified/certifiable medical assistance provider in Wisconsin.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is listening. 15% of the time is spent talking, sitting, writing, reading or visually observing. About 10% of the time is spent standing, walking, reaching and low lifting. In unusual circumstances, it may be necessary to stoop, kneel, and lift/carry objects weighing up to 40 pounds.

ENVIRONMENTAL DEMANDS: Over 90% of work done is inside. In about 10% of the time situations develop where there is a threat of physical attack or injury from clients

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

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POSITION REVIEW

Account Clerk Specialist

- a. **Job Description.** The Account Clerk Specialist job description was reviewed, revised and changed to Accounting Specialist.
- b. **Job Designation.** The position will have a starting wage is \$17.67 based on knowledge and experience. The position is increased to 40 hours per week. An Associate's Degree or Bachelor's (preferred).
- c. **Necessity.** This position primarily provides all fiscal support for the Department.

Evaluation of Existing Staff. This position is vacant and therefore needs to be filled in order do the functions required of this position.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: ACCOUNTING SPECIALIST

DEPARTMENT: HEALTH & HUMAN SERVICES/ADMINISTRATIVE UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR/DEPUTY DIRECTOR

SUMMARY:

This is a responsible clerical position involving account-keeping and related clerical tasks to include: Manage the Department's financial affairs across all programs within approved budgets. The Accounting Specialist is expected to exercise independent judgment in establishing and adapting work procedures and regulations to routine matters.

DUTIES AND RESPONSIBILITIES:

- Coordinate and oversee all department financial reporting and billing with financial team staff in consultation with the Director. Prepare and submit financial and statistical reports and surveys required for compliance with state and federal programs and for Health & Human Services Board review.
- Development and management of the Department's annual budget by providing direct budgetary/performance financial analysis, forecasts and trending information to the Director.
- Conduct monthly/annual reconciliations as required. Monitor the financial status of the department. Prepare year-end accruals and budget addendums. Monitor general operations to assure compliance with applicable laws, administrative directives, Medicaid programs and insurance companies' requirements.
- Provide managers and staff with fiscal information to aid in program development and management in a timely and professional manner.
- Participate in the Department's annual audit with the county auditing firm and the Office of the County Clerk.
- Recognize areas of Department operations that are inefficient and develop new procedures or recommend system design changes to promote efficiency.
- Assist in the development and management of the Department's internal management/data/financial systems and their coordination with the State and any other required outside systems in collaboration with the county Information Technology Director..
- Attend local, regional, and state meetings, trainings, and conferences beneficial to the financial operations of the agency.

- Participate in the Department's Administrative Unit and all-staff activities.
- Perform other duties as assigned by the Director.

SKILLS AND ABILITIES:

- Skill in the use of general office equipment, including but not limited to, Computer terminal, calculator, copy machine, and fax machine

QUALIFICATIONS:

EDUCATION: An Associate's Degree from a community college. Prefer Bachelor's Degree in accounting or related field

EXPERIENCE / JOB KNOWLEDGE: Two or more years of accounting experience. Must present a positive and professional image to the public/co-workers and have excellent customer relation skills. Must have basic everyday living skills, basic computer skills and knowledge of computer software, the ability to follow complex oral and written directions, good knowledge of office terminology, procedures and equipment of business, arithmetic and English, ability to type at a reasonable rate of speed, and have specific knowledge of clerical and accounting practices.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent hearing, using near vision, sitting and using low fingering (writing). Approximately 10% of time is spent walking, standing, feeling, talking, using far vision, low lifting, low handling, and keyboarding. In unusual situations it is necessary to stoop, kneel, crouch, balance, bend or twist, reaching, medium lifting, and medium carrying.

ENVIRONMENTAL DEMANDS: Nearly 100% of the work done by this position is inside.

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

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