

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES

571 County Road A

Green Lake WI 54941

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FOX RIVER INDUSTRIES

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Post Date

11/09/2022

The following documents are included in the packet for the Health and Human Service Committee Meeting held on Monday November 14, 2022

- November 14, 2022, Health and Human Services Committee Agenda (Page 1)
- September 12, 2022, Health and Human Services Committee Meeting draft minutes (Page 2-4)
- September 21, 2022, Commission on Aging Advisory draft minutes (Page 5-6)
- October 12, 2022, Health Advisory draft minutes (Page 7-8)
- Environmental and Public Health Report (Page 9-13)
- Behavioral Health Report (Page 14-15)
- Children and Families Unit Report (Page 16-18)
- DHHS Expense/Revenue Comparison (Page 19)
- Aging Meal BIDS (Page 20-34)
- 2023 85.21 Grant Application (Page 35-54)
- Ordinance Amending CH 74 Records Retention to amend Fox River Industries record retention. (Page 55-56)



GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

Office: 920-294-4070 FAX: 920-294-4139 Email: glcdhhs@greenlakecountywi.gov

Health & Human Services Committee Meeting Notice

Date: November 14, 2022 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,
Harley Reabe,
Brian Floeter
Joanne Guden
Christine Schapfel
Richard Trochinski
Vacant
Nancy Hoffmann
Katie Helsel-Thiem*

*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 (9/12/2022)
5. Director's Report
6. VSO Report
7. Appearances
8. Advisory Committee Reports
 - Aging Advisory Committee (Reabe)
 - Health Advisory Committee (Hoffmann)
9. Unit Reports
10. Personnel Updates
 - Economic Support Workers x2
 - SUDS Case Manager
 - Clinical Therapist
 - FRI Manager Recruitment
11. Aging Meal BIDS
12. 2023 85.21 Grant Application
13. Ordinance Related to Amending Chapter 74 – Record Retention to amend Fox River Industries record retention.
14. Committee Discussion
 - Future DHHS Meeting Date (December 12, 2022 at 5:00 p.m.)
 - Future Agenda items for action & discussion
15. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 233 609 324 756

Passcode: 6bYxGf

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

+1 920-659-4195,857332577# United States, Green Bay

Phone Conference ID: 857 332 577#

[Find a local number](#) | [Reset PIN](#)

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

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT GREEN LAKE COUNTY GOVERNMENT CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON Monday, September 12, 2022 AT 5:00 P.M.

PRESENT: Joe Gonyo, Chairman
Harley Reabe, Vice Chairman
Richard Trochinski, Member
Nancy Hoffmann, Member
Joanne Guden, Member
Christine Schapfel, Member
Katie Helsell-Thiem

OTHERS PRESENT: Jason Jerome, HHS Director
Kayla Yonke, Financial/Business Manager
Kate Meyer, CCS/CLTS Coordinator
Lisa Schiessl, C&F Unit Manager
Ryan Bamberg, Aging/ADRC Unit Manager
Jon Vandeyacht, VSO
Dawn Klockow, Corp Council
Cathy Schmit, County Administrator
(Teams)
Tony Daley, Berlin Journal Newspaper
(Teams)
Nichol Wienkes, Behavioral Health
Manager (Teams)

EXCUSED: Brian Floeter, Member

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 (Guden/Hoffman) to approve the minutes of the meeting held on August 8, 2022, of the Health & Human Services Board with no corrections. All ayes. Motion carried.

Director's Report: Jerome reported that Lisa Schiessl and Ryan Bamberg are new management staff within Health and Human Services.

Jerome reported 2023 budget has been submitted to county administrators'

office.

Jerome reported staff evaluations will begin in September, all staff evaluations will be completed by the end of the year. Discussion Followed.

VSO Report: Vandeyacht stated Veterans services has been busy working on claims. Discussion Followed.

Appearances:

Kate Meyer: Meyer reported on 2022 CCS consumer surveys. 3 types of surveys were given out based on who is receiving services, adults, youth or family survey. In 2021 36 consumers were sampled and 30 surveys were returned. Discussion Followed.

Ryan Bamberg: Bamberg introduced himself to the committee. Discussion Followed.

Lisa Schiessl: Schiessl introduced herself to the committee. Schiessl stated she has been a social worker for Green Lake County for the past 18 years. She is excited to have taken on the new title of Green Lake County Children and Families Unit Manager. Discussion Followed.

Nichol Wienkes: Wienkes reported on the updated crisis services. Discussion Followed.

Advisory Committee Reports: No Reports

Unit Reports:

Motion/Second (Guden/Schapel) to approve the use of the agreement for funding form as presented. All Ayes. Motion Carried. Wienkes reported on the SUDS Agreement for funding form. This form is completed by clients that go to residential treatment and follow through on the requested aftercare. They would then be eligible for a fee reduction as an incentive.

Motion/Second (Hoffmann/Reabe) to approve the DHS 75 Certification and Policy Updates as presented. All Ayes. Motion Carried. Discussion Followed.

Behavioral Health Unit (BHU) - Report was reviewed and placed on file.

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

Fox River Industries- report was reviewed and placed on file.

Personnel Updates: No Updates

Ordinance Amending Ch 74 Records, Sections 74-20 Aging and Long-Term Care/Clinical Services Unit: Motion/Second (Schapfel/Guden) to approve the Ordinance Amending Ch 74 Records, Sections 74-20 Aging and Long-Term Care/Clinical Services Unit as presented. All Ayes, Motion Carried. Discussion Followed.

Copies Fee Schedule: Motion/Second (Hoffmann/Gonyo) to approve the Schedule of Health Care Provider Record Fees as presented. All Ayes. Motion Carried.

Credit Card Approval- Children and Families Manager: Motion/Second (Guden/Trochinski) to approve the credit card approval form for Lisa Schiessl Children and Families Unit Manager. All Ayes. Motion Carried.

Committee Discussion:

Future Meeting Date: The next Health & Human Services Board meeting will be **Monday, October 10, 2022 at 5:00 p.m. at the Green Lake County Government Center.**

Adjournment: Gonyo adjourned meeting at 5:58p.m.

COMMISSION ON AGING ADVISORY MINUTES

September 21, 2022

Present in Person: Harley Reabe, Judith Street, Darlene Krentz, Gloria Lichtfuss, Ryan Bamberg, Kayla Yonke, Sarah Petit, and Jason Jerome.

Excused: N/A

CALL TO ORDER:

The meeting was called to order at 10:31 a.m. by Chair Reabe at the Green Lake County Government Center.

CERTIFICATION OF OPEN MEETING LAW: The requirements of the Open Meeting Law have been met.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

INTRODUCTIONS: N/A

ACTION ON MINUTES: Motion/second (Lichtfuss/Krentz) to approve the July 20, 2022, meeting minutes as presented. All ayes. Motion carried.

Correspondence: N/A

Health and Human Services Board Report: Jerome reported 2023 budget has been finalized and sent to county administrator. Jerome reported record retention policy was also approved last night.

Senior Picnic: Bamberg reported the turnout was great at the senior picnic. Bamberg reported they are exploring new ideas for next year's senior picnic. Discussion Followed.

3 Year Aging Plan: Bamberg reported Green Lake has given and update to GWAAR and all the goals that were given for this plan are on track to being met. Discussion Followed.

Volunteer Medicare Positions: Bamberg stated Green Lake currently has 2 volunteers for this program. Discussion Followed.

Aging/ADRC Programs and Outreach: No report

Meal BIDS: Motion/second (Lichtfuss/Street) to approve the 2 Meals BIDS Feil's Catering and Berlin Senior Center. Berlin Senior Center will only be making the meals for the Berlin Meal Site and Home Delivered Meals in Berlin at \$6.00/meal for 2023 and 2024, Feil's will do the remaining of the catering services for Congregate and Home Delivered Meals at \$6.56/meal for 2023 and 7.09/meal for 2024. All ayes. Motion carried. Discussion Followed.

Advocacy: No Report

Year-to-Date Program Information:

Bamberg reported that Markesan Meal site is not well attended, options will be explored. Discussion Followed.

Future Meeting Date: Future Meeting Date will be held on November 16, 2022, at 10:30AM.

Reabe adjourned the meeting at 11:13AM.

DRAFT

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THE FOLLOWING ARE THE OPEN MINUTES OF THE HEALTH & HUMAN SERVICES HEALTH ADVISORY COMMITTEE HELD VIA IN PERSON/ZOOM ON WEDNESDAY, OCTOBER 12, 2022 8:00 A.M.

MEMBERS PRESENT IN PERSON: Nancy Hoffman, Rachel Prellwitz, Pat Brandstetter, and Joan Blum, Harley Reabe.

OTHERS PRESENT IN PERSON: Kayla Yonke, Sarah Petit, Kyle Alt, Nancy Gimenez, and Jason Jerome (8:25)

EXCUSED: DeAnn Thurmer, Tammy Bending, Abigail Puglisi

Call to Order: Hoffman 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 (Brandstetter/Blum) to approve the minutes from July 13, 2022 Health Advisory Committee meeting with no additions or corrections, All Ayes Motion Carries.

Environmental Health Update:

Alt reported on his quarterly report.

- 10 dog bites (2 dogs euthanized) and 3 cat bites
- Rabies test 7 bats were sent in and all were negative for rabies
- 1 well water result with high nitrates.
- 28 tests lead tests completed only 1 had elevated levels of lead
- One Radon test kit was sold
- Bed bugs were found in 1 apartment in the county
- 6 pre inspections, 3 Follow up inspections 31 routine inspections and 2 follow up inspections were completed this quarter. Discussion Followed.

Quarterly Report on Health Unit Activities:

Gimenez reported on the Diabetic Prevention Program that was kicked off on August 17, 2022. Discussion Followed.

Prellwitz reported Julia McCarroll is no longer employed with Green Lake County. Lauren Olson will replace Julia as the deputy health officer on November 7.

Prellwitz reported Blue Door Consulting is updating our internal strategic plan. Discussion Followed.

Prellwitz reported Public Health held back to school immunization clinics at all Green Lake County Schools, with planned flu clinics to be held as well.

Prellwitz reported Flu Clinic is open to the public and employees on October 18 from 2-4pm at the Government Center.

Prellwitz reported that DHS 140 reviews is happening on October 26 from 11AM-2PM in the nurses screening room, all Health Advisory member are invited to attend. Discussion Followed.

Opioid Fatality Review:

Prellwitz reported new team members have become part of the team in this past quarter.

Prellwitz reported this group is currently planning to initiate Next of Kin interviewing.

Prellwitz reported that they are working on putting together an annual report to view what this committee has done through the year.

8th case review was done on Sept 8, they will continue to do a case every other month. Discussion Followed.

COVID Update:

Prellwitz stated Green Lake County is in the Low Category for Community Transmission.

COVID Vaccines are still available from AMI at the government center during walk in Wednesday. Flu Vaccines are also available on most Walk in Wednesday clinics.

404 cases were reported in the last quarter for Green Lake County

Prellwitz reported the CDC Guidelines have changed. Discussion Followed.

Budget Update:

Prellwitz handed out the 2023 budget summary. Discussion Followed.

Committee Discussion: none

Future Meeting Date: The next Health Advisory Committee meeting will be held on Wednesday January 11, 2023 at 8:00 a.m.

Future Agenda Items: none

Adjournment: Hoffman adjourn the meeting at 8:58a.m.

Environmental Health
Green Lake County
Third Quarter 2022

Animal Bites

10 dog bites

A dog was euthanized in August

A dog was deemed vicious and euthanized in September.

3 cat bites.

Rabies Tests:

6 bats were sent in to get tested for rabies. All negative

Well Water:

1 result with high nitrates came back (12.1) from Neshkoro

Lead: Nancy, who is in charge of the lead program, provided me the following information.

There were 28 tests completed. Only one had elevated levels. (4.1. The limit is 3.5)

Sewage:

None

Solid Waste:

Radon:

1 Radon test kit sold

Attended the Wisconsin Radon Conference

Housing:

1 apartment treated for bed bugs (Edgewater apts in Berlin)

Asbestos:

None

Food/Water Illness:

None

Abandoned Bldgs:

None

Other:

GLC fair vendor inspections

Closed the beach at Soldiers/Sailors Park beach due to blue green algae.

Someone called to report that they found a giant hornet. I had her report it to the Department of Agriculture, Trade, and Consumer Protection. They have a webpage about the giant hornet with a phone number and email to report sightings.

Responded to a concern about a tenant and the condition of their apartment unit. It was not in violation of county ordinance.

Investigated a complaint about a hobby farm. No abatement order was written.

Responded to a complaint that someone had 3 campers in their yard. Unzoned town of Princeton. I wanted to make sure if anyone is living in the campers, they have heat and Water. Nobody was living in the campers.

Agent:

- Pre-inspections: 6
- Follow up Pre-inspections: 3
- Routine inspections: 31 routine inspections
- Re-inspections: 2

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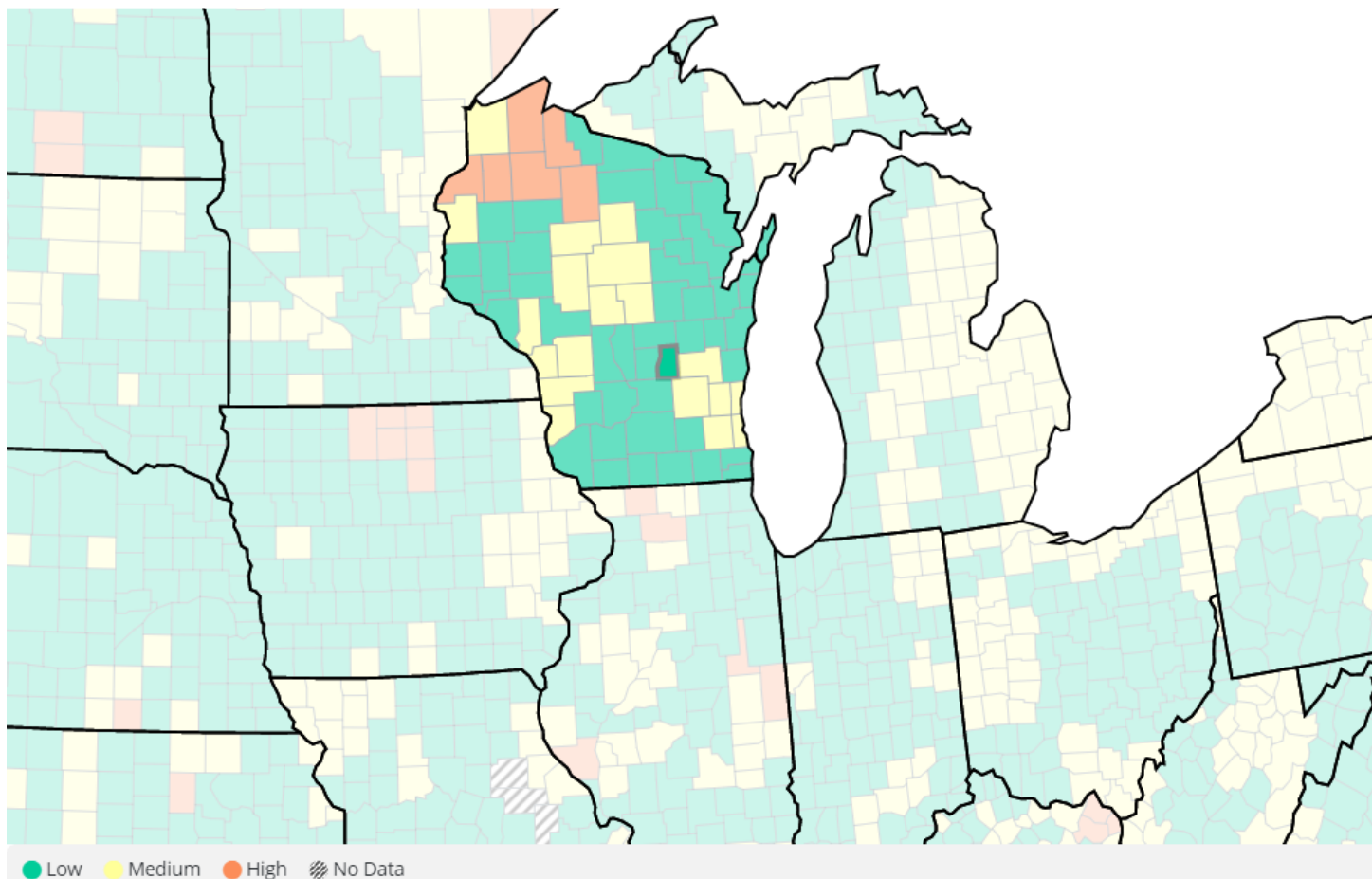
Email: fri@co.green-lake.wi.us

October 2022 Health Unit Monthly Report to the Health & Human Services Board

COVID-19 Cases Update:

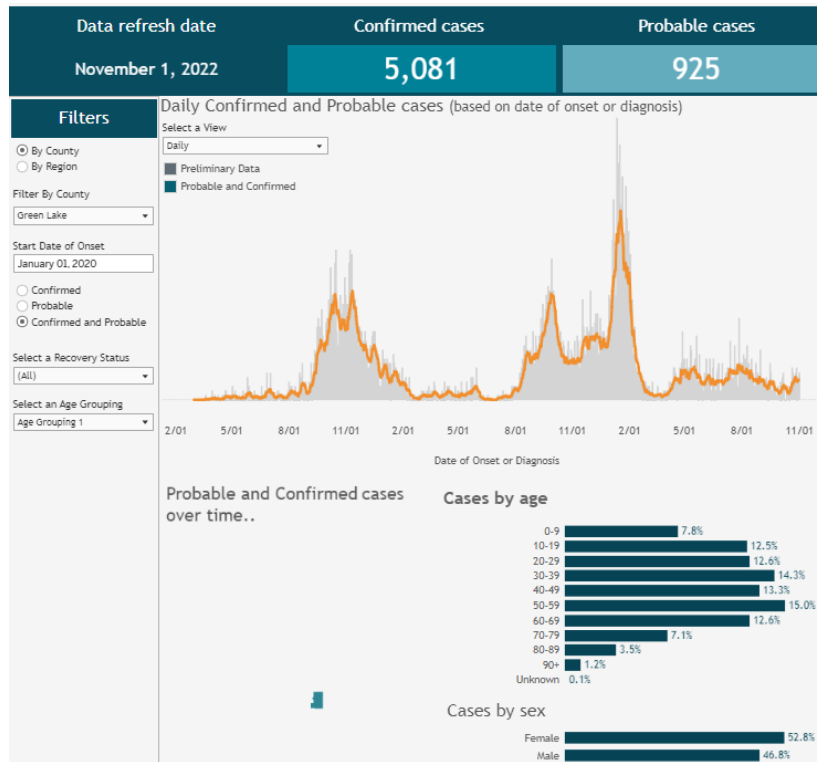
- Green Lake County is currently listed in the **LOW** category (as of November 1st) for Community Levels per CDC. (Information regarding recommendations per category can be found here: [COVID-19 Community Levels | CDC](#))

COVID-19 Community Levels in Wisconsin



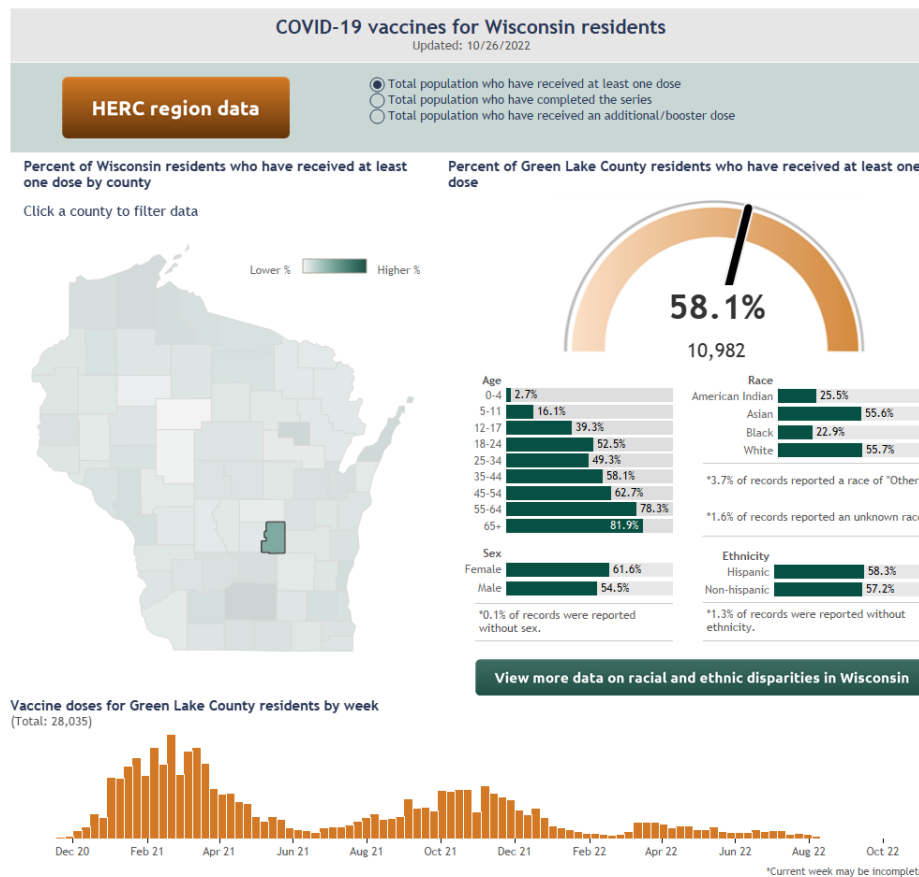
Tue Nov 01 2022 10:46:07 GMT-0500

- Total case count= 6,006 (Up 108 cases since last month, not including positive at-home tests)



Vaccine Updates for Green Lake County Residents:

- 58.1% of GLC residents have received at least one dose of COVID-19 vaccine.
- 55.3% have completed the vaccine series.
- 32.3% have received an additional/booster dose



Public Health Update:

- “Walk-in Wednesdays” will continue with J&J, Moderna, & Pfizer vaccine available at the Government Center for ages 6 months and up. Supported by AMI through November with **COVID-19 bivalent vaccine boosters available**. Health Unit Staff were also providing Flu vaccines at these Clinics for co-administration of COVID-19 and Flu vaccines (for month of October).
- Health Unit Staff only Strategic Planning meeting held on October 21st to brainstorm specific action items for each objective identified in previous meetings.
 - GOALS/OBJECTIVES
 - Strengthen, expand, and diversify partnerships.
 - Become the area’s trusted resource for health and wellness, creating a culture of health.
 - Meet people where they are.
 - Build a strong, high-functioning team
- Lauren Olson has accepted the position of Deputy Health Officer. Her anticipated start date is November 7th.
- Flu Clinics:
 - Flu clinic held on Tuesday, October 18th from 2pm to 4pm for employees and community members.
 - 120 doses administered
 - Health Unit staff administered Flu and COVID vaccine at schools, businesses, and community partners (including area long-term care facilities).
 - 159 doses administered (Flu and COVID)
 - Flu vaccine available at most COVID-19 Wednesday clinics (when staff is available)
 - 121 doses administered at AMI clinics in October
- DHS 140 Review held on October 26th with WI Department of Health Services
 - Review verifies a minimum level of services is provided or arranged for by local health departments and is conducted at least every 5 years.
 - Statutory Requirement
 - Currently a Level II Health Department
 - Anticipate hearing confirmation of level determination in 5 to 6 weeks
- Staff attended Annual STI conference held in Appleton on October 12th and 13th
- Emergency Preparedness tabletop exercise held in the Emergency Operations center on October 27th with Gary Podoll and other partners.

Respectfully submitted, Rachel Prellwitz, Health Officer

Behavioral Health Unit—October 2022

Behavioral Health Unit programs continue to see caseload volumes at full capacity while we continue to recruit for several open positions. This continues to result in longer waiting times for new clients seeking services, however, we are excited to share that we have had accepted offers for all of our open positions. One of these offers went to an internal candidate, leaving an additional open position which is being recruited.

As mentioned previously, there are a number of changes coming over the next 6 months that will broadly impact all of our programs.

- Electronic Health Record Upgrade: Our first upgrade went live in September, and we continue to work on the second of a series of upgrades to our health record with additional staff trainings scheduled in November.
- DHS 75 Re-write: Site visit is scheduled for our outpatient and crisis programs 11/14-11/15. This will help us ensure that we are fully aligned with the new administrative rule and identify if further changes are needed.

Outpatient Mental Health (MH) & Substance Abuse (SUD) Programs- *The majority of Behavioral Health clients are served via our outpatient clinic. The outpatient clinic serves clients' mental health and substance use disorder (SUD) needs.*

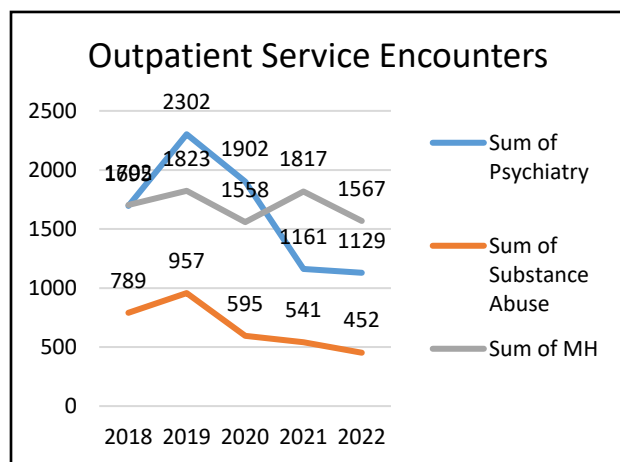


Figure 1: Psychiatric services data have varied and declined after 2020. This may in part be due to the use of telehealth in some situations, minimizing nursing contact, but is primarily due to the end of child psychiatric services at this agency with the retirement of Dr. Baldomero last year.

October Note:

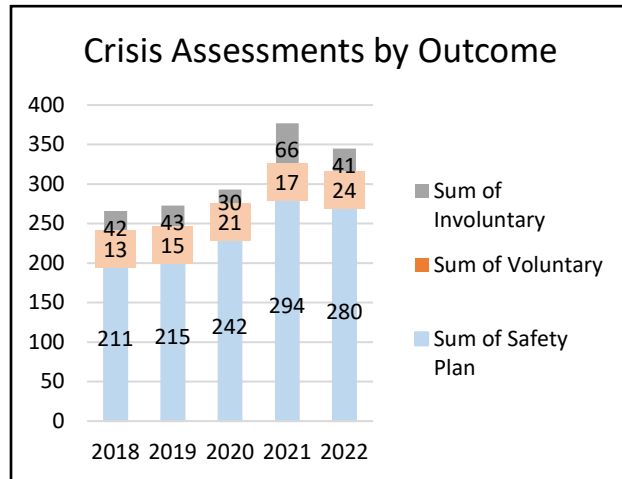
1. Clinicians continue to have full caseloads. We have noted modest improvement in our wait time (average wait for an assessment is currently 35 days, average wait from intake to 1st treatment session is 21 days)—target would be 14 days or less. However, as we continue to have an open therapist position, we anticipate that this wait time may continue to grow.
2. Despite turn over and the lengthy wait as we work to recruit a new therapist to fill our vacant position, mental health and substance use outpatient services have remained relatively consistent with minimal decrease because clinicians have worked hard to fit additional sessions into their schedules during this time.
3. We are excited to welcome Annamay Payten to our outpatient team!

Wrap-Around Services- *Behavioral Health Unit provides three tiers of wrap-around services, allowing us to match individuals with a program that meets the level of need based on their unique situation.*

1. **Targeted Case Management (TCM)**— *Less intensive case management for clients. **This program expanded to include adult clients in summer 2018. It presently serves 11 individuals.***
2. **Comprehensive Community Services (CCS)**—*Recovery-focused support for clients who may benefit from an intensive level of services for a shorter period of time. **This program serves individuals across the lifespan and presently serves 44 individuals.***

3. *Community Support Program (CSP)- Intensive community-based support for individuals with chronic mental illness. This support is intended to be long-term and supports clients to maintain psychiatric stability in the community and to reduce hospitalizations. **This program presently serves 18 adults.***

Crisis Services- *Crisis services are available 24/7 including weekends/ holidays for psychiatric and substance use disorder emergencies*



In October we continued to see increase in crisis responses consistent with last year. While Year-to-date calls are slightly lower than last year, total calls in 2021 and 2022 represent a 46% increase from the prior year three years’ average. The data represent new crisis calls each month. The crisis team provides additional follow up services to clients after their initial contact. This differs case-by-case basis, however crisis follow up can last anywhere from 30 days to 6 months.

Substance Use Services Case Management- *The substance use-specific case manager works within a variety of the programs provided above. This position may provide crisis case management, outpatient services, Targeted Case Management (TCM) or*

*Comprehensive Community Services (CCS) as determined based on the needs of the client. This individual will also assist with requests for residential treatment funding from outside providers. **This position was newly created, starting in January 2022 and has served approximately 45 clients so far through a combination of case management, outpatient treatment, and early intervention/ outreach. The staff person in this position resigned in October. We have worked quickly to recruit and fill this position, and our new case manager will start on 11/28/2022.***

Children’s Long Term Support Waiver (CLTS)—*Medicaid waiver program provides funding for families of children with long-term disabilities (developmental, physical, and/or severe emotional disturbance) to access services such as respite care and service coordination which are otherwise not covered by Medicaid insurance. In 2018, Wisconsin announced the dissolution of the local waitlist and then subsequently the transition to a state-wide waiting list model. This month, the state announced the dissolution of the state-wide waiting list as well. Starting at this time, youth who are screened eligible for CLTS services will automatically be placed into “enrollable” status with the expectation that the waiver agency will then open them within the allotted 30 days. In late 2021, we hired our first full-time CLTS case manager to attempt to meet the increasing need. Our current program census is at 45 youth.*

CHILDREN & FAMILY SERVICES UNIT –November 1, 2022

Our Youth Justice worker, Marlise Gonzalez, returned from maternity leave on 11/7/22. Our unit is fully staffed at this time.

Out-of-Home Care – as of 11/01/2022

Foster Care – Level I & II (Range of costs from \$300.00 to 2000.00). Since the beginning of the year, **six (6)** children have been in local foster care. Four (4) children have been reunified. Total at end of month is **Two (2)**

Treatment Foster Care – **Two (2)** children/youth were in treatment foster care through Pillar & Vine during the month from Green Lake County. Total at end of month is **Two (2)**.

Court-ordered Relative Care (\$300.00 month per child)
To date in 2022 – 16 children have been in court ordered Kinship Care. Total in Court-ordered Kinship Care during the month = **Nine (9)**

Subsidized Guardianship – At the end of June 2022, **two (2)** remained in subsidized guardianship.

Kinship Care – Voluntary (\$300.00 month per child)
At months end **seven (7)** children were in Kinship Care.

Total out of home at month's end = 2 + 2 + 9 + 2 + 7 = **22**

The base rate for relative foster care (level 1) and Kinship Care rates increased in 2022 to \$300.00/month.

Foster Home Licensing – There was one relative family that was able to become licensed in the month of October. There is one other home in the process of becoming a licensed foster home for our county.

ACCESS REPORTS

Child Protective Services –

January – 20; 6 screened in; 14 screened out
February – 19; 5 screened in; 14 screened out
March - 24; 7 screen in; 16 screen out
April – 24; 5 screen in; 19 screen out
May – 19; 4 screen in; 15 screen out
June – 18; 6 screen-in; 12 screen-out
July – 13; 4 screened in; 9 screen-out
August – 15; 3 screened in; 12 screen out
September-14, 3 screened in, 11 screen out
October-
YTD: 166

Child Services/Welfare –

January – 6; 4 screened in; 2 screened out
February – 6; 2 screened in; 4 screened out
March – 5; 3 screen in; 2 screened out
April – 10; 5 screen in; 5 screen-out
May – 5; 3 screen in; 2 screen out
June – 1; 1 screened in
July – 2; 1 screened in
August – 0
September-0
October-
YTD - 35

Youth Justice –

January – 12
February – 9
March – 11
April – 3
May – 6
June – 9

July – 3
August – 3
September-3
October-3
YTD: 59

Youth Justice:

As stated last month, the fall groups continue to run.

Two staff are beginning to run the Drug, Alcohol & Vaping Curriculum in Berlin School during the month of October. The Vaping group is one time per week for six weeks.

The same staff are also beginning a book club group with female adolescents, one time per week for a period of six weeks. Five females are attending the book club.

Staff are using a new curriculum that one of the workers, Tara Eichstedt, helped develop in regard to Truancy. The Truancy group will be one time per week for approximately 6 weeks in Berlin.

Birth to Three/C-COP/CLTS

Birth to Three presently has had four (4) new children referred in the month of October. Two (2) was found eligible and now has an Individualized Family Service Plans (IFSP). Fourteen (14) children were open in the program in the month of October. Children's Community Options has two (2) children enrolled. Children's Long Term Support (CLTS) are presently being carried by the Birth to Three staff. Three (3) cases have been assigned.

DHHS Expenditure/Revenue Comparison - Oct 2022				
Expenditures			Revenues	
Admin				
Total Budget:	\$	818,719.60		\$ 931,936.00
YTD Expenses	\$	522,375.23	YTD Revenues	\$ 816,134.56
% YTD Expenses		64%	% YTD Revenues	88%
% Should Be:		83%	% Should Be:	83%
Health				
Total Budget:	\$	715,373.00		\$ 720,285.00
YTD Expenses	\$	517,591.41	YTD Revenues	\$ 470,956.41
% YTD Expenses		72%	% YTD Revenues	65%
% Should Be:		83%	% Should Be:	83%
Children & Families				
Total Budget:	\$	1,551,446.00		\$ 1,517,047.00
YTD Expenses	\$	1,094,315.59	YTD Revenues	\$ 1,438,442.13
% YTD Expenses		71%	% YTD Revenues	95%
% Should Be:		83%	% Should Be:	83%
Economic Support				
Total Budget:	\$	443,378.00		\$ 475,102.00
YTD Expenses	\$	346,936.14	YTD Revenues	\$ 253,187.40
% YTD Expenses		78%	% YTD Revenues	53%
% Should Be:		83%	% Should Be:	83%
FRI				
Total Budget:	\$	1,386,783.00		\$ 1,376,702.00
YTD Expenses	\$	968,270.37	YTD Revenues	\$ 1,142,454.64
% YTD Expenses		70%	% YTD Revenues	83%
% Should Be:		83%	% Should Be:	83%
Behavioral Health				
Total Budget:	\$	2,016,058.00		\$ 2,127,304.00
YTD Expenses	\$	1,403,604.14	YTD Revenues	\$ 1,488,840.60
% YTD Expenses		70%	% YTD Revenues	70%
% Should Be:		83%	% Should Be:	83%
Child Support				
Total Budget:	\$	248,148.00		\$ 246,025.00
YTD Expenses	\$	135,158.79	YTD Revenues	\$ 212,610.13
% YTD Expenses		54%	% YTD Revenues	86%
% Should Be:		83%	% Should Be:	83%
Aging				
Total Budget:	\$	2,039,104.00		\$ 2,106,268.00
YTD Expenses	\$	1,700,653.31	YTD Revenues	\$ 1,587,879.16
% YTD Expenses		83%	% YTD Revenues	75%
% Should Be:		83%	% Should Be:	83%
Total DHHS				
Total Budget:	\$	9,219,009.60		\$ 9,500,669.00
YTD Expenses	\$	6,688,904.98	YTD Revenues	\$ 7,410,505.03
% YTD Expenses		73%	% YTD Revenues	78%
% Should Be:		83%	% Should Be:	83%

GREEN LAKE COUNTY HEALTH & HUMAN SERVICES AGING & LONG TERM CARE UNIT 2023 ELDERLY NUTRITION PROGRAM BID

Name of person submitting bid: Click or tap here to enter text. *see attachment*

Business Name: Click or tap here to enter text. *see attachment*

Business Mailing Address: Click or tap here to enter text. *see attachment*

Daytime Phone: Click or tap here to enter text. *see attachment*

Please complete the following questions with clear handwriting, typing, and/or attach additional pages if needed:

1. Describe your experience with mass food production:

Click or tap here to enter text. *see attachment*

2. Have your services ever been contracted by Green Lake County as a caterer?

No Yes, during year(s): Click or tap here to enter text. *see attachment*

3. If needed, How will you be transporting the food to the meal site(s)? (If not able to transport put N/A)

Click or tap here to enter text. *see attachment*

4. List certifications and trainings Staff have completed:

Click or tap here to enter text. *see attachment*

5. Please list two references that can confirm your ability to fulfill this contract:

1. Reference :

Name: Click or tap here to enter text.
Daytime Phone: Click or tap here to enter text.
Mailing Address: Click or tap here to enter text.
Relationship to Bidder: Click or tap here to enter text. *see attachment*

2. Reference :

Name: Click or tap here to enter text.
Daytime Phone: Click or tap here to enter text.
Mailing Address: Click or tap here to enter text.
Relationship to Bidder: Click or tap here to enter text. *see attachment*

6. Per meal bid price (could include congregate dining and home delivered meals serving):

Price per meal: Click on top blue to ~~2023 = \$4.56~~ **2024 = \$7.09**

7. Provide a copy of your license, permit or certificate from your regulatory authority, proof of Insurance, and a copy of your most recent sanitation inspection. *see attached.*

8. Attach any additional information regarding factors reasonably related to bidder's ability to fulfill the contract that the Commission on Aging should consider in their decision.

see attached

I have read the Specification for Catering for Green Lake County and I agree to abide by all the terms and conditions if chosen as a vendor for Green Lake County.

No Yes

Signature of person submitting bid:

X 

Date: Click on top blue to enter text **9/12/2022**

Completed, sealed bids must be received on or before 4:30 p.m.

on **Monday, September 12, 2022**

Submissions by Mail, in-person, or email

Any questions call Ryan: 920-294-4070

**Mail: Green Lake County Dept of HHS
Attn: Ryan Bamberg, ADRC / Aging Unit Manager
571 County Road A
Green Lake WI 54941**

Email: rbamberg@greenlakecountywi.gov

In Person: HHS Building – ADRC Office

Green Lake County Health and Human Services

Aging and Long Term Care Unit

2023 Elderly Nutrition Program Bid

Person submitting bid: Terry A. Feil

Business Name: Feil's Supper Club Inc. – Catering Division

Business Mailing Address: 515 Smedema Dr – Randolph, WI 53956-1337

Daytime Phone: 920-326-6050 or 800-362-6187

1. Describe your experience with mass food production:

Feil's Catering, a division of Feil's Supper Club Inc., has been serving meals to seniors as part of the Older Americans Act for 32 years; in fact, during those 32 years, Feil's Catering has prepared and delivered over 5.5 million meals to seniors in seven south central Wisconsin counties.

Below is a listing of the counties we've served, the communities we've served in those counties, and the length of time we've served them.

Columbia County – January 1, 1990 to June 30, 2019 and March 15, 2021 – present: Cambria, Pardeeville, Wycocena, Portage, Wisconsin Dells, Columbus, Rio, Poynette, and Lodi.

Dodge County - January 2009 – present – Watertown, Fox Lake,

Randolph, Beaver Dam, Bayshore, Beaver Dam Senior Center, Reeseville,

Hustisford, Juneau, Horicon, Mayville, and Lomira.

Sauk County – January 1, 1992 to December 2016 – Reedsburg, Baraboo, Merrimac, Sauk Prairie, and Spring Green

Jefferson County – January 1, 1995 to December 2010, and September 1, 2012 - present – Waterloo, Watertown, Lake Mills, Johnson Creek, Jefferson, Rome, Palmyra, Fort Atkinson, and Cambridge.

Green Lake County – October 2001 – present – Markesan, Green Lake, and Princeton.

Northeast Dane County – January 2000 – March 2006 – Colonial Club

Senior Activity Center, Sun Prairie, Cottage Grove, Marshall, and Deerfield

South Central Dane County - January 1, 2007 – December 31, 2007 – Stoughton, Oregon, Fitchburg, and McFarland

St. Coletta's of Wisconsin – Golden Options Adult Day Care – Jefferson, WI - August 2009 – March 17, 2020.

Fond du Lac County Senior Services – March 2013 to Present

Waupun, Ripon, Fond du Lac, Rosendale, North Fond du Lac, Brandon, Eden, Mt. Calvary, and Oakfield

YMCA of Dodge County Day Care – March 2017 - Present

- a. Columbia County ADRC – Sue Lynch, Director of Human Services
111 Mullett St. - PO Box 136 – Portage, WI 53956-0136 (608)742-9233
- b. ADRC of Sauk County – Sue Blodgett – Director
505 Broadway – Baraboo, WI 53913 (608)355-3289
- c. ADRC of Jefferson County – Kimberly Swanson – Nutrition Coordinator
1541 Annex Road – Jefferson, WI 53549 (920)674-8734
- d. Dodge County ADRC – Jackie DeLarosa – Nutrition Coordinator
199 County Rd DF – Juneau, WI 53039 (920)386-3580
- e. Green Lake County Health and Human Services/Aging Unit-Ryan Bamberg – Director
571 County Rd A – PO Box 588 Green Lake, WI 54941 920-294-4070
- f. ADRC of Dane County – Janie Riebe – Director
1202 Northport Drive – Madison, WI 53704 (608)242-6403
- g. Fond du Lac County Senior Services – Jaclyn Jaekels – Director
50 N Portland St – Fond du Lac, WI 54935 – 920-929-3113
- h. YMCA of Dodge County – Liz Wagner – Foodservice Manager

220 Corporate Drive – Beaver Dam, WI 53916 - 920-887-8811

2. Have your services ever been contracted by Green Lake County as a caterer?

Yes, October 1, 2001 to present

3. If needed, how will you be transporting the food to the meal sites?

Meals for the Green Lake County Senior Dining Program will be transported by a Chevrolet Express cargo van equipped with Cambro 300 MPC end loaders to hold hot and cold food, a Cambro cabinet with Cambro ice sheets for milk transport, and a sheet pan cabinet to transport cakes, cookies, and breads. We also use Cambro hot plates that we heat in the ovens along with the food we are serving, the hot plates help keep the food at temperature for a longer period of time.

4. List certifications and trainings staff have completed.

My head cook, Michelle Smith, my assistant cook, Zak Randall, our head chef for the supper club, and myself all are certified by the State of Wisconsin in food service sanitation. Every five years we must each get re-certified to hold a food manager's certificate.

5. Please list two references that can confirm your ability to fulfill this contract.

1. Reference:

Jaclyn Jaeckels

Phone: 920-929-7506

Address: 50 N Portland St. – Fond du Lac, WI 54935

Relationship to bidder: ADRC and Aging Division Manager for the Fond du Lac

Feil's Catering is a current provider of senior dining meals

For the Fond du Lac County ADRC.

2. Reference:

Jackie DeLaRosa

Phone: 920-386-3583

Address: 199 County Rd DF, Third Floor- Juneau, WI 53039

Relationship to bidder: Jackie DeLaRosa is the Nutrition, Aging, and Transportation Supervisor for the ADRC of Dodge County. Feil's Catering is a current provider of Senior dining meals for the ADRC of Dodge County.

6. Per meal bid price (could include congregate dining and home delivered meals serving):

Price per meal 2023: \$6.56 each Price per meal 2024: \$ 7.09

(Unfortunately, high inflation has caused the meal prices to go up much higher than what I would like to offer, hopefully our federal elected officials can get inflation back down.

7. Provide a copy of your license, permit or certificate from your regulatory authority, proof of insurance, and a copy of your most recent sanitation inspection.

Attached is a copy of our restaurant license, a copy of our current liability insurance with Auto-owner's Insurance was sent by the company to Green Lake County as a named insured. A copy of Feil's Supper Club – Catering Division's most recent sanitation inspection is Attached.

8. Attach any additional information regarding factors reasonably related to bidder's ability to fulfill the contract the Commission on Aging should consider in their decision.

Qualifications

Terry A. Feil – I am a 1979 graduate of Randolph High School, and a 1983 graduate of the University of Wisconsin- Stout, with a B.S. in Hotel and Restaurant Management and a minor in Business Administration. While at UW–Stout, I served as a teaching assistant to Chef Phillip McGuirk for three semesters in UW-Stout's Restaurant Operations Lab; I also served as Chef Patisserie in 1982, for Stout's famous Haute Cuisine Class. After graduation in 1983, I was hired by Furr's Cafeterias, a company based in Lubbock, Texas. I entered Furr's management training program in Aurora, Colorado. Each Furr's Cafeteria serves 1,400 to 2,000 ala carte cafeteria style meals daily. While I worked for Furr's, they had approximately 120 restaurants located mainly in the south and west. I served as an assistant manager at Furr's Cafeterias in Wheatridge and Lakewood, Colorado. In 1985, my father Herb Feil, told me that he was

planning to run for the state senate in the 13th Senate District, and asked me if I would consider returning to Wisconsin, and take over the family business, Feil's Supper Club, so that he could make an all-out effort without worrying about how his business was being run. From 1985 through 1989, I managed the family business, while my father made two unsuccessful runs for state senate, and one unsuccessful run for the state assembly.

In 1988, I started an off-premise catering business out of our kitchens at Feil's Supper Club. In 1989, I successfully bid on Columbia County's Elderly Nutrition Program. On January 2, 1990, I served my first elderly nutrition meal in Columbia County, and now 32 years later, my business, Feil's Catering, has surpassed 5.5 million senior dining meals served.

Michelle Smith, Zak Randall, Joann Randall and I hold 'food manager' certificates from the State of Wisconsin for foodservice sanitation. My father Herb and I were former teachers for the State Certification Course in Foodservice Sanitation for the Tavern League of Wisconsin.

Quality

The meals that we prepare for the seniors participating in the programs we serve in Dodge, Jefferson and Green Lake, and Fond du Lac Counties meet or exceed all requirements for nutrient value as set forth by the requirements of the Older American's Act. The vast majority of our menu items are made from scratch from recipes we have perfected over the years from comments made by the seniors we serve. The excellent quality of our meals is backed up by feedback from our participants through various county feedback reports.

My staff and I here at Feil's Catering are very familiar with the operation of elderly nutrition programs as we have been pleasing senior citizens in the counties that we serve for 32 years. Over the years, we have changed to meet the needs of our clients, including low and sugar free deserts for diabetics, offering skim milk for those watching their fats, and preparing most of our food from scratch which allows us to better control the salt content of our meals.

My family has been in the bread baking business in Germany and America since 1852. A few years back my father made his one millionth mini loaf of bread which he has served to his customers for over 53 years. I make all our sliced bread and dinner rolls from scratch for our senior dining clients as my great, great grandfather Mark Feil did for his customers in Germany 170 years ago, and as my grandfather Karl did in his bakery here in Randolph, and as my father Herb Feil has done for his customers at Feil's Supper Club for the last 53 years.

My family has a tradition of providing great food and service to its customers, and we would welcome the opportunity to serve the seniors of Green Lake County.



**DEPARTMENT OF AGRICULTURE,
TRADE AND CONSUMER PROTECTION**

License, Permit or Registration

The person, firm, or corporation shown below has complied with the Wisconsin statutes and is authorized to engage in the activity indicated

ACTIVITY Retail Food - Serving Meals - Complex, Kitchens: 1	EXPIRATION DATE 30-Jun-2023	ID NUMBER DROS-99C240
LICENSEE MAILING ADDRESS TERRY FEIL 515 SMEDEMA DR RANDOLPH WI 53956	NOT TRANSFERABLE	BUSINESS/ESTABLISHMENT ADDRESS FEILS SUPPER CLUB N8743 HWY 73 S RANDOLPH WI 53956

All Permits expire on June 30th; it is the responsibility of the licensee to make sure all applicable fees are received by the department before July 1st or a late payment fee will be assessed.

If you do not receive a renewal form prior to June 30th from your licensing authority, you should send in your payment for renewing your permit to the following address:

WDATCP-LICENSE RENEWAL
DRAWER 296
MILWAUKEE, WI 53293-0296
(608)224-4720

* Include the name of your facility and the ID number.



Retail Food Establishment Inspection Report

Establishment Information

Facility Name FEILS SUPPER CLUB	Facility Type Caterer
Facility ID # DROS-99C24Q	Facility Telephone # 920 326-5544
Facility Address N8743 HWY 73 S RANDOLPH, WI 53956	Licensee Address 515 SMEDEMA DR RANDOLPH, WI 53956
Licensee Name TERRY FEIL	

Inspection Information

Inspection Type Complaint	Inspection Date June 12, 2020	Total Time Spent 1.33
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Equipment Temperatures

Description	Temperature (Fahrenheit)
Walk-In Cooler-Supper Club	
Traulsen reach-in cooler	
Walk-In Cooler- catering	
Artic Air Line Prep Cooler	
Small NSF RIC	
Walk-in Freezer - Catering	
Walk-in Freezer - Supper Club	
Upright "Commercial" Freezer	
Ice Cream Freezer - bar	
Bar Cooler	

Warewashing Info

Machine Name	Sanitization Method	Thermo Label	PPM	Sanitizer Name	Sanitizer Type
Main dishmachine	Chemical				
ADS dishmachine	Chemical				
Glass Washer - Bar	Chemical				
4-Comp Sink	Chemical				
Sani-pail	Chemical				

OPERATOR - The violations in operating procedure or physical arrangement indicated below must be corrected by the next routine inspection or by a date specified in this report.

Comments:

The Dept of Agriculture, Trade and Consumer Protection (DATCP) received the following complaint:

- Food (cut cantaloupe) catered for meal service to an elderly highly susceptible population appeared to have mold on the flesh and rind surfaces of the fruit

Inspector had a lengthy phone conversation with the owner (Terry Feil) of Feils Supper Club. During the conversation the following was discussed: Terry was aware of the complaint and has been working to resolving the moldy cantaloupe issue, and making resolution with the complainant. Per Terry, the cantaloupe was consumed on the 7th day after cutting. He believes that one or two of the cantaloupe were likely very ripe at the time of cutting, thereby reducing their shelf life. Feils cantaloupe processing consists of pre-chilling (34-36F) the cantaloupe; washing the cantaloupe in a bleach/water soln; cutting of fruit and placement into tins; and placing tins in cooler (34-36F) until it is transported to the customer in a refrigerated (34-36F) truck. Per Terry, a temperature of the cantaloupe is taken at location of service. The consumption of the fruit is within 5-7 days of cutting/preparation.

At present, Feils will discontinue carrying fresh cut fruits (cantaloupe, melons, etc) and begin carrying canned fruits.

September 8, 2022

Berlin Senior Center
142 Water Street
Berlin, WI 54923

Nutrition Program Bid

The Berlin Senior Center is proud to be a provider servicing the elderly by providing in-house and homebound nutrition meals for more than forty years to the City of Berlin and surrounding residents.

The Berlin Senior Center has always provided delicious and nutritious home cooked meals to the homebound and in-house seniors in the Berlin area and has received excellent ratings in the past. The Berlin meal site serves the largest number of average daily meals in the Green Lake County area. We continue to serve the best we can during these unprecedented times of uncertainty, especially concerning food and fuel costs, food shortages, and more. We would love to continue to serve our local community.

Please feel free to contact me to discuss any concerns. Thank you for considering our bid.

Rebecca Bays
Berlin Meal Site

**GREEN LAKE COUNTY HEALTH & HUMAN SERVICES AGING &
LONG TERM CARE UNIT
2023 ELDERLY NUTRITION PROGRAM BID**

Name of person submitting bid: Sara Rutkowski/Rebecca Bays

Business Name: Berlin Senior Center, City of Berlin

Business Mailing Address: 142 Water Street, Berlin, WI 54923

Daytime Phone: 920-361-5400, 920-361-5422

Please complete the following questions with clear handwriting, typing, and/or attach additional pages if needed:

1. Describe your experience with mass food production:

The Berlin Senior has been serving the elderly community of Berlin and the surrounding area with homebound and in house nutritious meals since 1979. During 2020 and continuing forward, carry out meals have also been added. Currently, the Berlin Senior Center meal site serves the largest number of daily meals in Green Lake County in comparison to the other meal site locations. Our current cook has been working with the Elderly Nutrition Program for 10 years. She has helped streamline the cooking and serving processes. She has made it flawless resulting in being able to serve thousands of meals a year. The Berlin Senior Center follows the required nutritional standards as well as keeping the meals delicious which can be confirmed through various participant surveys.

2. Have your services ever been contracted by Green Lake County as a caterer?

No Yes, during year(s): 1979 to present year 2022

3. If needed, How will you be transporting the food to the meal site(s)? (If not able to transport put N/A)

The Berlin Senior Center makes the food, fresh, in house. We do not need to transport meals to a site. The food is delivered to the homebound individuals in hot bags or coolers by a Senior Center employee in the Senior Center van or by a volunteer hired through Green Lake County in their vehicle.

4. List certifications and trainings Staff have completed:

The staff is required to keep certifications and training up to date. All members who work in the kitchen are ServeSafe certified and attend any additional training provided by the County or the ADRC. They are also up to date with the most recent nutritional requirements given by Green Lake County and GWAAR.

5. Please list two references that can confirm your ability to fulfill this contract:

1. Reference :

Name: Kathy Mulhern

Daytime Phone: 920-294-4070

Mailing Address: 517 County Road A Green Lake WI

Relationship to Bidder: Nutrition/Volunteer Coordinator/Aging Social Worker
Green Lake County DHHS-Aging/LTC Unit

2. Reference :

Name: Allen Chikowski

Daytime Phone: 920-299-6346

Mailing Address: N360-36 Court, Berlin WI

Relationship to Bidder: Meals on Wheel Driver for 7+ years

6. Per meal bid price (could include congregate dining and home delivered meals serving):

Price per meal: \$6.00

7. Provide a copy of your license, permit or certificate from your regulatory authority, proof of Insurance, and a copy of your most recent sanitation inspection.

-Please see attached documentation

8. Attach any additional information regarding factors reasonably related to bidder's ability to fulfill the contract that the Commission on Aging should consider in their decision.

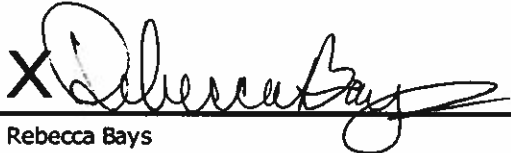
-Please see attached documentation

I have read the Specification for Catering for Green Lake County and I agree to abide by all the terms and conditions if chosen as a vendor for Green Lake County.

No

Yes

Signature of person submitting bid:



Rebecca Bays
Director

Date: 9/8/2022

Completed, sealed bids must be received on or before 4:30 p.m.

on Monday, September 12, 2022

Submissions by Mail, in-person, or email

Any questions call Ryan: 920-294-4070

**Mail: Green Lake County Dept of HHS
Attn: Ryan Bamberg, ADRC / Aging Unit Manager
571 County Road A**

Green Lake WI 54941

Email: rbamberg@greenlakecountywi.gov

In Person: HHS Building – ADRC Office

Attachment for Item 7

The Berlin Senior Center is not considered a restaurant facility; therefore, we do not have any licenses, permits, or regulatory authorities defining our operation. We strictly follow the nutritional requirements set by Green Lake County and GWAAR.

At this time, it is unknown who conducted the most recent sanitation inspection as well as when it was done due to Covid-19 and the change of hands in leadership. It is something that is being researched to find the answer.

Please see the following document for proof of insurance.



BERLIN0-01

MRICHARD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/8/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TRICOR, LLC - Platteville 1370 N. Water Street Platteville, WI 53818	CONTACT NAME: Melodee Richard, CISR	
	PHONE (A/C, No, Ext): (608) 473-1094 1109	FAX (A/C, No):
E-MAIL ADDRESS: mrichard@tricorinsurance.com		INSURER(S) AFFORDING COVERAGE
INSURER A: Employers Mutual Companies		NAIC # 21415
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED

City of Berlin, Berlin Senior Center Nutrition Program
PO Box 272
Berlin, WI 54923

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																					
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: General Aggregate			3D42482	7/23/2022	7/23/2023	<table border="1"> <tr><td>EACH OCCURRENCE</td><td>\$</td><td>2,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$</td><td>300,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$</td><td></td></tr> <tr><td>PERSONAL & ADV INJURY</td><td>\$</td><td>2,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$</td><td>4,000,000</td></tr> <tr><td>PRODUCTS - COMPROP AGG</td><td>\$</td><td>4,000,000</td></tr> <tr><td></td><td>\$</td><td></td></tr> </table>	EACH OCCURRENCE	\$	2,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	300,000	MED EXP (Any one person)	\$		PERSONAL & ADV INJURY	\$	2,000,000	GENERAL AGGREGATE	\$	4,000,000	PRODUCTS - COMPROP AGG	\$	4,000,000		\$	
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AGGREGATE	\$	4,000,000																										
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A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			3H42482	7/23/2022	7/23/2023	<table border="1"> <tr><td></td><td>PER STATUTE</td><td>OTH-ER</td><td></td></tr> <tr><td>E.L. EACH ACCIDENT</td><td>\$</td><td></td><td>100,000</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td><td></td><td>100,000</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td><td></td><td>500,000</td></tr> </table>		PER STATUTE	OTH-ER		E.L. EACH ACCIDENT	\$		100,000	E.L. DISEASE - EA EMPLOYEE	\$		100,000	E.L. DISEASE - POLICY LIMIT	\$		500,000					
	PER STATUTE	OTH-ER																										
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E.L. DISEASE - EA EMPLOYEE	\$		100,000																									
E.L. DISEASE - POLICY LIMIT	\$		500,000																									

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Coverage applies only to the extent provided by the policy and subject to all of the policy terms, conditions, exclusions, endorsements and all applicable laws.

CERTIFICATE HOLDER Green Lake County 571 County Road A Green Lake, WI 54941		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.	
		AUTHORIZED REPRESENTATIVE 	

Attachment for Item 8

In 2020, the bid per meal was \$5.30. Last year, the bid per meal was \$5.50 which was accepted. The bid was raised to offset the cost of supplies and foods as those prices were going up. It was anticipated that the \$0.20 increase in the bid would cover even the most outrages costs that could be predicted. However, the current cost of supplies and food is more than was every predicted, even with the worst case scenario. With that in mind, for 2022 we are bidding the meal price at \$6.00 a meal. Food cost has gone up astronomically and supply cost is steadily increasing as well. With these two new hurdles, it makes it difficult to buy the quality and quantity of food that is expected and needed to fulfill the obligation of the contract. With this \$0.50 increase, the offset to food cost will be manageable. If all goes well in the food and supply market, raising the meal bid will not have to occur again in 2023.

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

HEALTH & HUMAN SERVICES

**571 County Road A
Green Lake WI 54941**

VOICE: 920-294-4070

FAX: 920-294-4139

Email: glcdhhs@greenlakecountywi.gov



FOX RIVER INDUSTRIES

222 Leffert St.

PO Box 69

Berlin WI 54923-0069

VOICE: 920-361-3484

FAX: 920-361-1195

Email: fri@greenlakecountywi.gov

10/05/2022

85.21 Program Manager
Bureau of Transit and Local Roads, Railroads and Harbors
Wisconsin Department of Transportation
P.O. Box 7913
Madison, WI 53707-7913

Dear 85.21 Program Manager:

Green Lake County hereby submits its application for \$79,889.00 in state assistance under section 85.21 of Wisconsin Statutes to provide specialized transportation services for seniors and individuals with disabilities in 2023. The County assures that a minimum of \$15,978.00 in local funds has been included in its adopted 2023 budget and will be available as the share required to match the 85.21 grant.

I certify that the information contained in this application is accurate.

Sincerely,

Catherine J. Schmit

Catherine J. Schmit
Green Lake County Administrator

**COUNTY ELDERLY TRANSPORTATION
2023 PROJECT BUDGET SUMMARY**

36

County of

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Project Name

City of Berlin	Southern Green Lake County Senior Transportation	Fox Rivers Industries	City of Green Lake	City of Princeton	0	0	0	Totals
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Project Expenses

Total Project Expenses	\$42,059.00	\$50,765.00	\$32,941.00	\$6,200.00	\$17,141.00	\$0.00	\$0.00	\$0.00	\$149,106.00
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Project Revenue by Funding Source

§85.21 Annual Allocation	\$26,007.00	\$24,613.00	\$12,633.00	\$3,964.00	\$12,672.00	\$0.00	\$0.00	\$0.00	\$79,889.00
§85.21 Trust Fund	\$0.00	\$0.00	\$13,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,600.00
County funds	\$3,800.00	\$3,965.00	\$4,508.00	\$1,236.00	\$2,469.00	\$0.00	\$0.00	\$0.00	\$15,978.00
Passenger Revenue	\$3,000.00	\$16,187.00	\$2,200.00	\$1,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$24,387.00
Older American Act (OAA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
§5310 grant funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total from other funds	\$9,252.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,252.00
1.	\$9,252.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,252.00
2.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Expenses - revenue =	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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VEHICLE INVENTORY

County of

Instructions: Please provide your **entire** specialized transit vehicle inventory.
(Include all vehicles used to transport seniors or individuals with disabilities.)

Vehicle Type <i>(Minivan, Medium Bus, etc.)</i>	Model Year	Current Mileage	No. of Ambulatory / Wheelchair Positions <i>(Ambulatory/Non-Ambulatory)</i>	Funding Source (mark with X)				Place "X" in box to indicate if vehicle is leased to another party.	
				5310	85.21	Trust	Other		
mini bus	2018	82,788	6/2	x				x	<input type="checkbox"/>
mini bus	2018	74,027	6/2	x				x	<input type="checkbox"/>
mini bus	2010	148,735	10/1	x				x	<input type="checkbox"/>
mini bus	2011	103,612	10/1	x				x	<input type="checkbox"/>
mini bus	2011	171,160	12/0	x				x	<input type="checkbox"/>
mini bus	2013	113,422	12/0	x				x	<input type="checkbox"/>
minibus	2013	130,747	10/1	x				x	<input type="checkbox"/>
minivan	2013	156,971	3/2	x				x	<input type="checkbox"/>
minivan	2016	127,117	3/2	x				x	<input type="checkbox"/>
minivan	2019	44,612	3/2	x				x	<input type="checkbox"/>
mini bus	2020	42,508	12/0	x				x	<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
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If you have more vehicles than can fit onto one sheet, please add another copy of this sheet.
*Right click on the tab, select **Move or Copy**, select **Vehicle Inventory**, check the box to **Create a copy**, click **OK**.

THIRD PARTY PROVIDERS

County of

Instructions: Please complete the table below for any existing or anticipated third party contracts for your specialized transportation services. Upload a copy of the lease or contract to a folder in the **Resources** tab.
*(If there are no projects or vehicles that are contracted or leased out, please put **None** in the first gray box.)*

Project Name	Anticipated or Known Contractor Name	Type of Agreement <i>(Lease or Contract)</i>	Bidding Required <i>(Yes or No)</i>	Start Date <i>(MM/DD/YY)</i>	Expiration Date <i>(MM/DD/YY)</i>
City of Berlin	Sara Rutkowski	Contract	no	1/1/2023	12.31.2023
Southern Green Lake County Sr. Transportati	Traci Campnell	Contract	no	1/1/2023	12.31.2023
Fox River Industries	Ed Schuh	Contract	no	1/1/2023	12.31.2023
City of Green lake	Barb Dugenske City Clerk	Contract	no	1/1/2023	12.31.2023
City of Princeton	Mary Neubauer City Clerk	Contract	no	1/1/2023	12.31.2023

TRUST FUND SPENDING PLAN

County of

Instructions: Please record your plan on how your county will spend down their trust fund over the next three years. Be as specific as possible. Do NOT include 2023 purchases made with trust funds.

Expenditure Item <i>If non-vehicle capital purchase, please provide description on second page below.</i>	Planned year of purchase (YYYY)	Project Cost
Maintenance of 5310 vans	2023	\$5,000.00
Match for van purchased through 5310	2023	\$8,600.00
Maintenance of 5310 vans	2024	\$5,000.00
Maintenance of 5310 vans	2025	\$5,000.00
Total projected cost of 3-year plan		\$ 23,600.00

Estimated amount of state aid to be held in trust on 12/31/2023

<i>Will auto calculate based on year entered above</i>	<i>Enter the amount of funds to be added for the next three years. If none, enter 0.</i>	<i>Estimated balance on 12/31/23 =</i>
Spending plan for 2022 =	\$ -	\$ -
Spending plan for 2023 =	\$ 13,600.00	\$ (13,600.00)
Spending plan for 2024 =	\$ 13,600.00	\$ (27,200.00)

Date complete 09/14/2022

Prepared by Ryan Bamberg

Narrative for non-vehicle equipment purchases. *Please explain why you are requesting WisDOT approval for an exception. If already received WisDOT approval, please list date approval received. (Hint: Use ALT and Enter to start a new paragraph.)

Trust fund funds will be used for major unexpected repairs to the 5310 vans that are used to provide rides in the 85.21 program. \$5,000.00 is set aside each year for such unplanned repairs. \$8,600.00 will be used in 2022 as match for a 5310 grant to assist in the purchase of a new van for the Southern Green Lake County Senior Transportation.

County of **Green Lake**

Instructions

- Use this section to describe a specific project that will use s.85.21 funds.
- Hint: Alt and Enter will go to the next line.
- Be sure to complete all three pages for each project.

Project Name **City of Berlin**

Third Party Provider **City of Berlin**

Date contract last updated **09/13/2022**

Type of Service (Place an "x" next to the type of service you will be providing for this project.)

Volunteer Driver	X	Voucher Program	
Vehicle Purchase		Management Study	
Planning Study		Brief description of Study	
Other (provide explanation)	Flexible route door to door service		

General Project Summary (Provide a brief description of this project. Use ALT and Enter to start a new paragraph.)

The City of Berlin Project provides service to elderly (over age 55) and handicapped persons living in the City of Berlin and within a five mile radius around the City. Service is provided with a four(4) passenger, wheelchair accessible mini van. This is a flexible route, door to door service. Individuals wishing to schedule a ride must call the Berlin Senior Center to schedule the ride. Medical trips take priority over all others. All rides are scheduled on a first come first serve basis. This is a fee based transportation service. The fee can be reduced or waived by the project manager in cases where the rider is unable to pay. The primary funding source for this service is 85.21 funding, along with City of Berlin funds, County funds, rider fees and contributions.

Geography of Service

(List the counties, as well as cities/areas that are serviced through this project. Use ALT and Enter to start a new line.)

The city of Berlin and those living within a five mile radius in Green Lake County.

Service Hours *(Indicate your general hours of service for this project.)*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time		8:00 am	8:00 am	8:00 am	8:00 am	8:00 am	
End Time		4:00 pm	4:00 pm	4:00 pm	4:00 pm	4:00 pm	

Additional description
(if applicable)

Service Requests *(Briefly describe how your service is requested for this project.)*

Anyone wanting to use the service must call the Berlin Sr. Center. The project manager will then schedule a ride and arrange for the pickup time with the rider. Service priority areas are medical, nutrition related, employment and recreational reasons.

Passenger Eligibility *(Briefly indicate passenger eligibility requirements for this project.)*

Anyone over the age of 55, or handicapped may request the service.

Passenger Revenue *(Briefly describe passenger revenue requirements for this project.)*

This is a fee based service. Trips within the City of Berlin are charged \$2.00 per ride, if the wheelchair lift is needed to be used the rider is charged \$10.00. Fees for out of town trips are: Ripon - \$20.00; Oshkosh - \$40.00; Wautoma - \$40.00; Wild Rose - \$50.00; Appleton - \$50.00; Fond du Lac - \$50.00; Montello - \$50.00; Madison - \$100.00. Fees can be waived or reduced by the Project manager if the rider cannot afford to pay. Fees are collected by the driver at the time of the trip.

PROJECT BUDGET

42

Section Description	Amount
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Annual Expenditures

Enter the amount of **total** expenditures for this project.

Total Expenses **\$42,059**

Please note: Breakdown of expenses is not required at this time. You will provide the breakdown of actual expenses in the **Annual Financial Report that you will submit at the end of the calendar year.*

Annual Revenue

Enter the amount for **each** funding source that will be used for this project.

**When complete, please scroll to bottom of this page to ensure the Expenditures minus Revenue equals \$0.*

A. \$85.21 funds from annual allocation	Total from A.	\$26,007
B. \$85.21 funds from trust fund	Total from B.	
C. County Match Funds	Total from C.	\$3,800
D. Passenger Revenue	Total from D.	\$3,000
E. Older American Act (OAA) funding	Total from E.	
F. \$5310 Operating or Mobility Management funds	Total from F.	
G. Other funds	Total from G.	\$9,252

(Provide name and/or description and record total amount in the box to the right of the description. Include sources such as other grants and/or programs.)

1.	City of Berlin	Total	\$9,252
2.		Total	
3.		Total	
4.		Total	
5.		Total	
6.		Total	

Revenue Total **\$42,059**

Expenditures should equal revenue	\$0
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County of **Green Lake**

Instructions

- Use this section to describe a specific project that will use s.85.21 funds.
- Hint: Alt and Enter will go to the next line.
- Be sure to complete all three pages for each project.

Project Name **Southern Green Lake County Senior Transportation**

Third Party Provider Southern Green Lake County Senior Transportation

Date contract last updated 09/13/2022

Type of Service (Place an "x" next to the type of service you will be providing for this project.)

Volunteer Driver	X	Voucher Program	
Vehicle Purchase		Management Study	
Planning Study		Brief description of Study	
Other (provide explanation)	Flexible route door to door service.		

General Project Summary (Provide a brief description of this project. Use ALT and Enter to start a new paragraph.)

Southern Green Lake County Senior Transportation provides a respond to call, door to door transportation service to the elderly and handicapped persons who live in Southern Green Lake County. Two, five passenger minivans are wheelchair accessible and volunteer drivers also use private vehicles to transport clients when all vans are committed to trips. Service is provided Monday through Friday and occasionally on weekends in an emergency. A two day or more notice is required for local trips and five days notice is required for out of town trips. Any person over the age of 55 or handicapped may request the service. Medical trips take priority over all other trips. This is a fee based transportation service. The fee may be lowered or waived by the project manager for individuals who are unable to pay. The primary funding source for this project is 85.21 funding, along with County funding, rider fees and contributions.

Geography of Service

(List the counties, as well as cities/areas that are serviced through this project. Use ALT and Enter to start a new line.)

Green Lake County, Markesan, Marquette, Manchester, Kingston, Dalton, Mackford, Princeton, Green Lake, and rural Southern Green Lake County.

Service Hours *(Indicate your general hours of service for this project.)*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time		8:00 am	8:00 am	8:00 am	8:00 am	8:00 am	
End Time		4:00 pm	4:00 pm	4:00 pm	4:00 pm	4:00 pm	

Additional description
(if applicable)

On occasion weekend trips can be arranged if there is a driver available.

Service Requests *(Briefly describe how your service is requested for this project.)*

Riders may call the project manager or the van drivers directly to schedule a ride. Two days advance notice is required for local rides, and five days advance notice is required for out of town travel. Service priority areas are medical, nutrition related, employment and recreational reasons.

Passenger Eligibility *(Briefly indicate passenger eligibility requirements for this project.)*

Anyone over the age of 55 or handicapped may use the service. Individuals who are not elderly or handicapped may ride on a space available basis only.

Passenger Revenue *(Briefly describe passenger revenue requirements for this project.)*

This is a fee based service. Fees are collected at the time of the trip. Fees are; Markesan - \$20.00; Green Lake - \$25.00; Princeton - \$20.00; Ripon - \$30.00; Waupun - \$30.00; Berlin - \$35.00; Beaver Dam - \$35.00; Appleton - \$60.00; Fond du lac - \$40.00; Madison - \$75.00; Milwaukee - \$90.00; Neenah - \$55.00; Oshkosh - \$45.00. There is a \$10.00 per hour fee for trips over 4 hours. Fees can be waived or reduced by the project manager if the rider cannot afford the charge.

PROJECT BUDGET

45

Section Description	Amount
----------------------------	---------------

Annual Expenditures

Enter the amount of **total** expenditures for this project.

Total Expenses **\$50,765**

Please note: Breakdown of expenses is not required at this time. You will provide the breakdown of actual expenses in the **Annual Financial Report that you will submit at the end of the calendar year.*

Annual Revenue

Enter the amount for **each** funding source that will be used for this project.

**When complete, please scroll to bottom of this page to ensure the Expenditures minus Revenue equals \$0.*

A. \$85.21 funds from annual allocation	Total from A.	\$24,613
B. \$85.21 funds from trust fund	Total from B.	
C. County Match Funds	Total from C.	\$3,965
D. Passenger Revenue	Total from D.	\$16,187
E. Older American Act (OAA) funding	Total from E.	
F. \$5310 Operating or Mobility Management funds	Total from F.	
G. Other funds	Total from G.	\$6,000

(Provide name and/or description and record total amount in the box to the right of the description. Include sources such as other grants and/or programs.)

1.	MCO payments	Total	\$6,000
2.		Total	
3.		Total	
4.		Total	
5.		Total	
6.		Total	

Revenue Total **\$50,765**

Expenditures should equal revenue	\$0
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County of **Green Lake**

Instructions

- Use this section to describe a specific project that will use s.85.21 funds.
- Hint: Alt and Enter will go to the next line.
- Be sure to complete all three pages for each project.

Project Name **Fox Rivers Industries**

Third Party Provider Fox River Industries

Date contract last updated 09/13/2022

Type of Service (Place an "x" next to the type of service you will be providing for this project.)

Volunteer Driver	<input checked="" type="checkbox"/>	Voucher Program	<input type="checkbox"/>
Vehicle Purchase	<input type="checkbox"/>	Management Study	<input type="checkbox"/>
Planning Study	<input type="checkbox"/>	Brief description of Study	<input type="text"/>
Other (provide explanation)	<input type="text"/>		

General Project Summary (Provide a brief description of this project. Use ALT and Enter to start a new paragraph.)

Fox River Industries provides a fixed route door to door bus/van service twice daily. Services are generally provided weekdays only with fixed routes running from 6:30 am to 9:30 am and 3:00 pm to 5:30 pm. On-call rides will be provided between 9:30 am and 2:30 pm each day. Persons requesting pickup on route must call in at least one day in advance. Call-ins are served as time and available drivers permit. Reservations for total use of a vehicle must be called in at least 5 days in advance. Primary transportation target group is the developmentally disabled, although the elderly(over 55) and handicapped of any age are encouraged to ride. Fox River Industries has 9 vans and busses, seven of which are wheelchair accessible. These vehicles, when not in use by Fox River Industries are available for rental to the general public needing a accessible vehicle. The primary source of revenue for this project is 85.21 funds, County funds and passenger co-pays.

Geography of Service

(List the counties, as well as cities/areas that are serviced through this project. Use ALT and Enter to start a new line.)

Green Lake County, Berlin, Green Lake, Princeton, Markesan, Kingston, Dalton, Marquette, Manchester and all rural areas of the County.

Service Hours *(Indicate your general hours of service for this project.)*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time		6:30 am	6:30 am	6:30 am	6:30 am	6:30 am	
End Time		5:30 pm	5:30 pm	5:30 pm	5:30 pm	5:30 pm	

Additional description
(if applicable)

Service Requests *(Briefly describe how your service is requested for this project.)*

Each day the fixed routes run morning and evening to pick up developmentally disabled individuals for work and day programs. The busses/vans are also used through out the day for medical and recreational trips for the developmentally disabled. All rides are coordinated by the project manager at Fox River Industries. Community members wishing to schedule use of a vehicle would call Fox River Industries.

Passenger Eligibility *(Briefly indicate passenger eligibility requirements for this project.)*

Primary passenger group is the developmentally disabled, although elderly and handicapped individuals are also eligible to ride.

Passenger Revenue *(Briefly describe passenger revenue requirements for this project.)*

The co-pays for those using the fixed routes are: \$.75 per oneway trip in town; and \$1.25 per oneway trip out of town. For those wishing to rent a vehicle the charge is \$.75 per mile with a \$20.00 minimum.

PROJECT BUDGET

48

Section Description	Amount
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Annual Expenditures

Enter the amount of **total** expenditures for this project.

Total Expenses **\$32,941**

Please note: Breakdown of expenses is not required at this time. You will provide the breakdown of actual expenses in the **Annual Financial Report that you will submit at the end of the calendar year.*

Annual Revenue

Enter the amount for **each** funding source that will be used for this project.

**When complete, please scroll to bottom of this page to ensure the Expenditures minus Revenue equals \$0.*

A. \$85.21 funds from annual allocation	Total from A.	\$12,633
B. \$85.21 funds from trust fund	Total from B.	\$13,600
C. County Match Funds	Total from C.	\$4,508
D. Passenger Revenue	Total from D.	\$2,200
E. Older American Act (OAA) funding	Total from E.	
F. \$5310 Operating or Mobility Management funds	Total from F.	
G. Other funds	Total from G.	\$0

(Provide name and/or description and record total amount in the box to the right of the description. Include sources such as other grants and/or programs.)

1.		Total	
2.		Total	
3.		Total	
4.		Total	
5.		Total	
6.		Total	

Revenue Total **\$32,941**

Expenditures should equal revenue	\$0
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County of **Green Lake**

Instructions

- Use this section to describe a specific project that will use s.85.21 funds.
- Hint: Alt and Enter will go to the next line.
- Be sure to complete all three pages for each project.

Project Name **City of Green Lake**

Third Party Provider City of Green Lake

Date contract last updated 09/13/2022

Type of Service (Place an "x" next to the type of service you will be providing for this project.)

Volunteer Driver	<input checked="" type="checkbox"/>	Voucher Program	<input type="checkbox"/>
Vehicle Purchase	<input type="checkbox"/>	Management Study	<input type="checkbox"/>
Planning Study	<input type="checkbox"/>	Brief description of Study	<input type="text"/>
Other (provide explanation)	This a flexible route dor to door service.		

General Project Summary (Provide a brief description of this project. Use ALT and Enter to start a new paragraph.)

The City of Green Lake Transportation Program is a respond to call, door to door transportation service for the elderly age 55 or older and handicapped individuals in the area. Volunteer drivers, using privately owned vehicles, are utilized in providing the service. The volunteer drivers are paid on a mileage plus stipend wage. A two day notice for short trips is required and a one week notice for out of town trips is required. Service is available 5 days per week. The service is available to anyone over the age of 55 or handicapped. To arrange a ride the individual must call Green Lake City Hall and speak to the project manager. The project is funded by 85.21 funds, County funds and rider co-payments.

Geography of Service

(List the counties, as well as cities/areas that are serviced through this project. Use ALT and Enter to start a new line.)

The City of Green Lake and those living within a 5 mile radius in Green Lake County.

Service Hours *(Indicate your general hours of service for this project.)*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time		8:00 am	8:00 am	8:00 am	8:00 am	8:00 am	
End Time		5:00 pm	5:00 pm	5:00 pm	5:00 pm	5:00 pm	

Additional description
(if applicable)

Service Requests *(Briefly describe how your service is requested for this project.)*

Services are requested by calling the project manager at Green Lake City Hall.

Passenger Eligibility *(Briefly indicate passenger eligibility requirements for this project.)*

Anyone over the age of 55 or handicapped is eligible to use the service

Passenger Revenue *(Briefly describe passenger revenue requirements for this project.)*

This is a fee based service. Fees are collected by the driver at the time of the ride. Current fees are: Green Lake; \$2.00; Princeton - \$10.00; Berlin - \$15.00; Ripon - \$15.00; Waupun - \$25.00; Oshkosh - \$25.00; Fond du Lac - \$25.00; Appleton - \$35.00; and Madison - \$50.00. The project manager can waive or reduce the fee if the rider cannot afford to pay.

PROJECT BUDGET

51

Section Description	Amount
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Annual Expenditures

Enter the amount of **total** expenditures for this project.

Total Expenses **\$6,200**

Please note: Breakdown of expenses is not required at this time. You will provide the breakdown of actual expenses in the **Annual Financial Report that you will submit at the end of the calendar year.*

Annual Revenue

Enter the amount for **each** funding source that will be used for this project.

**When complete, please scroll to bottom of this page to ensure the Expenditures minus Revenue equals \$0.*

A. \$85.21 funds from annual allocation **Total from A.** **\$3,964**

B. \$85.21 funds from trust fund **Total from B.**

C. County Match Funds **Total from C.** **\$1,236**

D. Passenger Revenue **Total from D.** **\$1,000**

E. Older American Act (OAA) funding **Total from E.**

F. \$5310 Operating or Mobility Management funds **Total from F.**

G. Other funds **Total from G.** **\$0**

(Provide name and/or description and record total amount in the box to the right of the description. Include sources such as other grants and/or programs.)

1. Total

2. Total

3. Total

4. Total

5. Total

6. Total

Revenue Total **\$6,200**

Expenditures should equal revenue	\$0
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County of **Green Lake**

Instructions

- Use this section to describe a specific project that will use s.85.21 funds.
- Hint: Alt and Enter will go to the next line.
- Be sure to complete all three pages for each project.

Project Name **City of Princeton**

Third Party Provider City of Princeton

Date contract last updated 09/13/2022

Type of Service (Place an "x" next to the type of service you will be providing for this project.)

Volunteer Driver	X	Voucher Program	
Vehicle Purchase		Management Study	
Planning Study		Brief description of Study	
Other (provide explanation)			

General Project Summary (Provide a brief description of this project. Use ALT and Enter to start a new paragraph.)

The City of Princeton is a respond to call, door to door transportation service for the elderly and handicapped persons in the area. Volunteer drivers, using privately owned vehicles, are utilized in providing the service. The vlounteers are paid mileage and a stipend for each trip. A two day notice is required for short trips and a one week notice is required for long trips out of the area. Anyone over the age of 55 or handicapped is eligible to use the service. To request service the individual must call the project manager in Princeton. The primary source of funding for this project is 85.21 funds along with County funds and passenger copayments.

Geography of Service

(List the counties, as well as cities/areas that are serviced through this project. Use ALT and Enter to start a new line.)

The City of Princeton and those living within a five mile radius in Green Lake County.

Service Hours *(Indicate your general hours of service for this project.)*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time		8:00 am	8:00 am	8:00 am	8:00 am	8:00 am	
End Time		5:00 pm	5:00 pm	5:00 pm	5:00 pm	5:00 pm	

Additional description
(if applicable)

Service Requests *(Briefly describe how your service is requested for this project.)*

Individuals must call the project manager to arrange a ride

Passenger Eligibility *(Briefly indicate passenger eligibility requirements for this project.)*

Anyone over the age of 55 or handicapped is eligible to request the service.

Passenger Revenue *(Briefly describe passenger revenue requirements for this project.)*

This is a fee based service. Fees are collected by the driver at the time of the service. Fees are: local - \$2.00; Green Lake - \$10.00; Berlin - \$15.00; Ripon - \$15.00; Markesan - \$15.00; Waupun - \$25.00; Oshkosh - \$25.00; Fond du Lac - \$25.00; Appleton - \$35.00; and Madison - \$50.00. Fees can be reduced or waived by the project manager if the rider cannot afford the fee.

PROJECT BUDGET

54

Section Description	Amount
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Annual Expenditures

Enter the amount of **total** expenditures for this project.

Total Expenses \$17,141

Please note: Breakdown of expenses is not required at this time. You will provide the breakdown of actual expenses in the **Annual Financial Report that you will submit at the end of the calendar year.*

Annual Revenue

Enter the amount for **each** funding source that will be used for this project.

**When complete, please scroll to bottom of this page to ensure the Expenditures minus Revenue equals \$0.*

A. \$85.21 funds from annual allocation	Total from A.	\$12,672
B. \$85.21 funds from trust fund	Total from B.	
C. County Match Funds	Total from C.	\$2,469
D. Passenger Revenue	Total from D.	\$2,000
E. Older American Act (OAA) funding	Total from E.	
F. \$5310 Operating or Mobility Management funds	Total from F.	
G. Other funds	Total from G.	\$0

(Provide name and/or description and record total amount in the box to the right of the description. Include sources such as other grants and/or programs.)

1.	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Total	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
2.	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Total	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
3.	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Total	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
4.	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Total	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
5.	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Total	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
6.	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Total	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Revenue Total \$17,141

Expenditures should equal revenue	\$0
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ORDINANCE NO. -2022

Amending Chapter 74 – Record Retention to amend Fox River Industries record retention.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 20th day of December 2022, does ordain as follows:

- 1 **WHEREAS**, the Health and Human Services Department has reviewed the records kept
- 2 by Fox River Industries and has determined that the records retention ordinance for FRI
- 3 should be amended to include additional records.

Roll Call on Ordinance No. -2022

Submitted by Health & Human Services Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 18th of October 2022.

Joe Gonyo, Chair

Harley Reabe, Vice-chair

County Board Chairman

Richard Trochinski

ATTEST: County Clerk
Approve as to Form:

Katie Hesel-Thiem

Corporation Counsel

Brian Floeter

Christine Schapfel

Nancy Hoffman

Joy Waterbury

Joann Guden

5 NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF
6 GREEN LAKE DOES ORDAIN AS FOLLOWS:

7 Section 1. Green Lake County Ordinance, No. 800-04 adopted on August 17, 2004 and as
8 amended from time to time, is hereby amended as follows (additions are in underline,
9 deletions are in ~~strikeout~~):

§74-21 Fox River Industries records.

Record	Retention	Authority
Annual Audit of FRI Inc. Books (W)	<u>7 years</u>	
Billing of DVR monthly billing (W)	<u>7 years</u>	
<u>Invoicing</u>	<u>7 years</u>	
<u>Client treatment/service-related records</u>	<u>7 years</u>	
<u>Representative Payee records</u>	<u>7 years</u>	
<u>Year-end financials</u>	<u>7 years</u>	
<u>Payroll</u>	<u>3 years</u>	
<u>FRI/DSI articles of incorporation/board policies</u>	<u>Permanent</u>	
<u>FRI/DSI IRS application/tax exempt status</u>	<u>Permanent</u>	
<u>DSI Real Estate Records</u>	<u>Permanent</u>	

10 Section 2. This ordinance shall become effective upon passage and publication.

11 Section 3. The repeal and recreation of any section herein shall not have any effect on
12 existing litigation and shall not operate as an abatement of any action or proceeding then
13 pending or by virtue of the repealed sections.

14 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby
15 repealed.