

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

**HEALTH & HUMAN SERVICES**

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**Post Date: 6/2/16**

**The following documents for the Family Resource Council meeting held on Monday, March 7, 2016**

- Agenda for March 7, 2016 meeting
- Draft Family Resource Council Minutes – September 14, 2016
- Memo regarding meetings and attendance
- By-Laws
- 2015 Birth to 3 Referral Summary
- Coordinated Services Team Report (3/7/16)



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***Green Lake County Family Resource Council Meeting Notice***

***Date: March 7, 2016 Time: 11:30 AM  
Green Lake County Government Center,  
571 County Rd A, Room #1159 Green Lake WI***

**AGENDA**

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Introductions
5. Agenda
6. Minutes (9/14/15)
7. Public Comment (3 minutes):
8. Appearances
9. Correspondence:
  - Review of By-Laws, Mission and Vision
10. Discussion on Programs/Policies
  - Coordinated Services Teams
  - Family Support/Children's Community Options
  - Birth-Three
  - CCS (Comprehensive Community Service) Program /CLTS
  - Health Unit – Maternal Child Health Update
11. Committee Discussion
12. Future Meeting Date
13. Future Agenda Items for Action/Discussion
14. Adjourn

**There will be lunch provided at 11:15.**

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely,  
Susan Sleezer

**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.**

## **FAMILY RESOURCE COUNCIL MEETING MINUTES—September 14 , 2015**

Present were: Sue Sleezer, DHHS Children & Family Services Unit Manager; Gail Olson, Consumer; Renee Peters, DHHS Health Unit – Family Support/Birth-Three Program; Robin Morris, Parent; Tara Eichstedt, DHHS CST Coordinator; Anita Genrich, Clergy/Consumer Advocate; Kathy Munsey, DHHS Health Unit; Mark Podoll, Green Lake County Sheriff's Department; Shelby Jensen, Economic Support Unit Manager; Dick Trochinski, County Board Supervisor; Brenda Scofield, Parent; Tony Beregszazi, ADVOCAP; Jeri Loewe, DHHS Health Unit; Jordyn Spoolstra, DHHS Student Intern; Stephanie Simon, DHHS Community Response Social Worker; Pam Mork, Theda Care – CHN; Kari Schneider, DHHS Health Unit; Tina Osheim, Consumer/Parent; Desiree Corey, Berlin Community Daycare; Janice Button, Berlin Community Daycare; James Jaeger, Consumer Advocate; Dan Naylor, White Pine Consulting; Hope Prochnow, Parent; Joy Waterbury, County Board Supervisor; Linda Van Ness, DHHS Director

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

**Call to Order:** The meeting was called to order at 11:44 a.m. by Sleezer.

The Pledge of Allegiance was recited.

**Appearances/Introductions:** Introductions of members were made and appearances were made.

Motion/Second (Trochinski/Beregszazi) to approve the amended agenda to include Community Response Program and Community Grant Application through Berlin Community Day Care. All ayes. Motion carried.

A Future agenda item would be the sub-committee for review of the Mission and Vision Statement for the Family Resource Council.

**Minutes:** Motion/second (Podoll/Trochinski) to approve the minutes of the December 1, 2014 meeting. All ayes. Motion carried.

**Public Comment:** None.

**Correspondence:** None.

### **DISCUSSION ON PROGRAMS/POLICIES:**

**Coordinated Services Teams:** Eichstedt reported that the Coordinated Services Team program has 13 active teams presently. Eichstedt explained that Coordinated Services Team program is children & family teaming with children that have been identified as needing services. Eichstedt explained that this includes a wraparound program working with school, parents and providers and work as team. A main goal of the program is to keep the individual in the least restrictive setting. This is a voluntary program.

Naylor further explained the Coordinated Services Team and what tools are utilized to measure.

Sleezer reported regarding reports that have been recently submitted. Discussion followed.

**Family Support:** Peters reported what the Family Support Program is. Peters reported that there are currently 12 children in the Family Support Program in 2015. All the funds for 2015 are expected to be spent in 2015. Peters reported that 6-month updates are being completed to see if any changes are needed in services being provided. Peters reported what services were provided through the program. Peters reported that the Governor's budget that was passed this summer is eliminating the Family Support Program, however the funds are being merged into Children's COP (which stands for Community Options Program). Peters reported that she will be attending a meeting later this week regarding the program and will update the Committee with more information in the near future.

Peters reported that the Annual 2015 Family Support Program plan was submitted to the State on June 29, 2015. Peters had to review the program and inform of any changes which Peters reported there are none. Peters reported that in 2014 - 12 children were served and it is estimated that 12 children will be served in 2015.

Motion/second (Podoll/Olson) to approve the Annual Family Support Program plan that was submitted June 29, 2015. All ayes. Motion carried.

Discussion followed.

**Birth-Three:** Peters reported that 39 referrals in 2015 thus far. Peters reported that the number of eligible children and active individualized plans is 19. Discussion followed.

**Comprehensive Community Services (CCS) Update:** Sleezer reported that the re-certification is due in the near future and staff are at a meeting today. Committee members will be updated.

Naylor gave an updated regarding the 6 Regional update Consortium.

Discussion followed.

**Family Find:** Sleezer explained what the family find practice is. This helps bring the family to the table to help plan for permanency for the child if the child can not be returned to the parent. Discussion followed.

**Health Unit: Maternal Child Health Update:** Munsey updated Committee members regarding the Maternal Child Health program which is supported through grant funding.

Munsey reported and explained that Objective 7 – “Wisconsin Healthiest Families” has been what the funding has been focused on in the past. The other choice of objectives to work on was Objective 8 - “Keeping Kids Alive”.

Munsey reported that the State has a new 5 year plan which includes Objectives 1-6. (See attached.) The other two objectives 7 and 8 can still be goals this next year but after that must choose out of one of the Objectives 1-6. (Objective 1 – Breastfeeding; Objective 2 – Safe Sleep; Objective 3 – Developmental Screening; Objective 4 – Smoking; Objective 5 – Adolescent Suicide; Objective 6 – Adolescent Transportation-related injury).

**Day Care Grant – Parents Interacting with Children:** Loewe reported regarding a day care grant that Green Lake County Health Unit is assisting Community Day Care in writing to have parenting classes. Loewe further explained that in the grant they would like to include that the Family Resource Council will support, promote and help with referrals and support of these classes and to explore further funding opportunities. Discussion followed.

Desiree Christenson was present from Berlin Community Day Care to further explain their role through this grant.

Motion/second (Beregszazi/Olson) to support this Day Care Grant application – Parents Interacting with Children. All ayes. Motion carried.

**Community Response Program and Quad Counties:** Sleezer explained what the Community Response Program is and explained that Green Lake County is in the 5<sup>th</sup> year of the grant program. Sleezer explained that there is a website that has information regarding resources/services available.

Sleezer updated Committee members regarding the Quad Counties Committee and failure to get attendance at these meetings. Discussion followed.

Simons reported that they are having parenting groups and all current/past participants are invited to attend.

**Committee Discussion:** Munsey reported that they would like to review the by-laws and bring to a future meeting. Munsey and Sleezer will review the by-laws. Loewe suggests that the Mission and Vision be reviewed also. The documents will be sent to Committee members for review.

**ADVOCAP:** Beregszazi announced receiving a grant for Winnebago and Green Lake Counties for domestic abuse sheltered housing. The goal is to serve at least 30 women and their children over a 3-year period in the amount of \$300,000.00. Discussion followed. Beregszazi reported that ADVOCAP will be working in conjunction with Christine Anne Domestic Abuse Center.

Beregszazi reported regarding the Father & Family Stability project targeting dads with one child under the age of 6. Beregszazi reported that there has been funding for this program for four years. Beregszazi reported that they are applying for a new grant period.

**Economic Support Unit:** Shelby Jensen, Economic Support Unit Manager, reported that the Energy Assistance program is from October 1, 2015 – May 15, 2016. Jensen reported that it is important to apply during this time to be eligible for any other types of programs.

Jensen reported that there are many outreaches being held throughout the county. There are also outreaches at the Green Lake County DHHS every Wednesday starting October 7, 2015 from 8:30 – 11:00.

If an applicant is found eligible for Energy Assistance Program they are then referred to the Weatherization program through ADVOCAP if the need is there. Furnace repair/replacement is also eligible through ADVOCAP.

Discussion followed.

**Sheriff's Department:** No discussion.

**Future Meeting Date:** The next meeting is scheduled for December 7, 2015 at 11:30 a.m.

**Future Agenda Items for Action/Discussion:**

Motion/Second (Osheim/Trochinski) to adjourn the meeting. All ayes. Motion carried.

The discussion adjourned at 1:08 p.m.

March 7, 2016

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Help keep the Family Resource Council active and productive! At our December meeting, we reviewed the current bylaws and made several changes to better match our program mission and goals. We want to vote to approve the changes at the March 7, 2016 meeting so please mark your calendars and plan to attend. We need to have at least half of the members in order to have a quorum to vote so **your attendance is very important**. We are sending out meeting dates for 2016 so you can arrange your calendar accordingly. The dates are:

Monday, March 7, 2016 from 11:30 to 1:00 pm

Monday, June 6, 2016 from 11:30 to 1:00 pm

Monday, September 12, 2016 from 11:30 to 1:00 pm

Monday, December 5, 2016 from 11:30 to 1:00 pm

Prior to the March meeting, please review the attached bylaws and share any thoughts on changes you would like to see by February 10<sup>th</sup> to Karen Davis her email is: [kdavis@co.green-lake.wi.us](mailto:kdavis@co.green-lake.wi.us)

Thank you for all you do to support the families of Green Lake County!

Karen Davis, Administrative Assistant

FOR

Sue Sleezer, Children & Family Services Unit Manager  
Kathy Munsey, Health Unit Manager

Green Lake County Department of Health & Human Services

Revised membership list to follow.

March 7, 2016



## Bylaws

### ARTICLE I: NAME

This advisory group will be known as the Green Lake County Family Resource Council and reports to the Green Lake County Department of Health and Human Services Board.

### ARTICLE II: MISSION & VISION

The mission of this Council is to build healthier families and a stronger community through positive relationships, programs and collaborations in Green Lake County using a “*No Wrong Door*” approach. Our vision is that every child would have a healthy and supportive environment in which to grow and learn and that these environments are maintained throughout a persons life course such that the effects can be sustained positively into the next generation. This council will serve as the advisory board to the following programs:

<b>B-3 Program</b>	<b>Wisconsin Child Abuse &amp; Neglect Prevention Grant</b>
<b>Safe and Stable Families</b>	<b>Coordinated Services Team Initiative</b>
<b>Childrens Community Options Program</b>	<b>Comprehensive Community Services</b>

In addition, this group will serve as the collaborative team invested in planning, implementing and evaluating additional services to benefit children and families. Such services include but are not limited to Juvenile Crime Enforcement, Maternal Child Health, Early Childhood Supports, and Children and Youth with Special Healthcare Needs.

### ARTICLE III: CORE VALUES

**Family-Centered**  
**Resiliency**  
**Collaboration**

**Teaming**  
**Advocacy**  
**Safety**

**Goal setting**  
**Education**  
**Strength-based**



## **ARTICLE IV: MEMBERSHIP**

The committee consists of both voting members and Ex-Officio members. Voting members are appointed by the county board Chairman at the April County re-organizational meeting for staggered 2-year terms. The voting members will represent the following services:

ADVOCAP  
County Board  
Children's Services  
Parent/Consumers (must be at least 25% of voting body)  
Faith-based  
Judicial  
Law Enforcement  
School  
U.W. Extension  
Health

Efforts should be made to attract consumers of each of our programs in which this committee serves to oversee. In addition, the council may maintain a mailing list/email address list to send meeting announcements and minutes to such interested parties as appropriate.

Ex-Officio Members are to include but should not be limited to:

Children & Family Services Unit Manager  
Health Unit Representative  
Birth to Three Program Services Coordinator  
Behavioral Health Services Unit Manager  
Department of Health and Human Services Director  
Economic Support Unit Manager  
Community Representatives\*

\*Community Representatives are defined as individuals with interests relative to children & families that are serving on the committee as part of their defined professional role.

## **ARTICLE V: MEETINGS**

- A. Meetings will be held quarterly or additionally as needed.
- B. Notice of all meetings will be sent to the official county newspaper and posted at least 24 hours in advance. Agendas and minutes will be mailed or emailed.
- C. Meetings will be conducted in accordance with Roberts' Rules of Order and in compliance with requirements of Wisconsin's Open Meeting Laws.
- D. Per diem will be paid to Council members not reimbursed by another source.

## **ARTICLE VI: OFFICERS**

- A. Officers for the council will be elected at the council meeting following the annual April County Board Re-organizational meeting to occur in even years. There will be Two officers: Chairman and Co-Chairman.
- B. The Chairman will conduct meetings, sign contracts, consult with employees and agencies for policy or program direction, and generally manage operations of the council.
- C. The Co-Chairman will conduct all business mentioned above in the absence of the Chairman and perform other duties as assigned by the Chairman or general membership to such matters as researching topic areas for report

## **ARTICLE VII: BYLAWS**

- A. The by-laws of the council will be reviewed at the organizational meeting and updated annually as needed. A majority vote of the quorum present is necessary to change the by-laws. Changes are effective upon passage.

Revised 12/1/2015

March 7, 2016

**2015 BIRTH TO 3 REFERRAL SUMMARY  
GREEN LAKE COUNTY**

40 children were referred to the Birth to 3 Program

21 boys

19 girls

**SOURCE OF REFERRAL**

18 children were referred by their pediatrician or other physician.

10 children were referred by his/her parent or another family member.

4 children were referred by a county social worker.

4 children were referred by a Birth to 3 Program.

1 child was referred by WIC.

1 child was referred by UMOS.

1 child was referred by Berlin Area School District CDD.

1 child was referred by Wisconsin Sound Beginnings.

**AGE AT TIME OF REFERRAL**

12 children were between the ages of 2 years and 3 years

17 children were between the ages of 1 year and 2 years

11 children were between the ages of birth to 1 year

**ADDRESS OF RESIDENCE**

18 from Berlin

2 from Kingston

12 from Markesan

1 from Horicon (foster care)

2 from Green Lake

1 from Randolph

4 from Princeton

\*\*\*\*\*

40 referrals made in **2015**:

17 were evaluated and Individualized Family Service Plans were written.

13 children were found to be developing within age appropriate levels.

8 families were not interested in services/ have not followed through with a screening/evaluation

1 child moved to another county during the screening process

1 child was referred to school based services given age at time of referral

\*\*\*\*\*  
A total of **31 children** with a significant developmental delay were involved with Birth to 3 through an Individualized Service Plan in **2015**. In addition to a significant developmental delay in one or more area of development, several children had a specific diagnosis. These diagnoses include: Down Syndrome (2), autism, DiGeorge Syndrome, Snip 1 Syndrome, hypotonia, lead poisoning, upper extremity malformation, Cerebral Palsy (2), seizure disorder, lead poisoning, significant prematurity, significant hearing impairment, Maroteaux-Lamy Syndrome (MPS VI) and delays related to non-accidental injury (2).

.....  
**2015 Providers:**

**Green Lake County**, Renee Peters, Program and Service Coordinator/Educator

**Rehab Resources**, Beaver Dam: Jennifer Hoffman, Occupational Therapist

**CHN Rehabilitation**, Berlin: Kristen Mertens, Speech and Language Pathologist

**Rehab Arisces**, Fond du Lac/ **Walk of Ages, LLC**, Oakfield : Jody Streeter, Physical Therapist

.....  
**2015 Child Find Efforts:**

Child Find is an important component of Birth to 3, as we want to assure that all children that may be eligible for services are referred in a timely fashion. In **2015** our outreach consisted of:

Spring Child Development Days – We participated in our area school districts Child Development Day, by providing an informational display with brochures and providing assistance as requested.

Brochures – Brochures are available at our county WIC clinics as well as in the lobby of Health and Human Services and in the Public Health Unit. Brochures are also included in the New Parent Packet shared by our Public Health Nurses.

Interagency Agreements – Agreements are in place with each county school district, UMO’s (United Migrant Opportunity Services, Inc.) and Advocap-Head Start.

.....  
**Collaborative Efforts:**

Head Start Health Advisory Committee  
Green Lake County Family Resource Council  
Healthy Baby Coalition of Green Lake Marquette and Waushara Counties

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Updated 1/12/16

March 7, 2016

### Coordinated Services Team Initiative Enrollment Status Report for the Coordinating Committee DRAFT - 8/23/13

County or Tribe: GL

Date: 3/7/16

#### 1. Current Enrollment

Please indicate the number of youth currently enrolled, and whether they are male or female.

Current Enrollment: 15

Male: 12

Female: 3

Please indicate the number of teams whose membership includes natural supports.

With Natural Supports: 15

Teams Without: 0

Please indicate the number caregivers who are Veterans.

Veterans: 0

Please indicate the number of teams eligible for MA Targeted Case Management in each of the categories:

SED (Severe Emotional Disability): 6

Family with a Child at Risk: 4

Other: 1

4 PI Insurance  
2 CCS

#### 2. Referral Source and System Involvement

For youth currently enrolled, please indicate the referral source.

Mental Health: 6

Child Welfare: 1

School: 5

Family/Self-Referral: 1

Juvenile Justice: 2

AODA: 0

Other (please specify): \_\_\_\_\_

For youth currently enrolled, please indicate how many are involved in each of the following systems:

Mental Health: 15

Child Welfare: 1

Special Education: 7

AODA: 0

Juvenile Justice: 6

#### 3. Current Living Environments of Youth who are Enrolled

Please indicate the number of youth living in each environment listed below.

Home: 15

Group Home: 0

Foster Care: 0

Hospital: 0

Other (please specify): \_\_\_\_\_

#### 4. Level of Team Involvement

Please indicate the number of teams currently in each phase.

Assessment Phase: 1

Monitoring Phase: 13

Planning Phase: 1

Transition Planning: \_\_\_\_\_

#### 5. School Information

Please list the school districts that currently have youth enrolled in CST, and the number of youth per district.

School District	No. of Youth
Rican High School	1
Clay Lamberon	2
BMS	5
BHS	4
Princeton	3

School Information - continued

Please indicate the number of youth currently in each school level.

Pre-Elementary: 0 Middle: 7  
 Elementary: 3 High School: 5  
 Other (please specify): \_\_\_\_\_

**6. Closure / Transition from the Formal Team Process**

Number of Teams that have transitioned since beginning of initiative: 1  
 Average length of involvement in the CST initiative (months): 18  
 Transitioned since the last Coordinating Committee Meeting: 1  
 Number of Teams expected to transition in next 3 months: 2-3

Reason for Closure / Transition	Since Beginning	Since Last Meeting
Goals have been met or are being met:	<u>1</u>	<u>1</u>
Withdrawal of the family:	<u>1</u>	<u>0</u>
Decision of the service coordination agency upon a recommendation from the service coordinator and the team:	<u>0</u>	<u>0</u>
Family's refusal to participate in the process:	<u>0</u>	<u>0</u>
Child and family no longer meet the eligibility criteria:	<u>0</u>	<u>0</u>
By court order, if services are being provided under court order:	<u>  </u>	<u>  </u>