

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES

571 County Road A

Green Lake WI 54941-0588

VOICE: 920-294-4070

FAX: 920-294-4139

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



FOX RIVER INDUSTRIES

222 Leffert St.

PO Box 69

Berlin WI 54923-0069

VOICE: 920-361-3484

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

Post Date: August 10, 2018

The following documents are included in the packet for the Department of Health & Human Services Board held on Monday, August 13, 2018

- August 13, 2018 DHHS budget hearing meeting agenda 5:00 p.m.
- August 13, 2018 DHHS meeting Amended agenda 5:30 p.m.
- DHHS Draft Minutes – July 9, 2018
- ADRC Draft Minutes August 9, 2018
- Aging Advisory Committee Draft Minutes July 18, 2018
- Health Advisory Draft Minutes July 11, 2018
- ADVOCAP Headstart Program Presentation July 19, 2018
- Aging Report July 2018
- Behavioral Health Unit Report July 2018
- Children & Family Services July 2018
- Economic Support/Child Support Reports July 2018
- Fox River Industries July 2018
- Health Unit/Environmental Health Report July 2018
- Out of State Training Request – Carrie Nitz, Drug Court Coordinator
- Resolution Relating to Engaging a Consultant to Perform A Countywide Ambulance Feasibility Study
- Letter from City of Princeton regarding Ambulance Service

- Resolution Relating to Funding Human Health Hazard Abatement in Green Lake County Case Number 18 CX 1
- Resolution Relating to Funding Human Health Hazard Abatement in Green Lake County Case Number 18 CX 2
- Staff Safety Protocols

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Please publish in your newspaper as a box ad. Thank you.

NOTICE OF PUBLIC FORUM

The Board of the Green Lake County Department of Health & Human Services will hold a Public Forum to allow for citizen input into the 2019 annual budget. The combined Health & Human Services budget will include the following county program areas: Aging/Long Term Care, Nursing, Mental Health, Alcohol and Drug Abuse, Developmental Disabilities, and Children & Family Services.

The Forum will be held:

Date: Monday, August 13, 2018
Place: Green Lake County Government Center
571 County Road A County Board Room #0902
Green Lake, WI 54941
Time: 5:00-5:30 p.m.



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

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

Health & Human Services Committee Meeting Notice

**Date: August 13, 2018 Time 5:00 PM
Green Lake County Government Center
571 County Rd A, COUNTY BOARD Room #0902 Green Lake WI**

AGENDA

**Committee
Members**

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

*Karen Davis,
Secretary*

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

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Review Proposed 2019 Budget:
6. Committee Discussion
 - Other
 - Future Agenda items for action & discussion
1. 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, JULY 9, 2018 AT 5:00 P.M.

PRESENT: Joe Gonyo, Chairman
Harley Reabe, Vice Chairman
Richard Trochinski, Member
Joy Waterbury, Member
John Gende, Member
Charlie Wielgosh, Member

EXCUSED: Brian Floeter, Member
Nancy Hoffman, Member

OTHERS PRESENT: Jason Jerome, Director
Karen Davis, Administrative Assistant
Cathy Schmidt, County Administrator

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 5:03 p.m. by Vice Chairman Reabe.

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

Gonyo arrived at 5:06 p.m.

Action on Minutes: Motion/second (Trochinski/Waterbury) to approve the minutes of the 6/11/18 Health & Human Services Board meeting as presented. All ayes. Motion carried.

Correspondence: Jerome reviewed with Committee members the Community Resources documents showing the different services available in Green Lake County. Jerome also informed Committee members that on the County website the Community Resources can be found for the other counties in Wisconsin.

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

Advisory Committee Reports: ADRC Committee: Waterbury reported regarding the May 17, 2018. The draft minutes were received and are on file.

Advocap/Headstart Report: No report.

Unit Reports: The Aging/ADRC report was received and on file.

The Behavioral Health Unit report was received and on file.

The Children & Family Services report was received and on file.

The Fox River Industries report was received and on file.

The Health/Environmental report was received and on file.

The DHHS Expenditure/Revenue Comparison report was received and on file.

Jerome explained to Committee members regarding termination of parental rights. Discussion followed.

Policy: Policy on Use of Resources: Jerome presented the Policy on Use of Resources at the Green Lake County Food Pantry. Motion/second (Waterbury/Trochinski). All ayes. Motion carried.

Budget: Line Item Transfer - Aging Alzheimer's Contracted Services/Travel: Jerome presented/explained the Line Item Transfer - Aging Alzheimer's Contracted Services/Travel. Discussion followed

Motion/second to approve (Reabe/Gende) to approve the Line Item Transfers. All ayes. Motion carried.

Committee Discussion: No discussion.

Future Meeting Date: The next Health & Human Services Board meeting will be Monday, July 9, 2018 **at 5:00 p.m. at the Green Lake County Government Center.**

Future Agenda Items For Action and Discussion: None.

Adjournment: Gonyo adjourned the meeting at 5:23 p.m.



Aging & Disability Resource Center

Serving Adams, Green Lake, & Waushara Counties

1-877-883-5378

ADRC Governing Board Minutes

August 9, 2018

- I. **Certification of Open Meeting Law**
- II. **Pledge of Allegiance**
- III. **Call to Order** – Chairman Warren Brewer called the meeting to order at 1:02 pm.
- IV. **Introduction of New Members, if applicable.**
- V. **Roll Call/Mileage –**
- | | | |
|----------------------|---------------------------|-------------------------|
| <u>Adams:</u> | <u>Green Lake:</u> | <u>Waushara:</u> |
| | Joy Waterbury | Warren Brewer |
| | Suzi Giesen | Linda Manske |
| | | Dennis Wedde |
- Absent:** Jack Arnold, Marge Edwards, John Gende & Jerry Lauer
Guest(s):
ADRC Staff: Jennifer Dille & Vanessa Schultz
- VI. **Adoption of the Agenda:** *Motion was made to adopt the agenda by Dennis Wedde, seconded by Joy Waterbury. Motion carried.*
- VII. **Approval of Minutes of the Previous Meeting:** *Motion by Linda Manske to approve the minutes of May 17, 2018, seconded by Suzi Giesen. Motion carried.*
- VIII. **Public Comment (3 minutes/person, maximum of 15 minutes):** None
- IX. **REPORTS:**
- A. **ADRC Local Activities (Jennifer Dille):**
- 1. Staffing Updates:** Dille reported that Lakisha Spencer was hired and started working 2 weeks ago for Adams County. Stephanie Glock resigned her position as float person and her last day will be August 17th. Committee members will be updated regarding filling this position.
 - 2. ADRC Month:** May was ADRC month. No other discussion.
 - 3. Staff Presentation:** Vanessa Schultz, Resource Specialist, was present to explain Functional Screens which are performed. Schultz reported that this year the consortium was checked on performing functional screens. It was determined that the consortium was successful in performing the functional screens. Schultz explained the screening process and different scenarios for the different target groups of individuals. Funding for the various target groups was discussed.

Discussion followed regarding who does the functional screens in each county.

Discussion followed regarding waiting lists and Adams County is the only one with a

waiting list due to just changing to Family Care. Discussion followed.

There was discussion regarding child transition to adult.

Committee members thanked Vanessa for her functional screen presentation.

B. State Activity (Jennifer Dille):

1. **ADRC Directors Meeting Updates:** Dille shared minutes from the last Directors meeting with the Board. (See attached.) Aging and Disability Network Conference will be September 13-14, 2018 at the Kalahari in Wisconsin Dells.

Schultz reported that this year the consortium was checked on performing functional screens. It was determined that the consortium was successful in performing the functional screens. This is done every two years.

Dille reported that there is an anticipated in reallocation of funds. Another meeting will be held in the near future regarding this.

Dille reported regarding the proposed changes to the ADRC contract. (See attached.)

2. **Family Care Expansion-Adams County:** The Family Care expansion is completed. The waiting list is being addressed at this time. Discussion followed.

X. OLD BUSINESS:

1. Discussion followed regarding Advocacy and the upcoming primary election.
2. Dille reported regarding the shortage of Direct Care Workers. Discussion followed regarding requests for care stories.

XI. NEW BUSINESS:

XII. MEETING DATE & LOCATION/SUGGESTIONS FOR FUTURE AGENDA ITEMS: The next meeting will be on Thursday November 8, 2018 at 1:00pm in Adams County.

Agenda Items: Adams County update regarding transition to Family Care

XIII. ADJORNMENT: *Motion to adjourn the meeting at 2:05pm was made by Dennis Wedde; seconded by Joy Waterbury. Motion carried.*

Respectfully Submitted

Karen Davis, Administrative Assistant
Green Lake County Department of Health & Human Services

COMMISSION ON AGING ADVISORY MINUTES

July 18, 2018

Present: Barb Behlen, Pat Flanigan, Dick Trochinski, Darlene Krentz, Harley Reabe

Others Present: Betty Bradley

Excused: Barb Reif

Requirements of Open Meeting Law have been met.

CALL TO ORDER:

The meeting was called to order at 10:30 a.m. by Trochinski at the Green Lake County Government Center.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

ACTION ON MINUTES:

Motion/second (Flannigan/Krentz) to approve the May 16, 2018 minutes. All ayes. Motion carried.

CORRESPONDENCE: None.

GREATER WISCONSIN AGENCY ON AGING RESOURCES, INC (GWAAR): Bradley reported regarding a recent meeting which took place on 7/13/18. The focus of the meeting was on collaboration between Aging Units and ADRC's. Discussion followed.

HEALTH & HUMAN SERVICES BOARD REPORT Trochinski reported regarding the Health & Human Services Board.

Senior Picnic: Bradley reported that the caterer for the Senior Picnic is Crossroads with a price of \$4.50/plate. Music will be provided by Eldin "Old Geaser" Kaping. Door prizes are coming in at a steady pace.

Council For Blind and Visually Impaired: Trochinski distributed information on a meeting that was held at the Berlin Senior Center regarding low vision support. Discussion followed.

Advocacy: Bradley provided information regarding voter rights and how to register. Information will be published in the Senior Newsletter.

May & June Program Information: Bradley provided the May and June Program reports for Committee review. Discussion followed. The report is on file.

2019-2021 Aging Plan: Bradley updated Committee members regarding the draft 2019-2021 plan. Bradley reported that the draft plan is due July 20, 2018 and the final plan is due on November 2, 2018.

COMMITTEE DISCUSSION No discussion.

Future Meeting Date: The next meeting of the Aging Advisory Committee will be Tuesday, September 25, 2018 at the Green Lake County Government Center at 10:30 a.m.

Future Agenda Items for Action and Discussion: 2019-2021 Aging Plan; Senior Picnic

Trochinski adjourned the meeting at 11:45 a.m.

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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, APRIL 4, 2018 AT 8:00 A.M.

MEMBERS PRESENT: Kathy Munsey, Jeanne Lyke, Pat Brandstetter, Harley Reabe, Jean Kessler,

ALSO PRESENT: Karen Davis, Jason Jerome

EXCUSED: Tammy Bending, Tami Schattschneider, Nancy Hoffman

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

The Pledge of Allegiance was recited.

Call to Order: Lyke called the meeting to order at 8:02 a.m.

Approval of Minutes: Motion/second (Brandstetter/Kessler) to approve the minutes of the April 4, 2018 meeting. All ayes. Motion carried.

Appearances: Jessica Wolfson introduced herself as the summer AHEC Intern for Green Lake County. Wolfson explained the different projects that she is helping the Health Unit including "Tick Kits": medication deactivation kits; and medication lock boxes.

Discussion on Replacing Tami Schattschneider Leaving: Lyke reported that Tami Schattschneider will need to resign from being a Committee member for the Health Advisory Committee as she has taken an SSM Position in Fond Du Lac. Munsey reported that DeAnn Thurmer is interested in services on the Committee. Reabe, County Board Chair, will appoint at August 2018 County Board meeting.

Quarterly Report on Health Unit Activities: Munsey updated Committee members regarding the emergency preparedness conference she attended in Atlanta, Georgia. Discussion followed. Munsey reported that she also got to tour the CDC facility.

Munsey reported that the Health Unit participated in the Diabetes Fair in Berlin.

Munsey reported that Green Lake County participated in the "Dark Skies" emergency preparedness exercise. Discussion followed.

McCarroll and Schackow did the annual physician's presentation for Theda Care Berlin physicians regarding current events and protocols for Communicable Disease reporting.

Munsey reported regarding the recent Employee Wellness Fair held.

Munsey reported regarding a beach closing and another report of illnesses from a family who vacationed in Green Lake. Family did not follow through with providing more information.

Munsey reported that she is preparing a succession plan to track week to week, month to month and sporadic activities. Munsey reported regarding staff activities.

Munsey reported regarding environmental health activities.

Munsey reported regarding budget preparation. Munsey reported that Kayla Yonke, Financial Manager, is working closely with Munsey in preparation of the 2019 budget.

Board Education – Revisions to 140 Administrative Rules: Munsey reported/explained regarding the revisions to 140 Administrative Rules. Discussion followed regarding the levels and requirements.

Munsey reported regarding legionnaire's disease cases and procedures being used to find source.

Vaccine for Children Site Visit Report: Lyke updated Committee members regarding the audit for vaccine for children site visit. Lyke reported that Green Lake County had a successful audit report.

Environmental Health/Agent Status Report: Munsey reported that McCormick has been busy doing inspections to be 100% in compliance.

Discussion followed regarding the increase in dirty/hoarding houses and reports. Discussion followed regarding possible solutions to assist these individuals.

Opioid Grant Activities – Heroin summit and Narcan Training: Munsey reported regarding the Narcan training with 13 in attendance. The training was successful and Munsey will be writing a grant for future training. Discussion followed regarding the Aids Center and processes.

Lyke explained to Committee members Electronic prescribing monitoring and the ability to search in other states also.

Central WI Health Partnership (CWHP) Health Equity Grant and Community Health Improvement (CHIP) Goals: Munsey reported that interviews have been completed for a coordinator for the Health Equity Grant.

Community Health Action Team Plunge – Early Childhood: Munsey reported that a plunge will be held August 22, 2018 on early childhood. Flyers will be sent out when available.

Committee Discussion: Jerome reported regarding a recent emergency detention including an individual in the Amish community and inter-county communication regarding this.

Future Meeting Date: The next Health Advisory Committee meeting will be held on October 10, 2018 at 8:00 a.m. at the Human Services Center.

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

Adjournment: Motion/second (Kessler/Brandstetter) to adjourn the meeting at 9:15. All ayes.
Motion carried.

The meeting adjourned at 9:15 a.m.



**Head Start Program
Board of Directors Presentation
July 19, 2018**





Head Start Program

July 19, 2018



Objectives

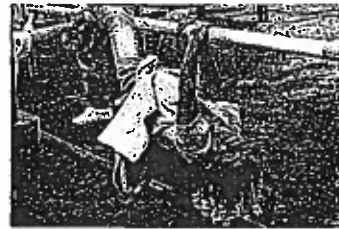
- ADVOCAP's Head Start program
- A look at young children living in poverty, it's impact on development, and long term scope
- Review this year's final School Readiness Data

What is Head Start?



A family-focused child development program that promotes School Readiness for children in low-income families or other qualifying situations.

Established in the summer of 1965
as part of the War on Poverty.



Where are ADVOCAP's Head Start centers located?



*ADVOCAP's Head Start Program serves Fond du Lac and Green Lake Counties

We have 6 locations!

Fond du Lac (ADVOCAP's First St. Location)

First Presbyterian (Church in FDL)

North Fond du Lac (Early Learning Center)

Prairie View Center (Markesan)

Berlin (All Saints Catholic School in Berlin)

Ripon (Barlow Park Elementary School)



What Service Options Do We Provide?



- Center-based services, 4 days/week
- Head Start half days (3.5 hours in a.m. or p.m.)
- Head Start full 7 hour days supplemented with District 4K components

We currently have formal 4K Collaboration Contracts with 4 School Districts (FDL, NFDL, Ripon, and Berlin).



Our Head Start by the numbers...



- Our funded enrollment is 257 children.

(242 are Federally funded and 15 are funded by State Supplement)

- This past year we served 279 children!



Who is Eligible for Head Start?



- At least 90% of children must be from low-income families (set by Federal Poverty Guidelines).
- Families must reside within our service area (FDL or GL Counties).
- ADVOCAP's Head Start program serves children who are 3, 4, and 5 years of age. A child must be 3 or 4 years old on or before September first of that year.
- At least 10% of enrollment must be made available to children with disabilities.
- Other examples of eligibility reasons are: foster care or homelessness; and if the family has been found eligible for other forms of public assistance they will, likely, be eligible for our program as well. We work with families to discuss their individual level of need and circumstances.



Comprehensive Services



- **Health** (including physical, dental, vision, and hearing)
- **Mental Health** (for the child and parents)
- **Nutrition** (healthy meals, food allergies, under/over weight, picky eaters, etc.)
- **Family Development** (home visits, individualized goals, support, referrals to resources, etc.)
- **Parent Engagement** (get engaged with other families in the program and agency, become an advocate for their child and their family, foster independence)
- **Transportation** (children to/from centers)
- **Education** (Evidence Based Curriculum, including developmental and academic assessments)



Health Services



- Within 45 days all children are screened for development, vision, hearing, and social-emotional needs. Referrals are made as needed.
- Within 90 days all students must have a dental exam and physical exam on file.
- Our goal is for all children to find a medical and dental “home” for service continuum (long term care after Head Start enrollment).
- Ninety-four (34%) children at enrollment had access to dental care and at the end of year 279 (100%) had continuous access to dentist.
- Thanks to the National Exchange Bank and Trust we were able to purchase new Vision and Hearing Screening tools that make the effort more efficient and accurate!



Nutrition Services



- All children in ADVOCAP’s Head Start program participate in the Child and Adult Care Food Program (CACFP). This federal program gives financial assistance to provide nutritious meals and improve the diet of children and families.
- In our 2017-2018 year, we served a total of 75,512 meals and snacks and were reimbursed \$163,887.92.



Children with Disabilities



Eighteen percent of our enrollment in the 2017-2018 year were referred and/or already diagnosed with disability.

The majority of those were children with “non-categorical/developmental delay” and the second most common category was speech and language impairments.



Head Start Goal



SCHOOL READINESS

It means **children** are ready for school, **families** are ready to support their children's learning, and **schools** are ready for children. Head Start views *School Readiness* as children possessing the skills, knowledge, and attitudes necessary for **success in school and for later learning and life**. Physical, cognitive, social, and emotional development are all essential ingredients of *School Readiness*.



Head Start Goal



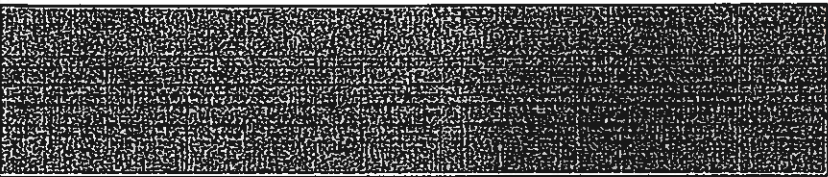
•What is social competence?

- How to deal, in a positive way, with things they encounter in the course of a day.
 - How to control anger and other negative emotions.
 - It also means fostering positive, proactive behaviors sharing, following directions, thinking before acting, breathing, waiting turns, empathy, etc.)
 - These lessons last a lifetime!
 - Think of long term implications...
 - Think how we need to use these skills throughout OUR work day! ;o)
- Another overall goal of Head Start is to bring about a greater degree of social competence in children.



**THE KIDS WHO NEED
LOVE
THE MOST
ASK FOR IT
IN THE
MOST UNLOVING
OF WAYS.**

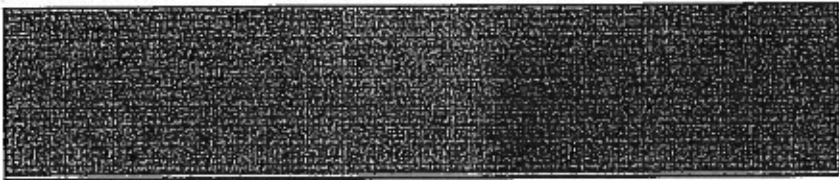
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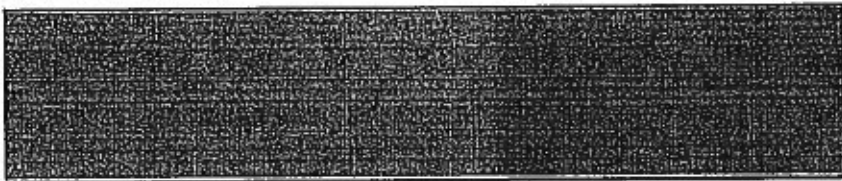
- 
- The first years are so important to a child's development, and when the young child lives in poverty it makes a difference...



How children are "wired"

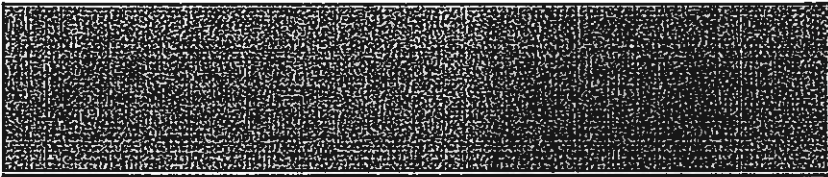
- Children raised in poverty are much less likely to have their **immediate needs** met than their more affluent peers and are, as a result, subject to some grave consequences.
- Deficits in getting their basic **emotional** needs met inhibit the production of new brain cells, alter the path of maturation, and rework the healthy neural circuitry in children's brains, and undermine emotional and social development.

- 
- **Beginning at birth, the attachment formed between parent and child predicts the quality of future relationships with teachers and peers (Szewczyk-Sokolowski, Bost & Wainwright, 2005).**



• Seth Pollack and his team of researchers at UW- Madison found that children who grew up in poverty had gray matter volumes 8 - 10 % below normal development.

• Pollack said that children can learn to accommodate a wide variety of circumstances - **“what’s happening in extreme poverty is that we’re moving out of the range where the human brain can cope.”**



•Pollak was hoping to see the gap closing as children grew older, spent more time in school and outside their homes, but this was not the case. The gap in brain development was still present at age 22.

•He even looked at children who had other factors known to negatively affect brain development, such as a family history of psychiatric diagnosis or risky pregnancy.

•The results were clear – the effects of poverty are apparent in kids who grew up otherwise healthy.



A Community Model



•Head Start uses a Social/Emotional Curriculum called “Conscious Discipline” by Dr. Becky Bailey. It focuses on creating a community, making school the child’s “My School Family”.

•It allows teachers to draw from within themselves to become proactive instead of reactive in moments of conflict. It helps teachers to stay in control of themselves and model for the children a more positive way to respond, thus influencing how the child may respond in their future.

Self-control is not pretending to be calm in difficult moments but the ability to reach out and empathize with others, to accept and celebrate differences, to communicate feelings directly, to resolve conflicts in constructive ways and to enjoy being part of a community.

•Conflict is a teaching opportunity. Let’s look at the bigger picture!





- Head Start does the best it can with help from all of ADVOCAP, including all of YOU!



Success Story



“My family included a single mom and six siblings. Only the two youngest, my sister and I, attended Head Start. The four oldest have either been incarcerated, struggled with drug addiction, had trouble maintaining a job, or passed away. My sister is a successful court reporter. I have served as a military officer, state agency head, and speaker for the State Department. What was the discriminating factor? I contend it was Head Start.” _____

Success Story



- Introducing one of our most engaged parent advocates...also a member of our Board of Directors to tell her own success story.



Self-Assessment



- Annual review of our program to highlight program areas of strength and identify areas needing improvement.
- Self-Assessment Team includes staff, members of Policy Council (parents and Community Representatives), Board of Directors, etc. All input is welcome!
- We summarize all results and develop a Program Improvement Plan from the process (PIP). This breaks down the what, how, who, when, and how much \$ and assigns accountability.
- We include the identified areas or items needing improvement into our Program Goals or Action Steps that may show progress towards a goal. It assists us in measuring the progress ADVOCAP's Head Start Program has made with everyone's efforts!
- Please see the Summary Handout and contact me with any questions!



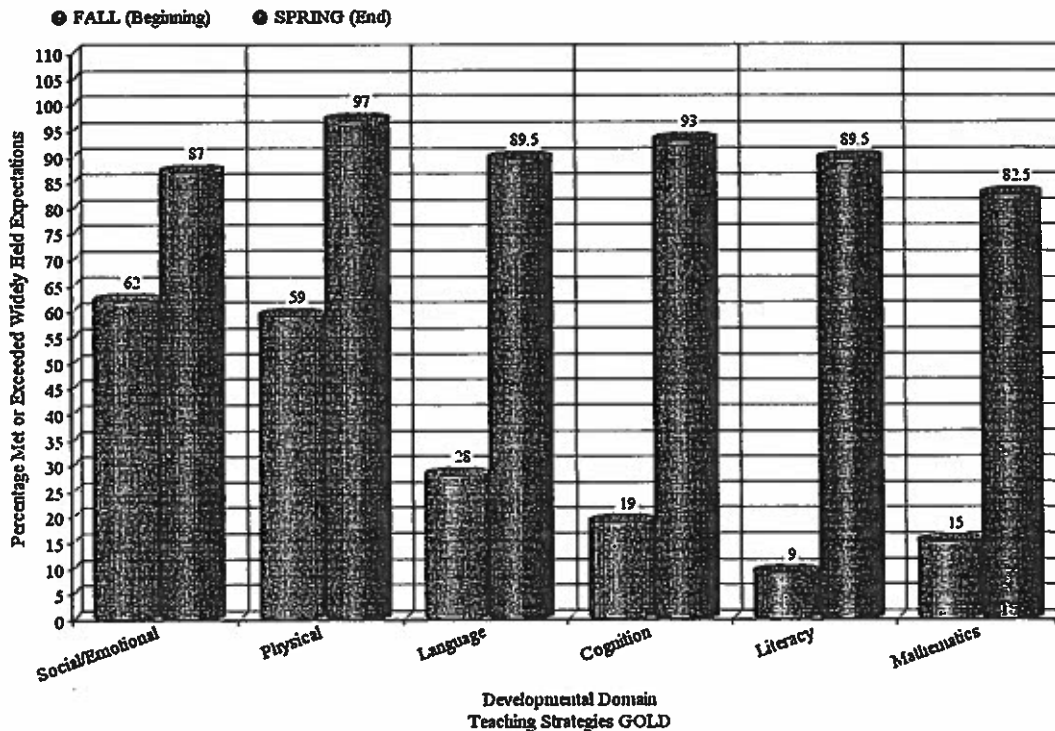
What do our families look like...



- ADVOCAP's Head Start served a total of 252 families last year
- 166 families expressed an interest or need in a type of family services and 103 received services (62%)
- 25 families experienced homeless during the year (up from 18 from previous year)
- (144) 57% of last year's HS families were single-parent families and (108) 43% were two-parent families.
- 22 children were in foster care during the program year. (down 16 from previous year)



Comparison of Head Start School Readiness Data for 2017-2018 Year



WHO does this amazing work?



Management Team, Support Staff, Family Development Specialists, Teachers, Teacher Assistants, Education Coaches, Behavior Support Specialist, Bus Drivers, Cooks, Program Aides, Director, Parent and Community Volunteers, Policy Council, Board of Directors, Collaborative Partners, ADVOCAP Shared Staff



What does the Head Start logo represent?



The two squares represent early childhood by suggesting building blocks.

The arrangement of the blocks represent stairs.

The vertical stripes represent the child and parent.

The arrow pointing upward represents the direction out of poverty and on to the future.

The colors, red, white, and blue represent the United States and the many opportunities it provides for its citizens.



Thank you for your time!

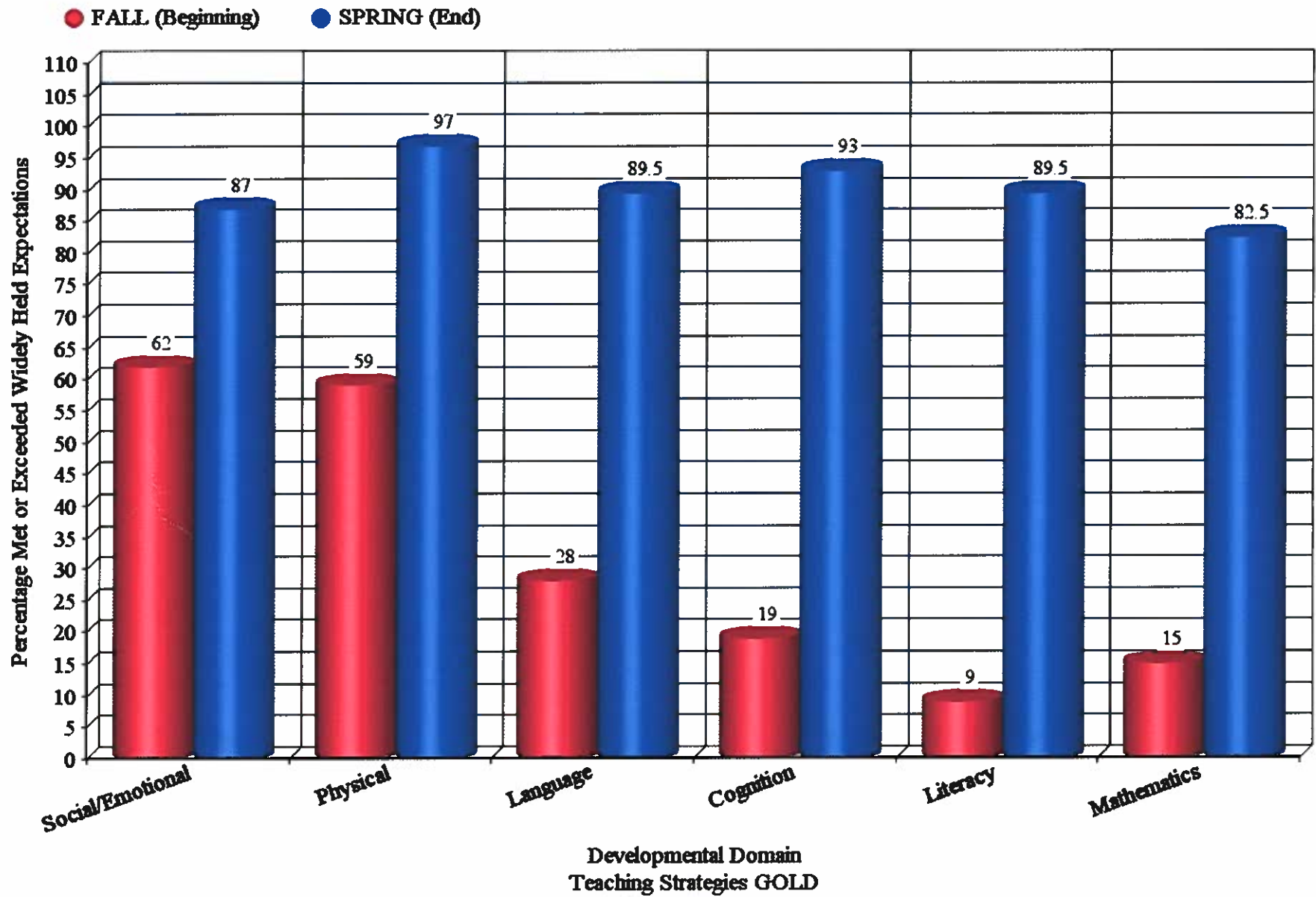


**Please spread the word of the
opportunities with ADVOCAP
and their Head Start program!**

Hillary Gunther
(920) 922-7760 x 3512 or hillaryg@advocap.org



Comparison of Head Start School Readiness Data for 2017-2018 Year



AGING REPORT - 2018

Mealsites - Berlin Senior Center, Dartford Bay Apartments, Grand River Apartments																		
	HOMEBOUND								CONGREGATE									
	Berlin		Green Lake/Prince.		Markesan		HDM TOTAL MEALS	HDM TOTAL DONATION	Berlin		GL/Princeton		Markesan		CG TOTAL MEALS	CG TOTAL DONATION	MEAL PROGRAM	
	HDM #	DONATION AMOUNT	HDM #	DONATION AMOUNT	HDM #	DONATION AMOUNT			CONG # SERVED	DONATION AMOUNT	CONG # SERVED	DONATION AMOUNT	CONG # SERVED	DONATION AMOUNT			MEALS	DONATION
January	692	\$2,407.58	575	\$2,125.16	276	\$784.00	1,543	\$5,316.74	357	\$1,170.00	114	\$293.00	56	\$120.00	527	\$1,583.00	2,070.00	\$6,899.74
February	681	\$2,420.60	499	\$1,660.00	284	\$911.00	1,464	\$4,991.60	333	\$1,136.06	104	\$260.00	46	\$13.00	483	\$1,409.06	1,947.00	\$6,400.66
March	736	\$2,295.20	523	\$1,498.32	348	\$960.56	1,607	\$4,754.08	363	\$1,324.00	108	\$310.00	38	\$128.00	509	\$1,762.00	2,116.00	\$6,516.08
April	676	\$3,162.84	514	\$2,392.96	370	\$1,662.96	1,560	\$7,218.76	282	\$711.00	121	\$330.00	39	\$89.00	442	\$1,130.00	2,002.00	\$8,348.76
May	691	\$3,184.54	533	\$2,421.92	332	\$1,950.75	1,556	\$7,557.21	345	\$1,477.00	131	\$284.00	52	\$90.00	528	\$1,851.00	2,084.00	\$9,408.21
June	601	\$2,200.74	631	\$1,971.19	335	\$1,149.00	1,567	\$5,320.93	318	\$1,064.00	112	\$308.00	48	\$68.00	478	\$1,440.00	2,045.00	\$6,760.93
July	601	\$1,299.05	662	\$2,011.52	309	\$409.00	1,572	\$3,719.57	363	\$1,311.05	95	\$312.00	44	\$80.00	502	\$1,703.05	2,074.00	\$5,422.62
August																		
September																		
October																		
November																		
December																		
TOTALS	4678	\$16,970.55	3937	\$14,081.07	2254	\$7,827.27	10,869	\$38,878.89	2361	\$8,193.11	785	\$2,097.00	323	\$588.00	3469	\$10,878.11	14,338.00	\$49,757.00

Behavioral Health Unit July 2018

	May 2018	June 2017	June 2018	July 2017	July 2018
Crisis					
Total Calls	29	31	18	25	33
Hospitalizations					
Voluntary	1	0	0	0	3
Involuntary	2	9	3	8	9
Clients on Order					
Commitment	7		8		9
NGI	2	2	2	2	2
Settlement Agreement	2		3		5
Residential Placements					
Group Home	0	2	0	5	2
Diversion/ Transitional short term	1	3	0	1	0
AODA	1	0	0	1	0
Staff Time in Hours	329.65		277.5		322.5
Outpatient					
New Intakes	30	21	21	21	22
MH therapy hours	169	129	143	116	124
AODA therapy hours	38	31	34	19	39
Group service hours (total)	30		24		21
Group Service participants	9		5		5
Staff Time in Hours	697.75		737.5		705.75
CCS					
Adults	17		17		16
Youth	12		13		12
New Intakes	1	2	1	0	2
Discharges	4	4	0	1	4
Staff Time in Hours	260.25		208.5		254.75
CSP					
Current Clients	8	11	8	11	9
New Clients	0	0	0	0	0
Discharges	0	0	0	0	1
Staff Time in Hours	157.75		128.75		130
Childrens' Waiver (CLTS)					
Current Clients	12	8	14	8	16
Discharges	0	0	0	0	0
Admissions	0	0	2	0	2
Staff Time in Hours	40		20.75		30.5
Treatment Court					
Current Clients	3		3		3
New Referrals	2		1		0
Discharges	0		1		0
TCM					
Current Clients			2		3
Discharges			0		0
New Referrals			0		0
Staff Time in Hours			13.5		10.5

CHILDREN & FAMILY SERVICES UNIT –July 2018

Out-of-Home Care – as of 07/31/2018

Foster Care – Level I & II (Range of costs from \$238.00 to 2000.00). **Two (2)** children were in local placement(s).

Treatment Foster Care – **Three (3)** children/youth were in treatment foster care through ANU and Pillar & Vine.

Court-ordered Relative Care (\$232.00 month per child)
Two (2) children were in court-ordered relative care in July, 2018. **One (1)** child is in trial reunification (not in out-of-home count)

Subsidized Guardianship – **Five (5)** children are in subsidized guardianships.

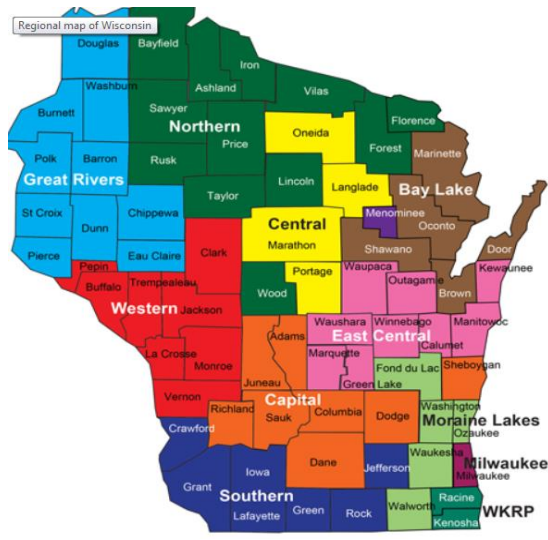
Kinship Care – Voluntary (\$238.00 month per child)
Ten (10) children were in Kinship Care.

Total out of home at month's end = 2 + 3 + 2 + 5 + 10 = **22**

The base rate for relative foster care (level 1) and Kinship Care increased in 2018 to \$238.00/month.

ACCESS REPORTS

See attached grid for June, 2018 – statistics delayed by one month in eWISACWIS system.



Economic Support Unit Monthly Report

Operation Backpack is in full swing. We are once again collaborating with the Boys 'n' Girls Club of Berlin. The giveaway date is Tuesday, August 14th.

Tis the season for a larger call volume in our Call Center. To prepare for this increase in calls each agency was asked to increase their Call Center time 15%. For Green Lake County, we have to put in an additional 10 hours per week. 16,019 calls were handled in July by the Call Center.

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



Child Support Unit Monthly Report

Child Support's Performance is currently above the State average. We continue to inch higher each quarter.

The Child Support caseload continues to hover around 950.

Working with IT on the beginning stages of the implementation of LaserFiche. Upgraded the current system. Working on setting up time for IT and I to meet with Outagamie County to walk through the system.

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

**Monthly Census
Fox River Industries
July 2018**

Day Service: Full Time- 7 Part Time- 4

Prevocational Full Time- with Day Service- 21

 Full time- without Day Service- 4

 Part Time-with Day Service- 8

 Part Time-without Day Service- 7

Discharge + Reason:

Out temporarily for seasonal employment: 3

ADDED ONE PART TIME PREVOC

LOST ONE FULL TIME PREVOC/DAY SERVICE

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES

571 County Road A
Green Lake WI 54941

VOICE: 920-294-4070

FAX: 920-294-4139

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



FOX RIVER INDUSTRIES

222 Leffert St.

PO Box 69

Berlin WI 54923-0069

VOICE: 920-361-3484

FAX: 920-361-1195

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

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

- **Monthly Contacts**---Public Health covers a variety of topics and we track client contacts. In July, 404 contacts were made with clients for Adult Health, Birth to 3, Maternal/Child Health, Immunizations, Preparedness, Dental, Worksite Wellness and more. In addition, 6 educational sessions were done for 52 individuals.
- **Employee Wellness Fair on the Road**—the program held in June for most county employees was taken to Fox River Industries for those employees. Topics such as Lyme disease, Literacy, Sugary Drinks, Teens and Drug Use & Opioids, and Healthy Relationships were showcased.
- **Birth to 3**—Kristen Mertens who has been our contracted speech therapist for over 10 years is taking a position at the Berlin School District. We will work with Theda Care Berlin to fill that void. Renee Peters is also looking at other options.
- **Communicable Disease Follow-up**—In all, we investigated 25 confirmed cases of diseases and 2 cases that were investigated but did not meet case definition. Confirmed cases included 5 cases of chlamydia, 1 case of gonorrhea, 1 Chronic Hepatitis C, 3 cases of E. Coli, 5 cases of Lyme disease, and 2 cases of Cyclosporiasis which is related to a national outbreak from veggie trays bought at Kwik Trip and the McDonalds salads. We had 1 case of confirmed pertussis (whooping cough) and one suspect case. We had one case of Salmonella, 1 case of Legionellosis, 2 cases of Campylobacter, one case of Latent TB infection and one case of suspect TB which we are awaiting further testing on. The treatment for Latent TB infection is weekly doses of medication that must be delivered in person and we must observe the patient taking the meds to assure compliance so we do not get cases of multi drug resistant TB. All of these diseases require follow-up and case management and notifying those who may have had contact with the ill person.
- **Beach Closure**—the beach at Soldiers and Sailors Park in Markesan on Little Green Lake was closed from July 30th to August 4th due to the presence of Blue Green Algae blooms. We worked closely with the lake association president to keep members informed of the situation. Signs were posted, emails went out to all association member and Facebook was used to educate and inform the community.
- **Trainings**---All staff completed the Dementia Live training.
- **Summer intern**—provided drug deactivation kits to those receiving Meals on Wheels in an effort to decrease expired or unused medication in homes.
- **Grants**—we received \$7500 in grant funds from the State Targeted Response program to reduce opioid use in our community. We will be doing community education events, provide drug lock boxes and do Narcan trainings to the community. We also received a Wishing Well Grant for \$2500 to provide Emergency Go Kits for our chronically mentally ill clients as part of an education session. The will help put the kits together and learn about this items in the kits.

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

Environmental Health
Green Lake County
July 2018

Animal Bites/Exposures: Investigations – 6 (4 dog/human, 1 bat/cat, 1 cat/human)
Reported Animal Bites/Scratches – 5 (4 dog/human, 1 bat/cat)
Animal Quarantines for Animal v. Human Exposures – 4
Animal Quarantines for Animal v. Animal Exposures – 0
Quarantine Violations and Enforcement Actions Taken – 0
Animals Exhibiting Positive Signs of Rabies During Quarantine – 0
Animals Exhibiting Negative Signs of Rabies During Quarantine – 4
Enforcement Taken for Violations of Vaccination Requirements - 1
Animals Sacrificed for Exhibiting Symptoms of Rabies or Being Rabies
Suspects- 2 (2 cats)

1 dog deemed vicious per City of Berlin Ordinance (2 unprovoked bites in less than 3 months)

Well Water: 5 test kits distributed.

Lead: None.

Sewage: None.

Solid Waste: None.

Radon: 1 kit distributed

Housing: A complaint regarding the conditions of a Princeton property was investigated on 07.05.18. Upon investigation, it was found that the property did not violate Green Lake County code. The City of Princeton administrator was made aware of the complaint. Closed.

Received a call on 07.06.18 from an individual concerned about mold and radon in their rental home. The caller was encouraged to write a letter to the landlord regarding the concerns and to retain a copy for their records. The caller was educated on safe methods for mold removal and directed to the Wisconsin Dept. of Health Services Mold Toolkit. The caller was also encouraged to pick up a radon test kit from the Health Dept.

A meeting regarding a placarded house in Berlin was held on 7.31.18. The purpose of this meeting was to discuss options for the homeowner in terms of selling the house. Ongoing.

Vector: None.

Asbestos: None.

Food/Water Illness: None.

Abandoned Bldgs: None.

Other: On 7.8.18 there was a small grease fire at a Berlin restaurant. On 7.9.18 an on-site visit was done to address food and equipment issues that were caused by the fire. On 7.26.18 another on-site visit was done and the restaurant was cleared to begin food service again.

Agent received a notification that a hotel in Green Lake County has been advertising breakfast included with an overnight hotel stay. This facility did not have a Tri-County food license. An on-site visit was completed on 07.18.18 where it was noticed that the unlicensed pool at the facility was filled with water. A "Pool Closed" sign was posted during the on-site visit. The operators then scheduled a pre-inspection for food service and pool licensure. The pre-inspection took place on 7.25.18. The facility was cleared to begin food operations pending payment of the pre-inspection fee and yearly permit fee. During the pool pre-inspection several violations and health hazards were observed and the pool was not cleared for licensure. During the routine lodging inspection of this facility (completed the same day as the food and pool pre-inspections) the operator stated that long-term rentals were allowed. Agent is currently working with Green Lake Zoning Dept. on this case. Ongoing.

A kennel pre-inspection was completed on 7.18.18 for a Green Lake County property owner that has more than 5 adult dogs. This inspection was completed by 2 Waushara County/Tri-County staff. This case had previously been discussed with Green Lake County Corporation Counsel due to the dog owners not applying for a kennel license. The case will be closed pending the dog owners obtaining a kennel license.

On 7.30.18 a Cease and Desist Order was sent to a Green Lake County resident who is currently operating tourist rooming houses without a license. This operator previously held a Tri-County tourist rooming house license, however the license was not renewed this season. The operator stated that

the houses would not be rented out this season. Upon inspection of a nearby campground it was discovered that the tourist rooming houses were occupied and further investigation found that the operator is advertising the houses on online rental websites. Ongoing.

On 7.31.18 a report was made regarding blue-green algae on Little Green. Signage regarding blue-green algae was posted at Soldiers & Sailors Park, Markesan.

Agent:

27 inspections completed, including 6 campgrounds.

Inspected food providers at the Marquette Co. Fair on 07.05.18

2 days off - ETO used.

Participated in DATCP Carbon Monoxide webinar on 07.18.18

1 year work anniversary on 07.31.18.

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

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August 10, 2018

Out of State Training Request

Employee Request: Carrie Nitz, Drug Court Coordinator

Training: From Trauma to Resilience: Comprehensive Trauma-Informed Care Trainings

Date: August 22, 2018

Location: Hennepin Square Office Building 2021 E Hennepin Av, Suite 360
Minneapolis, MN 55413

Cost to County: None-Drug Court Grant

Purpose: Studies have shown traumatic events can have a lasting, negative impact on a person's well-being and may manifest behaviorally in areas of functioning seemingly unrelated to the traumatic event(s). Evidence further shows persons involved in the criminal justice system have a significantly higher rate of trauma exposure. People learn to survive using several different coping mechanisms to include substance misuse. In my dual role with the county I encounter persons with substance related issues as well as individuals involved in the legal system. This training will provide me with the skillset needed to work with my clients who have experienced traumatic events.

RESOLUTION NUMBER -2018

RESOLUTION RELATING TO ENGAGING A CONSULTANT TO PERFORM A COUNTYWIDE AMBULANCE FEASIBILITY STUDY

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21ST day of August 2018, does resolve as follows:

- 1 **WHEREAS**, the Green Lake County Clerk received resolutions from the Towns of
- 2 Aurora, Princeton, Brooklyn, Seneca, St. Marie and Nepeuskun, as well as the Cities of
- 3 Berlin, Green Lake, and Princeton regarding ambulance services in Green Lake County
- 4 asking for a comprehensive feasibility study for a countywide ambulance service; and,
- 5 **WHEREAS**, emergency medical services (EMS) are essential to the citizens of Green
- 6 Lake County; and,

2/3 vote is needed to pass.

Roll Call on Resolution No. -2018

Submitted by: Health & Human Services Board

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 21st day of August 2018.

Joe Gonyo, Chair

Harley Reabe

County Board Chairman

Richard Trochinski

ATTEST: County Clerk
Approve as to Form:

Charlie Wielgosh

Corporation Counsel

Brian Floeter

Nancy Hoffman

John Gende

Joy Waterbury

WHEREAS, EMS in rural areas is a complex, coordinated response and emergency medical care system requiring a coordinated, tiered, and seamless system of emergency medical care; and,

WHEREAS, EMS in rural areas encounter difficulty in the recruitment and retention of EMS personnel, especially with volunteer members due to minimal compensation, increased education and training requirements, and the time commitment required; and,

WHEREAS, Wisconsin Statute §66.0602(3)(e)6. allows the County to exceed levy limits for a countywide emergency medical system; and,

WHEREAS, levy limits complicate and limit municipalities' ability to effectively manage their budgets to address the increasing costs for EMS services.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for Green Lake County hereby approve engaging a consultant to conduct a comprehensive feasibility study to explore the potential for a countywide ambulance service to bring stability for emergency medical services within Green Lake County.

BE IT FURTHER RESOLVED, that the feasibility study costs shall not exceed \$35,000.00.

BE IT FURTHER RESOLVED, that the funds for the feasibility study shall be paid out of the County's Contingency fund.

Fiscal Note: \$35,000.00

Account #: 18-101-00-58000-000-000

Mayor
Charlie Wielgosh

City Administrator
Mary Lou Neubauer



City Alderpersons
Lara Roehl
Patti Garro
Dave Bednarek
Jasper Kallenbach
Mary Ernest
Dan Kallas

531 S. Fulton Street, P O Box 53 Princeton WI 54968
(920) 295-6612

Where recreation and relaxation come together.....

August 2, 2018

TO: County Board Chrmn Harley Reabe
Members of the Administrative Committee, Green Lake County
Members of Health & Human Services Committee, Green Lake County

Please accept this letter on behalf of the City of Princeton and the importance of providing quality ambulance service to all residents of Green Lake County.

Ambulance service for the City of Princeton is of major concern for the Mayor and City Council as well as for our residents. With an aging population in Green Lake County, it is even more important that the Ambulance Service is able to promptly respond to medical concerns in our communities.

Presently, all indication is that there is not enough volunteer staff to adequately man the stations at Berlin, Brooklyn, or the Princeton facility. Often responders are coming from Berlin for a call in Princeton as either Brooklyn is unmanned or they are on another call. Although Princeton is part of the Berlin response area, several calls have recently been taken by the Southern Green Lake County service.

Every minute counts when dealing with medical emergencies and although the EMT staff is very qualified, there appears there isn't enough man power to cover all locations. Also, with changes in the Theda Care partnership, the financial burden will be shared among the partners of the Berlin Ambulance Service district which is understandable. However, the problem arises with an inadequate number of service volunteers and the inability to adequately staff the three locations.

Should the County undertake the Ambulance Service, the service can hire full time EMT's vs. relying on volunteers, and have a greater operational budget, as the County is not subject to the Levy Limit constraints which the municipalities and town partners must adhere to.

At the April Annual Meeting of the Ambulance Service, it was also noted that two volunteers had over 5700 hours in 2017. Should we lose those volunteers, or any of the other dedicated staff, the existing service will be in dire straits.

Presently our neighbors in Waushara County have a County run service and Marquette County is working through the details of the County service. As was stated in the Resolution the City of Princeton submitted, we are in favor of a County run Ambulance Service which would enhance the ability to provide the needed service for our County.

Thank you for this consideration,

Mary Lou Neubauer
City Administrator

RESOLUTION NUMBER -2018

**RESOLUTION RELATING TO FUNDING HUMAN HEALTH HAZARD ABATEMENT
IN GREEN LAKE COUNTY CASE NUMBER 18 CX 1.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21ST day of August 2018, does resolve as follows:

- 1 **WHEREAS**, Green Lake County Ordinance §154-12 mandates that the health officer
- 2 order abatement of a human health hazard and further allows for commencement of a
- 3 legal action against the owner of a property deemed a human health hazard for an
- 4 injunction to abate the violation.

2/3 vote is needed to pass.

Approved by Finance Committee

Disapproved by Finance Committee

Roll Call on Resolution No. -2018

Submitted by: Health & Human
Services Board

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 21st
day of August, 2018.

Joe Gonyo, Chair

Harley Reabe

County Board Chairman

Richard Trochinski

ATTEST: County Clerk
Approve as to Form:

Charlie Wielgosh

Corporation Counsel

Brian Floeter

Nancy Hoffman

John Gende

Joy Waterbury

5 **WHEREAS**, On July 24, 2017, Kathryn Munsey, Health Officer, determined that there
6 were several human health hazards at 423 N. Capron Street, Berlin, WI and ordered the
7 owner to abate the human health hazards and placarded the home, preventing anyone
8 from living in the home until the human health hazard was abated; and,

9 **WHEREAS**, the owner of 423 N. Capron Street, Berlin, WI failed to abate the human
10 health hazard within the time allotted by the Health Officer and a lawsuit (18CX1) was
11 filed requesting an injunction ordering the owner to abate the human health hazard or in
12 the alternative that the County may enter onto the premises to do so; and,

13 **WHEREAS**, on June 13, 2018, the Circuit Court for Green Lake County in Case No.
14 18CX1 granted the County's petition and ordered the owner to abate the human health
15 hazard or in failing to do so that the County may enter onto the premises to do so or hire
16 a contractor; and,

17 **WHEREAS**, the judgment ordered that the costs of the abatement are the responsibility
18 of the owner and can be assessed as special taxes against the property; and,

19
20 **WHEREAS**, the owner has failed to abate the human health hazard and the County must
21 enter the premises and hire a contractor to abate the human health hazard and funds
22 need to be appropriated to do so.

23 **NOW THEREFORE BE IT RESOLVED**, that the funds necessary to abate the human
24 health hazard found at 423 N. Capron Street, Berlin, WI shall be paid out of the Health
25 and Human Services reserve funds.

26 **BE IT FURTHER RESOLVED**, that the Corporation Counsel shall make every effort to
27 recoup the funds paid to abate the human health hazard allowed under the law and if the
28 funds paid to abate the human health hazard are recouped those funds shall be paid into
29 the Health and Human Services reserve funds.

30 Fiscal Note: cost is currently unknown

RESOLUTION NUMBER -2018

**RESOLUTION RELATING TO FUNDING HUMAN HEALTH HAZARD ABATEMENT
IN GREEN LAKE COUNTY CASE NUMBER 18 CX 2.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 21st day of August 2018, does resolve as follows:

- 1 **WHEREAS**, Green Lake County Ordinance §154-12 mandates that the health officer
- 2 order abatement of a human health hazard and further allows for commencement of a
- 3 legal action against the owner of a property deemed a human health hazard for an
- 4 injunction to abate the violation.

2/3 vote is needed to pass.

Approved by Finance Committee

Disapproved by Finance Committee

Roll Call on Resolution No. -2018

Submitted by: Health & Human
Services Board

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 21st
day of August 2018.

Joe Gonyo, Chair

Harley Reabe

County Board Chairman

Richard Trochinski

ATTEST: County Clerk
Approve as to Form:

Charlie Wielgosh

Corporation Counsel

Brian Floeter

Nancy Hoffman

John Gende

Joy Waterbury

5 **WHEREAS**, On April 13, 2018, Allison McCormick, Environmental Specialist, determined
6 that there were several human health hazards at 486 Broadway Street, Berlin, WI and on
7 April 16, 2018, ordered the owner to abate the human health hazards and placarded the
8 home, preventing anyone from living in the home until the human health hazard was
9 abated; and,

10 **WHEREAS**, the owner of 486 Broadway Street, Berlin, WI failed to abate the human
11 health hazard within the time allotted by the Environmental Specialist and a lawsuit
12 (18CX2) was filed requesting an injunction ordering the owner to abate the human health
13 hazard or in the alternative that the County may enter onto the premises to do so; and,

14 **WHEREAS**, on June 13, 2018, the Circuit Court for Green Lake County in Case No.
15 18CX2 granted the County's petition and ordered the owner to abate the human health
16 hazard or in failing to do so that the County may enter onto the premises to do so or hire
17 a contractor; and,

18 **WHEREAS**, the judgment ordered that the costs of the abatement are the responsibility
19 of the owner and can be assessed as special taxes against the property; and,

20
21 **WHEREAS**, the owner has failed to abate the human health hazard and the County must
22 enter the premises and hire a contractor to abate the human health hazard and funds
23 need to be appropriated to do so.

24 **NOW THEREFORE BE IT RESOLVED**, that the funds necessary to abate the human
25 health hazard found at 486 Broadway Street, Berlin, WI, shall be paid out of the Health
26 and Human Services reserve funds.

27 **BE IT FURTHER RESOLVED**, that the Corporation Counsel shall make every effort to
28 recoup the funds paid to abate the human health hazard allowed under the law and if the
29 funds paid to abate the human health hazard are recouped those funds shall be paid into
30 the Health and Human Services reserve funds.

31 Fiscal note: total cost is unknown. Minimum quoted is \$2,600.00

STAFF SAFETY PROTOCOLS

Employee safety is a priority in any situation. Employees are expected to understand safety policies, procedures and that training cannot predict all potentially dangerous situations; therefore, they must use their judgment at all times to stay safe both in the office and in the field.

Work related safety threats could be identified as:

- Physical injury, threats, or intimidation in the course of professional duties. In the case of injury, appropriate and timely medical treatment (if necessary) will be the priority and obtained as soon as possible.
- Verbal/written threats or verbal/written intimidation in the course of professional duties. These can be via written materials or electronic means. The worker is encouraged to preserve and document any evidence of threat.
- Threats to safety may include but are not limited to exposure to communicable disease or infections, drug exposures, pests, property damage, attempted forced entry, or other environmental threats to safety.

I. Facility Procedures:

Security is meant to be both preventative and responsive. Security is not easy or convenient. Security for the Green Lake County Government Center revolves around the concept of community. When we all follow security principles, everyone benefits from a safe environment. The Sheriff has been charged with the duties relating to security; however, security is everyone's responsibility.

A. Core Security Principles:

1. Be observant, diligent, and suspicious.
2. Report dangers, the odd, or unusual.
3. Avoid assumptive behaviors, take responsibility.
4. Do not permit unknown individuals into unauthorized areas.
5. Avoid door propping of locked entrances.
6. Do not allow, and be cautious of, pass card "piggybacking". Authorized personnel are required to scan their employee pass card. In the event that authorized personnel have forgotten or misplaced their pass card, that person is required to enter the building through the public entrance.
7. Keep doors locked.
8. If you lose your key or card report it immediately.
9. Never permit others to use your key or pass card.
10. Employees who permit the public into secure department areas are responsible for escorting members of the public in and out of the secure department.
11. Interns, volunteers, and visitors with a longer stay should be issued identification cards, and may be issued a pass card.

Staff Safety Protocols

12. Employees shall not allow unauthorized personnel access to the building through the employee entrances.

B. Access and movement—Pass cards are controlled by the Sheriff for Phase I (North Wing) and the County Clerk for Phase II (West Wing). The Maintenance Supervisor controls keys. Pass cards and keys permit access and movement only to those who are authorized. The department head determines access and movement within their department contingent upon common security principles applied for the benefit of the County and Facility.

C. Screening/Scanning – Everyone, who enters the North Wing via the main public entrance will be screened. Screening may be requested for the West wing.

*The Sheriff will staff security screening whenever the County is open for public business. (North wing only)

*The Sheriff will staff a Court Services Deputy whenever court is in session.

D. Surveillance Cameras – The Government facility is equipped with approximately 200 DVR recording cameras. The Sheriff controls recordings for the North Wing and the County Clerk for the West Wing.

E. Parking/Exterior – Parking is designated by facility design. Employee parking relates to the Department entrance. Public parking is designated at the Correctional and Main Entrances.

F. Mail and Receiving – The mail and receiving are the point of delivery for envelopes and goods. Should you suspect suspicious mail:

*If practical, isolate, contain and stabilize the item.

*Call 9-1-1 (cell) or 9-9-1-1 (facility phone) to report the matter

* Call Security or the Sheriff's Department

*Save all materials related to the matter including mailing envelopes. Handle as little as possible.

G. Maintenance/Service/Events/After-hours –

*Service mechanics, technicians, and vendors will be issued visitor identification cards to work inside of the Government Center.

*Larger events, meetings or gatherings should be scheduled with security. Visitor identification cards will be issued.

II. Threats of Violence/Abusive Client's within Offices

When any staff person believes that a situation may endanger their physical safety through injury, assault or exposure to communicable disease and that worker cannot resolve those concerns through their own actions, they should consult with their supervisor or Department Head. Alternatives could include assistance of a supervisor or co-worker, law enforcement personnel, health professional, or other appropriate persons.

Staff should always conduct themselves politely and professionally at all times. Attempt to maintain clear and open lines of communication. Attempt to not make topics personal or emotional. Actively listen and acknowledge the person's concerns. Attempt to diffuse the situation using a calming tone.

The staff person should not place themselves or others in danger. The staff person should position themselves so that there is a physical object or barrier between themselves and the angry person. Restrict access to objects that can be used as a weapon. The staff person should consider a workspace that allows easy exit in the event of potential violence. If safe, the staff person should politely ask the person to remain in the office until a supervisor can be consulted.

There are individual duress buttons located throughout the complex in staff offices. These buttons are activated with a silent alert message patched directly to the Sheriff's law enforcement frequency. Upon activation, law enforcement will respond in an emergency mode to the location where the button has been activated.

In the event that the staff person is working with an individual known to be abusive and there is not a duress button in the office, strategize in advance to use one of the spaces that are equipped with a button.

Should the staff person expect or secure an appointment with a known angry or potentially violent person, notify security in advance of the appointment for an alert detail sent to all staff. In the event of concerns with confidentiality, the staff person should consult with their supervisor or Department Head.

III. Abusive/threatening clients on the telephone or via text/e-mail:

When a client becomes abusive during the course of a telephone conversation, the employee should terminate the conversations as follows: "Mr. Jones, you appear to be upset. I am available from 8 AM to 4:30 PM to receive telephone calls. When you have calmed down, call back and I will answer any questions you have at that time". Then hang-up immediately. If the client calls back, repeat this procedure if they become abusive again.

Staff Safety Protocols

If a client makes a personal threat against you, terminate the conversation immediately and advise your supervisor. Write down the exact language of the threat immediately. Any personal threats will be required to be reported to sign a formal complaint with law enforcement and the agency will support you.

A. Telephone threat:

- 1) Attempt to record the caller ID number.
- 2) Attempt to record the call. All of the telephone calls within the Justice Center have a call record button.
- 3) Record the exact time, line called in on, and length of the call.
- 4) Attempt to remember the exact wording of the threat.
- 5) Listen for particulars of speech, slurs, accents, and so on.
- 6) Listen for background noise such as a car horn, music, children, and so forth.
- 7) Call security or the Green Lake County Sheriff's Office.

B. Bomb threat. If a client or anonymous caller makes a bomb threat, immediately follow the protocol as outlined in the County Facility Emergency Procedures booklet.

C. Text or e-mail:

- 1) Notify your immediate supervisor
- 2) Save all materials related to the threat, do not delete or erase the text or e-mail.
- 3) Notify the Green Lake County Sheriff's Dept.

IV. Potentially Abusive/Violent clients in the field:

Field staff members are responsible for their own safety. Ultimately, it is the field worker's responsibility to be aware of their own safety needs and react accordingly. Employees who work in the field are expected to take adequate safety precautions such as:

- 1) Refuse to make calls or become involved in situations that pose a high risk;
- 2) Ask a colleague to accompany on a visit;
- 3) Abandon a situation because they believe that they are in danger; or
- 4) Proceed in a limited fashion due to safety concerns. Employees are expected to notify law enforcement or proper authorities when appropriate.

Employees must also notify their supervisor when there has been a concern for safety in a situation.

A. Plan Ahead

Staff Safety Protocols

1. When warranted, consider completing the **Worker Site Safety Assessment** for new clients and clients for whom a change in circumstances poses a potential risk. The County provides this assessment tool to help field workers evaluate a situation and consult with a supervisor when the employee determines a safety concern.
 - a. Level One – low risk - Worker signs out of building as usual stating location and approximate time of return
 - b. Level Two - Worker calls the receptionist when reaching destination. Gives name, address and telephone of client. Gives approximate length of time of appointment. Worker calls receptionist upon return to vehicle. In the event that the worker does not call at the time designated for the visit to end, the receptionist or designee will call cell. If worker does not respond, receptionist notifies Unit Manager who will deploy law enforcement to residence.
 - c. Level Three – Worker uses “buddy” system and has another worker accompany. All other criteria of level two applies.
 - d. Level Four – Worker asks law enforcement to accompany to home visit. In the event of no officer availability, client must come to office or other neutral (public) location.
2. Do NOT visit an individual at home or in the community if:
 - a. The assessed risk of aggression is high or extreme (risk assessment tool needed)
 - b. There is evidence of drug sales or manufacture.
 - c. There are weapons present.
 - d. Any individual is intoxicated or under the influence of drugs to the degree that the worker feels unsafe.
 - e. There is evidence of a violent dispute in or near the home, or violence is known to have recently occurred and there is evidence that the perpetrator is at the address or likely to arrive during the visit.
 - f. Violence is directed at the worker.
 - g. A threat is made against the worker.
 - h. Any individual states that the worker is not welcome in the home.
 - i. If the location of your visit is unfamiliar to you, find a colleague who may be familiar with the location to brief you regarding any known hazards or risks.
3. Consult with your supervisor if you have concerns about going to the site or home alone.
4. Contact the person before the scheduled appointment to confirm the appointment. Ask if there are any animals on the property and if they will be confined during your visit.
5. Schedule appointments during daylight hours when possible.
6. Have precise driving directions to your visit location.

Staff Safety Protocols

7. If you use a GPS system or MapQuest, enter your office address as the home location, not your personal address.
8. Develop familiarity with each neighborhood area so you are aware of exits and recognize unusual or suspicious activity.
9. Leave a detailed itinerary of your day's visits with a designated person at the office (Administrative Unit staff). Advise Administrative Unit staff of your expected time of return. A suggestion would be to leave a copy of your schedule (addresses) on your desk or white board.
10. Arrange your day's visits with questionable locations visits scheduled early in the day when there is less activity (fewer people loitering around). If needed, conduct visits in pairs.
11. Take only the items necessary to do your job. Carry a minimal amount of cash.
12. Conceal personal items in your trunk before leaving the office so you are not observed placing items in your trunk.

B. Dress to protect yourself

1. Wear shoes you can run in or, if necessary, kick off quickly.
2. Wear clothes that are appropriate, washable and easy for running, if necessary.
3. Avoid wearing expensive jewelry or any accessory that could be dangerous (dangling scarves, necklaces, neckties, etc.)
4. Always wear your identification. Wear breakaway lanyards.
5. Select bright colored clothes to make you more visible at night.
6. Lock your purse in the trunk of your car and wear clothes with pockets to carry minimal necessities. Phone covers often have a place for an extra car key, business card or small amount of cash.
7. Carry a noise-making device.
8. Carry your work cell phone.

C. Approaching the dwelling

1. Announce your presence when arriving so you do not surprise anyone.
2. Maintain a self-confident, self-assured posture and attitude. Walk briskly, with purpose, looking around to identify potentially hazardous situations,
3. Keep to the middle of the sidewalk and sidestep dark alleyways, bars and groups of loiterers whenever possible.
4. Maintain a professional demeanor if you are verbally confronted. Repeat your response directly and do not attempt to answer verbal challenges.
5. Make a mental note of other exits as soon as you have entered a building. Use caution when using stairways. Notice if people or objects are located on the stairs or landings. Walk quickly and be especially vigilant when walking in dimly lit hallways or deserted stairwells.

Staff Safety Protocols

6. Trust your instincts at all times. If there is something suspicious about a person waiting to get on an elevator, step aside and wait.
7. Meet your client in the lobby or at the front door. Give them the approximate time of arrival so they will be looking to meet you.
8. Acknowledge your presence and purpose to a group of people as you approach, if appropriate.
9. Pause at the door before knocking and listen. If you hear loud quarreling, words of fighting or some other disturbance, leave immediately.
10. Knock on the door, identify yourself, and use the client's name. Stand to the side of the door until you receive a response. Do not stand in front of a window.

D. Canine Considerations

1. Any dog may bite.
2. Before visiting the site, ask if there are any animals that you need to be aware of. Upon arrival, look for the signs of a dog before entering the yard or house.
3. Do not surprise a dog – call out or tap on a gate if present.
4. If a dog is unleashed in a fenced yard, do not attempt to enter the yard. Return to your car and call the client to notify them that you are at the site; ask them to put the dog in a safe place.
5. If taken by surprise by a potentially hostile dog, use the following techniques:
 - a. Take off sunglasses, if you are wearing them
 - b. Do not run or turn your back to the animal
 - c. Stand still, let the dog approach
 - d. Speak softly, but use firm commands
 - e. Do not stare in the dog's eyes
 - f. Give the dog something, other than your hand to bite.
 - g. Shield your neck and face, if the dog lunges at you.

E. Inside the visitation site

1. Do not let your guard down. Be alert to signs of violence or sexual advances, however subtle, from either a client or a member of the family or household.
2. Be courteous. Speak your name clearly, the agency you represent, and the purpose of your visit.
3. Ask to be seated. Choose a hard chair if possible, Give the client a business card and be prepared to show your official identification.
4. If possible, sit so your back is to a solid wall, not to an unknown space.
5. Be aware of other people in the visitation site and traffic in and out of the site.
6. Sit as close to the door as possible to give you quick egress, if necessary. Be aware of dead bolt locks, padlocks, and self-locking doors.
7. Use the same principles inside the site as used outside to get there.

Staff Safety Protocols

8. Do not assume an animal is harmless, despite what an owner states.
9. Evaluate the potential for danger if weapons, such as guns or knives are visible.
10. Ask permission before going into another part of the site.
11. Do not go into a dark room (or basement or attic) first. Have your client go first and turn on the light. Follow them, never lead, even if you have been previously at their site.
12. Take your belongings with you, if you return to your vehicle during the visit.
13. Do not carry your personal address with you.
14. Knock again or say hello to announce yourself when you return from your car with extra equipment of supplies.
15. If you see anyone tampering with your vehicle, DO NOT try to stop the suspect. Call 9-1-1 as quickly as you safely can.
16. If a raid or arrest should occur at the site of your visit while you are there, follow law enforcement instructions and follow up with your client later.

F. Discussing sensitive topics with clients

1. Be very cautious about broaching sensitive topics during visits unless you know who else may be listening. Sometimes, another person may be listening from another room and may confront you or the client if he/she is unhappy with a particular topic being discussed. It is always to check with the client in advance or by writing a note during the visit that the client can respond with a verbal headshake indicating the safety of discussing a particular topic.
2. When engaging in high-risk activities during the visit (for example: removing a child, reduction of benefits, helping a domestic violence victim to safety or delivering other unwelcome information) consider the assistance of a co-worker, supervisor or law enforcement.

G. Methamphetamine Lab. One of the most hazardous situations you could encounter while at a visitation site would be a methamphetamine lab.

1. Some residences are the locations of drug activity or methamphetamine labs. Be alert to sites whose view to the exterior is obstructed in some manner by blinds, always covered or the windows are boarded over.
2. The drug manufacturing process can be odorless or smell like cat urine. If this odor or other signs indicate the presence of a methamphetamine lab, if you do not feel comfortable with your situation, leave immediately. Other odors to be alerted to are the smell of paint thinner, a "hospital smell", sour or vinegary smell, or ammonia-like smell.
3. Remember that glassware items are typical in a methamphetamine lab operation and many of these can be found in the average kitchen. Be alert to glassware items that

Staff Safety Protocols

are in untypical locations. Examples of glassware are Pyrex or Corning Ware containers, mason jars, and plastic soda bottles.

4. Evidence of rubber tubing, dust or respiratory masks and filters (coffee filters are often used), funnels, rubber gloves, large plastic storage containers or tubs, containers of multi-layered liquids, bed sheets used as strainers and stained red, white powdery residue, gas cylinders or tanks that may contain anhydrous ammonia (especially if the gas cylinder has a blue top.)
5. Methamphetamine labs can be set up in any location: buses, trailers, homes, motel rooms.
6. Large quantities of cold medication packages or containers such as pseudoephedrine.
7. Leave immediately if lab glassware and chemical containers are present. Do not touch anything at the location. Call 9-1-1 at the first safe opportunity.
8. Unusual behavior of the occupants of the home: watching cars suspiciously, paranoid or odd behaviors, frequent visitors at all times of day or night, activity at odd hours or late at night, occupants appear unemployed yet have plenty of money and pay bills with cash, appear unfriendly or secretive about activities or go outside to smoke.
9. Extensive security at the home or signs that indicate, "private property" or "beware of dog", fences, large shrubs, bushes and trees.

H. If you are in a threatening situation

- 1) Do not show fear. Control your breathing.
- 2) Speak slowly and lower the pitch of your voice
- 3) Repeat the purpose of your visit and thank them for letting you visit.
- 4) Stand up and leave; be aware of body posture and sudden movements. State your office is expecting your call.
- 5) Maintain eye contact; but do not try to stare someone down.
- 6) Don't challenge' do be assertive.
- 7) Rehearse ahead of time what you would say and what you might do if an unsafe situation arises.

I. In the event of an assault. If you are attacked or threatened, you have the right to defend yourself. How you chose to defend yourself will depend on the circumstances of the assault and your abilities.

J. 911 Police Emergency

Be prepared to provide the following information:

1. Type of incident reported (assault, theft, etc.)
2. Time of occurrence (now or in the past 30 minutes or longer)
3. Location (exactly where you are or where the incident occurred); address, side of the street, landmarks, route to get to the location, mile marker, etc.)

Staff Safety Protocols

4. Observations – Individuals: gender, race, age, height, weight, hair color and length, clothing (type and color), any distinguishing characteristics, weapons involved and type. Vehicle: color, type, size, model, year, license plate number, condition, any other distinguishing characteristics.

V. Vehicle Safety

- Keep your car in good repair.
- Know whom to call if your vehicle breaks down.
- Carry an emergency flat tire repair kit with you and know how to use it
- Ensure that your gas tank is full.
- Drive with your vehicle doors locked and if possible, your windows rolled up.
- Do not leave equipment, cell phones, packages, bags visible in your vehicle. Place all valuables out of sight of passersby.
- Always carry your keys in your hand when you are leaving the office to go to your car, from your home to your vehicle, or from an appointment to your vehicle.
- If you have two sets of vehicle keys, carry both sets, one to use and one to have in reserve, concealed in your notebook or bag.
- Check an up-to-date weather report before driving to your visit, especially if you are driving a significant distance.
- Carry an emergency vehicle kit that contains flairs, first aid supplies, water, a thermal blanket and your blood borne pathogens kit.
- If someone bumps you from behind or is following you, do not stop in a remote area. Drive to a well-lighted public place with other people. Stay in your vehicle and call 9-1-
- Use County fleet vehicles whenever possible.

A. Neighborhood surveillance (while in the vehicle)

1. TRUST YOUR INSTINCTS.
2. Be aware of your surroundings. Drive around the area observing fences, bushes, and other hiding places.
3. Look for safe places to go in case of emergency: gas stations, businesses, fire stations, utility vehicles, etc.
4. Observe the activity near the location of the site visit. Avoid groups of people who may be drinking, fighting, yelling or appear hostile. If you cannot avoid the group to reach your destination, reschedule your visit.
5. Be cautious of all animals, even if they appear to be restrained in some manner. Be aware of signs that indicate a presence of an animal such as a water dish or a worn animal path around the yard.
6. Be aware that several story building can pose a fire safety concern.

Staff Safety Protocols

7. Pay attention to signs like “no trespassing”, Beware of the owner”, as they may be an indicator of the attitude toward strangers.
8. Signs like “Neighborhood Watch Block” are indicators that others in the community have an increased awareness of unfamiliar activities, potential crime events and are looking out for their neighbors.

B. Parking and leaving the vehicle

1. Always lock your vehicle.
2. Choose a parking space that is in the open and near a light source that offers the safest walking route to your visitation site.
3. Park on the street rather than a driveway to avoid potentially blocked exits.
4. Park in the direction you want to go when leaving the appointment.
5. Be wary of dead end streets or road.
6. Try to park where you can see your vehicle from the inside the visitation site, if possible, to check it periodically during your visit.
7. Avoid rubble and glass that can flatten a tire or an abrupt edge of a road should or ditch that can immobilize your vehicle.

C. Client transportation

1. When client transportation is an expectation of the job, the workers should assess the level of agitation (if any), use of intoxicants, the nature of the appointment to which the client is being transported, whether the client has any type of weapon as well as their own perception of a safety risk.
2. Whenever possible, the worker should utilize fleet vehicles. The vehicle should be safe from potential weapons, in good repair and have safety equipment in case of emergency.
3. When transporting children, staff should utilize child safety locks, know the proper use and installation of child safety seats and use a buddy system (a second staff person) in the vehicle.
4. If a client is assessed to be unsafe to transport, agency staff should not transport the client.

VI Active Shooter

Follow the protocols as trained by the Green Lake County Sheriff’s Department of **Run, Hide, and Fight**.

- A. **RUN: Where You Should Run and When You Should Go.** People are creatures of habit and under stress resort back to training or previous experiences. Simply learning the layout of the facility can assist employees to recognize other avenues of escape.

Recommendation: EVADE and EVACUATE

- If the decision to “Run” is made, the response should be to ***EVADE*** or ***EVACUATE***.
- The action shall not be to blindly “Run” from the threat.
- ***EVADE (MOVE)*** when the threat’s location is not close to you.
- ***MAINTAIN COVER*** or ***CONCEALMENT*** if possible. Then, ***EVACUATE*** to safety.
- If there are no auditory sounds of a threat, it is possible that evading to a secure area, rather than evacuate, is your best choice.
- *“Work with the known.”*
- ***BE AWARE*** of any avenue of escape or exits.
- Take time for internal “field trips” of your workspace.

- B. **HIDE: How You Should Hide and Where You Should Go.** “Hiding under a table is not a good choice of concealment because most tables have visual openings that allow the threat to see one from different angles!”

Recommendation: ISOLATE and SECURE

- Unfortunately, evacuation may not be feasible for all employees and they may need to ***isolate*** and ***secure*** themselves from the threat.
- In choosing to “Hide,” there should be a clear understanding of the location to hide and the material that is chosen to hide behind.
- When selecting a location to isolate, it would be most beneficial to access areas less known or regularly travelled.
- Adjoining rooms that bring one deeper into the facility and further away from the threat is a good option for isolation.
- Once the location has been chosen, secure the area by creating layers of resistance.
- A first potential layer is locking the door.
- ***Simply securing the door*** allows staff time to react to the situation.
- It should be noted that a locked door is sometimes all that is needed to win an active killer incident. The threat is aware of limited time to locate victims and it would be a “waste of time” to attempt to force their way into a room that may have nobody inside.
- If the threat decides to force their way through the locked door, build a barricade (the second layer of resistance).
- The barricade could be built from desks, tables, chairs, or cabinets.
- If you cannot secure in an enclosed area, than shielding oneself behind the proper material for “cover” is imperative.
- Cover is something that can stop bullets from penetrating through it.

Staff Safety Protocols

- An example of **cover** is concrete block or a potentially a filing cabinet filled with papers.
- If cover cannot be located, then concealment would be the next option.
- **Concealment** only affords the benefit of stealth and it should be noted that bullets would penetrate through said material.
- *Examples of concealment are dry wall, most doors, desks, tables, and closets.*
- **If concealment is the only option available**, then locate a closet or material that conceals all the way around the body.

C. FIGHT: When You Should Fight and How You Should Do It

Recommendation: DEFEND

- “**FIGHT**” may come first, last, or not at all.
- The need to **DEFEND** oneself is dependent upon the location and nature of the threat.
- If you fight, you must **COMMIT** 100% to winning that battle.
- If possible, **PROCURE a WEAPON**.
- A weapon of choice could be a sharp object, like scissors, or a blunt object, like a heavy trophy or bat.
- Position yourself in a low, aggressive stance.
- Aim for the head, rather than attempting to disarm the attacker.

Worker Site Safety Assessment

Client name: _____ DOB: _____

Risk Factors:

- Animals in the home
- Drug activity of any household member or in the neighborhood
- Gang activity of any household member
- History of suicide attempts (individual/or family member)
- History of violence against others, animals or property by any household member
- Medication non-compliance
- Past threats to DHHS employee or family member
- Persistent self-destructive or aggressive behavior
- Public Health concerns(list): _____
- Uncomfortable, assaultive behavior toward self or others
- Unsecured weapons in the home

The field worker should not go into the home, or should leave the home if:

- *The assessed risk of aggression is high or extreme
- *There is evidence of drug sales or manufacture
- *There are unsecured weapons present
- *Any individual is intoxicated or under the influence of drugs to the degree that the worker feels unsafe
- *Any individual is exhibiting signs of aggression
- * There is evidence of a violent dispute in or near the home or violence is known to have recently occurred and the perpetrator is at the address or is likely to arrive during the visit.
- *Violence is directed against the worker
- *A threat is made to the worker
- *Any individual states that the worker is not welcome in the home

Completed by: _____ Date: _____