



MONROE COUNTY BOARD OF SUPERVISORS

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SPARTA, WISCONSIN 54656
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NOTICE OF MEETING

COMMITTEE: FINANCE MEETING
TIME: 9:00 a.m.
PLACE: Justice Center
Monroe County Board Assembly Room
South Side/Oak Street Entrance
112 South Court St./1st Floor Rm 1200
Sparta, WI 54656
DATE: Wednesday, June 21, 2023

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date/Time
3. Minutes Approval of May 11, 2023 and May 17, 2023
4. Public Comment
5. Notice of Budgetary Adjustment(s) – Discussion/Action
 - a. Solid Waste
 - b. Health Department
 - c. WIC
6. Notice of Re-Purpose of Funds – Discussion/Action
 - a. Sheriff (2)
 - b. Highway
7. Request for Credit Card Approval(s) – Discussion/Action
 - a. Highway
 - b. District Attorney's Office
 - c. Human Services
 - d. County Clerk
8. Fiscal Note Approval on Resolution(s) – Discussion/Action
 - a. Resolution Authorizing One Children's Long Term Support (CLTS) Social Worker Position in the Monroe County Human Services Department
 - b. Resolution Authorizing Four Comprehensive Community Services (CCS) Social Worker Positions in the Monroe County Human Services Department
 - c. Resolution Authorizing a Behavioral Health Supervisor Position in the Monroe County Human Services Department
 - d. Resolution Designating Official Newspaper For Monroe County
9. Resolution – Discussion/Action
 - a. Resolution Amending Monroe County Finance Policy and Finance Forms
10. Treasurer
 - a. Monthly Treasurer's Report
 - b. Treasurer Department Monthly Report Review
 - c. Tax Delinquent Parcels/Timeline – Outstanding Years 2019 & 2020 - Discussion/Action

**FINANCE MEETING
June 21, 2023 Agenda**

11. Work Comp Rates – 2024 Budget – Discussion/Action
12. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
13. Monroe County Accounting & Financial Policies and Procedures Manual Updates – Discussion/Action
14. Over/Under Payments
15. Proposed Uses of Opioid Settlement Funds – Discussion Only
16. 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
17. Items for next month's agenda
18. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: June 15, 2023

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 11, 2023

Present: Cedric Schnitzler, Wallace Habegger, James Kuhn, David Pierce, Toni Wissestad
Others: Tina Osterberg, Diane Erickson, Lisa Aldinger Hamblin, Judge Ziegler, Wes Revels, Tracy Thorsen, Tara Nichols, Eric Weihe, Tiffany Giesler, Natalie Morescki

The meeting was called to order at the Monroe County Board Assembly Room at 2:00 p.m. by Chair Cedric Schnitzler.

- Proposed uses of Opioid Settlement Funds – Judge Ziegler explained that a Opioid Fund workgroup was created to discuss the use of the Opioid Settlement Funds. A sober house is needed in the county, however the realization is that there is no funding. The top three wishes of the workgroup are listed below:

- #1 Full-Time Grant Writer Manager that falls within the Opioid Settlement Funds guidelines.
- #2 Full-Time/Part-Time Justice Program Specialist.
- #3 General Fund set aside for Opioid purposes.

Other requests:

-Eric Weihe, Justice Programs Manager requested funding for alternative drug testing. The initial request is \$2,000.00 to \$3,000.00 per year.

-Wes Revels, Sheriff discussed the lack of mental health in corrections.

-Supervisor James Kuhn discussed the lack of school education for anti-drug/alcohol use to head off future issues before they happen.

- Finance Committee Opioid Fund Recommendations – It was recommended that a formal request for proposed uses be presented to the Finance Committee on June 21st, 2023.
- Chair Cedric Schnitzler adjourned the meeting at 3:23 p.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder

Finance Committee
May 17, 2023

Present: Cedric Schnitzler, Wallace Habegger, David Pierce, Toni Wissestad

Absent: James Kuhn

Others: Tina Osterberg, Diane Erickson, Debbie Carney, Chris Weaver, Wes Revels, Lisa Aldinger Hamblin

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

- Next Meeting Date – Wednesday, June 21, 2023 in the Monroe County Assembly Room at 9:00 a.m.
- Minutes Approval - Motion by Wallace Habegger second by Toni Wissestad to approve the 04/19/2023 minutes. Carried 4-0.
- Public Comment – None.
- Sheriff Request for credit cards. Motion by Toni Wissestad second by David Pierce to approve two credit cards. Chris Weaver, Chief Deputy explained request for two credit cards in the amount of \$1,000.00 each for Patrol Deputy's. Carried 4-0.
- Human Services line Item Transfer – Chair Schnitzler pulled due to the request of the Human Services Director.
- Fiscal Note Approval on Resolution –
 - a. Resolution Establishing 2024 Annual Budgeted Allocation for Cost of Living and Pay for Performance Adjustments – Motion by Toni Wissestad second by David Pierce to approve fiscal note. Tina Osterberg, County Administrator explained 2024 cost of living increased and pay for performance not to exceed \$716,010.00. Discussion. Carried 4-0.
- Resolution(s) –
 - a. Resolution Establishing Ho Chunk Funds Allocation for 2024 budget. Motion by David Pierce second by Toni Wissestad to approve resolution. Tina Osterberg, County Administrator explained fund use for upgrades of the MOCORD and MOHWY channels on Warrens tower site to increase coverage. Discussion. Carried 4-0.
 - b. Resolution Approving Amendment to Monroe County Code of Ordinances, Chapter 14, Finance and Taxation, Section 14-72, Purchasing. Motion by Toni Wissestad second by David Pierce to approve resolution. Tina Osterberg, County Administrator explained ordinance update, requirements for responsible bidder. Discussion. Carried 4-0.
- Treasurer –
 - a. Debbie Carney provided the Monthly Treasurers Report.
 - b. Treasurer Department Monthly Report Review
 - c. Tax Delinquent Parcels/Timeline – Notice of delinquent parcels have been published.
- Finance
 - a. Diane Erickson provided the monthly Financial Report.
 - b. Finance Department Monthly Report.
- Over/Under Payment Ordinance – Chair Cedric Schnitzler opened the floor for discussion. Monroe County currently has a policy for \$2.00 overpayments and underpayments. Discussion. It was recommended to have Corporation Counsel draft a resolution. Underpayments to be removed. Overpayments to be collected for \$10.00 and less. This agenda item will be revisited next month.
- Line Item Transfer Policy Change and Form Update – Lisa Aldinger Hamblin, Corporation Counsel explained update to the line item transfer policy and line item transfer form. The process would eliminate the need for the line item transfer to go to Finance for approval. Discussion. A resolution will be drafted for review next month.

- Budget Adjustment/Re-Purpose of Funds, Financial Policy – Lisa Aldinger Hamblin, Corporation Counsel explained update to the budget adjustment form to include whether or not the budget adjustment would decrease the future fund balance available for debt service payments. The same statement could be placed on the re-purpose of funds. Discussion. A resolution will be drafted for review next month.
- Grant Policy and Procedures – No Discussion.
- General Fund Protection Policy – The Finance Committee is looking at placing a statement reflecting whether or not a budget adjustment would decrease the future fund balance available for debt service payments on budget adjustments and re-purpose of funds.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Wallace Habegger second by Toni Wissestad to approve notice of donations/user fees received budget adjustments. Carried 4-0.
 - b. Monthly Disbursement Journal – Motion by Toni Wissestad second by David Pierce to approve disbursement journal. Carried 4-0.
 - c. Monthly Per Diems and Vouchers – Motion by David Pierce second by Wallace Habegger to approve Monthly County Per Diems and Vouchers. Carried 4-0.
- Items for next month's agenda – Over/underpayments; Line Item/Budget Adjustment Resolution; Proposed Uses of Opioid Settlement Funds.
- Motion by David Pierce second by Toni Wissestad to adjourn at 10:28 a.m. Carried 4-0.

Shelley Bohl, County Clerk
Recorder

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 12, 2023
 Department: SOLID WASTE
 Amount: \$5,397.00
 Budget Year Amended: 2023

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

This budget adjustment is to transfer funds from the 2023 Contingency Fund to the Solid Waste Department Sand Creek Budget for Filter System intallations on six homes outlined in the Work Plan submitted by Ayres Associates Engineering to the WDNR. This is for half of the final bill. The City of Sparta is responsible for the other half. $\$1,799 \times 6 = \$10,794 \div 2 = \$5,397.00$

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
63300000	499999		Transfer in - Solid Waste	\$ 20,000.00	\$ 5,397.00	\$ 25,397.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 5,397.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
10010000	539200		Contingency Fund	\$ 102,367.00	\$ (5,397.00)	\$ 96,970.00
10000000	599999		Transfer Out - General Fund	\$ 20,000.00	\$ 5,397.00	\$ 25,397.00
63690000	521000		Professional Services	\$ 20,000.00	\$ 5,397.00	\$ 25,397.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 5,397.00	

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: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 6, 2023
 Department: Health
 Amount: \$80,093.00
 Budget Year Amended: 2023

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

Received a new Grant for 2023, Reducing Overdose through Community Approaches (ROCA).
 Also received an increase for DOT for 2023.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	435524		ROCA Grant	\$ -	\$ 79,093.00	\$ 79,093.00
24110000	432205		DOT Health Program	\$ 3,500.00	\$ 1,000.00	\$ 4,500.00
						\$ -
						\$ -
Total Adjustment					\$ 80,093.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	511000		Salaries	\$ 763,343.00	\$ 37,394.00	\$ 800,737.00
24110000	515005		Retirement	\$ 41,705.00	\$ 3,723.00	\$ 45,428.00
24110000	515010		Social Security	\$ 47,332.00	\$ 3,571.00	\$ 50,903.00
24110000	515015		Medicare	\$ 11,075.00	\$ 1,368.00	\$ 12,443.00
24110000	515020		Health Insurance	\$ 118,671.00	\$ 3,200.00	\$ 121,871.00
24110000	515025		Dental Insurance	\$ 4,383.00	\$ 2,600.00	\$ 6,983.00
24110000	515030		Life Insurance	\$ 171.00	\$ 210.00	\$ 381.00
24110000	515040		Work Comp	\$ 3,575.00	\$ 300.00	\$ 3,875.00
24110000	533200		Mileage	\$ 10,000.00	\$ 577.00	\$ 10,577.00
24110000	531060		Printing	\$ 150.00	\$ 25.00	\$ 175.00
24110000	521340		Contracted Services	\$ 5,684.00	\$ 18,335.00	\$ 24,019.00
24110000	533010		Conference/Seminars	\$ 1,000.00	\$ 600.00	\$ 1,600.00
24110000	534050		Block Grant Supplies	\$ 59,424.00	\$ 8,190.00	\$ 67,614.00
Total Adjustment					\$ 80,093.00	

Department Head Approval:

Liffany E. Miles

Date Approved by Committee of Jurisdiction:

Joey Estelina

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

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 6, 2023
 Department: WIC
 Amount: \$45,848.00
 Budget Year Amended: 2023

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

DHS released actual grant funding for 2023. Updated anticipated expenses from work completed thus far this year.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000	435500		WIC CARS	\$ 167,746.00	\$ 26,974.00	\$ 194,720.00
24120000	435500		WIC Peer Counseling	\$ -	\$ 15,540.00	\$ 15,540.00
24120000	435500		WIC Farmers Market	\$ -	\$ 2,575.00	\$ 2,575.00
24120000	435505		Interpreter	\$ -	\$ 300.00	\$ 300.00
24120000	435555		WIC Fit Families	\$ 11,365.00	\$ 459.00	\$ 11,824.00
Total Adjustment					\$ 45,848.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000	511000		Salary	\$ 154,844.00	\$ 25,973.00	\$ 180,817.00
24120000	515005		Retirement	\$ 10,001.00	\$ 2,835.00	\$ 12,836.00
24120000	515010		Social Security	\$ 9,603.00	\$ 1,723.00	\$ 11,326.00
24120000	515015		Medicare	\$ 2,248.00	\$ 217.00	\$ 2,465.00
24120000	515020		Health Insurance	\$ 23,942.00	\$ 9,015.00	\$ 32,957.00
24120000	515025		Dental Insurance	\$ 855.00	\$ 1,050.00	\$ 1,905.00
24120000	515030		Life Insurance	\$ 54.00	\$ 120.00	\$ 174.00
24120000	515040		Work Comp	\$ 178.00	\$ 250.00	\$ 428.00
24120000	522025		Telephone	\$ 470.00	\$ 1,494.00	\$ 1,964.00
24120000	523600		Equipment	\$ 781.00	\$ 2,171.00	\$ 2,952.00
24120000	531000		Office Supplies	\$ 715.00	\$ 1,000.00	\$ 1,715.00
Total Adjustment					\$ 45,848.00	

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: _____

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 6/5/2023
 Department: SHERIFF
 Amount: \$ 132,600.00
 Budget Year Amended: 2023

Explanation/Reason funds are being re-purposed and affect on Program:

(If needed attached separate brief explanation.)

Three pursuit rated SUVs were budgeted for in 2022 and were not able to be purchased in 2022 due to the unavailability of vehicles.
Request is for authorization to using funds in the 2023 non-lapsing vehicle account to purchase the vehicles.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17100169	581100		NON-LAPSING VEHICLES	PURCHASE 3 PATROL SUVS 2022	PURCHASE 3VPATROL SUVS 2022	\$ 132,600.00
Total Adjustment						\$ 132,600.00

Department Head Approval: _____

Date Approved by Committee of Jurisdiction: _____



Adam Balz 6/8/23

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: _____

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 6/5/2023
Department: SHERIFF
Amount: \$ 40,503.50
Budget Year Amended: 2023

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

Sheriff's Office ordered an SUV for Patrol Captain and then got an opportunity to purchase a used SUV for Patrol Captain. Ordered SUV is anticipated to be available Fall of 2023. Sheriff will need new SUV is 2024. Requesting authorization to purchase the ordered SUV in 2023 since it is available now. Funds are available in Non-Lapsing Vehicle Account.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
17100169	581100		NON-LAPSING VEHICLES	PURCHASE SHERIFF SUV IN 2024	PURCHASE SHERIFF SUV IN 2023	\$ 40,503.50
Total Adjustment						\$ 40,503.50

Department Head Approval: 

Date Approved by Committee of Jurisdiction: Adam Balz 6/8/23

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: _____

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: 6/20/2023
 Department: Highway
 Amount: \$2,420.00
 Budget Year Amended: 2023

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

Final purchase price of a replacement Tractor/Loader/Backhoe and Hydraulic Hammer exceeded the estimated budget line by \$2420.00.

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
73310281	581000		Acq. Capital Equipment - Highway	Acq. Capital Equipment - Highway Backhoe	Acq. Capital Equipment - Highway Backhoe Accessory	\$2,420.00
Total Adjustment						\$ 2,420.00

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 Credit Card Approval

Department: Highway

Committee: Highway

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
Vickie Hanson	Fiscal Assistant	\$1,000.00

Justification for Credit Card(s):

For payment of invoices

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: _____

Request for Credit Card Approval

Department: District Attorney's Office

Committee: Public Safety

Name of Card Holder	Title of Postion	Credit Card Limit
Andrew J. Kuen	Investigator	\$5,000.00

Justification for Credit Card(s):

traveling outside county/state for follow-up investigation; unexpected need to stay in hotel

Department Head Approval: 5/23/2023 Kevin D. Croninger

Date Approved by Committee of Jurisdiction: Adam Balz 6/8/2023

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: Human Services

Committee: Human Services

Name of Card Holder	Title of Postion	Credit Card Limit
Kelsey Thurston-Morrell	MHP	\$ 1,000.00

Justification for Credit Card(s):

Credit card requests are 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: 

Date Approved by Committee of Jurisdiction: 

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

Date Approved By Finance Committee: _____

Request for Credit Card Approval

Department: County Clerk

Committee: Administration & Personnel

<u>Name of Card Holder</u>	<u>Title of Position</u>	<u>Credit Card Limit</u>
Shelley Bohl	County Clerk	Increase from \$2,000 to \$5,000 limit

Justification for Credit Card(s):

Due to an increase in Monroe County Supervisors attending the annual WCA Conference, my credit card will not have a large enough balance to pay for all hotel rooms.

Department Head Approval: Shelley Bohl *Shelley Bohl* 05/31/23

Date Approved by Committee of Jurisdiction: 06/13/23

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


Date Approved By Finance Committee: _____

Position Requests

DEPARTMENT OF HUMAN SERVICES



The Requests...

- 1. Authorize adding one Children's Long Term Support (CLTS) position**
 - 2. Authorize adding four Comprehensive Community Services (CCS) Social Worker positions**
 - 3. Authorize a new Behavioral Health Supervisor position**
- 



CLTS Social Worker Position

Understanding why an additional position is needed

Program Overview

Children's Long-Term Support (CLTS)

Provides community-based services and adaptive supports to children with developmental disabilities; severe emotional disturbances, and physical disabilities

- Program Funding: **100% Funded** through **Medicaid Waiver Revenue** (No County Levy)
- Current Enrollment: **263 Children**
- Current Waiting List: **20 Children**
- Current Staffing: **8 FTE Social Worker Positions**
- Current Average Caseload: **33 cases per staff**
- Recommended Caseload: **25 – 30 cases per staff**

Data as of 5/1/2023



Staffing and Caseload Data

Children's Long-Term Support (CLTS)

	2019	2020	2021	2022	2023 as of 5/1
<i>Added Positions</i>	+1	+1	+1	+2	+1
Total FTE Staff	3	4	5	7	8
Program Enrollment	49	99	198	245	263
<i>Caseload per Staff*</i>	16	25	40	35	33

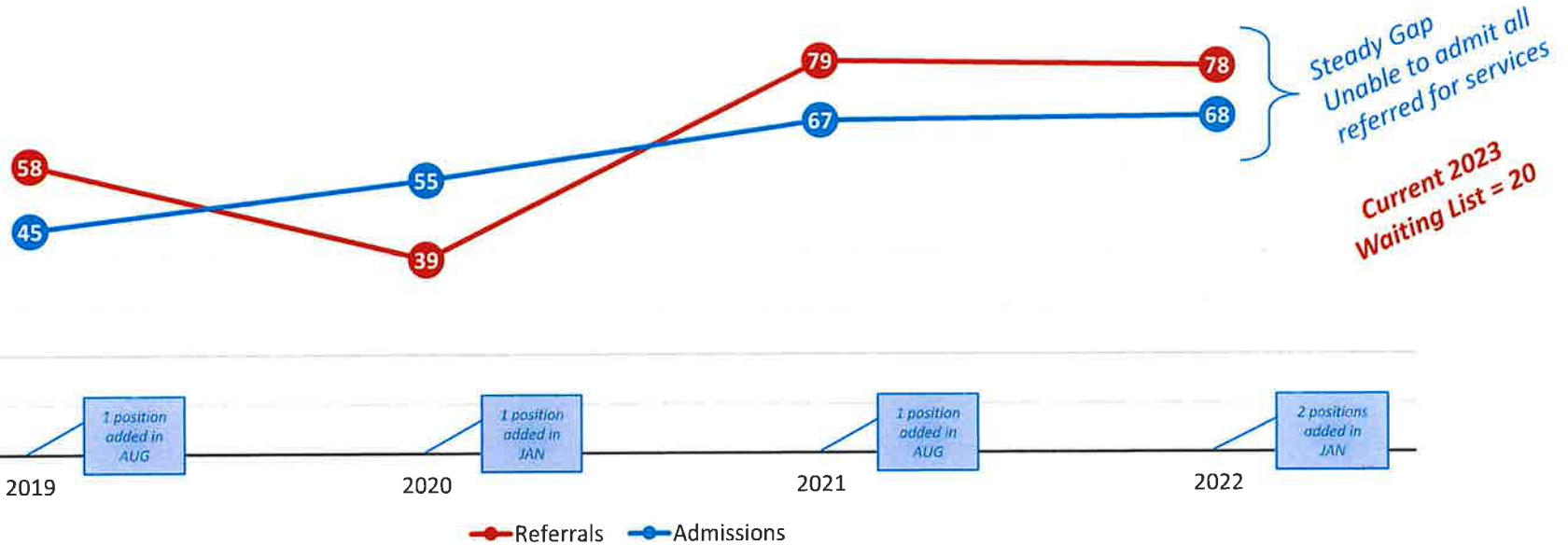
**Recommended maximum caseload is 25 – 30*

**Current 2023
Waiting List = 20**

NOTE: From 2019 to 2022, CLTS succeeded in eliminating a significantly backlogged waiting list.

CLTS admissions will not be able to keep up with referrals in the coming year

CLTS Admissions & Referrals



FUNDING the CLTS Position

Understanding how CLTS is funded



How the Medicaid Waiver Funding works...

The CLTS Waiver Program makes Medicaid funding available to support children and youth with disabilities who live at home or in the community.

It is called a “waiver” because the program permits certain federal Medicaid regulations to be waived, and Medicaid funding to be used, in a home and community setting rather than in an institutional setting.

Each year, the county sets a billable rate based on what we project our expenses will be and then when the year ends, we complete a reconciliation of our actual expenses and revenues. There is a Maintenance of Effort (MOE) that the county is required to contribute (\$41,106), but we are able to utilize CCOP funds so no County Levy is required.

CLTS is 100% reimbursed through a yearend reconciliation that covers the county’s costs that were in excess of Medicaid payments from our billable rate. The county must request an **Administrative Variance** to cover excess costs.

Reconciliation occurs immediately following the end of the year, so payment is able to be applied to the same year that expenses were incurred.

CLTS Example

If... *2023 CLTS Staff Salaries & Benefits plus AMSO* was*
\$700,000

but... *2023 Billable Medicaid payments received was*
\$500,000

then... *The 2023 Administrative variance payment would be*
\$200,000

Fully funded in the year expenses are incurred

**Administrative, Management, Support, And Overhead costs*

CLTS Position Cost and Funding

POSITION	2023 COST		ANNUAL COST THEREAFTER	
	<i>per Position</i>	TOTAL	<i>per Position</i>	TOTAL
CLTS Social Worker (1)	\$ 38,369	\$ 38,369	\$ 86,283	\$ 86,283

The CLTS program is funded by Medicaid waiver funding.

The new position costs will be fully funded in 2023 and going forward with NO county levy.



CCS Social Worker Position

Understanding why four additional positions are needed

Program Overview

Comprehensive Community Services (CCS)

Provides intensive community-based treatment services and skills development training to adults and children with serious mental health and/or substance-use disorders.

- Program Funding: **100% Funded** through **Medicaid Revenue** (*No County Levy*)
- Current Enrollment: **126 Adults & Children**
- Current Waiting List: **141 Adults & Children**
- Current Staffing: **9 FTE Social Worker Positions & 1.5 FTE Mental Health Professionals**
- Current Average Caseload: **14 cases per staff**
- Recommended Caseload: **15 – 20 cases per staff** (*Smaller caseloads are recommended in CCS because of required increased contacts and team meetings*)



Data as of 5/1/2023

Staffing and Caseload Data

Comprehensive Community Services (CCS)

	2019	2020	2021	2022	2023 as of 5/1
<i>Added Positions</i>		+1		+1	+1
Total FTE Staff	6	7	7	8	9
Program Enrollment	135	131	142	156	126
<i>Caseload per Staff**</i>	23	19	20	20	14

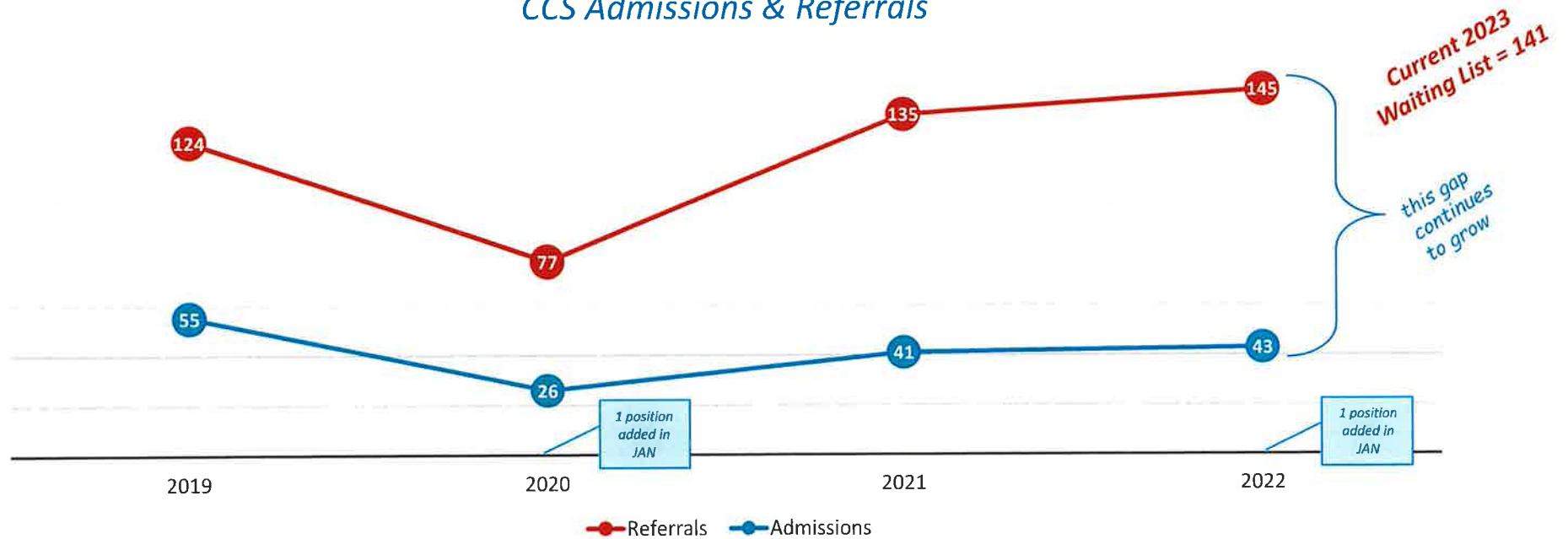
****Recommended maximum caseload is 15 – 20**

**Current 2023
Waiting List = 141**

NOTE: *Smaller caseloads are recommended in the CCS program because of the increased contacts and team meetings that are required as part of the services.*

CCS admissions are falling further and further behind the referrals received each year

CCS Admissions & Referrals





Behavioral Health Supervisor Position

Understanding why a supervisor is needed

Behavioral Health Unit

Clinical Administrator

Manages...

- Six distinct programs

Supervises / Oversees...

- Medical Director Contract
- Contracted APNP Psychiatric Prescriber
- Contracted Health Department Nurse
(when working in Behavioral Health Programs)
- **21 Human Services Employees**

Crisis Intervention Services

- Crisis Professionals (1.5 FTEs)
- Program Associate (0.5 FTE)

Adult Protective Services

- APS Professional (1.5 FTEs)
- Program Associate (0.5 FTE)

Outpatient Clinic

- Contracted APNP Psychiatric Prescriber (0.75 FTE)
- Mental Health Nurse (1.0 FTE)
- Mental Health Therapist (0.25 FTE)
- Substance-Use Counselor (0.25 FTE)

Intoxicated Drivers Program

- IDP Assessor Coordinator (1.0 FTE)
- IDP Assessor (0.5 FTE)

Comprehensive Community Services

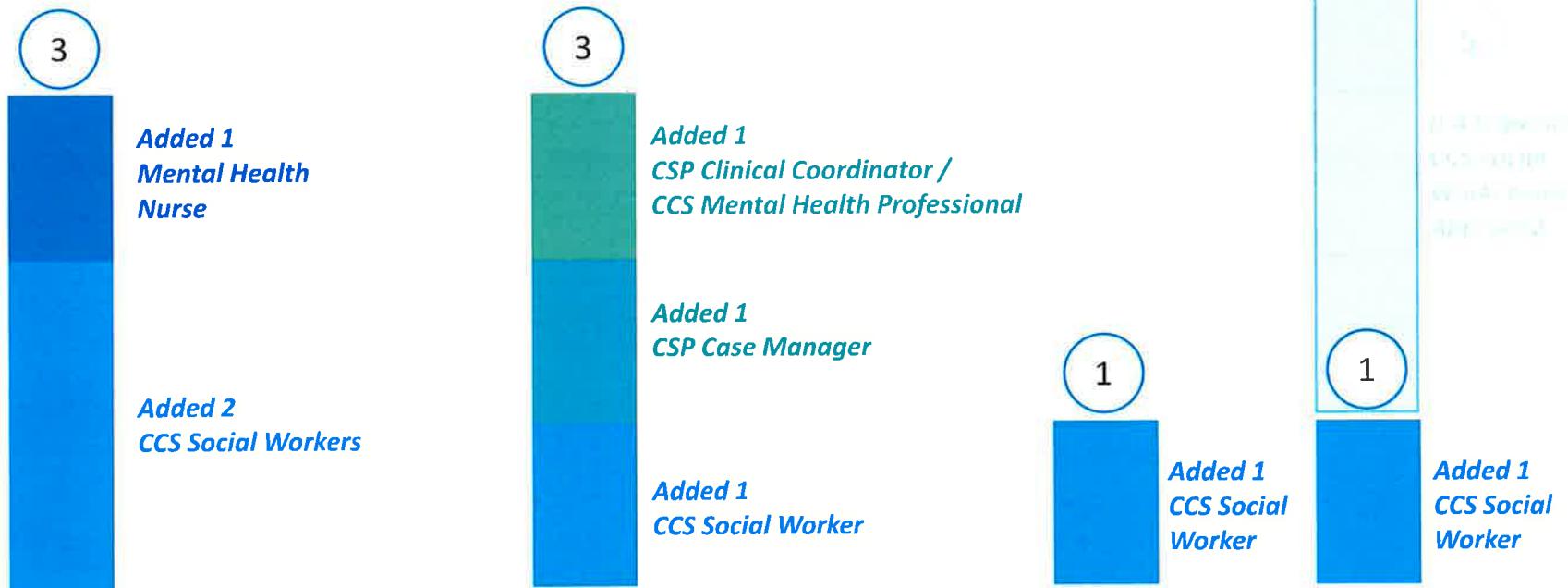
- Mental Health Professional (1.5 FTEs)
- Service Facilitators (9.0 FTEs)

Community Support Program

- Clinical Coordinator (0.5 FTE)
- Case Manager (1.0 FTE)
- Health Department Nurse (0.33 FTE)

Positions Added to Behavioral Health Requiring Supervision

(total of 8 positions added since 2018)

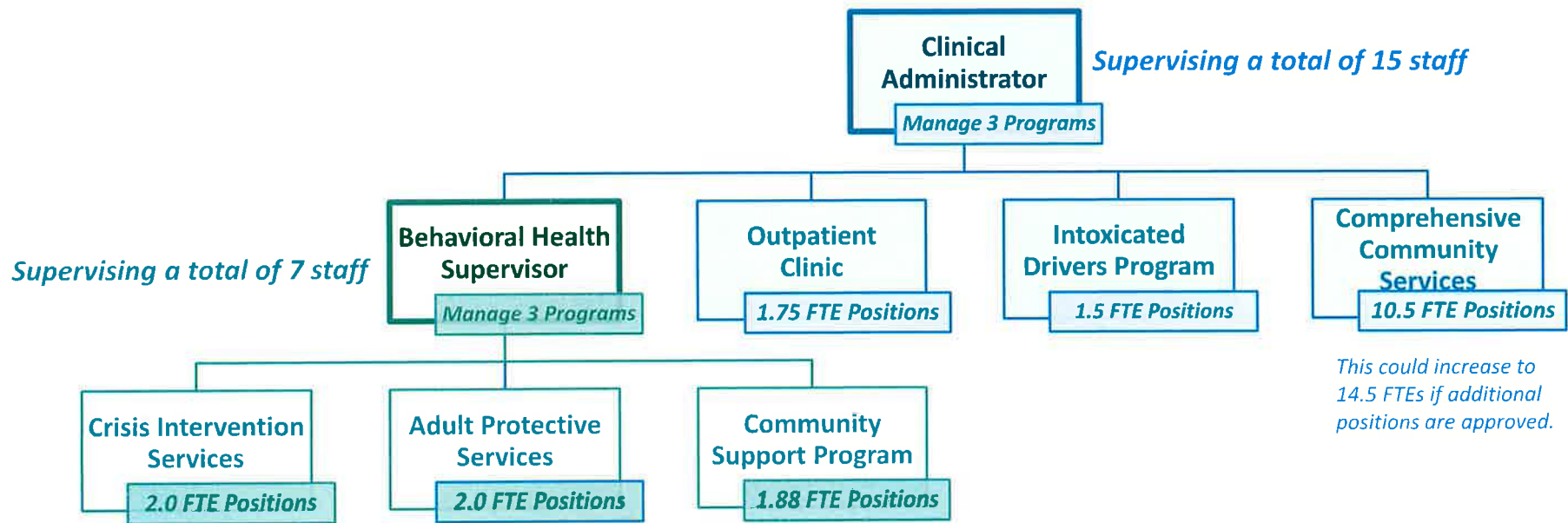


	2018	2019	2020	2021	2022	2023
# Staff Supervised:	16 staff	16 staff	19 staff	19 staff	20 staff	21 staff

There is a need for more supervisory support.



Behavioral Health Proposed Organization Structure



FUNDING the Behavioral Health Supervisor and CCS Positions

Understanding how Certified Medicaid
Programs are funded



How WIMCR Reimbursement works...

The Wisconsin Medicaid Cost Reporting (WIMCR) program is a cost-based payment system for counties that are certified Medicaid providers of community-based services.

Certified programs bill Medicaid for services, but the Medicaid interim rates set by the state often do not fully cover the costs of the program which include direct service staff salaries and benefits as well as Administrative, Management, Support, And Overhead (AMSO) costs.

WIMCR is a reconciliation process to provide additional funding to counties for these expenses.

CCS is **100% reimbursed** through the WIMCR program by covering the county's costs that were in excess of Medicaid payments received. Other mental health programs (outpatient clinic, crisis, & CSP) are partially reimbursed (60 – 70%).

Reconciliation occurs the year after expenses are incurred (usually finalized in December the following year).

CCS Example

If...	<i>2023 CCS Staff Salaries & Benefits plus AMSO* was</i>	but...	<i>2023 Billable Medicaid payments received was</i>	then...	<i>The 2024 WIMCR payment to the county would be</i>
	\$2,600,000		\$1,900,000		\$700,000

Made whole the year after expenses are incurred

**Administrative, Management, Support, And Overhead costs*

CCS Position Costs and Funding

POSITION	2023 COST		ANNUAL COST THEREAFTER	
	<i>per Position</i>	TOTAL	<i>per Position</i>	TOTAL
CCS Social Worker (4)	\$ 38,119	\$ 152,476	\$ 86,283	\$ 345,132

The CCS program is fully funded by Medicaid and reimbursement through the WIMCR program with NO county levy.

BUT because of how WIMCR works, we need to assure the 2023 costs of these new positions are covered this year.



Behavioral Health Supervisor Position Cost and Funding


POSITION	2023 COST	ANNUAL COST THEREAFTER
Behavioral Health Supervisor	\$ 48,428	\$ 108,644

This position will be fully funded by a combination of shifting existing budgeted funds allocated to the Clinical Administrator position and reimbursement through the WIMCR program.

BUT, because of how WIMCR works, we need to assure the 2023 costs of the new supervisor position is covered this year.

Funding Plan for 2023

We conducted an in-depth review of our 2023 Budgeted WIMCR Revenue

1. 2022 was the first year that counties received increase WIMCR reimbursement for Crisis Services because of a new law (Wisconsin 2019 Act 9) that made substantial revisions to the way in which the State funds the Crisis programs by contributing General Purpose Revenue to the counties.
 2. DHS is now reimbursing counties 25% of the local (non-federal) share of Crisis Medicaid reimbursement (*formerly counties were responsible for 100% of the local share*), plus any amount over the County's required MOE (\$88,831 for Monroe). ***This means that Crisis is now nearly 100% reimbursed!***
 3. In 2022, Monroe received \$159,168 more in Crisis WIMCR reimbursement for 2021 expenses than the previous year.
 4. Because of the change in the law for Crisis funding, we can be confident that will continue to receive this much higher WIMCR reimbursement each year.
 5. As a result, ***a budget adjustment increasing the 2023 WIMCR revenue line is warranted which will cover the 2023 CCS and supervisor position costs.***
- 

In-depth Review of WIMCR REIMBURSEMENT HISTORY

	ADJUSTED 2023 Budget <i>(for 2022 expenses)</i>	ORIGINAL 2023 Budget <i>(for 2022 expenses)</i>	2022 Actual <i>(for 2021 expenses)</i>	2021 Actual <i>(for 2020 expenses)</i>	2020 Actual <i>(for 2019 expenses)</i>
Outpatient Program	5,000	5,000	4,626	11,443	2,224
Targeted Case Management	28,000	28,000	28,069	31,939	16,935
Community Support Program	17,000	17,000	17,560	20,030	0
Crisis Program	220,904	95,000	229,206	98,547	60,051
CCS	870,000	870,000	740,436	895,195	532,623
TOTAL	\$1,140,904	\$1,015,000	\$1,019,897	\$1,057,154	\$611,833

an increase of \$125,904

Summary of Funding the Proposed Positions

Positions	2023 Cost	2023	Funding Source	2024 Budget & Beyond
CLTS Social Worker Position (1)	\$ 38,369	\$ 38,369	100% CLTS Medicaid Waiver	100% CLTS Medicaid Waiver
CCS Social Worker Positions (4)	\$ 152,476	\$ 75,000	Medicaid revenue billed by new positions	100% CCS Medicaid & WIMCR
		\$ 77,476	Increase in WIMCR Reimbursement for Crisis	
Behavioral Health Supervisor Position	\$ 48,428	\$ 48,428	Increase in WIMCR Reimbursement for Crisis	70% WIMCR Reimbursement 30% Budgeted funds shifted from Clinical Administrator Position
TOTAL	\$ 243,999	\$ 243,999		

\$ 125,904 Total Budget Adjustment for Increased WIMCR

- *The CLTS position will be 100% covered by Medicaid Waiver funding.*
- *The budget adjustment to increase the WIMCR revenue by \$125,904, along with the billable revenue that the new CCS positions generate will cover the costs of the CCS positions and the BH Supervisor position.*

Going forward,
all positions will be
fully funded by ...

- ***Medicaid Waiver Funding***
- ***Medicaid Billing***
- ***WIMCR Reimbursement***
- ***Shifted funding from Clinical Administrator Position***

NO County Levy will be required

Thank you!



RESOLUTION AUTHORIZING ONE CHILDREN'S LONG TERM SUPPORT (CLTS) SOCIAL WORKER POSITION IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT

1 **WHEREAS**, the CLTS program provides community-based services and adaptive supports to children with
2 developmental disabilities, severe emotional disturbances, and physical disabilities; and
3

4 **WHEREAS**, the CLTS program has a waiting list of 20 children who need these services, but current CLTS staff
5 caseloads are full, averaging 33 cases per social worker (the recommended caseloads for CLTS is 25 – 30); and
6

7 **WHEREAS**, the current staffing is not able to keep up with admissions of those needing these services; and
8

9 **WHEREAS**, not serving individuals who are in need of these intensive community-based programs increases the
10 risk of individuals not being able to remain in their communities and being placed in residential or institutional
11 facilities; and
12

13 **WHEREAS**, the CLTS program is fully funded by Medicaid waiver funding with no required county levy; and
14

15 **WHEREAS**, Human Service Board recommends adding one CLTS Social Worker position in order to meet the
16 service needs of adults and children in Monroe County.
17

18 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby authorize
19 establishing one CLTS social worker position in the Department of Human Services effective July 31, 2023. If the
20 funding ceases, the positions will be reviewed.
21

22 **BE IT FURTHER RESOLVED**, that the Monroe County Board of Supervisors approves the following budget
23 adjustments:
24

Increase Revenue Account Budget	24900500 435603	\$ 38,369.00
Increase Expenditure Account Budget	24910510 511000	\$ 38,369.00

25 Dated this 28th day of June, 2023.
26

Offered by the Administration & Personnel Committee

Fiscal note: The total cost of the position will be of \$38,369 in 2023 and \$86,283 annually thereafter. The position will be funded with CLTS waiver funding with no county levy required. A two-thirds majority vote of the entire membership of the Monroe County Board of Supervisors is required for approval.

Purpose: To approve needed a CLTS position for 2023 in order to meet service needs.

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

Approved as to form on 6/13/2023
Lisa Aldinger Hamblin
Lisa Aldinger Hamblin, Corporation Counsel

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

Committee of Jurisdiction Forwarded on: June 13, 2023
4 Yes 1 No 0 Absent

Committee Chair: Wallace Hattgen
Joni Wissstedt John Gunkel
James B. Kuhl David L. ...

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

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

New Position Analysis



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

Date: 05/02/2023	Department: Human Services
Department Head Name: Tracy Thorsen	

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

The Children's Long-Term Support (CLTS) program provides intensive community-based services and adaptive supports to children with developmental disabilities, severe emotional disturbances, and physical disabilities. The CLTS program has a waiting list of 20 children who need these services, but current staff caseloads are full (averaging 33 cases per social worker). The recommended caseloads for CLTS is 25 – 30. Current staffing is no longer able to keep up with referrals of children requiring these services. An additional position is necessary in order to address service needs of children with disabilities and keep up with future referrals.

Suggested Title: Social Worker			
Personnel Director's Recommended Classification:		Grade: N	FLSA Class: Exempt
Full-time:	<input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 7/31/2023

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

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
25.57	53,186	3,617	3,298	772	612	23,941	839	18

1. Where will the funds for this position come from?
 This position will be fully funded through the CLTS Waiver Program with no county levy.

2. What equipment will need to be purchased for this position (desk, etc.)?
 Computer Set-up, Phone, and Desk Chair
 - a. Is office space presently available? Yes Where? Historic Courthouse
 - b. Estimated cost of needed equipment? \$1,950
 - c. Is the cost of needed equipment in the department budget? Yes, with proposed budget adjustment
3. What is the grand total cost of all items this fiscal year? \$22,502 (salary) + \$15,867 (fringe/wkrcomp/equip) = \$38,369
4. What is the annual cost of salary and fringes, thereafter? \$53,186 (salary) + \$33,097 (fringe/wkrcomp) = \$86,283

Supervisory Responsibility (if applicable):

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

N/A

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

List the position titles that will report to this position:

3. What position title will this position report to? CFS Supervisor

County Administrator – Action:

Date: 05/24/2023	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>
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Committee of Jurisdiction: _____ – Action:

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

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

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

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

Job Title:	Human Services Social Worker I – CFS – Children’s Long Term Support Program (CLTS)	Department:	Human Services
Location:	112 S. Court St. Room 3000, Community Services Center, Sparta	FLSA Category:	Exempt- Professional
Immediate Supervisor:	Social Work Supervisor (Children and Family Services)	Salary Grade:	
Supervision Exercised:	None.	Position Type:	Full-time:

Basic Functions and Responsibilities

Works with children and families of children with special needs (physical, developmental, and mental health disabilities). Screens children for functional eligibility and provides service coordination to children eligible and enrolled in the Children’s Long Term Support Waiver Program (CLTS).

Job Description

ROLE AND RESPONSIBILITIES

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

QUALIFICATIONS AND EDUCATION REQUIREMENTS

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

PHYSICAL DEMANDS

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

ADDITIONAL NOTES

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

**RESOLUTION AUTHORIZING FOUR COMPREHENSIVE COMMUNITY SERVICES (CCS)
SOCIAL WORKER POSITIONS IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT**

1 **WHEREAS**, the CCS program provides intensive community-based treatment services and skills development
2 training to adults and children with serious mental health and/or substance-use disorders; and
3

4 **WHEREAS**, the CCS program has a waiting list of 141 individuals who need these services, but current CCS staff
5 caseloads are nearly full, averaging 14 case per social worker (the recommended caseloads for CCS is 15 – 20);
6 and
7

8 **WHEREAS**, the current CCS staffing is not able to keep up with admissions of those needing these services; and
9

10 **WHEREAS**, not serving individuals who are in need of these intensive community-based programs increases the
11 risk of individuals not being able to remain in their communities and needing to be placed in residential or
12 institutional facilities; and
13

14 **WHEREAS**, CCS program is fully funded by Medicaid billable revenues and reimbursement through the
15 Wisconsin Medicaid Cost Reporting (WIMCR) program with no county levy; and
16

17 **WHEREAS**, Human Service Board recommends adding four CCS Social Worker positions in order to meet the
18 service needs of adults and children in Monroe County.
19

20 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby authorize
21 establishing four CCS Social Worker positions in the Department of Human Services effective July 31, 2023. If the
22 funding ceases, the positions will be reviewed.
23

24 **BE IT FURTHER RESOLVED**, that the Monroe County Board of Supervisors approves the following budget
25 adjustments:
26

27	Increase Revenue Account Budget	24950580 435601 LC345	\$ 75,000.00
28	Increase Revenue Account Budget	24900500 435603	\$ 77,476.00
29	Increase Expenditure Account Budget	24950580 511000	\$ 152,476.00

Dated this 28th day of June, 2023.

Offered by the Administration & Personnel Committee

Fiscal note: The total cost of the four CCS positions will be \$152,476 in 2023 and \$345,132 annually thereafter. The 2023 position cost will be covered by Medicaid billing and increased WIMCR reimbursement revenues. After 2023, the positions will be fully funded by Medicaid billable revenues and reimbursement through the Wisconsin Medicaid Cost Reporting (WIMCR) program with no county levy. A two thirds majority vote of the entire membership of the Monroe County Board of Supervisors is required for approval.

Purpose: To approve needed CCS positions for 2023 in order to meet service needs.

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

Committee of Jurisdiction Forwarded on: June 13, 2023
4 Yes 1 No 0 Absent

Approved as to form on 6/13/2023
Lisa Aldinger Hamblin
Lisa Aldinger Hamblin, Corporation Counsel

Committee Chair: Walter Hoffmann
Jon E. Sostad Mark G. Gosh
James R. Kuba 7/30/23

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

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

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

New Position Analysis



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

Date: 05/02/2023	Department: Human Services
Department Head Name: Tracy Thorsen	

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

The Comprehensive Community Services (CCS) program provides intensive community-based treatment services and skills development training to adults and children with serious mental health and/or substance-use disorders. The CCS program has a waiting list of 141 individuals who need these services, but current staff caseloads are nearly full (averaging 14 cases per social worker). The recommended caseloads for CCS is 15 - 20. Current staffing is no longer able to keep up with referrals of individual requiring these services. Four additional positions are necessary in order to address service needs of individuals and keep up with future referrals.

Suggested Title: Social Worker			
Personnel Director's Recommended Classification:		Grade: N	FLSA Class: Exempt
Full-time:	<input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: 7/31/2023

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

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
25.57	53,186	3,617	3,298	772	612	23,941	839	18

1. Where will the funds for this position come from?
 These positions will be fully funded through billable Medicaid Revenue and reimbursement through through WIMCR reconciliation with no county levy.

2. What equipment will need to be purchased for this position (desk, etc.)?
 Computer Set-up and Phone
 - a. Is office space presently available? No Where? Historic Courthouse and Telework
 - b. Estimated cost of needed equipment? \$1,700
 - c. Is the cost of needed equipment in the department budget? Yes, with proposed budget adjustment
3. What is the grand total cost of all items this fiscal year? [\$22,502(salary) + \$15,617(fringe/wkrcomp/equip) = \$38,119] x 4 positions = \$152,476
4. What is the annual cost of salary and fringes, thereafter? [\$53,186 (salary) + \$33,097 (fringe/wkrcomp) = \$86,283] x 4 positions = \$345,132

Supervisory Responsibility (if applicable):

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

N/A

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

List the position titles that will report to this position:

3. What position title will this position report to? Clinical Administrator

County Administrator – Action:

Date: 05/24/2023	Position Approved: <input checked="" type="checkbox"/>	Position Denied: <input type="checkbox"/>
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Committee of Jurisdiction: _____ – Action:

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

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

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

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

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

Basic Functions and Responsibilities

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

Job Description

ROLE AND RESPONSIBILITIES

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

QUALIFICATIONS AND EDUCATION REQUIREMENTS

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

PHYSICAL DEMANDS

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

ADDITIONAL NOTES

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

Employee Signature: _____ **Date:** _____

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

RESOLUTION NO. _____

RESOLUTION AUTHORIZING A BEHAVIORAL HEALTH SUPERVISOR POSITION IN THE MONROE COUNTY HUMAN SERVICES DEPARTMENT

1 **WHEREAS**, the Behavioral Health Unit consists of twenty-one (21) staff and one (1) manager; and

2
3 **WHEREAS**, eight (8) positions have been added to the Behavioral Health Unit over the last five years; and

4
5 **WHEREAS**, one manager can no longer meet the supervisory needs of this many staff; and

6
7 **WHEREAS**, an additional supervisory position is needed in order to assure proper program oversight and
8 sufficient direction and support to staff; and

9
10 **WHEREAS**, the position will be funded by existing funds in the budget and reimbursement through the Wisconsin
11 Medicaid Cost Reporting (WIMCR) program with no increase to county levy; and

12
13 **WHEREAS**, Human Service Board recommends adding a Behavioral Health Supervisor position in order to meet
14 the increased supervisory needs of staff in that unit in Monroe County.

15
16 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby authorize
17 establishing a Behavioral Health Supervisor in the Department of Human Services effective July 31, 2023. If the
18 funding ceases, the position will be reviewed.

19
20 **BE IT FURTHER RESOLVED**, that the Monroe County Board of Supervisors approves the following budget
21 adjustments:

22
23 Increase Revenue Account Budget 24900500 435603 \$ 48,428.00
24 Increase Expenditure Account Budget 24950560 511000 \$ 48,428.00

Dated this 28th day of June, 2023.

Offered by the Administration & Personnel Committee

Fiscal note: The cost of the position will be \$48,428 in 2023 and \$108,644 annually thereafter. The 2023 position cost will be covered by increased WIMCR reimbursement revenue. After 2023, the position will be fully funded by existing funds in the budget and reimbursement through the Wisconsin Medicaid Cost Reporting (WIMCR) program with no additional county levy. A two thirds majority vote of the entire membership of the Monroe County Board of Supervisors is required for approval.

Purpose: To approve a new Behavioral Health Supervisor position for 2023.

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

Committee of Jurisdiction Forwarded on: June 13, 2023
4 Yes 1 No 0 Absent

Approved as to form on 6/13/2023
Lisa Aldinger Hamblin
Lisa Aldinger Hamblin, Corporation Counsel

Committee Chair: Wallace Wabpyga
Tom Wisselton
James B. Kuh

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

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

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

New Position Analysis



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

Date: 05/02/2023	Department: Human Services
Department Head Name: Tracy Thorsen	

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

The Behavioral Health Unit consists of twenty-one (21) staff and one (1) manager. Eight (8) positions have been added to the unit over the last five years. One manager can no longer meet the supervisory needs of this many staff. An additional supervisory position is necessary in order to assure proper program oversight and sufficient direction and support to staff. This position would primarily oversee the Adult Protective Services, Crisis Intervention Services, and Community Support Program and the staff who work within those programs. This position would also provide back up oversight of all other Behavioral Health programs and staff at the direction of the Clinical Administrator. Ongoing costs of this position will be funded by existing funds in the budget and reimbursement through the Wisconsin Medicaid Cost Reporting (WIMCR) program. No additional county levy will be required.

Suggested Title: Behavioral Health Supervisor			
Personnel Director's Recommended Classification:		Grade: S	FLSA Class: Exempt
Full-time:	<input checked="" type="checkbox"/>	Part-time: /hours	Projected Start Date: July 31, 2023

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

Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
34.87	72,530	4,933	4,497	1,052	834	23,941	839	18

1. Where will the funds for this position come from?
 The costs for this position will be fully funded by existing funds in the budget and reimbursement through the Wisconsin Medicaid Cost Reporting (WIMCR) program. Additional county levy will NOT be required. Because WIMCR reimbursement is received a year after the expenses are incurred, 2023 costs will be covered by the proposed budget adjustment.
2. What equipment will need to be purchased for this position (desk, etc.)?
 Computer Set-up, Phone, Desk, Chair
 - a. Is office space presently available? Yes Where? Historic Courthouse
 - b. Estimated cost of needed equipment? \$2,500
 - c. Is the cost of needed equipment in the department budget? Yes, with proposed budget adjustment
3. What is the grand total cost of all items this fiscal year? \$30,686 (salary) + \$15,192 (fringe& wkr comp) + \$2,550 (equipment) = \$48,428 Total
4. What is the annual cost of salary and fringes, thereafter? \$72,530 (salary) + \$36,114 (fringe& wkr comp) = \$108,644 Total

Supervisory Responsibility (if applicable):

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

The position will primarily be responsible to oversee Adult Protective Services, Crisis Intervention Services, and the Community Support Program. Directs the work of and assists in the management of Behavioral Health Unit and staff overall. Participates in interviews and selection of new employees. Assures the provision of training, instruction, and ongoing training. Provides coaching and/or counseling. Assigns tasks, reviews work, and prepares performance evaluations.

2. Number of employees Directly supervised: 6 - 8 Indirectly: 13 - 15

List the position titles that will report to this position:

Adult Protective Services Prof.	Program Associate	
CSP Clinical Coordinator	Behavioral Health Prof. - Crisis	
CSP Case Manager		

3. What position title will this position report to? Clinical Administrator

County Administrator – Action:

Date: 05/24/2023 Position Approved: Position Denied:

Committee of Jurisdiction: _____ – Action:

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

Administration & Personnel Committee – Action:

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

Finance Committee – Action on Fiscal Note:

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

County Board – Action:

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



JOB DESCRIPTION

Title:	Human Services Supervisor -BH	Date:	
Department:	Human Services	Pay Grade:	S
Reports To:	Mental Health Clinic Manager	FLSA Status:	Exempt

POSITION SUMMARY

This position is responsible to assist the Mental Health Clinic Manager with coordination and management of the Behavioral Health Unit. This position provides professional work planning, organizing, evaluating, supervision, and implementation to County service-related programs in accordance with State and Federal laws and regulations, and to implement general policies set forth by governing bodies and agencies.

ESSENTIAL FUNCTIONS

The following duties are typical for this position. However, these are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

1. Provides leadership in attracting, retaining, and developing an engaged workforce in the delivery of superior services to County residents and businesses.
2. Directs the work of and assists in the management of unit staff. Participates in interviews and selection of new employees. Assures the provision of training, instruction, and ongoing training for the Department. Provides coaching and/or counseling. Assigns tasks, reviews work, and prepares performance evaluations. Recommends employee transfers, promotions, disciplinary action, and discharge.
3. Provides supervision to all assigned staff. Directs staff on interpreting the application of policy and procedure.
4. Supervises the operations of the Unit. Ensures compliance with program requirements.
5. Reports administrative and program services, along with policies and procedures, to the responsible boards.
6. Supervises services as assigned in the following areas: Outpatient Mental Health and Substance Abuse Clinic, Crisis Services, Coordinated Services Team, Comprehensive Community Services, Community Support Program, Intoxicated Drivers Program, Adult Protective Services, and other related services.
7. Provides clinical consultation regarding screening cases, crisis management, treatment options, and diagnoses for targeted populations in the respective division, including after hours, as needed.
8. Ensures the programs of the unit are carried out in a cost-efficient manner. Develops goals or outcomes which are measurable and enhance the quality of cost-effective services.
9. Evaluates service delivery. Conducts needs assessments and recommends service priorities to Unit Manager in addition to those mandated by State and Federal Government.
10. Ensures the programs of the Unit are carried out in a cost-efficient manner. Develops goals or outcomes which are measurable and enhances the quality of cost-effective services.
11. Ensures all mandated State and Federal programs are carried out in accordance with established requirements.

12. Maintains knowledge of current County, State, and Federal Rules and Regulations. Monitors legislative proposals that will impact the Unit. Keeps responsible boards and Unit Manager informed of these changes.
13. Negotiates and monitors annual contracts with the Wisconsin Department of Health Services and public and private vendors, and consultants who provide services.
14. Performs the duties of subordinate personnel within the Unit, as needed.
15. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- Master's degree in Social Work, Counseling, Clinical Psychology, or Marriage Family Therapy from an accredited university with a minimum of 3,000 hours of supervised clinical practice and five (5) years of progressive administrative experience in human service-related programs.
- Three years' previous supervisory experience.
- Credentialed as a Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (LMFT), or Professional Counselor (LPC) in the State of Wisconsin.
- Must successfully pass caregiver and criminal background check.

PREFERRED QUALIFICATIONS

- Credentialed as an Independent or Intermediate Clinical Supervisor in the State of Wisconsin.

REQUIRED JOB COMPETENCIES

- Knowledge of laws and regulations that affect the delivery of services provided by the Department.
- Knowledge of community resources, and alternative care resources.
- Knowledge of applicable State statutes.
- Comprehensive knowledge of social, economic, and health problems of basic human behavior and of available assistance and rehabilitative services and techniques.
- Thorough knowledge of State and Federal human services programs and requirements.
- Knowledge of human service needs assessment methodologies, grant programs, and budgeting procedures.
- Knowledge of legal requirements for human service programs, including client rights, confidentiality, and non-discrimination.
- Knowledge of the principles of human growth and development, psychology, systems theory, and human motivation.
- Knowledge of goals, principles, and practices of human service programs, program administration, and program goals and their intended impacts.
- Ability to communicate effectively with individuals of varying abilities, interests, and concerns.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives, and recommending methods, procedures, and techniques for resolution of issues.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to develop program goals and objectives.
- Ability to plan, develop, implement, and evaluate projects and programs.
- Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other Department-specific documents.

- Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time-off, and maintaining personnel records.
- Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Knowledge of computer software including word processing, spreadsheet, and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
- Skill in researching and understanding complex written materials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as otherwise required by law. Employees needing reasonable accommodation should discuss the request with Human Resources.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is performed in an office setting as well as offsite clinic work sites.
- May require communicating with persons who are hostile, aggressive, abusive or violent, posing threatening conditions.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGEMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary, and this document supersedes all prior descriptions. I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description, from time to time. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name

RESOLUTION NO. _____

RESOLUTION DESIGNATING OFFICIAL NEWSPAPER FOR MONROE COUNTY

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WHEREAS, Monroe County does not have a designated official county newspaper; and

WHEREAS, it is recommended that Monroe County designate an official county newspaper for clarity as to required publications as well as to save expenses in publishing; and

WHEREAS, below is the costs for River Valley Media Group:

2023	\$5,053.24 through 5-19-2023
2022	\$8,402.77
2021	\$12,086.13
2020	\$14,638.33
2019	\$18,328.91 (\$3,133.67 was for in rem)
2018	\$27,125.56 (\$5,213.42 was for in rem); and

WHEREAS, there exists a local newspaper entitled "Monroe County Herald" which is a publication intended to reach all the citizens of Monroe County; and

WHEREAS, designating the "Monroe County Herald" as the official newspaper where all required notices are to be published, at a minimum, and would provide notice to all citizens as to where all notices can be found; and

WHEREAS, by resolution # 88-43, the Monroe County Board of Supervisors did instruct the Monroe County Clerk to publish all election notices in all newspapers published in Monroe County; and

WHEREAS, passage of this resolution would rescind resolution #88-43.

NOW THEREFORE BE IT RESOLVED, by the Monroe County Board of Supervisors that they do hereby designate the Monroe County Herald as the official newspaper of Monroe County.

BE IT FURTHER RESOLVED, that this designation shall establish the minimum local publication location for all Monroe County business. All other publication locations shall be discretionary.

BE IT FURTHER RESOLVED, that resolution #88-43 is hereby rescinded.

Dated this 28th day of June, 2023.

OFFERED BY THE ADMINISTRATION & PERSONNEL COMMITTEE:

Fiscal note: There would be a fiscal saving for the county annually as the number of publications would be reduced for official business.

Statement of purpose: To designate the Monroe County Herald as the official newspaper for Monroe County.

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

Committee of Jurisdiction Forwarded on: June 13, 2023
5 Yes, 0 No, 0 Absent
Committee Chair: _____

Drafted/Approved as to form on _____

Lisa Aldinger Hamblin, Corporation Counsel

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

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

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

RESOLUTION NO. ____

RESOLUTION AMENDING MONROE COUNTY FINANCE POLICY AND FINANCE FORMS

1 WHEREAS, Monroe County does have a Finance Policy that addresses all procedures related to finance and
2 budget related matters for Monroe County; and

3
4 WHEREAS, this Finance Policy has recently been reviewed by the Monroe County Finance Committee; and

5
6 WHEREAS, the Monroe County Finance Committee determined that there is the need for updates to the Monroe
7 County Finance Policy to address line item transfers; and

8
9 WHEREAS, the Monroe County Finance Committee determined that there is the need for updates to required
10 forms for budgetary adjustments, requests for line item transfers, and repurposing of funds.

11
12 THEREFORE BE IT RESOLVED that the Monroe County Board of Supervisors does hereby approve the attached
13 language change to the Monroe County Finance Policy regarding budget line item transfers.

14
15 BE IT FURTHER RESOLVED that the Monroe County Board of Supervisors approves the attached forms entitled
16 Notice of Re-Purpose of Funds, Notice of Budgetary Adjustment, and Request for Line Item Transfer.

Dated this 28th day of June, 2023.

Offered By The Finance Committee.

Fiscal note: There is no known fiscal impact associated with this resolution.

Statement of purpose: To update the Monroe County Finance Policy regarding line item transfers and update the
Notice of Re-Purpose of Funds, Notice of Budgetary Adjustments and Request for Line Item Transfer forms.

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

Notice of Re-Purpose of Funds

MONROE COUNTY

Unanticipated Change of What Funds Were Budgeted For

Date: _____

Department: _____

Amount: \$ _____

Budget Year Amended: _____

Does this Re-Purpose of Funds decrease future fund balance available for Debt Service Payments in future years?

Yes or No? _____ Explain: _____

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

Original Budgeted Line's Purpose:

Org	Object	Project	Account Name	Original Purpose	New Purpose	Amount to Re-Purpose
Total Adjustment						\$ -

Department Head Approval: _____

Committee of Jurisdiction Approval: _____

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

Date

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

Date: _____
Department: _____
Amount: \$ _____ -
Budget Year Amended: _____

From Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ -		

To Account

Org	Object	Project	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Transfer					\$ -		

Explanation for Transfer:

Department Head Approval: _____

Committee of Jurisdiction Approval: _____ Date _____

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____ Date _____

Transfer

Purpose

To transfer budgeted expense/revenue amounts from one line item to another within the same budget so as not to exceed adopted budget by rollup code.

Policy

A transfer of funds should be made prior to any rollup code balance exceeding the budget as adopted.

No transactions should be posted to any budget line item if there are not adequate budgeted funds available to cover those transactions during that fiscal year.

In the event a department has insufficient rollup code budgeted funds available to cover the balance of proposed transactions, a transfer of budget funds from another individual line item within that department's budget to cover those transactions may be initiated with prior approval.

All transactions shall be charged to the appropriate revenue/expenditure account, not arbitrarily charged to accounts where unused budget funds are available.

Procedure

To initiate the Line Item Transfer process, the department head shall notice the review, discussion & action of this completed and signed form on the next monthly meeting agenda of their committee of jurisdiction.

If the Line Item Transfer is approved by the committee of jurisdiction the signed copy of this form shall be forwarded to the County Administrator for approval.

MONROE COUNTY
Notice of Budgetary Adjustment
 Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: _____

Department: _____

Amount: _____ \$0.00

Budget Year Amended: _____

Does this Budget Adjustment decrease future fund balance available for Debt Service Payments in future years?

Yes or No? _____ Explain: _____

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

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Department Head Approval: _____

Committee of Jurisdiction Approval: _____ Date _____

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: _____

Budget Adjustment

Purpose

To comply with State Statute 65.90 (5)

Policy

A budget adjustment should be made when increasing /(decreasing) both your revenue budget and expenditure budget or when requesting funds from an area of the budget outside it's originally budgeted department. These changes come from new grants or changes in grant monies, transfers from sources in the county outside a department's original budget, etc. No budget rollup code should exceed the adopted budget at any time during a fiscal year.

Procedure

To initiate a budget adjustment, the department head shall notice the review, discussion & action of this completed & signed form on the next monthly meeting agenda of their committee of jurisdiction. If the Budgetary Adjustment is approved by the committee of jurisdiction the signed copy of this form shall be forwarded to the County Clerk to be noticed on the Finance Committee agenda for review, discussion & action.

Upon Finance Committee approval the signed Budgetary Adjustment form shall be forwarded to the County Clerk to be noticed on the County Board agenda for review, discussion and action.

Per WI Stats 65.90(5)(ar) the Budgetary Adjustment must be authorized by a vote of two-thirds of the entire membership of the County Board.

A department representative must be available at each meeting to address any questions or concerns that may arise during review and discussion.

BUDGET LINE ITEM TRANSFER PROCEDURES

A line-item transfer (LIT) will be made prior to any rollup code balance exceeding the budget. Transactions will not be posted to the line-item if funds are not sufficient. A transfer of budget funds from another line-item will be initiated with prior approval.

Transactions will be charged to the appropriate revenue/expense account, not arbitrarily charged to accounts where unused budget funds are available.

To transfer from one line-item to another within a department's annual budget, not to exceed the adopted budget will be followed:

1. To initiate the line item transfer process, the Department Head shall review and verify that the item is within the department's approved budget, compile, and sign the Request for Line Item Transfer form.
2. Notice the discussion and action on the next monthly meeting agenda of their committee of jurisdiction.
3. If the Request for Line Item Transfer is approved by the committee of jurisdiction, provide the signed copy of the form to the County Administrator for approval.

