

# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656  
PHONE 608-269-8705  
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[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

## NOTICE OF MEETING

COMMITTEE: **ADMINISTRATION & PERSONNEL COMMITTEE**

TIME: 9:00 a.m.  
PLACE: Monroe County Justice Center  
Monroe County Board Assembly Room  
\*(Please use the Historic Courthouse front Entrance)  
112 S Court Street  
Sparta, WI 54656  
DATE: **Tuesday, July 11, 2017**

**AMENDED  
AGENDA**

### SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – June 13, 2017
4. County Phone System Update
5. Personnel Director Report
6. New Position Requests – Discussion/Action  
Human Services
7. Health Benefit Insurance Discussion
8. County Administrator Report
9. *Authorization to Bid Print Management*
10. County Board Line Item Transfer – Discussion/Action
11. Monthly Expenditure Review
12. Next Month's Agenda Items
13. Adjournment

Wallace Habegger, Committee Chair  
Date notices mailed: 07/07/2017

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Administration & Personnel Committee  
June 13, 2017

Present: Wallace Habegger, Sharon Folcey, Mary Von Ruden, Carol Las, Pete Peterson  
Others: Ken Kittleson, Ed Smudde, Andrew Kaftan, Cedric Schnitzler, John Mehtala

The meeting was called to order in the Rolling Hills Activity Room at 9:00 a.m. by Chair Wallace Habegger.

- Next Month's Meeting Date/Time – The next meeting is July 11, 2017 at 9:00 a.m. in the Monroe County Board Assembly Room in the New Justice Center.
- Minutes Approval – Motion by Mary Von Ruden second by Sharon Folcey to approve the 05/09/17 minutes. Carried 5-0.
- Ken Kittleson provided the Monthly Personnel Director's Report.
- Aging the Compensation Plan – Ken Kittleson suggested to age the compensation at 2% in order to keep it relevant with the annual merit system based on attendance at the Personnel Conference in speaking with a wage consultant. This would allow us to not have to go back and age the compensation plan as frequently as in the past. Discussion. Motion by Pete Peterson second by Carol Las to age the compensation plan at 2%. Carried 4-1.
- Western WI County Consortium/Health Benefits – Ken Kittleson explained the Western WI County Consortium. Ken provided the Health Tradition financial activity for 2015 & 2016. Discussion. Carol Las provided members with information regarding Neighborhood family clinics. Ken Kittleson explained that the county is not self-funded for health insurance. Currently these clinics are not accepted in our network. Carol asked that Ken look into options with family clinics in order to keep Monroe County Health Insurance premiums down.
- Safety & Health Program – Mary Von Ruden explained that it came to her attention that there is no set policy for department heads to follow for employee illnesses. Ken provided members with 4.37 Safety and Health Program, of the Personnel Manual. Discussion. Ken will bring up this topic at the next department head meeting, chain of command and how to handle employee illnesses.
- Telephone System – John Mehtala explained our current telephone carrier is NEC system. Our current software is at its end of life. To upgrade the phone system is \$25,711.00. This amount does not include the new phones that would be required for the upgrade. These amounts have not been budgeted. If we are going to invest, instead of upgrading John prefers to go out to bid on an entire phone system. From an IS Support, they are limited therefore expenses occur. Discussion. Motion by Sharon Folcey second by Carol Las to go out for phone system bids for what we need now and into the future. Carried 5-0.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Health Benefit Insurance Discussion, Phone System Update Status
- Motion by Mary Von Ruden second by Carol Las to adjourn at 10:30 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

**RESOLUTION AUTHORIZING ESTABLISHMENT OF TWO SOCIAL WORKER I POSITIONS IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT**

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**WHEREAS**, the Monroe County Health & Human Services Committee and the Administration & Personnel Committee request the establishment of two additional Social Worker I positions in the Human Services Department; and

**WHEREAS**, Comprehensive Community Services (CCS) is a key new program within Human Services and the WRIC Consortia. In Monroe County, CCS began in late 2014 and has seen rapid growth. This program works with both adult and children/youth with a mental health diagnosis. In the past two years 70 consumers were served, currently 45 are receiving services with 47 awaiting a screening assessment, a comprehensive process which takes significant staff time to complete. Optimal caseload range is 15 adults or 12 children or a 12-14 combination thereof, and projections are that current staff will be beyond maximum caseload capacity in 2018. This causes delays in providing services to individuals with mental health issues and a need for additional staff to meet the service demands; and

**WHEREAS**, we are requesting two Social Worker I Community Mental Health positions to meet the demands of a flourishing CCS program, and propose to add these two positions as of 1/1/18 and 7/1/18. The positions will be funded by Medical Assistance Case Management billing. The billing hours are reimbursed at 100% rate which is \$85.72 per hour for bachelor's level or \$128.56 per hour for master's level. The estimated billable hours rate needed to cover position costs are 35 percent of the bachelor's level, and the department has historically been meeting this criterion. There is no additional request for County tax levy funding for these positions.

**NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby authorize the establishment of two Social Worker I positions in the CCS program of the Human Services Department, one effective January 1, 2018, and the other effective July 1, 2018. If the funding ceases, the positions will be discontinued.

Dated this 26<sup>th</sup> day of July 2017.

Offered by the Administration & Personnel Committee

Purpose: Approve two new CCS Social Worker positions at no increase in County levy.

Fiscal Note: Positions will be funded by Medical Assistance Case Management billing with no additional Monroe County tax levy. Cost is \$106,934 in 2018 and \$131,912 annually thereafter.

Reviewed as to form on \_\_\_\_\_  
\_\_\_\_\_  
Andy Kaftan, Corporation Counsel

Finance Vote (If required):  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Committee of Jurisdiction Forwarded on: \_\_\_\_\_ 20\_\_\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent  
Committee Chair: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADOPTED  FAILED  AMENDED  
 OTHER \_\_\_\_\_  
County Board Vote on: \_\_\_\_\_ 20\_\_\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

STATE OF WISCONSIN  
COUNTY OF MONROE  
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing  
is a true and correct copy of Resolution # \_\_\_\_\_ acted on by the County  
Board of Supervisors at the meeting held on \_\_\_\_\_.  
\_\_\_\_\_  
SHELLEY R. BOHL, MONROE COUNTY CLERK  
(A raised seal certifies an official document)

NEW POSITION ANALYSIS

New position

Increased part-time

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

A. Department: Human Services Date: 7/5/2017

Department Head: Ron Hamilton

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

The Comprehensive Community Services (CCS) is a key new program within MCDHS and the WRIC Consortia. In Monroe County, CCS began in late 2014 and has seen rapid growth. This program works with both adult and children/youth with a mental health diagnosis. In the past two years we have served 70 unduplicated consumers. We are currently serving 45 consumers with 47 waiting for a screening assessment. As we work through the screening process, we are projecting beyond maximized caseload capacity in 2018. Optimal caseload range is 15 adults or 12 children or 12-14 for a combination there of. The assessment process is very comprehensive and requires significant staff time to complete. This causes delays in providing services to individuals with mental health issues in our community. With program growth, there is a need for additional staff to meet the service demands. We are requesting two Social Worker 1 Community Mental Health positions to meet the demands of a flourishing CCS program. We propose to add these positions as of 1/1/2018 and 7/1/2018.

The position will be funded by Medical Assistance Case Management billing. The billing hours for CCS are reimbursed at 100% rate which is \$85.72/hr. for BS level or \$128.56/hr. for Masters level. The estimated billable hours rate needed to cover position costs are 35% (BS level). We have historically been meeting this criterion. There is no additional request of County tax levy funding for these position.

Suggested Title: Social Worker Full Time  Part Time /hrs

Personnel Director's Recommended Classification: Grade 11

Projected Start Dates: 1/1/2018 and 7/1/2018

C. General Description of the Position: See attached job description

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

1. See attached job description

2. \_\_\_\_\_

E. Minimum Qualifications of a Candidate:

Education: See attached job description

Experience: \_\_\_\_\_

F: Funding:

Annual costs (with full family insurance coverage): 2018 Cost, 1/1/18 and 7/1/18 start dates.

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11	\$21.00	\$43,680	\$2970	\$3,341	\$14,172	\$779	\$18	\$996
11	\$21.00	\$21,840	\$1485	\$1670	\$7,086	\$389	\$9	\$498

1. Where will the funds for this position come from: \_\_\_\_\_

State/Federal funding through M.A.billing of Comprehensive Community Services which is billable at 100% of billed time

2. What equipment will need to be purchased (desk, etc.)? \_\_\_\_\_

Computer, desk, chair, phone, etc.

Is office space presently available? X Where? Anticipated space in Human Services \_\_\_\_\_

Estimated equipment cost: \$8,000

Is this cost in the department budget? Will be in 2018 Budget

3. Grand total cost, all items, 2018 fiscal year: \$106,934

4. Thereafter, annual cost of salary and fringes: \$131,912 for 2 staff

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: N/A

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

List title of employees reporting to this position:

_____	_____
_____	_____
_____	_____

H. Who will this person be responsible to? Clinic Administrator \_\_\_\_\_

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HEALTH AND HUMAN SERVICES COMMITTEE Action:

Position approved \_\_\_\_\_ Position denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved \_\_\_\_\_ Position denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

FINANCE COMMITTEE Action:

Funds approved \_\_\_\_\_ Funds denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

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COUNTY BOARD Action:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ aye, \_\_\_\_\_ nay, \_\_\_\_\_ absent/abstention

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Title: Social Worker I (CMH)

Department: Human Services (work site: 14301 County Hwy B, Sparta)

Title of Immediate Supervisor: Clinical Administrator - Behavioral Health

Basic Functions and Responsibilities

Under general supervision of the Behavioral Health Clinic Social Work Supervisor, the Community Mental Health Services Social Worker provides services to vulnerable children and adults, clients with mental health issues, and alcohol and drug related issues.

Essential Duties and Responsibilities

- Provides initial and ongoing assessments and serves as a resource person.
- Develops case plans, makes arrangements for appropriate services, and monitors clients receiving Behavioral Health services.
- Provide Adult Protective Services to vulnerable adults at risk due to, but not limited to, physical abuse, emotional abuse and financial exploitation.
- Under Chapter 55, complete paperwork to support guardianship and protective placements, provide ongoing assessment of these cases and complete annual reviews.
- Participate on committees and task forces as assigned.
- As needed, initiates Chapter 51 commitments and providing ongoing assessment and monitoring of clients under court order.
- Completes in timely fashion all paperwork related to job functions.
- May provide services in the following areas: Coordinated Services Team, Comprehensive Community Services, Community Response Services, Targeted Case Management, Community Options Program and any other related services or programs.

Physical demands: A large percentage of time is spent Sitting, walking, talking, hearing, keyboarding, using judgment. Stands, stoops, climbs, bends, reaches, uses near and far vision, lifts, pushes/pulls up to 10 pounds, carries up to 40 pounds, is exposed to adverse weather, potential for physical attack, travels to and moves about county sites and homes intermittently.

Supervision Exercised

None.

Qualifications

1. Bachelor's degree with major in social work or related degree (sociology, psychology, or guidance and counseling), or general college degree with two years social worker experience in a human services agency.
2. Valid Wisconsin's driver's license.
3. Certified, or eligible for certification, under 1991 Act 1060.

Closing Statement

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Fair Labor Standards Act Category

Exempt - Professional.

\_\_\_\_\_  
employee

approved by supervisor: \_\_\_\_\_

date: \_\_\_\_\_

Revised: 2/13, 3/14

Hssw1cmh

**RESOLUTION AUTHORIZING ESTABLISHMENT OF A SOCIAL SERVICES MANAGER POSITION IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT**

**WHEREAS**, the Monroe County Health & Human Services Committee and the Administration & Personnel Committee request the establishment of a Social Services Manager position in the Children & Family Services (CFS) unit of the Human Services Department; and

**WHEREAS**, we are requesting a Social Services Manager in the CFS unit to be responsible for Juvenile Justice, Child Welfare, Child Protective Services, Children's Long Term Support Services, Birth to Three, Foster Care, Kinship and IV-E programs. This position will supervise the Social Work Supervisor as well as direct supervision of the identified staff. The current Social Work Supervisor is responsible for all CFS programs and directly supervises 17 staff. The recommended supervisor to staff ratio for a mixed caseload is 1 to 8 and specific to CPS it is 1 to 6. At our current ratio of 1 to 17, there is insufficient time to provide best practice training, supervision, and case consultation. Every staff turnover represents a loss in production as well as the overloading of current staff. Fiscally, the cost of a new staff member is estimated to be \$50,000. This does not include the increased costs related of out of home placements, which climbs with staff turnover; and

**WHEREAS**, an improved supervisor to staff ratio will allow for enhanced case consultation to identify least intrusive case management and placement alternatives, and the Manager will have more time to oversee budgetary aspects of the CFS unit. It will also allow time to identify grants and programs which may provide more funding for services.

**NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Social Services Manager position in the Children & Family Services unit of the Human Services Department effective January 1, 2018.

Dated this 26<sup>th</sup> day of July 2017.

Offered by the Administration & Personnel Committee

Purpose: Approve a new Social Services Manager position for 2018.

Fiscal Note: Position will be paid through County levy and budgeted for 2018 at a cost of \$94,237 in 2018 and \$90,237 annually thereafter.

Reviewed as to form on _____  _____ Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: _____ 20____ ___ Yes ___ No ___ Absent  Committee Chair: _____ _____ _____
Finance Vote (If required): ___ Yes ___ No ___ Absent	
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED  <input type="checkbox"/> OTHER _____  County Board Vote on: _____ 20____ ___ Yes ___ No ___ Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the County Board of Supervisors at the meeting held on _____  _____ SHELLEY R. BOHL, MONROE COUNTY CLERK (A raised seal certifies an official document)



NEW POSITION ANALYSIS

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

A. Department:  Human Services  Date:  7/5/2017   
Department Head:  Ron Hamilton

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

We are requesting to establish a Social Services Manager position in the Children's and Family Unit for the 2018 year. We have identified this position to be responsible for the areas of Juvenile Justice, Child Welfare, Child Protective Services, Children's Long Term Support Services, Birth to Three, Foster Care, Kinship and IV-E programs. This position will supervise the Social Work Supervisor as well as direct supervision of identified staff. The current Social Work Supervisor is directly responsible for all CFS programs and provides direct supervision to 17 staff. The recommended Supervisor to staff ratio for a mixed caseload is 1 to 8 and specific to CPS it is 1 to 6. Research indicates that the most significant factor in retaining staff is the connection and relationship that an employee has with their Supervisor. At our current ratio of 1 to 17, there is insufficient time to provide best practice training, supervision, and case consultation. Every staff turnover represents a loss in production as well as the overloading of current staff. Fiscally, the cost of a new staff is estimated to be \$50,000. This does not include the increased costs related to out of home placements, which climbs with staff turnover.

This additional Manager position would allow us to develop more in depth expertise in all program areas as that responsibility would be shared. There will be an improved supervisor to staff ratio allowing for enhanced case consultation to identify least intrusive case management and placement alternatives. The Manager will have more time to oversee budgetary aspects of the CFS Unit. It will also allow time to identify grants and programs which may provide more funding for services. This position will be funded by County levy and incorporated in the 2018 budget

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Suggested Title:  Social Worker  Full Time  X  Part Time  /hrs

Personnel Director's Recommended Classification: Grade  7

Projected Start Date:  1/1/2018

C. General Description of the Position:  See attached job description

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

1.  See attached job description
2.

E. Minimum Qualifications of a Candidate:

Education: See attached job description

Experience: \_\_\_\_\_

F: Funding:

Annual costs (with full family insurance coverage): 2018 Cost,

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
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7	\$31.00	\$64,480	\$4,385	\$4,933	\$14,172	\$779	\$18	\$1470
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1. Where will the funds for this position come from: \_\_\_\_\_

County levy funding, 2018 budget

2. What equipment will need to be purchased (desk, etc.)? \_\_\_\_\_

Computer, desk, chair, phone, etc.

Is office space presently available?  X Where? Anticipated  
space in Human Services \_\_\_\_\_

Estimated equipment cost: \$4,000

Is this cost in the department budget? 2018 Budget

3. Grand total cost, all items, 2018 fiscal year: \$94,237

4. Thereafter, annual cost of salary and fringes: \$90,237

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position  
will have: Management of CFS staff and programs

2. Employees directly supervised: 8-10      Indirectly: 8-10

List title of employees reporting to this position:

Social Work Supervisor                      CFS Social Work Staff  
\_\_\_\_\_  
\_\_\_\_\_

H. Who will this person be responsible to? MCDHS Director

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Health and Human Services Committee Action:

Position approved \_\_\_\_\_ Position denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

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PERSONNEL & BARGAINING COMMITTEE Action:

Position approved \_\_\_\_\_ Position denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

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FINANCE COMMITTEE Action:

Funds approved \_\_\_\_\_ Funds denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

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COUNTY BOARD Action:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ aye, \_\_\_\_\_ nay, \_\_\_\_\_ absent/abstention

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## DEPARTMENT OF HUMAN SERVICES

### JOB TITLE: SOCIAL SERVICES MANAGER

#### POSITION SUMMARY:

Under the direction of the Monroe County Department of Human Services Director, The Social Services Manager assumes responsibility for certain administrative functions. Manages the Children and Family Services Unit and is responsible for the areas of Juvenile Intake, Child Welfare, Child Protective Services, Children's LTS Waiver, Birth to Three, Foster Care, Kinship, IV-E, and Safe & Stable Families programs.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the preparation of the unit's budget, monitors expenditures and revenues and submits required reports to the director;
- Plans, evaluates, and interprets statistical, narrative, and analytical reports to determine department's services and needs;
- Participates in community planning relative to children & family initiatives;
- Reviews department performance against established goals and objectives, both internally and externally developed; implements changes to effect continual quality improvement in services provided;
- Ensures compliance with Wisconsin State Statutes and federal laws, Wisconsin State Standards, social work "best practices," and administrative rules;
- Assists in organizing an effective staff development program, including in-service training and appropriate use of educational resources;
- Participates in policy and procedure development;
- Cooperates and communicates with other agencies, officials, and citizens in planning for community services;
- Maintains good public relations and interprets agency programs to the community. Assures working relationships with law enforcement, court, probation and parole, legal community, schools, medical community, business, tribal service providers, contract agencies, other county departments, district attorney, and collateral agencies;
- Assures positive coordination and collaboration with other units within MCDHS;
- Participates in contractual development and arrangements needed to carry out assigned functions with the unit;
- Assists in grant writing and/or consortium activities designed to enhance services;
- Evaluates and plans programs and services to provide client choices, education, health care, housing, training and employment essential to the prevention, reduction of dependency, abuse, neglect or exploitation
- Stays current on social and economic problems and the way in which these problems affect individuals and families
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws throughout the department
- Provides overall direction, coordination, and evaluation of employees within the Children and Family Division. Responsibilities include interviewing, hiring, and training employees; developing work schedules; authorizing leave, vacation, and overtime; planning, assigning, and directing work; appraising performance; disciplining employees; and addressing complaints;
- Performs other duties as assigned by Human Services Director

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises Children and Family Services Staff

## **LICENSING REQUIREMENTS**

- Wisconsin Social Work Licensure required
- Valid Wisconsin Driver's license and access to transportation suitable to complete necessary work out of the office is required

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Minimum of a Bachelor's Degree (prefer Master's Degree) in social work, public administration, or related field from an accredited school.
- Minimum of three years social work experience in a Human Services work situation or related field including one year in a supervisory capacity or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM JOB**

- Knowledge of Wisconsin Statutes and Administrative Code pertaining to social services, child protections and juvenile justice;
- Knowledge of management principles and practices;
- Ability to exercise good judgment in appraisal of situations and in making decisions, planning, and directing work activities;
- Ability to work well with staff and the general public as well as County department heads, County Board members, collateral agencies, and various agencies and officials, such as the Ho-Chunk Nation, in a pleasant and understanding manner ;
- Strong communication skills, both oral and in writing;
- Ability to read and interpret documents, and laws in the English language;
- Ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications;
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to compute rate, ratio, and percent;
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form;
- Inductive and deductive reasoning – ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions; includes coming up with a logical explanation for why a series of seemingly unrelated events occur together and deciding if an answer makes sense

## **HIPAA RESPONSIBILITY**

All members of the workforce have a responsibility to watch for unauthorized use or disclosures of Protected Health Information (PHI), to act to prevent the action, and to report suspected breaches of privacy and security policies to their supervisor, or to the Privacy or Security Officer (example of a breach: member or visitor looking through a claim or personal information left on a desk).

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. A large percentage of time is spent sitting, talking, hearing, typing, and using near/far vision and judgment.

The employee may also be required to stand; walk; run; handle objects; lift, carry, and push/pull up to 40 pounds; stoop; kneel; bend; reach; crouch; crawl; climb; balance; taste and smell; be exposed to extreme weather, be at risk of physical attack and adverse atmospheric conditions; and travels to and move about homes intermittently.

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Fair Labor Standards Act Category

Exempt – Administrative

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

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Employee Signature

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Date

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Supervisor Signature

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Date

Monroe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

RESOLUTION NO. \_\_\_\_\_

1 RESOLUTION AUTHORIZING ESTABLISHMENT OF AN ADDITIONAL SOCIAL WORKER I  
2 POSITION IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT  
3

4 WHEREAS, the Monroe County Health & Human Services Committee and the  
5 Administration & Personnel Committee request the establishment of an additional Social  
6 Worker I position in the Children & Family Services unit of the Human Services Department;  
7 and  
8

9 WHEREAS, we are requesting a Permanency Resource Social Worker I in the  
10 Children & Family Services unit to research and identify additional permanency resources for  
11 the case-managing social workers by using the Family Find and Engagement Process. Total  
12 cases have risen 80% in the past three years, and the rise in Meth and Opiate drug cases  
13 has had a significant impact on the increased workload. Current staff caseloads range from  
14 18-20, whereas recommended caseloads are 10-12; and  
15

16 WHEREAS, as the number of total cases and individual caseloads rise, so have the  
17 number of out of home placements (OHP). In 2013, we averaged approximately 35 OHP at  
18 any given time, while we are now currently averaging approximately 58 OHP, an increase of  
19 65% which corresponds with additional fiscal responsibility to the County. This position  
20 would relieve the current staff of Family Find responsibilities and reduce OHP numbers.  
21

22 NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors  
23 that they do hereby authorize the establishment of a Permanency Resource Social Worker I  
24 position in the Children & Family Services unit of the Human Services Department effective  
25 January 1, 2018.  
26

27 Dated this 26<sup>th</sup> day of July 2017.  
28

29 Offered by the Administration & Personnel Committee  
30

31 Purpose: Approve a new Permanency Resource Social Worker position for 2018.  
32

33 Fiscal Note: Position will be paid through County levy and budgeted for 2018 at a cost of  
34 \$69,956 in 2018 and \$65,956 annually thereafter.

Reviewed as to form on \_\_\_\_\_  
\_\_\_\_\_  
Andy Kaftan, Corporation Counsel

Finance Vote (If required):  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Committee of Jurisdiction Forwarded on: \_\_\_\_\_ 20\_\_\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Committee Chair: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADOPTED  FAILED  AMENDED  
  
 OTHER \_\_\_\_\_  
County Board Vote on: \_\_\_\_\_ 20\_\_\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

STATE OF WISCONSIN  
COUNTY OF MONROE  
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing  
is a true and correct copy of Resolution # \_\_\_\_\_ acted on by the County  
Board of Supervisors at the meeting held on \_\_\_\_\_.  
  
SHELLEY R. BOHL, MONROE COUNTY CLERK  
(A raised seal certifies an official document)

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: Human Services Date: 7/5/2017

Department Head: Ron Hamilton

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

We are requesting an additional Children's and Family worker for the 2018 year. We have identified this position to be a Permanency Resource Social Worker. This worker will research and identify additional permanency resources for the case managing social workers by utilizing the Family Find and Engagement Process. The data below supports the increase in cases and work load from 2013-2016. 2017 initial data would project to 357 Initial Assessments and 69 CHIPS petitions. Staff current caseloads range from 18-20, recommended caseloads are 10-12. The rise in Meth and Opiate drug cases has had a significant impact on our increased workload.

	Initial Assessments	CHIPS filed	TPR's petitioned
2013	182	19	18
2014	249	33	6
2015	258	66	10
2016	327	48	33

As the number of total cases (increase of 80%) and individual caseloads rise, so have the number of out of home placements. In 2013 we averaged approximately 35 OHP at any given time. We are now currently averaging approximately 58. This is an increase of 65% which corresponds with the additional fiscal responsibility to the County. This position would relieve the current staff of Family Find responsibilities and would have an impact on reducing the OHP numbers. We are requesting a Social Worker 1 Children's and Family position to meet the demands of a rapidly increasing CPS caseload. We propose to add this position as of 1/1/2018. The position will be funded by County levy and incorporated in the 2018 budget

Suggested Title: Social Worker Full Time  Part Time /hrs

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: 1/1/2018

C. General Description of the Position: See attached job description

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

1. See attached job description
2. \_\_\_\_\_



E. Minimum Qualifications of a Candidate:

Education: See attached job description

Experience: \_\_\_\_\_

F: Funding:

Annual costs (with full family insurance coverage): **2018 Cost,**

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11	\$21.00	\$43,680	\$2970	\$3,341	\$14,172	\$779	\$18	\$996

1. Where will the funds for this position come from: \_\_\_\_\_

County levy funding, 2018 budget

2. What equipment will need to be purchased (desk, etc.)? \_\_\_\_\_

Computer, desk, chair, phone, etc.

Is office space presently available? X Where? Anticipated  
space in Human Services \_\_\_\_\_

Estimated equipment cost: \$4,000

Is this cost in the department budget? 2018 Budget

3. Grand total cost, all items, 2018 fiscal year: \$69,956

4. Thereafter, annual cost of salary and fringes: \$65,956

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position  
will have: N/A

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

List title of employees reporting to this position:

_____	_____
_____	_____
_____	_____

H. Who will this person be responsible to? Social worker  
Supervisor \_\_\_\_\_

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Health and Human Services Committee Action:

Position approved \_\_\_\_\_ Position denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

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PERSONNEL & BARGAINING COMMITTEE Action:

Position approved \_\_\_\_\_ Position denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

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FINANCE COMMITTEE Action:

Funds approved \_\_\_\_\_ Funds denied \_\_\_\_\_ by a vote of \_\_\_\_\_

Date: \_\_\_\_\_

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COUNTY BOARD Action:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date: \_\_\_\_\_

By a vote of \_\_\_\_\_ aye, \_\_\_\_\_ nay, \_\_\_\_\_ absent/abstention

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Title: Human Services Social Worker I - Children and Family Services  
Department: Human Services (work site: 14301 Co Hwy B, Sparta)  
Title of Immediate Supervisor: Children and Family Services Supervisor

Basic Functions and Responsibilities

Under general supervision of the Children and Family Services Social Work Supervisor, the Human Services Social Worker - Children and Family Services provides services for juvenile justice and Child Protective Service families.

Essential Duties and Responsibilities

- Supervises juveniles under informal supervision, consent decrees, and formal court supervision;
- Provides ongoing case management, support, and liaison services for CPS clients and their families, including assessing needs to determine placements;
- Coordinates evaluations and counseling services to children with emotional, behavioral, and adjustment problems and their families;
- Provides follow-up services to child abuse and neglect situations;
- Compliance with state standards: a) completes court reports and attends hearings; b) completes permanency plans and attends meetings; c) completes eWisACIS paperwork;
- Provides services on an individual basis and as a part of a team;
- Conducts child abuse/neglect investigations or juvenile delinquency intake within current caseload or in on-call situations.
- Participates in after hours/weekend on-call crisis response team.

Physical demands: A large percentage of time is spent sitting, walking, talking, hearing, fingering, using judgment. Stands, stoops, climbs, bends, reaches, uses near and far vision, lifts, pushes/pulls up to 10 pounds, carries up to 40 pounds, is exposed to adverse weather, potential for physical attack, travels to and moves about county sites and homes intermittently.

Supervision Exercised

None.

Qualifications

1. Bachelor's degree with major in social work or related degree (sociology, psychology, or guidance and counseling), with two years social work experience in a human service agency.
2. Certified, or eligible for certification, under 2001 Wisconsin Act 80; Wisconsin \$457.08.
3. Valid Wisconsin driver's license, reliable transportation, and sufficient driver liability insurance.
4. Computer skills

Closing Statement

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Fair Labor Standards Act Category

Exempt - Professional.

employee approved by supervisor: \_\_\_\_\_  
revised: 2/13 date: \_\_\_\_\_  
hsswlcfs

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: County Board  
 Budget Year Amended: 2017

No. _____
Date: _____


**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11100000 533010	Conference/Seminars	\$ 7,000.00	\$ 4,000.00	\$ 1,050.00	\$ 3,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 4,000.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11100000 539005	Operation & Achievement	\$ 200.00	\$ 4,000.00	\$ -	\$ 4,200.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Transfer</b>			<b>\$ 4,000.00</b>		

<b>Explanation for Transfer:</b>
Request to use County Board Strategic Funds for Justice Center Ribbon Cutting Ceremony Expenses

Department Head Approval 

Governing Committee Approval \_\_\_\_\_

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**If < \$500:**  
 Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: \_\_\_\_\_

**If > \$500:**  
 Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : \_\_\_\_\_  
Date