

# MONROE COUNTY BOARD OF SUPERVISORS



202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656  
PHONE 608-269-8705  
FAX 608-269-8747  
[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

## AMENDED NOTICE OF MEETING

**COMMITTEE:** FINANCE MEETING  
**TIME:** 9:00 a.m.  
**PLACE:** Justice Center  
Monroe County Board Assembly Room  
(Historic Courthouse Entrance)  
1<sup>st</sup> Floor – Room #1200  
112 South Court Street  
Sparta, WI 54656  
**DATE:** Wednesday, July 19, 2017

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date & Time
3. Minutes approval 06/21/2017
4. Public Comment
5. Justice Center Building Project
  - a. Justice Center Update – Discussion/Action
  - b. Approval of Justice Center Vouchers – Discussion/Action
  - c. Resolution Authorizing Funds for Mediation – Discussion/Action
6. Maintenance Repurpose of Funds – Discussion/Action
7. Medical Examiner Budget Adjustment – Discussion/Action
8. Rolling Hills Resolution(s) – Fiscal Note Approvals, Discussion/Action
  - a. Authorizing Planning Construction of a New Nursing Home
  - b. Approving Budget Adjustment for Initial Exploration Costs to Build a New Nursing Home Facility
9. Rolling Hills Financing Scenarios – Discussion/Action  
Brad Viegut, Robert W. Baird & Co. Inc.
10. American Transmission Company (ATC) Environmental Impact Fee Payment/Recommendations for Use – Discussion/Action
11. Senior Services (ADRC) – Discussion/Action
  - a. Budget Adjustments
  - b. Line Item Transfer
12. Human Services Credit Card Approval – Discussion/Action
13. Fiscal Note Approval(s) – Discussion/Action
  - a. Resolution Approving Purchase of MYEVOLV Software Program for Dept. of Human Services
  - b. Resolution Authorizing Establishment of Two Social Worker I Positions in the Monroe County Human Services Department
  - c. Resolution Authorizing Establishment of an Additional Social Worker I Position in the Monroe County Human Services Department
  - d. Resolution Authorizing Establishment of a Social Services Manager Position in the Monroe County Human Services Department
14. Treasurer
  - a. Monthly Treasurers Report
  - b. Treasurer Department Monthly Report Review
  - c. In Rem Foreclosure Flat Fee

**FINANCE MEETING**  
**Wednesday, July 19, 2017**

15. Finance
  - a. Monthly Financial Report
  - b. Finance Department Monthly Report Review
  - c. 2016 Audit/2016 Financial Standing Discussion
16. Line Item Transfer(s) – Discussion/Action
  - a. Finance
  - b. County Board
17. 2018 Work Comp Rates – Discussion/Action
18. 2018 Budget
19. 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
20. Items for next month's agenda
21. Adjournment

Cedric Schnitzler, Committee Chair  
Date notices mailed: 07/18/2017



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1

SPARTA, WISCONSIN 54656

PHONE 608-269-8705

FAX 608-269-8747

[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

## NOTICE OF MEETING

**COMMITTEE:** FINANCE MEETING

**TIME:** 9:00 a.m.

**PLACE:** Justice Center

Monroe County Board Assembly Room

(Historic Courthouse Entrance)

1<sup>st</sup> Floor – Room #1200

112 South Court Street

Sparta, WI 54656

**DATE:** Wednesday, July 19, 2017

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date & Time
3. Minutes approval 06/21/2017
4. Public Comment
5. Justice Center Building Project
  - a. Justice Center Update – Discussion/Action
  - b. Approval of Justice Center Vouchers – Discussion/Action
  - c. Resolution Authorizing Funds for Mediation – Discussion/Action
6. Maintenance Repurpose of Funds – Discussion/Action
7. Budget Adjustment(s) – Discussion/Action
  - a. Medical Examiner
  - b. Senior Services
8. Line Item Transfer(s) – Discussion/Action
  - a. Senior Services
  - b. Finance
  - c. County Board
9. Rolling Hills Financing Scenarios – Discussion/Action  
Brad Viegut, Robert W. Baird & Co. Inc.
10. American Transmission Company (ATC) Environmental Impact Fee Payment/Recommendations for Use – Discussion/Action
11. Human Services Credit Card Approval – Discussion/Action
12. Fiscal Note Approval(s) – Discussion/Action
  - a. Resolution Approving Purchase of MYEVOLV Software Program for Dept. of Human Services
  - b. Resolution Authorizing Establishment of Two Social Worker I Positions in the Monroe County Human Services Department
  - c. Resolution Authorizing Establishment of an Additional Social Worker I Position in the Monroe County Human Services Department
  - d. Resolution Authorizing Establishment of a Social Services Manager Position in the Monroe County Human Services Department
13. Treasurer
  - a. Monthly Treasurers Report
  - b. Treasurer Department Monthly Report Review
  - c. In Rem Foreclosure Flat Fee

**FINANCE MEETING  
Wednesday, July 19, 2017**

14. Finance
  - a. Monthly Financial Report
  - b. Finance Department Monthly Report Review
  - c. 2016 Audit/2016 Financial Standing Discussion
15. 2018 Work Comp Rates – Discussion/Action
16. 2018 Budget
17. 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
18. Items for next month's agenda
19. Adjournment

Cedric Schnitzler, Committee Chair  
Date notices mailed: 07/14/2017

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

Finance Committee  
June 21, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Mark Halverson, Douglas Path  
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Kurt Marshaus, Pam Rainwater, Bob Micheel, Andrew Kaftan, Garry Spohn, Randy Williams

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Vice-Chair Pete Peterson.

- Next meeting date – July 19, 2017 at 9:00 a.m. at the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mark Halverson second by Wallace Habegger to approve the 05/17, 05/24 & 06/13/17 minutes. Carried 4-0.
- Public Comment – None.
- Justice Center Building Project
  - a. Justice Center Update – Kurt Marshaus provided a project update to members.
  - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Douglas Path second by Mark Halverson to approve the Justice Project expenditures in the amount of \$273,013.78. Carried 4-0.
- Radio System
  - a. Radio System Update – Randy Williams provided a project update to members.
  - b. Approval of vouchers – Motion by Wallace Habegger second by Mark Halverson to approve the radio system vouchers in the amount of \$2,145.00. Carried 4-0.
- Budget Adjustments –
  - a. Health – Pam Rainwater explained the 2017 budget adjustment in the amount of \$1,125.00 for Centers for Disease Control and Prevention Grant. Motion by Wallace Habegger second by Mark Halverson to approve budget adjustment. Carried 4-0.
  - b. Land Conservation - Bob Micheel explained the 2017 budget adjustment in the amount of \$289,182.53 for conservation practices that didn't get installed in 2016. Discussion. Motion by Wallace Habegger second by Douglas Path to approve budget adjustment. Carried 4-0.
  - c. Maintenance – Garry Spohn explained the 2017 budget adjustment in the amount of \$450.00 for title searches on two donated parcels in Warrens. Motion by Douglas Path second by Wallace Habegger to approve budget adjustment. Carried 4-0.
- Human Services Credit Card – Tina Osterberg explained the credit card request for an Economic Support Supervisor. Motion by Mark Halverson second by Douglas Path to approve credit card in the amount of \$1,000.00. Carried 4-0.
- Resolution Denying Claim of David Young – Andrew Kaftan explained the complaint by David Young. Motion by Wallace Habegger second by Douglas Path to approve resolution and forward to the full board. Carried 4-0.
- Treasurer Report
  - a. Annette Erickson gave the monthly Treasurers Report.
  - b. Treasurer Department Monthly Report Review.
  - c. In Rem Foreclosure Flat Fee – Annette explained the current In Rem Foreclosure process. She suggested to charge a flat fee of \$300.00 per parcel. Discussion. It was a consensus of the committee to have a resolution drafted and revisited next month. The flat fee would be \$350.00 to be revisited annually.
- Finance Report
  - a. Tina Osterberg gave the monthly Financial Report.

b. Finance Department Monthly Report Review.

- County Board Strategic Fund – Shelley Bohl, County Clerk explained the request from the Ribbon Cutting Committee to move \$4,000.00 from the County Board Strategic Planning Line Item for the Ribbon Cutting Ceremony. Discussion. This line item transfer will be brought forward to the Administrative/Personnel Committee meeting in July and then forwarded to Finance for final approval.
- Monthly Approvals –
  - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Douglas Path second by Mark Halverson to approve Monthly Notice of Donations/User Fees Received. Discussion. Carried 4-0.
  - b. Monthly County Disbursement Journal – Motion by Mark Halverson second by Douglas Path to approve Monthly County Disbursement Journal. Carried 4-0
  - c. Monthly Per Diems and Vouchers - Motion by Douglas Path second by Mark Halverson to approve Monthly County Per Diems and Vouchers to include Supervisor Las February Per-Diems which are 90 days past due. Discussion. Carried 4-0.
- Items for next month's agenda – County Board Line Item Transfer, Audit, Work Comp Rates, In Rem Fee Resolution, Justice Center Legal Fee Resolution, Finance-Jail/Highway Budgets.
- Adjournment - Motion by Mark Halverson second by Wallace Habhegger to adjourn at 10:26 a.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk  
Recorder

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

AUTHORIZING FUNDS FOR MEDIATION

WHEREAS, Monroe County has identified multiple errors in the design of the Justice Center that it attributes to the architects of the project; and

WHEREAS, legal counsel is recommending that the county attempt to resolve the claims, arising from the errors, through mediation; and

WHEREAS, the Finance Committee supports the recommendation of legal counsel and funding, of up to Twenty Thousand (\$20,000.00) Dollars, for the above described purposes; and

WHEREAS, the Finance Committee recommends these fund to come from the Two Million Three Hundred Thousand (2,300,000.00) Dollars that was transferred from the General Fund Reserves to the Justice Center Project by Resolution 03-17-01.

THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors hereby authorizes up to Twenty Thousand (\$20,000.00) Dollars from the Justice Center Project funds for use in mediating the claims against the Louis Berger Group as determined necessary by the County Chair.

Dated this 25<sup>nd</sup> day of July, 2017.

Offered by the Finance Committee:

Purpose: To authorize up to Twenty Thousand (\$20,000.00) Dollars of the Two Million Three Hundred Thousand (2,300,000.00) Dollars in Justice Center Project funds for expert and other costs to mediate claims against the architects of the Justice Center.

Fiscal Note: The amount of Twenty Thousand (\$20,000.00) Dollars will come from the Justice Center Project funds to cover future mediation expenditures.

<p>Finance Vote (If required):  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent  *****  Approved as to form on _____  Andrew C. Kaftan, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20__  VOTE: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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__  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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  A raised seal certifies an official document.</p>

# Notice of Re-Purpose of Funds

MONROE COUNTY

## Unanticipated Change of What Funds Were Budgeted For

Date: 7/10/2017  
 Department: Maintenance  
 Amount: \$50,000.00  
 Budget Year Amended: 2017

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

This account was established to build a reserve for future projects such as the one we planning to do.

**Original Budgeted Line's Purpose:**

Account #	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17100169-580-150	Land Improvement	Parking Lot Replacement	Parking Lot Replacement	\$50,000.00
Total Adjustment				\$ 50,000.00

Department Head Approval: *Harry L. Spahn*

Date Approved by Committee of Jurisdiction: 7-12-2017

*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: July 10, 2017  
 Department: Medical Examiner  
 Amount: \$2,500.00  
 Budget Year Amended: 2017

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

No training was budgeted for 2017, With new Medical Examiner hired there is training needed. A School has opened up in Sept.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11410000 515700	Admin - Emp Ed & Training	\$ 500.00	\$ (500.00)	\$ -
11410000 533010	Admin - Conference/Semina	\$ 4,300.00	\$ (650.00)	\$ 3,650.00
11410000 533200	Admin - Mileage	\$ 1,560.00	\$ (550.00)	\$ 1,010.00
11270000 515700	Medical Exam-Emp Ed&Trail	\$ -	\$ 2,500.00	\$ 2,500.00
10010000 539200	Contingency Fund	\$ 183,747.28	\$ (800.00)	\$ 182,947.28
				\$ -
Total Adjustment			\$ -	

Department Head Approval:

Robert Smith

Date Approved by Committee of Jurisdiction:

Paul 07-10-17 5-0 VOTE

*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: \_\_\_\_\_

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

AUTHORIZING PLANNING CONSTRUCTION OF A NEW NURSING HOME

WHEREAS, the current Rolling Hills Rehabilitation Center systems are eroding and will require extensive cost prohibitive restoration work which without the Center would need to close; and

WHEREAS, in addition, the facilities have aged and the antiquated design limits functionality; and

WHEREAS, the Rolling Hills Committee has engaged the WIPFLi firm in examining the feasibility of a new facility and the firm has presented a Market Study and Financial Feasibility Report to the County; and

WHEREAS, the Rolling Hills Committee is proposing building a 50 bed nursing home with 24 bed community based residential facilities and 24 unit residential care apartment complex.

THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that it supports continuing to provide its citizens the services available at the Rolling Hills Rehabilitative Center by committing to building a new facility.

Dated this 25<sup>th</sup> day of July, 2017.

Offered by the Rolling Hills Committee.

Purpose: To commit Monroe County to build a new nursing home facility.

Fiscal Note: The Rolling Hills budget will cover initial exploration costs and further funding will be approved at a later date by the County Board.

<p>Finance Vote (if required):  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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____  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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>

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

APPROVING BUDGET ADJUSTMENT FOR INITIAL EXPLORATION COSTS  
TO BUILD A NEW NURSING HOME FACILITY

WHEREAS, the current Rolling Hills Rehabilitation Center systems are eroding and will require extensive cost prohibitive restoration work which without the Center would need to close; and

WHEREAS, in addition, the facilities have aged and the antiquated design limits functionality; and

WHEREAS, the Rolling Hills Committee has begun to examine the option of building a new facility and has determined that a site survey (up to 4 sites on county owned real property), preliminary design services and a bonding resolution (establishing the funding plan) are prerequisite pieces of information for the project to move forward; and

WHEREAS, the Rolling Hills budget requires a budget adjustment to make the funds available for these initial costs because the County will need to go through the bonding process to attain funding for the new building project.

THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that Seventy-Seven Thousand Five Hundred (\$77,500.00) Dollars shall be moved from Account 64210990 580550 and Fifty-Eight Thousand (\$58,000.00) Dollars shall be moved from Account 64210990 581060 to Account 64750990 589000 to be used for site survey and preparation, architectural services and other initial expenses as needed to start up the project; and

THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that a bonding resolution be created and brought forward at a future County Board meeting.

Offered by the Rolling Hills Committee on this 25<sup>th</sup> day of July, 2017

Purpose: To approve funds transfer for proper budgeting of initial exploration costs, in other words, a budget adjustment. Along with the budget adjustment a request for a resolution to approve future bonding.

Fiscal Note: The Rolling Hills budget contains sufficient funds for this reallocation. This resolution requires a two-thirds majority of the entire board, as per §65.90(5)(a) Wis. Stats.

<p>Finance Vote (If required):  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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____  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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>

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 22, 2017  
 Department: Senior Services  
 Amount: \$300.00  
 Budget Year Amended: 2017

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

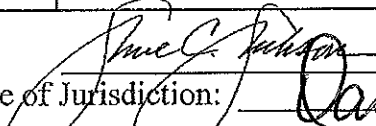
\$300 donation made to Tomah meal site  
Funds to be used for Tomah Meal Site specific needs

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24600001 466500	Congregate Program Income	\$ 1,499.00	\$ 300.00	\$ 1,799.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 300.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustmen	Final Budget
24600035 534105	Tomah Cong Site Supplies	\$ 100.00	\$ 300.00	\$ 400.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 300.00	

Department Head Approval:   
 Date Approved by Committee of Jurisdiction: David A. Puccio 7/5/17

*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 12, 2017  
 Department:                          Senior Services  
 Amount:                                  \$500.00  
 Budget Year Amended:                          2017

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

\$500 donation made to Sparta meal site  
Funds to be used for Sparta Meal Site specific events

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24697000 485000	Bingo Revenue	\$ 240.00	\$ 240.00	\$ 480.00
24600025 485000	Sparta Donation Revenue	\$ 9,237.00	\$ 260.00	\$ 9,497.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 500.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
24697000 539200	Bingo Funds	\$ 360.00	\$ 240.00	\$ 600.00
24600025 534105	Site Supplies	\$ 479.00	\$ 260.00	\$ 739.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 500.00	

Department Head Approval: *[Signature]*  
 Date Approved by Committee of Jurisdiction: *David A. Ricci 7/5/17*  
*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

6/7/2017  
 Department: Senior Services  
 Budget Year Amended: 2017

No. _____
Date: _____

**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24600025 521380	Cong Sparta Contracted Meals	\$ 9,829.00	\$ 805.00	\$ 1,936.25	\$ 9,024.00
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 805.00		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24600010 524600	Cong Cataract Equip Maint/Repair	\$ 150.00	\$ 675.00	\$ 822.34	\$ 825.00
24600025 524600	Cong Sparta Equip Maint/Repair	\$ 250.00	\$ 130.00	\$ 377.35	\$ 380.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 805.00		

**Explanation for Transfer:**

Transfer from Sparta Cong Contracted Meals to Cataract and Sparta Equipment Maint/Repair to cover repairs

Department Head Approval \_\_\_\_\_  
 Governing Committee Approval \_\_\_\_\_

*David A. Brewer* 7/5/17

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 \_\_\_\_\_ Revised 02/20/2014

## Request for Credit Card Approval

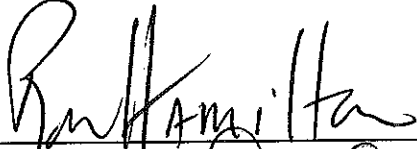
Department: Human Services

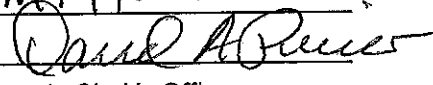
Committee: Health & Human Services

<u>Name of Card Holder</u>	<u>Title of Position</u>	<u>Credit Card Limit</u>
Alice Ackerman	Elderly Disability Specialist	\$ 1,000.00
Emily Lydon	Disability Benefit Specialist	\$ 1,000.00
Rachel Madison	Social Worker	\$ 1,000.00
Kasey Campbell	Social Services Aide	\$ 1,000.00
Gina Phelps	Social Worker - increase credit limit from \$1,000	\$ 2,500.00

**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.
The CLTS program, which Gina works with, often involves purchasing adaptive aids that are approved by the State. The current credit limit of \$1,000 is not adequate when purchasing the higher cost items for clients.

Department Head Approval: 

Date Approved by Committee of Jurisdiction:  7-5-17

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

Date Approved By Finance Committee: \_\_\_\_\_

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

APPROVING PURCHASE OF MYEVOLV SOFTWARE PROGRAM FOR DEPARTMENT OF HUMAN SERVICES

1 WHEREAS, the Department of Human Services (DHS) currently uses a Netsmart CMHC program to manage  
 2 client registration and electronic health records; and  
 3  
 4 WHEREAS, Netsmart has stated that as of December 31, 2017 it will no longer support its CMHC program; and  
 5  
 6 WHEREAS, DHS made a request for bids and received only one response, namely Netsmart proposing use of its  
 7 AVATAR program; and  
 8  
 9 WHEREAS, DHS also investigated other potential replacement programs and conducted a side-by-side  
 10 comparison of Netsmart programs: Avatar and MyEvolv and while Avatar offers more modules, MyEvolv is  
 11 more user friendly and costs less; and  
 12  
 13 WHEREAS, the MyEvolv program will be a cloud based program relieving the county of providing a server to  
 14 manage the client registration and electronic health records; and  
 15  
 16 WHEREAS, DHS has IT carryover of \$107,000.00 and ADRC grant funding of which \$10,110.00 can be utilized  
 17 for this software; and  
 18  
 19 WHEREAS, the total project cost for start-up is \$243,942.00 leaving a need for funding in the amount of  
 20 \$126,832.00; and  
 21  
 22 WHEREAS, the Health and Human Services Board requests funds from the contingency fund to allow purchase  
 23 of the Netsmart MyEvolv software.  
 24  
 25 NOW THEREFORE BE IT RESOLVED that the Monroe County Board of Supervisors hereby authorizes transfer of  
 26 \$126,832.00 from the contingency fund to the DHS IT budget and for use of \$10,110.00 from the ADRC Integration  
 27 grant to fund the DHS IT budget for purchasing the Netsmart MyEvolv software.  
 28

Dated this 25<sup>th</sup> day of July, 2017.

OFFERED BY THE HEALTH & HUMAN SERVICES COMMITTEE:

Fiscal note: Transfer \$126,832.00 from the contingency fund account 10010000 539200, directs \$10,110.00 from the ADRC Integration grant to the DHS IT budget account 71475000 521415 19790. The current contingency fund balance has sufficient funds of \$184,197.28 to cover this transfer. Per Wisconsin Statute 65.90 this resolution will require a 2/3 vote of the entire membership of the Monroe County Board of Supervisors for approval.

Statement of purpose: To add funds from a grant and the contingency fund to purchase software necessary for DHS to carry out mandated programs.

Finance Vote (If required): ____ Yes ____ No ____ Absent ***** Approved as to form on _____ _____ Andrew C. Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>July 5,</u> 20 <u>17</u> VOTE: <u>8</u> Yes ____ No <u>1</u> Absent Committee Chair: _____ <u>Cynthia Wise</u> _____ <u>Emma K Ledbetter</u> _____ <u>Mary Lou Brudler</u> _____ <u>Sharon Folcey</u> _____ <u>David Pierce</u> _____
--	---



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

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

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

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

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

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

Dated this 25<sup>th</sup> day of July 2017.

Offered by the Administration & Personnel Committee

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

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

Reviewed as to form on _____  Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>July 11 2017</u> <u>5</u> Yes <u>0</u> No <u>0</u> Absent Committee Chair: <u>[Signature]</u> <u>[Signature]</u> <u>[Signature]</u>
Finance Vote (If required): _____ 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)
<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED  <input type="checkbox"/> OTHER _____  County Board Vote on: _____ 20____ _____ Yes _____ No _____ Absent	

NEW POSITION ANALYSIS

         New position  
         Increased part-time  
  X (2)   Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

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

Department Head:   Ron Hamilton  

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

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

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

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

Personnel Director's Recommended Classification: Grade   11  

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

1.   See attached job description  

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

E. Minimum Qualifications of a Candidate:

Education: See attached job description

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

F: Funding:

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

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

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

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

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

Computer, desk, chair, phone, etc.

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

Estimated equipment cost: \$8,000

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

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

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

G. Supervisory responsibility (if applicable):

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

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

List title of employees reporting to this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\*\*\*\*\*

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

\*\*\*\*\*

Title: Social Worker I (CMH)

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

Title of Immediate Supervisor: Clinical Administrator - Behavioral Health

Basic Functions and Responsibilities

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

Essential Duties and Responsibilities

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

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

Supervision Exercised

None.

Qualifications

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

Closing Statement

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

Fair Labor Standards Act Category

Exempt - Professional.

\_\_\_\_\_  
employee

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

Revised: 2/13, 3/14  
Hssw1cmh

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

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

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

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

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

Dated this 25<sup>th</sup> day of July 2017.

Offered by the Administration & Personnel Committee

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

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

Reviewed as to form on _____ _____ Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>July 11 2017</u> <u>5</u> Yes <u>0</u> No <u>0</u> Absent Committee Chair: <u>[Signature]</u>
Finance Vote (If required): _____ Yes _____ No _____ Absent	<u>[Signature]</u> <u>[Signature]</u> <u>[Signature]</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

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

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

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

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

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

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

Suggested Title: Social Worker Full Time  Part Time  /hrs

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: 1/1/2018

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

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

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

E. Minimum Qualifications of a Candidate:

Education: See attached job description

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

F: Funding:

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

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

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

County levy funding, 2018 budget

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

Computer, desk, chair, phone, etc. \_\_\_\_\_

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

Estimated equipment cost: \$4,000

Is this cost in the department budget? 2018 Budget

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

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

G. Supervisory responsibility (if applicable):

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

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



List title of employees reporting to this position:

_____	_____
_____	_____
_____	_____

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

\*\*\*\*\*

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

\*\*\*\*\*

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

Basic Functions and Responsibilities

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

Essential Duties and Responsibilities

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

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

Supervision Exercised

None.

Qualifications

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

Closing Statement

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

Fair Labor Standards Act Category

Exempt - Professional.

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

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

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38

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

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

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

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

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

Dated this 25<sup>th</sup> day of July 2017.

Offered by the Administration & Personnel Committee

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

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

Reviewed as to form on _____  Andy Kaftan, Corporation Counsel	Committee of Jurisdiction Forwarded on: <u>July 11 20 17</u> <u>5</u> Yes <u>0</u> No <u>0</u> Absent Committee Chair: <u>Dallace McPherson</u> <u>Mary VonRuden</u> <u>Pete Peterson</u> <u>Sharon F. Deary</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

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

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

Department Head: Ron Hamilton

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

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

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

---

Suggested Title: Social Worker Full Time  Part Time  /hrs

Personnel Director's Recommended Classification: Grade 7

Projected Start Date: 1/1/2018

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

---

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

1. See attached job description

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

E. Minimum Qualifications of a Candidate:

Education: See attached job description

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

F: Funding:

Annual costs (with full family insurance coverage): 2018 Cost,  
 Grade Hourly Annual ment Security Ins. Health Dental Life Work  
 Ins. Ins. Comp

7	\$31.00	\$64,480	\$4,385	\$4,933	\$14,172	\$779	\$18	\$1470
---	---------	----------	---------	---------	----------	-------	------	--------

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

County levy funding, 2018 budget

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

Computer, desk, chair, phone, etc.

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

Estimated equipment cost: \$4,000

Is this cost in the department budget? 2018 Budget

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

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

G. Supervisory responsibility (if applicable):

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

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

List title of employees reporting to this position:

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

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

\*\*\*\*\*

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

\*\*\*\*\*

## DEPARTMENT OF HUMAN SERVICES

### JOB TITLE: SOCIAL SERVICES MANAGER

#### POSITION SUMMARY:

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

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises Children and Family Services Staff

## **LICENSING REQUIREMENTS**

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

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

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

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

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

## **HIPAA RESPONSIBILITY**

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



**PHYSICAL DEMANDS**

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

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

---

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.

## REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Finance  
 Budget Year Amended: 2017

No. _____
Date: _____

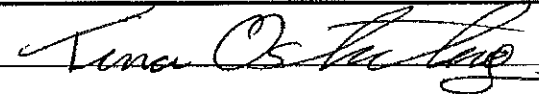
**From Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11510000 511000	Finance - Salaries	\$ 624,291.00	\$ 1,300.00	\$ 283,283.16	\$ 622,991.00
<b>Total Transfer</b>			<b>\$ 1,300.00</b>		

**To Account**

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
11510000 511200	Finance - Overtime	\$ 1,000.00	\$ 1,300.00	\$ 2,087.07	\$ 2,300.00
<b>Total Transfer</b>			<b>\$ 1,300.00</b>		

**Explanation for Transfer:**  
 Due to unforeseen flight issues for the annual Munis software conference my overtime budget is over budget significantly at this time. I would like to move \$1,300 from my salaries line to the overtime line to cover this overage. I have funds available due to staff unpaid leave during 2017.

Department Head Approval \_\_\_\_\_  
  
 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 \_\_\_\_\_ Revised 02/20/2014

# REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: County Board  
 Budget Year Amended: 2017

No. _____
Date: _____

**From Account**

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

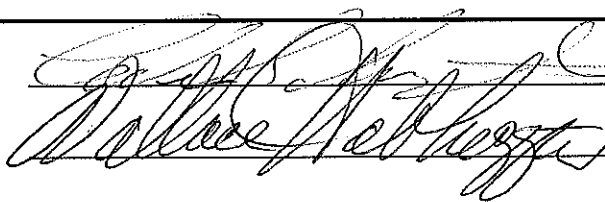
**To Account**

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

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

Department Head Approval \_\_\_\_\_

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

  
 \_\_\_\_\_ 07-11-2017

**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 \_\_\_\_\_ Revised 02/20/2014