



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

NOTICE OF MEETING

COMMITTEE: ADMINISTRATION &
PERSONNEL COMMITTEE
TIME: 9:00 a.m.
PLACE: Monroe County Justice Center
Monroe County Board Assembly Room
South Side/Oak Street Entrance
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656
DATE: Tuesday, May 11, 2021

****PUBLIC:** Due to the COVID-19 Pandemic, you may access this meeting remotely:

Tuesday, May 11, 2021 9:00 am | 3 hours | (UTC-05:00) Central Time (US & Canada)

<https://monroecountywi.webex.com/> or **Join by phone:** +1-404-397-1516 United States Toll

Meeting Number: 187 233 1678

Access Code: 187 233 1678

Password: Admin

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next month's Meeting Date/Time
3. Minutes Approval of April 13, 2021
4. Child Support Director Report
5. Information Technology Director Report
6. Rule 5 Petition / Resolution Supporting Monroe County Medicare for All – Discussion/Action
7. Personnel Director
 - a. Resolution(s) / New Position Requests(s) – Discussion/Action
 - Human Services (4)
 - Corporation Counsel/Child Support
 - Sanitation & Zoning
 - Rolling Hills
 - Finance
 - b. Wage/Benefit Study
 - c. Director Report
8. Resolution Establishing 2022 Annual Budgeted Allocation For Pay For Performance – Discussion/Action
9. County Administrator Report
10. Next Month's Agenda Items
11. CLOSED SESSION under WI Statutes 19.82(1) of the Bargaining Subcommittee at approximately 10:30 a.m. to discuss bargaining strategy with the Monroe County Professional Police Association
12. Adjournment

Wallace Habegger, Committee Chair

Date notices mailed: May 5, 2021

Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations. We will keep distancing of at least 6 feet. Sanitizers will be on location. We ask that if you are running a temperature or not feeling well, please do not place others at risk.

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.

Present: Wallace Habhegger, Mark Halverson, Mary Von Ruden, Brett Larkin; Absent: Sharon Folcey
Others: Tina Osterberg, Cedric Schnitzler, Rick Folkedahl, Ed Smudde, Adrian Lockington, Hannah Olsen,
Deb Brandt, Wes Revels, Ron Hamilton, Laura Davis
Web-Ex: Lisa Aldinger – Hamblin, two members of the public

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Wallace Habhegger.

- Next Month's Meeting Date/Time – The next meeting is Tuesday, May 11, 2021 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mary Von Ruden second by Mark Halverson to approve the March 9, 2021 minutes. Carried 4-0.
- Information Technology/Human Services Budget Adjustment – Motion by Mark Halverson second by Mary Von Ruden to approve budget adjustment. Ron Hamilton, Human Services Director explained the 2021 budget adjustment in the amount of \$169,275.00 for MyEvolv Software for the Clinical, Crisis Alcohol & other Drug Abuse and Adult Protective Services Programs. Discussion. Carried 4-0.
- Rick Folkedahl provided the Information Technology Director Report.
- Ed Smudde provided the monthly Personnel Director Report.
- Tina Osterberg provided the Monthly Administrators Report.
- PTO Policy – Employee Laura Davis explained that PTO surveys were completed and that a majority of employees supported the proposed PTO plan. Laura presented the committee with signed petitions from employees and asked the committee to consider revisiting the PTO policy that was rejected by the board last month. She explained that more petitions are currently being circulated. The floor was opened for discussion. Items discussed but not limited to: since the resolution was voted down by the board, the committee could bring forward a new resolution; the past resolution could be asked to be reconsidered by a board member on the prevailing side at the next board meeting; the committee could choose to do nothing at this time. The discussion continued. Motion by Mary Von Ruden second by Wallace Habhegger to take no action on the PTO Policy. Discussion. The motion carried 3 yes, 1 no.
- Next Month's Agenda Items – New Position Requests; Wage/Benefit Study; 2022 Pay for Performance Resolution.
- Motion by Mary Von Ruden second by Brett Larkin to move into closed session per WI Statutes 19.85(1)(c), considering employment promotion compensation or performance evaluation data of any public employee which is the governmental body has jurisdiction or exercises responsibility – to complete County Administrator's Performance Evaluation. Supervisors Habhegger, Halverson, Von Ruden and Larkin all voting yes.
- Motion by Mark Halverson second by Mary Von Ruden to move into closed session per WI Statutes 19.82(1) of the Bargaining Subcommittee. to discuss bargaining strategy with the Monroe County Professional Police Association. Supervisors Habhegger, Halverson, Von Ruden and Larkin all voting yes.
 - o Closed Session per WI Statutes 19.85(1)(c), considering employment promotion compensation or performance evaluation data of any public employee which is the governmental body has jurisdiction or exercises responsibility – to complete County Administrator's Performance Evaluation.
 - o Closed Session per WI Statutes 19.82(1) of the Bargaining Subcommittee to discuss bargaining strategy with the Monroe County Professional Police Association.
- Motion by Mark Halverson second by Brett Larkin to move into open session. Supervisors Habhegger, Halverson, Von Ruden and Larkin all voting yes.
- Wallace Habhegger adjourned the meeting at 11:04 a.m. Carried 4-0.

PETITION UNDER MONROE COUNTY BOARD COMMITTEE RULE 5d

Pursuant to Monroe County Board Committee Rule 5d, which reads as follows:

Any member who wishes a particular resolution be brought before the entire Board shall do so by petitioning, in writing, the appropriate committee and filing a copy with the County Clerk. Said petition to bear the signatures of three (3) members and have the proposed resolution attached. A petition with more or less than three signatures shall be invalid. Upon presentation to the appropriate committee, the committee chair shall place it upon the committee agenda for discussion and comment at the next committee meeting. From that meeting, the petition and resolution with comments, shall be forwarded to the Board Chair to be considered at the next scheduled board meeting. Said resolution shall conform to all other requirements provided for in these Rules.

We, the undersigned, hereby petition the Monroe County Administration & Personnel Committee to discuss and comment on the attached resolution, RESOLUTION SUPPORTING MONROE COUNTY MEDICARE FOR ALL, and to forward the resolution, with any committee comments, to the County Board Chair to be considered at the next scheduled County Board meeting.

1) Jen Schmitz
Print Name

Jen Schmitz 4/28/21
Signature Date

2) Adam Balz
Print Name

Adam Balz 4/28/21
Signature Date

3) Rob Sherwood
Print Name

Rob Sherwood 4/28/21
Signature Date

RECEIVED

APR 28 2021

MONROE COUNTY CLERK

RESOLUTION NO. _____

RESOLUTION SUPPORTING MONROE COUNTY MEDICARE FOR ALL

WHEREAS, prior to the COVID-19 pandemic, close to 30 million Americans were without health insurance. Nationally, 15 million Americans have lost their employer-based health insurance since the onset of the pandemic, including an estimated 446,000 Wisconsin residents, according to a July 2020 analysis by the Kaiser Family Foundation; and

WHEREAS, the pandemic has demonstrated how our public health depends on the universal availability of high quality health care to all people. The current for-profit health-care system has demonstrated the inability to protect the health of residents prior to, as well as during, this pandemic. Prior to the pandemic, millions of people with insurance had coverage so inadequate that a major illness would lead to financial ruin, with medical debt contributing to two-thirds of all bankruptcies. Since the pandemic, we have experienced record levels of unemployment, loss of employer-sponsored health insurance, widespread illness, and an overburdening of our healthcare and public health systems; and

WHEREAS, in Wisconsin, Black, Latinx, and Indigenous people suffer from significant health-care disparities compared with their White counterparts, including, but not limited to, higher rates of being uninsured, of poor or fair health status, chronic diseases, significantly higher preterm births, maternal mortality, and overall mortality. People of color have been hospitalized at high rates due to COVID-19 and suffered death at rates alarmingly higher than would be predicted for their population sizes in Wisconsin. Those same communities of color would see reductions in the aforementioned health-care disparities from having access to high quality, universal health care without the interruptions in care present in an employer-based for-profit system; and

WHEREAS, every person in Monroe County deserves high quality health care. Continuously rising costs of health care add challenges to already strapped municipal budgets and small businesses, and this has only been compounded by the economic and public health crisis of the COVID-19 pandemic. Health care is a right and not a privilege, but employer-based health insurance has not adequately ensured that right for millions in this country; and

WHEREAS, the Medicare for All Act 2022 HR 1976 would provide national health insurance for every person in the United States for all necessary medical care, including prescription drugs; hospital, surgical, and outpatient services; primary and preventive care; emergency services; reproductive care; dental and vision care; and long-term care. The Medicare for All Act 2022 HR 1976, would provide coverage without copays, deductibles, or other out-of-pocket costs and would also slash bureaucracy, protect the doctor-patient relationship, and assure patients a free choice of doctors.

WHEREAS, the Medicare for All Act 2022 HR 1976 would guarantee that all residents of Monroe County would be fully covered for health care without copays, deductibles, or other out-of-pocket costs. The quality of life for the residents of Monroe County would vastly improve because these residents would be able to get the ongoing care they need instead of waiting until a medical emergency upends their lives and further burdens local resources.

NOW, THEREFORE, BE IT RESOLVED that Monroe County endorses and urges immediate enactment of the Medicare for All Act 2022 HR 1976 in order to provide, universal, comprehensive health coverage with zero cost-sharing for the presently uninsured during the COVID-19 crisis; and

FURTHER BE IT RESOLVED that Monroe County enthusiastically supports the Medicare for All Act 2022 HR 1976, encompassing single payer national health insurance for all residents, and subsequent enactment, ensuring appropriate and efficient health care for all residents of the United States; and

BE IT FINALLY RESOLVED that a copy of this resolution shall be sent by the County Clerk to President Joseph Biden Jr., Vice President Kamala Harris, U.S. Senators Tammy Baldwin and Ron Johnson, and the Wisconsin Congressional delegation.

Offered pursuant to Monroe County Board Committee Rule 5d this 26th day of May, 2021.

Statement of Purpose: For the County to state its support for a single payer national health insurance.

Fiscal note: Indirect costs of sending notice of the County's position

Drafted by Jen Schmitz, County Board Supervisor

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent ***** Approved as to form on _____ _____ Andrew C. Kaftan, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20__ VOTE: ____ Yes ____ No ____ Absent Committee Chair: _____ _____ _____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20__ ____ Yes ____ No ____ Absent</p>	<p>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 Monroe County Board of Supervisors at the meeting held on _____. _____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

RECEIVED
 APR 28 2021
MONROE COUNTY CLERK

RESOLUTION AUTHORIZING THE INCREASE OF THE ADRC NUTRITION COORDINATOR
POSITION TO FULLTIME IN MONROE COUNTY

1 WHEREAS, the Aging and Disabilities Resource Center (ADRC) Nutrition Coordinator is responsible
2 for all aspects of the six Congregate Meal sites and Home Delivered Meals operations and compliance
3 with all state requirements; and
4

5 WHEREAS, the Monroe County Human Services Board and Administration & Personnel Committee
6 have reviewed the attached New Position Analysis and request to increase the Nutrition Coordinator
7 position from 0.75 to full time in the ADRC; and
8

9 WHEREAS, the current Nutrition Programs:

- 10 1. has six Congregate meal sites; and
- 11 2. all sites will be re-opened in 2021;
- 12 3. all site staff need to be trained in and sites monitored under Serv Safe;
- 13 4. currently 130 participants are receiving home delivered meals; and
- 14 5. all Home Delivered Meals participants must receive an annual visit from the Nutrition
15 Coordinator; and
- 16 6. full-time hours will enhance recruitment and retention.

17
18 WHEREAS, there is Greater Wisconsin Agency on Aging Resources, Inc. (GWAAR) funding and Meal
19 Fees which will reduce the County Levy allocation to approximately 35% of the position cost which for
20 the position (wages, benefits and equipment) is approximately \$57,487. Then \$20,120 is the remaining
21 uncovered amount and the 2022 additional County Levy allocation is \$10,000.
22

23 NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that it does
24 hereby authorize the increase of a full-time Nutrition Coordinator position in the ADRC with start date
25 of January 1, 2022.
26

27 Offered by the Administration & Personnel Committee this 23rd day of June, 2021.
28

29 Fiscal note: The 2022 budget will require an additional County Levy allocation of \$10,000.
30

31 Purpose: To approve budgeting to increase the Nutrition Coordinator position from 0.75 to full-time.

<p>Finance Vote (If required): ____ Yes ____ No ____ Absent</p> <p>*****</p> <p>Approved as to form on _____ _____ Andrew C. Kaftan, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20____</p> <p>VOTE: ____ Yes ____ No ____ Absent</p> <p>Committee Chair: _____ _____ _____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED</p> <p><input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20__</p> <p>____ Yes ____ No ____ Absent</p>	<p>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 Monroe County Board of Supervisors at the meeting held on _____.</p> <hr/> <p>SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>

New Position Analysis



- New position
- Increased hours to current position
- Additional existing position

Date: 6/23/2021	Department: Human Services
Department Head Name: Ron Hamilton	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

We are proposing the ADRC Nutrition Program Coordinator position be increased from .75 to fulltime to be effective 1/1/22. The additional 10 hours will allow us better meet our requirements of timely annual visits with home delivered meals participants. We are currently serving approximately 130 home delivered meals per day. This position will take on additional duties such as providing more ongoing Serv Safe training to meal site managers. Additionally they will, oversee any issues with food service provider, meal site locations or home delivered meals and will keep the ADRC Manager informed of any such issues. The Coordinator will work with meal site managers to promote the dining sites and coordinate activities to increase and maintain adequate attendance. They will also attend regional trainings and facilitate the quarterly Nutrition Committee meeting and the bi-annual meal site manager meetings. The Coordinator will continue to do SAMS data entry to create the GWAAR report. Fulltime status of this position will also assist in the recruitment, retention and stability for the Nutrition Coordinator position and therefore the Nutrition Program in the future.

The current annual cost is \$28,540 the proposed annual cost would be \$57,487. The benefits of health and dental insurance and WI retirement are the primary cost differentials. The additional \$28,947 will be funded through GWAAR, fees collected and County Levy. These percentages change annually. Based on the past three years percentage along with the increased budget cost it would be reasonable to estimate that the additional cost allocated to County Levy would be \$10,000 or about 35% of the additional cost.

Suggested Title: Nutrition Coordinator		
Personnel Director's Recommended Classification:	Grade: 16	FLSA Class: Hourly
Full-time: <input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 1/1/2022

Current or newly created Job Description in current County format must be attached.

A completed and approved Resolution must also accompany this Position Analysis.

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
15.75	32,886	2,220	2039	477	259	18,804	784	18

1. Where will the funds for this position come from?
 Funding will be a combination of GWAAR allocation, fees collected and County Levy.
2. What equipment will need to be purchased for this position (desk, etc.)?
 Equipment currently exists
 - a. Is office space presently available? Yes Where? ADRC
 - b. Estimated cost of needed equipment? N/A
 - c. Is the cost of needed equipment in the department budget? N/A
3. What is the grand total cost of all items this fiscal year? 57,487 of which 28,540 is currently budgeted
4. What is the annual cost of salary and fringes, thereafter? 57,487

Supervisory Responsibility (if applicable):

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

N/A

2. Number of employees Directly supervised: _____ Indirectly: _____

List the position titles that will report to this position:

3. What position title will this position report to? _____

County Administrator – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	
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Committee of Jurisdiction: _____ – Action:

Date: 5/4/2021	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of: 8 - 0 - 1
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Administration & Personnel Committee – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
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Finance Committee – Action on Fiscal Note:

Date:	Funds Approved: <input type="checkbox"/>	Funds Denied: <input type="checkbox"/>	by a vote of:
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County Board – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	
By a vote of:	aye	nay	absent/abstention

Job Title:	Nutrition Program Coordinator	Department:	ADRC
Location:	315 W. Oak St. Suite A, Community Services Center, Sparta	FLSA Category:	Non-exempt
Immediate Supervisor:	ADRC Manager	Salary Grade:	16
Supervision Exercised:	Functional supervision of staff and volunteer personnel responsible for home-delivered meals.	Position Type:	Part-time

Basic Functions and Responsibilities

Under supervision of the ADRC Manager, the Nutrition Program Coordinator oversees the home delivered and congregate meal site programs and monitors the service system. Also responsible for data collection and entry for billing and reporting purposes.

Job Description

ROLE AND RESPONSIBILITIES

- Screens referrals and conducts in-home assessments to determine eligibility for meal services
- Discerns clients' needs for other services and refers individuals to appropriate service providers
- Monitors nutrition data and enters the information into the state data collection system
- Contacts medical personnel for special diet prescriptions, sharing the prescription with the kitchen, and updating prescription yearly
- Notifies emergency contacts when concerns over participants arise (as needed)
- Manages the ADRC website and social media pages
- Maintains client files
- Contacts participants when necessary to encourage the giving of donation for meals being received
- Substitutes at nutrition sites and delivers home-delivered meals when necessary
- Enters personal and meal data into nutrition software program
- Reconciles number of meals served with nutrition site records
- Provides program outreach through educational materials
- In consultation with the ADRC Manager, notifies news and radio stations, kitchen and meal transport staff of meal site closures due to inclement weather
- Backs up other office personnel as needed
- Assists in promotion and support of nutrition sites
- Attends all mandatory state trainings
- Oversees meal site manager's mandated trainings. Provides appropriate trainings as able
- Inputs data in state data collection system for caregiver assistance programs, service authorizations, and ADRC customer events and programs

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Graduation from high school and minimum of two years' experience working directly with elderly or with a public agency that handles duties similar to those required of this position or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Strong computer skills necessary.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, talking, hearing, keyboarding, using near and far vision. Walks, stands, stoops, climbs, reaches, handles, lifts, carries up to 40 pounds, pushes/pulls up to 80 pounds, is exposed to extreme weather, travels to and moves about homes and sites intermittently.

ADDITIONAL NOTES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee Signature: _____ **Date:** _____

Approved by Supervisor: _____ **Date:** _____

RESOLUTION NO. _____

RESOLUTION AUTHORIZING TWO CHILDREN'S LONG TERM SUPPORT SERVICES (CLTS)
SOCIAL WORKER POSITIONS IN MONROE COUNTY

1 WHEREAS, early intervention for children with developmental disabilities, severe emotional disturbances,
2 and physical disabilities in the community is being promoted at state and federal levels; and
3

4 WHEREAS, intervention for identified vulnerable children in our county is a matter of safety and
5 security for the children; and
6

7 WHEREAS, the Monroe County Human Services Board and Administration & Personnel Committee
8 have reviewed the attached New Position Analysis and request the establishment two CLTS Social
9 Worker positions in the Department of Human Services; and
10

11 WHEREAS, the current CLTS program:

- 12 1. has a waitlist of 8 children; and
- 13 2. as of July 1 2021, the state will be managing all County waitlists and will forward new
14 referrals which must be processed in a 60 day time frame; and
- 15 3. there are currently 151 individuals served by a 4 FTE CLTS staff; and
- 16 4. the projected case load will be 180 children by 12/31/2021; and
- 17 5. the 6 FTE staffing would be needed to create caseloads of 30 children per staff position.
18
19

20 WHEREAS, these positions generate revenues through Medical Assistance billing which will cover the
21 costs.
22

23 NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that it does
24 hereby authorize the establishment of two CLTS social worker positions in the Department of Human
25 Services with start date of January 1, 2022.
26

27 Offered by the Administration & Personnel Committee this 23rd day of June, 2021.
28

29 Fiscal note: The 2022 budget for this position (wages, benefits and equipment) is approximately
30 \$150,042 which will be covered by Medical Assistance Case Management billing avoiding the need for
31 tax levy funding.
32

33 Purpose: To approve budgeting in 2022 for 2 CLTS social workers.

Finance Vote (If required):
____ Yes ____ No ____ Absent

Approved as to form on _____

Andrew C. Kaftan, Corporation Counsel

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20__
____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: _____, 20__
____ Yes ____ No ____ Absent

Committee Chair: _____

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 Monroe
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 hours to current position
- Additional existing position

Date: 6/23/2021	Department: Human Services
Department Head Name: Ron Hamilton	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

Effective July 1 2021 the state will manage Children's Long Term Support (CLTS) waitlist and will notify counties when they will be receiving a referral. CLTS current staff have caseloads of over 35 children, the recommended caseload is 25-30. At the end of 2020 we had 151 children enrolled with 8 children in process for enrollment. We anticipate that we will be serving over 180 children by the end of 2021. We are requesting two Social Worker 1 CFS Designated Service Program positions who would work 100% in CLTS to meet our consumer growth. These positions will allow the additional children, some of the most vulnerable children in our county to begin receiving services throughout 2022. State and federal funding will be available through an allocation pool to Monroe County CLTS based on the number of children in the program. These new positions are able to be supported through Case Management Medical Assistance billing. Our current case management billing is at \$104.60/hr. Billing at approximately 800 hours per staff person will cover the cost of the positions. No additional county tax levy will be requested for these positions

Suggested Title: Social Worker 1 CFS Designated Service Program		
Personnel Director's Recommended Classification:	Grade: 11	FLSA Class: Exempt
Full-time: <input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 1/1/2022

Current or newly created Job Description in current County format must be attached.

A completed and approved Resolution must also accompany this Position Analysis.

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
22.00	45,936	3,101	2,849	667	362	18,804	784	18

1. Where will the funds for this position come from?
 Medical Assistance billing at the rate of \$104.60/hr will cover the cost for the positions

2. What equipment will need to be purchased for this position (desk, etc.)?
 chair, cell phone, computer

 - a. Is office space presently available? Yes Where? Human Services/Telework
 - b. Estimated cost of needed equipment? 2,500 x 2 = 5,000
 - c. Is the cost of needed equipment in the department budget? Will be for the 2022 budget
3. What is the grand total cost of all items this fiscal year? 72,521 x 2 + 5,000 = 150,042 fiscal year 2022
4. What is the annual cost of salary and fringes, thereafter? 72,521 x 2 = 145,042

Supervisory Responsibility (if applicable):

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

N/A

2. Number of employees Directly supervised: _____ Indirectly: _____

List the position titles that will report to this position:

3. What position title will this position report to? _____

County Administrator – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>
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Committee of Jurisdiction: _____ – Action:

Date: 5/4/2021	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of: 8-0-1
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Administration & Personnel Committee – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
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Finance Committee – Action on Fiscal Note:

Date:	Funds Approved: <input type="checkbox"/>	Funds Denied: <input type="checkbox"/>	by a vote of:
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County Board – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	
By a vote of:	aye	nay	absent/abstention

Job Title:	Human Services Social Worker I – CFS – Designated Service Program	Department:	Human Services
Location:	112 S Court Street Rm 3000, Sparta	FLSA Category:	Exempt- Professional
Immediate Supervisor:	Social Work Supervisor (Children and Family Services)	Salary Grade:	11
Supervision Exercised:	None.	Position Type:	Full-time:

Basic Functions and Responsibilities

Works with children and families of children with special needs (developmental, severe emotional, and physical disabilities). Screen children for functional eligibility for a designated service program, i.e., Birth-To-Three, Children’s Long Term Support or Family Support.

Job Description

ROLE AND RESPONSIBILITIES

- Screen children for functional and financial eligibility in designated service programs;
- Responsible for overall case management of eligible children and families in designated service program
- Develop, assess, and update Individual Service Plans (ISP) for children
- Provides advocacy, information, and resources to eligible children and families
- Coordination of services provided under the specified guidelines of the designated service program
- Provide direct contact with clients and make appropriate collateral service contacts
- Participate in wrap around service coordination through meeting with children and their families; attend Individual Educational Plan (IEP) meetings in the local school system; meet/consult with other professionals involved in the delivery of services to child and families
- Responsible for balancing the needs of children and families in designated service program with federal and state requirements
- Provide targeted case management for billing
- Provide transitional and relocation assistance for children and families who by age exceed the guidelines for designated service program

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor’s degree with major in social work or related degree programs (i.e., sociology, psychology, or guidance and counseling), with a minimum of four years social work in a human services agency with a case manager of support and service coordination;
- Certified, or eligible for certification, under 2001 Wisconsin Act 80; Wisconsin §457.08.
- Valid Wisconsin driver’s license, reliable transportation, and sufficient driver liability insurance.
- Computer skills.

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.

ADDITIONAL NOTES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

RESOLUTION NO. _____

RESOLUTION AUTHORIZING COMPREHENSIVE COMMUNITY SERVICES (CCS) SOCIAL WORKER POSITION IN MONROE COUNTY

1 WHEREAS, early intervention in mental health and substance abuse issues for adults and children in the
2 community is being promoted at state and federal levels; and
3

4 WHEREAS, the Monroe County Human Services Board and Administration & Personnel Committee
5 have reviewed the attached New Position Analysis and request the establishment of another CCS social
6 worker position in the Department of Human Services; and
7

8 WHEREAS, the current CCS program is in high demand having served 137 consumers in 2020 and has
9 a current participant list of 105 individuals and a wait list of 47 awaiting a screening assessment.
10

11 WHEREAS, addressing mental health on a regular basis is more cost effective than responding to a
12 crisis as medical case assessment billing generates reimbursement revenue for the county and crisis
13 intervention does not.
14

15 NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that it does
16 hereby authorize the establishment of a CCS Social Worker position in the Department of Human
17 Services with start date of January 1, 2022.
18

19 Dated this 23rd day of June, 2021.
20

21 Offered by the Administration & Personnel Committee
22

23 Fiscal note: The 2022 budget for this position (wages, benefits and equipment) is approximately \$75,021
24 which will be covered by Medical Assistance Case Management billing avoiding the need for County
25 tax levy funding.
26

27 Purpose: To approve budgeting for one CCS Social Worker.

Finance Vote (If required):
____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: _____, 20____
____ Yes ____ No ____ Absent

Approved as to form on _____

Andrew C. Kaftan, Corporation Counsel

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 Monroe
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 hours to current position
- Additional existing position

Date: 06/23/2021	Department: Human Services
Department Head Name: Ron Hamilton	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

The Comprehensive Community Services (CCS) is a key program within MCDHS and the WRIC Consortia. In Monroe County, CCS began in late 2014 with its first consumer and has seen consistent annual growth of the program. This is a voluntary program which works with both adult and children/youth with a mental health diagnosis. We served 137 consumers in 2020. Our current participant list is at 105 with 47 currently waiting for a screening assessment. We have 7 CCS Service Facilitators. As we work through the screening process, we are projecting beyond maximized caseload capacity in 2022. Optimal mixed caseload range is 17-18 adult and children consumers. The assessment process is very comprehensive and requires a significant number of staff hours to complete. This causes delays in providing services to individuals with mental health issues in our community. With the continued program growth, there is a need for additional staff to meet the service demands and more timely entry into the CCS program. We are requesting a Behavioral Health Professional-Social Worker position (CCS Service Facilitator) to meet the demands of a flourishing CCS program. We propose to add this position as of 1/1/2022.

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. There is no request of County tax levy funding for this position.

Suggested Title: Behavioral Health Professional - Social Worker			
Personnel Director's Recommended Classification:	Grade: 11	FLSA Class: Exempt	
Full-time: <input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 1/1/2022	

Current or newly created Job Description in current County format must be attached.
A completed and approved Resolution must also accompany this Position Analysis.

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
22.00	45,936	3,101	2,849	667	362	18,804	784	18

1. Where will the funds for this position come from?
 Through Medical Assistance Case Management billable time at \$85.72/hr. for BS level or \$128.56/hr. for Masters level.
 There is no request for additional County levy funding.
2. What equipment will need to be purchased for this position (desk, etc.)?
 Chair, computer, cell phone
 - a. Is office space presently available? Yes Where? Human Services/Telewok
 - b. Estimated cost of needed equipment? 2,500
 - c. Is the cost of needed equipment in the department budget? Expenditures will be included in the 2022 budget.
3. What is the grand total cost of all items this fiscal year? 72,521 + 2500 = 75,021
4. What is the annual cost of salary and fringes, thereafter? 72,521

Supervisory Responsibility (if applicable):

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

N/A

2. Number of employees Directly supervised: _____ Indirectly: _____

List the position titles that will report to this position:

3. What position title will this position report to? _____

County Administrator – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>	<input type="checkbox"/>
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Committee of Jurisdiction: _____ – Action:

Date: 5/4/2021	Position Approved:	<input checked="" type="checkbox"/>	Position Denied:	<input type="checkbox"/>	by a vote of: 8-0-1
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Administration & Personnel Committee – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>	by a vote of:
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Finance Committee – Action on Fiscal Note:

Date:	Funds Approved:	<input type="checkbox"/>	Funds Denied:	<input type="checkbox"/>	by a vote of:
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County Board – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>
By a vote of:	aye	nay	absent/abstention	

Job Title:	Human Services Behavioral Health Professional	Department:	Human Services
Location:	112 S. Court Street, Rm 3000 , Sparta	FLSA Category:	Exempt- Professional
Immediate Supervisor:	Clinical Administrator - Behavioral Health	Salary Grade:	11
Supervision Exercised:	None.	Position Type:	Full-time:

Basic Functions and Responsibilities

Under general supervision of the Clinical Administrator, the Behavioral Health Professional provides services to at-risk children and adults, individuals with mental health or substance abuse related issues.

Job Description

ROLE AND RESPONSIBILITIES

- Provides initial and ongoing assessments and serves as a resource person
- Develops case plans, makes arrangements for appropriate services, and monitors individuals receiving Behavioral Health services
- Participate on committees and task forces as assigned
- Complete all required documentation related to job functions within established timelines
- May provide services in the following areas:
 - Adult Protective Services to adults-at-risk and elder adults-at-risk including court and monitoring actions related guardianships and protective placements
 - Crisis Intervention Services including risk assessment, linkage and follow-up activities, crisis planning, and initiating court and monitoring actions related to emergency detentions and civil commitments;
 - Coordinated Services Team
 - Comprehensive Community Services
 - Community Recovery Services
 - Targeted Case Management
 - Any other related services or programs

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum of a Bachelor’s degree with major in social work, sociology, psychology, or guidance and counseling; or general college degree with two years professional experience in a human services agency.
- Valid Wisconsin’s driver’s license.
- Credentialed by the Wisconsin Department of Safety and Professional Services as a Certified Social Worker or other advanced credential such as Advance Practice Social Worker, Licensed Clinical Social Worker, Licensed Professional Counselor, and License Marriage and Family Therapist (individuals who can identify a path to licensure may be considered).

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.

ADDITIONAL NOTES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee Signature: _____ **Date:** _____

Approved by Supervisor: _____ **Date:** _____

RESOLUTION AUTHORIZING A CFS SOCIAL WORKER I INITIAL ASSESSMENT
POSITION IN MONROE COUNTY

1 WHEREAS, the Federal Families First Act will be effective October 1, 2021 and the emphasis will be to
2 provide intensive in-home services to allow more children to remain at home; and
3
4 WHEREAS, in the first quarter of 2021 there has been a 13% increase in access reports over the first
5 quarter of any of the previous 4 years; and
6
7 WHEREAS, investigations of abuse and neglect of children require quick response for the safety and
8 wellbeing of the children; and
9
10 WHEREAS, a Child Protective Services Initial Assessment Worker must interview, gather necessary
11 information, assess the situation for safety of the child and propose options to ensure the future safety of
12 the identified child; and
13
14 WHEREAS, when the Families First Act is implemented, each investigation will have added
15 requirements complexity for staff to handle; and
16
17 WHEREAS, the Initial Assessment Social Worker position remains one of the highest turnover positions
18 in Human Services; and
19
20 WHEREAS, the Monroe County Human Services Board and Administration & Personnel Committee
21 have reviewed the attached New Position Analysis and approve with the request.
22
23 NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that it does
24 hereby authorize the establishment of CFS Social Worker 1 Initial Assessment position in the
25 Department of Human Services.
26
27 Offered by the Administration & Personnel Committee this 23rd day of June, 2021.
28
29 Fiscal note: The 2022 budget for this position (wages, benefits and equipment) is approximately \$75,021
30 and will be covered thru a combination of Children and Family allocation, grant funding and County
31 Levy with County Levy being the funding of last resort.
32
33 Purpose: To approve budgeting for a CFS Social Worker 1 Initial Assessment position

Finance Vote (If required):

____ Yes ____ No ____ Absent

Approved as to form on _____

Andrew C. Kaftan, Corporation Counsel

ADOPTED FAILED AMENDED

OTHER _____

County Board Vote on: _____ 20__

____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: _____, 20__

VOTE: ____ Yes ____ No ____ Absent

Committee Chair: _____

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 Monroe 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 hours to current position
- Additional existing position

Date: 6/23/2021	Department: Human Services
Department Head Name: Ronald Hamilton	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

The Federal Families First Act will be effective 10/1/2021. The emphasis will be to provide intensive in the home services and significantly reduce out of home care. This will be for Child Protective Services as well as Youth Justice Services. This is driven by Federal and State requirements. Many placements start with our Initial Assessment process, we will need to be extremely diligent in establishing alternative services to placement outside of the home. This will require more time and supervision of investigations and ongoing CPS/Youth Justice cases. We are requesting one Initial Assessment Social Work position to be better prepared to address the upcoming changes in 2022. In the first quarter in 2021 we have seen a 13% increase in access reports over the first quarter of any of the past 4 years indicating that we may anticipate a much higher number of cases for investigations in 2021. As we follow Families First requirements, we know each case will involve more time and effort by staff. The Initial assessment Social Worker position remains one of the highest turnover positions in Human Services as it is very intensive and emotionally stressful with caseloads are that generally high and inconsistent. They are determined by screened in CPS reports, response times are determined by safety concerns and there is no waitlist. The state will provide additional Childrens and Family Allocation in 2022 to better meets these anticipated needs. For Monroe County that will be an additional estimated \$90,000. The CFA is not designated to specific use. CPS positions are a non-billable funding position, they are always a combination of CFA, grant funding and County Levy being the funding of last resort. Annual cost of this position is \$72,521

Suggested Title: CFS Social Worker Initial Assessment			
Personnel Director's Recommended Classification:		Grade: 11	FLSA Class: Exempt
Full-time:	<input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 1/1/2022

Current or newly created Job Description in current County format must be attached.

A completed and approved Resolution must also accompany this Position Analysis.

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
22.00	45,936	3101	2849	667	362	18,804	784	18

1. Where will the funds for this position come from?
 CPS positions are a non-billable funding position, they are always a combination of CFA, County Levy and a small amount through grant funding.
2. What equipment will need to be purchased for this position (desk, etc.)?
 Computer/cellphone
 - a. Is office space presently available? Yes Where? Human Services/Telework
 - b. Estimated cost of needed equipment? 2,500
 - c. Is the cost of needed equipment in the department budget? Will be in the 2022 budget
3. What is the grand total cost of all items this fiscal year? 72,521 + 2500 =75021
4. What is the annual cost of salary and fringes, thereafter? 72,521

Supervisory Responsibility (if applicable):

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

N/A

2. Number of employees Directly supervised: _____ Indirectly: _____

List the position titles that will report to this position:

3. What position title will this position report to? _____

County Administrator – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>
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Committee of Jurisdiction: _____ – Action:

Date: 5/4/2021	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of: 8-0-1
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Administration & Personnel Committee – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
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Finance Committee – Action on Fiscal Note:

Date:	Funds Approved: <input type="checkbox"/>	Funds Denied: <input type="checkbox"/>	by a vote of:
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County Board – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	
By a vote of:	aye	nay	absent/abstention

Job Title:	Initial Assessment Social Worker (CFS Unit)	Department:	Human Services
Location:	112 S. Court Street, Room 3000	FLSA Category:	Exempt-Professional
Immediate Supervisor:	Children and Family Services Manager	Salary Grade:	11
Supervision Exercised:	None.	Position Type:	Full-time

Basic Functions and Responsibilities

Under supervision of the Children's and Family Services Manager, the Human Services Access Social Worker completes comprehensive initial assessments with recommendations for any needed interventions.

Job Description

ROLE AND RESPONSIBILITIES

- Conduct comprehensive initial assessments for screened in CPS reports and submit for approval timely
- Interview family members, collaterals, and referral sources using trauma informed care principles
- Work collaboratively with law enforcement, educators, and other county staff
- Observe home conditions and completes safety assessments, identifying danger threats
- Determine if safety threats can be controlled within the home or if removal is necessary
- Create and monitor safety plans to determine if further intervention is necessary
- Provide information relating to programs and services in the community and make referrals as needed
- Prepare and present information in court
- Fulfill all state required documentation standards and agency policies regarding quality and timeliness of documentation
- Maintain security and confidentiality of records
- Provide on-call access on a rotational basis for after-hours reports of child abuse/neglect and youth justice referrals

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 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.
- Certified, or eligible for certification, under 2001 Wisconsin Act 80; Wisconsin §457.08.
- Computer proficiency
- Excellent verbal and written communication skills
- Valid driver's license

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.

ADDITIONAL NOTES

The ideal applicant will have strong skills in engagement and family assessment, as well as being able to build rapport and compassion for the families that are being served.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee Signature: _____ **Date:** _____

Approved by Supervisor: _____ **Date:** _____

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF A
SECOND ASSISTANT CORPORATION COUNSEL POSITION

1 WHEREAS, there has been a steady increase in work load in the Office of Corporation Counsel with the
2 with three circuit court branches; and
3

4 WHEREAS, the Monroe County Child Support Agency would benefit from dedicated Assistant
5 Corporation Counsel to directly assist them in their case management; and
6

7 WHEREAS, the Monroe County Administration & Personnel Committee requests the establishment of a
8 second Assistant Corporation Counsel position in the Office of Corporation Counsel; and
9

10 WHEREAS, it is anticipated that the Child Support Agency shall receive additional funding due to the
11 additional attorney hours spent on the child support cases and it is projected that the Monroe County
12 Child Support Agency will receive \$70,000.00; and
13

14 WHEREAS, it is anticipated that the Child Support Agency shall receive additional General Purpose
15 Revenue that will cover the remaining cost for the position; and
16

17 NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do
18 hereby authorize the establishment of a second Assistant Corporation Counsel position in the Office of
19 Corporation Counsel effective January 1, 2022.
20

21 FURTHER BE IT RESOLVED that this position is contingent on the additional funding for Child
22 Support Agencies being approved in the State budget.
23

24 Offered by the Personnel & Bargaining Committee this 25th day of May, 2021.
25

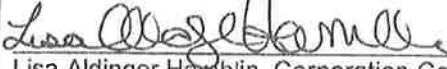
26 Purpose: To approve establishing and budgeting for a second Assistant Corporation Counsel position for
27 the 2022 budget.
28

29 Fiscal note: The 2022 budget for this position is approximately \$109,947.00. This position is
30 contingent on the additional funding being approved in the State budget.

Finance Vote (If required):

____ Yes ____ No ____ Absent

Drafted by and approved as to form:


Lisa Aldinger Hamblin, Corporation Counsel

ADOPTED FAILED AMENDED

OTHER _____

County Board Vote on: _____ 20__

____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: _____
20__

VOTE: ____ Yes ____ No ____ Absent

Committee Chair: _____

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 Monroe 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 hours to current position
- Additional existing position

Date: 5/3/21	Department: Corporation Counsel
Department Head Name: Lisa Aldinger Hamblin	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

SEE ATTACHED.

Suggested Title: Assistant Corporation Counsel/Child Support Attorney		
Personnel Director's Recommended Classification:	Grade: 6	FLSA Class:
Full-time: <input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 1/1/22

Current or newly created Job Description in current County format must be attached.
A completed and approved Resolution must also accompany this Position Analysis.

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
\$36.07	\$75,009.00	\$5,064.00	\$4,651.00	\$1,088.00	\$29.00	\$18,804.00	\$784.00	\$18.00

1. Where will the funds for this position come from?
 The Child Support Agency shall have funding for this position.

2. What equipment will need to be purchased for this position (desk, etc.)?
 Desk, Computer, Monitors.
 - a. Is office space presently available? Yes Where? Conference Room in Child Support Agency
 - b. Estimated cost of needed equipment? \$4,500.00
 - c. Is the cost of needed equipment in the department budget? Yes
3. What is the grand total cost of all items this fiscal year? \$109,947.00
4. What is the annual cost of salary and fringes, thereafter? \$105,447.00

Supervisory Responsibility (if applicable):

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

None

2. Number of employees Directly supervised: 0 Indirectly: _____

List the position titles that will report to this position:

3. What position title will this position report to? Child Support Director and Corporation Counsel

County Administrator – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	
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Committee of Jurisdiction: _____ – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
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Administration & Personnel Committee – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
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Finance Committee – Action on Fiscal Note:

Date:	Funds Approved: <input type="checkbox"/>	Funds Denied: <input type="checkbox"/>	by a vote of:
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County Board – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	
By a vote of:	aye	nay	absent/abstention

**MONROE COUNTY
PERSONNEL COSTS
2021 BUDGET**

DEPARTMENT: Corporation Counsel

*round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	ANNUAL SALARY	OVERTIME RETIREMENT	SOCIAL SECURITY	MEDICARE	HEALTH	DENTAL	LIFE	TOTAL FRINGE BEN.	WORKERS COMP.	TOTAL
Assistant Corp Counsel		\$ 75,009	\$ 5,064	\$ 4,651	\$ 1,088	\$ 18,804	\$ 784	\$ 18	\$ 30,409	\$ 29	\$ 105,447
Grand Total		\$ 75,009	\$ 5,064	\$ 4,651	\$ 1,088	\$ 18,804	\$ 784	\$ 18	\$ 30,409	\$ 29	\$ 105,447

Wisconsin Retirement	2021 Workers Compensation Rate		
General Employee -	Street Const.	0.0130	2021 Health Insurance
Protective Employee -	Protective	0.0057	87% CoShare
	Municipal Oper.	0.0079	Single \$605.06
	Office/Clerical	0.0004	Family \$1,567.00
			2021 Dental Insurance
Social Security			87% CoShare
Medicare			Single \$21.01
			Family \$65.33
			Life Insurance
			\$1.50

*Insurance Rates for part-time employees are different - please call Personnel or Finance for rates

EXPLAIN THE NECESSITY OF THIS POSITION (BE SPECIFIC AS TO THE REASONS WHY THIS POSITION IS NEEDED AND EXPLAIN REASONS WHY PRESENT STAFF CANNOT ACCOMPLISH TASKS:

Currently there are two attorneys in the Corporation Counsel office. They handle many matters, some of which are: County Board, Human Services (many divisions), and Child Support, Zoning and Animal Control issues. They also review most County Contracts and all County Board Resolutions.

Many of these duties are very time sensitive and have time limits on them that create the need to prioritize resulting in other matters being delayed.

Currently over 30% of their time is spent on child support matters. The Child Support Agency has the ability to keep a full-time attorney very busy. In 2019, the Office of State Courts started E-filing all Court documents which transferred many duties to Attorneys. Child Support Staff are currently handling many of these duties for the Attorneys such as drafting and filing documents and processing over 1,000 emails per month.

By creating an additional Assistant Corporation Counsel Position that would handle child support and be placed in their office this would transfer the e-filing requirements child support is currently performing to the Attorney. A Child Support Attorney would be also be able to utilize the Child Support Programs such as KIDS; WiKids; CARES; DIHLR; DOT. They would be able to continually review and research evolving case law and changes in State Statutes, federal regulations and policies. They would be able to review child support cases for possible criminal non-support referral. They would have time to meet with Child Support Clients to offer procedural guidance to help them in their family matters.

An additional position would allow the Corporation Counsel Office the ability to devote the time necessary to assist County Departments and County Board in a timelier manner and allow them to be present at more meetings and review all County Contracts. This means that the County will have representation as needed and will help mitigate risk.

Job Title:	Assistant Corporation Counsel-Child Support	Department:	Corporation Counsel
Location:	Justice Center	FLSA Category:	Exempt- Executive
Immediate Supervisor:	Corporation Counsel	Salary Grade:	6
Supervision Exercised:	Administrative and functional supervision of Corporation Counsel Department operations in absence of the Corporation Counsel, including an office manager.	Position Type:	Full-time

Basic Functions and Responsibilities

Under direction of the Corporation Counsel, this position is primarily responsible for representing and advising the Child Support Department on legal matters; responding to legal inquiries, rendering legal assistance and opinions; litigating cases; drafting policies, procedures and legal documents; managing records, files, and preparing cases for court.

Job Description

ROLE AND RESPONSIBILITIES

- Advises and represents the Child Support Department in child support and paternity cases
- Appears in Court on behalf of the State of Wisconsin for establishment/revision hearings, pro-se motion hearings, contempt hearings, paternity establishment hearings, and warrant hearings
- Prepares legal documents in cases involving establishment, revision, and enforcement
- Act to enforce, establish, and revise support orders in divorce, paternity, action to compel, foster care, and interstate cases
- Provides guidance to the child support staff as it relates to legal procedures in the establishment and enforcement of child support-related matters in relationship to Federal regulations and State statutes
- Consults and collaborates with the Director of Child Support concerning changes in Federal regulations and State statutes affecting child support policies and their interpretations and implications for the Child Support Department
- Reviews legal documents prepared by support staff to ensure accuracy and completeness
- Prepares referral documents to the District Attorney's office to prosecute criminal non-support cases and provides support during criminal prosecutions
- Provides information to custodial/non-custodial parents on procedures concerning establishment and enforcement of child support orders
- Consults with other legal counsels, out of state child support agencies, and private attorneys regarding child support issues
- Maintains current knowledge of the law by continual review and research of evolving case law and changes in State statutes, federal regulations and policies as it relates to child support matters
- Advise staff in establishing, revising, and enforcing support orders, and interviewing/providing information to parents
- Maintain proper e-filing records and emails required for legal action taken with the Corporation Counsel and Child Support offices
- Provides legal representation in all manner of legal matters and lawsuits involving the county
- Provides case management for the county by drafting petitions, citations, complaints, orders, resolutions, briefs, opinion letters, ordinances, contracts, deeds, judgments, easements and other legal documents as required
- Coordinates defense of the county with insurance providers and acts as liaison between the county and insurance companies
- Works with Department of Human Services (DHS) social workers with intake and ongoing case management questions
- Represents and advises the DHS in Child in Need of Protection and Services (CHIPS) cases which may include detention hearings, draft petitions and other documents, Initial appearances, pretrial negotiations, motions, Jury trials and trial preparation
- Represent and advise DHS on termination of parental rights, guardianship of minors and adoption cases
- Represent and advise DHS (and Tomah Veterans Medical Center) in regards to vulnerable adults and mental health and alcohol commitments which may include guardianships, protective services and protective placements, involuntary medication orders and commitments and extensions of commitments
- Prosecutes county ordinances which are not based on criminal state statutes. These generally involve zoning, sanitation, animal control and truancy
- Provides guidance to the Sheriff Department on civil issues that law enforcement officers and jail staff encounter
- Practices law in real estate, tax, collection, trial, appellate, and labor law areas on behalf of the county

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Degree from recognized, certified school of law.
- License to practice law in State of Wisconsin.
- Three years in the practice of law preferred or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

REQUIRED JOB COMPETENCIES

- Preferred knowledge and/or ability to enter and/or retrieve data in the State of Wisconsin Kids Information Data System (KIDS), and other systems, such as, but not limited to, CARES/CWW, DOT, CCAP, CCAP e-Filing, DIHLR, WIKIDS, and various state department policy and procedures.
- Preferred knowledge of law/legal principles related to the establishment of paternity and the enforcement, establishment and revision of child support in divorce, paternity, action to compel, foster care, and interstate cases.
- Knowledge of judicial procedures and rules of evidence.
- Ability to analyze appraise and organize facts, evidence, testimony and law and to present such material in clear and logical form.
- Ability to perform mathematical calculations required of this position.
- Ability to communicate clearly, concisely, and effectively both in written and verbal form

PHYSICAL DEMANDS

Large percentage of time is spent sitting, standing, talking, hearing, using near and far vision, judgment. Walks, reaches, handles, lifts, carries, pushes/pulls up to 10 pounds intermittently. A lesser amount of time is spent traveling to and moving about the various county departments and work sites.

ADDITIONAL NOTES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee Signature: _____ **Date:** _____

Approved by Supervisor: _____ **Date:** _____

RESOLUTION AUTHORIZING AN ADDITIONAL SANITATION & ZONING OFFICER POSITION IN MONROE COUNTY

1 **WHEREAS**, the Monroe County Sanitation & Zoning Committee and Administration &
2 Personnel Committee have reviewed the attached New Position Analysis and request the establishment
3 of another Sanitation & Zoning Officer position in the Sanitation, Planning, Zoning, and Dog Control
4 Department; and

5
6 **WHEREAS**, the field work load has increased in amount and complexity requiring more time to
7 be allocated at each site with the current two staff who complete these duties;

8
9 **WHEREAS**, more review and research time is needed to complete new permitting processes and
10 to follow up correctly with violations and complaints in a timely manner;

11
12 **WHEREAS**, proposed increase in fees will cover a portion of the additional cost for this
13 position, and addition of a special task could be placed on each property with septic, generating
14 approximately \$45,000 in added revenue, the remainder of the position would be covered by county levy
15 funding;

16
17 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that it does
18 hereby authorize the establishment of a Sanitation & Zoning Officer position in the Sanitation, Planning,
19 Zoning and Dog Control Department with start date of January 1, 2022.

20
21 Dated this 23rd day of June, 2021.

22
23 Offered by the Administration & Personnel Committee

24
25 **Fiscal note:** The 2022 budget for this position (wages, benefits and equipment) is approximately
26 \$81,716 which a portion will be covered by an increase in fees and special tax, estimated to be \$45,000
27 requiring the estimated remaining \$36,716 being funded by County tax levy.

28
29 **Purpose:** To approve budgeting for one Sanitation & Zoning Officer position.

Finance Vote (If required):
____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: _____, 20____
____ Yes ____ No ____ Absent

Approved as to form on _____

Andrew C. Kaftan, Corporation Counsel

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 Monroe
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 hours to current position
- Additional existing position

Date: 3-22-2021	Department: Sanitation & Zoning
Department Head Name: Alison Elliott	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

Field work load has increased and become more complex. Taking more time at each site. Paperwork supporting this field work has also become more complex, taking more time to review and research. Current staffing can keep up with new permits but does not have time to investigate, research and follow up on complaints and violations such that they can be resolved in a timely manner.

Suggested Title: Sanitation & Zoning Officer		
Personnel Director's Recommended Classification:	Grade: 11	FLSA Class:
Full-time: <input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: January 1, 2022

* Current or newly created Job Description in current County format must be attached.*
* A completed and approved Resolution must also accompany this Position Analysis.*

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
25.09	\$52,183	\$3,523	\$3,236	\$757	\$411	\$18,804	\$784	\$18

1. Where will the funds for this position come from?
 Proposed increase in fees will cover a portion of this position. General fund will be utilized to cover the remainder.
 Special tax could be placed on each property with septic. \$5 per year per parcel with septic would generate about \$45,000 per year.
2. What equipment will need to be purchased for this position (desk, etc.)?
 desk, computer, hand auger, munsell color book, tape measure, tripod, story stick & sensor
 - a. Is office space presently available? NO _____ Where? Department will be relocating in the next couple of years
 - b. Estimated cost of needed equipment? \$2,000 _____
 - c. Is the cost of needed equipment in the department budget? NO _____
3. What is the grand total cost of all items this fiscal year? \$79,716 + \$2,000 = \$81,716
4. What is the annual cost of salary and fringes, thereafter? \$79,716

Supervisory Responsibility (if applicable):

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

NA

2. Number of employees Directly supervised: NA Indirectly: NA

List the position titles that will report to this position:

3. What position title will this position report to? Sanitation & Zoning Administrator

County Administrator – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>
-------	---------------------------------------------	-------------------------------------------

Committee of Jurisdiction: _____ – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
-------	---------------------------------------------	-------------------------------------------	---------------

Administration & Personnel Committee – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	by a vote of:
-------	---------------------------------------------	-------------------------------------------	---------------

Finance Committee – Action on Fiscal Note:

Date:	Funds Approved: <input type="checkbox"/>	Funds Denied: <input type="checkbox"/>	by a vote of:
-------	------------------------------------------	----------------------------------------	---------------

County Board – Action:

Date:	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	
By a vote of:	aye	nay	absent/abstention

**MONROE COUNTY
PERSONNEL COSTS
2021 BUDGET**

DEPARTMENT: Sanitation & Zoning

*round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	MEDICARE	HEALTH	DENTAL	LIFE	TOTAL FRINGE	WORKERS COMP.	TOTAL
Sanitation & Zoning Off.		\$ 52,183		\$ 3,523	\$ 3,236	\$ 757	\$ 18,804	\$ 784	\$ 18	\$ 27,122	\$ 411	\$ 79,716
Grand Total		\$ 52,183		\$ 3,523	\$ 3,236	\$ 757	\$ 18,804	\$ 784	\$ 18	\$ 27,122	\$ 411	\$ 79,716

Wisconsin Retirement		0.0130	2021 Health Insurance		87% CoShare		
General Employee - Street Const.	0.0675	0.0057	Single		\$605.06		
Protective Employee - Protective	0.1184	0.0079	Family		\$1,567.00		
		0.0004	2021 Dental Insurance				
			Single				
			Family				
			2021 Dental Insurance				
			Single				
			Family				
			Life Insurance				\$1.50

*Insurance Rates for part-time employees are different - please call Personnel or Finance for rates

Job Title:	Sanitation and Zoning Officer	Department:	Sanitation, Planning, and Zoning
Location:	14345 Co Hwy B, Sparta	FLSA Category:	Exempt- Administrative/Professional
Immediate Supervisor:	Sanitation and Zoning Administrator	Salary Grade:	Grade 11
Supervision Exercised:	None	Position Type:	Full-time:

Basic Functions and Responsibilities

Under direction of the Sanitation and Zoning Administrator, the Sanitation and Zoning Officer promotes and protects the environmental health, safety and general welfare of county citizens through regulation of private sewage disposal systems.

Job Description

ROLE AND RESPONSIBILITIES

- Provides information and assistance to the public concerning code and ordinance requirements
- Administers and enforces county utilities ordinance and SPS381-SPS385 Wis. Administrative Code
- Assists with administration of county zoning floodplain, shoreland and subdivision ordinance
- Reviews ordinances and proposes changes when necessary
- Investigates violations of private sewage systems ordinances and issues special orders directing and requiring compliance with the rules and standards including issuing citations when necessary
- Investigates complaints concerning private onsite waste treatment systems
- Reviews and verifies Soil and Onsite Evaluation Reports prepared by Certified Soil Testers
- Reviews and approves plans for private onsite waste treatment systems as authorized by SPS383 Wis. Administrative Code and county private onsite waste treatment ordinance
- Reviews sanitary permit applications and issues permits
- Conducts site inspections according to established procedure
- Performs plumbing compliance inspections according to SS145.20 and SPS383
- Gives technical design assistance to plumbing contractors
- Conducts inspections and provides information related to Wisconsin Fund Program (SS145.245 and SPS387)
- Inspects failing systems
- Files reports and conducts surveys
- Investigates and attempts to resolve complaints referred by the Health Director/Officer
- Assists the Health Director/Officer in townships and villages
- Conducts educational seminars for plumbers and certified soil testers
- Conducts inspections for zoning compliance and investigates zoning violations
- Maintain Zoning Code Layer using ARC GIS

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in soil science, natural resources, sanitation, environmental health or related field.
- Certified Soil Tester-Morphological Evaluator and Plumbing II On-Site within six months of hire.
- Minimum of two years "hands on" experience, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Valid Wisconsin Driver's license.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, walking, standing, talking, hearing, using near and far vision, judgment, working outdoors, exposed to extreme weather, noise, vibrations, and mechanical hazards. Stoops, bends, handles, fingers, lifts up to 40 pounds, pushes/pulls up to 10 pounds intermittently. A lesser amount of time is spent traveling to and moving about sites.

ADDITIONAL NOTES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING AN ADDITIONAL ROLLING HILLS PART-TIME
RECEPTIONIST/OFFICE CLERK I POSITION**

1 **WHEREAS**, the Monroe County Rolling Hills Committee and Administration & Personnel
2 Committee have reviewed the attached New Position Analysis and request the establishment of a part-
3 time Receptionist/Office Clerk I position for Rolling Hills; and
4

5 **WHEREAS**, the increased screening and documentation that is required for staff and members
6 of the public upon entry has elevated the minimal hours of needed coverage from a temporary or on-call
7 staff to part-time staff to ensure the additional work is not detrimental to other staff's day to day
8 operations; and
9

10 **WHEREAS**, due to COVID-19 it is important to have one person available to ensure that the
11 proper screening standards and documentation are met to provide potential risk mitigation to the
12 residents and staff within Rolling Hills; and
13

14 **WHEREAS**, the current budget for the on-call hours in addition to the general staffing budget
15 would not require any additional funding, keeping this position off of the county levy;
16

17 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that it does
18 hereby authorize the establishment of a part-time Rolling Hills Receptionist/Office Clerk I position.
19

20 Offered by the Administration & Personnel Committee dated this 23rd day of June, 2021.
21

22 **Fiscal note:** The 2021 budget for this position (wages, benefits and equipment) is already within the
23 budget parameters, estimated to be \$38,834 for future years with no additional impact to the county
24 levy.
25

26 **Purpose:** To approve budgeting for one part-time Rolling Hills Receptionist/Office Clerk I position.

Finance Vote (If required): ____ Yes ____ No ____ Absent	Committee of Jurisdiction Forwarded on: _____, 20____ ____ Yes ____ No ____ Absent
Approved as to form on _____ _____ Andrew C. Kaftan, Corporation Counsel	Committee Chair: _____ _____ _____
<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 Monroe County Board of Supervisors at the meeting held on _____. _____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i>



New Position Analysis

- New position
- Increased hours to current position
- Additional existing position

Date: 04/07/2021	Department: Rolling Hills
Department Head Name: Linda Smith	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

We currently have an "On Call" receptionist with scheduled hours of up to 20 hours per week. The COVID outbreak in 2020 shut down our facility to all visitors except those for compassionate or end of life. We have since opened up to visits with many required safety protocols in place. This is putting a strain on staff and pulls them away from patient care and other duties. We are needing additional hours for the receptionist to help with screening of visitors in addition to the usual job duties. Prior to COVID we did have the receptionist working up to 30 hours in on call position per week. The hours were reduced in 2020 to allow for an increase in wage (\$10.50 to \$12.00) to find qualified applicants. This was how we stayed within our budget. We are requesting that the position move from an on call position to a part time, benefitted position of up to 32 hours per week.

Suggested Title: Receptionist / office clerk 1		
Personnel Director's Recommended Classification:	Grade: 18	FLSA Class: Non-Exempt Clerical
Full-time: <input type="checkbox"/>	Part-time: 30 /hours	Projected Start Date: 7/1/2021

Current or newly created Job Description in current County format must be attached.

A completed and approved Resolution must also accompany this Position Analysis.

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
\$12.50	\$20,875	\$1410	\$1598	Inc in ss	247	14,103.12	588	13.44

1. Where will the funds for this position come from?
 These duties would have to be done by other dept staff resulting in an increase in other staff hours.
 We will be using funds from our general staffing budget
2. What equipment will need to be purchased for this position (desk, etc.)?
 None
 - a. Is office space presently available? yes Where? reception desk
 - b. Estimated cost of needed equipment? 0
 - c. Is the cost of needed equipment in the department budget? 0
3. What is the grand total cost of all items this fiscal year? \$13871
4. What is the annual cost of salary and fringes, thereafter? \$38,834.56

Supervisory Responsibility (if applicable):

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

None

2. Number of employees Directly supervised: 0 Indirectly: 0

List the position titles that will report to this position:

3. What position title will this position report to? Rolling Hills Business Service Administrator

County Administrator – Action:

Date: Position Approved: Position Denied:

Committee of Jurisdiction: _____ – Action:

Date: Position Approved: Position Denied: by a vote of:

Administration & Personnel Committee – Action:

Date: Position Approved: Position Denied: by a vote of:

Finance Committee – Action on Fiscal Note:

Date: Funds Approved: Funds Denied: by a vote of:

County Board – Action:

Date: <input type="text"/>	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>	
By a vote of:	aye	nay	absent/abstention

Job Title:	Receptionist/Office Clerk I	Department:	Rolling Hills
Location:	14345 Co Hwy B, Sparta	FLSA Category:	Non-exempt
Immediate Supervisor:	Assistant Finance Director/RH Business Services Administrator	Salary Grade:	18
Supervision Exercised:	None.	Position Type:	Part-Time

Basic Functions and Responsibilities

Under supervision of the Assistant Finance Director/RH Business Services Administrator, the Receptionist/Office Clerk I serves as receptionist and performs various clerical duties.

Job Description

ROLE AND RESPONSIBILITIES

- Answers and directs incoming calls.
- Assists individuals in depositing and withdrawing money from resident trust accounts.
- Maintains and updates resident trust fund agreements.
- Greets and directs visitors and vendors.
- Conducts COVID symptom screening for visitors and vendors.
- Ensures people entering the building are wearing proper PPE and provides education on safety protocols.
- Sorts and processes incoming mail.
- Maintains and updates mail routing lists for resident mail.
- Reconciles cash drawers daily.
- Prepares daily deposit of direct care funds, vending funds, and resident trust funds.
- Makes packets for resident admissions and employee orientations.
- Assists other departments with clerical jobs as needed

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Prefer high school graduation and receptionist/clerical experience, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, stooping, reaching, talking, hearing, handling, keyboarding, using near vision, lifting, carrying, pushing/pulling up to 10 pounds. Walks, stands, lifts, carries, pushes/pulls up to 40 pounds.

ADDITIONAL NOTES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee Signature: _____ **Date:** _____

Approved by Supervisor: _____ **Date:** _____

RESOLUTION NO. _____

RESOLUTION AUTHORIZING A PROGRAMS ACCOUNTANT I POSITION IN
MONROE COUNTY

1 WHEREAS, early intervention for children with developmental disabilities, severe emotional disturbances,
2 and physical disabilities in the community is being promoted at state and federal levels; intervention for
3 identified vulnerable children in our county is a matter of safety and security for the children; and
4

5 WHEREAS, the Department of Health Services (DHS) will be managing the enrollment of new
6 participants to the Children's Long Term Support Waiver (CLTSW) program; and
7

8 WHEREAS, the Monroe County Human Services Department is requesting to hire 2 additional CLTSW
9 social workers to meet the needs of the increased number of participants; and
10

11 WHEREAS, Finance Department staff provide support to the CLTSW program staff; and
12

13 WHEREAS, another fiscal staff is required to manage the increase in fiscal support services due to
14 expansion of the CLTSW program; and
15

16 WHEREAS, the Monroe County Finance Committee and Administration & Personnel Committee have
17 reviewed the attached New Position Analysis and request the establishment of a Programs Accountant I
18 position in the Finance Department; and
19

20 WHEREAS, the cost of the position will be covered by revenues received through Medical Assistance
21 billing.
22

23 NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that it does
24 hereby authorize the establishment of a Programs Accountant I position in the Finance Department with
25 start date of January 1, 2022.
26

27 Offered by the Administration & Personnel Committee this 23rd day of June 2021.
28

29 Fiscal note: The 2022 budget for this position (wages, benefits and equipment) is approximately \$64,126
30 which will be covered by Medical Assistance billing avoiding the need for tax levy funding. If outside
31 funding ceases to exist, position shall be eliminated.
32

33 Purpose: To approve inclusion of a Programs Accountant I position in the Finance Department Budget
34 for 2022.
35

36 Drafted by Diane Erickson, Finance Director

Finance Vote (If required):
____ Yes ____ No ____ Absent

Approved as to form by

Andrew C. Kaftan, Corporation Counsel

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 Monroe
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 hours to current position
- Additional existing position

Date: 4-21-2021	Department: Finance
Department Head Name: Diane Erickson	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

Early intervention for children with developmental disabilities, severe emotional disturbances, and physical disabilities in the community is being promoted at state and federal levels; intervention for identified vulnerable children in our county is a matter of safety and security for the children. The Department of Health Services (DHS) will be managing the enrollment of new participants to the Children's Long Term Support Waiver (CLTSW) program; and

In 2013, Monroe County had 13 children enrolled in CLTSW, 151 children enrolled at the end of 2020 and projected to have an enrollment of 180 children by the end of 2021. The Monroe County Human Services Department is requesting to hire 2 additional CLTSW social workers to meet the needs of the increased number of participants that will be enrolled in the CLTS program.

With the increase in program participants, fiscal support services provided by Finance Department staff will also increase. Finance Department staff order items that are approved by Program staff, compile credit card documentation for items purchased, prepares internal program reports and completes required State reports. An additional Accountant I is needed to manage the increased workload.

Suggested Title: Programs Accountant I			
Personnel Director's Recommended Classification:		Grade: 15	FLSA Class: Non-Exempt
Full-time:	Part-time:	/hours	Projected Start Date:

Current or newly created Job Description in current County format must be attached.
A completed and approved Resolution must also accompany this Position Analysis.

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
18.00	37,584	2,537	2,331	545	23	18,804	784	18

1. Where will the funds for this position come from?
 Medical Assistance billing

2. What equipment will need to be purchased for this position (desk, etc.)?
 Computer, Monitors
 - a. Is office space presently available? Yes Where? Human Services Department
 - b. Estimated cost of needed equipment? \$1,500
 - c. Is the cost of needed equipment in the department budget? No
3. What is the grand total cost of all items this fiscal year? \$64,126
4. What is the annual cost of salary and fringes, thereafter? \$62,626

Supervisory Responsibility (if applicable):

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

n/a

2. Number of employees Directly supervised: none Indirectly: none

List the position titles that will report to this position:

3. What position title will this position report to? Assistant Finance Director/Human Services Business Administrator

County Administrator – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>
-------	--------------------	--------------------------	------------------	--------------------------

Committee of Jurisdiction: _____ – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>	by a vote of:
-------	--------------------	--------------------------	------------------	--------------------------	---------------

Administration & Personnel Committee – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>	by a vote of:
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Finance Committee – Action on Fiscal Note:

Date:	Funds Approved:	<input type="checkbox"/>	Funds Denied:	<input type="checkbox"/>	by a vote of:
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County Board – Action:

Date:	Position Approved:	<input type="checkbox"/>	Position Denied:	<input type="checkbox"/>
By a vote of:	aye	nay	absent/abstention	

Job Title:	Programs Accountant I	Department:	Finance
Location:	112 South Court St. Room 3000, Sparta, WI	FLSA Category:	Non-exempt
Immediate Supervisor:	Assistant Finance Director/Human Services Business Administrator	Salary Grade:	15
Supervision Exercised:	None	Position Type:	Full-time

Basic Functions and Responsibilities

Under general supervision of the Business Administrator the Programs Accountant I provides fiscal support services for Human Service Department programs and other Finance Department duties as may be assigned.

Job Description

ROLE AND RESPONSIBILITIES

- Purchase of items as authorized by Program Supervisors and according to Purchasing policies
- Complies documentation for purchases made by Agency credit cards
- Troubleshoot and resolve concerns with items ordered
- Assist with preparing reports for internal staff to assist with managing of programs
- Prepare billing files for third party payers
- Review and resubmit denied claims
- Complete required State reporting for Human Services Programs
- Reconcile State reports monthly
- Processes departmental deposits
- Prepare journal entries as needed
- Produces appointed audit documentation
- Maintains & orders general office supplies
- Completes other assignments and special projects as assigned by the Human Services Business Administrator

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Two year degree in accounting or business related field, Bachelors preferred.
- Minimum of two years of financial experience in business, industry or government; experience in county or municipal government preferred. Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired will be considered.
- Must be proficient in Microsoft office products.

Skills and Abilities

- Demonstrate strong attention to detail
- Ability to organize and prioritize tasks and maintain confidentiality
- Effective interpersonal communication skills
- Handle multiple projects simultaneously within established time constraints
- Work independently as well as in a team environment
- Analytical and problem solving skills

PHYSICAL DEMANDS

A large percentage of time is spent sitting, talking, hearing, keying, using near and far vision. Walks, stands, stoops, kneels, crouches, crawls, climbs, bends, reaches, handles, lifts, carries, pushes/pulls up to 10 pounds intermittently.

ADDITIONAL NOTES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee Signature: _____ Date: _____

Approved by Supervisor: _____ Date: _____

RESOLUTION NO. _____

ESTABLISHING 2022 ANNUAL BUDGETED ALLOCATION FOR PAY FOR PERFORMANCE

1 WHEREAS, Monroe County strives to provide maximum service to its residents while minimizing the
2 financial impact of County taxes on taxpayers, and
3

4 WHEREAS, the State imposed budgetary constraints while providing mandated services to be provided
5 by the County, and
6

7 WHEREAS, Monroe County has a policy and practice of compensating employees based on a
8 competitive market salary rate, the quality of their performance, and basing future non-union wage
9 adjustments on the merits of employee performance, and
10

11 WHEREAS, the County Administrator will be developing the 2022 Proposed Annual Budget for review
12 and adoption by the Monroe County Board in November 2021, and wage costs must be incorporated
13 into the budget as proposed and adopted.
14

15 NOW THEREFORE BE IT RESOLVED, by the Monroe County Board of Supervisors that each
16 departmental 2022 budget may include an amount up to 3.5 % of gross wages to be available for
17 allocation based on the merits of employee performance as established during their individual annual
18 performance review; and
19

20 BE IT FURTHER RESOLVED, that any performance wage increases will be effective with the second
21 payroll of April 2022 and that the funds shall be awarded based strictly on the merits of the employees
22 performance; and
23

24 BE IT FURTHER RESOLVED that effective January 1, 2022 any non-union, non-elected staff who
25 have held their current position for 5 years or more and have had satisfactory (score 3.0 or higher)
26 performance evaluations for the past two years will be compensated at a minimum rate of 98% (100%
27 equals market rate) of their current pay group; and
28

29 BE IT FURTHER RESOLVED that any departmental funds budgeted for these merit-based wage
30 adjustments, which remain after the annual performance review process has been completed, shall be
31 applied by the Finance Department to any department merit pay line shortages and then transferred to
32 the Non-Lapsing Retirement/Fringe Pool (Acct# 11435000.515200) to be available to cover budget
33 variations that occur due to internal position postings, new position hires, retirements, and the like that
34 are unknown variables that impact budgeted salary/fringe benefits for the year; and
35

36 BE IT FURTHER RESOLVED that the purpose statement and fiscal note are made a directive of the
37 County Board.
38

39 Offered this 26th day of May, 2021 by the Administration & Personnel Committee.
40

41 Fiscal note: For 2022 the levied general pay increase based on employee performance shall not exceed
42 \$584,000. Budgeted funds not allocated as a merit increase shall be transferred to the Non-Lapsing
43 Retirement/Fringe Pool (Acct# 11435000.515200) to cover budget variations that occur do to internal
44 position postings, new position hires, retirements, and other unknown variables that impact budgeted
45 salary/fringe benefits for the year.

46
 47 Statement of purpose: To establish 2022 budget for merit-based pay adjustments and fund the Non-
 48 Lapsing Retirement/Fringe Pool.
 49
 50 Drafted by County Administrator, Tina Osterberg

<p>Finance Vote (If required): _____ Yes _____ No _____ Absent</p> <p>*****</p> <p>Approved as to form: _____ Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20____</p> <p>VOTE: _____ Yes _____ No _____ Absent</p> <p>Committee Chair: _____ _____ _____</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED</p> <p><input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20__</p> <p>_____ Yes _____ No _____ Absent</p>	<p>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 Monroe County Board of Supervisors at the meeting held on _____.</p> <p>_____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i></p>