

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES

571 County Road A

PO Box 588

Green Lake WI 54941-0588

VOICE: 920-294-4070

FAX: 920-294-4139

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



FOX RIVER INDUSTRIES

222 Leffert St.

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Berlin WI 54923-0069

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***AMENDED
Post Date: 10/10/16**

**The following documents are included in the packet for the
Department of Health & Human Services Board held on
Monday, October 10, 2016**

- October 10, 2016 DHHS meeting AMENDED agenda 5:00 p.m.
- DHHS Draft Minutes – September 12, 2016
- *Behavioral Health Unit September Report
- *Children & Family Services September Report
- Placement Types – Juvenile
- *Economic Support/Child Support Reports
- Health Unit September Report
- Environmental Health Report – September
- Justification for Community Response Social Worker position
- Community Response Social Worker Job Description
- Justification for Receptionist/Data Entry Specialist position
- Receptionist/Data Entry Specialist Job Description
- DHHS Updated Job Descriptions
(See attached list)



GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

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

Health & Human Services Committee Meeting Notice

Date: October 10, 2016 Time 5:00 PM

Green Lake County Government Center

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

*AMENDED AGENDA

Committee Members

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

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

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes 9/12/16
6. Signing of Vouchers
7. Appearances:
8. Public Comment (3 minutes):
9. Correspondence:
 - Committee Appointments
 - Health & Human Services Board
10. Veteran's Service Office Report
11. Advisory Committee Reports
 - Aging Advisory Committee – (Trochinski)
Meeting – September 21, 2016 Green Lake
County DHHS
 - Health Advisory Committee Report- October 12, 2016
 - Family Resource Council – December 5, 2016
(Trochinski)
 - Transportation Coordinating Committee – November
16, 2016 (Trochinski)
 - ADVOCAP/Headstart Report (Gonyo)
 - ADRC Coordinating Committee – November 10, 2016 -
Marquette Co. (Gende/Waterbury)
12. Unit Reports
 - Administrative Unit
 - Health & Human Services Billing Update
 - Aging/Long Term Care Unit
 - Behavioral Health Unit
 - Drug Court Grant Update

(Continued on next page)

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



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- Children & Family Services Unit
 - Resolution Relating to Support of Increased Funding in the Children and Family Aids Allocation
- Child Support
- Economic Support Unit
- Fox River Industries
 - Ad Hoc Committee - Discussion Regarding on FRI building costs to maintain/update/repair - architect
- Health Unit
 - Resolution Relating to Support to Secure State Funding for Communicable Disease Control
- 13. Policies/Procedures Update
- 14. Purchases
- 15. Personnel
 - Review Job Descriptions
 - Vacant Position(s) Review
 - *Receptionist/Data Entry Specialist
 - Community Response Social Worker
- 16. Health & Human Services Budget 2016/2017
- 17. Committee Discussion
 - Administrative Committee Report
 - Finance
 - Personnel
 - Property & Insurance
 - IT Committee Report
 - Facilities & Security Committee Report
 - The Board May Confer With Legal Counsel
 - Future DHHS Meeting Date (November 14, 2016 at 5:00 p.m.) and other Sub-Committees
 - Future Agenda items for action & discussion
- 18. Adjourn

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

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT GREEN LAKE COUNTY GOVERNMENT CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON MONDAY, SEPTEMBER 12, 2016 AT 5:37 P.M.

PRESENT: Joe Gonyo, Chairman
Richard Trochinski, Member
Harley Reabe, Member
John Gende, Member
Nancy Hoffman, Member

EXCUSED: Brian Floeter, Member
Nick Toney, Vice Chairman
Joy Waterbury, Secretary

OTHERS PRESENT: Jason Jerome, Director
Linda Van Ness, Director
Karen Davis, Administrative Assistant
Jon Vandeyacht, Veteran's Service Officer
Betty Bradley, Aging/LTC Unit Manager
Kathy Munsey, Health Unit Manager
Nichol Grathen, Dual Diagnosis Clinical Therapist

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 5:37 p.m. by Chair Gonyo.

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

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

Action on Minutes: Motion/second (Reabe/Gende) to approve the minutes of the 7/18/16, 8/3/16, 8/8/16 Health & Human Services Board meetings as presented. All ayes. Motion carried.

Signing of Vouchers: Motion/second (Reabe/Gende) to approve the August 2016 DHHS expenses. All ayes. Motion carried.

Motion/second (Reabe/Gende) to approve the Veteran's Service expenses. All ayes. Motion carried.

Appearances: Jerome introduced Nichol Grathen, AODA Counselor, who wrote the grant request for the AODA Drug Court. Grathen explained what the Drug Court consists of and also explained what the grant funding would cover. Discussion followed. Meetings are proceeding right now with the planning stages. A resolution for the part-time position will be presented at a future meeting.

Public Comment (3 minutes): None

Correspondence: None

Committee Appointments: Health & Human Services Board: No discussion.

Veteran's Service Office Report: Vandeyacht reported regarding office activities. Vandeyacht reported regarding the upcoming conference which will be held in Green Lake.

Advisory Committee Reports: Aging Advisory Committee Report: The next meeting will be held September 21, 2016.

Health Advisory Committee: The next meeting will be held on October 12, 2016.

Family Resource Council: The meeting was held September 12, 2016. Trochinski reported regarding the meeting. There was no quorum.

Transportation Coordinating Committee: The next meeting will be held on November 16, 2016.

Advocap/Headstart Report: Gonyo reported he will be attending a meeting on Thursday, September 15, 2016.

ADRC Coordinating Committee Report: The meeting was held on August 11, 2016 at 1:00 p.m. in Marquette County.

ADRC State Letter and Action: Bradley distributed the ADRC information and discussed. (See attached.) Bradley explained that the State is wanting our agency to make the ADRC "Warm and Welcoming" by having a separate entrance/waiting area, not going through security, etc. Bradley reported regarding the letter sent to the State and their reply. Bradley anticipates a meeting in the near future with the State to clarify. Committee members will be updated.

Unit Reports: Administrative: Health & Human Services Billing Update: Jerome updated Committee members regarding status.

Jerome reported that with this discussion on the status of the billing, a resolution will be presented later in the meeting for a Billing Specialist position to help/improve billing procedures and capturing all revenues.

Policies - Schenck: Davis explained that Administrative Staff have been meeting with Schenck staff to review the financial policies in order to get all polices updated and in compliance with Uniform Grant Guidance. A meeting is scheduled for Thursday, September 15, 2016 to review the draft policies. When the policies are finalized they will be presented to the Committee for approval.

Aging/Long Term Care: No discussion.

Behavioral Health Unit: Drug Court Grant: Discussed above.

Children & Families Unit: See attached report. Discussion followed.

Child Support: See attached report.

Economic Support Services: See attached report.

The Operation Backpack report is included in the packet.

Fox River Industries: Bathroom Remodeling Update: No discussion.

Discussion Regarding on FRI building costs to maintain/update/repair - architect: Reabe reported regarding the Ad Hoc Committee meeting which was held. The next meeting will be held Tuesday, September 13, 2016 at Fox River Industries.

Health: Current Health Abatements: None.

Munsey explained the amendment to the Ordinance Amending Chapter 228, Article I, Smoking and Tobacco Products. Munsey reported that the changes include not allowing the e-cigarettes, chewing tobacco, etc. and compliance with such.

Munsey reported that the e-cigarette is not FDA approved as a cessation product.

Discussion followed regarding signage regarding Not smoking. This matter will be discussed with the Property & Insurance Committee.

Motion/second (Reabe/ Trochinski) to recommend to County Board approval of the Ordinance Amending Chapter 228, Article I, Smoking and Tobacco Products.

The August Health and Quarterly Preparedness Reports were presented. (See attached.)

Policies/Procedures Update: None.

Purchases: None.

Personnel: Resolution Relating to Creating A Billing Specialist position: Jerome/Van Ness explained the resolution being presented for creation of the billing specialist position. Discussion followed regarding changing the job description and having more information to present to more clearly explain the need for this position. Motion/second (Trochinski/Reabe) to recommend to County Personnel and County Board to approve creating the Billing Specialist position. All ayes. Motion carried.

Gonyo/Reabe requested to call a special County Personnel meeting on next Tuesday before County Board meeting and move forward with this resolution.

Resolution Relating to a Program Aide position: Jerome presented he Resolution Relating to a Program Aide position. Jerome explained that a consumer needs 1:1 care and there are funds to cover the cost of this position. Motion/second (Trochinski/Gonyo) to recommend to the Green Lake County Personnel Committee/County Board to approve the Resolution Relating to a Program Aide position. All ayes. Motion carried.

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

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 compensation for the Behavioral Health Unit Manager and DHHS unpaid leave request for DHHS members:

Reabe/Trochinski: Motion/second (Reabe/Trochinski) to adjourn to closed session. Roll call vote. Reabe-aye; Trochinski-aye; Hoffman-aye; Gende-aye; Gonyo-aye. All ayes. Motion carried.

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

Motion/second (Reabe/Trochinski) to approve unpaid leave requests made in closed session. All ayes. Motion carried.

Committee Discussion: No discussion.

Administrative Committee Report: Reabe reported regarding where the hiring process is for the County Administrator. Reabe reported that there is a meet and greet for the four candidates on September 22, 2016 at the Green Lake American legion Hall. Reabe reported that final interviews will be held on Friday the 23rd. Discussion followed.

Finance: Reabe reported the next meeting is Wednesday with a tour of the properties that are in arrears with taxes.

Reabe reported that the first round of 2017 budget review has been completed. This did not include insurance/wage increase costs. Will be looking at requests and updated budgets including personnel costs. Committee members will be updated.

Personnel: No discussion.

Property & Insurance: Trochinski reported regarding the meeting.

IT Committee: No report.

Facilities & Security Committee Report: No meeting.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next Health & Human Services Board meeting will be Monday, October 10, 2016 **at 5:00 p.m. at the Green Lake County Government Center.**

Future Agenda Items For Action and Discussion:

Adjournment: Gonyo adjourned the meeting at 7:46 p.m..

BEHAVIORAL HEALTH UNIT – 2016

September, 2016

(5) Emergency Detentions were done.

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

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

Brotoloc North –(One person) Please refer to voucher list for actual cost and number of days

Our House I, II, III LLC – (One Person) Please refer to voucher list for actual cost and number of days

Friends of Women in Recovery Beacon House –

Summit House- (One Person) Please refer to voucher list for actual cost and number of days

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

IMD

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

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

NOVA (One Peron) Please refer to voucher list for actual cost and number of days

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

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

Contractual Services – **CCS/CLTS:**

White Pines Consulting, Adams County Regional County CCS Activities: (regional services for September) \$864.00

Lutheran Social Services , Service Facilitation, \$2800.00

Steve Shekels: \$235.75 - service assessments, planning, supervision and facilitation.

KD therapy Services – (Katie Douglas) – Comprehensive Community Services (CCS) service assessments, planning, supervision and facilitation \$1178.45

Wellhoefer Counseling – CCS , service assessments, planning, supervision and facilitation. \$1160.34

Contractual Services – **Psychiatric/Psychological:**

Kent M Berney, PhD - @ \$175.00/hr; \$6,037.50

Dr. Maria Luisa Baldomero @ \$ 154.74/hr; \$2,253.00

Dr. Shirely Dawson Medical Director \$250.00/hr; \$21,750.00

Court ordered evaluations:

Sanford Bloom PhD. \$150.00/hr , 4.5 hrs = \$787.00;

Marshall Bales MD . \$150.00/ hr + \$75.00/hr travel = 2 clients, \$1,050.00

Robert Schedgick PhD. Travel \$110.00/hr ; \$130.00/hr = 2 clients \$1000.00

Robert Rawski MD. Travel \$80.00/hr + Evaluation \$140.00/hr = \$1,135.00

CHILDREN & FAMILY SERVICES UNIT –September, 2016

Out-of-Home Care – as of 09/30/2016

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

A total of twelve (**12**) children were in local foster care at months end. All were in level II homes. One (1) child is on trial reunification.

Treatment Foster Care – Two (**2**) youth were placed in Treatment Foster Care through Family Works, Inc. One youth is placed with Rawhide's Treatment Foster Care program.

One (**1**) youth was placed in Residential Care at Rawhide during the month of September, 2016. It is anticipated that this youth will be discharged by years end.

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

At month's end, two (**2**) children were in court ordered relative care.

Subsidized Guardianship – Two (**2**) Court ordered relative placement(s) were converted to a court-ordered subsidized guardianship.

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

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

Other Exceptional Costs:

Family Training Program - Parent Training & Education: \$6982.00

Seven (7) families in service in September, 2016 - 785.00/ month. One (1) family at \$1487.00/month. Fourteen (**14**) parents participated in the program that with a total of eleven (**11**) children, in home.

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

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

Community Options Inc. - \$7093.92 – thirteen (13) children -Mentoring Program/Specialized Services:

\$413.85 Child care for two (2) children; specialized SHC - \$660.96 and specialized RN.

Nancy Baker – In-Home Therapy. \$274.56 – September , 2016

Penny Bahn – Respite Care/Child Mentoring:

\$500.00 Respite two (1) children for the month of September, 2016

Pillar & Vine – Visitation supervision & transportation Services for children in Foster Care. \$900.75 for 4 children for the month of September.

Lutheran Social Services - CCS – Service Facilitation.

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

·
STOP - GPS monitoring for two (2) youth. \$495.00

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

Healing Hearts - Neurofeedback; not covered by insurance or MA.

Healthlink - Hair follicle testing; \$1190.00

Placements Types (Juvenile)

Voluntary Kinship Care: This program replaced the Non-Legally Responsible Relative program that existed when AFDC existed in the State. When W-2 evolved (and AFDC ended), the State continued this benefit for relatives who were voluntarily caring for children. The children are placed by their parent or guardian with another relative for care. Kinship Care is a program designed to help support a child who resides outside of his or her own home, either temporarily or for the long term, with the relative (such as an adult brother or sister, a first cousin, a nephew or niece, an uncle or aunt or a grandparent, among others).

Kinship Care supports the concept of children residing with a relative to alleviate family stress or temporary familial problems, rather than being placed in a foster home or other type of out-of-home placement. Monthly cost - \$232.00/per child.

Court-ordered Relative Care: For children who do come to the attention of the child welfare system, Kinship Care creates another placement option for a child who may not be able to continue living at home with his or her parents. *It should not, however, be used when a foster care placement is in the best interests of the child.* Monthly cost - \$232.00/per child

Children are placed into court ordered relative care when the child has been removed from the parental home due to an allegation of abuse, neglect or delinquency. This option is selected after the parents identify a relative that may be willing to care for their child. The relative must complete a thorough background check as well as meet other criteria established by State Administrative rules. The agency must tell the relative about the option to become licensed as a foster parent at level 1 or level 2. The licensing process must be completed within identified time lines. If the relative is unable to be licensed, the agency brings the matter before the Court. The Court may then order that this placement is in the best interest of the child.

Foster Care: Children can be placed into foster care when...They are neglected; they are abused; their parent is incarcerated or hospitalized; they commit a delinquent act; they have significant medical or mental health needs. To become a foster parent, one must be 21 years of age or older and a responsible adult. During the application process, the applicants will fill out paperwork and meet with social workers who will license their homes through a series of interviews and the licensing process. Workers will obtain criminal background, law violations and other background information during this process. Complete foster home licensing requirements are listed in Ch. [DCF 56](#) (exit DCF), Adm. Code. The counties license level 1 and level 2 foster homes. Level 3 and above are generally licensed by private child welfare agencies such as Lutheran Social Services, Children's Service Society and Rawhide. The foster parents require additional training as well as the administrating agency assigns a treatment social worker in addition to the county social worker. Levels of care cost are based upon age and level of need. Range of Cost – Basic \$384.00 to \$499.00/month. Additional amounts are paid through supplemental and exceptional rates – total cost not to exceed \$2000.00/month.

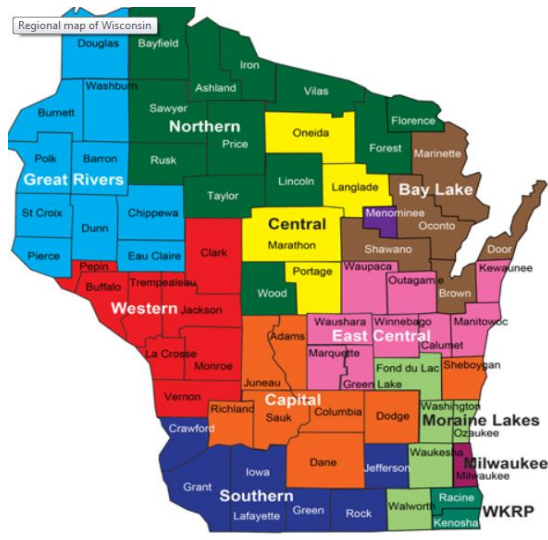
The Department of Children and Families (DCF), is responsible for licensing and monitoring private Child Placing Agencies, child welfare agencies licensed to place children in licensed family foster homes, treatment foster homes, and licensed group homes. Range of Cost – Basic \$384.00 to \$499.00/month. Additional amounts are paid through supplemental and exceptional rates – total cost not to exceed \$2000.00/month. The State annually conducts rate regulation and establishes what the daily administrative cost for the agency is. Average daily rate \$63.50/day.

Group Home: facilities operating to provide 24-hour care for 5-8 children or youth. Licensed by DCF under [Wisconsin Administrative Code DCF 57](#). The State annually conducts rate regulation for the daily cost of group home care. Average daily rate - \$197.55

Residential Care: child welfare agencies that provide residential care and treatment for children, youth and young adults. Licensed by DCF under [Wisconsin Administrative Code DCF 52](#). The State annually conducts rate regulation for the daily cost of group home care. Average daily rate - \$340.80/day

Shelter Care: short-term, non-secure residential care and physical custody of children pending court action. Licensed by DCF under [Wisconsin Administrative Code DCF 59](#).

Correctional placement: Lincoln Hills and Copper Lake Schools provides community protection and holds youth fully responsible for their delinquent behaviors while offering them skill-building opportunities that contribute to victim and community restoration. Youth must meet statutory criteria for placement and are court ordered to the facility. Average daily rate \$292.00/day.



Economic Support Unit Monthly Report

Consortia Call Center Monthly Report with September data. Some highlights:

- Our Calls per Busy Hour average increased significantly since August. This is a typical trend the Consortia is seeing for September.
- Our After Call Minutes Per Call increased about 9% from August.
- Our Average Handle Time per Call stayed nearly the same as August.
- The number of Calls per Worker increased significantly from August.
- Total applications received in August: 120. No increase from August.
- Green Lake County completed over 95% of FoodShare applications timely.

The Consortia had its first Conference for the entire staff of East Central on Wednesday, October 5th. The day went well. Much positive feedback received. The Consortia Operational Group will be presenting to the Directors a recommendation for a yearly conference for this group.

October 1st was the official kick off to the Heating Season for Energy Assistance. Outreaching for Energy Assistance will again be offered at low income apartment complexes, Job Center, libraries and Senior Centers. We also are continuing our Walk-in hours at the agency on Wednesdays from 9-11:30am.

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



Child Support Unit Monthly Report

Child Support continues to move in a positive direction.

I attended the Wisconsin Child Support Enforcement Association Conference in the Wisconsin Dells in mid-September. Terri Stellmacher was nominated and a recipient to receive a plaque into the Child Support Hall of Fame thru the association. Lots of networking and information learned.

Jessica Walker and Amy Rudolf have been remarkable during this transition.

Sue Nagel, Calumet County Child Support Lead Worker, is still available to us via phone and email to answer policy and/or procedure questions.

Heidi Schaible, Child Support Regional officer for Green Lake County was here to visit and assess how Green Lake County was doing. Heidi reported that she has no concerns at the present time.

We are continually working with Corporation Counsel to iron out all our court processes. Especially knowing now that E-filing will be starting in Green Lake County the 1st quarter of 2017 for Child Support.

Child Support Performance Standards have slightly increased the same since the move to DHHS / Economic Support.

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

Health Unit Report
September 2016

- First of all, I would like to thank all of the board members for their support of the E-cigarette ban on county property. Your support is much appreciated.
- A CHAT (Community Health Action Team) has been formed in Green Lake County and is being facilitated by Theda Care. Eighteen community members have been invited to be a part of this team and we will be working on addressing topics in the latest version of the Community Health Assessment.
- I attended the Alliance for WI Youth (AWY) meeting to get information on reducing teen access to alcohol and drugs. We will be pursuing a Social Host Ordinance in the near future.
- The health unit staff completed a one day orientation for Marian College Nursing students. After a presentation, they received a tour of the Government Center and then participated in small group activities related to public health essential services and case studies to help them understand the role of public health and how referrals are made within agencies.
- All staff participated in the opening of the Emergency Operations Center (EOC) on September 13th to assist the WI Task Force I Search and Rescue Team with a 3 day exercise. The exercise simulated a tornado in Green Lake County and several victims needed to be recovered. Over 80 rescue team members participate in the event and it was great to refresh staff on EOC roles. (See attached pictures)
- We are currently working with 3 students from UW Madison School of Public Health Master's Degree Program on our Community Health Improvement Plan. The 3 students are helping the 6 counties in the Central WI Health Care Partnership with developing a catalog of evidence based programs to work on priority health issues identified in our recent needs assessment. We will be working with them all semester on chronic disease solutions.
- We have started our flu shot clinics in various parts of the county. We also supply flu vaccines for local CBRF's, schools, and businesses.

Respectfully Submitted,

Kathy Munsey, RN
Health Unit Manager

September 13-15th, 2016 WI Task Force I Search and Rescue Tornado Drill in Green Lake County



The Emergency Operations Center is activated for WI Task Force I.



The Task Force team of 80 sets up their equipment at the Green Lake Conference Center



Simulated chlorine leak after tornado. Note victim on ground in background.



A dog is used to search for live victims in this house "hit" by the tornado. The task force team assesses the damage prior to entry.



A victim is found on top of Judson Tower and is stabilized and then hoisted down the outside of the tower as the spiral staircase of 121 steps is not navigable with the victim.



More victims are located and evacuated by the Search and Rescue Team.

Environmental Health
Green Lake County
SEPTEMBER 2016

Animal Bites: # of investigations – 2 (1 cat/human,1 bat)
Reported Animal Bites – 2
Animal Quarantines for Animal v. Human Exposures – 0
Animal Quarantines for Animal v. Animal Exposures – 0
Quarantine Violations and Enforcement Actions Taken – 0
Animals Exhibiting Positive Signs of Rabies During Quarantine – n/a
Animals Exhibiting Negative Signs of Rabies During Quarantine – n/a
Enforcement Actions Taken for Violations of Vaccination Requirements – 1 – dog is currently in isolation for 6 months for violation of vaccination requirement and exposure to bat. Warning letter sent to owner’s after unannounced visit found dog out of isolation.
Animals Sacrificed for Exhibiting Symptoms of Rabies or Being Rabies Suspects- 2 (1 cat, 1 bat)

Well Water: None.

Lead: Assisted J. Burton from Waushara County with one lead home visit as part of an EBL investigation. Participated in 2 hour teleconference with State Lead Program personnel.

Sewage: None.

Solid Waste: None.

Radon: 0 test kits distributed.

Housing: Call about mold in rental in Green Lake. Referral her to City of Green Lake building inspector.

Call from a homeowner in Green Lake Conference Center regarding tire pile behind his house. The area behind the house is the GLCC maintenance area. Talked with maintenance manager at GLCC and they have talked in the past with Land Conservation about removing some of the tires as part of the County’s Clean Sweep program. Talked with Tom Jonker in Land Conservation and he said that GLCC did look to take some tires out of there in summer of 2015 but it didn’t work out with the tire recycling company. Tom said that Clean Sweep in 2016 did not take tires, but Clean Sweep 2017 will take tires. Ted said that they will work through the Clean Sweep program and start removing tires. DNR regulates tire piles of 500 or more and the estimated number is around 300 tires in this pile.

Call about mold in a rental property in City of Berlin. Made referral to Berlin building inspector after talking with renter.

Completed site visit for a complaint of a rental property in Village of Marquette. Complaints were not substantiated, and no orders written.

Vector: None.

Asbestos: None.

Food/Water Illness None.

Abandoned Bldgs: Received referral from Marquette County zoning office about a dilapidated house in Montello area. Completed site visit, and wrote orders to homeowner. Talked and e-mailed with homeowner, and she will be collecting bids to have home razed.

Other: Continue to work with Sheriff's Department on a house where methamphetamine was cooked. Placard on house by K. Munsey, and issued order of abatement to owner who is incarcerated. Bank that holds the mortgage called for information on the clean-up order. Sent a copy of Abatement Order to contact bank. Communication with Code Enforcement on the septic system – still waiting for info from this department. Meth lab policy re-written and approved by K. Munsey.

Participated in preparedness drill of Sheriff's Department and Emergency Response team.

Participated in unit-wide public health education program for Marian University students.

Agent Ann Robbe started as new EHS in Marquette County on September 19th. Completed inspections of campgrounds in all 3 counties, and training Ann primarily in food inspections first.

Participated in providing data and information for completing annual program self-assessment for State DATCP. State evaluation scheduled for week of October 24th.

Citation sent to Vandy's Lakeside Pub & Motel for failure to pay licensing fees.

Call from a woman who stayed at Heidel House and complained of being allergic to something in her room. She said she couldn't remember what room she was in and she did not talk to anyone at the hotel about her complaint. I suggested she contact the hotel to discuss her complaint. Will discuss with operator at inspection.

POSITION REVIEW

Community Response Social Worker

- a. **Job Description.** The Community Response Social Worker position was reviewed and amended as needed to meet the grant expectations.
- b. **Job Designation.** This is a Bachelor's Degree position requiring a degree in Social Work or a closely related field. The individual must be certified as a Social Worker in Wisconsin or meet the criteria to be certified. The starting wage is
- c. **Necessity.** This position primarily provides Community Response Services including Targeted Case Management (TCM) , children, and families to Child Abuse and Neglect. This position is grant funded.
- d. **Evaluation of Existing Staff.** This is the only position at the agency that performs this function. This position is being vacated for a staff promotion.

9/2016

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: COMMUNITY RESPONSE SOCIAL WORKER

DEPARTMENT: HEALTH & HUMAN SERVICES/CHILDREN & FAMILY SERVICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CHILD & FAMILY SERVICES UNIT MANAGER/**Green Lake & Waushara County.**

SUMMARY:

Offer education and support services to parents that complement their strengths; refers parents to community resources that will meet the parents expressed needs. Referral sources include those that meet basic safety, social, esteem and cognitive needs of individuals within the family unit and/or the family as a whole.

DUTIES AND RESPONSIBILITIES:

- Assess and provide services to children and their families who are identified by child protective services of both Green Lake and Waushara Counties as not meeting the level for formal CPS assessment but could benefit from informal assessment and voluntary services. This would be accomplished by doing home visits, interviewing children, caretakers, collateral contacts, making referrals for services, service facilitation of a coordinated services team, **targeted case management** and developing case plans.
- Program promotion which includes: making community connections with local service providers and businesses with the purpose of establishing sound referral sources as well as future collaborations for the benefit of participants; developing flyers, posters and other print material as needed for the program.
- Other time is spent in unit staff meetings, supervision meetings for case monitoring, information sharing and special projects.

SKILLS AND ABILITIES:

Basic everyday living skills, the ability to understand and follow directions; reading and writing (reports) is necessary. Interviewing, counseling and communication skills are needed. It is also important to have knowledge of juvenile and criminal law, social work practice, and federal and state policy and procedures especially as it relates to child welfare. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, dictation equipment, computer terminal, camera, measuring devices, fax machine and automobile.

QUALIFICATIONS:

EDUCATION: Bachelor's degree in Social Work or closely related field.

EXPERIENCE / JOB KNOWLEDGE: Certified as a Social Worker in Wisconsin

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of time is spent talking, hearing, visually observing and sitting. 50% of time is spent writing and reaching. About 10% of time is spent standing, walking, stooping, kneeling, crouching and low lifting. In unusual situations, it is necessary to grapple, crawl, and run.

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

ENVIRONMENTAL DEMANDS: Over 75% of work is done inside. Work is done outside about 10% of time

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.

August 2006; May 19, 2015, January 2016, September 2016

III. RECRUITMENT AND APPLICATION PROCEDURES

Filling of Vacancy – Receptionist/Data Entry Specialist

- a. **Each position description must be reviewed at the time of the vacancy.** The Receptionist/Data Entry Specialist job description was reviewed and has been updated accordingly.
- b. **The designated classification of the position must be reviewed.** The qualifications and duties of this position basically remain unchanged. (See minor updates)
- c. **The program or service provided by the position must be reviewed for continued need of that program or service.** The Department has one main receptionist that greets incoming residents, answers phone calls and directs where and to whom they should go. In addition, the receptionist does data entry and other clerical tasks. The second Receptionist/Data Entry Specialist does mostly data entry and backs up the receptionist. The third Receptionist/Data Entry Specialist will perform various duties including back-up for reception to allow more efficiencies with collecting financial data to improve billing process.

All three positions also do the intake functions collecting insurance information and calling insurance companies to ensure insurance coverage for services provided.

- d. **A review of existing staff and personnel must occur to determine the feasibility of whether the position tasks can be accomplished through other means.** With an internal post to the Billing Specialist position, we need to fill this 3rd Receptionist/Data Entry Specialist position as soon as possible to continue to stay current with all aspects of our administrative functions.

5/2015, 1/16, 10/16

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: RECEPTIONIST/DATA ENTRY SPECIALIST

DEPARTMENT: HEALTH & HUMAN SERVICES/ADMINISTRATIVE UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR/~~DEPUTY DIRECTOR~~ ADMINISTRATIVE ASSISTANT

SUMMARY:

Performs receptionist duties for the Health & Human Services Department, intake registration, keyboarding, data entry, clerical tasks such as maintaining records; and other work as required.

DUTIES AND RESPONSIBILITIES:

- Answers telephones and responds to public request for information and referral.
- Performs client intake functions, financial meetings, scheduling, and data entry. This would include face-to-face contacts with the general public to obtain this information.
- Completes other clerical duties as needed. These include, but are not limited to: opening and distributing mail daily, scanning, typing as requested, data entry, copying and providing general information to the public. This time also includes attending in-services and training in areas of expertise.

SKILLS AND ABILITIES:

- Skill in the use of general office equipment, including but not limited to, Computer terminal, calculator, copy machine, and fax machine
- Detail oriented and ability to prioritize work
- Performs job duties with actions that display critical thinking, responsibility, maturity, diplomacy and attention to detail.
- Shows respect to others opinions and considers other options.

QUALIFICATIONS:

EDUCATION: A high school diploma is required for this position.

EXPERIENCE / JOB KNOWLEDGE: One to two years' experience as a receptionist. Ability to input data at 50 wpm. It is important to present a professional demeanor and have excellent telephone/customer relations' skills. Knowledge of human service programs and office procedures preferred. Must have basic everyday living skills, basic computer skills and knowledge of Microsoft Office Suite 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 talking, hearing (listening), using near vision, and keyboarding. About 10% of the time is spent standing, walking, sitting, stooping, kneeling, bending/twisting, reaching, and the use of far vision. In unusual situations there may be low lifting (up to 10 pounds), low to medium carrying (up to 40 pounds), low handling and low pushing and pulling.

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

ENVIRONMENTAL DEMANDS: Nearly 100% of the work is done inside the Human Services Center building. In unusual situations there may be 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.

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.

04/01, 04/07, 11/12, 5/13, 1/16, 9/16

JOB DESCRIPTIONS UPDATED 2016

This paragraph was added to all positions (to be approved by County Personnel)

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

Administrative Unit

- **Account Clerk Specialist**
See attached
- **Administrative Assistant**
Took out Deputy Director and some updates in Duties and Responsibilities
- **Secretary**
Took out Deputy Director replaced with Administrative Assistant
Eliminated "I"
Added "Provides assistance to psychiatrist/psychiatric nurse for continuity of patient care"

Aging/Long Term Care Unit

- **Aging/Long Term Care Unit Manager**
See attached
- **ADRC Resource Specialist**
Updated to "quad" counties
- **Adult Protective Services Social Worker**
Updated percentages and added "coordinate Alzheimer's Family Caregiver Support Program:
- **Benefit Specialist**
Updated "Summary", percentages, added "Senior Farmer's Market Nutrition Program
- **Disability Benefit Specialist**
updated to "quad" county; Under Experience/Job Knowledge updated "working with disabled adults and omitted a sentence
- **Nutrition/Volunteer Specialist**
omitted sentence in summary, updated percentages

Behavioral Health Unit

- **Behavioral Health Unit Manager**
See attached
- **Clinical Therapist**
See Attached
- **Psychiatric Nurse**
Added the verbage regarding crisis on-call and clinical staffings

Children & Family Services Unit

- **Children & Family Services Unit Manager**
See attached
- **Child Protection Intake Worker**
Added “protective plan” in three places
- **Children & Family Services Case Manager**
updated and added under “Duties and Responsibilities”
- **Juvenile Court Intake Social Worker**
See attached updates under “Summary and Duties and Responsibilities”

Economic Support Unit

- **Economic Support/Child Support Unit Manager**
See attached
- **Economic Support Worker (ES)**

Health Unit

- **Health Officer/Health Unit Manager**
- **Birth to 3 Services/Children’s Community Options Program Coordinator**
See attached
- **Public Health Nurse/Public Health Educator**
See attached