

# **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**

**222 Leffert St.**

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**Post Date:**

**6/9/2021**

**The following documents are included in the packet for Health and Human Services  
Committee Meeting held on Monday June 14, 2021**

- June 10, 2021 Health and Human Services Committee Amended Agenda
- May 10, 2021 Health and Human Services Committee Meeting draft Minutes
- May 19, 2021 Aging Advisory Draft Meeting Minutes
- June 7, 2021 Family Resource Council Draft Meeting Minutes
- May 2021 Children and Families Report
- May 2021 Public Health Report
- May 2021 Environmental Health Report
- May 2021 Behavioral Health Report
- May 2021 Fox River Industries Report
- May 2021 Aging Report
- Elderly Nutrition Dining Site Reopening Plan
- Proclamation of World Elder Abuse Awareness Day
- May Expense/Revenue Comparison
- New Position Analysis for FRI Program Aid Position
- Resolution Relating to Creating a Program Aid Position
- New Position Analysis for a CLTS Service Facilitator
- Resolution Relating to Creating a CLTS Service Facilitator Position



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DEPARTMENT OF HEALTH & HUMAN  
SERVICES**

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**Health & Human Services Committee Meeting Notice**

**Date: June 14, 2021 Time 5:00 PM**

**Green Lake County Government Center**

**571 County Rd A, COUNTY BOARD Room #0902 Green Lake WI**

**\*AMENDED AGENDA**

**Committee Members**

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

*Kayla Yonke,  
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes (5/10/2021)
5. Director's Report
6. VSO Report
7. Correspondence
  - ADVOCAP 2020 Annual Report
8. Advisory Committee Reports
  - Aging Advisory (Reabe, Jerome)
  - Family Resource Council (Trochinski, Jerome)
9. Unit Reports
  - Aging Report
    - \*Senior Dining Site Reopening Plan
    - \*Proclamation of World Elder Abuse Awareness Day
10. Resolutions
  - Resolution Regarding creating Program Aid Position
  - Resolution Regarding creating a CLTS Service Facilitator Position
11. 2022 Budget
12. Personnel Updates
13. Committee Discussion
  - Future DHHS Meeting Date (July 12, 2021 at 5:00 p.m.)
  - Future Agenda items for action & discussion
14. Adjourn

Join Zoom Meeting

<https://zoom.us/j/99247857101?pwd=Uy85WDJqaUtVbE12RjAwNjNQWlVfQT09>

Meeting ID: 992 4785 7101

Passcode: 013339

One tap mobile

+13126266799,,99247857101# US (Chicago)

+19294362866,,99247857101# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 992 4785 7101

Find your local number: <https://zoom.us/u/adFq0sDHIs>

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

Sincerely,  
Kayla Yonke  
Financial/Business  
Manager

**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, May 10, 2021 AT 5:00 P.M.

PRESENT VIA ZOOM: Joy Waterbury, Member

PRESENT: Joe Gonyo, Chairman  
Harley Reabe, Vice Chairman  
Richard Trochinski, Member  
Charlie Wielgosh, Member  
Nancy Hoffmann, Member  
Joanne Guden, Member  
Christine Schapfel, Member  
Brian Floeter, Member  
Jon Vandeyacht, VSO

OTHERS PRESENT: Jason Jerome, HHS Director  
Kayla Yonke, Financial/Business Manager  
Dawn Klockow, Corp Council (via Zoom)  
Tony Daley, Newspaper (via Zoom)  
Cathy Schmit, County Administrator (via Zoom)  
Edmund Schuh, FRI Unit Manager  
Sue Wendt, Member (via Zoom)  
Renee Korth, Register of Deeds (via Zoom)  
Shannon Jahsman, FRI Staff (via Zoom)

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

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

Pledge of Allegiance: The Pledge of Allegiance was recited.

Action on Minutes: Motion/second (Trochinski/Guden) to approve the minutes of the meeting held on March 8, 2021 of the Health & Human Services Board. All ayes. Motion carried.

Director's Report:

Jerome reported on the COVID pandemic. 20 New Cases of COVID in April. Vaccination clinics are continuing but have slowed down drastically. Discussion Followed.

Jerome reported that the waitlist for behavioral health services are continuing to grow. Services are scheduling 4-5 months out. Discussion Followed.

Jerome reported FRI has passed their HCBC settings to continue services.

Jerome stated April was child abuse awareness month

Jerome stated May is the Older American's Month, Aging and disability resources council Month, and Resilience month.

Jerome reported the upgrade to our electronic health records information in the packet. Discussion Followed.

#### Advisory Committee Reports

ADVOCAP/Headstart Report - Gonyo reported the executive and board of directors meeting was last month, the summary of 2020 financials was presented. Annual meeting is on May 13, 2021

Aging Advisory- Jerome stated Aging advisory committee talked about having the senior picnic just a smaller version. Aging surveys are being gather. Covid bill was passed and some will be distributed to the elderly population.

Health Advisory - Hoffmann reported they met Kathy Munsey's replacement Rachel Prellwitz. They are seeking another opioid fatality review staff. Discussion Followed.

Transportation Committee - Trochinski report 85.21 transportation agreement was approved for 2021. 53.10 grant was submitted and approved at a reduced amount, no new vehicles were requested this year. Discussion followed.

#### Unit Reports:

Public Health/Environmental Health Unit - report was reviewed and placed on file.

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

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

Economic Support (ESU and Child Support) - report was reviewed and placed on file.

Aging Unit - report was reviewed and placed on file.

Appearances - Ed Schuh - FRI:

Schuh presented two roof repair quotes to the committee. Custom Foam Roofing Solution quote was \$38,412. Two different quotes from Your Choice Roofing, \$37,638 and 56,370. Schuh would recommend the Custom Foam roofing quote for \$38,412. A motion/second (Floeter/Schaffel) to forward the recommendation of \$38,412 from Custom Foam roofing to P&I. All ayes. Motion carried.

Schuh presented on current FRI operations as well anticipated changes in the future. Discussion followed.

Credit Card Request: motion/second (Trochinski/Gonyo) to approve the credit card request for Rachel Prellwitz and Jennifer Dille. All ayes. Motion carried

Personnel Updates:

Jerome stated Rachel Prellwitz is taking Public Health officer position on July 2, 2021.

Jerome reported our Children and families part time alternative care position that was currently filled by Mandy Kurtz has taken a full time position elsewhere, HHS is currently looking to fill this part time position.

Jerome reported Tammi Cassidy a dual diagnosis counselor has resigned. The dual diagnosis counselor position had went through interviews, offer was out, and offer was rejected. 2<sup>nd</sup> round of interviews will start this week.

Susan Mertley our Psychiatric nurse is retiring May 28, 2021. HHS is currently looking to fill this position.

2022 Budget Discussion: Jerome started the 2022 budget discussion on needs in the health and human services department. Jerome reported the options and needs to Health and Human Services to start the conversation of what to look for in the 2022 budget. Discussion Followed.

Committee Discussion:

Future Meeting Date: The next Health & Human Services Board meeting will be **Monday, June 14, 2021 at 5:00 p.m. at the Green Lake County Government Center.**

Adjournment: Gonyo adjourned meeting at 6:13 p.m.

**COMMISSION ON AGING ADVISORY MINUTES**

May 19, 2021

Present in Person: Parkis Waterbury, Gloria Lichtfuss, Harley Reabe, Betty Bradley, Kayla Yonke,

Zoom: Tony Daley, Jason Jerome

Excused: Robert Dolgner, Darlene Krentz

**CALL TO ORDER:**

The meeting was called to order at 11:00 a.m. by Bradley 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.

**ACTION ON MINUTES:** Motion/second (Lichtfuss/Waterbury) to approve the March 17, 2021 minutes. All ayes. Motion carried.

**Senior Picnic:** Bradley stated the Senior Picnic is going to be held on September 10<sup>th</sup>, 2021. Bradley stated they are working closely with Public Health to insure CDC guidelines are followed. Discussion followed.

**2022-2025 Aging Plan:** Bradley stated draft goals have to be to the state July 3, 2021. Discussion Followed.

**Senior Dining Sites Reopening:** Reopening plan was reviewed and put on file. This will go on to Health and Human Services Board for approval. Discussion followed.

**Health and Human Services Board Report:** No report.

**Advocacy:** Bradley stated Advocacy is one goal that is in the 3 year aging plan. Discussion followed.

**Year-to-Date Program Information:** Bradley stated meals are up so far this year due to carry out option. Bradley stated once the dining sites open they are going to continue to use carry out options at the Berlin site. Bradley reported the food pantry numbers continue to go down which is a trend this year. Food Pantry will be open in the evening once a month to see if that will increase our numbers. Elder abuse has been steady around 50. ADRC contacts are down some in April. DBS cases are down in April. Discussion followed.

**COMMITTEE DISCUSSION:**

Future Meeting Date: The next meeting of the Commission on Aging Advisory Committee will be Wednesday, July 28, 2021 at the Green Lake County Government Center at 10:30 a.m.

Future Agenda Items for Action and Discussion: N/A

Bradley adjourned the meeting at 11:25

DRAFT

## FAMILY RESOURCE COUNCIL MEETING MINUTES—June 7, 2021

Present via Zoom were:

Mark Podoll, Sheriff  
Katie Gellings, UW Extension  
Rachel Prellwitz , DHHS Health Unit  
Allie Henke, Owner of Young Star  
Bailey Reese, Parent  
Sarah West, ASTOP

Present in Person:

Harley Reabe, County Board Chair;  
Kayla Yonke, DHHS Admin Unit  
Sue Sleezer, DHHS C&F Unit  
Gail Olson, Consumer  
Dick Trochinski, County Board Supervisor  
Kathy Anderson Kemnitz, Consumer;  
Kristina Boeck, parent  
Tammy Westfield, ADVOCAP  
Tara Bos, ADVOCAP  
Greg Metzler, Consumer  
Kate Meyer, DHHS BHU Unit

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

**Call to Order:** Olson called the meeting to order at 11:30 a.m.

The Pledge of Allegiance was recited.

**Introductions:** Introductions of members were made.

**Minutes:** Motion/second (Podoll/Trochinski) to approve the March 1, 2021 draft minutes. All ayes. Motion carried.

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

**YASI:** Sleezer reported that Green Lake County is implementing this assessment tool for Juveniles. Discussion Followed.

**Treatment and Diversion Program:** No Report

**Coordinated Services Teams:** Sleezer reported receiving \$21,100 additional funding. Discussion Followed



**Children's Community Options Program:** Prellwitz reported there is currently 1 client using CCOP funds with another to be added in June. Discussion Followed.

**Birth-Three:** Prellwitz reported there is currently 12 families in the Birth-Three program. On April 28, the Birth to 3 State Resource Facilitator met with the county Birth to 3 staff for their Annual Review and are now in the process of Developing the Annual Performance Plan and Goals for the coming year. Discussion followed.

**CLTS (Children's Long Term Support) Program:** Meyer reported there are currently 38 kids enrolled in CLTS with an additional 4 to come off the waitlist this month. Discussion Followed.

**Comprehensive Community Services (CCS) Update:** Meyer reported there are currently 32 consumers enrolled in CCS. Staff are back out into the community with the consumers and it is going well. Discussion Followed.

**Health Unit:** Prellwitz reported that COVID numbers have slightly increased this past week. COVID walk in clinics are happening on Wednesday from 10-2. Discussion Followed

Alliance for Wisconsin Youth – Prellwitz stated no update at this time.

#### **Appearances:**

**ADVOCAP:** Westfield reported the ADVOCAP Head start numbers are very low. Westfield introduced the new Prairie view location manager Tara Boss. Discussion Followed.

**ASTOP:** West reported the start of teenage groups. Discussion Followed.

**Christine Ann Domestic Abuse Services:** No report.

**Sheriff:** Sheriff Podoll reported they are looking at opening up in the jail for visitations, classes, and other services. Discussion Followed.

**UW Extension:** Gellings Reported Kids in the Kitchen classes are going to be held in person over summer at the Berlin Senior Center. Discussion Followed

**Victim/Witness:** No report

**Future Meeting Dates:** The next meeting will be September 13, 2021

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

Olson Adjourned the meeting at 12:00 p.m.

## **CHILDREN & FAMILY SERVICES UNIT –May 31, 2021**

### **Out-of-Home Care** – as of 05/31/2021

Foster Care – Level I & II (Range of costs from \$244.00 to 2000.00). **Two (2)** child (ren) are local placement(s).

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

Court-ordered Relative Care (\$244.00 month per child)  
Total in Court-ordered Kinship Care at month's end = **Five (5)**

Subsidized Guardianship – At the end of May 2021, **three (3)** remained in subsidized guardianship.

Kinship Care – Voluntary (\$244.00 month per child)  
**Ten (10)** children were in Kinship Care at the end of May, 2021. One (1) youth aged out of Kinship Care.

Total out of home at month's end = 2 + 3 + 5 + 3 + 10 = **23**

The base rate for relative foster care (level 1) and Kinship Care remained the same from 2020 at \$254.00/month.

### **ACCESS REPORTS**

**Child Protective Services –**

**January – 28 reports; 10 screened in; 18 screened out**

**February - 23 reports; 3 screened in; 20 screened out**

**March – 24 reports; 8 screened in; 16 screened out**

**April – 21 reports; 9 screen in; 12 screened out**

**May - 24 reports; 8 screen in; 16 screened out**

**YTD: 121 reports; 38 screened in.**

**Child Welfare –**

**January – 3 reports; all screened in.**

**February – 4 reports; all screened in.**

**March – 5 reports; all screened in.**

**April – 3 reports; all screened in.**

**May – 4 reports**

**YTD – 19 reports**

**Youth Justice –**

**January – 9**

**February - 12**

**March – 10**

**April – 3**

**May - 9**

**YTD – 43**

**Youth Justice - Electronic Monitoring**

**March – 4 youth placed on monitoring;**

**ICPC – 1 request for a home study for the State of Illinois. This closed out in May due to individual relocating from Green Lake County.**

**YTD – 2 ICPC requests.**

**Other:**

The Alternate Care Coordinator resigned during the month of March 2021. We are presently seeking a replacement staff person. Interviews were started in the month of April. This process continued in May, 2021.

Unit staff have continued to assist in other areas as needed including – vaccine clinics; taking temperatures at main entrance; and with interpretation.

The rollout for the Youth Assessment & Screening Instrument (YASI) for application with the Youth Justice Population began this month. This process will take approximately one year. **Four (4)** staff completed the first phase of

this training. Our agency is on track with the implementation plan. There is no cost for this training. We are continuing to work on the policy and have started the work on the service matrix.

**Three (3)** staff have completed nine (14) modules of the Uniform Nationwide Interstate Tracking for Youth (Unity) Training. This is mandatory training from the Wisconsin Interstate Compact Office. Training continues to roll out weekly. There is no cost for this training.

**Seven (7)** Unit staff are continuing to completed the training through the Applied Learning Community in respect to our practices around ACCESS calls for Child Protective Services Intake. We are working on system improvement with this initiative.

Green Lake County is a recipient of diapers and wipes from a grant received by Jake's Diapers. Jake's is a basic needs bank incorporated in the State of Wisconsin. In the month of May, the agency staff requested diapers for **twenty one (21)** for a total of **twenty – three (23)** children.

The student intern completed her placement this month with the Children & Families Unit as well as the Behavioral Health Unit.

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### May 2021 Monthly, Report to the Health & Human Services Board

On May 13<sup>th</sup>, the CDC presented updated guidance on masking for fully vaccinated individuals. The Incident Command team met and based on the new guidance, changes were made to the county building's masking policy:

- Masks are no longer required **if you are fully vaccinated** and do not work in a congregate setting such as the jail, school, nursing home, hospital setting or homeless shelter.
- We ask that all employees who deal with the public be respectful of individuals who are wearing a mask. We ask that you also wear a mask during the time you are assisting them. All Plexiglas and hand-sanitizers should remain in place for the time being.
- Employees no longer need to check your temperature/symptoms upon entrance to the building. Of course if you are ill, you should stay home and notify your supervisor.
- Signage was placed at the front entrance to educate the public that unvaccinated individuals will still be required to mask.
- Vaccines are readily available and you may go to [Vaccines.gov](https://www.vaccines.gov) to find a site near you. The County website also has a sign up link on our home page.
- These changes were shared with the county board on Tuesday, May 18<sup>th</sup>.

#### Vaccine Update:



























- FDA and CDC lifted recommended pause on Johnson & Johnson vaccine, may resume vaccinating with this vaccine.
- We have transitioned to "Walk-in Wednesdays" due to decrease in vaccine uptake
  - Month of May- 281 total COVID-19 vaccines given
  - Total vaccines given by health department since Jan. 2021= 4,343
  - Only offering J&J at this time at our clinics as we have 95 doses to use before they expire on 06/23/21
  - Vaccines widely available at surrounding providers, pharmacies and community sites ([Vaccines.gov](https://www.vaccines.gov) - [Find COVID-19 vaccine locations near you](#))

#### Other Updates:

- Fair meeting held on May 4<sup>th</sup>. Updated event guidance given, Rachel to work with Kathy N. to provide needed guidance/assistance.
- Held end of year meeting with all schools on Wednesday, May 12<sup>th</sup> at 3:30pm. Several schools are looking at implementing in-school COVID testing provided via DHS.
- COVID-19 outbreak identified at apartment complex in Berlin with 8 cases. Education and notification letters provided to all residents.

# Choosing Safer Activities

Accessible link: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/participate-in-activities.html>

	Unvaccinated People	Examples of Activities	Fully Vaccinated People
		<b>Outdoor</b>	
Safest		Walk, run, wheelchair roll, or bike outdoors with members of your household	
		Attend a small, outdoor gathering with fully vaccinated family and friends	
		Attend a small, outdoor gathering with fully vaccinated and unvaccinated people, particularly in areas of substantial to high transmission	
Less Safe		Dine at an outdoor restaurant with friends from multiple households	
Least Safe		Attend a crowded, outdoor event, like a live performance, parade, or sports event	
		<b>Indoor</b>	
Less Safe		Visit a barber or hair salon	
		Go to an uncrowded, indoor shopping center or museum	
		Attend a small, indoor gathering of fully vaccinated and unvaccinated people from multiple households	
Least Safe		Go to an indoor movie theater	
		Attend a full-capacity worship service	
		Sing in an indoor chorus	
		Eat at an indoor restaurant or bar	
		Participate in an indoor, high intensity exercise class	

## Get a COVID-19 vaccine



**Prevention measures not needed**



**Take prevention measures**  
Wear a mask, stay 6 feet apart, and wash your hands.

- Safety levels assume the recommended prevention measures are followed, both by the individual and the venue (if applicable).
- CDC cannot provide the specific risk level for every activity in every community. It is important to consider your own personal situation and the risk to you, your family, and your community before venturing out.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

CS324153K

# COVID-19 Vaccines for Wisconsin Residents

Updated: 6/4/2021

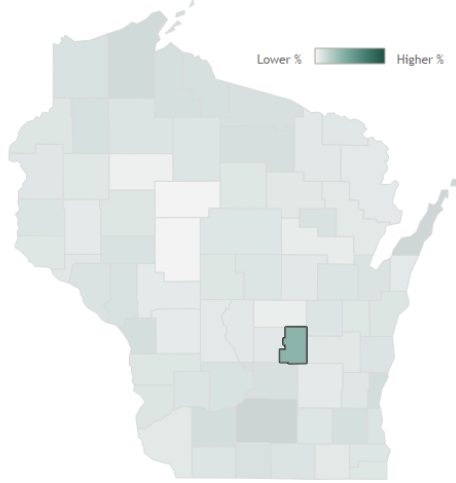
HERC region data

See data for:

- Residents who have received at least one dose
- Residents who have completed the vaccine series

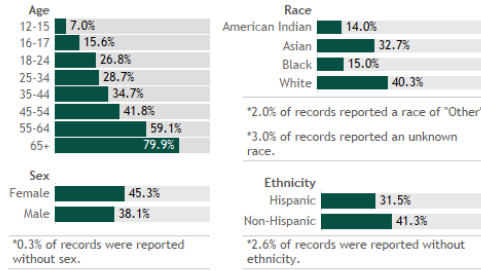
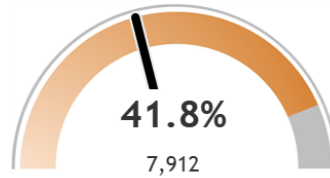
Percent of Wisconsin residents who have received at least one dose by county

Click a county to filter data



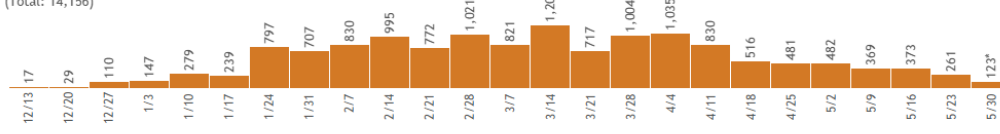
Percent of Green Lake County residents who have received at least one dose

The orange represents the population for whom the vaccine is authorized. The gray indicates the population under 12 years of age for whom the vaccines are not authorized.



[View more data on racial and ethnic disparities in Wisconsin](#)

Vaccine doses for Green Lake County residents by week  
(Total: 14,156)



\*Current week may be incomplete.

**Data refresh date**  
June 3, 2021

**Confirmed cases**  
**1,604**

**Probable cases**  
**446**

**Filters**

- By County
- By Region

Filter By County: Green Lake

Start Date of Onset: January 01, 2020

- Confirmed
- Probable
- Confirmed and Probable

Select a Recovery Status: (All)

Select an Age Grouping: Age Grouping 1

**Daily Confirmed cases** (based on date of onset or diagnosis)

Select a View: Daily

- Confirmed Cases
- Preliminary Data

Date of Onset or Diagnosis

**Cases by recovery status**

Active	1.0%
Recovered	97.8%
Died-COVID	1.2%
Died-Non-COVID	0.1%

**Confirmed cases over time**  
*By County*

**Cases by age**

0-9	3.8%
10-19	11.4%
20-29	13.3%
30-39	13.9%
40-49	13.9%
50-59	18.0%
60-69	13.1%
70-79	7.7%
80-89	3.9%
90+	1.0%
Unknown	0.0%

**Cases by sex**

Female	52.2%
Male	47.8%

Respectfully submitted,  
 Rachel Prellwitz, PHN & Kathy Munsey, Health Officer

**Environmental Health**  
**Green Lake County**  
**May 2021**

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

\*1 dog bite occurred at the end of May. At the time of this report, the animal is in the process of completing the 10 day quarantine. The dog has a current rabies vaccination.

Well Water: 2 test kits distributed.

Lead: A house involved in a lead investigation will begin abatement activities in July. The house is currently vacant and will remain that way until a lead clearance investigation is completed.

Sewage: None.

Solid Waste: None.

Radon: 2 kits distributed

Housing: Attempted to inspect two houses in Berlin on 5/24/2021 with L. Kemnitz and the City of Berlin Building Inspector. Both houses do not have potable water. Occupants of both houses did not answer. The City of Berlin will be obtaining a warrant for each home and will be placarding the houses. Green Lake County Health Department will assist as needed.

Received a complaint regarding an abandoned trailer home in Dalton. After consulting with Green Lake County Corporation Counsel, it was determined that the Town of Dalton may need to issue a raise or repair order on the home. Ongoing.



Vector: None.

Asbestos: None.

Food/Water Illness: None.

Abandoned Bldgs: None.

Other: None.

Agent: 13 inspections completed.

5 days of vacation used 5/17/2021-5/21/2021.

Attended DHS mold webinar on 5/6/2021.

Attended UW-Madison Water Symposium on 5/7/2021.

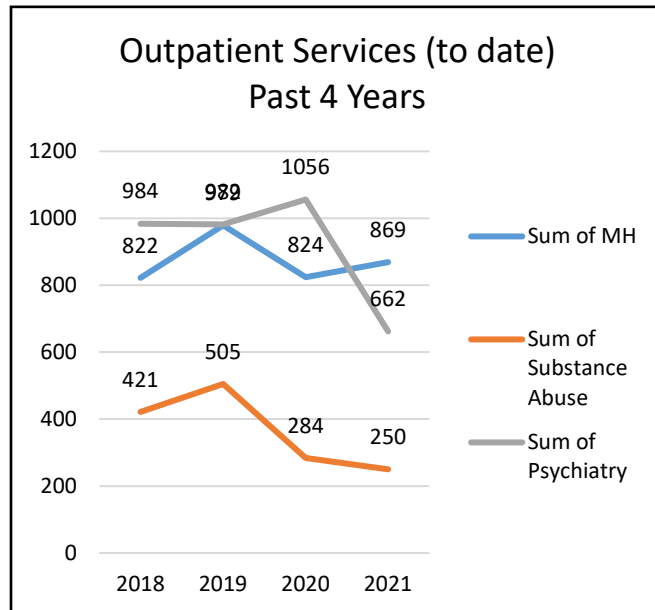
Attended Tri-County EH meeting on 5/10/2021.

Attended Green Lake County kennel ordinance meeting on 5/25/2021.

Completed all City of Berlin liquor license inspections.

## Behavioral Health Unit—May 2021

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



*Figure 1\*: Group services for AODA were on hold (building waitlist) in 2020 and have not resumed in 2021 since COVID19 pandemic.*

*Figure 2: Psychiatric services data have varied. This is because in 2019, the psychiatric nurse position was vacant. In 2021, preprescriber visits have not been occurring due to the virtual format for most doctor visits.*

**May Note:** There have been a couple of significant updates in the world of outpatient behavioral health this month.

1. Clinicians' caseloads continue to be at maximum capacity. This has resulted in a rotation for clinicians accepting new clients in order to better manage capacity issues. The waitlist for clinical services continues to grow. A new clinician

was hired and started orientation during the last week of May. We anticipate this will help, but not resolve the issue of growing waitlists as this issue was occurring prior to the vacancy.

2. Dr. DiRaimondo (adult psychiatrist within the clinic) resumed services in person for most services.
3. Our psychiatric nurse, Susan Mertely, announced her upcoming retirement. We congratulate Susan, thank her for all of her dedication and service, and wish her all the best! There was an offer extended to bring a new nurse on board with the clinic—this was accepted with a tentative start date in late June. Susan will remain part-time to assist with this transition.

**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. **Staff in these programs have been exceptionally flexible and have needed to think outside the box to find ways to continue services to consumers during this time.***

1. **Targeted Case Management (TCM)**— *Less intensive case management for clients. **This program expanded to include adult clients in summer 2018. It presently serves 10 individuals.***
2. **Comprehensive Community Support Program (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 36 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 13 adults.***

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

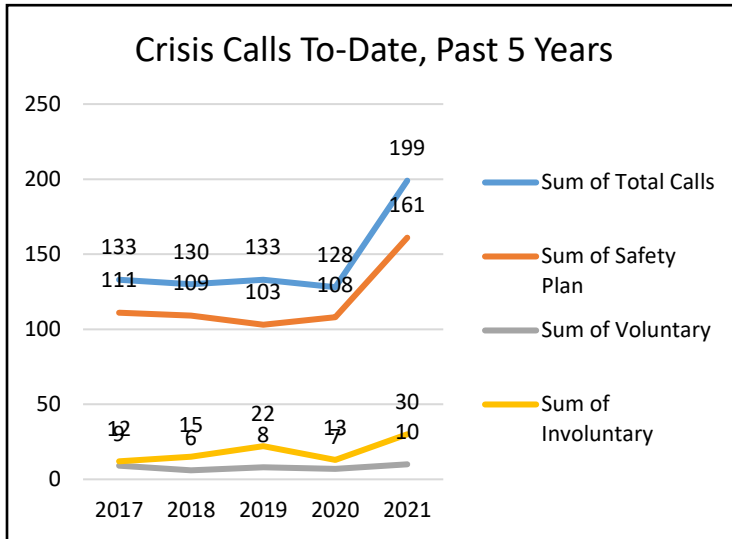


Figure 3 This year to date has seen a significant increase in overall call volume. Hospitalizations have increase in volume but proportionately remain consistent with prior years.

In May 2021, crisis saw 45 new crisis contacts, representing a continuation in the significant rise in crisis call volume reported. Although there is typically some seasonal fluctuation including an increase in the spring, this season the increase is larger than has been seen in the past, and it is unclear what factors are contributing to this increase. The data represent new crisis calls that have come into the crisis line. The crisis

team additionally works to provide follow up and stabilization services to clients to reduce the likelihood that they will experience another emergency event after their initial contact. This looks different on a case-by-case basis, however crisis follow up can last anywhere from 30 days to 6 months after an initial contact as an individual transfers from crisis into other appropriate ongoing services. **There are 2 clients presently in short-term residential programs partially funded by DHHS. Each of these programs have a 30 day length of stay, so the participants are expected to return to the community in June. The majority of costs are covered by Medicaid in both instances.**

**Treatment Court-** Treatment Court is an evidence-based alternative-to-incarceration program that combines high levels of accountability and community-based supervision with intensive substance use treatment. The program accepted its first participant in November 2017 and is designed to take 14-18 months to complete. **In May 2021 there were 5 total participants in the treatment program with 3 being in earlier phases and 2 in later phases of the program. One participant is approaching graduation potentially in July. Graduations are always tentatively scheduled as graduation is contingent on the participant maintaining sanction and relapse-free status. In spring 2021, our treatment court coordinator began exploring a potential federal grant. Within the first several days of June, the Wisconsin Department of Justice kicked off communications to programs about the application process for the next cycle of TAD funding.**

**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. Our current program census is at 37 youth. There are 3 youth who will need to be enrolled within the next two months and no youth approaching discharge. Additionally, due to waivers established during the COVID19 pandemic, we are currently unable to discharge youth/ families even if they are not actively participating in programming. This waiver is set to continue potentially into 2022, and it requires counties to provide case management and 6 month reviews even in cases where no other waiver-funded services are used. To date, we have been able to meet this need, however staffing continues to be a challenge as these new enrollments come more quickly than youth exit the program. We are proposing an additional case manager position to meet this need.**

## HHS Board Presentation FRI Programs – June 2021

1. Roof Project Update: The roof project bid from Custofom, along with the FRI/GLC payment plan, was approved by P&I June 1<sup>st</sup>. The project is currently being scheduled.

2. Increasing demand for services:

- Berlin Pines/Evergreen Group Homes: we are currently bringing these 6 additional consumers back to FRI. 2 are already back, 4 more to return in June, and 2 more in July.
- The waitlist currently consists of 17 individuals seeking Prevoc Services and 5 seeking Adult Day Services (ADS).
- There are also still an additional 7 consumers from Waushara Industries expressed interest but have not yet filled out enrollment packet (potential referrals).
- FRI currently has 6 prevoc consumers interested in transitioning to ADS.

3. Day services updates:

- The pressroom wall has been removed, all pressroom equipment has been eliminated. We are in the process of cleaning up that space and making preparations to utilize it to increase the number of day services consumers we serve.
- We are looking to hire an additional day services Program Aide to provide services for these additional consumers.
- We are exploring the creation of an Ad Hoc Committee to create long-term service plan as we gradually transition away from Center-based prevoc to Community-based prevoc and day services. We would suggest one DHS Board Member, the DHS Director, the FRI Manager, several FRI Services Coordinators/Supervisors, and one FRI/DSI Board member.

4. Production updates:

- Milsco: John Deere Seat Assemblies are up and running, averaging 1800 seats per week at this time.
- Back in Black: New company, new job assembling boxes. Currently doing between 1250 and 1500 boxes per week.
- Chuck LeBlanc (new Production Aide from Waushara Industries) recently gave notice. We are currently in the hiring process for his replacement.

5. Supported Employment updates: Demand for services continues to grow rapidly as Covid restrictions wind down. Please see next page for more information.

6. Community Based Prevoc program: Group of 4 is currently going into community 2 days a week. Second group to start in the next several weeks.

7. General updates:

- We have two 40 hour/week Production staff members experiencing some significant health concerns. These are critical positions that, if temporarily vacated, will put extra stress on existing staff. Our plan is to utilize existing staff members and increase non-overtime hours (from 35 up to 40 hours/week) as needed to help cover routes and programming staff shortages.

# Monthly SE Consumer Report May 2021

## DVR Consumers currently serving:

1. JP – Job Development & Hire, TWE
2. MS – Job Development & Hire, TWE
3. CW – Systematic instruction
4. EM – TWE
5. SR – Job Development, TWE
6. KS – Career Profile, Job Shadow
7. MS – Career Profile
8. JS – Career Profile
9. AW – Job Dev. Plan
10. EA – Job Dev. Plan

## Contracted Services:

1. DL- Justice Center
2. DB – Food Pantry & City Hall
3. JS – Food Pantry & City Hall

## Long Term Support Services:

1. LH - Ripon McDonalds
2. JD –Berlin Walmart
3. LD - St. Johns Church
4. DL - Justice Center
5. MN – Ripon Discovery Daycare
6. NK – Berlin Car Wash

Totals	
DVR consumers served	10
Contracted Services	3
LTS	6
Total continued services clients	16
Total New Consumers in May	3
Grand total served	17





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

## **HEALTH & HUMAN SERVICES**

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

**VOICE: 920-294-4070**

**FAX: 920-294-4139**

**Email: [glcdhhs@co.green-lake.wi.us](mailto:glcdhhs@co.green-lake.wi.us)**



## **FOX RIVER INDUSTRIES**

**222 Leffert St.**

**PO Box 69**

**Berlin WI 54923-0069**

**VOICE: 920-361-3484**

**FAX: 920-361-1195**

**Email: [fri@co.green-lake.wi.us](mailto:fri@co.green-lake.wi.us)**

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## **GREEN LAKE COUNTY ELDERLY NUTRITION PROGRAM CONGREGATE DINING SITES REOPENING PLAN**

It is the intention of the Green Lake County Aging Unit to reopen all three of its Elderly Nutrition Program Congregate dining sites on or around July 1, 2021. Each of the three sites could open on a different date, based on that site's needs, but none will open before July 1, 2021.

The following general guidelines have been developed with the input and approval of the Green Lake County Public Health Officer. The guidelines will be used at all three meal sites, with minor adjustments/adaptions, to accommodate physical environment differences at each site. The guidelines will be reviewed with the Green Lake Public Health Officer and adjusted as needed based on the local status of the Covid-19 disease and current CDC guidelines.

1. Staff and volunteers who have a fever or other symptoms of COVID 19 will not be allowed to work until they are fever free for 24 hours.
2. An adequate supply of paper goods, soap and hand sanitizer will be available to allow proper hand hygiene among staff, volunteers, and patrons. We will also provide no-touch disposal receptacles
3. Drinking fountains will be marked off and unavailable for use
4. Masks will be strongly recommended for patrons upon entering the building per CDC guidelines. Masks will be available to patrons that do not have one upon request.
5. We will clean and sanitize high-contact areas such as bathroom doors, sink faucets, and handicap buttons on a regular basis
6. Signage will be posted throughout the Dining Sites concerning proper hand washing etiquette, social distancing guidelines information, etc
7. Meals must be ordered the day before, no walk-ins will be allowed. The list of meals ordered will also serve as the sign in for participants who attend the meal site that day.
8. Staff and volunteers will wear masks and gloves at all times when interacting with patrons, except while eating.
9. Hand sanitizer and tissues will be available at each table
10. Tables and chairs will be spread apart, to enable appropriate social distancing. Family units living together will be allowed to eat together.



11. Single use items will be provided including wrapped silverware (fork, spoon, knife, napkin, and salt & pepper packets) and placed on the tables. Single use foam coffee cups and sugar packets will be placed on the table. Coffee will be served by staff.
12. Meals will be served onto plates and distributed to patrons by staff
13. Milk will be distributed by staff.
14. Tables and chairs will be sanitized after each meal.

Carry-Out Meal Service will continue at the Berlin Dining Site.

1. Meals must be ordered the day before, no walk ins
2. Patrons will drive into the parking lot and wait in their vehicle. If walking, patrons will wait outside and stay 6 feet apart.
3. Staff, wearing a mask and gloves, will confirm who is present.
4. Staff will bring meals wrapped in plastic bags out to patron's vehicle and place in their back seat.



# STATE of WISCONSIN



## OFFICE of the GOVERNOR

# Proclamation

*WHEREAS*; aging and older adults are leaders, mentors, volunteers, and vital members of communities across our state who deserve to be treated with respect and live with dignity; and

*WHEREAS*; established by the International Network for the Prevention of Elder Abuse and the World Health Organization in 2006, World Elder Abuse Awareness Day aims to promote a better understanding of the abuse and neglect of older adults, and 2021 marks the 15<sup>th</sup> anniversary of its observance; and

*WHEREAS*; last year, more than 10,400 reports of abuse, neglect, and financial exploitation of Wisconsinites aged 60 and older were received by the Wisconsin Department of Health Services' Adult Protective Services Office; and

*WHEREAS*; ageism and social isolation are major causes of elder abuse in Wisconsin and across the United States; and

*WHEREAS*; preventing the abuse of older adults through maintaining and improving social supports like senior centers, in-home services, and transportation will allow older adults to continue to live as independently as possible and contribute to the life and vibrancy of our communities; and

*WHEREAS*; today, the state of Wisconsin joins dedicated individuals and organizations in our state, throughout our country, and around the world in raising awareness, taking action to prevent and address elder abuse, and encouraging all people to recognize and celebrate older adults and their ongoing contributions to the success of our communities;

*NOW, THEREFORE*, I, Tony Evers, Governor of the State of Wisconsin,  
do hereby proclaim June 15, 2021, as

## WORLD ELDER ABUSE AWARENESS DAY

throughout the State of Wisconsin and I commend this observance  
to all our state's residents.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Wisconsin to be affixed. Done at the Capitol in the City of Madison this 2<sup>nd</sup> day of June 2021.

Handwritten signature of Tony Evers in black ink.

TONY EVERS  
GOVERNOR

By the Governor:

Handwritten signature of Douglas La Follette in blue ink.

DOUGLAS LA FOLLETTE  
Secretary of State



## May DHHS Expenditure/Revenue Comparison

<u>Expenditures</u>		<u>Revenues</u>	
<b>Admin</b>			
Total Budget:	\$ 805,588.85	Total Budget:	\$ 780,000.00
YTD Expenses	\$ 274,807.33	YTD Revenues	\$ 740,287.50
% YTD Expenses	34%	% YTD Revenues	95%
% Should Be:	42%	% Should Be:	42%
<b>Health</b>			
Total Budget:	\$ 759,806.00	Total Budget:	\$ 759,805.00
YTD Expenses	\$ 292,296.92	YTD Revenues	\$ 451,322.46
% YTD Expenses	38%	% YTD Revenues	59%
% Should Be:	42%	% Should Be:	42%
<b>Children &amp; Families</b>			
Total Budget:	\$ 1,533,171.00	Total Budget:	\$ 1,513,171.00
YTD Expenses	\$ 427,629.66	YTD Revenues	\$ 723,273.25
% YTD Expenses	28%	% YTD Revenues	48%
% Should Be:	42%	% Should Be:	42%
<b>Economic Support</b>			
Total Budget:	\$ 448,802.00	Total Budget:	\$ 448,802.00
YTD Expenses	\$ 183,151.35	YTD Revenues	\$ 106,720.44
% YTD Expenses	41%	% YTD Revenues	24%
% Should Be:	42%	% Should Be:	42%
<b>FRI</b>			
Total Budget:	\$ 1,378,677.00	Total Budget:	\$ 1,379,036.00
YTD Expenses	\$ 439,257.71	YTD Revenues	\$ 500,735.33
% YTD Expenses	32%	% YTD Revenues	36%
% Should Be:	42%	% Should Be:	42%
<b>Behavioral Health</b>			
Total Budget:	\$ 1,856,031.00	Total Budget:	\$ 1,900,331.00
YTD Expenses	\$ 583,124.71	YTD Revenues	\$ 604,676.28
% YTD Expenses	31%	% YTD Revenues	32%
% Should Be:	42%	% Should Be:	42%
<b>Child Support</b>			
Total Budget:	\$ 241,082.00	Total Budget:	\$ 241,081.00
YTD Expenses	\$ 59,968.67	YTD Revenues	\$ 67,366.79
% YTD Expenses	25%	% YTD Revenues	28%
% Should Be:	42%	% Should Be:	42%
<b>Aging</b>			
Total Budget:	\$ 1,869,446.00	Total Budget:	\$ 1,871,305.00
YTD Expenses	\$ 713,575.10	YTD Revenues	\$ 750,642.15
% YTD Expenses	38%	% YTD Revenues	40%
% Should Be:	42%	% Should Be:	42%
<b>Total DHHS</b>			
Total Budget:	\$ 8,892,603.85	Total Budget:	\$ 8,893,531.00
YTD Expenses	\$ 2,973,811.45	YTD Revenues	\$ 3,945,024.20
% YTD Expenses	33%	% YTD Revenues	44%
% Should Be:	42%	% Should Be:	42%

NEW POSITION ANALYSIS

New position

Increased part-time

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

A. Department: DHHS - Fox River Industries Date: 05/14/2021

Department Head: Jason Jerome

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

With the closing of Waushara Industries in February 2021, FRI continues to see an increase in demand for Day Services programming. As of mid-May, we have 5 Waushara Industries consumers on a waiting list for Day Services (2 full-time, 3 part-time), an additional 2 former clients wanting to return to Day Services full-time (post COVID), and an additional 5 consumers wishing to transition from Prevoc. There are currently 12 individuals on the prevoc waiting list, with another 7 having indicated interest to My Choice to fill spots vacated by consumers transferring from Prevoc to Dy Services.

Suggested Title: Program Aid

Full Time  Part Time 35hrs

Co. Administrator / HR Coordinator's Recommended Classification: Pay Group 16

Projected Start Date: August 1st, 2021

C. General Description of the Position: See Current Job Description

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_
8. \_\_\_\_\_  
\_\_\_\_\_

E. Minimum Qualifications of a Candidate:

Education: High school diploma or equivalent

Experience: Experience and/or training in working with the developmentally disabled population is preferred.

F: Funding:

Annual costs (with full family insurance coverage):

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
16	\$17.93	\$33,354.05	\$2,251.40	\$2,551.58	\$25,295 (Family Plan)		

1. Where will the funding for this position come from?: Billing the appropriate MCO for services provided.

2. What equipment will need to be purchased (Desk, PC, Laptop, iPad, calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, etc.)?  
Cell Phone.

Is office space presently available? N/A Where? \_\_\_\_\_

Estimated equipment cost: \_\_\_\_\_

Is this cost in the department budget? No

3. Grand total cost, all items, current fiscal year: \$26,755.25

4. Thereafter, annual cost of salary and fringes: \$63,452.03

G. Supervisory responsibility (if applicable):

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

N/A

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2. Number of Employees directly supervised: \_\_\_\_\_ Indirectly: \_\_\_\_\_

List title of employees reporting to this position:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

H. Who will this person report to? FRI Unit Manager

\*\*\*\*\*





**RESOLUTION NUMBER -2021**

**RELATING TO CREATING A PROGRAM AID POSITION IN THE HEALTH AND HUMAN SERVICES FOX RIVER INDUSTRIES (FRI) UNIT**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20<sup>th</sup> day of July 2021, does resolve as follows:

- 1 **WHEREAS**, With the closing of Waushara Industries in February 2021 FRI has seen an increase in demand for Day Services programming;
- 2 **WHEREAS**, FRI has former clients wanting to return to Day Services programming after opting out for the COVID-19 Pandemic;
- 3 **WHEREAS**, FRI has created a waiting list for Day Services and Prevocational Programming;
- 4 **WHEREAS**, Billing out the services to the appropriate funding sources will generate enough revenue to support this new position;
- 5 Majority vote is needed to pass.

Roll Call on Ordinance No. -2021

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this D16th day of February, 2021.

\_\_\_\_\_  
Joe Gonyo, Chair

\_\_\_\_\_  
Harley Reabe, Vice-chair

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Brian Floeter

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Joanne Guden

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Nancy Hoffman

\_\_\_\_\_  
Joy Waterbury

\_\_\_\_\_  
Christine Schapfel

\_\_\_\_\_  
Charlie Wielgosh

\_\_\_\_\_  
Richard Trochinski

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** PROGRAM AIDE

**DEPARTMENT:** HEALTH & HUMAN SERVICES/FOX RIVER INDUSTRIES

**LOCATION:** FOX RIVER INDUSTRIES

**SUPERVISOR:** FOX RIVER INDUSTRIES UNIT MANAGER

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### **SUMMARY:**

This position will work up to full time. Flexible hours will be assumed. Provides client educational training, supervision and ongoing support in a variety of program areas, as needed, to individuals who are chronically mentally ill or have varying degrees of physical and developmental disabilities. The areas of instruction may be community-based services, community job sites, prevocational, and/or daily living skills.

### **DUTIES AND RESPONSIBILITIES:**

- About 70% of time is spent providing training and supervision to clients of Green Lake County Human Services Department in the areas of community based services, daily living skills, day services, work activities, prevocational, and supported employment settings.
- Approximately 15% of the time may be driving a morning and afternoon van/bus route.
- Providing clients with assistance for toileting and hygienic needs consumes about 5% of time. This includes transferring clients in and out of wheelchairs and/or other special equipment.
- 5% of time is utilized maintaining records and charting associated with client behaviors, goals, time studies and objectives.
- 5% of time is spent in unit staff meetings, training, information sharing, and special projects.

### **SKILLS AND ABILITIES:**

- Computer skills, Microsoft Word, Excel, Access, and e-mail
- Skill in the use of a typewriter, calculator, copy machine, computer terminal, fax machine, technical equipment, camera, measuring devices, and automobile. Various types of client lifting/ transferring equipment is used (wheelchair, prone stander, and lifts on vehicles). Hand tools: hammers, wrenches, screwdrivers, shovels, brooms, etc. Food preparation equipment: ovens, food warmers, dishwashers, and mixers, etc. Pallet jack and stopwatch may be required. Hearing and eye protection are required. Gloves are used.
- Basic everyday living skills are necessary for this position.
- Ability to understand and follow directions, and to read, write, add, and subtract.

## **QUALIFICATIONS:**

**EDUCATION:** High school diploma or equivalent and a current valid Wisconsin driver's license are necessary.

**EXPERIENCE / JOB KNOWLEDGE:** Experience and/or training in working with the developmentally disabled population is preferred.

- Must be CPR and first aid certified or certifiable (training will be provided).
- Must have CNA license or be willing/able to acquire one in first 90 days of employment.
- Must have forklift safety certificate or be willing/able to acquire one in the first 90 days of employment

## **WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** 75% of the time requires talking, hearing, and far and near vision. About 50% of the time is spent standing with a lesser amount (25%) used in walking and low fingering (writing). Approximately 10% of the time is spent sitting, grappling (physically subduing a client), bending/twisting (to transfer clients), and reaching. Included in this 10% of time is lifting people weighing 100 lbs. or more, carrying them and involves a high degree of pushing (wheelchair). In unusual situations, stopping, kneeling, crouching, running, swimming, climbing, and pushing/pulling objects weighing 50-80 lbs

**ENVIRONMENTAL DEMANDS:** Over 75% of time is spent inside a building. 10% of time, more or less, is spent outside supporting clients where temperatures fluctuate between hot and cold, wet and humid conditions. An additional 10% of time is used in providing personal care to clients involving exposure to blood and body fluids; and the possibility of physical attack or injury from a client can occur. In unusual situations, the aide is exposed to high noise levels, odors, dust, and poor ventilation due to workshop activities, and community based job sites.

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

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

February 2015

- 6 **NOW THEREFORE BE IT RESOLVED** that the Program Aid Position in the Health And Human Services FRI Unit be created effective August 2nd, 2021. (See attached job descriptions.)
- 7 **BE IT FURTHER RESOLVED** That the position be placed in Pay Group 16 of the Green Lake County wage plan. This position will be eliminated if the caseload and funding decreases to the point where it is no longer funded.

(August 2, 2021-December 31, 2021)							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
Program Aid #16	\$ 18.33	\$ 14,114.10	\$ 945.59	\$ 1,071.67	\$ 10,623.90	\$12,641.15	\$ 26,755.25
Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
Program Aid #16	\$ 18.33	\$ 33,354.05	\$ 2,251.40	\$ 2,551.58	\$ 25,295.00	\$30,097.98	\$ 63,452.03

August 2, 2021 - December 31, 2021
Offsetting Revenue - MCO Billing
\$35,000
Annual Offsetting Revenues - MCO Billing
84,000

NEW POSITION ANALYSIS

- New position
- Increased part-time
- Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department:     DHHS - Behavioral Health Unit     Date:   05/18/2021  

Department Head:   Jason Jerome  

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

In 2017 Green Lake County had 8 children enrolled in Children's Long-Term Services (CLTS) and numerous children on a witing list. The state began taking steps to eliminate the waiting list. As of May 2021 the CLTS program in Green Lake County now serves 38 children and their families. We have 8 additional children that could enroll in the coming months. Children who enter into services likely remain in CLTS until they transition to adulthood. Current DHHS staff have filled the gaps and have taken on CLTS client's, however this has now affected their ability to serve children and families in their own programs.

Suggested Title:   CLTS Service Facilitator  

Full Time  Part Time  /hrs

Co. Administrator / HR Coordinator's Recommended Classification: Pay Group   11  

Projected Start Date:   August 2nd, 2021  

C. General Description of the Position:   This position provides case management and service facilitation to children who have significand disabilities and their families

  who are involved in Children's Long Term Support waivers (CLTS) and the Children's

  Community Options Program (CCOP). This position may also provide service

  facilitation to the Comprehensive Community Services (CCS) program and perform

  afterhours Crisis case management services for Children and adults in need of

  service.

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

1. Assess eligibility and need for services  

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2. Coordinate evaluations and assessments. Facilitate and participate in development, review and evaluation of the Individual Service Plan.  

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3. Facilitate development of individualized plans and transition plans; monitor and plan implementation.  

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4. Provide case management for assigned cases. Prepare, execute, monitor and review case plans. Coordinate care with other service providers.  

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5. Provide information to families regarding available resources for children with severe disabilities and assist families in maximizing use of appropriate resources.  

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6. Responsible for making suggestions to improve program operations, existing service delivery systems, service selection and coordination.  

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7. Maintain agency records and record case data on computer system. Submit reports as required within established time frames.  

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8. Provide community education and outreach regarding children and families as well as prevention-oriented services.  

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E. Minimum Qualifications of a Candidate:

Education: A Bachelors degree in social work, sociology, psychology or another human services related field.

Experience: Experience demonstrating aptitude for work with children with disabilities and their families.

F: Funding:

Annual costs (with full family insurance coverage):

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
11	\$26.34	\$54,786.37	\$3,698.08	\$4,191.16	\$25,295 (Family Plan)		

1. Where will the funding for this position come from?: This position will be 100% funded by billing out services rendered.

2. What equipment will need to be purchased (Desk, PC, Laptop, iPad, calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, etc.)?

Laptop with docking station, keyboard, mouse and monitors. Cell phone and desk chair.

This position would also need to be an AVATAR user.

Is office space presently available? Yes Where? Cubicle

Estimated equipment cost: \_\_\_\_\_

Is this cost in the department budget? No

3. Grand total cost, all items, current fiscal year: \$37,116.58

4. Thereafter, annual cost of salary and fringes: \$87,970.60

G. Supervisory responsibility (if applicable):

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

None  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Number of Employees directly supervised:   N/A   Indirectly: \_\_\_\_\_

List title of employees reporting to this position:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

H. Who will this person report to? Behavioral Health Unit Manager

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**RESOLUTION NUMBER -2021**

**RELATING TO CREATING A CLTS SERVICE FACILITATOR POSITION IN THE HEALTH AND HUMAN SERVICES BEHAVIORAL HEALTH UNIT (BHU)**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20<sup>th</sup> day of July 2021, does resolve as follows:

- 1 **WHEREAS**, In 2017 Green Lake County had 8 children enrolled in Children’s Long Term Services (CLTS);
- 2 **WHEREAS**, In 2017 the State of Wisconsin began taking steps to move toward a waitlist elimination program which is now fully enacted;
- 3 **WHEREAS**, As of May 2021 the CLTS program in Green Lake County serves 38 children and their families
- 4 **WHEREAS**, Green Lake County CLTS has 8 additional children who could enroll in the coming months;
- 5 **WHEREAS**, Once a child is eligible and enrolled into CLTS services they likely remain in the program until they transition to adulthood;
- 6 Majority vote is needed to pass.

Roll Call on Resolution No. -2020

Submitted by Health And Human Services Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 19th day of March, 2019.

\_\_\_\_\_  
Joe Gonyo, Chair

\_\_\_\_\_  
Harley Reabe, Vice-chair

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Brian Floeter

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Joanne Guden

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Nancy Hoffman

\_\_\_\_\_  
Joy Waterbury

\_\_\_\_\_  
Christine Schapfel

\_\_\_\_\_  
Charlie Wielgosh

\_\_\_\_\_  
Richard Trochinski

- 7 **WHEREAS;** other DHHS staff have taken on CLTS cases to ensure these children and families receive the needed services;
- 8 **WHEREAS;** The increase in CLTS cases has affected these staff's ability to provide services to children and families eligible for services in other programs,
- 9 **WHEREAS;** The CLTS program is complex and could benefit from having a designated position;
- 10 **WHEREAS;** The CLTS Service Facilitator position will be fully funded through billing for services rendered;
- 11 **NOW THEREFORE BE IT RESOLVED** that the CLTS Service Facilitator Position in the Health And Human Services BHU Unit be created effective August 2nd, 2021. (See attached job descriptions.)
- 12 **BE IT FURTHER RESOLVED** That the position be placed in Pay Group 11 of the Green Lake County wage plan. This position will be eliminated if the caseload and funding decreases to the point where it is no longer funded.

(August 2, 2021-December 31, 2021)

	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
CLTS Case Worker #11	\$ 26.34	\$ 23,179.20	\$ 1,553.19	\$ 1,760.29	\$ 10,623.90	\$13,937.38	\$ 37,116.58
Annual Fiscal Cost							
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	Total Fringe	Wage & Fringe
CLTS Case Worker #11	\$ 26.34	\$ 54,786.37	\$ 3,698.08	\$ 4,191.16	\$ 25,295.00	\$33,184.24	\$ 87,970.60

August 2, 2021 - December 31, 2021
Offsetting Revenue - CLTS Billing
\$45,038
Annual Offsetting Revenues - CLTS Billing
\$106,454.40

**TITLE:** CLTS Service Facilitator

**DEPARTMENT:** HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** BEHAVIORAL HEALTH SERVICES UNIT MANAGER

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**SUMMARY:**

This position provides case management and service facilitation to children who have significant disabilities and their families, who are involved in Children's Long Term Support Waivers (CLTS) and the Children's Community Options Program (CCOP). This position may also provide service facilitation for the Comprehensive Community Services (CCS) as well as perform afterhours Crisis case management for children and adults in need of services.

**DUTIES AND RESPONSIBILITIES:**

1. Approximately 85% of the time is spent performing all duties and tasks essential to provide Children's Long Term Support Waiver services. This includes determining eligibility, intake, assessment, plan development and ongoing monitoring of plan to ensure it is meeting the needs of children and their families. It also includes referrals to community resources as well as creating and fostering new wavier provider relationships.
2. Approximately 10 % of time is spent providing case management and coordination of services for individuals and families in the county's Comprehensive Community Services program.
3. Approximately 5 % of the time is spent performing after hours Crisis Services.
4. Maintain agency records and record case data on computer system. Submit reports as required within established time frames.
5. Provide community education and outreach regarding children and families as well as prevention-oriented services.
6. Participate in unit meetings, staff meetings, supervisory conferences, and case conferences concerning case planning and provision of services within as well as outside the department.
7. Work using a team approach, with informal or formal teams, with other members of the department and representatives of other agencies, schools, and institutions to provide integrated services.
8. Participate in staff development, training programs, or other in-service programs as directed.
9. Provide crisis assessment and intervention of adults, youth, and families experiencing mental health and substance use-related emergencies. Complete

clinical documentation related to crisis situations. Work as part of crisis team to provide follow up related to safety plans and community referrals.  
10. Perform other duties and responsibilities as assigned.

**SKILLS AND ABILITIES:**

- Basic everyday living skills
- The ability to understand, follow and provide directions
- Reading, writing (reports, case notes) is necessary
- Comprehensive knowledge and skills of person centered approaches
- The ability to work in and with individual/family teams
- Understand the needs of individuals with mental illness, developmental and physical disabilities.
- Comprehensive knowledge of the principals and practices of person centered care
- Ability to work and make decisions independently and via clinical consultation.
- Ability to relate to and communicate effectively with staff, community professionals, agencies and the public.
- Must have a valid Wisconsin Driver's License and access to an insured vehicle

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**EDUCATION:** A Bachelor's degree in social work, sociology, psychology or another human services related field and some experience demonstrating aptitude for work with children with disabilities and their families

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

- Requires successful completion of the Wisconsin Functional Screen tests.
- Requires a valid Wisconsin driver's license and access to insured transportation.
- Applicants must pass background checks.
- Requires completion of suicide risk assessment and crisis intervention trainings within first 6 months of hire.

**WORKING CONDITIONS:**

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

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

**ENVIRONMENTAL DEMANDS:** Over 75% of work done is inside. In unusual situations, there may be exposure to noxious odors and a threat of physical attack or injury from clientele

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