

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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**Post Date: October 10, 2018
*AMENDED**

The following documents are included in the packet for the Department of Health & Human Services Board held on Monday, October 8, 2018

- October 8, 2018 DHHS meeting agenda 5:00 p.m.
- DHHS Draft Minutes August 13, 2018 DHHS budget hearing meeting
- DHHS Draft Minutes August 13, 2018 meeting
- Aging Advisory Committee Draft Minutes September 25, 2018
- Family Resource Council Draft Minutes September 10, 2018
- Aging Report August/September 2018
- Aging Unit 2019-2021 Aging Plan
- Behavioral Health Unit Report August/September 2018
- Children & Family Services August/September 2018
- Economic Support/Child Support Reports August/September 2018
- Fox River Industries August/September 2018
- Health Unit/Environmental Health Report August/September 2018
- Certification Certificate Behavioral Health Unit
- Resolution Relating to Requesting Increased Funding and Oversight Reforms for Wisconsin Child Protective Services Systems
- Out-of-State Training Request – Fox River Industries
- 2019-2021 Aging Plan

- Budget Adjustment – GWAAR NSIP grant funds
- Budget Adjustment – 2018 Additional GWAAR grant funds
- Budget Adjustment – CLTS program
- Budget Adjustment – Supported employment
- Line Item Transfer – Behavioral Health Unit Travel
- Line Item Transfer – Child Support
- Line Item Transfer –Fox River Industries Training
- Line Item Transfer – Fox River Industries Travel
- *2019 Proposed Budget Summary
- *DHHS Expenditure/Revenue Comparison



**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: October 8, 2018 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
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. Minutes 8/13/18
5. Correspondence:
6. Veteran's Service Office Report
7. Advisory Committee Reports
 - ADRC Committee – (Waterbury/Gende) Meeting
August 9, 2018
 - Aging Advisory Committee – (Trochinski) Meeting
September 25, 2018
 - ADVOCAP/Headstart Report (Gonyo/Wielgosh)
8. Unit Reports
9. 2019-2021 Aging Plan
10. Resolution Relating to Requesting Increased
Funding and Oversight Reforms for WI Child
Protective Services System
11. *Fox River Industries Out-of-State Travel
12. Budget
 - 2018 Budget Update
 - 2019 Proposed Budget
13. Budget Adjustment
14. Line Item Transfer
15. Committee Discussion
 - Future DHHS Meeting Date (November 12, 2018
at 5:00 p.m. p.m.)
 - Future Agenda items for action & discussion
16. Adjourn

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

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT GREEN LAKE COUNTY GOVERNMENT CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON MONDAY, AUGUST 13, 2018 AT 5:00 P.M.

PRESENT: Joe Gonyo, Chairman
Harley Reabe, Vice Chairman
Joy Waterbury, Member
John Gende, Member
Charlie Wielgosh, Member
Brian Floeter, Member
Nancy Hoffman, Member

EXCUSED: Richard Trochinski, Member

OTHERS PRESENT: Jason Jerome, Director
Karen Davis, Administrative Assistant
Cathy Schmidt, County Administrator
Tony Daley, Berlin Journal

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

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

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

Review Proposed 2018 Budget: Jerome explained the proposed changes to the draft 2019 budget which has been submitted to the County Administrator for review. Jerome explained that with second year using the new budget format things will be more clear in the budget. Discussion followed.

Committee members will be provided a summary at a later date when the draft is completed.

Committee Discussion: No discussion.

Future Agenda Items For Action and Discussion:

Adjournment: Motion/second (Floeter/Reabe) to close the public hearing.

Gonyo adjourned the meeting at 5:28 p.m.

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT GREEN LAKE COUNTY GOVERNMENT CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON MONDAY, AUGUST 13, 2018 AT 5:30 P.M.

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

EXCUSED: Richard Trochinski, Member

OTHERS PRESENT: Jason Jerome, Director
Karen Davis, Administrative Assistant
Cathy Schmidt, County Administrator
Dawn Klockow, Corporation Counsel

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

Call to Order: The meeting was called to order at 5:30 p.m. by Chairman Gonyo.

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

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

Correspondence: None.

Resolution Relating to Engaging a Consultant to Perform CountyWide Ambulance Feasibility Study: The Resolution Relating to Engaging a Consultant to Perform CountyWide Ambulance Feasibility Study.

Gonyo opened the floor for comments. Citizens spoke regarding the resolution and answered questions from committee members. Discussion followed. Motion/second to approve (Waterbury/Reabe) to approve the Resolution Relating to Engaging a Consultant to Perform CountyWide Ambulance Feasibility Study. Floeter - abstain. Motion carried.

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

Advisory Committee Reports: ADRC Committee: Waterbury reported regarding the August 9, 2018. The draft minutes were received and are on file.

Aging Advisory Committee: The July 18, 2018 draft minutes were received and are on file.

Health Advisory Committee: Hoffman reported regarding the July 11, 2018. The draft minutes were received and are on file.

Advocap/Headstart Report: Gonyo reported regarding the meeting held July 18, 2018 at the Headstart building. The ADVOCAP Headstart Program Presentation powerpoint was received and on file.

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 Economic Support/Child Support 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.

Out of State Training Request - Carrie Nitz, Drug Court Coordinator: Jerome presented out of state training request for Carrie Nitz, Drug Court Coordinator. Motion/second (Waterbury/Gende) to approve the out of state training request for Carrie Nitz, Drug Court Coordinator. All ayes. Motion carried.

Resolution Relating to Funding Human Health Hazard Abatement in Green Lake County Case Number 18CX1: Jerome explained/presented the Resolution Relating to Funding Human Health Hazard Abatement in Green Lake County Case Number 18CX1. Discussion followed. Motion/second (Waterbury/Floeter) to approve the Resolution Relating to Funding Human Health Hazard Abatement in Green Lake County Case Number 18CX1. All ayes. Motion carried.

Resolution Relating to Funding Human Health Hazard Abatement in Green Lake County Case Number 18CX2: Jerome explained/presented the Resolution Relating to Funding Human Health Hazard Abatement in Green Lake County Case Number 18CX1. Discussion followed. Motion/second (Waterbury/Reabe) to approve the Resolution Relating to Funding Human Health Hazard Abatement in Green Lake County Case Number 18CX2. All ayes. Motion carried.

Policy/Procedure: Staff Safety Protocols: Jerome presented the proposed Staff Safety Protocol Policy for approval. Discussion followed. Motion/second (Floeter/Wielgosh) to approve the Staff Safety Protocol Policy. Follow report on progress in three months. All ayes. Motion carried.

Budget: 2019 Proposed Budget: No discussion.

Committee Discussion: No discussion.

Future Meeting Date: The next Health & Human Services Board meeting will be Monday, September 10, 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 6:39 p.m.

DRAFT

COMMISSION ON AGING ADVISORY MINUTES

September 25, 2018

Present: Barb Behlen, Pat Flanigan, Dick Trochinski, Darlene Krentz, Barb Reif

Others Present: Betty Bradley, Jason Jerome, Karen Davis

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 (Behlen/Krentz) to approve the July 18, 2018 minutes. All ayes. Motion carried.

CORRESPONDENCE: Bradley read a letter from the State notifying of \$12,108 additional grant funds for the various aging programs.

GREATER WISCONSIN AGENCY ON AGING RESOURCES, INC (GWAAR): Bradley reported that the next meeting will be held in October to approve the 3-year plan for GWAAR.

HEALTH & HUMAN SERVICES BOARD REPORT No discussion.

Senior Picnic: Bradley reported that 182 tickets were sold and that there were over 80 door prizes. There were many compliments that the picnic went well. Discussion followed.

Advocacy: No discussion.

July & August Program Information: Bradley provided the July and August 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 she received comments from GWAAR this morning regarding comments on improving the plan. Bradley will make these changes before submitting the plan for approval by the Health & Human Services Board.

Bradley reported that there were no appearances at the Public Hearing which was held on September 5, 2018.

Bradley explained the budget: grant funding; county match; inkind; meal donation funds; etc. Discussion followed.

Motion/second (Flannigan/Reif) to approve the 2019-2021 Aging Plan with revisions and send to the Health & Human Services Board for approval. All ayes. Motion carried.

COMMITTEE DISCUSSION No discussion.

Future Meeting Date: The next meeting of the Aging Advisory Committee will be Thursday, November 15, 2018 at the Green Lake County Government Center at 10:30 a.m.

Future Agenda Items for Action and Discussion: 85.21 Transportation Grant

Motion/second (Flannigan/Behlen) to adjourn the meeting. The meeting adjourned at 11:07 p.m.

FAMILY RESOURCE COUNCIL MEETING MINUTES—September 10 , 2018

Present were: Marian Sommerfeldt, Community Options, Inc.; Sue Sleezer, DHHS Children & Family Services Unit Manager; Gail Olson, Consumer; Renee Peters, DHHS Health Unit – Family Support/Birth-Three Program; Rachel Schackow, DHHS Health Unit; Dick Trochinski, County Board Supervisor; Tony Beregszazi, ADVOCAP; Kate Meyer, CLTS/CCS Coordinator; Tara Eichstedt, DHHS Children & Family Services Unit; Jessica Bielmeier, Vicki Rhine, ASTOP; Kathy Anderson-Kemnitz, Parent; Shelby Jensen, DHHS Economic Support/Child Support Unit Manager, Harley Reabe, County Board Chair; Mark Podoll, Sheriff's Dept.; Kari Bellile, Christine Ann Domestic Abuse Center; Jason Jerome, DHHS Director; Lynn Moen, Green Lake County Victim/Witness Coordinator; Hope Prochnow, Parent

Certification of Open Meeting Law: The requirements of the open meeting law were certified as being met.

Call to Order: The meeting was called to order at 11:41 a.m. by Sommerfeldt.

The Pledge of Allegiance was recited.

Introductions: Introductions of members were made.

Agenda: Motion/Second (Beregszazi/Trochinski) to approve the agenda. All ayes. Motion carried.

Minutes: Motion/second (Podoll/Beregszazi) to approve the June 4, 2018 minutes. All ayes. Motion carried. Discussion followed.

Correspondence: None.

DISCUSSION ON PROGRAMS/POLICIES:

Treatment and Diversion Program: Jerome updated Committee members regarding the Treatment and Diversion program. Presently, there are 3 individuals enrolled in the program. Referrals are being received. Jerome updated Committee members regarding the new CJCC sub-Committee which was formed and what this sub-committee's purpose is. Discussion followed.

Coordinated Services Teams: Eichstedt updated Committee members regarding the Coordinated Services Teams wraparound services. Eichstedt distributed information regarding "teaming". The attached handout was received and is on file.

Sleezer reported that the 2019 plan has been submitted and explained proposed changes to the plan.

Children's Community Options Program: Peters updated Committee members regarding the Children's Community Options Program (C-COP) program. Peters updated Committee members that CLTS waiver list is being eliminated with CCOP funds primarily being utilized to cover those on the wait list and spending less of the CCOP allocation at this point. Peters reported that funds are being spent on education, mentoring and recreational activities.

Birth-Three: Peters reported regarding the Birth-Three program. Peters reports that she contracts with providers for the provision of therapy services.

Peters reported that the Birth-Three program State review was held on June 28, 2018. Peters reported that the review went well and the County should be receiving a follow-up letter regarding the review.

Peters reported that she met with the regional coordinator and has developed a County Performance Plan (CPP) to update practices including changes to forms/processes to meet State requirements.

Peters reported that 10 children are receiving ongoing services on this date and that 6 have diagnosed conditions with significant developmental delays.

Peters reported that the Thedacare speech pathologist resigned and Green Lake County will be receiving services from a new SLP, Hannah Lehocky.

Comprehensive Community Services (CCS) Update: Meyer reported regarding the CCS program to Committee members. Meyer reported that recovery teams are formed. Meyer reported that there are approximately 29 active participants. Of which 14 are adults. Meyer reported that over half of the participants are children.

CLTS (Children's Long Term Support) Program: Meyer reported that the explained eliminating the wait list thus doubled the enrollment in CLTS services. There are 17 individuals at the present time and 4 more to get off wait list. Discussion followed regarding funding and the CLTS program.

Health Unit: Maternal Child Health Update:

Schackow reported that flu clinics are starting with the first on being September 27, 2018. See attached schedule.

Schackow reported that Berlin Community Day Care has been recertified as breast feeding friendly.

Schackow reported that the Health Unit is working on coordinating with Princeton School District on grants: building to become breastfeeding friendly; K through 5th grade grant to receive health education material.

Schackow reported regarding the Plunge that was held with the focus on early child hood development. There has been a follow-up meeting to discuss strategies for implementation. More meetings to follow. Committee members will be updated.

Appearances: ADVOCAP: Beregszazi reporting partnering with Christine Anne Domestic Abuse and the Department of Justice regarding transitional housing and hoping to continue this program.

Other programs through ADVOCAP: Family strengthening services at Headstart; Applying for small business development grant.

Beregszazi reported that the commodity food amount has doubled and anticipate receiving more food to distribute to those in need.

Beregszazi reported regarding the possibility of a Community gardens in Green Lake County as they have some in surrounding counties. Discussion followed.

ASTOP: Jessica Bielmeier introduced the new case manager, Vicki Rhine. Bielmeier reported that there another center in Wautoma for counseling

Bielmeier reported that there were 9 cases of child sexual assault reported since last week. The hope is to work on communication with law enforcement, etc. for more timely intervention/counseling services. Assault victims receive counseling/services for the whole family not just the victim.

Bielmeier reported that staff are going to schools once a week to be available to provide support. Bielmeier reported that advocates are not mandated reporters.

Christine Anne Domestic Abuse Services: Kari Bellile reported that Julie Sorenson will be new advocate for Green Lake County and they are looking for office space.

Bellile reported that they have a youth team that is very active in Berlin School District. The goal is to expand to other schools that would give referrals.

Bellile reported that on October 11, 2018, 6:00 p.m. "Take Back the Night" will be held in Green Lake County, location to be determined yet.

Community Options - Marian Sommerfeldt, Community Options, Inc, reported that their day care full with after-school program children.

Sheriff – Podoll was present to answer any questions.

UW Extension No report.

Victim/Witness – Moen reported regarding an upcoming training regarding crisis response..

Jensen reported that the energy assistance program has started for the 2018-2019 heating season.

Jensen reported regarding an incentive program regarding electric payment. Contracts and incentives are used to use match money for individuals to continue making monthly payments on their electric bill.

Jensen refers individuals to the ADVOCAP weatherization program to check homes.

Jensen reported that the Operation Backpack program was held in August 2018 with approximately 200 children being served. In addition to school supplies, children received tennis shoes, etc.

Reabe reported regarding proposed resolutions being presented at the State convention. Reabe reported he is in contact with the department heads with regards to the proposed resolutions.

Future Meeting Date: The next meeting is scheduled for September 10, 2018 at 11:30 a.m.

Future Agenda Items for Action/Discussion:

Motion/second (Olson/Moen) to adjourn the meeting.

The meeting adjourned at 12:26 p.m.

DRAFT

**County Plan on Aging
2019-2021
Template and Self-Assessment Form**

DRAFT

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**Yellow Highlight indicates sections required for annual assessment*

1. Verification of Intent

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

On behalf of county, we certify that these organizations have reviewed the plan, and have authorized us to submit this plan which outlines activities to be undertaken on behalf of older people during 2019-2021.

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

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

Signature, and Title of the Chairperson of the Commission on Aging	Date
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Signature, and Title of the Authorized County Board Representative	Date
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2. Executive Summary

The Green Lake County Plan on Aging for 2019-2021 focuses on providing more opportunities for seniors in the community to have access to and input into the services provided in their community. Green Lake County will work with its Community Partners to provide educational opportunities for elderly citizens living in the County.

In gathering public input for the plan, the Green Lake County aging unit conducted surveys, one at the Senior Picnic and another over several weeks with seniors who came into to local Senior Centers. We held four focus group discussions, two at senior dining sites, one with the Green Lake County Health and Human Services Board, and one at with the Dementia Coalition. Our Commission on Aging Committee members also did structured interviews with seniors in the community. The Green Lake County Aging Unit also held one public forum/listening session on the topic of the plan. Public input from all of these sessions was used to identify community needs and develop goals for the next three years.

The Aging Unit staff will continue to work closely with the ADRC staff, and other community partners, to provide opportunities for seniors to have access to community leaders and legislators, to give input on issues that affect them. We will also work on providing educational opportunities for seniors in Green Lake County.

The senior Nutrition Program is one of our largest programs for seniors. During the next three years, the Aging Unit will work to increase participation in the Senior Dining Program, and to provide opportunities for those on the homebound meals program to feel more connected to their community.

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

The Aging Unit will collaborate with the Alzheimer's and Dementia Alliance of Wisconsin to provide more social opportunities for individuals suffering from dementia. We will also collaborate to provide several educational events to the community. This collaboration will also help to strengthen our Caregiver support group by provide on-site respite. We also hope to work with other community partners to provide a support group for grandparents raising grandchildren.

Locally we hope to provide more education and training to our department staff and to local Law Enforcement and EMS agencies, to enhance our skills to work with the aging population.

The Green Lake County Aging Unit is a small department with a limited budget, so it is vital for us to work on maintaining and strengthening our collaborative efforts with

community partners. We hope to maintain our current level of services; however, this is dependent on maintaining current levels of funding.

3. Organization and Structure of the Aging Unit

3-A Mission Statement and Description of the Aging Unit

Mission of the Aging Unit:

The Mission of the Green Lake County Aging Unit is to meet essential health and human needs of the people of Green Lake County by delivering innovative, effective and responsive community programs that encourage citizens of Green Lake County to thrive

Address of the Aging Unit

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

Hours of Operation

Monday through Friday 8AM to 4:30 PM

Helpful Telephone Numbers and Email Address

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

Website – if applicable

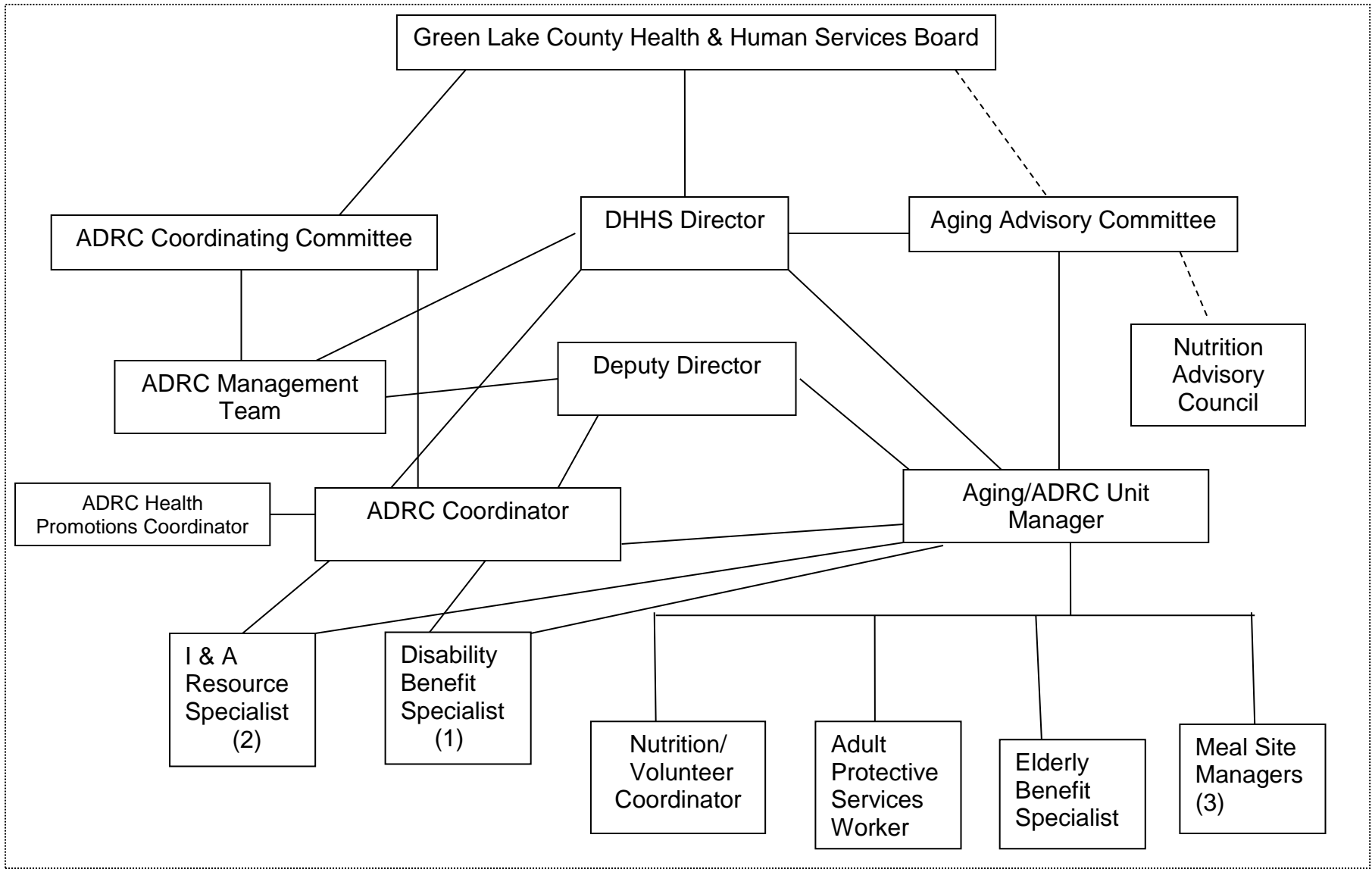
www.ADRInformation.org

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

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

Provide an organizational chart, which clearly depicts the place of the aging unit, the policy-making body, and (where applicable) the advisory committee, in relation to the county government. (Not-for-profit aging units will not include their relationships to county government in the organization chart.)

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



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

Green Lake County is served by the ADRC of Adams, Green Lake, and Waushara County. The ADRC site in Green Lake County is co-located within the Aging Unit. Aging and ADRC staff work side by side. The ADRC Director is employed by Green Lake County, but works in all three Counties in the consortium. Locally the ADRC Director and staff fall under the direction of the Aging Director. Aging and ADRC staff work closely with each other, referring consumers to workers in either area. Often ADRC and Aging staff are working together on a case to facilitate the best outcome for the consumer. Aging and ADRC staff hold joint weekly staff meetings to discuss issues and develop care plans when needed. The ADRC employs a full-time Health Promotions Coordinator out of the Wautoma office, whose position is funded by ADRC and Aging dollars, who provides health promotion classes in all three Counties for both Aging and ADRC programs. The Economic Support Unit is located in the hall next to the Aging Unit. Both ADRC and Aging staff work closely with ESU staff to ensure the best outcome for the consumer.

3. Organization and Structure of the County Aging Unit 3-D Statutory Requirements for the Structure of the Aging Unit
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Chapter 46.82 of the Wisconsin Statutes sets certain legal requirements for aging units.

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

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

The commission is the policy making entity for aging services and an aging advisory committee is not the commission. Chapter 46.82 of the Wisconsin Statutes sets certain legal requirements for aging units.

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

Official Name of the County Aging Unit’s Policy-Making Body (list below)			
Green Lake County Health and Human Service Board			
Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Joe Gonyo	N	Y	2004
Harley Reabe	Y	Y	2012
Richard Trochinski	Y	Y	2010
Charlie Wielgosh	Y	Y	2018
Brian Floeter	N	Y	2015
Joy Waterbury	N	N	2018
John Gende	Y	N	2015
Nancy Hoffman	N	N	2016

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

If the aging unit has an advisory committee, listed below are the members of the advisory committee. *An aging advisory committee is required if the commission (policy making body) does not follow the Elders Act requirements for elected officials, older adults and terms or if the commission (i.e. policy-making body) is a committee of the county board.*

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

Official Name of the County Aging Unit’s Advisory Committee (list below)			
Aging Advisory Committee			
Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Richard Trochinski	Y	Y	2011
Barbara Reif	Y	Y	2014
Pat Flannigan	Y	Y	2017
Barbara Behlen	Y	Y	2017
Darlene Krentz	Y	Y	2018

For assessment only – Please update the Commission on Aging and Aging Advisory membership and answer questions below.

<i>Please answer "Y" or "N"</i>	2019	2020	2021	Describe
Has the organization of the <i>Aging Unit</i> changed this past year?				
Has the organization of the <i>Commission on Aging</i> changed this past year?				
Does the aging unit have a full-time aging director?				
Is the membership of the Commission on Aging in Compliance?				

<h3 style="margin: 0;">3. Organization and Structure of the County Aging Unit</h3> <h4 style="margin: 0;">3-G Staff of the Aging Unit</h4>
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Listed below are the people employed by the County Aging Unit. Include additional pages as needed.

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

Supervises the day-to-day activities of the I&A staff, DBS staff, and the Health Promotion Coordinator.

Name: Matthew Wecker

Job Title: Disability Benefit Specialist

Telephone Number/email Address: 920-294-4070; mwecker@co.green-lake.wi.us

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

Name: Vanessa Schultz

Job Title: Resource Specialist

Telephone Number/email Address: 1-877-883-5378; vschultz@co.green-lake.wi.us

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

Name: Lisa Zimmerman

Job Title: Resource Specialist

Telephone Number/email Address: 1-877-883-5378; lzimmerman@co.green-lake.wi.us

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

4. Context

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

The population of Green Lake County is rural, with four main cities and three smaller towns. The total population, based on 2012 – 2016 US Census American Community Survey data, is 18,881. The percentage of persons over the age of 60 is 28.4%, above the statewide average of 21.5%. The population over age 65 is 20.8%, again above the statewide average of 15.2%. 29.2 % of those over age 65 live alone in their own home. Population projections done by the Bureau of Aging and Disability resources project that the Green Lake County population over the age of 65 will be over 31.4% by 2040.

The median income for the 65 and older age group is \$34,630. Approximately 8.4% of those over 65 live below the poverty level.

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

Green Lake County's health outcomes ranking is 44th out of 72, according to the 2017 County Health Rankings from the University of Wisconsin Population Health Institute. Green Lake County has higher than state rates of adults with hypertension, coronary heart disease, heart attacks, obesity, asthma and arthritis. The higher than average occurrence of these conditions is consistent with the higher than average aging population of Green Lake County.

The Green Lake County Area Health & Wellness Coalition has identified these three areas as the top three health issues for Green Lake County residents: 1) Mental Health; 2) Alcohol, Tobacco and other Drug use; and 3) Chronic Disease. All three of these areas affect the aging population of Green Lake County. The Green Lake County Aging Director is a member of the Green Lake County Health and Wellness Coalition.

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

As the population of Green Lake County ages the challenge will be to provide services to a growing aging population with increased service needs and insufficient funds to

cover those needs. We will be challenged to find more community partners to fill those gaps in service.

We are a Tri-County ADRC along with Adams and Waushara Counties. In Green Lake County, the Aging programs and ADRC are in the Aging/ADRC unit of the Human Services Department. We feel having all services/funding for aging and ADRC run out of the same unit allows us to maximize service delivery and funding for the residents of Green Lake County. The Aging and ADRC staff work together to provide service to the residents of Green Lake County.

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

Please use the [Public Input Report form](#) to explain how you gathered information and ideas from the public prior to developing your plan. Attach completed forms to the plan.

Before submitting the final plan to the Area Agency on Aging (AAA), the aging unit must conduct one or more public hearings on the draft plan. Please use the [Public Hearing Report form](#) to document your public hearings and attach forms to the plan.

6. Goals for the Plan Period

Progress notes to be completed during self-assessment process.

Aging Unit Plan Goals <i>(write at least one goal per focus area per year - add extra boxes as needed – put curser to the left of the box and click the + sign)</i>	Progress Notes <i>(briefly summarize only those activities completed as of Dec. of each year)</i>	check if completed		
		2019	2020	2021
Focus Area 6-A. Advocacy Related Activities				
In order for Seniors to have access to State Representatives, Green lake County will collaborate with local Senior Centers to offer a public listening session by December 31, 2019 where at least one State legislator attends to provide information and get feedback from Seniors regarding legislation that effects Seniors. At least 25 Seniors will attend this session, complete a post survey with at least 25% having found the session helpful.				
In order to increase understanding of POA for Health Care and POA for Finances, the Green Lake County Aging Unit will put on a public forum on the topic, with at least 25 Seniors attending and at least 50% feeling they have an increased understanding, by December 31, 2020.				
In order to increase knowledge of voter registration laws; absentee ballots and polling sites, the Aging Unit will hold presentations at each meal site on these topics, with 75% (20 participants) of participants indicating increased understanding of the topic, by July 1, 2020.				
Focus Area 6-B. The Elder Nutrition Program				
In order to provide more fresh produce to Seniors, Green Lake County will collaborate with Feeding America to provide a mobile food pantry at one Senior dining site each year of the three-year plan, to serve at least 60 seniors with fresh produce and dairy, by October 31 2019, 2020 and 2021.				
In order to increase attendance at the Berlin Dining Site, we will have three specialty meal days (for example Irish fest, Cinco de Mayo, Celebrate America, Octoberfest etc.) per year, with attendance increasing by 50% at each event (from 20 participants to 30), by December 31, 2019, 2020, and 2021.				

<p>In order to provide more social contact and connection to the community for Seniors who receive Home Delivered Meals the Green Lake County Aging Unit will collaborate with the Boys and Girls Club of Berlin to create cards or small gifts at least three time a year to be delivered to the HDM participants with their meals, with at least 75% indicating they feel more connected to the community, by December 31, 2019.</p>				
<p>Focus Area 6-C. Services in Support of Caregivers</p>				
<p>In order to increase attendance at the Caregiver Support Group by 50% (from 4 to 6), Green Lake County will collaborate with the Alzheimer’s and Dementia Alliance of Wisconsin, to provide on sight respite to at least 2 individuals at the support Group meetings, by December 31, 2019.</p>				
<p>In order to provide services to grandparents raising grandchildren; the Aging Unit will partner with one of the local High Schools to begin a support group for Grandparents raising grandchildren, that will meet at least quarterly during the school year, with at least 5 grandparents attending each support group meeting by December 21, 2020.</p>				
<p>In order to provide evidence based programming to those who are in a caregiving role, the Green Lake County Aging Unit in collaboration with the Alzheimer’s and Dementia Alliance of Wisconsin, will hold one Powerful tools for Caregivers class, with at least 8 people attending, each year of the plan, by December 31, 2019, 2020, and 2021.</p>				
<p>Focus Area 6-D. Services to People with Dementia</p>				
<p>Green Lake County will collaborate with the Alzheimer’s and Dementia Alliance, to provide a social outing for individuals suffering from memory loss, by facilitating a monthly Memory Café that will serve 5 individuals a month by December 31, 2019. We will continue this goal every year for each year of the plan.(2019, 2020, and 2021)</p>				
<p>Green Lake County will team with the Alzheimer’s and Dementia Alliance to provide at least two “Dementia Live” trainings to area Law Enforcement and EMS personnel, with at least 40 participants, to educate them on behavioral concerns they may encounter during the line of duty when working with someone with memory loss, by December 31, 2019, with at least 75% of</p>				

those participating feeling they had gained new skills/knowledge that will help them in performing their jobs.				
In order to increase access to early detection the Aging Unit will collaborate with the ADRC to provide at least one memory screening event at a County Senior Center, each year of the plan with at least 6 memory screens being completed at each event, by December 31, 2019, 2020, and 2021.				
Focus Area 6-E. Healthy Aging				
In order to increase opportunities for Seniors in Green Lake County to attend evidence based programming, the Green Lake County Aging Unit will collaborate with the ADRC of Adams, Green Lake and Waushara Counties, and the Markesan Residents Home to provide at least one Highest level evidence based Health Promotions class, with at least 10 seniors attending, in the Markesan area by December 31, 2019, 2020 and 2021.				
In collaboration with the Green Lake County Public Health Department we will provide a minimum of two education programs a year out of the Grapevine curriculum, which is sponsored by the Women’s Health Foundation, possible topics to include: the Healthy Aging Brain; Opioids and Prescription Safety; Mental Health; Advanced Care Planning; Bone Health; Healthy Hearts; etc., with at least 40 individuals attending the two programs, with at least 50% of attendees indicating they had increased knowledge of the program topic at the end of each session, by December 31, 2019, 2020, and 2021.				
In order to keep more Seniors safe in their own homes the Aging Unit will collaborate with the Aging and Disability Resource Center to increase the number of Home Falls Assessments in Green Lake County by 50% percent(from 2 to 3) each year of the plan, by December 31, 2019, 2020, and 2021.				
Focus Area 6-F. Local Priorities				
In order for staff to learn how to identify, understand and respond to signs of mental illness, the Aging Unit will attend Mental Health First Aid for Older Adults by December 31, 2019 with a minimum of 90% (9 staff) of staff completing the course and becoming certified.				

<p>In order to provide an opportunity for Seniors to become familiar with the service providers in their community, the Green Lake County Aging/ADRC Unit will organize a Senior fair, with vender booths; and a speaker on the 10 warning signs of Alzheimer’s, which will be attended by at least 50 Seniors, with 50% feeling the fair was helpful to them, by December 31, 2021.</p>				
<p>In order to assist Seniors with disposing of unwanted/unneeded medications and to secure current medications, we will collaborate with the Public Health department to provide drug deactivation kits, along with training on how to use them, and medication lock boxes for those who want them, to each Homebound meal participant by December 31, 2019. 75 homebound meals recipients will participate.</p>				

For Assessment Only

Part IV: Progress on the Aging Unit Plan for Serving Older People – National Family Caregiver Support Program (NFCSP)
This section is not required for tribal aging units.

Minimum Service Requirements: *The minimum service requirements of NFCSP must be provided by the aging unit or contracted with another agency. Please indicate who provides these services.*

Service	Aging Unit (X)	Other Agency (please list)
Information to caregivers about available services		
Assistance to caregivers in gaining access to the services		
Individual counseling, support groups, and training to caregivers		
Respite care		
Supplemental services (e.g., transportation, assistive devices, home modifications, adaptive aids, emergency response systems, supplies, etc.)		

Caregiver Coordination: *To ensure coordination of caregiver services in the county, the aging unit shall convene or be a member of a local family-caregiver coalition or coordinating committee with other local providers who currently provide support services to family caregivers.*

<p>Does the aging unit belong to a local caregiver coalition?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Name of Coalition: ____</p> <p>If YES, please provide a brief update on coalition activities conducted each year.</p> <p>If NO, please explain plan for compliance.</p>	<p>2019 Activities:</p>
	<p>2020 Activities:</p>

	2021 Activities:
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7. Coordination Between Titles III and VI

If the county includes part or all of a federally recognized tribe or is home to a significant population of tribal members, describe how the County and Tribal aging units will work together to coordinate and ensure the provision of services to tribal elders. Provide a narrative describing collaboration efforts and goals for each year of the plan.

Progress notes to be completed during self-assessment process.

Provide goals for each year of the plan.	Progress Notes	2019	2020	2021

9. Compliance with Federal and State Laws and Regulations

On behalf of the county, we certify

(Give the full name of the county aging unit)

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

Signature and Title of the Chairperson of the Commission on Aging	Date
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Signature and Title of the Authorized County Board Representative	Date
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10. Assurances

The applicant certifies compliance with the following regulations:

1. Legal Authority of the Applicant

- The applicant must possess legal authority to apply for the grant.
- A resolution, motion or similar action must be duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein.
- This resolution, motion or similar action must direct and authorize the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. Outreach, Training, Coordination, & Public Information

- The applicant must assure that outreach activities are conducted to ensure the participation of eligible older persons in all funded services as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that each service provider trains and uses elderly persons and other volunteers and paid personnel as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that each service provider coordinates with other service providers, including senior centers and the nutrition program, in the planning and service area as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that public information activities are conducted to ensure the participation of eligible older persons in all funded services as required by the Bureau of Aging and Disability Resources designated area agency on aging.

3. Preference for Older People with Greatest Social and Economic Need

The applicant must assure that all service providers follow priorities set by the Bureau of Aging and Disability Resources designated area agency on aging for serving older people with greatest social and economic need.

4. Advisory Role to Service Providers of Older Persons

The applicant must assure that each service provider utilizes procedures for obtaining the views of participants about the services they receive.

5. Contributions for Services

- The applicant shall assure that agencies providing services supported with Older Americans Act and state aging funds shall give older adults a free and voluntary

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opportunity to contribute to the costs of services consistent with the Older Americans Act regulations.

- Each older recipient shall determine what he/she is able to contribute toward the cost of the service. No older adult shall be denied a service because he/she will not or cannot contribute to the cost of such service.
- The applicant shall provide that the methods of receiving contributions from individuals by the agencies providing services under the county/tribal plan shall be handled in a manner that assures the confidentiality of the individual's contributions.
- The applicant must assure that each service provider establishes appropriate procedures to safeguard and account for all contributions.
- The applicant must assure that each service provider considers and reports the contributions made by older people as program income. All program income must be used to expand the size or scope of the funded program that generated the income. Nutrition service providers must use all contributions to expand the nutrition services. Program income must be spent within the contract period that it is generated.

6. Confidentiality

- The applicant shall ensure that no information about, or obtained from an individual and in possession of an agency providing services to such individual under the county/tribal or area plan, shall be disclosed in a form identifiable with the individual, unless the individual provides his/her written informed consent to such disclosure.
- Lists of older adults compiled in establishing and maintaining information and referral sources shall be used solely for the purpose of providing social services and only with the informed consent of each person on the list.
- In order that the privacy of each participant in aging programs is in no way abridged, the confidentiality of all participant data gathered and maintained by the State Agency, the Area Agency, the county or tribal aging agency, and any other agency, organization, or individual providing services under the State, area, county, or tribal plan, shall be safeguarded by specific policies.
- Each participant from whom personal information is obtained shall be made aware of his or her rights to:
 - (a) Have full access to any information about one's self which is being kept on file;
 - (b) Be informed about the uses made of the information about him or her, including the identity of all persons and agencies involved and any known consequences for providing such data; and,
 - (c) Be able to contest the accuracy, completeness, pertinence, and necessity of information being retained about one's self and be assured that such information, when incorrect, will be corrected or amended on request.

- All information gathered and maintained on participants under the area, county or tribal plan shall be accurate, complete, and timely and shall be legitimately necessary for determining an individual's need and/or eligibility for services and other benefits.
- No information about, or obtained from, an individual participant shall be disclosed in any form identifiable with the individual to any person outside the agency or program involved without the informed consent of the participant or his/her legal representative, except:
 - (a) By court order; or,
 - (b) When securing client-requested services, benefits, or rights.
- The lists of older persons receiving services under any programs funded through the State Agency shall be used solely for the purpose of providing said services, and can only be released with the informed consent of each individual on the list.
- All paid and volunteer staff members providing services or conducting other activities under the area plan shall be informed of and agree to:
 - (a) Their responsibility to maintain the confidentiality of any client-related information learned through the execution of their duties. Such information shall not be discussed except in a professional setting as required for the delivery of service or the conduct of other essential activities under the area plan; and,
 - (b) All policies and procedures adopted by the State and Area Agency to safeguard confidentiality of participant information, including those delineated in these rules.
- Appropriate precautions shall be taken to protect the safety of all files, microfiche, computer tapes and records in any location which contain sensitive information on individuals receiving services under the State or area plan. This includes but is not limited to assuring registration forms containing personal information are stored in a secure, locked drawer when not in use.

7. Records and Reports

- The applicant shall keep records and make reports in such form and requiring such information as may be required by the Bureau of Aging and Disability Resources and in accordance with guidelines issued solely by the Bureau of Aging and Disability Resources and the Administration on Aging.
- The applicant shall maintain accounts and documents which will enable an accurate review to be made at any time of the status of all funds which it has been granted by the Bureau of Aging and Disability Resources through its designated area agency on aging. This includes both the disposition of all monies received and the nature of all charges claimed against such funds.

8. Licensure and Standards Requirements

- The applicant shall assure that where state or local public jurisdiction requires licensure for the provision of services, agencies providing services under the county/tribal or area plan shall be licensed or shall meet the requirements for licensure.
- The applicant is cognizant of and must agree to operate the program fully in conformance with all applicable state and local standards, including the fire, health, safety and sanitation standards, prescribed in law or regulation.

9. Civil Rights

- The applicant shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with that act, no person shall on the basis of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity under this plan.
- All grants, sub-grants, contracts or other agents receiving funds under this plan are subject to compliance with the regulation stated in 9 above.
- The applicant shall develop and continue to maintain written procedures which specify how the agency will conduct the activities under its plan to assure compliance with Title VI of the Civil Rights Act.
- The applicant shall comply with Title VI of the Civil Rights Act (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the service funded by the grant.
- All recipients of funds through the county/tribal or area plan shall operate each program or activity so that, when viewed in its entirety, the program or activity is accessible to and usable by handicapped adults as required in the Architectural Barriers Act of 1968.

10. Uniform Relocation Assistance and Real Property Acquisition Act of 1970

The applicant shall comply with requirements of the provisions of the Uniform Relocation and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of federal and federally assisted programs.

11. Political Activity of Employees

The applicant shall comply with the provisions of the Hatch Act (5 U.S.C. Sections 7321-7326), which limit the political activity of employees who work in federally funded programs. [Information about the Hatch Act is available from the U.S. Office of Special Counsel at <http://www.osc.gov/>]

12. Fair Labor Standards Act

The applicant shall comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (Title 29, United States Code, Section 201-219), as they apply to hospital and educational institution employees of state and local governments.

13. Private Gain

The applicant shall establish safeguards to prohibit employees from using their positions for a purpose that is or appears to be motivated by a desire for private gain for themselves or others (particularly those with whom they have family, business or other ties).

14. Assessment and Examination of Records

- The applicant shall give the Federal agencies, State agencies and the Bureau of Aging and Disability Resources authorized Area Agencies on Aging access to and the right to examine all records, books, papers or documents related to the grant.
- The applicant must agree to cooperate and assist in any efforts undertaken by the grantor agency, or the Administration on aging, to evaluate the effectiveness, feasibility, and costs of the project.
- The applicant must agree to conduct regular on-site assessments of each service provider receiving funds through a contract with the applicant under the county or tribal plan.

15. Maintenance of Non-Federal Funding

- The applicant assures that the aging unit, and each service provider, shall not use Older Americans Act or state aging funds to supplant other federal, state or local funds.
- The applicant must assure that each service provider must continue or initiate efforts to obtain funds from private sources and other public organizations for each service funded under the county or tribal plan.

16. Regulations of Grantor Agency

The applicant shall comply with all requirements imposed by the Department of Health and Family Services, Division of Supportive Living, Bureau of Aging and Disability Resources concerning special requirements of federal and state law, program and fiscal requirements, and other administrative requirements.

17. Older Americans Act

The applicant shall comply with all requirements of the Older Americans Act (PL 89-73).
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18. Federal Regulations

The applicant shall comply with all federal regulations (45 CFR 1321) governing Older Americans Act funds and programs.

19. Wisconsin Elders Act

The aging unit must comply with the provisions of the Wisconsin Elders Act.

Wisconsin Statutes Chapter 46.82 Aging unit.

“Aging unit” means an aging unit director and necessary personnel, directed by a county or tribal commission on aging and organized as one of the following:

- (1) An agency of county or tribal government with the primary purpose of administering programs of services for older individuals of the county or tribe.
- (2) A unit, within a county department under s. 46.215, 46.22
- (3) or 46.23, with the primary purpose of administering programs of and services for older individuals of the county
- (4) A private corporation that is organized under ch. 181 and
- (5) that is a nonprofit corporation, as defined in s. 181.0103 (17).

Aging Unit; Creation. A county board of supervisors of a county, the county boards of supervisors of 2 or more contiguous counties or an elected tribal governing body of a federally recognized American Indian tribe or band in this state may choose to administer, at the county or tribal level, programs for older individuals that are funded under 42 USC 3001 to 3057n, 42 USC 5001 and 42 USC 5011 (b). If this is done, the county board or boards of supervisors or tribal governing body shall establish by resolution a county or tribal aging unit to provide the services required under this section. If a county board of supervisors or a tribal governing body chooses, or the county boards of supervisors of 2 or more contiguous counties choose, not to administer the programs for older individuals, the department shall direct the area agency on aging that serves the relevant area to contract with a private, nonprofit corporation to provide for the county, tribe or counties the services required under this section.

Aging Unit; Powers and Duties. In accordance with state statutes, rules promulgated by the department and relevant provisions of 42 USC 3001 to 3057n and as directed by the county or tribal commission on aging, an aging unit:

(a) **Duties.** Shall do all of the following:

1. Work to ensure that all older individuals, regardless of income, have access to information, services and opportunities available through the county or tribal aging unit and have the opportunity to contribute to the cost of services and that the services and

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resources of the county or tribal aging unit are designed to reach those in greatest social and economic need.

2. Plan for, receive and administer federal, state and county, city, town or village funds allocated under the state and area plan on aging to the county or tribal aging unit and any gifts, grants or payments received by the county or tribal aging unit, for the purposes for which allocated or made.
3. Provide a visible and accessible point of contact for individuals to obtain accurate and comprehensive information about public and private resources available in the community which can meet the needs of older individuals.
4. As specified under s. 46.81, provide older individuals with services of benefit specialists or appropriate referrals for assistance.
5. Organize and administer congregate programs, which shall include a nutrition program and may include one or more senior centers or adult day care or respite care programs, that enable older individuals and their families to secure a variety of services, including nutrition, daytime care, educational or volunteer opportunities, job skills preparation and information on health promotion, consumer affairs and civic participation.
6. Work to secure a countywide or tribal transportation system that makes community programs and opportunities accessible to, and meets the basic needs of, older individuals.
7. Work to ensure that programs and services for older individuals are available to homebound, disabled and non-English speaking persons, and to racial, ethnic and religious minorities.
8. Identify and publicize gaps in services needed by older individuals and provide leadership in developing services and programs, including recruitment and training of volunteers, that address those needs.
9. Work cooperatively with other organizations to enable their services to function effectively for older individuals.
10. Actively incorporate and promote the participation of older individuals in the preparation of a county or tribal comprehensive plan for aging resources that identifies needs, goals, activities and county or tribal resources for older individuals.
11. Provide information to the public about the aging experience and about resources for and within the aging population.
12. Assist in representing needs, views and concerns of older individuals in local decision making and assist older individuals in expressing their views to elected officials and providers of services.
13. If designated under s. 46.27 (3) (b) 6., administer the long-term support community options program.
14. If the department is so requested by the county board of supervisors, administer the pilot projects for home and community-based long-term support services under s. 46.271.
15. If designated under s. 46.90 (2), administer the elder abuse reporting system under s. 46.90.
16. If designated under s. 46.87 (3) (c), administer the Alzheimer's disease family and caregiver support program under s. 46.87.

17. If designated by the county or in accordance with a contract with the department, operate the specialized transportation assistance program for a county under s. 85.21.
18. Advocate on behalf of older individuals to assist in enabling them to meet their basic needs.
19. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.283 (1) (a) 1., apply to the department to operate a resource center under s. 46.283 and, if the department contracts with the county under s. 46.283 (2), operate the resource center.
20. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.284 (1) (a) 1., apply to the department to operate a care management organization under s. 46.284 and, if the department contracts with the county under s. 46.284 (2), operate the care management organization and, if appropriate, place funds in a risk reserve.

(b) Powers. May perform any other general functions necessary to administer services for older individuals.

(4) Commission On Aging.

(a) Appointment.

1. Except as provided under sub. 2., the county board of supervisors in a county that has established a single-county aging unit, the county boards of supervisors in counties that have established a multicounty aging unit or the elected tribal governing body of a federally recognized American Indian tribe or band that has established a tribal aging unit shall, before qualification under this section, appoint a governing and policy-making body to be known as the commission on aging.

2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall appoint, subject to confirmation by the county board of supervisors, the commission on aging. A member of a commission on aging appointed under this subdivision may be removed by the county executive or county administrator for cause.

(b) Composition.

A commission on aging, appointed under par. (a) shall be one of the following:

1. For an aging unit that is described in sub. (1) (a) 1. or 2., organized as a committee of the county board of supervisors, composed of supervisors and, beginning January 1, 1993, advised by an advisory committee, appointed by the county board. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.
2. For an aging unit that is described in sub. (1) (a) 1. or 2., composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.

3. For an aging unit that is described in sub. (1) (a) 3., the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.

(c) Terms.

Members of a county or tribal commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one-third of the members shall expire each year, and no member may serve more than 2 consecutive 3-year terms. Vacancies shall be filled in the same manner as the original appointments. A county or tribal commission on aging member appointed under par. (a) 1. may be removed from office for cause by a two-thirds vote of each county board of supervisors or tribal governing body participating in the appointment, on due notice in writing and hearing of the charges against the member.

(c) Powers and duties.

A county or tribal commission on aging appointed under sub. (4) (a) shall, in addition to any other powers or duties established by state law, plan and develop administrative and program policies, in accordance with state law and within limits established by the department of health and family services, if any, for programs in the county or for the tribe or band that are funded by the federal or state government for administration by the aging unit. Policy decisions not reserved by statute for the department of health and family services may be delegated by the secretary to the county or tribal commission on aging. The county or tribal commission on aging shall direct the aging unit with respect to the powers and duties of the aging unit under sub. (3).

(5) Aging Unit Director; Appointment. A full-time aging unit director shall be appointed on the basis of recognized and demonstrated interest in and knowledge of problems of older individuals, with due regard to training, experience, executive and administrative ability and general qualification and fitness for the performance of his or her duties, by one of the following:

(a) 1. For an aging unit that is described in sub. (1) (a) 1., except as provided in subd. 2., a county or tribal commission on aging shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors or the tribal governing body that participated in the appointment of the county or tribal commission on aging. 2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors that participated in the appointment of the county commission on aging.

(b) For an aging unit that is described in sub. (1) (a) 2., the director of the county department under s. 46.215, 46.22 or 46.23 of which the aging unit is a part shall make the appointment, subject to the personnel policies and procedures established by the county board of supervisors.

(d) For an aging unit that is described in sub. (1) (a) 3., the commission on aging under sub. (4) (b) 3. shall make the appointment, subject to ch. 181.

11. Appendices

Name of County/Tribe:

Green Lake

Report for:

Budget

Total Budget Amount:

\$ 162,448

Summary Budget

Expenditure Category	Federal/State Budget	Cash Match Budget	In-Kind Match Budget	Other Federal Budget	Other State Budget	Other Local Budget	Program Income Budget	Prior Year Program Income Budget	Total Budget
1. Administration	15,711	-	-	-	-	15,000	-	-	30,711
2. Personal Care	-	-	-	-	-	-	-	-	-
3. Homemaker	1,800	-	-	-	-	-	-	-	1,800
4. Chore	-	-	-	-	-	-	-	-	-
5. Home Del Meals	14,717	-	1,700	-	-	58,290	60,000	-	134,707
6. Adult Day Care	-	-	-	-	-	-	-	-	-
7. Case Management	-	-	-	-	-	-	-	-	-
8. Congregate Meals	67,572	1,000	6,550	-	-	24,000	19,965	-	119,087
9. Nutrition Counsel.	-	-	-	-	-	-	-	-	-
10. Assisted Transpo.	-	-	-	-	-	-	-	-	-
11. Transportation	-	-	-	-	-	-	-	-	-
12. Legal/Ben. Assist.	38,051	3,535	1,300	-	-	-	-	-	42,886
13. Nutrition Education	-	-	-	-	-	-	-	-	-
14. Info. & Assistance	1,500	-	3,000	-	-	-	-	-	4,500
15. Outreach	-	-	-	-	-	-	-	-	-
16. Public Information	204	-	1,000	-	-	-	-	-	1,204
17. Counsel. & Training	-	-	-	-	-	-	-	-	-
18. Temporary Respite	-	-	-	-	-	-	-	-	-
20. Advoc./Lead.Devel.	-	-	-	-	-	-	-	-	-
21. Other	11,356	-	500	-	-	-	-	-	11,856
23. Health Promotion - EB	2,944	500	300	-	-	-	-	-	3,744
1. Caregiver Counseling	1,000	-	-	-	-	-	-	-	1,000
2. Caregiver Training	50	-	-	-	-	-	-	-	50
3. Caregiver Support Group	1,000	-	1,865	-	-	-	-	-	2,865
4. Case Management	1,000	1,000	-	-	-	-	-	-	2,000
5. Respite Care - In Home	3,500	-	-	-	-	-	-	-	3,500
6. Facility Based - Day	-	-	-	-	-	-	-	-	-
7. Facility Based - Overnight	-	-	-	-	-	-	-	-	-
8. Supplemental Services	1,000	-	-	-	-	-	-	-	1,000
9. Access Assistance (I&A)	743	-	-	-	-	-	-	-	743
10. Information Services	300	-	-	-	-	-	-	-	300
AFCSP Adjustment	-	-	-	-	-	-	-	-	-
Total	162,448	6,035	16,215	-	-	97,290	79,965	-	361,953

Remaining Budget Balance \$ -

	May 2018	June 2017	June 2018	July 2017	July 2018	August 2017	August 2018
Crisis							
Total Calls	29	31	18	25	33	24	24
Hospitalizations							
Voluntary	1	0	0	0	3	0	2
Involuntary	2	9	3	8	9	4	4
Clients on Order							
Commitment	7		8		9		9
NGI	2	2	2	2	2	2	2
Settlement Agreement	2		3		5		6
Residential Placements							
Group Home	0	2	0	5	2	5	2
Diversion/ Transitional short term	1	3	0	1	0	1	0
AODA	1	0	0	1	0		0
Staff Time in Hours	329.65		277.5		322.5		296.25
Outpatient							
New Intakes	30	21	21	21	22	12	14
MH therapy hours	169	129	143	116	124	128	142
IDP Assessments						11	8
AODA therapy hours	38	31	34	19	39	34	43
Group service hours (total)	30		24		21	2	13.5
Group Service participants	9		5		5	2	5
Staff Time in Hours	697.75		737.5		705.75		773
CCS							
Adults	17		17		16		14
Youth	12		13		12		16
New Intakes	1	2	1	0	2	0	5
Discharges	4	4	0	1	4	4	3
Staff Time in Hours	260.25		208.5		254.75		275.5
CSP							
Current Clients	8	11	8	11	9	11	9
New Clients	0	0	0	0	0	0	0
Discharges	0	0	0	0	1	0	0
Staff Time in Hours	157.75		128.75		130		146.25
Childrens' Waiver (CLTS)							
Current Clients	12	8	14	8	16	9	16
Discharges	0	0	0	0	0	0	1
Admissions	0	0	2	0	2	1	1
Staff Time in Hours	40		20.75		30.5		24.25
Treatment Court							
Current Clients	3		3		3		3
New Referrals	2		1		0		0
Discharges	0		1		0		0
TCM							
Current Clients			2		3		2
Discharges			0		0		1
New Referrals			0		0		0
Staff Time in Hours			13.5		10.5		17.25

August 2018 narrative: 1. AODA team worked on developing an informational display to promote information about addiction issues and recovery services in honor of Recovery Month which the governor has proclaimed for the month of September 2018. The unit has also worked on discussion with the Highway Dept. about worker safety issues related to community substance abuse concerns. 2. Medicaid now allows for additional billing for mental health consultation provided to school-based supports for youth. The clinic has set up billing structure to increase captured time for this new service. We expect to begin utilizing this with the start of the new school year. 3. The unit has met with the Berlin school district to continue to improve and enhance access to services through the school-based office and with Markesan school to expand the service to youth in the Markesan district. 4. The CJCC met to begin the process of establishing by-laws and formalizing the committee. This group will provided coordination between multiple tiers of the criminal justice system and work to identify and address needs related to criminal recidivism. 5. Clinic recertification has been scheduled for 9/24/2018.

	May 2018	June 2017	June 2018	July 2017	July 2018	August 2017	August 2018	September 2017	September 2018
Crisis									
Total Calls	29	31	18	25	33	24	24	27	29
Hospitalizations									
Voluntary	1	0	0	0	3	0	2	4	1
Involuntary	2	9	3	8	9	4	4	5	7
Clients on Order									
Commitment	7		8		9		9		8
NGI	2	2	2	2	2	2	2	2	2
Settlement Agreement	2		3		5		6		9
Residential Placements									
Group Home	0	2	0	5	2	5	2	5	2
Diversion/ Transitional short term	1	3	0	1	0	1	0	0	0
AODA	1	0	0	1	0		0		0
Staff Time in Hours	329.65		277.5		322.5		296.25		215.25
Outpatient									
New Intakes	30	21	21	21	22	12	14	20	9
MH therapy hours	169	129	143	116	124	128	142	116	127
IDP Assessments						11	8	7	9
AODA therapy hours	38	31	34	19	39	34	43	35	36
Group service hours (total)	30		24		21	2	13.5	4.5	4.5
Group Service participants	9		5		5	2	5	2	2
Staff Time in Hours	697.75		737.5		705.75		773		695.75
CCS									
Adults	17		17		16		14		15
Youth	12		13		12		16		19
New Intakes	1	2	1	0	2	0	5	0	4
Discharges	4	4	0	1	4	4	3	0	0
Staff Time in Hours	260.25		208.5		254.75		275.5		206.25
CSP									
Current Clients	8	11	8	11	9	11	9	10	9
New Clients	0	0	0	0	0	0	0	1	0
Discharges	0	0	0	0	1	0	0	0	0
Staff Time in Hours	157.75		128.75		130		146.25		121.25
Childrens' Waiver (CLTS)									
Current Clients	12	8	14	8	16	9	16	9	16
Discharges	0	0	0	0	0	0	1	0	0
Admissions	0	0	2	0	2	1	1	0	0
Staff Time in Hours	40		20.75		30.5		24.25		30
Treatment Court									
Current Clients	3		3		3		3	0	4
New Referrals	2		1		0		0	1	1
Discharges	0		1		0		0	0	0
TCM									
Current Clients			2		3		2		2
Discharges			0		0		1		1
New Referrals			0		0		0		1
Staff Time in Hours			13.5		10.5		17.25		15.5

September 2018 Narrative: 1. DHS Recertification visit for MH/AODA outpatient and crisis programs occurred 9/24/18-- successful site visit and program certification has been received; 2. Received approval from both DHS and Markesan School superintendent to begin expanding school-based services to Markesan School District; 3. New psychiatrist, Dr. DiRaimondo began contract with county at the end of this month (first service date 10/1/18); 4. AODA staff focused on Recovery Month display in upstairs lobby; AODA staff were also approached by Highway Department for presentation related to substance use issues as it pertains to worker safety

CHILDREN & FAMILY SERVICES UNIT –August 2018

Out-of-Home Care – as of 08/31/2018

Foster Care – Level I & II (Range of costs from \$238.00 to 2000.00). **One (1)** children were in local placement(s).

Treatment Foster Care – **Three (3)** children/youth were in treatment foster care through ANU and Pillar & Vine. **One (1)** of these children was the subject of TPR.

Court-ordered Relative Care (\$232.00 month per child)
Two (2) children were in court-ordered relative care in August, 2018.

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 = 1 + 3 + 2 + 5 + 10 = **21**

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 August, 2018 – statistics delayed by one month in eWISACWIS system.

CHILDREN & FAMILY SERVICES UNIT –September, 2018

Out-of-Home Care – as of 09/30/2018

Foster Care – Level I & II (Range of costs from \$238.00 to 2000.00). **Three (3)** children was in local placement(s).

Treatment Foster Care – **Two (2)** children/youth were in treatment foster care through Pillar & Vine.

Court-ordered Relative Care (\$232.00 month per child)
Two (2) children were in court-ordered relative care in September, 2018. **One (1)** relative guardianship was completed. At the end of the month one child remained in relative care.

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

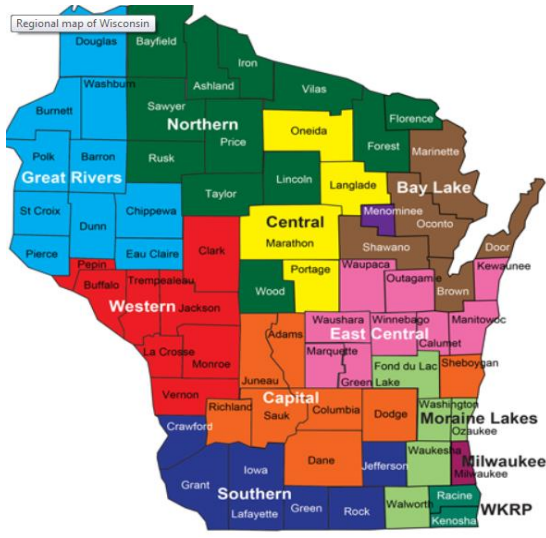
Kinship Care – Voluntary (\$238.00 month per child)
Eight (8) children were in Kinship Care.

Total out of home at month's end = 3 + 2 + 2 + 5 + 8 = **20**

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 September, 2018 – statistics delayed by one month in eWISACWIS system.



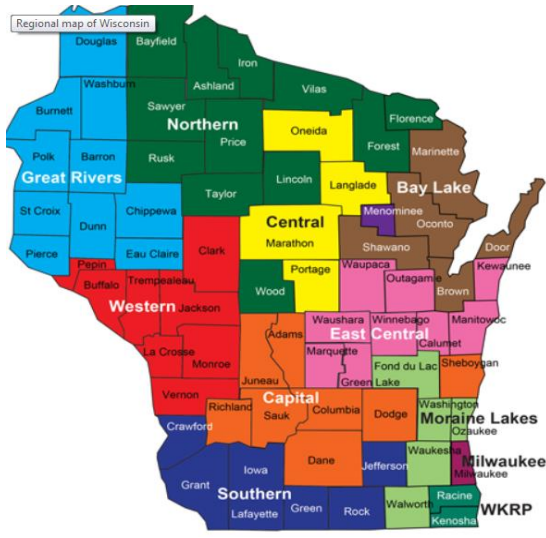
Economic Support Unit Monthly Report

Operation Backpack was a success. 198 children (91 families) were helped this year. Each child received not only their necessary school supplies for a successful school year, but also shoes, clothing, socks, underwear, hygiene items, and backpacks. The Green Lake Food Pantry attended the event to outreach their program. Also in attendance was a local chiropractor, who adjusted backpacks for proper wear.

Tis the season for a larger call volume in our Call Center. The agency has increased their Call Center time 15%. For Green Lake County, we have to put in an additional 10 hours per week.

Energy Assistance applications are now being accepted for the upcoming heating season. Energy Assistance is a one-time payment to an applicant's vendor(s) to help assist with utility costs.

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



Economic Support Unit Monthly Report

Energy Assistance has officially started. Multiple outreaches have been scheduled in the County to assist members to apply. The outreach sites include: senior centers, food pantries, and income based housing. Energy Assistance provides a one-time payment to an applicant's utility vendor. Other services may include weatherization and/or furnace repair or replacement.

Some staff will be attending a day training on Federal changes to our Child Care program. The program is moving toward a "continuity of care" approach for our children.

The Boys 'n' Girls Club approached us wanting to "take on" Operation Backpack with Green Lake County partnering with them. This change will allow more children to be served as they are able to assist children not only in Green Lake County but in other neighboring counties.

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



Child Support Unit Monthly Report

LaserFiche is the project at hand. IT and I have meet with our vendor to discuss the functionality of the system and also current training needs. Currently, Bill Hutchinson and I are completing online training to get this project started. The goal is to start the scanning of case files into LaserFiche before the end of 2018.

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



Child Support Unit Monthly Report

We received the results from our first State Administrative Review since Child Support moved to DHHS. There were no findings.

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

FOX RIVER INDUSTRIES

Monthly Census AUGUST 2018

Day Service: Full Time- 7 Part Time- 4

Prevocational Full Time- with Day Service- 24
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

**Fox River Industries
Monthly Census
OCTOBER 2018**

Day Service: Full Time- 7 Part Time- 4

Prevocational Full Time- with Day Service- 24

Full time- without Day Service- 4

Part Time-with Day Service- 7

Part Time-without Day Service- 8

Discharge + Reason:

Out temporarily for seasonal employment: 2

RH out at end of August due to benefits. Expected to return in October

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES

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FOX RIVER INDUSTRIES

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

- **Monthly Contacts**---Public Health covers a variety of topics and we track client contacts. In August, 688 contacts were made with clients for Adult Health, Birth to 3, Maternal/Child Health, Immunizations, Preparedness, Dental, Worksite Wellness and more.
- **County Fair**---We shared a booth with the Sheriff Department to showcase “Sharing the Road”. We provided education on bike safety, car seat safety, Amish buggy safety and more. As part of our wellness coalition, we sponsored the “Cardio Kids” event, which with the help of Pam Alf was a workout session for kids. It was well-attended.
- **Birth to 3**—Hannah Lehocky is our new contracted speech therapist from Theda Care Berlin.
- **Communicable Disease Follow-up**—In all, we investigated 21 confirmed or suspect cases of diseases. Confirmed cases included 10 cases of chlamydia, 2 case of gonorrhea, 2 cases of E. Coli, 1 case of Lyme disease. We had 4 suspect cases of pertussis (whooping cough). One case of non-TB mycobacterium infection and one case of Giardiasis. We continue to provide one client with treatment for Latent TB infection, which 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.
- **Public Health Preparedness**—we attended a tabletop exercise in the Emergency Operations Center related to a tornado drill. A full-scale exercise is being planned for next year. We have also provided information related to flooding on our Facebook page.
- **Beach Closure**—the beach at Soldiers and Sailors Park in Markesan on Little Green Lake was closed again in August due to the presence of Blue Green Algae blooms. We continue to work closely with the lake association president to keep members informed of the situation.
- **Trainings**---staff attended a training on Lead-safe homes and daycares. Julia McCarroll attended a 4 day training to be a trainer on Living Well with Chronic Conditions. Chronic disease was identified as a priority on our Community Health Assessment so these educational sessions for the community will address that issue.
- **Environmental Concerns**—I have been working with a company in Berlin where we have received complaints about a very foul odor. The plant has retention ponds that treat wastewater and they needed to add chemicals and bacteria to help eliminate the odor. After 2 weeks of treatment, the odor is now gone. I also have been working with the City of Berlin on a 4 building apartment complex that has experienced flooding and mold issues. An extensive inspection with the fire department and building inspector revealed numerous violations. The city is taking the lead on contacting the owner and working to mitigate the issues.



Brian Frieberg, Community Health Engagement Coordinator distributed 52 lockboxes at National Night Out in Markesan on August 7, 2018.



Kathy Munsey & Julia McCarroll gave out 64 lock boxes at the Senior Picnic on 8/10/18.



The Community Health Action Team held a “Plunge” into Early Childhood issues on 8/22/18. Over 50 community members listened to speakers on Adverse Childhood Experiences, visited sites such as our schools, the Green Lake Library (above) and learned about struggles in the lives of our kids. The group will be looking at solutions to improve early learning skills with children and families.

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

Environmental Health
Green Lake County
August 2018

Animal Bites/Exposures: Investigations – 7 – (4 bat, 2 dog, 1 cat)
Reported Animal Bites/Scratches – 3 (2 dog, 1 cat, 1 bat/dog)
Animal Quarantines for Animal v. Human Exposures – 3
Animal Quarantines for Animal v. Animal Exposures – 1
Quarantine Violations and Enforcement Actions Taken – 0
Animals Exhibiting Positive Signs of Rabies During Quarantine – 0
Animals Exhibiting Negative Signs of Rabies During Quarantine – 0
Enforcement Taken for Violations of Vaccination Requirements - 0
Animals Sacrificed for Exhibiting Symptoms of Rabies or Being Rabies
Suspects- 4 (bats)

Well Water: 4 test kits distributed.

Lead: None.

Sewage: None.

Solid Waste: None.

Radon: 1 kit distributed

Housing: Received a call on 8.3.18 regarding the conditions of a home in Markesan. Caller was concerned about plumbing and electrical issues within the house. Case was referred to the City of Markesan/Markesan's building inspector.

Received a call regarding a trailer park in Green Lake County. Caller was concerned about trailers being torn down and left in the park. Case was referred to Green Lake County Zoning Department.

Received a call on 8.23.18 regarding the fire safety and electrical issues of a house in Markesan. I referred the caller to the City of Markesan/Markesan's building inspector. The caller then stated that there are children in the home, the house is not structurally safe and both CPS and the Markesan PD have been involved due to the conditions of the house. I provided the caller with the number for the City of Markesan and explained that I was not qualified to do fire safety and electrical inspections. After the phone call, I contacted Human Services and the Markesan Police Department to determine

that condition of the home. I was given background information by Human Services and told they are involved with the family, however not due to the conditions of the home. I was then informed by the Markesan Police Department that they have been inside of the home due to unrelated issues and that the house is messy, however not unsafe.

Received a call on 8.27.18 regarding water in a Markesan apartment. The caller did not contact the landlord to discuss the water. I contacted the landlord of the apartments was told someone from the main office would take care of the water immediately. The City of Markesan was also contacted regarding this situation.

3 Berlin houses continue to have placards. 1 house is still being fixed up and will contact the County once they are ready for an inspection. On 8.31.18 Court hearings were held for the other 2 houses. The Judge granted the requests for a Writ of Assistance for each property. The County now has the authority to enter the houses and secure a company to clean the properties and abate the human health hazards. Ongoing.

Vector: None.

Asbestos: None.

Food/Water Illness: None.

Abandoned Bldgs: None.

Other:

Agent: 18 inspections completed, including 11 campgrounds and 1 pre-inspection for a new facility in Berlin.

2 days ETO used.

Green Lake County Fair inspections completed on 8.3.18.

Attended the Child Care Lead Meet and Greet in Fond du Lac County on 8.7.18.

DATCP deli sampling was conducted on 8.13.18. Sampling was done at 3 Marquette Co. grocery stores this year.

Waushara County Fair inspections completed on 8.17.18.

The monthly EH meeting took place on 8.20.18. A Waushara Co. Strategic Plan meeting followed.

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES

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

- **Monthly Contacts**---Public Health covers a variety of topics and we track client contacts. In September 509 contacts were made with clients for Adult Health, Birth to 3, Maternal/Child Health, Immunizations, Preparedness, Dental, Worksite Wellness and more.
- **Communicable Disease Follow-up**—In all, we investigated 16 confirmed or suspect cases of diseases. Confirmed cases included 6 cases of chlamydia, 1 case of gonorrhea, 3 cases of E. Coli, 1 case of Lyme disease, one case of Cryptosporidiosis, one case of syphilis, and one case of Yersiniosis, which is a bacterial disease that causes fever, abdominal cramping and diarrhea and is usually caused by contaminated food—especially undercooked pork . We had a suspect case of measles and one of meningitis, both of which turned out to be negative. All of these diseases require follow-up and case management and notifying those who may have had contact with the ill person.
- **Public Health Preparedness**—we continue to provide information related to flooding on our Facebook page, website, and we are using the 211 system for reporting flood damage.
- **Plunge Debrief**---we are continuing to work on the “Plunge” event and early childhood health. The group met and will be attempting to provide early intervention as soon as a child is born. We would like to provide resources to families early on to improve outcomes related to health.
- **Princeton Wellness Grant**—Julia McCarroll, Health Educator is on the Princeton School District Wellness Committee. She recently helped them write a successful grant application to make the school breastfeeding friendly for staff. The \$250 will be used for furniture in a room so new moms can have privacy to pump breast milk for their infants. This is a priority area for our Maternal Child Health Grant---to have more worksites that are breastfeeding friendly.
- **Living Well with Chronic Conditions**—Julia has also collaborated with Amanda Kutcher from the ADRC to provide this 6-week class at the Markesan Resident Home. Approximately ten individuals are enrolled in the class. Chronic disease is also a priority from our current needs assessment so this class is addressing that need.
- **Wellness Champions**--Melanie Simpkins had a meeting with county employees from several departments who provide input on our employee wellness program sponsored by Group Health Trust Insurance. The group meets 3-4 times per year to share ideas on programming and we use their ideas when we write for the annual grant funding from GHT in December.
- **Opioid Prevention**---we have received grant funding for lock boxes to keep opioids out of the hands of those with substance abuse disorders. Our new strategy is to collaborate with local pharmacies and have them distribute the free lock boxes whenever they prescribe opioids to individuals. So far Bentley’s Pharmacy in Princeton and the Markesan Pharmacy have agreed to the program and have received the boxes.
- **Seal A Smile**—Shari Krause, Public Health Program Specialist and Carrie Knurowski, Dental Hygienist have been providing dental sealants to local school children through the Seal A Smile program grant. Carrie wrote for this grant and it provides a much-needed service to our rural area.
- **Flu Season is here**---and we have started with flu clinics in the county. We provide flu shots to all of our communities, local businesses, schools and homebound individuals. We anticipate giving out around 600 vaccines this year.

- **Marian University Students**---have arrived for the fall semester. We always appreciate extra hands during flu season.
- **Community Health Needs Assessment**---we are working with Theda Care to complete a needs assessment that they are required to do every 3 years based on the Affordable Care Act. Although it meets the hospital requirements, it will provide us with extensive data for our next needs assessment also. This is a large undertaking involving 9 counties.
- **Trainings**---Kathy Munsey and Brian Friebel, our new Community Health Engagement Coordinator for the Central WI Health Partnership (CWHP) received scholarships to attend the “WI Healthiest State Summit” in Green Bay in September. The focus is health equity and since we have received funding from the WI Population Health Institute to impact health equity, it was important that we attend. There were several excellent sessions to help us move forward with the grant program.
- **Environmental Concerns**—I have been working with a company in Berlin where we have received complaints about a very foul odor. The plant has retention ponds that treat wastewater and they needed to add chemicals and bacteria to help eliminate the odor. After 2 weeks of treatment, the odor went away, but has now returned. I have contacted the DNR and they are aware of the problem and are working with the company to mitigate the odor problem. According to the DNR, the company had an “upset” and are working to resolve it. I also reported last month that I have been working with the City of Berlin on a 4 building apartment complex that has experienced flooding and mold issues. An extensive inspection with the fire department and building inspector revealed numerous violations. At this time, no corrections have been made so a second inspection is being scheduled and citations will be issued if we do not see improvements. We also continue to work on some hoarding house issues and the well water issue in Dalton. We are receiving calls since the public water system was shut off on October 1st.

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

Environmental Health
Green Lake County
September 2018

Animal Bites/Exposures: Investigations – 0
Reported Animal Bites/Scratches – 0
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 – 0
Animals Exhibiting Negative Signs of Rabies During Quarantine – 0
Enforcement Taken for Violations of Vaccination Requirements - 0
Animals Sacrificed for Exhibiting Symptoms of Rabies or Being Rabies Suspects- 0

Well Water: 2 test kits distributed.

Lead: On 9.11.18 a courtesy lead check was completed with K. Schneider, RN, at a Berlin house due to a child living in the home being at a 10 venous. The child's mother believes that the lead source was at the child's grandmother's house in a different county. Upon examining the house that the child is currently living in, there was no evidence of a lead source. K. Schneider will monitor the lead level results of the child as they become available.

Sewage: None.

Solid Waste: None.

Radon: 4 kits distributed

Housing: A placarded Berlin home was professionally cleaned and a walk-through to determine if it was clean enough to list for sale was done on 9.19.18. The property will be put up for sale and lien will be placed on the home so that the County can recoup the cleaning costs. Ongoing.

A letter was sent to the owner of a placarded home in Berlin detailing the day and time that a vendor will be doing a walk-through of the property to determine an estimated cost for cleaning. Ongoing.

Vector: None.

Asbestos: None.

Food/Water Illness: None.

Abandoned Bldgs: None.

Other: Abatement orders were issued on 9.14.18 for a property owner in Princeton. The property has an accumulation of rotting timber, trash, and scrap which violates Green Lake County Ordinance. Ongoing.

Abatement orders were issued on 9.25.2018 for a property owner in Berlin. The property has an accumulation of rotting timber, trash, and scrap which violates Green Lake County Ordinance. Additionally, a complaint was made regarding a rodent infestation due to the amount of trash on the property. Green Lake County Zoning is also aware of the situation and plans on becoming involved. Ongoing.

Agent: 16 inspections completed.

Marquette Co. EHS position has been open since 09.04. Calls and complaints regarding environmental issues and food safety in Marquette Co. have been directed to me. M. Robl, Tri-County Program Manager, was on vacation from 09.08-09.26. Waushara Co. issues were directed to me during this time.

A Waushara EH intern began shadowing on 09.11. The internship will continue through the middle of December.

Attended the WEHA Annual Conference held on 09.20-09.21 in Onalaska, WI.

Presented a Food Safety talk for the CCS group on 09.27.

Interviews for the open Marquette Co. EH position were held on 09.28 in Waushara Co.

Scott Walker
Governor



1 WEST WILSON STREET
P O BOX 2969
MADISON WI 53701-2969

Linda Seemeyer
Secretary

State of Wisconsin
Department of Health Services

Telephone: 608-266-8481
FAX: 608-267-0352
TTY: 888-241-9432
dhs.wisconsin.gov

September 27, 2018

Jason Jerome
Green Lake County
Department of Health & Human Services
571 County Road A
Green Lake, WI 54941

RE: Certificate: #1389
571 County Road A
Green Lake, WI 54941

Dear Jason Jerome:

Under the authority of Section 51.42 of the Wisconsin Statutes, the Department of Health Services has reviewed and approved your facility for the certified program/service(s) listed on the enclosed certificate. The enclosed certificate of approval recognizes your facility's compliance with these standards. The effective dates of certification are 11/1/18-10/31/20. The certificate of approval must be displayed in a conspicuous place, such as a lobby, waiting area, or admitting office. The certificate is not transferable.

You must notify the Behavioral Health Certification Section of the Division of Quality Assurance of any substantive changes in status or service provisions, including changes of administration, ownership, location, clinic name, or program changes that could affect compliance. The Department reserves the right to verify, at any time, your continued compliance with certification standards.

Your facility may be recertified for a two-year period when your current certification expires on the date noted above. However, an annual program certification fee is required. You will receive application materials for recertification prior to the expiration date.

NOTE: This certificate does not constitute approval as a Medicaid provider. Please refer to the Medicaid Provider Enrollment home page at www.forwardhealth.wi.gov for enrollment information. For enrollment questions, call Provider Services at (800) 947-9627.

If you have any questions regarding the review process or must notify us of changes in status or service provisions, please contact Heather Schweiner at (920) 427-2210.

Sincerely,

Handwritten signature of Cindy O'Connell in cursive.

Cindy O'Connell, Chief
Behavioral Health Certification Section
Bureau of Health Services

Enclosure: Certificate of Approval

cc: Heather Schweiner, Health Services Specialist
Division of Health Care Access and Accountability



The State of Wisconsin

Department of Health Services Division of Quality Assurance

This is to certify that Green Lake County Department of Health & Human Services
at the location 571 County Road A
Green Lake, WI 54941

Biennial
Certificate Number: 1389
Effective Period: 11/01/2018 to 10/31/2020

is an approved facility under Chapter 51 of the Wisconsin Statutes for the following program(s):

		<u>Begin Date</u>	<u>End Date</u>
CSAS-Emergency Outpatient	DHS 75.05	11/01/2018	10/31/2020
CSAS-Outpatient Treatment	DHS 75.13	11/01/2018	10/31/2020
CSAS-Prevention	DHS 75.04	11/01/2018	10/31/2020
Mental Health Outpatient Clinic	DHS 35	11/01/2018	10/31/2020
Mental Health-Emergency Service 3	DHS 34.3	11/01/2018	10/31/2020

Otis Woods, Administrator DQA

Linda Seemeyer, Secretary DHS

This certificate is not transferable or assignable.
Post in a conspicuous place on premises.

RESOLUTION NUMBER -2018

RESOLUTION RELATING TO REQUESTING INCREASED FUNDING AND OVERSIGHT REFORMS FOR WISCONSIN'S CHILD PROTECTIVE SERVICES SYSTEM

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 16th day of October 2018, does resolve as follows:

- 1 **WHEREAS**, the Wisconsin child welfare system is county-operated and state-
- 2 supervised, except Milwaukee County, where the system is administered by the
- 3 Wisconsin Department of Children and Families (DCF), Division of Milwaukee Child
- 4 Protective Services (DMCPS); and

Majority vote is needed to pass.

Roll Call on Resolution No. -2018

Submitted by: DHHS Board

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 16th day of October 2018.

Joe Gonyo, Chair

Brian Floeter

County Board Chairman

John Gende

ATTEST: County Clerk
Approve as to Form:

Nancy Hoffman

Corporation Counsel

Harley Reabe

Joy Waterbury

Richard Trochinski

Charlie Wielgosh

5 **WHEREAS**, DCF provides insufficient funding to counties for the provision of child abuse
6 and neglect services including prevention, investigation, treatment, and out-of-home
7 placement costs, though the state has primary responsibility for compliance with federal
8 requirements and shares liability for ensuring the system is meeting its obligations to
9 children and families in all 72 counties; and

10
11 **WHEREAS**, in recent years the state of Wisconsin added numerous mandates and
12 practice expectations which increased county child protective services (CPS) workload
13 and costs; and

14
15 **WHEREAS**, the opioid and methamphetamine epidemics have brought Wisconsin's child
16 welfare system to a point of crisis, with increasing concern about the system's ability to
17 meet its obligations to children and families; and

18
19 **WHEREAS**, the capacity for counties to continue to bear the lion's share of financial
20 responsibility to address this crisis has been exhausted, as rising county contributions to
21 the CPS system have far outpaced increases to the DCF Children and Family Aids
22 allocation and counties have used reserve funding to cover CPS expenses and increase
23 staffing; and

24
25 **WHEREAS**, maintaining sufficient resources for Wisconsin's child welfare system is
26 critical to secure the safety and future of our most vulnerable children; and

27
28 **WHEREAS**, without a proportional increase in the DCF Children and Family Services
29 allocation, the CPS system has been stressed for over a decade, causing caseloads for
30 CPS workers to grow to unreasonable levels, contributing to high levels of staff turnover
31 in some counties and an overrun of out-of-home care costs above what counties can
32 sustain within available resources; and

33
34 **WHEREAS**, Wisconsin's CPS system leaves significant gaps in state-level oversight for
35 all counties except Milwaukee County, including the absence of caseload standards, no
36 process for regular legislative evaluation and prioritization of CPS needs and the absence
37 of a legislative committee that provides regular policy guidance concerning CPS system
38 issues such as adequate funding, performance, cost sharing and long-term stability; and

39
40 **WHEREAS**, along with DMCPs, all eleven of Wisconsin's peer states with county-
41 administered CPS systems have either adopted caseload standards for CPS
42 caseworkers, completed thorough workload studies as a basis of determining funding
43 needs, or otherwise have made significant recommendations related to keeping CPS
44 workloads manageable; and

45
46 **WHEREAS**, the children within Wisconsin's CPS system are too important to allow the
47 current level of under resourcing, oversight gaps and, disparity of attention, while shifting
48 the burden to property taxpayers.

49
50

51 **NOW, THEREFORE, BE IT RESOLVED** that the Green Lake County Board of
52 Supervisors does hereby request that the state of Wisconsin increase the Children and
53 Family Aids Allocation to counties in the 2019-21 state biennial budget by \$30 million
54 annually in order to cover a greater share of out-of-home care costs and increase staffing
55 levels based on the caseload standards developed by the Wisconsin County Human
56 Services Association (WCHSA) so Wisconsin's CPS system can meet its obligations; and

57
58 **BE IT FURTHER RESOLVED** that the Green Lake County Board of Supervisors urges
59 the state of Wisconsin to close critical oversight gaps by creating legislative mechanisms
60 to review the CPS resource needs of all counties as part of the biennial budget process
61 and ensure an appropriate committee provide ongoing policy guidance to respond to
62 emerging CPS trends and ongoing system needs; and

63
64 **BE IT FURTHER RESOLVED** that the Green Lake County Clerk shall send a copy of this
65 resolution to Governor Scott Walker, Department of Children and Families Secretary
66 Eloise Anderson, Department of Administration Secretary Ellen Nowak, area legislators,
67 and the Wisconsin Counties Association.

Request for Out-of-State Training

This training will help us keep up with the new WIOA compliance requirements for CRPs paying commensurate (often subminimum) wages under the special commensurate wages (14 c) certificate. Topics of value include best practices for piece rate time studies, WIOA documentation requirements, prevailing wage surveys, compensable vs non-compensable time, new special minimum wage certificate application procedures, avoiding Wage Hour violations and back wage penalties, safest hourly work measure procedures, record retention requirement changes, and more. The training is being coordinated through the Minnesota Organization of Habilitation & Rehabilitation (MOHR) and is being done by Mark Knuckles Associates, Inc. They are recognized nationwide to be the leading experts on 14 c compensation compliance procedures in the nation. Their presentation team is made up of former U.S Dept of Labor investigators who specialized in Sheltered Workshops, which have been under increased scrutiny for about a decade now. Their best practices are designed to help CRPs meet compliance requirements and be prepared for Dept of Labor investigations. I attended one of their presentations years ago when RFW brought them to Wisconsin and it was very good. There have been many changes under the Workforce Innovation & Opportunity Act (WIOA) since it became law in July 2016, and I think it is really important that we stay current with the changing requirements. I am not one to spend money but in this case I think it would be money very well spent. This training is exactly what we have been looking for and I don't think we will get another chance to attend their training at any location closer than St Cloud for a long time. Thank you!

Ed Schuh, Fox River Industries Unit Manager



PURCHASE ORDER REQUEST

SEMINARS/CONVENTIONS/TRAINING

Entire form must be filled out. If there are no discounts, put a zero in the box. If a government rate is applicable, provide the exact amount.

VENDOR NAME		REQUESTOR	
MAILING NAME		REQUESTOR PHONE	
ADDRESS		DEPARTMENT	
CITY, STATE, ZIP		DEPT HEAD APPROVAL/DATE	
PHONE #			
FAX #			
EMAIL			
SPECIAL INST			

ITEM #	EMPLOYEE	SEMINAR/CONVENTION/TRAINING	DATES TO/FROM	SINGLE/DOUBLE	#NIGHTS	UNIT COST	DISCOUNT	FINAL COST
ITEM #	EMPLOYEE	SEMINAR/CONVENTION/TRAINING	DATES TO/FROM	SINGLE/DOUBLE	#NIGHTS	UNIT COST	DISCOUNT	FINAL COST
ITEM #	EMPLOYEE	SEMINAR/CONVENTION/TRAINING	DATES TO/FROM	SINGLE/DOUBLE	#NIGHTS	UNIT COST	DISCOUNT	FINAL COST

Group all amounts for the same account together and put total in amount box.

ITEM #	ACCOUNT NUMBER	AMOUNT

To be filled out by purchasing agent

Vendor #	Date Sent
----------	-----------

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: August 22, 2018
 Department: Green Lake County DHHS/Aging
 Amount: \$1,957.00
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

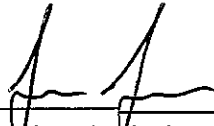
Received additional grant funds for Nutrition Services Incentive Program (NSIP) 2017-2018.
To be used before end of grant period, September 30, 2018. This is for our nutrition program
so funds will be expended through that program.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-209-32-43562-711-000	GWAAR NSIP Home Deliver	\$ 3,926.00	\$ 548.00	\$ 4,474.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 548.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-209-32-54622-209-671	Contracted Serv - NSIP IIIC1	\$3,962.00	\$ 548.00	\$ 4,510.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 548.00	

Department Head Approval:  09-25-2018
 Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: October 1, 2018
 Department: Aging/DHHS
 Amount: \$12,066.00
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

Additional 2018 Grant Money Awarded.

Revenue Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
18-209-32-43562-703-000	GWAAR-III B	\$ 24,996.00	\$ 2,682.00	\$ 27,678.00
18-209-32-43562-701-000	GWAAR III-C1	\$ 67,318.00	\$ 5,047.00	\$ 72,365.00
18-209-32-43562-702-000	GWAAR III-C2	\$ 14,729.00	\$ 1,772.00	\$ 16,501.00
18-209-32-43562-705-000	GWAAR IIID	\$ 1,957.00	\$ 469.00	\$ 2,426.00
18-209-32-43562-714-000	GWAAR IIIE	\$ 8,683.00	\$ 2,096.00	\$ 10,779.00
Total Adjustment			\$ 12,066.00	

Expenditure Budget Lines Amended:

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval:  10/1/18

Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 20, 2018
 Department: BHU/DHHS
 Amount: \$920.00
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

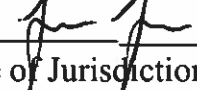
CLTS money that was authorized from the state to receive reimbursement for a client training, money that was expensed will be reimbursed through the CLTS Program.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-207-36-46606-801-000	CLTS	\$ 14,000.00	\$ 920.00	\$ 14,920.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 920.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-207-36-54306-290-000	Other Special Needs- CLTS	\$ 1,500.00	\$ 920.00	\$ 2,420.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 920.00	

Department Head Approval:  09-20-18
 Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____
 Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 20, 2018
 Department: FRI/DHHS
 Amount: \$300.00
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)


DVR Needed a New Shredder. Green Lake County Pays for the Shredder and Invoices DVR. DVR then Reimburses Green Lake County for the fill amount

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-207-35-46614-806-561	DVR- Supported Employment	\$ 90,000.00	\$ 300.00	\$ 90,300.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 300.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
18-207-35-54807-340-561	Operating Supplies - SE	\$ 300.00	\$ 300.00	\$ 600.00
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
		\$ -		\$ -
Total Adjustment			\$ 300.00	

Department Head Approval:  09-20-18
 Date Approved by Committee of Jurisdiction: _____

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

No. _____
Date: _____

Department: _____ DHHS/BHU
 Budget Year Amended: _____ 2018

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-207-36-54309-330-561	Travel-Crisis	\$ 6,000.00	\$ 1,000.00	\$ 2,122.54	\$ 5,000.00
18-207-36-54302-330-561	Travel BHU	\$ 3,300.00	\$ 1,000.00	\$ 1,022.97	\$ 2,300.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 2,000.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-207-36-54307-330-674	Travel - CCS	\$ 3,000.00	\$ 2,000.00	\$ 3,266.67	\$ 5,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 2,000.00		

Explanation for Transfer:
 Moving travel dollars from one program to another.

Department Head Approval _____ *for for 09-20-18*

Governing Committee Approval _____

If < \$500:
 Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:
 Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date _____ Revised 02/2017

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

No. _____
Date: _____

Department: _____ DHHS/Child Support
 Budget Year Amended: _____ 2018

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-207-38-51330-330-461	Travel-Child Support	\$ 1,411.00	\$ 1,100.00	\$ 110.64	\$ 311.00
18-207-38-51330-307-461	Training-Child Support	\$ 1,000.00	\$ 400.00	\$ 525.00	\$ 600.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,500.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-207-38-51330-214-461	Laserfiche	\$ 2,895.00	\$ 1,500.00	\$ 2,412.50	\$ 4,395.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,500.00		

Explanation for Transfer:
 Adding LaserFiche Import Agent which will cost an upfront fee of \$1,495 and an annual fee of \$390.00. Taking it out of Training and Travel as most of the training for this program is online and free.

Department Head Approval _____ *ff* 09-20-18
 Governing Committee Approval _____

If < \$500:
 Send to County Administrator's Office
 COUNTY ADMINISTRATOR Approval: _____

If > \$500:
 Send to County Clerk's Office
 FINANCE COMMITTEE Approval given on : _____
Date _____ Revised 02/2017

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____ FRI/DHHS
 Budget Year Amended: _____ 2018

No. _____
Date: _____

From Account

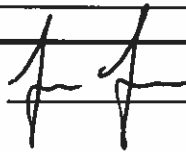
Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-207-35-54807-307-561	Training- Supported Employment	\$ 1,000.00	\$ 600.00	\$ 287.97	\$ 400.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 600.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-207-35-54809-307-561	Training- Production	\$ 100.00	\$ 600.00	\$ -	\$ 700.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 600.00		

Explanation for Transfer:
 To accommodate training registration and hotel stay cost for the production supervisor.

Department Head Approval

 09/19/2018

Governing Committee Approval

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date

Revised 02/2017

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____ DHHS/FRI
 Budget Year Amended: _____ 2018

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-207-35-54805-330-310	Travel - 5310 Grant	\$ 3,750.00	\$ 1,500.00		\$ 2,250.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,500.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
18-207-35-54808-330-561	Travel - Rep Payee	\$ 1,000.00	\$ 1,000.00	\$ 1,113.46	\$ 2,000.00
18-207-35-54809-330-561	Travel - Production	\$ 300.00	\$ 500.00	\$ 478.88	\$ 800.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 1,500.00		

Explanation for Transfer:

Moving Travel from one program to another program as there was unanticipated travel in the year.

Department Head Approval _____ *for 09-20-18*

Governing Committee Approval _____

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date _____ Revised 02/2017

GREEN LAKE COUNTY 2019 BUDGET

	----- 12/31/2016 -----	----- 12/31/2017 -----	----- ACTUAL 6/30/2018 -----	----- 2018 REVISED -----	----- 2019 PROPOSED -----
HEALTH & HUMAN SERVICES - SUMMARY					
ADMINISTRATION (30)	600,306	627,704	311,818	675,725	714,954
HEALTH UNIT (31)	571,496	562,411	224,807	574,505	562,804
CHILDREN & FAMILY (33)	1,597,009	1,460,700	651,365	1,616,777	1,636,761
ECONOMIC SUPPORT (34)	454,071	456,814	217,775	428,620	454,663
FOX RIVER INDUSTRIES (35)	1,093,486	1,174,084	561,265	1,239,253	1,305,668
BEHAVIORAL HEALTH (36)	1,678,354	2,348,052	860,564	1,850,471	1,922,010
CHILD SUPPORT (38)	181,803	140,223	80,864	206,139	226,605
AGING/LTS (32)	1,103,781	1,143,621	504,330	1,221,473	1,283,766
TOTAL EXPENDITURES	7,280,306	7,913,608	3,412,787	7,812,963	8,107,231

FINANCING PROPOSAL

ADMINISTRATION (30)	39,902	41,196	9,372	83,629	42,724
HEALTH UNIT (31)	220,129	216,843	62,961	200,193	204,322
CHILDREN & FAMILY (33)	1,067,691	997,157	267,823	930,536	982,639
ECONOMIC SUPPORT (34)	384,237	450,785	204,659	422,201	469,063
FOX RIVER INDUSTRIES (35)	859,104	993,636	348,352	1,034,566	1,077,369
BEHAVIORAL HEALTH (36)	869,629	1,537,391	376,342	1,524,495	1,676,792
CHILD SUPPORT (38)	305,358	377,557	89,407	229,356	226,605
AGING/LTS (32)	862,767	866,494	303,355	833,078	901,244
TOTAL REVENUES	277,198	5,481,059	1,662,271	5,258,054	5,580,758
COUNTY APPROPRIATION				2,554,909	2,526,473

DHHS Expenditure/Revenue Comparison

	<u>Expenditures</u>		<u>Revenues</u>
Admin			
Total Budget:	\$ 676,736.00		\$ 679,725.00
YTD Expenses	\$ 425,047.87	YTD Revenues	\$ 636,934.76
% YTD Expenses	63%	% YTD Revenues	94%
% Should Be:	67%	% Should Be:	67%
Health			
Total Budget:	\$ 574,505.00		\$ 574,505.00
YTD Expenses	\$ 318,255.93	YTD Revenues	\$ 463,891.97
% YTD Expenses	55%	% YTD Revenues	81%
% Should Be:	67%	% Should Be:	67%
Children & Families			
Total Budget:	\$ 1,616,777.00		\$ 1,679,078.00
YTD Expenses	\$ 911,244.86	YTD Revenues	\$ 1,313,891.32
% YTD Expenses	56%	% YTD Revenues	78%
% Should Be:	67%	% Should Be:	67%
Economic Support			
Total Budget:	\$ 428,620.00		\$ 428,619.81
YTD Expenses	\$ 305,136.79	YTD Revenues	\$ 295,207.33
% YTD Expenses	71%	% YTD Revenues	69%
% Should Be:	67%	% Should Be:	67%
FRI			
Total Budget:	\$ 1,247,373.00		\$ 1,239,253.00
YTD Expenses	\$ 794,915.48	YTD Revenues	\$ 752,918.06
% YTD Expenses	64%	% YTD Revenues	61%
% Should Be:	67%	% Should Be:	67%
Behavioral Health			
Total Budget:	\$ 1,850,471.00		\$ 1,981,870.00
YTD Expenses	\$ 1,164,895.48	YTD Revenues	\$ 1,266,891.22
% YTD Expenses	63%	% YTD Revenues	64%
% Should Be:	67%	% Should Be:	67%

Child Support

Total Budget:	\$	206,139.00		\$	229,356.00
YTD Expenses	\$	108,772.89	YTD Revenues	\$	140,403.03
% YTD Expenses		53%	% YTD Revenues		61%
% Should Be:		67%	% Should Be:		67%

Aging

Total Budget:	\$	1,224,724.00		\$	1,041,471.00
YTD Expenses	\$	861,698.65	YTD Revenues	\$	679,397.35
% YTD Expenses		70%	% YTD Revenues		65%
% Should Be:		67%	% Should Be:		67%

Total DHHS

Total Budget:	\$	7,148,410.69		\$	7,087,671.69
YTD Expenses	\$	4,889,967.95	YTD Revenues	\$	5,549,535.04
% YTD Expenses		68%	% YTD Revenues		78%
% Should Be:		67%	% Should Be:		67%