

GREEN COUNTY HUMAN SERVICES BOARD

Date: January 13th, 2026 at 2:00pm
Location: Government Services Building - Lower Level Multi-Purpose Rooms 2 & 3
(Please enter through the Lower-Level Multi-Purpose Room Entrance)

AGENDA

1. Call to Order
2. Approval of the December 9th, 2025 Minutes
3. Public Comments (Limited to 3 minutes each/30 minutes total)
4. Committee Reports:
 - a. Audit Sub-Committee December 2025
 - b. Aging & Disability Advisory Committee Report
 - c. Southwestern Wisconsin Community Action Program (SWCAP) Board of Directors Report
5. Approval of 2026 Human Services Fee Schedule

6. Approval of Contract(s) over \$10,000 and under \$150,000 for Calendar Year 2026

Community Coordinated Child Care Inc (4-Cs)	Child Care Certification	\$10,864
HLH Accounting LLC	Financial Consultant	\$24,000
Jefferson County	Youth Crisis Stabilization	\$74,400 (Previously approved \$47,750)
Madison BH dba Shorewood	Behavioral Health	TBD

7. Discussion and Possible Action to Recommend Changes to Chapter 8 of the Green County Code
8. Discussion and Possible Appointment of Members to Ad Hoc Shelter Advisory Committee
9. Recommend Approval of New Human Services Positions:
 - a. 0.5 FTE Case Manager – Housing (2)
10. Discussion and Possible Action Regarding Federal Cuts and Impact to Green County Human Services
11. FIELDS of Green County Update
12. Approval of Out-of-County Training Requests and Human Services Board Member Expense Authorization Requests
13. Director's Report
14. Committee Raised Topics - Items may only be discussed and any item requiring action must be placed on a future committee agenda.
15. Establish Next Meeting Date & Time
16. Adjourn

GREEN COUNTY HUMAN SERVICES BOARD

Committee Members: Michael Furgal, Russ Torkelson, Linda Boll, Erica Roth, Susan Knox, Joan Rufenacht, Anita Huffman, Sarah Endicott, Susan Nelson

Accommodation Requests:

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request this service, call 608-328-9393.

**GREEN COUNTY
HUMAN SERVICES BOARD MINUTES
DATE: Tuesday, December 9th, 2025**

Members Present: Russ Torkelson, Susan Knox, Susan Nelson, Anita Huffman and Mike Furgal. Erica Roth, attended virtually.

Members Excused: Sarah Endicott

Members Absent:

Non-Members Present: Dan Williams, Danielle Gaffney, Kay Cram and Jaime Bauman.

1. **Call to Order:**
Furgal called the meeting to order at 2 p.m.
2. **Approval of the October 14th, 2025 Minutes**
Motion by Torkelson, seconded by Boll to approve October 14, 2025 meeting minutes. Motion carried with unanimous voice vote.
3. **Approval of the November 17th, 2025 Special Meeting Minutes**
Motion by Knox, seconded by Torkelson to approve November 17, 2025 special meeting minutes. Motion carried with unanimous voice vote.
4. **Introduction of Human Services Manager – Fiscal and Human Services Manager – Behavioral Health**
Williams introduced Bauman as the new Human Services Manager-Fiscal and Cram as the new Human Services Manager-Behavioral Health.
5. **Public Comments (limited to 3 minutes each):**
No public comments.
6. **Committee Reports:**
 - a. **Audit Sub-Committee October 2025 - Action**
Nelson reported. Motion by Nelson, seconded by Roth to approve the October 2025 audit sub-committee meeting minutes. Motion carried with unanimous voice vote.
 - b. **Audit Sub-Committee November 2025 - Action**
Boll reported. Motion by Boll, seconded by Huffman to approve the November 2025 audit sub-committee meeting minutes. Motion carried with unanimous voice vote.
 - c. **Aging & Disability Advisory Committee Report - Information**
Torkelson reported.
 - d. **Southwestern Wisconsin Community Action Program (SWCAP) Board of Directors Report - Information**
Nelson reported.
 - e. **Marsh Country Health Alliance (MCHA) Annual Meeting - Information**
Williams reported.
7. **Approval of 2026 Human Services Fee Schedule**
Motion by Boll, seconded by Rufenacht to postpone the approval of 2026 Human Services Fee Schedule to the January meeting. Motion carried with a unanimous voice vote.
8. **Approval of Contract(s) over \$10,000 and under \$150,000 for Calendar Year 2026**
Williams reported. Motion by Huffman, seconded by Knox to approve contracts over \$10,000 and under \$150,000 for Calendar Year 2026. Motion carried with a unanimous voice vote.

9. **Recommendation to Approve Contract(s) over \$150,000 for Calendar Year 2026**
Williams reported. Motion by Torkelson, seconded by Nelson to approve contracts over \$150,000 for Calendar Year 2026. Motion carried with a unanimous voice vote.
10. **Discussion and Possible Action Regarding Encouraging Legislative Support of ADRC Volunteer Drivers**
Williams reported. Motion by Boll, seconded by Knox to send a letter signed by Human Services Board supporting legislation regarding ADRC volunteer drivers. Motion carried with a unanimous voice vote.
11. **Update on FIELDS of Green County (Emergency Shelter)**
Williams reported.
12. **Appoint Members to Ad Hoc Shelter Advisory Committee**
Williams reported. Motion by Torkelson, seconded by Huffman to postpone appointment of Human Services Board Representative and Citizen Representative to January meeting. Motion carried with a unanimous voice vote.
13. **Recommend Approval of New Human Services Positions**
Williams reported. Motion by Boll, seconded by Huffman to approve temporary use of a leased employee for an Overnight Shelter Assistant position. Motion carried with a unanimous voice vote.
14. **Approval of Out-of-County Training Requests and Human Services Board Member Expense Authorization Requests**
Motion by Rufenacht, seconded by Knox to approve out-of-county training requests. No Human Services Board Member expenses. Motion carried with a unanimous voice vote.
15. **Directors Report**
Williams reported.
16. **Committee Raised Topics – Items may only be discussed and any item requiring action must be placed on a future committee agenda:**
None
17. **Establish Next Meeting Date & Time:**
The next meeting will be held Tuesday January 13th, 2026 at 2pm.
18. **Adjourn:**
Motion by Roth, seconded by Nelson to adjourn the meeting at 3:17pm. Motion carried with a unanimous voice vote.

Minutes submitted by:
Danielle Gaffney
Office Specialist

GREEN COUNTY HUMAN SERVICES AUDIT SUBCOMMITTEE MEETING MINUTES

Date: Monday, December 15th, 2025

Members Present: Susan Nelson & Susan Knox

Motion by Knox, seconded by Nelson to approve all non-client related bills for payment in the amount of **\$214,738.15** and to forward them to the Green County Human Services Board for final review and approval. Motion carried.

Motion by Nelson, seconded by Knox to convene in closed session to audit client related bills. Motion carried.

All questions were answered or resolved.

Motion by Knox, seconded by Nelson to reconvene in open session to approve client related bills. Motion carried.

Motion by Nelson, seconded by Knox to approve all client related bills for payment in the amount of **\$188,584.25** and to forward them to the Green County Human Services Board for final review and approval. Motion carried.

Grand total: **\$403,322.40**

Motion by Knox, seconded by Nelson to adjourn the meeting. Motion carried.

Respectfully submitted,

Lisa Bergum
Account Specialist

GREEN COUNTY HUMAN SERVICES

PLEASANT VIEW COMPLEX

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MEMORANDUM

To: Human Services Board

From: Dan Williams, Human Services Director



Date: January 6th, 2026

Subject: Recommended Changes to Chapter 8 of the Green County Code

With the dissolution of the Aging & Disability Resource Center of Southwest Wisconsin and changes to the Aging & Disability Advisory Committee, Chapter 8 of the Green County Code needs revision.

Chapter 8G Repealed.

Chapter 8H Updated to:

- Reduce the number of members
- Clarify Provider Representation
- Update Power & Duties based on Contract Language

CHAPTER 8G
AGING AND DISABILITY RESOURCE CENTER OF SOUTHWEST
WISCONSIN — SOUTH GOVERNING BOARD

1-8G-1: PURPOSE

The County Board hereby determines that it is in the best interest of Green County to join with Lafayette, Iowa and Grant Counties of Wisconsin pursuant to §66.0301, Wis. Stats., to create a joint Aging and Disability Resource Center for Southwest Wisconsin.

1-8G-2: RESOURCE CENTER CREATION AND CONTRACT

The Aging and Disability Resource Center of Southwest Wisconsin — South shall be created by contract pursuant to §66.0301, Wis. Stats. The proposed contract between Green, Lafayette, Iowa and Grant Counties, Wisconsin, as presented and adopted by the County Board is hereby approved and authorized. Said Contract is hereby incorporated by reference in this chapter with the same force and effect as if more fully stated herein. A copy of this contract is available for review at the Green County Clerk's Office. The contract may be amended from time to time by action of the Green County Board and such amendments shall be effective without need for modification of this section.

1-8G-3: CREATION OF GOVERNING BOARD

The Aging and Disability Resource Center of Southwest Wisconsin — South will create a governing board whose membership is equally representative for each county. Board makeup shall include four (4) County Board members, with one being appointed from each member county. Appointees from the County shall be named by the Green County Chair, subject to confirmation by the Green County Board.

The governing board shall also consist of consumers, or consumer advocates, representing the elderly, adults with physical disabilities, adults with developmental disabilities, and adults with mental health and/or substance abuse needs. Each member county shall recruit and name at least one member of at least one of these groups. (Ord. 08-0901, 9/10/08)

It is the intention of the Aging and Disability Resource Center of Southwest Wisconsin — South to create a board with at least fifty percent (50%) consumer representation.

The initial formation of the governing board shall commence upon the appointment of the four (4) County Board appointed members. These members shall then meet and solicit applications for the remaining seats. Interviewing and applicant approval will be conducted by the four (4) County Board appointed members. Once formed, the Governing Board shall develop by-laws to assure continued functioning, diverse membership, define its relationship/roles with the regional structure and governing oversight.
(Ord. 08-0301, 3/11/08)

CHAPTER 8H
GREEN COUNTY AGING AND DISABILITY ADVISORY COMMITTEE

1-8H-1: PURPOSE

The Aging and Disability Advisory Committee is appointed to provide advice and guidance to the Green County Aging and Disability Resource Services Unit and the Green County Human Services Board in matters relating to those citizens of Green County 60 years or age and over and to those citizens of Green County between the ages of 18 and 59 who are disabled physically, developmentally and/or challenged by mental health or substance abuse disorders.

1-8H-2: MEMBERSHIP

The Green County Board Chair, subject to Board approval, shall appoint ~~13~~ 11 members. At least 51% of the members shall be aged 60 years or over. Membership shall further include at least one member representing adults with physical disabilities; ~~one member representing adults challenged by mental health and/or substance abuse disorders~~; one member representing adults with developmental disabilities or disabled youth transitioning into adult services; and one member representing a service provider or an agency. Further, the Committee shall include one member representing the Green County Human Services Board and one additional County Board member.

The County Board shall solicit nominations for vacant positions through local newspapers, Aging and Disability Newsletters, and other media advertising means. After the initial appointment, the Aging and Disability Advisory Committee will periodically review nominations and recommend qualified individuals for membership to the County Board Chair.

1-8H-3: POWERS AND DUTIES

- A. Advise the Aging and Disability Resource Services Unit on the development and implementation of the County Aging Plan and ADRC Service Plan.
- B. Provide financial oversight for the Aging and Disability Resource Services Unit.
- C. Ensure that the terms of the Aging and Disability Resource Services Unit/County/Area Agency on Aging contract are fulfilled.
- D. Collect information on the needs of older adults and adults with disabilities and make recommendations to Aging and Disability Resource Center Services staff.
- E. ~~Monitor progress on implementation of the Aging and Disability Resource Center Services Plan, County Aging Plan and other pertinent agreements.~~
Represent and promote the ADRC and the services it provides to the community at large.

- F. Educate older people and adults with disabilities on issues of importance to them.
- G. Advocate for the rights of older people to the Area Agency on Aging, elected officials of the County, State and Federal governments and to older populations.
- H. Advocate for the rights of adults with disabilities to the Aging and Disability Resource Services Unit, legislators and elected officials of the County, State and Federal governments and to adult populations.
- I. React to and comment on concerns transmitted from the Human Services Board and/or the Aging and Disability Resource Services Unit.
- J. Assure input from consumers, service providers, and local constituents in the general policies, procedures, practices, and goals of the Aging and Disability Resource Services Unit.
- K. Study specific problems facing elders and adults with disabilities and make recommendations to the County Board, the Human Services Board and the Aging and Disability Resource Services Unit.
- L. Review and Advise the Human Services Board and the Aging and Disability Resource Services Unit on budgetary and programmatic issues.
- M. Report to other organizations on information and issues relevant to senior citizens and adults with disabilities.
- N. Serve on committees as needed.
- O. Attend regular Advisory Committee meetings.

1-8H-4: TERMS

Appointed members shall be expected to serve three years. No member shall serve more than two consecutive three-year terms. County Board members appointed to the Committee who are not elected or who do not seek election at the end of their term, but who remain members of the Committee may remain members of the Committee until such time as their successor is appointed by the Green County Board Chair. Appointment of successors shall be done promptly upon notice of a vacancy by the Green County Board Chair.

1-8H-5: MEETINGS

The Aging and Disability Advisory Committee shall meet on a regular monthly basis unless the Committee determines some other schedule.

GREEN COUNTY HUMAN SERVICES

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MEMORANDUM

To: Human Services Board
From: Dan Williams, Human Services Director
Date: January 6th, 2026
Subject: Shelter Advisory Committee

At the December Human Services Board (HSB) meeting, I requested that the Board appoint an HSB member and community representatives to a newly formed Shelter Advisory Committee. That action was tabled for consideration at the January meeting.

After further reflection, I am withdrawing the request to establish and appoint members to a Shelter Advisory Committee at this time.

Current interest in serving on the committee is limited and does not meet the original expectations. To date, one potential HSB member, two members of the Men's Resource Center Board, and one additional community member have expressed interest.

Additionally, given that the shelter is in its early stages of operation, we have been moving at a rapid pace to develop policies and procedures, make operational decisions, and responsibly utilize donated funds. While community input and support are highly valued, establishing an advisory committee at this time would likely slow necessary progress unless the committee met very frequently, likely weekly, which has been communicated as not feasible.

Therefore, my recommendation is threefold:

- Continue to rely on existing groups for feedback, collaboration, and support, including the Green County Healthy Communities Coalition Housing Sub-Group, the Green County Housing Coalition, and the Southwest Coalition of the Wisconsin Balance of State (BOS).
- Maintain oversight of the shelter through the Human Services Board, consistent with oversight of other Human Services programs.
- Revisit the potential formation of a Shelter Advisory Committee later this spring, as our current lease approaches expiration and we evaluate the future direction of FIELDS.

Sincerely,



Dan Williams, CAPSW
Human Services Director


GREEN COUNTY HUMAN SERVICES

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MEMORANDUM

To: Human Services Board
Personnel and Labor Relations
Green County Board of Supervisors

From: Dan Williams, Human Services Director 

Date: January 6th, 2025

Subject: Creation of Two 0.50 FTE Case Manager – Housing Positions

Rationale for Position Creation:

Green County Human Services is completing the process of becoming an approved provider for the 1915(i) Housing Support Services Benefit. This is a Wisconsin Medicaid program that allows for:

- Housing Consultation
- Transition Supports
- Sustaining Supports
- Relocation Supports – If in a provider operated shelter, up to \$2,000 for a Security Deposition, Utility Activation, Basic Home Furnishings, and/or Health Safety Services.

Additional information about the 1915(i) Housing Support Services Benefit can be found here:
<https://www.forwardhealth.wi.gov/kw/pdf/2025-01.pdf>

These positions will allow us to provide evaluation and case management services to administer the Wisconsin Medicaid 1915(i) Housing Support Services Benefit and open the benefit up to eligible residents of Green County. Originally, we were hoping community-based providers would provide this benefit; however, since its effective date on February 1st, 2025, no community-based providers are providing the services in Green County. With the opening of FIELDS of Green County, our Emergency Shelter, and the increased housing instability we are seeing in the community, the need for housing support is substantial and growing.

The 1915(i) program requires that services be delivered by a bachelor's degree level provider. In addition, the provider who completes the evaluation and develops the person-centered service plan may not be the same provider who delivers ongoing services. As a result, administering this program requires two positions.

Funding:

Annual Cost for each position is \$31,888.67 (Assuming Step A), of which \$0.00 is expected to be tax levy. These positions are expected to be 94% funded by the Medicaid 1915i Supportive Housing Program. The remaining 6% will be funded by Emergency Solutions Grant (ESG) and Homelessness Prevention Program (HPP) grant funding.

The position expenses, as well as the expected revenue, were not incorporated into the 2026 Human Services Budget.

Wage Scale:

The position was not on the wage scale. The job description and position description questionnaire were evaluated by McGrath Human Resources Group and it was recommended the positions be placed on Grade 50.

Approvals:

This position will require Human Services Board, Personnel & Labor Relations Committee, and Full County Board approval.

Creation of Two (2) Human Services Positions

Create Two 0.50 FTE Case Manager – Housing Positions

Proposed:	Division:	Economic Support
	Unit:	Supportive Housing
	Title:	Case Manager - Housing
	Grade:	Payroll Grade 50
	Status:	Part-time 20 hours per week, Non-Exempt
		Minimum/Maximum
	Hourly Rate:	\$28.10/\$36.01
	Benefits:	No Benefits
	Effective Date:	January 14 th , 2026
	Tax Levy:	\$0.00

FISCAL NOTE:

Total cost of each position is \$31,888.67 annually. Positions will be fully funded by Medicaid and Emergency Solutions Grant (ESG) and Homelessness Prevention Program (HPP) grant funding. No Tax Levy.

Impact of Federal Cuts

The National Association of Counties released a Report entitled: The Big Shift: An Analysis of the Local Cost of Federal Cuts

<https://www.naco.org/resource/big-shift-analysis-local-cost-federal-cuts>

As a result, I was asked how Green County Human Services will be impacted in 2026:

Known Fiscal Impact:

- Beginning in October 2026, pending no changes at the state or federal level, Human Services will be responsible for an additional 25% local cost share for SNAP administration. This equates to approximately \$100,000 annually. For the calendar year 2026, the impact would be roughly \$25,000.
 - A request has been made to the State Legislature to cover this increased cost in order to avoid potential error penalties should counties be forced to make cuts (consistent with the resolution Green County passed). To date, there has been minimal indication of legislative support. I believe it was added as an amendment to a bill that wasn't expected to pass.
 - At the federal level, there is also a request to delay implementation until 2030. I don't have an update on support for this request.

Predicted Impact:

- We anticipate that our Behavioral Health Outpatient Clinic will serve an increased number of uninsured individuals as ACA subsidies expire. While it is difficult to quantify the financial impact at this time, we have historically been able to maintain service levels through commercial insurance billing. A significant reduction in this revenue would require us to consider service reductions or the implementation of waitlists and service prioritization.
- With increased Medicaid eligibility requirements, we expect fewer individuals to maintain Medicaid coverage. This is particularly concerning as Medicaid is the primary funding source for Comprehensive Community Services (CCS) and the Community Support Program (CSP), both of which provide intensive case management.
 - We do not have the capacity to serve non-Medicaid clients at this level of care, which will likely result in increased utilization of Crisis Intervention services, a mandated program.
 - A reduction in Medicaid enrollment may also impact our ability to sustain CSP at its current level. CCS is not anticipated to be impacted, as it is 100% funded through Medicaid.

In addition, we are expecting an increased demand for food, housing, and financial assistance.

- In 2025, we fully expended the tax levy allocated for Housing Assistance, despite strict eligibility requirements. We are increasingly hearing from individuals who report having to choose between paying rent and feeding their families.
- At this time, local food pantries appear to be managing demand.

- We have opened an Emergency Shelter and are currently serving six shelter residents, with four additional individuals pending admission. Current capacity is 8 individuals. The shelter is operating without tax levy support; however, it is unlikely this service can be sustained long-term without dedicated funding. While we are working to position the shelter for long-term success, we are limited by our inability to hire a Program Supervisor to manage volunteers, oversee staffing, and lead fundraising efforts.

**GREEN COUNTY HUMAN SERVICES
OUT-OF-COUNTY TRAINING REQUESTS
JANUARY 2026**

EMPLOYEE	TRAINING	DATE & PLACE	COST

Human Services Board Reimbursement Authorizations:
None

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DIRECTOR'S REPORT – JANUARY 2026

Representative Jacobson Visit

On December 16th, Representative Jenna Jacobson visited FIELDS of Green County and met with Director Williams and Family Promise of Green County Case Manager Rick Gleason. We discussed Family Promise's purchase of Graceland Manor, our new Emergency Shelter, and the need for transitional and low-income housing.

UW-Extension Caregiver Cooperative

UW-Extension is exploring interest in creating a Caregiver Cooperative in Green County. They held a virtual information session on December 19th that Director Williams and ADRC Manager Russell attended. Discussion included the need for more caregivers, the benefits of a cooperative, and walked through how the model is being implemented in other counties. Human Services and the ADRC's role in the formation of a cooperative would be limited due to needing to remain neutral and not favor one provider over another.

1915(i) Housing Support Services Benefit

On December 22nd we had our virtual on-site visit by the Wisconsin Department of Health Services (DHS) Office of Inspector General (OIG) which is the final part of our process to become a 1915(i) Supportive Housing Services Benefit provider with Medicaid. At this time, we are awaiting formal approval, which is required to come via postal mail.

Regional ADRC Dissolved as of 12/31/2025

As of December 31, 2025, the ADRC of Southwest Wisconsin was dissolved. The website and social media platforms now direct visitors to the four County ADRCs.

On December 30, a retirement celebration was held for Mary Mezera and included Human Services employees, County employees, Human Services Board members, and a couple of Regional Board members. Bonnie Beam-Stratz, will be the Dementia Care Specialist for Green and Lafayette Counties and remained a Green County Employee. Hailey Zilliox, will be the Dementia Care Specialist for Iowa and Grant Counties and ended her employment with Green County and became an employee of the Iowa County ADRC.

As we complete 2025 year-end reporting, we will finalize all remaining financial items related to the consortium. At the February Human Services Board meeting, staff will present recommended County Ordinance updates reflecting these changes.

Personnel Changes

New Employees:

John O'Bel

AODA Intern

Started 12/30/2025

Employee Transfers:

Employee Separations:

Current Vacant Positions:

Behavioral Health Nurse

Human Services Supervisor - Mental Health

Case Aide (CYF)

Case Manager – CYF (Coordinated Services Team)

Please see <https://wi-greencounty.civicplus.com/363/Human-Services-Employment> for details.