

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES

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Green Lake WI 54941

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Post Date:

11/03/2021

**The following documents are included in the packet for Health and Human Services
Committee Meeting held on Monday November 8, 2021**

- November 8, 2021 Health and Human Services Committee Agenda (Page 1)
- October 11, 2021 Health and Human Services Committee Meeting draft Minutes (Page 2-4)
- October 13, 2021 Health Advisory Draft Minutes (Pages 5&6)
- Resolution Related to creating a Substance Use Services Case Manager position in the Health and Human Services Behavioral Health Unit (Pages 7-18)



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

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Health & Human Services Committee Meeting Notice

**Date: November 8, 2021 Time 5:00 PM
Green Lake County Government Center
571 County Rd A, COUNTY BOARD Room #0902 Green Lake WI**

AGENDA

Committee Members

*Joe Gonyo,
Chairman
Harley Reabe,
Vice Chair
Brian Floeter
Joanne Guden
Nancy Hoffmann
Christine Schapfel
Richard Trochinski
Joy Waterbury
Charlie Wielgosh*

*Kayla Yonke,
Secretary*

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely,
Kayla Yonke
Financial/Business Manager

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access may be compromised. If there is a quorum attending in person, the meeting will proceed as scheduled.

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes (10/11/2021)
5. Director's Report
6. VSO Report
7. Advisory Committee Reports
 - Health Advisory (Hoffmann, Jerome)
8. Unit Reports
9. Personnel Updates
10. Resolution related to creating a Substance Use Services Case Manager position in the Health and Human Services Behavioral Health Unit.
11. Committee Discussion
 - Future DHHS Meeting Date (December 13, 2021 at 5:00 p.m.)
 - Future Agenda items for action & discussion
12. Adjourn

Green Lake County HHS Admin is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/81216205039?pwd=WlhTVkphbTUrNnJCWXZZclpBVVUyUT09>

Meeting ID: 812 1620 5039

Passcode: 053063

One tap mobile

+19294362866,,81216205039# US (New York) 13017158592,,81216205039# US

+(Washington DC)

Dial by your location

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 812 1620 5039

Find your local number: <https://us06web.zoom.us/j/81216205039?pwd=WlhTVkphbTUrNnJCWXZZclpBVVUyUT09>

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, OCTOBER 11, 2021 AT 5:00 P.M.

PRESENT: Joe Gonyo, Chairman
Nancy Hoffmann, Member
Harley Reabe, Vice Chairman
Joy Waterbury, Member (Via Zoom)
Richard Trochinski, Member
Charlie Wielgosh, Member
Joanne Guden, Member
Christine Schapfel, Member
Brain Floeter, Member

OTHERS PRESENT: Jason Jerome, HHS Director
Kayla Yonke, Financial/Business Manager
Cathy Schmit, County Administrator (Zoom)
Betty Bradley, Aging Unit Manager (Zoom)
Holley Dornfeld, TAD Coordinator (Zoom)
Nichol Wienkes, BHU Unit Manager (Zoom)
Tony Daley, Berlin Newspaper (Zoom)

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 5:00p.m. by Gonyo.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Action on Minutes: Motion/second (Trochinski/Guden) to approve the minutes of the meeting held on September 13, 2021 of the Health & Human Services Board as presented. All ayes. Motion carried.

Director's Report:

Jerome reported Green Lake County is currently in the Critically High Category for COVID. Walk in Wednesday COVID clinic will continue.

Jerome reported masking for HHS staff is mandated when meeting with clients.

Jerome stated discussion on timely filing process will happen later in this meeting.

Jerome stated CSP recertification was on October 4th and there were no findings.

Jerome reported the 2022-2025 Aging plan will later be discussed for approval in this meeting.

Jerome reported we are on track in the 2021 budget.

VSO Report: No Report

Advisory Committee Reports:

Aging Advisory Committee: Draft minutes were reviewed and placed on file.

Criminal Justice Collaborating Committee: Draft minutes were reviewed and placed on file.

Unit Reports:

Public Health Unit (PH) - report was reviewed and placed on file.

Children and Families Unit (CFU) - report was reviewed and placed on file.

Aging Unit - report was reviewed and placed on file.

Behavioral Health Unit (BHU) - report was reviewed and placed on file. Jerome reported treatment court funding will no longer continue for Green Lake County in 2022. Jerome stated there is a need to serve this population. Jerome shared how to serve this population without Treatment court funding with a SUD Case Manager. Discussion Followed. A resolution will be brought forward at next month's meeting.

Personnel Updates:

Jerome reported Patti Elsing is the new program aide at FRI.

Jason reported Michelle Severson has started last week in ESU.

Jerome reported 3 COVID Tracers have been hired and started last week. The School Liaison position hiring process was not successful. The decision was made to place on hold for the time being.

Mental Health Outpatient Timely Filing Procedures: Policy was reviewed and placed on file. A motion/second (Trochinski/Reabe) to approve the Mental Health Outpatient timely Filing and assessment policies as presented. All Ayes. Motion Carried. Discussion Followed.

Aging Plan: a motion/second (Trochinski/Schafpel) to approve the 2022-2025 aging plan as presented with one grammar correction. All Ayes Motion Carried. Discussion Followed.

Committee Discussion:

SUD Case Manager Resolution.

Future Meeting Date: The next Health & Human Services Board meeting will be **Monday, November 8, 2021 at 5:00 p.m. at the Green Lake County Government Center.**

Adjournment: Gonyo adjourned meeting at 5:50p.m.

DRAFT

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

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THE FOLLOWING ARE THE OPEN MINUTES OF THE HEALTH & HUMAN SERVICES HEALTH ADVISORY COMMITTEE HELD VIA ZOOM ON WEDNESDAY, OCTOBER 13, 2021 8:00 A.M.

MEMBERS PRESENT VIA ZOOM: DeAnn Thurmer

MEMBERS PRESENT IN PERSON: Nancy Hoffman, Jeanne Lyke, Rachel Prellwitz, Abigail Puglisi, Pat Brandstetter

OTHERS PRESENT VIA ZOOM: Tony Daley

OTHERS PRESENT IN PERSON: Kayla Yonke, Jason Jerome

Call to Order: Lyke called the meeting to order at 8:03 a.m.

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

The Pledge of Allegiance was recited.

Approval of Minutes: Motion/Second (Hoffmann, Brandstetter) to approve the minutes from July 14, 2021 Health Advisory Committee meeting as presented, All Ayes Motion Carries.

Environmental Health Update: Prellwitz reported we are currently without an environmental health. The hiring is in progress through Waushara County. Prellwitz reported Green Lake County Received the Carbon Monoxide grant in the amount of 5,500 for CO detectors. Prellwitz reported August 18 Soldiers and Sailors Park in Markesan was shut down due to blue green algae, they have since reopened. September 10, 2021 the American legion in Princeton was closed down due to operating without a food license. Discussion Followed.

Quarterly Report on Health Unit Activities: Prellwitz reported public health attended national night out in Princeton and gave away 120 bike helmets and provided education to parents.

Prellwitz reported tick prevention and swimmers itch signs have been post on beaches and along trails.

Prellwitz reported they have installed poles with interchangeable signs in the city and county beaches to educate about the current water and beach conditions.

Opioid Fatality Review: Prellwitz reported a case review was recently done in Waushara County. Green Lake or Marquette will be up for a case review in December. Discussion Followed.

COVID Update: Prellwitz reported Green Lake hired 3 new contact tracers. Green Lake County has had 642 COVID Positive cases since Sept 2, 2021. Green Lake County is in the critically high category for disease activity. Walk in Wednesday are still happening for COVID Vaccines, last two weeks had a very high participation. Green Lake is planning on partnering with the National Guard to help with COVID vaccinations. Green Lake County currently offers the Pfizer and J& Vaccine. 51.5% of Green Lake County residence have at least 1 dose of covid vaccine. Discussion Followed.

Budget Update: Prellwitz reported the COVID funding is currently being used for New Vaccine refrigerator and supporting Contact Tracers. Discussion Followed.

Committee Discussion: Jeanne Lyke reported her intention to step down from board chair and medical director on 12/31/2021.

Future Meeting Date: The next Health Advisory Committee meeting will be held on Wednesday January 12, 2022 at 8:00 a.m.

Future Agenda Items: New Health Advisory Board Chair, and Medical Director

Adjournment: Motion/second (Brandstetter/Hoffman) to adjourn the meeting at 8:39 a.m. All ayes. Motion carried.

RESOLUTION NUMBER -2021

RESOLUTION CREATE A SUBSTANCE USE SERVICES CASE MANAGER POSITION IN THE HEALTH & HUMAN SERVICES BEHAVIORAL HEALTH UNIT.

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 9th day of November 2021, does resolve as follows:

- 1 **WHEREAS**, in September of 2021 the Treatment Court team decided to not write for an
- 2 extension of the Treatment Court grant; and
- 3 Majority vote is needed to pass.

Approved by Personnel Committee Disapproved by Personnel Committee

Roll Call on Resolution No. -2021

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 9th day of November 2021.

Joe Gonyo, Chair

Harley Reabe, Vice-chair

County Board Chairman

Brian Floeter

ATTEST: County Clerk
Approve as to Form:

Joanne Guden

Corporation Counsel

Nancy Hoffmann

Joy Waterbury

Christine Schapfel

Charlie Wielgosh

Richard Trochinski

4 **WHEREAS**, this will effectively end Green Lake County's Treatment Court as of
5 December 31, 2021; and

6 **WHEREAS**, the Treatment Court grant funded the position of Treatment Court
7 Coordinator within the Behavioral Health Unit in the Department of Health & Human
8 Services; and

9 **WHEREAS**, Resolution no. 39-2016 mandates that if the Treatment Court Coordinator
10 position is no longer fully funded by state or federal grants or other funding, and if tax
11 levy is necessary to fund the position, it automatically is eliminated when all grant funds
12 are exhausted. Therefore, the Treatment Court Coordinator position will be
13 automatically eliminated as of 11:59 pm on December 31, 2021; and

14 **WHEREAS**, the Treatment Court team recognizes the need for Substance Abuse
15 services and all current therapists carry full caseloads and still have a lengthy waiting
16 list; and

17 **WHEREAS**, currently, county residents needing this level of care are referred to
18 programs in Fond du Lac, Oshkosh, or Fox Valley area and have low follow through
19 rates due to the many barriers with accessing services outside their community; and

20 **WHEREAS**, clinical evidence shows that early recovery, crisis intervention, and re-entry
21 to the community from inpatient treatment or jail settings are essential times in providing
22 Substance Use Disorder services promptly and effectively; and

23 **WHEREAS**, this position will be added to the Department of Health & Human Services
24 2022 budget without asking for an increase from 2021 levy dollars; and

25 **NOW THEREFORE BE IT RESOLVED** a new Substance Use Services Case Manager
26 (SUD) is created in the Health & Human Services Behavioral Health Unit as part of the
27 2022 budget. (See attached job description)

28 **BE IT FURTHER RESOLVED** that this position be placed in Pay Group 11 of the Green
29 Lake County wage plan. This position will be eliminated if the caseload or funding
30 decreases to the point where it can no longer be funded.

31 **FISCAL NOTE:**

	Annual Fiscal Cost						
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
Substance Use Services Case Manager (SUD)	\$ 25.88	\$ 53,830.40	\$ 3,499.00	\$ 4,199.00	\$ 27,944.00	\$ 35,642.00	\$ 89,472.40

Substance Use Services Case Worker		
	Expense	Offsetting Revenues
SUD Case Worker	\$ 89,472.40	
AODA Block Grant		\$ 22,656.40
Crisis		\$ 26,832.00
TCM		\$ 15,766.40
IDP		\$ 9,100.00
Other Funding		\$ 15,117.60
Total	\$ 89,472.40	\$ 89,472.40

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: Substance Use Services Case Manager

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH SERVICES UNIT MANAGER

SUMMARY:

To provide strength and community-based, case management, outreach, treatment, and service facilitation to individuals and families, covering a wide range of issues related to recovery from substance use disorders.

DUTIES AND RESPONSIBILITIES:

- Provides case management and coordination of services for individuals and families. This includes setting up and facilitating team meetings.
- Provides crisis counseling to individuals via the crisis line and in outpatient setting. This includes performing crisis line duties as part of on-call rotation including coordinating inpatient emergency detentions and diversions.
- Provide referral information and care navigation to clients as needed using well developed personal network of community contacts
- Develop individualized case management plans with clients that include access to evidence-based treatment, adjunctive supports, and accountability measures.
- Provides intensive outpatient group services as well as other evidence-based group and individual treatment models as needed.
- Meet with clients in community-based settings including in-home where appropriate to provide case management and assist clients with improving daily living skills
- Maintains behavioral health records. This would include completing necessary forms, (i.e., release of information, insurance claim, scheduling appointments, etc.) and utilizing electronic health record.
- Outreaches community members and partner agencies to address issues related to primary prevention and intervention relative to substance use and mental health recovery initiatives in the community.
- Serves as liason between behavioral health clinic and criminal justice professionals in the community to support entry of clients into treatment wherever appropriate.
- The remaining time is spent attending and participating in staffings, in-services, supervision and trainings.

SKILLS AND ABILITIES:

Outstanding interpersonal and problem solving skills while being able to multi-task. Ability to work harmoniously, constructively, and cooperatively with other professionals, clients and their families, community providers, and members of the public to ensure client services.

Knowledge and understanding of therapeutic techniques utilized in treatment of addiction and co-occurring mental health abilities of those served. Ability to administer, score and interpret common assessment tools related to substance use disorders and suicide risk.

Requires the ability to follow directions, apply agency policies, complete projects, data entry and billing in a timely manner.

Requires the ability to learn, comprehend, retain, and apply information regarding available community resources.

Displays understanding of dual diagnosis and its effect on the treatment process.

Requires the ability to work with minimal supervision in a fast-paced and stressful environment, focusing on customer service.

Requires the ability to maintain the confidentiality of client, staff, and agency information.

Ability to type accurately and efficiently use office machines and computers including use of Microsoft word, web-based applications, electronic health record, video/audio telehealth platform, and other programs as needed with minimal training.

Ability to be flexible and attend to a wide variety of tasks for a variety of staff and other tasks as assigned.

Experience providing crisis intervention including suicide risk assessment is preferred.

Valid WI Driver's License is necessary.

QUALIFICATIONS:

EDUCATION: A Bachelor's Degree in Social Work, Psychology or related field is preferred. Associates Degree with appropriate SUD treatment credentials (SAC-IT, SAC, or CSAC) will be considered.

EXPERIENCE / JOB KNOWLEDGE: Considerable experience working with mental health and developmental disability populations

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent hearing (listening), talking and sitting. 25% of the time is spent participating in activities using low handling skills and medium fingering skills.

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

ENVIRONMENTAL DEMANDS: Over 75% of work done is inside in the Government Center. In about 10% of the time situations develop where there is a threat of physical attack or injury from clients as consumers may be angry, upset and irrational.

Considerable work will be out in the community with participants along with hours in the office of the Government Center. Travel may be required for meetings and trainings.

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

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

10/2021

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the County Administrator and HR Coordinator prior to considering new position requests concerning position responsibilities and compensation plan placement. The requesting department head shall present the completed form along with position title, job description, proposed wage classification, justifying rationale, any State or Federal mandates, how the position fits within the department, budget implications (i.e. salary/fringe, office equipment, software, furniture, etc.) and proposed resolution. The department head may also consult with the Financial Manager concerning position funding and budget issues. The department head completes the New Position Analysis form and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b) or if rejected returned to the department head.

(b) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to their oversight Committee. The Committee will review the request and vote to approve or deny the request. If the oversight Committee approves, the request moves on to step (c). The Department head shall keep their committee apprised of the status of the department's new position request through the budget process.

(c) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to the Personnel Committee. The Personnel Committee will review the request and vote as to whether or not they support the request as proposed. The request then moves on to step (d).

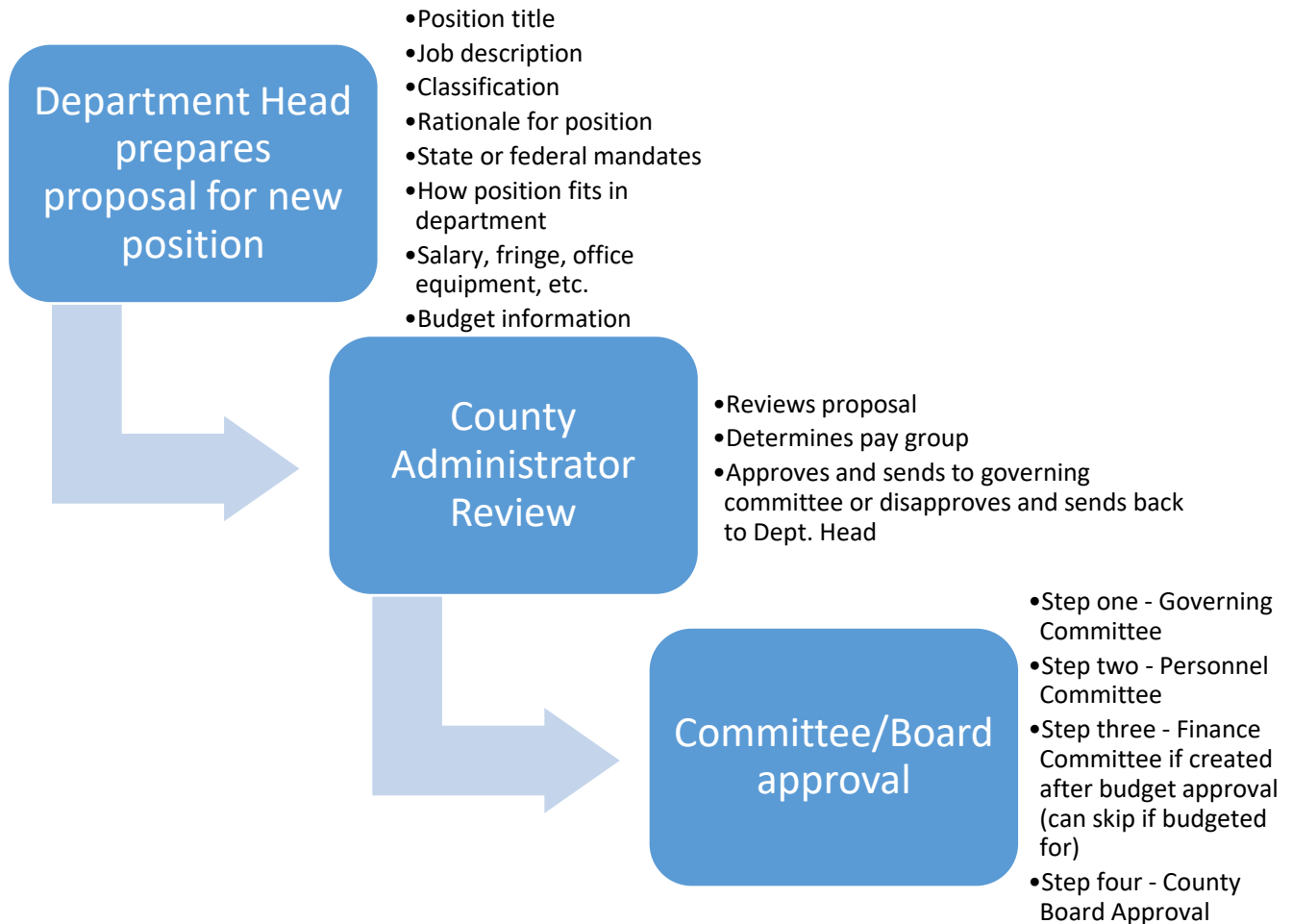
(d) The request shall be presented to the Finance Committee for review and approval of the fiscal note as included in the county board resolution if the new position is created after the annual budget has already been adopted. If the new position is to be included in an upcoming budget process, it need not go to Finance Committee at this time. The request then moves on to step (e).

(e) Finally, the request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Committee of Jurisdiction, Personnel Committee and the Finance Committee (if applicable).

(f) The action of the County Board will be final, although the County Board may refer the resolution back to an appropriate committee if more information is required.

(g) Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION REVIEW FLOW CHART



Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION ANALYSIS

New position

Increased part-time

Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department:

Date:

Department Head:

- B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Suggested Title:

Full Time

Part Time

Hours

County Administrator / HR Coordinators Recommended Classification: Pay Group:

C. General Description of the Position:

D. Typical Examples of Work to be Performed (in detail):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

E. Minimum Qualification of a Candidate:

Education:

Experience:

F: Funding

Annual costs (with full family insurance coverage):

Group	Hourly	Annual	Retirement	Security	Health Ins.	Life Ins.	Work Comp

1. Where will the funding for this position come from:
2. What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?

Is office space presently available Where?

Estimated Equipment Cost:

Is the Cost in the Department Budget?

3. Grand total cost, all items, current fiscal year:

4. Therefore, annual cost of salary and fringe:

G. Supervisory Responsibility (if applicable):

1. in brief detail, explain the supervisory authority this position will have (if any):

2. Number of Employees directly supervised: Indirectly:

List Title of employees reporting to this position:

H. Who will this person report to?

County Administrator Action:

Position Approved: _____ Date: _____

Comments:

Personnel Committee Action:

Position Approved: _____ Date: _____

By a vote of _____ Ayes, _____ Nay, _____ Absent/Abstention

Finance Committee Action:

Fiscal Note Approved: _____ Date: _____

By a vote of _____ Ayes, _____ Nay, _____ Absent/Abstention

County Board Action:

Approved: _____ Date: _____

By a vote of _____ Ayes, _____ Nay, _____ Absent/Abstention