

MONROE COUNTY BOARD OF SUPERVISORS



NOTICE OF MEETING

COMMITTEE: FINANCE MEETING
TIME: 9:00 a.m.
PLACE: Justice Center
Monroe County Board Assembly Room
(South Side/Oak Street Entrance)
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656
DATE: Wednesday, June 20, 2018

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
www.co.monroe.wi.us

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Minutes approval May 16, 2018
3. Public Comment
4. Dispatch Notice of Re-Purpose of Funds – Discussion/Action
5. Nursing Home Building Project
 - a. Update
 - b. Voucher/Budget Adjustment Approval – Discussion/Action
6. Register of Deeds Recording System Software – Discussion/Action
7. Credit Card Approval(s) - Discussion/Action
 - a. Human Services
 - b. Sheriff's Office
8. Budget Adjustment(s) – Discussion/Action
 - a. Land Records
 - b. Highway
 - c. Workers' Compensation
9. Personnel Request for Line Item Transfer
10. Surveyor Budget – Discussion/Action
11. Treasurer
 - a. Monthly Treasurers Report
 - b. Treasurer Department Monthly Report Review
12. Fiscal Note on Resolutions(s) – Discussion/Action
 - a. Resolution Authorizing Farm Proceeds to the Deke Slayton Museum
 - b. Resolution Authorizing Establishment of a Land Use Planner Position in the Monroe County Land Conservation Department
 - c. Resolution Authorizing Establishment of a Paralegal Position within the Monroe County District Attorney's Office
 - d. Resolution Authorizing Establishment of a Mental Health Nurse Position in the Monroe County Human Services Department
 - e. Resolution Authorizing the Establishment of a Children and Family Services Manager Position in the Monroe County Human Services Department
 - f. Resolution Authorizing Establishment of an Information Systems Specialist Position in the Monroe County Information Systems Department
 - g. Resolution Authorizing Establishment of an Administrative Assistant Position in the Monroe County Justice Department
 - h. Resolution Approving Offer to Purchase of 206 South K Street, Sparta, WI 54656

**FINANCE MEETING
June 20, 2018 Agenda**

13. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. 2017 Audit – Discussion
 - d. 2019 Workers' Compensation Rates – Discussion/Action
 - e. Print Management Print Overages – Discussion
 - f. Tyler Munis Update – Discussion
 - g. Justice Center Presentation – Discussion
 - h. Credit Card Review - Discussion
14. Finance Committee Duties – Discussion/Action
15. Monthly Approvals – Discussion/Action
 - a. Notice of Donations/User Fees Received Budget Adjustment
 - b. County Disbursement Journal Approval
 - c. County Board Monthly Per Diem and Voucher Approval
16. Items for next month's agenda
17. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: June 14, 2018

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.

Finance Committee
May 16, 2018

Present: Cedric Schnitzler, Pete Peterson, Mark Halverson, Douglas Path; Wallace Habegger absent
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Ron Hamilton, Ed Smudde, Jeremiah Erickson, Deb Brandt, Mary Von Ruden, Sharon Nelson, Garry Spohn, Barb Rice

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

- Election of Vice Chair – Chair Schnitzler opened the floor for nominations. Motion by Mark Halverson second by Pete Peterson to nominate Wallace Habegger as Vice Chair. There were no other nominations for Vice Chair. Carried 4-0.
- Next meeting date – June 20, 2018 in the Monroe County Board Assembly Room at 9:00 a.m. The committee will continue to meet the 3rd Wednesday of each month at 9:00 a.m.
- Minutes Approval – Motion by Douglas Path second by Pete Peterson to approve the 04/11/18 minutes. Carried 4-0.
- Public Comment – None.
- Nursing Home Project Update – Linda Anderson explained that Rolling Hills has a repurpose of funds on the agenda. Chair Schnitzler asked for any objection to moving the repurpose of funds up on the agenda. No objections.
- Rolling Hills Repurpose of Funds – Linda Anderson explained the 2018 re-purpose of funds in the amount of \$13,805.44 to repurpose capital and furniture replacement accounts to the construction in progress fund. Motion by Pete Peterson second by Mark Halverson to approve re-purpose of funds. Discussion. Carried 4-0.
- Nursing Home Voucher Approval – Linda Anderson provided vouchers in the amount of \$13,805.53; Community Living Solutions = \$5,305.53 and Wipfli = \$8,500.00. Discussion. Motion by Pete Peterson second by Mark Halverson to approve vouchers in the amount of \$13,805.53 pending Rolling Hills Committee approval. Carried 4-0.
- Credit Card Approval
 - a. Human Services – Ron Hamilton explained for the need of a credit card in the amount of \$1,000.00 for social worker. Motion by Mark Halverson second by Douglas Path to approve credit card. Carried 4-0.
 - b. Personnel – Ed Smudde explained for the need of a credit card in the amount of \$1,000.00 for himself, the Personnel Director. Discussion. Motion by Douglas Path second by Pete Peterson to approve credit card. Carried 4-0.
- Budget Adjustment
 - a. Land Records - Jeremiah Erickson explained the 2018 budget adjustment in the amount of \$15,417.96 for GNSS related equipment for our section corner coordinate project and training and education. Motion by Pete Peterson second by Douglas Path to approve budget adjustment. Discussion. Carried 4-0.
 - b. Justice Center/Maintenance - Garry Spohn explained the 2018 budget adjustment in the amount of \$46,291.42 to close out the Justice Center project under capital projects and move the remaining funds to the Maintenance Justice Center Building Repairs and Maintenance account. Motion by Douglas Path second by Mark Halverson to approve budget adjustment contingent upon committee of jurisdiction approval. Discussion. Carried 4-0.
 - c. Maintenance – Garry Spohn explained the 2018 budget adjustment in the amount of \$107,772.58 for needed repairs to the Justice Center. Discussion. Motion by Douglas Path second by Pete Peterson to amend funds to be taken from the general fund. Discussion.

Carried 4-0. Motion by Douglas Path second by Pete Peterson to approve budget adjustment as amended, contingent upon committee of jurisdiction of approval. Carried 4-0.

- d. Health Department – Sharon Nelson explained the 2018 budget adjustment in the amount of \$5,000.00 for Jesse Parker funding. Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Carried 4-0. Sharon explained the 2018 budget adjustment in the amount of \$4,500.00 for communicable disease funding. Discussion. Motion by Mark Halverson second by Pete Peterson to approve budget adjustment. Carried 4-0.

- Re-Purpose of Funds
 - a. Sheriff's Office - 2018 re-purpose of funds in the amount of \$5,250.00 for rifle slings. Motion by Douglas Path second by Pete Peterson to approve re-purpose of funds. Carried 4-0.
- Fund Raising Policy for K9 in Sheriff's Department – None.
- Resolution Establishing 2019 Annual Budgeted Allocation for Pay for Performance – Ed Smudde, Personnel Director explained general pay increase based on employee performance. Tina Osterberg further explained budgeted merit increase. Discussion. Motion by Mark Halverson second by Douglas Path to approve fiscal note. Carried 4-0.
- Register of Deeds, Customer Payment Types – Deb Brandt explained a request to allow customers to use debit and or credit cards for payment. Shelley Bohl explained that the county has cyber liability insurance coverage and both the County Administrator and IT Director did not have any concerns. Motion by Douglas Path second by Mark Halverson to allow debit and credit cards for payment in the Register of Deeds Office. Carried 4-0.
- Treasurer
 - a. Annette Erickson provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
- Finance
 - a. Tina Osterberg provided the Monthly Financial Report.

Mark Halverson was excused from the meeting at 10:03 a.m.

- b. Finance Department Monthly Report Review.
- c. Finance Procedure & Policy Manual – No discussion.
- Animal Shelter Donation Policy – No discussion.
- 2019 Liability/Property Insurance Renewal, Request for Proposal – The county must give a 6 month notice if it intends on bidding out insurance for the 2019 policy year. Discussion. Motion by Douglas Path second Pete Peterson to go out for both liability and property insurance bids. Carried 3-0.
- Finance Committee Duties – Current finance committee duties were provided. Discussion. Members will review and bring back suggestions next month.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Douglas Path second by Pete Peterson to approve Monthly Notice of Donations/User Fees Received. Carried 3-0.
 - b. Monthly County Disbursement Journal – Motion by Pete Peterson second by Douglas Path to approve Monthly County Disbursement Journal. Carried 3-0.
 - c. Monthly Per Diems and Vouchers - Motion by Pete Peterson second by Douglas Path to approve Monthly County Per Diems and Vouchers. Carried 3-0.

d. Justice Center Voucher Approval – Motion by Pete Peterson second by Douglas Path to approve Justice Center Vouchers in the amount of \$3,695.30. Carried 3-0.

- Items for next month's agenda – Credit Card Review, Surveyor Budget, Print Management, Finance Committee Duties, 2017 Audit, Insurance/Deductible
- Adjournment - Motion by Pete Peterson second by Douglas Path to adjourn at 10:56 a.m. Carried 3-0.

Shelley Bohl, Monroe County Clerk
Recorder

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 6/11/2018
 Department: DISPATCH
 Amount: \$ 79,412.02
 Budget Year Amended: 2018

Explanation/Reason funds are being re-processed and affect on Program:
 (If needed attached separate brief explanation.)

THE NEXT GENERATION 911 SYSTEM CAME IN UNDER BUDGET BY \$79,412.02. I WOULD LIKE TO RE-PURPOSE THIS AMOUNT TOWARD THE ZUERCHER PUBLIC SAFETY (CAD, MAPPING, MOBILE, JAIL) SOFTWARE SYSTEM. THE SYSTEM COSTS \$292,399; THE REMAINING COSTS (\$212, 983.98) WILL BE BUDGETED FOR IN 2019. THE SYSTEM WILL BENEFIT DISPATCH, SHERIFF'S DEPT., JAIL AND IS.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
71490000	599000		Technology Pool	Next Gen 911 System	Public Safety(CAD, Mapping, Mobile, Jail)	79,412.02
Total Adjustment						\$ -
Total Adjustment						\$ -

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

Request for Credit Card Approval


Department: Human Services

Committee: Health & Human Services

Name of Card Holder	Title of Postion	Credit Card Limit
Pamela Weber	ADRC Coordinator	\$ 1,000.00

Justification for Credit Card(s):

Credit card for agency purchases where it is not feasible to use the regular purchasing procedure.
When not in use all credit cards are locked in a safe.

Department Head Approval:  Marylou Reiden 6/5/18

Date Approved by Committee of Jurisdiction: 6/5/2018

Following this acceptance please forward to the County Clerk's Office.

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: Sheriff's Office

Committee: Public Safety

Name of Card Holder	Title of Postion	Credit Card Limit
Amy Meimann	Office Manager	\$ 1,000.00
Ryan Hallman	Jail Lieutenant	\$ 1,000.00

Justification for Credit Card(s):

Office Supplies and Other Office/Jail Functions

Department Head Approval: 



Date Approved by Committee of Jurisdiction: _____

Following this acceptance please forward to the County Clerk's Office.

Date Approved By Finance Committee: 06-11-18

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 4, 2018
 Department: Land Records
 Amount: \$53,250.00
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

MONEY PLEDGED FROM UNUSED PAST RETAINED FEES TO BE USED TO MODERNIZE LAND RECORDS. WE WILL COVER ONE-TIME IMPLEMENTATION FEES TO MIGRATE TO FIDLAR. COVER PURCHASE OF OCR SOFTWARE AND MONARCH. PAY GCS TO EXTRACT DATA FROM CURRENT SYSTEM AND COVER THIS YEARS PRO-RATED FEES TOWARDS THE FIDLAR'S AVID PROGRAM AND LIFE CYCLE. \$53,250 AT MOST.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 493000	LAND REC FUND BAL APP	\$ 15,417.96	\$ 53,250.00	\$ 68,667.96
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 53,250.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 521000	PROFESSIONAL SERVICES	\$ 27,866.50	\$ 30,000.00	\$ 57,866.50
11750000 521415	COMPUTER OPERATION	\$ 42,170.00	\$ 23,250.00	\$ 65,420.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 53,250.00	

Department Head Approval: Jeremiah Erickson

Date Approved by Committee of Jurisdiction: 06/12/2018

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 15, 2018
 Department: Highway
 Amount: \$35,000.00
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

Transfer from Surplus Funds to repair the Sparta Garage Roof for additional costs over and above expected budget amount. Repurpose of funds for weather cameras for use of removing the fuel tanks at the Wilton Shop.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
73310283	493000		Funds Balance Applied	\$ -	\$ 35,000.00	\$ 35,000.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 35,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
73355000	580550		Building Improvements	\$ 15,000.00	\$ (15,000.00)	\$ -
73310283	580550		Building Improvements	\$ 85,000.00	\$ 15,000.00	\$ 100,000.00
73310283	580550		Building Improvements	\$ 100,000.00	\$ 35,000.00	\$ 135,000.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 35,000.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 06/15/2018

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: 6/20/2018

Date Approved by County Board: 6/27/2018

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 20, 2018
 Department: Workers' Compensation
 Amount: \$160,000.00
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)


This budget adjustment is for estimated workers' compensation claims in 2018. The three year average prior to 2018 is approximately \$95,000. We currently have expenses through May 2018 of \$104,189.45. I am taking a conservative estimate of an additional \$55,000 in claims as that would be the average for the remaining 7 months of 2018.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71930000	474000		Work Comp Payroll Fees	\$ 142,100.00	\$ 47,594.00	\$ 189,694.00
71930000	493000		Work Comp Funds Applied	\$ -	\$ 112,406.00	\$ 112,406.00
						\$ -
						\$ -
Total Adjustment					\$ 160,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71930000	573010		Insurance Claims	\$ -	\$ 160,000.00	\$ 160,000.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 160,000.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: _____ Personnel
 Budget Year Amended: _____ 2018

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11431000-515700	Education & Training	\$ 15,000.00	\$ 5,000.00	\$ -	\$ 10,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 5,000.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11430000-519000	Labor Relations	\$ 3,950.00	\$ 5,000.00	\$ 6,428.74	\$ 8,950.00
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 5,000.00		

Explanation for Transfer:
 Labor Relations has exceeded its budget line due to two separate greivance hearings and due to upcoming court case and the associated attorney costs. We were able to get our required training in for under \$8,000 allowing us some extra room in our Education & Training budget line. Also, we canceled any additional training that would be available to staff.

Department Head Approval

Ed Smudde 6/12/18

Pete Peterson

Governing Committee Approval

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

_____ **Date**

**RESOLUTION AUTHORIZING ESTABLISHMENT OF A LAND USE PLANNER POSITION
IN THE MONROE COUNTY LAND CONSERVATION DEPARTMENT**

WHEREAS, Monroe County Natural Resource & Extension Committee and Administration & Personnel Committee request the establishment of a Land Use Planner within the Land Conservation Department at pay grade 8 effective January 1, 2019 and

WHEREAS, the Land Use Planner would be a long range planning resource for local municipalities by bringing together economic, social and environmental information as well as support the statutory comprehensive plans; and

WHEREAS, the Land Use Planner would seek and secure federal, state and local grants to cover planning cost and foster county projects; and

WHEREAS, this position would provide a centralized resource for all municipalities of the county that may not have the resources to implement and monitor their comprehensive plans; and

WHEREAS, the development of an online resource will aid transparency for long-term planning within the county and help avoid conflict among plans and litigation between municipalities; and

WHEREAS, this position is set to be established within the Land Conservation Department that would work closely with Land Conservation, Highway and the Sanitation, Planning & Zoning departments.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Land Use Planner position in the Land Conservation department effective January 1, 2019.

Dated this 27th day of June 2018.

Offered by the Administration & Personnel Committee

Purpose: Approve a new Land Use Planner position for 2019.

Fiscal Note: Position will be paid through county levy initially for 2019 at a cost of \$90,395 with intent to use grant funding for years 2020 and beyond.

*6-12-18 Approval by Natural Resource + Extension committee 6 Yes 0 No
Nodji Vanduycken - chair*

Reviewed as to form on _____

Andy Kaftan, Corporation Counsel

Committee of Jurisdiction Forwarded on: June 12 2018
5 Yes 0 No 0 Absent
Committee Chair: *Pete Peterson*
Robert *Mary VonRuden*
Mark Johnson *Sharon Tolney*

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

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

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing
is a true and correct copy of Resolution # _____ acted on by the County
Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
(A raised seal certifies an official document)

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form (MC-5) must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to budget process for the next year.

(a) The department head and/or committee of jurisdiction are required to consult with the Personnel Director prior to considering new position requests. The committee must analyze the need for the new position, and shall officially act to recommend the position or increase in hours at a scheduled committee meeting. Minutes reflecting this decision will be attached to the analysis form.

(b) The requesting committee shall present the completed analysis form along with justifying rationale to the Personnel and Bargaining Committee. They will review the request and vote to approve or deny the request. If approved, the Personnel Director will determine the grade for the new position that is consistent with similar positions in Monroe County or other counties, if no similar position exists in Monroe County. If denied, the request will stop at this step, but may be appealed to the County Board by the committee of jurisdiction in accordance with paragraph (e) below. A request for a position may come to the committee only once in a calendar year, and this must be before the budget process begins.

(c) If approved by the Personnel and Bargaining Committee, the request shall be presented to the Finance Committee. The Finance Committee shall determine if funds are available and the appropriate account(s) to fund the position or increase in hours. If approved, this determination will be included in the fiscal note portion of the resolution. If it is determined that no funds are available, the request will stop at this step, but may be appealed to the County Board by the committee of jurisdiction in accordance with paragraph (e) below.

(d) The request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the votes of the committee of jurisdiction and the Personnel and Bargaining Committee, and the action taken by the Finance Committee.

(e) If the request is denied by the Personnel and Bargaining Committee or the Finance Committee, the committee of jurisdiction may appeal the decision to the County Board. The appeal will be in resolution form and will include the reason(s) for the denial as well as the vote of the Personnel and Bargaining Committee or the Finance Committee. The action of the County Board will be final, although the County Board may refer the resolution to an appropriate committee if more information is required.

NEW POSITION ANALYSIS

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

A. Department: Land Conservation Date: 6/1/18

Department Head: Bob Micheel

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

Monroe County needs a long range planning resource to implement economic, social & environmental sustainability. A Land Use Planner would provide a planning resource for the county and townships to develop, maintain and implement their comprehensive plans; while securing federal, state and local grants to cover planning cost and foster county projects.

Suggested Title: Land Use Planner Full Time Part Time /hrs

Personnel Director's Recommended Classification: Grade 8

Projected Start Date: 1/1/2019

- C. General Description of the Position: Planning and grant writing would be the two main functions of this position. The employee performs a variety of research, analysis, plan development, technical assistance and administrative activities in support of the county's overall planning and development program.

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

- Develop County and Township land use & comprehensive plans, department website and may assist with county Urban Forestry Plan.
- Prepare draft and final planning documents for County comprehensive and land use plans for Committee and County Board approval.
- Develop and promote County economic development.
- Develops educational brochures to inform the public and County Board of county projects and regulations.
- Prepare & submit financial grant applications to federal, state, local, and private agencies and administer grant funds on behalf of the county. This will also include technical assistance to local communities (townships) for preparing grant application and administration.
- Provide administrative support and research for designated county committees and departments as required according to accepted and establish methods.

7. Ability to establish and maintain effective working relationships with staff, elected officials, property owners and citizens.
8. Complete analysis of geographic data, identify, obtain and review basic planning data from a variety of federal, state, local and private sources.
9. Coordinate assigned projects and responsibilities with consulting architects, engineers, attorneys, planners and developers involved in County programs.
10. Jointly develop and implement public information, education and technical assistance programs on planning and development issues with the UW Extension and assist with development of the County GIS and maps to support planning activities.
11. Provide data, information, policy interpretation and technical assistance related to Zoning, Land Information & Land Conservation Department programs and projects for professional clients, local officials and the general public.
12. Assists in reviewing site plans, certified survey maps, subdivision plats, planned unit development, rezoning, conditional use permits, annexations, sign permits and home occupations.
13. Identify and implement intergovernmental programs, which implement the objectives of county wide land use plans.
14. Develop and enforce county ordinances pertaining to property maintenance and nuisances; composes and sends responses to individuals in response to complaints and ordinance violations.
15. Design, implement and analyze community surveys in support of plan and policy development for county wide projects.
16. Design and prepare various technical studies on population, landuse, parks, and recreation, economic development, historic preservation and other planning issues by working with partner organizations such as DOT, WEDC, DNR, and School Districts.

E. Minimum Qualifications of a Candidate:

Education: Bachelor's Degree in land use planning, geography, landscape architecture, public administration or other relevant field. AICP (American Institute of Certified Planners) Certification preferred. Graduate work or advanced degree in Urban Planning related field.

Experience: Five years of experience in land use planning with strong communication skills in meeting facilitation/mediation/and public participation. Knowledge of investment incentives (Tax Incremental Financing, Federal, State, local and private grants). Knowledge and experience working with technology and various applications G.I.S. Arc Reader.

F: Funding:

Remainder of this fiscal year, if applicable:

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
8	\$31.19	\$64,875	\$4,347	\$941	\$14,534	\$740	\$18	\$917

Annual cost thereafter:

8	\$31.19	\$64,875	\$4,347	\$941	\$14,534	\$740	\$18	\$917
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1. Where will the funds for this position come from: 2019 Budget

2. What equipment will need to be purchased (desk, etc.)? None

Is office space presently available? Yes Where? Land Conservation Dept.

Estimated capital cost: N/A

Is this capital cost in the department budget? 2019

3. Grand total cost, all items, this fiscal year: \$90,395

4. Thereafter, annual cost of salary and fringes: \$90,395

G. Supervisory responsibility (if applicable):

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

2. Employees directly supervised: _____ Indirectly: _____

List title of employees reporting to this position:

H. Who will this person be responsible to? LCD

SUPERVISING COMMITTEE Action:

Approval date: 6/12/18 by a vote of 6 Ys 0 No

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

Copies to be made by Department Head: 1 for Department, Original and 5
copies to Personnel Director

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RESOLUTION AUTHORIZING ESTABLISHMENT OF A PARALEGAL POSITION WITHIN THE MONROE COUNTY DISTRICT ATTORNEY'S OFFICE

WHEREAS, Monroe County Public Safety & Justice Committee and the Administrator & Personnel Committee request the establishment of a Paralegal position in the District Attorney's Office at pay grade 12 effective January 1, 2019; and

WHEREAS, due to the continued rise in caseload and lack of additional prosecutors the District Attorney's office is in need of a position that can take duties from the prosecutors as well as current staff to ensure that the office doesn't violate statutory deadlines and to ensure the backlog of cases is kept at an acceptable level.

WHEREAS, Monroe County has three Judges and only three prosecutors, compared to most counties in the state of Wisconsin that have 25% more prosecutors than judges due to the amount of prep work necessary to prepare most cases for Court.

WHEREAS, this position would conduct legal research, compile and gather information/documentation for motion hearings and jury trials beyond the duties and abilities of the current office staff.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they authorize the establishment of a Paralegal position in the District Attorney's Office effective January 1, 2019.

Dated this 27th day of June 2018.

Offered by the Administration & Personnel Committee

Purpose: Approve a new Paralegal position for 2019.

Fiscal Note: Position will be paid through County levy and budgeted for 2019 at a cost of \$68,172 in 2019 and \$68,172 annually thereafter.

Reviewed as to form on _____

Andy Kaftan, Corporation Counsel

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

Committee of Jurisdiction Forwarded on: June 12 2018
4 Yes 1 No 0 Absent

Committee Chair: Pete Peterson

Mary Imboden Sharon Tolcey
Scott Bl Max Hansen

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

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing
is a true and correct copy of Resolution # _____ acted on by the County
Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
(A raised seal certifies an official document)

NEW POSITION ANALYSIS

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

A. Department: District Attorney's Office Date: April 27, 2018

Department Head: Kevin D. Croninger

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

Due to the continued rise in caseload and the lack of additional prosecutors we need to have a position that can take duties from the prosecutors as well as current staff so that our office can continue to protect the citizens from criminal behavior. The workload is such that our office is at significant risk of violating statutory deadlines much less keep the backlog of cases at an acceptable level. Monroe County has three Judges and only three prosecutors, this is extremely rare in counties across Wisconsin. In most places there are at least 25 percent more prosecutors than Judges. This is because the amount of prep work necessary to prepare most cases for Court. Without adequate prep time cases cannot be handled appropriately. Adding this position will lessen some of the prep time burden on attorneys and place that burden on the paralegal.

Suggested Title: Paralegal Full Time X Part Time /hrs

Personnel Director's Recommended Classification: Grade 12

Projected Start Date: January 1, 2019

C. General Description of the Position:

This position will conduct legal research, compile and gather information/documentation for motion hearings and jury trials, compile offender's criminal history, provide AV support in court. The position will provide general assistance to the prosecutors in the office in completing all legal duties.

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

1. Compile offender's criminal history
Repeater status, misd vs felony charges, charge or no charge determination, validate number of same offense (OWI)
2. Legal research to assist prosecutors with motion and jury trial arguments
3. Research case law and draft motions
4. Obtain information/documentation in support of prosecutors motion or to rebut defense motions

5. Provide AV support during jury trials and all other hearings as needed
6. Prepare and assist prosecutors with jury trial exhibits and AV
7. Compile charges and complaint language for low level offenses
8. Assists with any departmental work as workload demands

E. Minimum Qualifications of a Candidate:

Education: Paralegal Degree

Experience: 2 years of legal research or in a closely related career

F. Funding:

Remainder of this fiscal year, if applicable:

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
12	\$22.22	\$46,218	\$3,097	\$2,866	\$14,534 Family	\$740 Family	\$18	\$28

Medicare \$671

Annual cost thereafter:

12	\$22.22 + increases	\$46,218	\$3,097	\$2,866	\$14,534	\$740	\$18	\$28
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Medicare \$671

- Where will the funds for this position come from: General Fund
- What equipment will need to be purchased (desk, etc.)? None. State will provide computer and we have desk, chair, et...

Is office space presently available? Yes Where? w/in current office space

Estimated capital cost: None

Is this capital cost in the department budget? N/A

- Grand total cost, all items, this fiscal year: _____
- Thereafter, annual cost of salary and fringes: _____

G. Supervisory responsibility (if applicable):

- In brief detail, explain the supervisory authority this position will have: None
- Employees directly supervised: None Indirectly: None

List title of employees reporting to this position: N/A

H. Who will this person be responsible to? Adm Asst / Off Mngr

SUPERVISING COMMITTEE Action:

Approval date: 5/14/2018 by a vote of 4 approve; 1 absent

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

Copies to be made by Department Head: 1 for Department, Original and 5
copies to Personnel Director

RESOLUTION AUTHORIZING ESTABLISHMENT OF A MENTAL HEALTH NURSE POSITION IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT

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WHEREAS, Monroe County Health & Human Services Committee and the Administration & Personnel Committee request the establishment of a Mental Health Nurse within the Behavioral Health unit in the Human Services Department at pay grade 8 effective January 1, 2019 and

WHEREAS, under the general supervision of the Behavioral Health Clinical Administrator, the Mental Health Nurse will work primarily within the Outpatient Clinic, Comprehensive Community Services (CCS), and Crisis Services programs and provides services to clients with mental health issues and substance-use related issues and

WHEREAS, these services are currently being provided in the county by La Crosse County DHS through the Western Region Integrated Care Consortium. MCDHS proposes to employ our own Mental Health Nurse which offers the fiscal advantage of revenue thru billable time in CCS and Crisis Services.

WHEREAS, currently the county gets these services by paying La Crosse County under the consortium agreement. The switch to an in-county Mental Health Nurse has an estimated cost savings of \$15,000 each year in AMSO and indirect costs. In addition, the amount of contracted services that Human Services use that would be performed by this role have an estimated total cost of \$98,000.

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they authorize the establishment of a Mental Health Nurse position in the Behavioral Health Unit within the Human Services department effective January 1, 2019.

Dated this 27th day of June 2018.

Offered by the Administration & Personnel Committee

Purpose: Approve a new Mental Health Nurse position for 2019.

Fiscal Note: Position will be paid through current budget line item budgeted for these services through WRIC, additionally billable time at \$85.72/hr. and budgeted for 2019 at a cost of \$84,992 in 2019 and \$83,492 annually thereafter.

Reviewed as to form on _____
Andy Kaftan, Corporation Counsel

Committee of Jurisdiction Forwarded on: June 12 2018
5 Yes 0 No 0 Absent
Committee Chair: Pete Peterson
Mary Von Reuden Paul Selig
Mark Nelson Sharon Foley

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

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

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

NEW POSITION ANALYSIS

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

A. Department: Human Services Date: 6/27/2018
Department Head: Ron Hamilton

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

Under general supervision of the Behavioral Health Clinical Administrator, the Mental Health Nurse will work primarily within the Outpatient Clinic, Comprehensive Community Services (CCS), and Crisis Services programs and provides services to clients with mental health issues and substance-use related issues.

These services are currently being provided by LaCrosse County DHS through the Western Region Integrated Care Consortium. MCDHS would propose to employ current MHI Nurse. The MH Nurse works only in Monroe County and there are fiscal advantages to this position becoming a Monroe County Employee. This position is able to bill time in CCS and Crisis Services. We currently pay Lacrosse County the employee cost and recover revenue based on billing time and WIMCR. The most significant advantage is that Monroe County would not be paying LaCrosse County AMSO and indirect cost of approximately \$15,000 annually. This position will continue to exist whether it remain a LaCrosse employee or switch to a Monroe County Employee.

Suggested Title: Mental Health Nurse _____ Full Time Part Time _____/hrs

Personnel Director's Recommended Classification: Grade 8

Projected Start Date: 1/1/2019

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

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

1. See position description

2. _____

3. _____

E. Minimum Qualifications of a Candidate:

Education: Associate or Bachelor degree in Nursing with Licensure as a Registered Nurse

Experience: _____

F: Funding:-

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
8	\$28.30	\$58,864	\$4003	\$4503	\$14,534	\$740	\$18	\$830

1. Where will the funds for this position come from: There would not be additional County levy funding as we are currently budgeting for this position through WRIC, additionally there is MA billable time at \$85.72 for qualified hours

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

Computer/monitor

Is office space presently available? Yes Where? Human Services

Estimated equipment cost: \$1500

Is this cost in the department budget? 2019 Budget

3. Grand total cost, all items, this fiscal year: 2019 cost \$84,992

4. Thereafter, annual cost of salary and fringes: \$83,492

G. Supervisory responsibility (if applicable):

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

2. Employees directly supervised: N/A Indirectly: _____

JOB DESCRIPTION

COUNTY: Monroe
AGENCY: Department of Human Services
POSITION: Mental Health Nurse
UNIT: Behavior Health Unit
TITLE OF IMMEDIATE SUPERVISOR: Behavioral Health Clinical Administrator

DESCRIPTION OF DUTIES

Under general supervision of the Behavioral Health Clinical Administrator, the Mental Health Nurse works primarily within the Outpatient Clinic, Comprehensive Community Services (CCS), and Crisis Services programs and provides services to clients with mental health issues and substance-use related issues.

Essential Duties and Responsibilities

Provides nursing support services to consumers as a part of the behavioral health treatment plan developed in conjunction with other professional staff.

Carries out the medical management of consumers as directed by the Prescriber, including the review of medications, administration of I.M. medication and monitoring of oral medications. This job function is dictated by good nursing standards of practice while working closely with the Human Service Agency's prescriber.

Provides independent psychiatric nursing assessment of medical needs of clients with mental illness and substance use disorders in office and in community setting.

Coordinates consumer care with external health care resources.

Provides on-going monitoring of compliance with both oral and I.M. psychiatric medications; evaluates consumers as to benefits of current medications and for potential side effects.

Serves as liaison with physicians and other health care providers in the community to ensure coordination of services.

Performs mental status examinations and physical assessments of clients.

Maintains adequate medical supplies and equipment.

Teaches and counsels consumer's families and other involved individuals as it

relates to the treatment of the consumer.

Provides nursing consultation to other program areas of Human Services.

Participates in discussions relative to consumer care as a member of the interdisciplinary team.

Provides in-home and community services when indicated in the consumer's treatment plan or when otherwise clinically indicated.

Provides consumer education in health-related areas.

Provides services in community or office setting, as assigned.

Provides emergency mental health services including conducting risk assessments, crisis intervention, and follow-up as part of the Crisis Services program.

Represents Monroe County Human Services to the community at large through professional interaction, clinical consultation, public speaking, media presentations, and participation in community advisory groups or task forces as assigned.

Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.

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

Supervision Exercised

None.

Qualifications

1. Associate or Bachelor degree in nursing.
2. Licensure as a Registered Nurse.
3. Valid Wisconsin's driver's license.

Closing Statement

Job Description
Mental Health Professional
Page 2

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

Fair Labor Standards Act Category
Exempt – Professional.

Employee

Approved by Supervisor: _____
Date: _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF CHILDREN AND FAMILY SERVICES MANAGER POSITION IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT

WHEREAS, Monroe County Health & Human Services Committee and the Administrator & Personnel Committee request the establishment of a Children and Family Services Manager the position of in the Children & Family Services (CFS) unit of the Human Services Department at pay grade 7 effective January 1, 2019; and

WHEREAS, the Children & Family Services Manager in the CFS unit would be responsible for Juvenile Justice, Child Welfare, Child Protective Services, Children's Long Term Support Services, Birth to Three, Foster Care, Kinship and IV-E programs. This position will supervise the Social Work Supervisor as well as provide direct supervision of the identified staff; and

WHEREAS, the current Social Work Supervisor is responsible for all CFS programs and directly supervises 16 staff. The recommended supervisor to staff ratio for a mixed caseload is 1 to 8, and specific to CPS it is 1 to 5. At our current ratio of 1 to 16, there is insufficient time to provide adequate staff supervisor contact for best practice training, supervision, and case consultation; and

WHEREAS, every staff turnover represents a loss in production as well as the overloading of current staff. Fiscally, the cost of a new staff member is estimated to be \$50,000 due to training time, increased case load on other staff, loss of production and potential for out of home placements due to waiting lists for clients; and

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

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a Children & Family Services Manager position in the Children & Family Services unit of the Human Services department effective January 1, 2019.

Dated this 27th day of June 2018.

Offered by the Administration & Personnel Committee

Purpose: Approve a new Children & Family Services Manager position for 2019.

Fiscal Note: Position will be paid through County levy and budgeted for 2019 at a cost of \$97,113 in 2019 and \$93,613 annually thereafter.

Reviewed as to form on _____
Andy Kaftan, Corporation Counsel

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

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

Committee of Jurisdiction Forwarded on: June 12 20 18
5 Yes 0 No 0 Absent
Committee Chair: Pete Peterson
Carl Schaefer Mary Von Budden
Mike Miller Sharon Felcey

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

NEW POSITION ANALYSIS

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

A. Department: Human Services Date: 6/27/2018

Department Head: Ron Hamilton

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

We are requesting to establish a Children and Family Services Manager position for the 2019 year. We have identified this position to be responsible for the areas of Juvenile Justice, Child Welfare, Child Protective Services, Children's Long Term Support Services, Birth to Three, Foster Care, Kinship and IV-E programs. This position will supervise the Social Work Supervisor as well as direct supervision of identified staff. The current Social Work Supervisor is directly responsible for all CFS programs and provides direct supervision to 16 staff. The recommended Supervisor to staff ratio for a mixed caseload is 1 to 8 and specific to CPS it is 1 to 5. Research indicates that the most significant factor in retaining staff is the connection and relationship that an employee has with their Supervisor. At our current ratio of 1 to 16, there is insufficient time to provide best practice training, supervision, and case consultation. Every staff turnover represents a loss in production as well as the overloading of current staff. Fiscally, the turnover cost of a new staff is estimated to be over \$50,000 per turnover. This does not include the increased costs related to out of home placements, which is highly correlated with staff turnover.

This additional CFS Manager position would allow us to develop more in depth expertise in all program areas as that responsibility would be shared. There will be an improved supervisor to staff ratio allowing for enhanced case consultation to identify least intrusive case management and placement alternatives. The Manager will have more time to oversee budgetary aspects of the CFS Unit. It will also allow time to identify grants and programs which may provide more funding for services. This position will be funded by County levy and incorporated in the 2019 budget

Suggested Title: Children & Family Services Manager Full Time Part Time /hrs

Personnel Director's Recommended Classification: Grade 7

Projected Start Date: 1/1/2019

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

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

1. See attached job description

2. _____

E. Minimum Qualifications of a Candidate:

Education: See attached job description

Experience: _____

F: Funding:

Annual costs (with full family insurance coverage): **2019 Cost,**

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
7	\$32.50	\$67,600	\$4,597	\$5,171	\$14,534	\$740	\$18	\$953

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

County levy funding, 2019 budget

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

Computer, desk, chair, phone, etc.

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

Estimated equipment cost: \$3,500

Is this cost in the department budget? 2019 Budget

3. Grand total cost, all items, 2019 fiscal year: \$97,113

4. Thereafter, annual cost of salary and fringes: \$93,613

G. Supervisory responsibility (if applicable):

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

2. Employees directly supervised: 9 Indirectly: 8

List title of employees reporting to this position:

Social Work Supervisor CFS Social Work Staff

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

Health and Human Services Committee Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

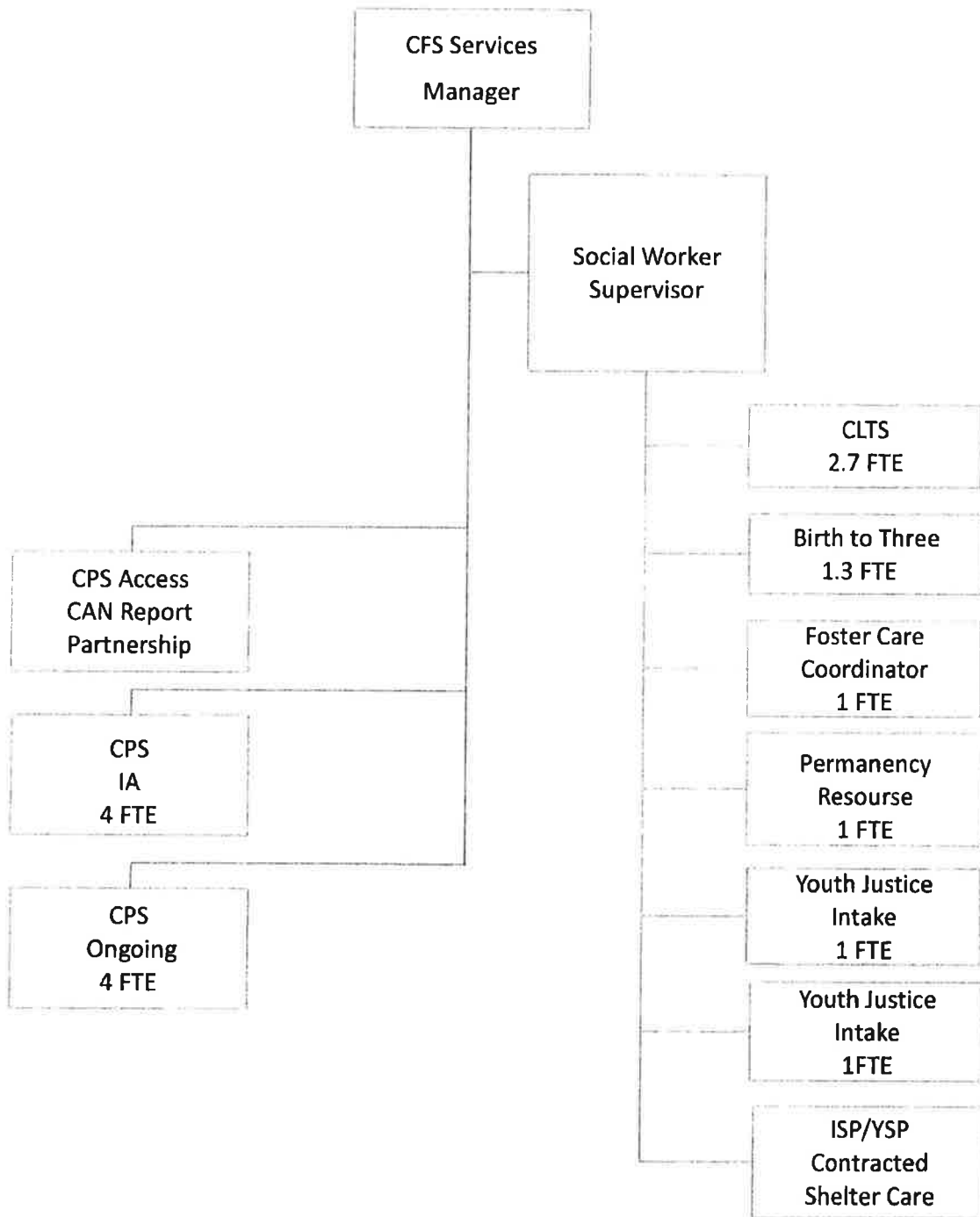
Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention





DRAFT

Wisconsin County Human Service Association

Caseload Standards for Child Protective Services

Updated: April 3, 2018

The Wisconsin County Human Service Association recognizes that caseload ratio standards can be used in an evaluative sense to gauge the extent to which workers and, by extension, a state's child welfare system is adequately meeting its obligations for serving children and families¹. To begin addressing Wisconsin's lack of such standards for child protective services delivered outside of Milwaukee County, WCHSA endorses the standards detailed below². In doing so, we seek to strongly support Wisconsin's child protective services workers and the children, youth and families they serve. We furthermore believe these standards will be a useful resource for policymakers who make critical decisions regarding Wisconsin's child protective services system.

Recommended Caseload Standards

The recommended caseload standards for child protective services are as follows:

Service Type	WCHSA Recommended Caseload / Workload
Supervision	1 supervisor per 5 case carrying CPS workers.
Ongoing	10 active cases per case carrying CPS worker, with no more than 15 children per worker for children in out-of-home care.
Initial Assessment	11 active assessments per 1 worker at any given time with no more than 6 new assessments assigned during a one month period.
Access	12 newly assigned reports per day per worker.
Foster Parent Licensing	TBD

It should be noted that the caseload is based on new and active cases assigned to a worker at any given time. In other words, new cases should not be added unless a comparable number of cases have been closed, assuming that a worker has a full caseload.

For the purposes of these standards, a "case" means an assigned family case that likely often includes more than one child.

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES

JOB TITLE: CHILDREN AND FAMILY SERVICES MANAGER

POSITION SUMMARY:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

SUPERVISORY RESPONSIBILITIES

Directly supervises Children and Family Services Staff and programs

LICENSING REQUIREMENTS

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

EDUCATION AND EXPERIENCE REQUIREMENTS

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

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM JOB

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

HIPAA RESPONSIBILITY

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

PHYSICAL DEMANDS

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

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

Fair Labor Standards Act Category

Exempt – Administrative

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

Employee Signature

Date

Supervisor Signature

Date

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

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RESOLUTION AUTHORIZING ESTABLISHMENT OF AN INFORMATION SYSTEMS SPECIALIST POSITION IN THE MONROE COUNTY INFORMATION SYSTEMS DEPARTMENT

WHEREAS, Monroe County Administration & Personnel Committee request the establishment of an Information Systems Specialist within the Information Services Department at pay grade 11 effective January 1, 2019 and

WHEREAS, the Information Systems Specialist is responsible for setup of computers, troubleshooting computer errors, and assisting the network administrator in daily network tasks and duties and

WHEREAS, the Information Systems Specialist installs new computers, installs and updates software applications, coordinates computer replacement parts and equipment, creates and updates documentation, troubleshoots and assists front-end users with computer-related problems, education and training, and

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of an Information Systems Specialist position in the Information Systems Department effective January 1, 2019.

Dated this 27th day of June 2018.

Offered by the Administration & Personnel Committee

Purpose: Approve a new Information Systems Specialist position for 2019.

Fiscal Note: Position will be paid through county levy and budgeted for 2019 at a cost of \$77,002 in 2019 and \$73,002, plus normal salary and fringe increases annually thereafter.

Reviewed as to form on _____ _____ Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>June 12 2018</u> <u>5</u> Yes <u>0</u> No <u>0</u> Absent Committee Chair: <u>Pete Peterson</u>
Finance Vote (If required): ___ Yes ___ No ___ Absent	<u>[Signature]</u> <u>Mary VonKuden</u> <u>[Signature]</u> <u>Sharon Falcey</u>
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20__ ___ Yes ___ No ___ Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the County Board of Supervisors at the meeting held on _____ _____ SHELLEY R. BOHL, MONROE COUNTY CLERK (A raised seal certifies an official document)

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form (MC-5) must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the Personnel Director prior to considering new position requests concerning position responsibilities and compensation plan placement. The department head may also consult with the Finance Director concerning position funding and budget issues. The department head completes the New Position Analysis form (MC-5) and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b). Department heads shall keep their committees apprised of the status of the department's new position request through the budget process.

(b) The requesting department head shall present the completed MC-5 form along with justifying rationale to the Personnel and Bargaining Committee. They will review the request and vote to approve or deny the request. If approved, the Personnel Director will write a position description and county board resolution for the new position, and the request shall be presented to the Finance Committee for approval of the fiscal note at the end of the county board resolution.

(c) The request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Personnel and Bargaining Committee and the Finance Committee.

(d) The action of the County Board will be final, although the County Board may refer the resolution to an appropriate committee if more information is required.

NEW POSITION ANALYSIS

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

A. Department: Information Systems
Date: 06/03/2018

Department Head: John Mehtala

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

With the ever increasing computer technology being utilized by Monroe County Government Departments the demands have increased on the Information Systems Department to maintain its computer systems inventory/network. This has resulted in a need for additional staff to complete projections in a more efficient manner.

Suggested Title: Information Systems Specialist
Full Time Part Time /hrs

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: 1/1/2019

- C. General Description of the Position: Under the Supervision of the Information Systems Director, this position will configure/install/update computers/laptops/tablets. Position will add/delete users in active directory, Microsoft Exchange, and various databases being utilized. Will setup and install file servers, troubleshoot various computer issues. Respond to work orders. Position will entail inventory control and accounting. Position will restore deleted files via data backup systems.

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

1. Inventory/configure/install new PC's
2. Troubleshoot end users computer related issues.
3. Answer/respond to help desk requests.
4. Contact vendors when help is needed with vendor supported data systems.
5. Add/delete user accounts
6. Perform inventory control.
7. Answer emergency 24/7 computer support requests
8. Work in a team environment to assure an understanding of the Monroe County Metro Network.

E. Minimum Qualifications of a Candidate:

Education: 2 year Associate degree in Computer Support Specialist/Network Administration.

Experience: 12 months but willing to train the right individual.

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11	23.00	50,440	3,380	3,859	14,534	740	18	31

Annual cost thereafter:

11	23.00	50,440	3,380	3,859	14,534	740	18	31
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1. Where will the funds for this position come from: Tax Levy, 2019 budget

2. What equipment will need to be purchased (desk, etc.)? desk, phone, cell phone, computer, laptop, chair, miscellaneous pens pencils, etc.

Is office space presently available? yes x Where? 48th Edition Rolling Hills

Estimated equipment cost: \$4,000.00

Is this cost in the department budget? Yes, 2019 budget

3. Grand total cost, all items, this fiscal year: \$77,002

4. Thereafter, annual cost of salary and fringes: \$73,002

G. Supervisory responsibility (if applicable):

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

2. Employees directly supervised: _____ Indirectly: _____

List title of employees reporting to this position:

H. Who will this person be responsible to? Information Systems
Director

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

RESOLUTION NO. _____

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RESOLUTION AUTHORIZING ESTABLISHMENT OF AN ADMINISTRATIVE ASSISTANT POSITION IN THE MONROE COUNTY JUSTICE DEPARTMENT

WHEREAS, Monroe County Public Safety & Justice Committee and the Administrator & Personnel Committee request the establishment of a half-time Administrative Assistant position of the Justice Department at pay grade 16 effective July 1, 2019; and

WHEREAS, there has been an increase in the number of participants for testing at the Justice Department thru requests by the Human Services Department to test parents with drug addiction issues; and

WHEREAS, this increase has caused an increased workload for current staff making them unavailable to handle walk-ins and the basic clerical duties of the office without putting in extra overtime; and

WHEREAS, we are requesting the addition of a half time staff working mornings, (Monday-Friday; 8am – 12 pm) to offset the high need for clerical support duties during the busiest time of the day when other staff are unavailable; and

WHEREAS, the cost for this staff would be covered by a line-item transfer of the current on-call budget item to ensure no additional funding would be needed from the levy; and

NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a half-time Administrative Assistant in the Justice Department effective July 1, 2019.

FURTHER BE IT RESOLVED that the budget is amended to reflect this change as set out above and below in the fiscal note.

Dated this 27th day of June 2018.

Offered by the Administration & Personnel Committee

Purpose: Approve a new half time Administrative Assistant position for July 1, 2019.

Fiscal Note: Position will be paid through line item transfer from on-call budget from 2019 at a cost of \$13,748 in 2019 and \$27,195 annually thereafter.

Reviewed as to form on _____ Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>June 12 20 18</u> <u>5</u> Yes <u>0</u> No <u>0</u> Absent Committee Chair: <u>Pete Peterson</u> <u>Mary VonBuren</u> <u>Sharon Tolcey</u> <u>[Signature]</u> <u>Mark Blawie</u>
Finance Vote (If required): ___ Yes ___ No ___ Absent	
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ ___ Yes ___ No ___ Absent	STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the County Board of Supervisors at the meeting held on _____ _____ SHELLEY R. BOHL, MONROE COUNTY CLERK (A raised seal certifies an official document)

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form (MC-5) must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the Personnel Director prior to considering new position requests concerning position responsibilities and compensation plan placement. The department head may also consult with the Finance Director concerning position funding and budget issues. The department head completes the New Position Analysis form (MC-5) and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b). Department heads shall keep their committees apprised of the status of the department's new position request through the budget process.

(b) The requesting department head shall present the completed MC-5 form along with justifying rationale to the Personnel and Bargaining Committee. They will review the request and vote to approve or deny the request. If approved, the Personnel Director will write a position description and county board resolution for the new position, and the request shall be presented to the Finance Committee for approval of the fiscal note at the end of the county board resolution.

(c) The request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Personnel and Bargaining Committee and the Finance Committee.

(d) The action of the County Board will be final, although the County Board may refer the resolution to an appropriate committee if more information is required.

NEW POSITION ANALYSIS

YES New position

NA Increased part-time

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

A. Department: Justice Programs Date: 06/06/18

Department Head: Eric Weihe

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

Currently we have an on call staff support that works an average of 9 hours per week. The primary job duties for the current position include filing paperwork for the various OWI Programs and Diversion Program, answering the phone, and greeting the public. However, since that position was created the number of programs, participants, and the number of staff have increased exponentially and the 9 hours of staff support each week is not adequate to cover the basic administrative job duties. At this point, the Justice Programs Coordinator, Assistant Coordinator, and OWI Treatment Court Case Manager cover all duties, including answering the phone, greeting the public, receipting money, distributing mail, and other clerical duties, as well as, their already required job duties. These three positions do not get relief from these duties until 12pm when a Justice Programs Specialist comes in. In the afternoons, the Justice Programs Coordinator and Assistant Coordinator are often in meetings, attending court hearings, or meeting directly with clients. It has become increasingly difficult, especially for the Justice Programs Coordinator and Assistant Coordinator, to effectively coordinate the programs while also doing basic clerical duties. Additionally, the Coordinator and Asst. Coordinator have found it progressively challenging to make time to improve the programs, supervise staff, and complete other administrative duties. On average, there are 10-20 phone calls each morning to the main Justice Programs office number. Additionally, there are numerous participants, attorneys, and other individuals who will stop in the office without an appointment to talk to staff. With the exception of the 9 hours that staff support is in the office, there is nobody to screen calls, answer the door, or schedule appointments for the participants to meet with the appropriate staff member for their specific program. Often, the person who answers the doors ends up having an impromptu appointment with the client and may have to drop all current tasks to meet with the client or answer their questions. This causes difficulty in maintaining deadlines, preparing for court hearings, and completing administrative duties.

If the part-time Administrative Assistant were to be approved in the office Monday-Friday 8am-12pm, this position would take over answering basic phone calls, greeting the public, filing documents, and scheduling appointments. This position would ultimately create

additional time for the Justice Programs Coordinator and Assistant Coordinator to focus on case management of the various programs, supervision of staff, and other administrative duties.

Suggested Title: Justice Programs Administrative Assistant (Secretary/Receptionist) Part Time 20/hrs.

Personnel Director's Recommended Classification: Grade 16

Projected Start Date: 07/01/2019

C. General Description of the Position: Greets and provides information to the public, answers phone calls, assist the Asst. Coordinator in maintaining and updating program files, maintains the office and performs clerical duties.

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

1. Greets public by phone or in person. Provides information to public walk-ins or receives public walk-ins.
2. Screen and transfer calls to appropriate staff.
3. Receive money and receipt payments to the appropriate program.
4. Familiarizes self with program requirements and is able to provide information on services and programs.
5. Schedules appointments for staff to meet with clients.
6. Opens, date stamps, and distributes incoming mail. Corresponds appropriately and processes outgoing mail.
7. Assist. Asst. Coordinator with reviewing court calendar and organize files for review hearings
8. Process confidential information including assessments and drug test results.
9. Filing.

E. Minimum Qualifications of a Candidate:

Education: Graduated from high school and prefer related clerical experience, or equivalent combination or education and experience from which comparable knowledge and abilities can be acquired.

Experience: One to two years related office experience, including computer experience, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

F: Funding:

Annual costs (with full family insurance coverage): \$27,195

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
<u>16</u>	<u>\$17.45</u>	<u>9,214</u>	<u>\$0</u>	<u>\$706</u>	<u>\$3,633</u>	<u>\$185</u>	<u>\$5</u>	<u>\$6</u>

Cost Thereafter:

<u>16</u>	<u>\$17.45</u>	<u>18,148</u>	<u>\$0</u>	<u>1,390</u>	<u>\$7,267</u>	<u>\$370</u>	<u>\$9</u>	<u>\$11</u>
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1. Where will the funds for this position come from: Current 2018 budget line item transfers to Salaries/Fringe benefits.

2. What equipment will need to be purchased (desk, etc.)?
No new equipment will be needed. Our office already has all the equipment needed for this position.

Is office space presently available? Yes Where?
Yes, we have a separate office in our lobby for this position.

Estimated equipment cost: No extra funds needed for equipment.

Is this cost in the department budget? It should be after transferring the funds from my other budget lines as mentioned above.

3. Grand total cost, all items, this fiscal year: None for 2018, part time position requested start date is 07/01/2019 cost of \$13,748.

4. Thereafter, annual cost of salary and fringes: \$27,195.

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: None

2. Employees directly supervised: none Indirectly: none

List title of employees reporting to this position: None

H. Who will this person be responsible to? Direct supervisor will be Asst. Coordinator and secondary supervisor will be Coordinator.

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention
