



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

Office: 920-294-4070 FAX: 920-294-4139 Email: alcdhhs@co.green-lake.wi.us

Health & Human Services Committee Meeting Notice

Date: June 12, 2017 Time 5:00 PM

Green Lake County Government Center

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

AGENDA

**Committee
Members**

*Joe Gonyo,
Chairman
Nick Toney, Vice-
Chair
Brian Floeter
John Gende
Nancy Hoffman
Harley Reabe
Tom Reif
Richard Trochinski
Joy Waterbury, Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes 5/8/17
6. Appearances:
 - CCS Consumer
7. Correspondence:
8. Veteran's Service Office Report
9. Advisory Committee Reports
 - Aging Advisory Committee – (Trochinski)
Meeting - May 17, 2017
 - Health Advisory Committee Report- next meeting –
July 12, 2017 (Hoffman)
 - Family Resource Council – Meeting June 5,
2017 (Trochinski)
 - Transportation Coordinating Committee –Meeting
Next meeting – November 15, 2017 (Trochinski)
 - ADVOCAP/Headstart Report (Gonyo)
 - ADRC Coordinating Committee – Meeting-
May 11, 2017 - Marquette Co. (Gende/Waterbury)
10. Unit Reports
 - Administrative Unit
 - Health & Human Services Billing Update
 - Aging/Long Term Care Unit
 - Behavioral Health Unit
 - TAD (Treatment and Diversion) Grant Update

Kindly arrange to be present, if
unable to do so, please notify our
office. Sincerely, Karen Davis,
Administrative Assistant

(Continued on next page)

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.



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- Children & Family Services Unit
 - Child Support
 - Economic Support Unit
 - Fox River Industries
 - Corporation Counsel Memos regarding FRI Building/Design Build Concept and Legality of Improving a Leased Building
 - Health Unit
11. Policies/Procedures Update
 - Kinship Care Policy (Updated April 2017)
 12. Purchases
 13. Health & Human Services Budget 2017/2018
 14. Committee Discussion
 - The Board May Confer With Legal Counsel
 - Future DHHS Meeting Date (July 10, 2017 at 5:00 p.m.)
 - Future Agenda items for action & discussion
 15. Adjourn

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

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT GREEN LAKE COUNTY GOVERNMENT CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON MONDAY, MAY 8, 2017 AT 5:00 P.M.

PRESENT: John Gende, Member
Harley Reabe, Member
Richard Trochinski, Member
Joy Waterbury, Secretary
Nancy Hoffman, Member
Tom Reif, Member

EXCUSED: Joe Gonyo, Chairman
Nick Toney, Vice Chairman
Brian Floeter, Member

OTHERS PRESENT: Jason Jerome, Director
Karen Davis, Administrative Assistant
Jon Vandeyacht, Veteran's Service Officer
Dawn Klockow, Corporation Counsel

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

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

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

Approval of Agenda: Motion/second (Trochinski/Gende) to approve the amended agenda as printed. All ayes. Motion carried.

Action on Minutes: Motion/second (Trochinski/Gende) to approve the minutes of the 3/13/17 and 4/18/17 Health & Human Services Board meeting as presented. All ayes. Motion carried.

Appearances: None.

Correspondence: Committee Appointments: The Committee appointments were presented with recommendations to County Board Chair for approval.

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

Advisory Committee Reports: Aging Advisory Committee Report: Trochinski reported regarding the March 14, 2017 meeting. The next meeting will be held on May 17, 2017.

Health Advisory Committee: The next meeting will be held on July 12, 2017.

Family Resource Council: The next meeting will be held on June 5, 2017.

Transportation Coordinating Committee: The meeting was held on April 12, 2017. Trochinski reported regarding the meeting. (See attached minutes.)

Advocap/Headstart Report: No report.

ADRC Coordinating Committee Report: The next meeting will be held on May 11, 2017 in Waushara County.

Unit Reports: Administrative: Health & Human Services Billing Update: Jerome updated Committee members regarding the status of the billing. Discussion followed.

Jerome presented April Expenditure/Revenue summary report for Committee review. Discussion followed.

Jerome presented the ProAct Discount Prescription Card summary report and explained the program. Discussion followed.

Aging/Long Term Care: The report was in the packet. (See attached.)

Behavioral Health Unit: Drug Court Grant Update: Jerome updated Committee members regarding the TAD (Treatment and Diversion) program and reported that the Drug Court Coordinator has been hired and started on April 3, 2017.

The Behavioral Health April 2017 report will be sent to Committee members.

Children & Families Unit: See attached April 2017 Children & Family Services monthly report. Discussion followed.

Child Support: See attached report.

Child Support Budget Update: The 2016 Child Support budget report update is attached for Committee review. (See attached.)

Child Support Certificate of Excellence Award: Jerome reported that Child Support received the Certificate of Excellence. (See attached letter.) This will be announced at the May County Board meeting.

Economic Support Services: The April Economic Support report is attached.

Jerome directed Committee members to the Proclamation for Economic Support Specialists & Case Managers Week was for April 17-21, 2017. (See attached.)

Jerome reported that the new Economic Support Worker, Stacey Kind, started employment mid-April.

Fox River Industries: FRI building update to maintain/update/repair: No discussion.

Health: Current Health Abatements: No discussion.

Wi Health Officer of the Year Award - Kathy Munsey: Jerome reported to Committee members that Kathy Munsey will be presented the Health Officer of the Year award later this month. This will be announced at the May County Board meeting.

The April Health and Environmental Health Specialist Reports were presented.
(See attached.)

Policies/Procedures Update: Kinship Care Policy: Jerome presented the revised Kinship Care Policy for Committee review. Discussion followed. This will be reviewed next month with the updates shown in the document for Committee review.

Purchases: Cell Phone Purchases - DHHS: Jerome updated Committee members regarding the request for cell phone purchases. Attached is the summary of the phones that are being requested for the Department of Health & Human Services; the pricing list and the Request for Purchase Approval forms explaining the reason for purchase. (See attached.) Discussion followed.

Motion/second (Trochinski/Hoffman) made a motion to purchase the cell phones. Roll call vote. Trochinski-aye; Hoffman-aye; Gende-aye; Waterbury-nay; Reif-aye; Reabe-aye. Motion carried.

DHHS Credit Card Approval: Jerome presented the request for the credit cards to use for trainings, hotel reservations, supplies, etc. Discussion followed. Motion/second (Waterbury/Trochinski) recommend approval to the people listed. All ayes. Motion carried.

DHHS Budget Adjustment: None.

Health & Human Services Budget 2016/2017: Jerome presented the April revenue/expenditure report for Committee review.

Committee Discussion: No discussion.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next Health & Human Services Board meeting will be Monday, June 12, 2017 **at 5:00 p.m. at the Green Lake County Government Center.**

Future Agenda Items For Action and Discussion:

Adjournment: Reabe adjourned the meeting at 6:09 p.m.

COMMISSION ON AGING ADVISORY MINUTES

March 14, 2017

Present: Dick Trochinski, Barb Behlen, Pat Flanigan

Others Present: Betty Bradley, Karen Davis

Excused: Barb Reif

Not Present: Yolanda Gallegos

Requirements of Open Meeting Law have been met.

CALL TO ORDER:

The meeting was called to order at 10:30 a.m. by Trochinski at the Green Lake County Government Center.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA:

Motion/second (Behlen/Flanigan) made a motion to approve the agenda. All ayes. Motion carried.

ACTION ON MINUTES:

Motion/second (Trochinski/Behlen) to approve the January 18, 2017 minutes. All ayes. Motion carried.

APPEARANCES: None.

CORRESPONDENCE: Bradley distributed and reported regarding the - "Alzheimer's Statistics - Wisconsin" report. Discussion followed.

GREATER WISCONSIN AGENCY ON AGING RESOURCES, INC (GWAAR): Bradley updated Committee members regarding GWAAR services. Bradley updated Committee members that payments have not been made since August 2016. Bradley reported that there are some administrative changes and anticipated that this should be straightened out and payments being made by April 2017. Committee members will be updated.

HEALTH & HUMAN SERVICES BOARD REPORT Trochinski reported regarding the March 2017 DHHS meeting.

OLD BUSINESS: January & February Program Information: Bradley provided the January and February Program reports for Committee review. (See attached.) Discussion followed. Discussion followed.

NEW BUSINESS: Aging Unit Self-Assessment for 2016: Bradley presented the Aging Unit Self-Assessment for 2016 for Committee review. (See attached.) Bradley explained the Self-Assessment to Committee members. Discussion followed. Motion/second (Trochinski/Flanigan) to approve the Aging Unit Self-Assessment for 2016. All ayes. Motion carried.

Volunteer Appreciation

Bradley reported that the Volunteer Appreciation will be held on April 26, 2017 at 2:00 p.m. at the Green Lake Legion Hall.

COMMITTEE DISCUSSION

Future Meeting Date: The next meeting of the Aging Advisory Committee will be Wednesday, May 17, 2017 at the Green Lake County Government Center at 10:30 a.m.

Future Agenda Items for Action and Discussion: WI Alzheimer's Alliance grant update - Dementia Specialist

Motion/second (Flanigan/Behlen) to adjourn the meeting. All ayes. Motion carried.

The meeting adjourned at 11:24 a.m.

CHILDREN & FAMILY SERVICES UNIT –May 2017

Out-of-Home Care – as of 05/31/2017

Foster Care – Level I & II (Range of costs from \$232.00 to 2000.00)
A total of eight (8) children were in local foster care at months end. All were in level II homes. One child went into placement during the month of May, 2017. One (1) child is pending TPR. One child is pending subsidized guardianship.

Treatment Foster Care – One (1) youth was in treatment foster care through Family Works.

Court-ordered Relative Care (\$232.00 month per child)
At month's end, six (6) children were in court ordered relative care. All relative homes are in the process of being licensed.

Subsidized Guardianship – Three (3) children are in subsidized guardianships.

Kinship Care – Voluntary (\$232.00 month per child)
Twelve (12) were in Kinship care at month's end.

Total out of home at month's end = **30**

Other Exceptional Costs:

Family Training Program - Parent Training & Education: \$8690.00
Ten (10) families in service in May, 2017 - 9 @790.00/ month; 1 @240.00/month. Seventeen (17) parents participated in the program that with a total of twenty-two (22) children, in home and 0 out of home.

Wellhoefer Counseling: Targeted Case Management, In Home Therapy, Comprehensive Community Services Team Facilitation.

Progressive Parenting Solutions - Steve Shekels- Parent Training & Parent Mentoring.

Community Options Inc. - \$ 7657.33 - Sixteen (**16**) children –enrolled in Mentoring Program

Nancy Baker – In-Home Therapy. \$481.20 – May, 2017

Penny Bahn – Respite Care/Child Mentoring:
\$300.00 Respite one (1) children for the month of May, 2017

STOP - GPS monitoring for youth, \$522.50 for 5 youth.

SOPORT - \$1000.00 Sex offender treatment; not covered by insurance or MA.

Healthlink - Hair follicle testing, \$720.00 8 tests at \$90.00/each.

Meta House - \$ – Residential Treatment for UCHIPS case.

New Vision Wilderness Therapy – Court ordered Wilderness Treatment for one (1) youth. Daily rate \$345.00/day. \$10,695.00 for 31 days in May, 2017.



GREEN LAKE COUNTY
DEPARTMENT OF HEALTH & HUMAN
SERVICES

KINSHIP CARE POLICY

UPDATED SEPTEMBER 2015

REVISED MAY 2017

I. APPLICATION

Relatives seeking kinship payments will submit a fully completed Kinship Application and Criminal Background Information Disclosure (HFS-64) to Green Lake County Department of Health & Human Services Department.

II. CRIMINAL BACKGROUND CHECKS

Green Lake County Department of Health & Human Services Department will conduct criminal background checks per HFS (DCF-58.04). There are automatic conviction denials for Kinship Care from Wisconsin State Statutes, Chapters 939, 940,944, 948 and 961.

III. VERIFICATION OF RELATIONSHIP

Green Lake County Department of Health & Human Service will verify the relationship between the kinship applicant and the child. The Department may take verbal report of this relationship which would be documented in the kinship home study. If there is reason to question the validity of the relationship between the applicant and the child, the Department may request written verification such as, but not limited to, a birth certificate, marriage license, guardianship papers or paternity papers. A copy of this written verification will be kept in the kinship file.

If the applicant is applying for long-term kinship; the applicant must submit proof of guardianship under § s.48.977 (2), Wis. Stats.

IV. VERIFICATION OF RESIDENCE

Green Lake County Department of Health & Human Services will conduct a home study as part of the application process. The social worker or Unit Manager conducting the home study will verify the child's residence in the home. This will be documented in the home study report. The social worker or Unit Manager will also conduct an inspection of the home.

The social worker or the Unit Manager as part of the home study will document "Best Interest of the Child". If the child is placed by a court order under § s.48.13 or s.938.13, Wis. Stats or a tribal court in a matter related to a child in need of protection or services, the agency will assume that the placement is in the best interest of the child and a copy of the court order will be kept in the kinship care case file.

The home study will cover the following areas:

- A.** Summary of situation (need for living arrangement)
- B.** Eligibility Criteria

- C. Family composition
- D. Family residence
- E. Family relationships
- F. Health
- G. Family finances
- H. Criminal background check
- I. Recommendations

V. ELIGIBILITY CRITERIA

A. Needs of the child: (DCF – 58.10)

1. The child needs the kinship living arrangement and the agency determines that the child needs the kinship living arrangement by determining at least one of the following:
 - a) The child's need for adequate food, shelter and clothing can be better met with the relative ~~then~~ than with the parent.
 - b) The child's need to be free from neglect, physical injury, sexual abuse or exploitation, or emotional injury can be better met with the relative than with the parent.
 - c) The child's need to develop physically, mentally and emotionally to his or her potential can be better met with the relative than the parent.
 - d) The child's need for a safe or permanent family can be better met with the relative than with the parent.
2. The Department Unit Manager/Social Worker shall personally interview the prospective kinship care relative to make the determination that one or more of the criteria are met.
3. The Department Unit Manager/Social Worker administering the kinship care program shall establish a written policy describing its requirements for documentation for determining need for the child's living arrangement.
4. The Department Unit Manager/Social Worker shall maintain in the kinship care relative's case record a description of the determination of need that was used to approve the application and shall maintain a narrative statement of information obtained through any interviews.

B. Best interests of the child:

1. The proposed kinship living arrangement is in the best interests of the child. This should be determined by proceeding as follows:
 - a) If the child is placed with the relative by the order of a court; the agency shall assume that the living arrangement is in the best interests of the child and shall maintain a copy of the court order or other documentation in the kinship care relative's case record.
 - b) If the child is not placed by a court order, the agency shall determine if the kinship living arrangement is in the best interests of the child by making a reasonable effort to contact the child's custodial parents to determine that he or she are aware of and have consented to the living arrangement. The effort to contact the parents shall be made by mail and can be supplemented by telephone or in person. If consent is received, the kinship living arrangement is determined to be in the best interests of the child. If the agency is unable to contact the parents the agency may determine that the inability to make contact indicates that the placement with the relative is in the child's best interest. It is only necessary to receive consent from one custodial parent. In addition, to determining parental consent the agency shall determine that both of the following conditions exist:
 - 1) The applicants or kinship care relative's parenting history and parenting ability do not include behaviors or actions that are contrary to the health, safety or welfare of the child.
 - 2) A minor child residing in the potential kinship care relative's home has not committed any delinquent acts or other acts that endangered the safety of another child or that could adversely affect the child.

VI. COOPERATION WITH AGENCY

- A. The kinship applicant is expected to cooperate with the Department ~~HFS-5804~~ (DCF 58.04(3)). Falsification of information on the application or refusal to allow a home study will result in denial of kinship benefits
- B. The kinship applicant is required to apply for other forms of assistance that the child may be eligible for.

- C. The kinship applicant and the kinship care providers are required to report to the Department any changes that would affect eligibility for kinship benefits.

VII. APPROVAL PROCESS/PAYMENT OF BENEFITS

- A. Green Lake County Department of Health & Human Services will complete the application process and make a determination of eligibility for kinship benefits within 45 days of the day the application is received by the agency Department. If an applicant is denied; the family will be notified of the reason for denial and a copy of the appeals process.
- B. Payments for approved kinship care will begin from the date the completed application was received by the Department.

VIII. WAITING LIST

- A. The Green Lake County Human Department of Health & Human Services

USED REQUIRED DCF 58.12 LANGUAGE

OMITTED: ~~will maintain a waiting list for Kinship benefits once a determination is made that there is insufficient funds to meet the financial needs of all the applicants. The State of Wisconsin will be notified of the decision to go on a waiting list status.~~

NEW:

may place an applicant on a waiting list if the agency has expended it's Kinship Care benefit allocation for the agency's fiscal year or has established a caseload which will result in the agency expending it's Kinship Care benefit allocation by the end of the agency's fiscal year and has notified the department of the need for a waiting list.

Note: Notice required in sub (1) should be submitted to Kinship Care Program Coordinator, DCF/DSP, P.O. Box 8916, Madison, WI 53708-8916.

- B. OMITTED:** ~~Exceptions to the waiting list would be those cases where there is a court ordered placement or if the case is open with the Department and a Voluntary Placement Agreement has been signed by the parent or legal guardian. All other applicants will be served on a first come first serve basis with the date the agency received the completed application being used to establish when the name goes on the waiting list~~

NEW:

An agency may prioritize applicants on the waiting list according to any of the following criteria that shall be described in the agency's written policy:

1. The lack of stability in the living arrangement if a payment is not made.
2. The order in which the applications are received.
3. The level or urgency of the child's need under s.DCF 58.10(1)(a).
4. Can not wait list this group - If the child is under guardianship of the Kinship Care applicant by a statutory provision other than s.48.977. Wis. Stats.

IX. DENIAL OF KINSHIP

- A. If Green Lake County Department of Health & Human Services Department denies approval for Kinship Care to an applicant or discontinues a current Kinship Care the agency Department shall notify the applicant in writing of its decision and the reasons for the decision. The agency Department shall include in the notice information about the applicant's right to appeal or request a review of that decision under sub. (2).
- B. If the notice states a payment will be discontinued the notice shall also include a statement that the payment shall not be terminated until after the hearing decision is issued if the kinship care relative requests a hearing within 10 days after the date of the notice.
- C. If an application is denied or a payment is terminated as the result of a negative criminal background of the applicant may request a review of that decision to the Director of Green Lake County Department of Health & Human Services Department or his/her designee.
- D. If an applicant is denied Kinship Care; the applicant cannot reapply for six months after the date of denial.

X. PERIODS OF PLACEMENT WITH PARENT OR GUARDIAN

- A. When a child has periods of placement or visitation with his/her parent or guardian and the time period becomes greater than 50% the Kinship relative is no longer eligible for kinship care benefits and payments would be terminated.
- B. While it is the intent of the Kinship Care program that the child is placed outside of the parental home, there are some instances where the in-home parent is not able to care for the child (due to age or disability) and as such, the child is at-risk of CHIPS or JIPS. In some of these instances, the parent may reside in the home of the parent or caregiver. At other

times, when the child has been removed due to court order and the court has ordered the child to placement with another relative for safety purposes, the parent may live in the same household (example child placed due to incarceration, then parent released). If the parent is demonstrating that they intend to resume care for the child and are working on court-ordered conditions of return, the Unit Manager may determine that Kinship Care benefits could continue for a period of three (3) to five (5) months in the instance that the parent is living with the relative and child (ren). (Amended 09/2015)

XI. REASSESSMENT OF ELIGIBILITY

Green Lake County Department of Health & Human Services shall reassess eligibility of a Kinship Care relative every 12 months after the date the agency initially began making payments to the kinship care relative. If it is determined through reassessment that the requirements under ss.HFS 58.04 and 58.10 are not met the Green Lake County Department of Health & Human Services shall discontinue making kinship care payments to the relative.

The reassessment shall include: 1) a home visit; 2) Criminal Background Check; 3) Cooperation with the review process by the applicant; 4) Verification of school status if the child is over 18; 5) The need of the child; 6) Best interest of the child; 7) The child could be under the jurisdiction of the Court.

09/2015

Revised 5/2017