



# 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

## AMENDED NOTICE OF MEETING

COMMITTEE: **ADMINISTRATION & PERSONNEL COMMITTEE**

TIME: 9:00 a.m.  
PLACE: Monroe County Justice Center  
Monroe County Board Assembly Room

\*Please use the South Side/Oak Street Entrance\*

112 S. Court Street  
Sparta, WI 54656

DATE: **Tuesday, June 11, 2019**

### SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – May 14, 2019
4. Child Support Director Report
5. Land Information
  - a. Notice of Budgetary Adjustment – Discussion/Action
  - b. Land Information Office/Fort McCoy Military Installation/City of Tomah & City of Sparta Imagery and LiDAR Cooperation
  - c. Land Information Office RFP Update
  - d. Outlook on Future Grant Funding for the WLIP and Consideration of Partial Funding of the GIS Specialist Position in Future Years
6. Personnel
  - a. Resolution(s)/New Position Request(s) – Discussion/Action
    - Human Services (7)
    - Justice (2)
  - b. Director Report
7. Information Systems
  - a. Director Report
  - b. Budget Adjustment – Discussion/Action
8. Board Member iPad Upgrade – Discussion
9. Board Member Per Diem Increase – Discussion
10. Board Chairman/Vice-Chairman Payment Schedule – Discussion
11. Monroe County Proceeding Booklet Publication Distribution – Discussion/Action
12. County Administrator Report
13. Next Month's Agenda Items
14. Adjournment

Pete Peterson, Committee Chair

Date notices mailed: June 7, 2019

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.



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14. Adjournment

Pete Peterson, Committee Chair

Date notices mailed: June 6, 2019

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

Administration & Personnel Committee  
May 14, 2019

Present: Pete Peterson, Sharon Folcey, Cedric Schnitzler, Mary Von Ruden, Mark Halverson  
Others: Tina Osterberg, Ed Smudde, Hannah Olson, Pamela Pipkin, Jeremiah Erickson, Deb Brandt, Ron Hamilton, Sharon Nelson, Rob Conroy, Lynn Kloety, Kevin Croninger, John Mehtala

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

- Next Month's Meeting Date/Time – The next meeting is Tuesday, June 11, 2019 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mary Von Ruden second by Sharon Folcey to approve the 04/09/19 minutes. Carried 5-0.
- Personnel –
  - a. New Position Requests

Resolution Authorizing Establishment of a Paralegal Position within the Monroe County District Attorney's Office & Resolution Authorizing Establishment of a Legal Secretary Position within the Monroe County District Attorney's Office. Kevin Croninger explained the need for a Paralegal and Legal Secretary Position. Discussion. Motion by Mary Von Ruden second by Sharon Folcey to approve both DA positions, providing the Assistant District Attorney position from the state is approved. Carried 5-0.

Resolution Authorizing ADRC Disability Benefit Specialist Position Increase to Full-Time. Ron Hamilton explained the need for a Disability Benefit Specialist Position. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to approve position. Carried 5-0.

Resolution Authorizing ADRC Nutrition Program Coordinator Position Increase to Full-Time. Ron Hamilton explained the need for a Nutrition Program Coordinator Position. Discussion. Motion by Mary Von Ruden second by Sharon Folcey to approve position. Carried 5-0.

Resolution Authorizing Establishment of a Full-Time Community Health Educator Position in the Monroe County Health Department – Sharon Nelson explained the need for a Health Educator Position. Discussion. Motion by Mary Von Ruden second by Mark Halverson to approve position. Carried 5-0.

Resolution Authorizing Establishment of a Full-Time Telecommunicator Position in the Monroe County 9-1-1 Communications Center – Ed Smudde explained the request for a Telecommunicator Position. Discussion. Motion by Pete Peterson second by Sharon Folcey to approve position. Carried 4-1.

Resolution Authorizing Establishment of an Additional Patrol Office Position - Rob Conroy explained the need for a Patrol Deputy Position. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to approve position. Carried 5-0.

- Notice of Budgetary Adjustments –
  - a. Land Information – Jeremiah Erickson presented the 2019 budget adjustment in the amount of \$320.00 for GPS unit. Motion by Cedric Schnitzler second by Mark Halverson to approve budget adjustment. Carried 5-0.
  - b. Information Systems – John Mehtala presented the 2019 budget adjustment in the amount of \$64,412.02 for Zuercher Public Safety Software. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to approve budget adjustment. Carried 5-0.

John presented the 2019 budget adjustment in the amount of \$48,123.38 for courthouse remodel project. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to approve budget adjustment. Carried 5-0.

John presented the 2019 budget adjustment in the amount of \$36,415.00 for response time & preventative maintenance support for the AV system in the Circuit Court and Jail. Discussion.

Motion by Cedric Schnitzler second by Mark Halverson to approve budget adjustment.  
Discussion. Carried 5-0.

- Information Systems –
  - a. John Mehtala provided the Information Systems Director Report. Courtroom audio and video surveillance system updates were provided.
  - b. Website Project Update – John Mehtala explained that a website demonstration has been completed. Costs would depend on which tier the county chooses. There was discussion on looking into the potential of integration with MUNIS system.
- Board Member iPad Upgrade – John Mehtala explained that the board member iPad's are aging. Choices in replacing would be with the google tablet or an iPad.
- Deb Brandt provided the County Register of Deeds Report.
- Pam Pipkin provided the Child Support Director Report.
- Personnel –
  - b. Ed Smudde provided the monthly Personnel Director Report.
  - c. Personnel Policy Updates
    - 1. FMLA – Ed explained changes in order to keep policy language compliant. Motion by Cedric Schnitzler second by Mark Halverson to approve and forward resolution to the full board. Discussion. Carried 5-0.
    - 2. Recruitment – Ed explained changes to have accurate language to reflect recruitment practice. Motion by Cedric Schnitzler second by Mark Halverson to approve and forward resolution to the full board. Discussion. Carried 5-0.
    - 3. Payroll Date – Ed explained change of payroll date from Thursday to Friday. Motion by Cedric Schnitzler second by Mark Halverson to approve and forward resolution to the full board. Discussion. Carried 5-0.
- Resolution Establishing 2020 Annual Budgeted Allocation for Pay for Performance – Tina Osterberg explained that the resolution establishes the budget for merit-based pay adjustments and fund the non-lapsing retirement/fringe pool. Discussion. Motion by Mark Halverson second by Sharon Folcey to approve resolution and forward to the full board for approval. Carried 4-1.
- Board Member Per Diem Increase – Looking at the possibility of changing board member per-diem's for next term. This item will be discussed next month.
- Board Chairman/Vice-Chairman Payment Schedule – Looking at the possibility of changing the payment schedule for the chair/vice-chair. This item will be discussed next month.
- Request for Line Item Transfer -
  - a. Administrator – Motion by Cedric Schnitzler second by Mark Halverson to approve line item transfer. Tina Osterberg presented the 2019 line item transfer in the amount of \$1,397.00 for cell phone and dues per contract. Carried 5-0.
- Tina Osterberg provided the Monthly Administrators Report.
- Next Month's Agenda Items – Board Member Per Diem Increase, Board Chairman/Vice-Chairman Payment Schedule, Board Member iPad Upgrade, New Positions
- Motion by Mary Von Ruden second by Mark Halverson to adjourn meeting at 12:05 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 16, 2019  
 Department: Land Records  
 Amount: \$101,300.00  
 Budget Year Amended: 2019

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

We budgeted \$102400 for LiDAR in 2019 and that was contingent on the State of Wisconsin getting a grant. They did get the grant. I budgeted four our expenses only. This adjustment is to cover the matching amount of \$102400 that the state will send to us and we will then pay the full amount of \$204800 to the contractor performing the work, Ayres Associates. So this is an increase of revenue offset by an increaes in expenditure. The Monroe County cost is unaffected.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 435129	OTHER STATE GRANT REVE	\$ -	\$ 102,400.00	\$ 102,400.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 102,400.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 521000	PROFESSIONAL SERVICES	\$ 166,350.00	\$ 102,400.00	\$ 268,750.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 102,400.00	

Department Head Approval: Jeremiah Erickson  
 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: \_\_\_\_\_

The Community Support Program (CSP) is a community based program that provides services to our most vulnerable citizens with mental health disorders. These are individuals who require intensive services to help them remain in the community. One of the main goals of the CSP is to deter clients from being institutionalized.

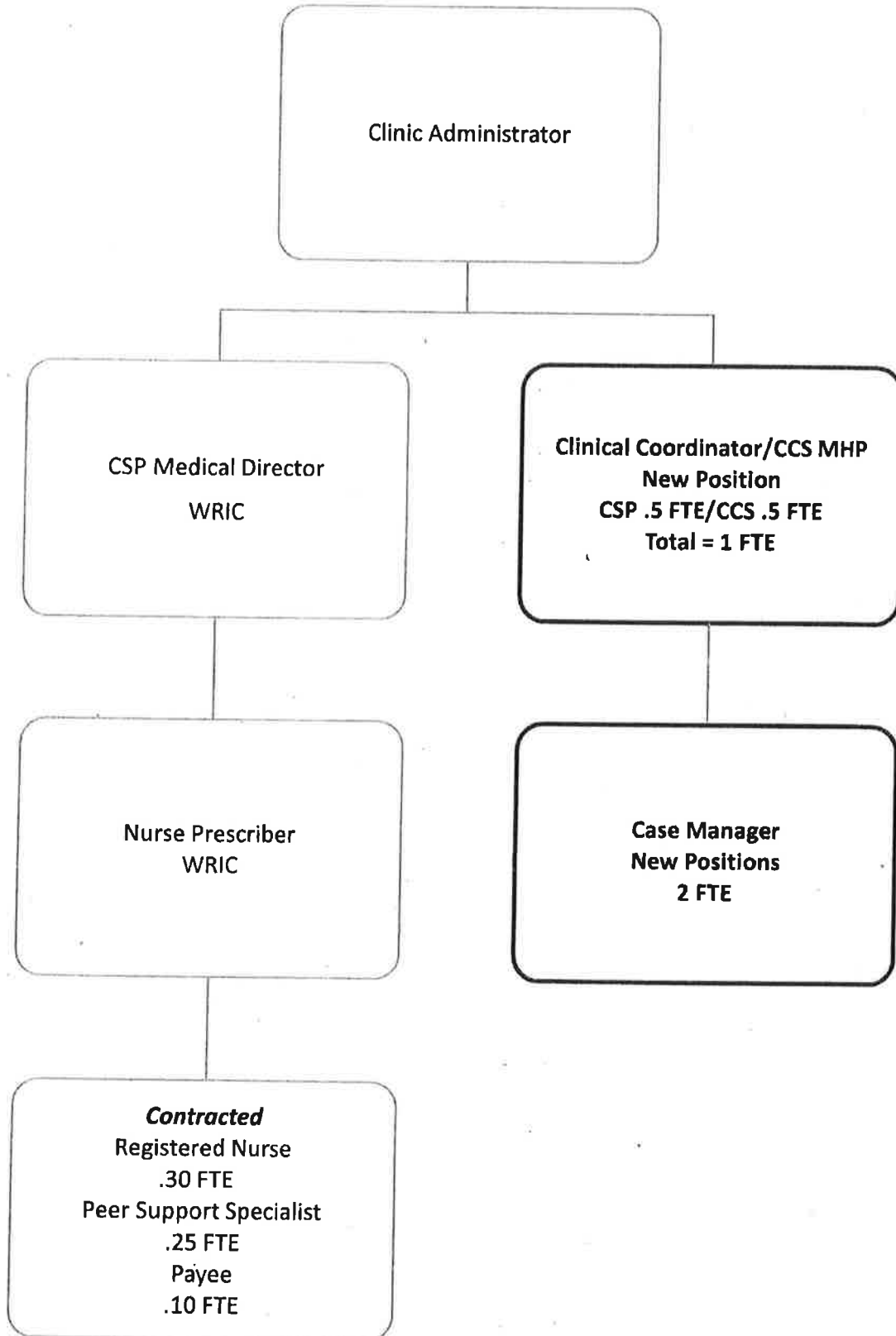
The Monroe County Department of Human Services (MCDHS) has a long standing history with the CSP. In 1993 the department received state certification to provide the CSP. This allowed the department to generate revenue for the services provided to those clients within the program. Most important, however, was maintaining the CSP participants in their home, which in turn promoted cost avoidance. The Monroe County CSP was recognized by the state as a mentor for other counties who were exploring the idea of becoming a certified CSP.

In 2014, when the department became part of Western Region Integrated Care (WRIC), the CSP fell under WRIC. The CSP became a multi-county certification and services were contracted with a single vendor.

The current vendor has been operating under a provisional contract for the past two years due to concerns related to significant staff turnover and a lack of clinical supervision to staff. Both these concerns have had an impact on the quality of service. The WRIC lead agency highly recommends that all counties obtain their own CSP certification. This will allow them to operate their own local CSP.

With Monroe County's past experience with the CSP, there exists a high level of confidence that we could improve services to this vulnerable population and have greater oversight with the services provided. The department would further generate revenue that would help off set the cost of operating the program in house.

# Community Support Program



### Summary of Positions Requested

Position Requested	Cost	Funding	
	Salary/Fringe	State/MA Funding	County Levy
CSP Clinical Coordinator/MHP	\$ 76,340	\$ 64,000	\$ 12,340
CSP Case Managers (2)	\$ 126,130	\$ 88,000	\$ 38,130
CCS Social Worker	\$ 69,097	\$ 69,097	
CLTS Social Workers (2)	\$ 138,194	\$ 138,194	
CFS Access Social worker	\$ 69,097		\$ 69,097
<b>7 FTE positions requested</b>	<b>\$ 478,858</b>	<b>\$ 359,291</b>	<b>\$ 119,567</b>

	Levy Funded Costs
7 FTE positions requested	\$ 119,567
*** estimated CSP annual nonemployee costs ***	\$ 60,000
<b>Total Annual Cost</b>	<b>\$ 179,567</b>

**Current Levy Budgeted for 2019:**

CSP Program	\$ (120,000)	
CAN Partnership (CFS Access Social Worker)	\$ (100,000)	
<b>Annual Levy Available to bring program back in-house</b>	<b>\$ (220,000)</b>	<b>\$ (220,000)</b>
<b>Annual Levy Savings to bring programs in-house vs. contracted</b>		<b>\$ (40,433)</b>
One time start up costs listed below		\$ 43,000
<b>Difference</b>		<b>\$ 2,567</b>

ONE TIME COSTS (to be paid in 2019):		Budgeted for 2019	From HS Reserve Fund
(Computer, desk, chair, phone for 7 staff)	\$ 21,000	\$ -	\$ 21,000
Evolv Software upgrade	\$ 40,000	\$ 18,000	\$ 22,000
<b>Total one-time Costs</b>	<b>\$ 61,000</b>	<b>\$ 18,000</b>	<b>\$ 43,000</b>



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

**RESOLUTION AUTHORIZING A COMBINATION CSP CLINICAL COORDINATOR AND  
CCS MENTAL HEALTH PROFESSIONAL POSITION IN MONROE COUNTY**

1 **WHEREAS**, early intervention and services for mental health issues in the community is being  
2 promoted at state and federal levels; and  
3

4 **WHEREAS**, CSP and CCS are community based program that provide intensive mental health services  
5 to some of our most vulnerable adults with a primary goal of keeping individuals who are at high risk  
6 for costly emergency detentions and/or placements in an institutional setting in the community; and  
7

8 **WHEREAS**, MCDHS has been involved with a multi-county program through a single vendor that will  
9 be ending and involved counties will need to obtain their own CSP certifications and operate their own  
10 local program as of 2020; and  
11

12 **WHEREAS**, The Comprehensive Community Service (CCS) Program continues to grow at a rapid rate  
13 as we are currently serving 83 consumers and have 43 waiting for a screening assessment; and  
14

15 **WHEREAS**, the design of our local program includes a half time CSP (certified) Clinical Coordinator,  
16 and a half time CCS Mental Health Professional (which can be handled by one full time professional) to  
17 work with our current staffing of one Mental Health Professional and 5.3 CCS case workers; and  
18

19 **WHEREAS**, the Monroe County Human Services Board and Administration & Personnel Committee  
20 have reviewed the attached New Position Analysis and request the establishment of the requested  
21 positons in the Department of Human Services; and  
22

23 **WHEREAS**, costs of this position will be covered by Medical Assistance Case Management billing  
24 revenues.  
25

26 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that it does  
27 hereby authorize the establishment of a half time CSP (certified) Clinical Coordinator, and a half time  
28 CCS Mental Health Professional positions in the Department of Human Services with start date of  
29 January 1, 2020.  
30

31 Offered by the Administration & Personnel Committee this 26<sup>th</sup> day of June, 2019.  
32

33 **Fiscal note:** The 2020 budget for this position (wages, benefits and equipment) is approximately  
34 \$79,340 which will be covered by Medical Assistance Case Management billing.  
35

36 **Purpose:** To approve budgeting a half time CSP (certified) Clinical Coordinator, and a half time CCS  
37 Mental Health Professional positions in the Department of Human Services.

Finance Vote (If required):

\_\_\_ Yes \_\_\_ No \_\_\_ Absent

Committee of Jurisdiction Forwarded on: \_\_\_\_\_, 20\_\_

\_\_\_ Yes \_\_\_ No \_\_\_ Absent

Approved as to form on \_\_\_\_\_

Andrew C. Kaftan, Corporation Counsel

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

\_\_\_\_\_

\_\_\_\_\_

ADOPTED  FAILED  AMENDED

OTHER \_\_\_\_\_

County Board Vote on: \_\_\_\_\_ 20\_\_

\_\_\_ Yes \_\_\_ No \_\_\_ Absent

STATE OF WISCONSIN

COUNTY OF MONROE

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

\_\_\_\_\_  
SHELLEY R. BOHL, MONROE COUNTY CLERK

*A raised seal certifies an official document.*

NEW POSITION ANALYSIS

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

A. Department:  Human Services  Date:  6/26/2019

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):

This position will work .5 FTE as the CSP Clinical Coordinator and .5 as the CCS Mental Health Professional, creating a fulltime position.

We will be bringing the Community Support Program (CSP) back to MCDHS effective 1/1/2020. CSP is a community based program that provides intensive mental health services to some of our most vulnerable adults. The primary goal is to keep individuals who are at high risk for emergency detentions and placements in an institutional setting in the community. MCDHS has had a long history of providing CSP in Monroe County from 1993 to 2014. In 2014 it became a WRIC multi-county program with a single vendor. The current vendor has been working under a WRIC provisional contract for what will be 2 years. This is due to lack of quality services and Clinical supervision being provided to our consumers. The WRIC Lead County has highly recommended that all counties obtain their own CSP certifications and operate their own local program. We will be developing a program for a capacity of 25 consumers. The Clinical Coordinator position is required to be a certified CSP.

The CSP costs will be covered by a combination of MA Billing and reallocation of County levy (currently \$120,000 is allocated to CSP). Masters level Clinical will bill MA for reimbursement at a rate of 53.44/hr.

The Comprehensive Community Service Program continues to grow at a rapid rate. We are currently serving 83 consumers with 43 waiting for a screening assessment. We currently have one Mental Health Professional and 5.3 CCS Staff and will be requesting an additional staff in 2020. With the continued CCS program growth, there is a need for an additional .5 FTE Mental Health Professional to meet the service demands and more timely entry into the program and work flow guidance to CCS staff. The MHP also reviews assessments and service plans, provides case consultation, provides quality assurance of work and assists in tracking billable time.

No County funding is requested for this portion of the position.

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Suggested Title:  Clinical Coordinator/Mental Health Professional   
Full Time  X  Part Time  /hrs

Personnel Director's Recommended Classification: Grade 10

Projected Start Date:  1/1/2020

C. General Description of the Position:

See Position Descriptions

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

1. See Position Descriptions

E. Minimum Qualifications of a Candidate:

Education: Must be a Licensed Independent Clinical Social Worker, Licensed Professional Counselor or Marriage and Family Therapist

Experience: Prior work experience with individuals with Mental Health Diagnosis

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
10	\$25.00	\$52,200	\$3393	\$3993	\$15260	\$740	\$18	\$736

1. Where will the funds for this position come from: Medical Assistance billing/ County Levy

2. What equipment will need to be purchased (desk, etc.)? Desk, Chair, Laptop, Phone/cellphone

Is office space presently available? X Where? Human Services

Estimated equipment cost: \$3,000

Is this cost in the department budget? All revenues and expenditures related to this position will be incorporated in the 2020 budget

3. Grand total cost, all items, this fiscal year: \$79,340

4. Thereafter, annual cost of salary and fringes: \$76,340

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:

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. Who will this person be responsible to? Behavioral Health Clinic  
Administrator - Erin Hilleshiem

\*\*\*\*\*

COUNTY ADMINISTRATOR Action:

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

\*\*\*\*\*

PERSONNEL & BARGAINING COMMITTEE Action:

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

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

\*\*\*\*\*

FINANCE COMMITTEE Action:

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

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

\*\*\*\*\*

COUNTY BOARD Action:

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

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

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

\*\*\*\*\*

**Monroe County  
Position Description**

<b>Title:</b>	CSP Clinical Coordinator/CCS Mental Health Professional (see attached CCS MHP description)	<b>Department:</b>	Human Services
<b>Date:</b>		<b>Reports To:</b>	Behavior Health Clinical Administrator

---

**Purpose of Position**

The purpose of this position is to oversee the coordination and facilitation services for consumers enrolled in the Community Support Program (CSP). The CSP Clinical Coordinator (CC) shall have overall responsibility for and provide direct supervision of the CSP consumer's treatment services and supervision of CSP staff. The CSP CC assures that effective and easily accessible treatment, rehabilitation and support services are provided in the community where the person with a Serious and Persistent Mental Illness lives and works.

**Essential Duties and Responsibilities**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

The CSP CC determines eligibility for the CSP through a state certified screening tool, (MH/AODA Functional Screen). Supervises Recovery Plan development with the CSP case manager, consumer, and others identified by the consumer and the CSP team.

Develops and provides orientation and training program for all new CSP staff.

Develops an evaluation plan of the CSP that relates directly to the client population and can be measured to determine that objectives have been met. Reports evaluation results annually to CSP governing body.

Ensures the consumer receives: assessment services, service planning, service delivery, and supportive activities in an appropriate, person-centered, and timely manner.

Complies with patient rights, grievance resolution, and consumer confidentiality requirements of the local, state, and federal governments.

Provides clinical supervision by one or more of the following means:

1. Individual, face-to-face sessions with staff to review cases, assess performance and give feedback;
2. Individual, side-by-side sessions in which the supervisor accompanies an individual staff member to meet with individual clients in regularly scheduled sessions or crisis situations and in which the supervisor assesses, teaches and gives feedback regarding the staff member's performance regarding the particular client; or

3. Regular client report or review staff meetings and treatment planning staff meetings to review and assess staff performance and provide staff direction regarding individual cases.
4. For every 20 clients or every 40 hours of direct service in the CSP, the clinical supervisor shall spend at least 4 hours a week providing supervision.
5. Clinical supervision provided to individual CSP staff shall be documented in writing.

**Minimum Training and Experience Required to Perform Essential Job Functions**

The clinical coordinator shall be a psychiatrist or psychologist or have a master's degree in social work, clinical psychology or psychiatric mental health nursing or have met equivalent requirements. The coordinator shall have either 3,000 hours of supervised clinical experience in a practice where the majority of clients are adults with chronic mental illness or 1,500 hours of supervised clinical experience in a CSP.

Experience in Community Services, Behavioral Health and other related programs preferred. Advanced Wisconsin Social Work Certification required or must receive Advanced Wisconsin Certification during the one year probationary period. Valid motor vehicle operator's license and/or available means of transportation required. Working knowledge of computers, computer programs and typing.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication**

Ability to counsel, treat and mediate and/or provide first line supervision. Ability to persuade, convince and train others.

Ability to communicate orally and in writing with consumers, consumer families, attorneys, law enforcement, agency personnel, Judge, Economic Support, Social Security, school staff and medical care providers. Clinical supervision of individual CSP staff shall include direct clinical review, assessment and feedback regarding their delivery of treatment, rehabilitation and support services to individual CSP clients and teaching and monitoring of the application of CSP principles and practices.

**Environmental Adaptability**

Ability to work under conditions which require exposure to environmental factors such as irate individuals, intimidation, odors, pets, hazardous waste, traffic hazards, and disease. This exposure may cause some discomfort and presents a risk of injury.

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.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

<b>Job Title:</b>	<b>Mental Health Professional</b>	<b>Department:</b>	Human Services
<b>Location:</b>	112 S. Court Street, Rm 3000 Sparta	<b>FLSA Category</b>	Exempt- Administrative
<b>Immediate Supervisor:</b>	Behavioral Health Clinical Administrator	<b>Salary Grade</b>	10
<b>Supervision Exercised:</b>	None.	<b>Position Type:</b>	Full-time:

**Basic Functions and Responsibilities**

Under direction of the Behavioral Health Clinical Administrator, the Mental Health Professional works primarily within the Comprehensive Community Services (CCS), Community Recovery Services (CRS), Coordinated Services Team (CST) initiative, and Crisis Services programs and provides services to clients with mental health issues and substance-use related issues.

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Conducts eligibility screenings, mental health assessments and facilitates the delivery of CCS, CRS, CST, crisis services and other services provided within the Behavioral Health program unit.
- Fulfills CCS Mental Health Professional role as outlined in Wisconsin Administrative Code DHS 36 and collaborates with CCS Administrator, Service Director, Service Facilitators, consumers, and vendors to ensure services meet clinical and program standards.
- Participates on CCS and/or CST consumer/family teams to serve as a clinical consultant, ensure authorized services are appropriate, and that the planning process follows recovery principles and person/family-centered approach.
- Provides clinical supervision, training, and serves as a resource to staff and vendors in order to ensure adherence to recovery principles, provision of person centered planning and service delivery, authorization of appropriate services, and overall compliance with CCS, CST, CRS, and Crisis standards and regulations.
- Maintains a partial caseload, as assigned, which may include the provision of clinical assessments, treatment planning, therapy sessions/contacts, service facilitation activities, psychosocial rehabilitation services, documentation, correspondence, and coordination with other staff, vendors, and clients and families (if appropriate).
- If also licensed as a substance abuse counselor, may additionally fulfill CCS Substance Abuse Professional role as outlined in Wisconsin Administrative Code DHS 36 as well as conduct substance abuse assessments, consultation, and treatment services as assigned.
- Provides emergency mental health services including conducting risk assessments, crisis intervention, and follow-up as part of the Crisis Services program.
- Represents Monroe County Human Services to the community at large through professional interaction, clinical consultation, public speaking, media presentations, and participation in community advisory groups or task forces as assigned.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards
- Performs other duties as assigned by Clinical Administrator

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Minimum of a Master's Degree in social work, psychology, counseling or closely related field.
- Credentialed by the Wisconsin Department of Safety and Professional Services as a Licensed Clinical Social Worker, Professional Counselor, or Marriage and Family Therapist (individuals who can identify a path to licensure may be considered).
- Valid Wisconsin Driver's license and access to transportation suitable to complete necessary work out of the office is required.
- Knowledge of Wisconsin Statutes and Administrative Code pertaining to mental health service delivery including Comprehensive Community Services.
- Ability to prepare and to maintain a variety of documents including client service plans and recommendations, program evaluations, client assessments and treatment plans and progress notes.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgment frequently in non-routine to occasionally highly unstable situations including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- 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.

**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.

**ADDITIONAL NOTES**

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

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**RESOLUTION AUTHORIZING TWO COMMUNITY SUPPORT PROGRAM (CPS) CASE  
MANAGEMENT POSITIONS IN MONROE COUNTY**

1 **WHEREAS**, early intervention of mental health issues in the community is being promoted at state and  
2 federal levels; and  
3

4 **WHEREAS**, CSP is a community based program, which provides intensive mental health services to  
5 some of our most vulnerable adults; with a primary goal of keeping individuals who are at high risk for  
6 costly emergency detentions and/or placements in an institutional setting in the community.  
7

8 **WHEREAS**, MCDHS has been involved with a multi-county program through a single vendor that will  
9 be ending and involved counties will need to obtain their own CSP certifications and operate their own  
10 local program.  
11

12 **WHEREAS**, the two positions will aid in developing a program for a capacity of 25 consumers.  
13

14 **WHEREAS**, the Monroe County Human Services Board and Administration & Personnel Committee  
15 have reviewed the attached New Position Analysis and request the establishment two CPS Community  
16 Support Case Workers in the Department of Human Services; and  
17

18 **WHEREAS**, costs of these positions will be covered by a combination of Medical Assistance Case  
19 Assessment billing revenues and reallocation of the CPS multi-county program budget.  
20

21 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that it does  
22 hereby authorize the establishment of two CPS case management worker positions in the Department of  
23 Human Services with start date of January 1, 2020.  
24

25 Offered by the Administration & Personnel Committee this 26<sup>th</sup> day of June, 2019.  
26

27 **Fiscal note:** The 2020 budget for this position (wages, benefits and equipment) is approximately  
28 \$132,130 which will be covered by Medical Assistance Case Management billing and reallocation of the  
29 current multi-county program budget.  
30

31 **Purpose:** To approve budgeting for two CPS case management workers.

Finance Vote (If required):

\_\_\_ Yes \_\_\_ No \_\_\_ Absent

Committee of Jurisdiction Forwarded on: \_\_\_\_\_, 20\_\_

\_\_\_ Yes \_\_\_ No \_\_\_ Absent

Approved as to form on \_\_\_\_\_

\_\_\_\_\_  
Andrew C. Kaftan, Corporation Counsel

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

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

ADOPTED  FAILED  AMENDED

OTHER \_\_\_\_\_

County Board Vote on: \_\_\_\_\_ 20\_\_

\_\_\_ Yes \_\_\_ No \_\_\_ Absent

STATE OF WISCONSIN  
COUNTY OF MONROE

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

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

NEW POSITION ANALYSIS

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

A. Department: Human Services Date: 6/26/2019

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 will be bringing the Community Support Program (CSP) back to MCDHS effective 1/1/2020. We are requesting two Case Manager positions to provide the day to day services to our consumers.

CSP is a community based program that provides intensive mental health services to some of our most vulnerable adults. The primary goal is to keep individuals who are at high risk for emergency detentions and placements in an institutional setting in the community. MCDHS has had a long history of providing CSP in Monroe County from 1993 to 2014. In 2014 it became a WRIC multi-county program with a single vendor. The current vendor has been working under a WRIC provisional contract for what will be 2 years. This is due to lack of quality services and Clinical supervision being provided to our consumers. The WRIC Lead County has highly recommended that all counties obtain their own CSP certifications and operate their own local program. We will be developing a program for a capacity of 25 consumers.

The Program costs will be covered by a combination of MA Billing and reallocation of County levy (currently \$120,000 is allocated to CSP). Bachelors level Case Manager will bill MA for reimbursement at a rate of 35.64/hr.

---

Suggested Title: Community Support Case Manager Full Time X Part Time   /hrs

Personnel Director's Recommended Classification: Grade 12   

Projected Start Date: 1/1/2020

C. General Description of the Position:   

See Position Description

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

1. See Position description

E. Minimum Qualifications of a Candidate:

Education: 4 year degree in Human Services related area

Experience: Prior work experience with individuals with Mental Health diagnosis preferred

F: Funding:

Annual costs (with full family insurance coverage): **2 Positions**

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
12	\$19.50	\$40,716	\$2647	\$3115	\$15260	\$740	\$18	\$570
12	\$19.50	\$40,716	\$2647	\$3115	\$15260	\$740	\$18	\$570

1. Where will the funds for this position come from:  
Medical assistance billing and County Levy (\$120,000) which is currently utilized to purchase CSP Services through a private vendor.

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

2 desks, 2 chairs, two Laptop computers, two phones/cell phones

Is office space presently available? \_\_\_\_\_ Where? \_\_\_\_\_

Estimated equipment cost: \$6,000 (2 positions)

Is this cost in the department budget? All Revenues and Expenditures related to these positions will be in the 2020 budget.

3. Grand total cost, all items, **2020** fiscal year: \$132,130

4. Thereafter, annual cost of salary and fringes:  
\$63,065 x 2 = \$126,130

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:

N/A

H. Who will this person be responsible to? Clinic Administrator - Erin Hilleshiem

\*\*\*\*\*

COUNTY ADMINISTRATOR Action:

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

\*\*\*\*\*

PERSONNEL & BARGAINING COMMITTEE Action:

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

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

\*\*\*\*\*

FINANCE COMMITTEE Action:

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

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

\*\*\*\*\*

COUNTY BOARD Action:

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

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

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

\*\*\*\*\*

## Monroe County Position Description

<b>Title:</b>	CSP Social Worker/Case Manager	<b>Department:</b>	Human Services
<b>Date:</b>		<b>Reports To:</b>	Behavior Health Clinical Administrator

---

### **Purpose of Position**

The purpose of this position is to coordinate and facilitate services for consumers enrolled in the Community Support Program (CSP). This position assists CSP consumers maintain stability in the community by developing and monitoring service plans, providing case management services, assessing risk/protective services, and provides consumer advocacy. This position is to ensure that the services plan and service delivery for each consumer is integrated, coordinated, and monitored and is designed to support the consumer in a manner that helps the consumer achieve the highest level of independent functioning. The work is performed by a Social Worker in accordance with applicable rules, regulations, guidelines, and laws for the CSP program and under the direction of the CSP Clinical Coordinator and Behavioral Health Clinical Administrator.

### **Essential Duties and Responsibilities**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Assesses CSP consumer needs with the Recovery Team, applies for and utilizes appropriate funding sources. Interviews consumer, family, care providers, and others to gather case information to determine consumer needs. Information gathered is used in the development of the required In-Depth Assessment. Determines risk and least restrictive alternatives for care. To the greatest degree possible incorporate the consumer's unique perspective and own words regarding their recovery and needs.

Develops service plans in collaboration with the consumer and the recovery team. Explores and develops resources, access other agencies and make appropriate referrals, coordinate paid and non-paid support, and provide advocacy.

Provides on-going case management by coordinating, monitoring, and adjusting services. Serves as a member of the Recovery Teams. Provides Case Management services as needed for CSP program. As the case manager ensures the consumer receives; assessment services, service planning, service delivery, and supportive activities in an appropriate, person-centered, and timely manner.

Complies with patient rights, grievance resolution, and consumer confidentiality requirements of the local, state, and federal governments.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's Degree in Human Services related field, two years case management experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Experience in Community Services, Behavioral Health and other related programs preferred. Valid motor vehicle operator's license and/or available means of transportation required. Working knowledge of computers, computer programs and typing.

**Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication.** Ability to persuade, convince and train others.

Ability to communicate orally and in writing with consumers, consumer families, attorneys, law enforcement, agency personnel, Judge, Economic Support, Social Security, school staff and medical care providers.

**Environmental Adaptability**

Ability to work under conditions which require exposure to environmental factors such as irate individuals, intimidation, odors, pets, hazardous waste, traffic hazards, and disease. This exposure may cause some discomfort and presents a risk of injury.

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.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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

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

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

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

8 **WHEREAS**, the current CCS program is in high demand having a current participant list of 83  
9 individuals and a list of 42 awaiting a screening assessment.  
10

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

15 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that it does  
16 hereby authorize the establishment of a CCS social worker position in the Department of Human  
17 Services with start date of January 1, 2020.  
18

19 Dated this 26<sup>th</sup> day of June, 2019.  
20

21 Offered by the Administration & Personnel Committee  
22

23 **Fiscal note:** The 2020 budget for this position (wages, benefits and equipment) is approximately  
24 \$72,097 which will be covered by Medical Assistance Case Management billing avoiding the need for  
25 tax levy funding.  
26

27 **Purpose:** To approve budgeting for one CCS social worker.

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

NEW POSITION ANALYSIS

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

A. Department:   Human Services   Date:   6/26/2019  

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 program within MCDHS and the WRIC Consortia. In Monroe County, CCS began in late 2014 and has seen consistent annual growth of the program. This is a voluntary program which works with both adult and children/youth with a mental health diagnosis. We are currently serving 83 consumers with 43 waiting for a screening assessment. We currently have 5.3 CCS Staff. As we work through the screening process, we are projecting beyond maximized caseload capacity in 2020. Optimal mixed caseload range is 17-18 adult and children consumers. The assessment process is very comprehensive and requires a significant number of staff hours to complete. This causes delays in providing services to individuals with mental health issues in our community. With the continued program growth, there is a need for additional staff to meet the service demands and more timely entry into the program. We are requesting a Social Worker 1 Community Mental Health position to meet the demands of a flourishing CCS program. We propose to add this position as of 1/1/2020.

The position will be funded by Medical Assistance Case Management billing. The billing hours for CCS are reimbursed at 100% rate which is \$85.72/hr. for BS level or \$128.56/hr. for Masters level. There is no request of County tax levy funding for this position.

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

Personnel Director's Recommended Classification: Grade   11  

Projected Start Dates:   1/1/2020  

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): **2020 Cost**

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11	\$22.00	\$45,936	\$2986	\$3,514	\$15,260	\$740	\$18	\$643

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: \$3,000

Is this cost in the department budget? Revenues and expenses will  
be in 2020 Budget

3. Grand total cost, all items, 2018 fiscal year: \$72,097

4. Thereafter, annual cost of salary and fringes: \$69,097

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

\*\*\*\*\*

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

**Basic Functions and Responsibilities**

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

**Job Description**

**ROLE AND RESPONSIBILITIES**

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

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

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

**PHYSICAL DEMANDS**

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

**ADDITIONAL NOTES**

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

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

5 **WHEREAS**, the Monroe County Human Services Board and Administration & Personnel Committee have  
6 reviewed the attached New Position Analysis and request the establishment two CLTS social worker positions  
7 in the Department of Human Services; and  
8

9 **WHEREAS**, the current CLTS program:  
10 1. has a waitlist of 15 children;  
11 2. the state is mandating that waitlist be eliminated and all new referrals must be processed in a 60  
12 day time frame;  
13 3. there are currently 95 individuals under served by a thin 2.7 FTE CLTS staff  
14 4. the waitlist elimination will push the case load to 110 individuals; and  
15 5. the 4.7 FTE staffing would allow for an overall maximum caseload of 140 children.  
16

17 **WHEREAS**, these positions generate revenues through Medical Assistance billing which will cover the costs.  
18

19 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that it does hereby  
20 authorize the establishment of two CLTS social worker positions in the Department of Human Services, the first  
21 with the start date of August 1 2019 and the second with the start date January 1, 2020.  
22

23 Offered by the Administration & Personnel Committee this 26<sup>th</sup> day of June, 2019.  
24

25 **Fiscal note:** The 2019 budget for this position (wages, benefits and equipment) is approximately \$32,022 which  
26 will be covered by Medical Case Management billing avoiding the need for tax levy funding. The 2020 budget  
27 for these positions (wages, benefits and equipment) is approximately \$141,194 which will be covered by  
28 Medical Case Management billing avoiding the need for tax levy funding.  
29

30 **Purpose:** To approve budgeting for 2 CLTS social workers.

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

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

Approved as to form on \_\_\_\_\_  
\_\_\_\_\_  
Andrew C. Kaftan, Corporation Counsel

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

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

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

## NEW POSITION ANALYSIS

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

## DIRECTIONS:

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

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

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

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

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

NEW POSITION ANALYSIS

         New position

         Increased part-time

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

A. Department: Human Services Date: 06/26/2019

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):

Monroe County DHS Children's Long Term Support Services (CLTS) has a current wait list of 15 children. CLTS will need to eliminate their waitlist by July 1, 2019 and will not be allowed to establish a new waitlist per state contract. All new referrals must be processed in a sixty day time frame from date of referral to meet state requirements. Over the past three years more than 80 individuals have been removed from the waitlist to services. We currently have 95 individuals in our CLTS program. Our current CLTS staff are above caseload capacity which is determined to be 25-30 per FTE. We currently have 2.7 FTE CLTS staff, the maximum caseload should be 81, and will be at 110 before the end of this summer. We are requesting two Social Worker 1 CFS Designated Service Program positions who would work 100% in CLTS. The first position would start 8/1/2019 and the second 1/1/2020. These positions will allow for a capacity of 125-140 children, some of the most vulnerable children in our county, to be receiving CLTS services. These new positions will be supported through Case Management Medical Assistance billing from our state CLTS allocation. The current CLTS Case Management billing rate is at \$97/hr. These additional positions will not require county tax levy. \*This Position Analysis was amended by the Health and Human Services Committee (6/3/2019) to move the first Social Worker to start 8/1/2019 based on caseload size and service needs to our consumers.

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

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: 8/1/2019 and 1/1/2020

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



E. Minimum Qualifications of a Candidate:

Education: See attached job description

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

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11	\$22.00	\$45,936	\$2986	\$3514	\$15,260	\$740	\$18	\$643
11	\$22.00	\$45,936	\$2986	\$3514	\$15,260	\$740	\$18	\$643

1. Where will the funds for this position come from: Medical Assistance billing at an hourly rate of \$97/hr.

2. What equipment will need to be purchased (desk, etc.)?  
Desk, Chair, Computer, phone, etc. x 2

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

Estimated equipment cost: \*\$3000 in 2019 and \$3000 in 2020

Is this cost in the department budget? \*2019 Revenues and expenses will be incorporated in 2019 budget. 2020 Revenues and expenses will be incorporated in 2020 budget

2. Grand total cost, all items, 2020 fiscal year: \$141,194  
\*2019 fiscal year (5 month proration): \$32,022

4. Thereafter, annual cost of salary and fringes: \$138,194(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:

N/A

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

H. Who will this person be responsible to? CFS Supervisor/CFS Manager

\*\*\*\*\*

COUNTY ADMINISTRATOR Action:

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

\*\*\*\*\*

PERSONNEL & BARGAINING COMMITTEE Action:

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

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

\*\*\*\*\*

FINANCE COMMITTEE Action:

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

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

\*\*\*\*\*

COUNTY BOARD Action:

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

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

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

\*\*\*\*\*

**RESOLUTION AUTHORIZING AN ACCESS SOCIAL WORKER 1  
POSITION IN MONROE COUNTY**

1 **WHEREAS**, reports of abuse and neglect of children require quick response for the health and  
2 wellbeing of the children; and

3  
4 **WHEREAS**, Monroe County Department of Humans Services has been a member of the four county  
5 Child Abuse and Neglect (CAN) Partnership which will likely be dissolving due to the largest county  
6 withdrawing from the partnership; and

7  
8 **WHEREAS**, it is unlikely that the remaining counties will be able to functionally operate the reporting  
9 system and are preparing to return the screening duties in-house; and

10  
11 **WHEREAS**, a Child Protective Services Access Worker must interview reports, gather necessary  
12 information, assess the situation for impending danger and safety issues for the child and recommend  
13 screening decisions to ensure the safety of the identified child; and

14  
15 **WHEREAS**, reporting requirements for the Monroe County Department of Human Services have  
16 become more demanding with statewide reporting systems to effectively monitor safety threats to  
17 children; and

18  
19 **WHEREAS**, this position is contingent upon the actual dissolution of the CAN Partnership as the  
20 funding will come from the CAN service contract funds; and

21  
22 **WHEREAS**, the Monroe County Human Services Board and Administration & Personnel Committee  
23 have reviewed the attached New Position Analysis and approve with the request.

24  
25 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that it does  
26 hereby authorize the establishment of Access Social Worker 1 position in the Department of Human  
27 Services if the CAN Partnership does not continue and the contract expenses are re-allocated in the 2020  
28 budget.

29  
30 Offered by the Administration & Personnel Committee this 26<sup>th</sup> day of June, 2019.

31  
32 **Fiscal note:** The 2020 budget for this position (wages, benefits and equipment) is approximately  
33 \$72,097 and will be covered thru re-allocation.

34  
35 **Purpose:** To approve contingent budgeting for an Access Social Worker 1 position if the Can  
36 Partnership dissolves.

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

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

Approved as to form on \_\_\_\_\_  
\_\_\_\_\_  
Andrew C. Kaftan, Corporation Counsel

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

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

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

NEW POSITION ANALYSIS

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

A. Department: Human Services Date: 6/26/2019

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 2020 year. We have identified this position to be a Social Worker I. This worker's primary responsibilities will be as an Access Worker. Monroe County received 1,912 Child Protective Services calls from 2015-2017. The rate has been slowly climbing with 685 calls being received in 2017.

The primary duties are as follows:

- Provide daytime Access for CPS reports
- Takes reports of child abuse/neglect or other child welfare related issue via phone, walk-in, mail, or computer
- Interviews reporters to gather necessary information to assess for present or impending danger threats to assist in making appropriate screening decisions
- Key CPS Access reports into statewide automated system and other databases
- Effectively communicate information to Supervisor

The request for this position is the result of the largest County in the four county Child Abuse and Neglect Partnership having given it's verbal intent to vacate from the CAN Partnership. We will continue to look for other County Partners but will also need to prepare for the potential dissolution of the CAN Partnership. The request for this position will be contingent upon the dissolution of the CAN Partnership.

The position will be funded by a reallocation of County levy (currently \$100,000 budgeted for the CAN Reporting Partnership) and incorporated in the 2020 budget

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

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: 1/1/2020

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	\$22.00	\$45,936	\$2986	\$3,514	\$15,260	\$740	\$18	\$643

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

Reallocating current County levy funding (\$100,000 from CAN Partnership) to cover costs for this position

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

Computer, desk, chair, phone, etc.

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

Estimated equipment cost: \$3,000

Is this cost in the department budget? 2020 Budget

3. Grand total cost, all items, 2020 fiscal year: \$72,097

4. Thereafter, annual cost of salary and fringes: \$69,097

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? CFS Manager -Daina Dobbs

\*\*\*\*\*

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

\*\*\*\*\*

<b>Job Title:</b>	<b>Human Services Access Social Worker (CFS Unit)</b>	<b>Department:</b>	Human Services
<b>Location:</b>	112 S. Court Street, Room 3000	<b>FLSA Category:</b>	Non-exempt
<b>Immediate Supervisor:</b>	Children and Family Services Manager	<b>Salary Grade:</b>	11
<b>Supervision Exercised:</b>	None.	<b>Position Type:</b>	Full-time

**Basic Functions and Responsibilities**

Under supervision of the Children's and Family Services Manager, the Human Services Access worker's primary function is to take reports of child abuse and neglect.

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Provide daytime Access for CPS
- Takes reports of child abuse/neglect or other child welfare related issue via phone, walk-in, mail, or computer
- Interviews reporters to gather necessary information to assess for present or impending danger threats to assist in making appropriate screening decisions
- Complete CPS Access reports into statewide automated system and other databases timely in accordance with State Standards
- Effectively communicate information to Manager or designee
- Work collaboratively with law enforcement, educators, and other county staff
- Provide information relating to programs and services in the community
- Make necessary referrals to both internal programs and external agencies based on the client's needs
- Maintain security and confidentiality of records
- Provide On-call access on a rotational basis for after-hours reports of child abuse/neglect and youth justice referrals
- Perform other duties as assigned

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor's degree in Social Work or a related field. Social Worker licensure or eligibility for the SW training certificate with licensure within 2 years of employment
- Computer proficiency
- Excellent verbal and written communication skills
- Valid driver's license

**PHYSICAL DEMANDS**

A large percentage of time is spent sitting, standing, reaching, talking, hearing, keyboarding, and using near and far vision. Walks, stoops, climbs, bends, reaches, handles, lifts, carries up to 10 pounds intermittently.

**ADDITIONAL NOTES**

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



**MONROE COUNTY  
PERSONNEL COSTS  
2020 ESTIMATED BUDGET**

DEPARTMENT: Justice Department  
\*round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	MEDICARE	HEALTH	DENTAL	LIFE	TOTAL FRINGE	WORKERS COMP.	TOTAL
Justice Program Adm Assist.	New Position - Full Time	\$ 36,436		\$ 2,387	\$ 2,260	\$ 529	\$ 15,260	\$ 740	\$ 18	\$ 21,193	\$ 22	\$ 57,651
Justice Program Adm Assist.	New Position - 1/2 Time	\$ 18,218		\$ 1,194	\$ 1,130	\$ 265	\$ 7,630	\$ 370	\$ 9	\$ 10,598	\$ 11	\$ 28,826
<b>Increased Costs</b>		\$ 18,218		\$ 1,193	\$ 1,130	\$ 264	\$ 7,631	\$ 370	\$ 9	\$ 10,596	\$ 11	\$ 28,825
<b>Drug Court Case Manager</b>	<b>Mid-Point</b>	\$ 48,713		\$ 3,191	\$ 3,021	\$ 707	\$ 15,260	\$ 740	\$ 18	\$ 22,937	\$ 689	\$ 72,339
<b>Grand Total</b>		\$ 66,931		\$ 4,383	\$ 4,151	\$ 971	\$ 22,891	\$ 1,109	\$ 27	\$ 33,532	\$ 700	\$ 101,163

2019 Wisconsin Retirement General Employee -	0.0655	2019 Workers Compensation Rate	0.0225	2019 Health Insurance	87% CoShare	Life Insurance	\$1.50
		Street Const.	0.0095	Single	\$565.48		
		Protective	0.0141	Family	\$1,271.70		
		Municipal Oper.	0.0006	2019 Dental Insurance			
		Office/Clerical		Single			
				Family			
Social Security	0.062			87% CoShare			
Medicare	0.0145			Single	\$19.82		
				Family	\$61.63		

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

NEW POSITION ANALYSIS

NO New position

YES Increased to full-time

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

A. Department: Justice Programs Date: 05/14/19  
Department Head: Eric Weihe

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

Starting 07/01/19, this Administrative Assistant position starts part time. I am asking to increase this position to full time to help ease workload that will be created by new programs/increased workload. Our office is asking for a new Drug Court Case Manager position to be approved. If this Drug Court Case Manager position is approved, this department will be responsible for two new programs. Our department will be in charge of coordinating and case managing a Drug Court and a Pre-Charge Diversion Program. With these two new programs, our office will see a significant increase in phone calls and clients coming to our office. I am asking for approval to increase this positions hours to full time so that the Coordinator and Asst. Coordinator can spend more time coordinating all the programs, supervising staff, and administrative duties, and less time answering the public phone and door.

It has become increasingly difficult, especially for the Justice Programs Coordinator and Assistant Coordinator, to effectively coordinate the programs while also doing basic clerical duties. Additionally, the Coordinator and Asst. Coordinator have found it progressively challenging to make time to improve the programs, supervise staff, and complete other administrative duties. Between the Coordinator and Asst. Coordinator they would be coordinating OWI 2<sup>nd</sup>, OWI 3<sup>rd</sup>, OWI 4<sup>th</sup>, OWI TX Court, Drug Court (if approved), Diversion, Pre-charge Diversion, Bond Monitoring, Electronic Monitoring (inmates on a bracelet at home), Community Service, Victim/Offender Property Exchange, etc. Additionally if my new positions requests are approved, the two supervisors in the office (Coordinator and Asst. Coordinator) will be supervising more staff, totaling 9 full time staff.

With the additional hours this position would be able to fully cover the clerical duties and make appointments for walk in clients or other individuals to meet with the Coordinator and Asst. Coordinator when convenient. This will free up a time for the Coordinator and Asst. Coordinator to be able to organize priorities that need to be accomplished, rather than dropping all current tasks to meet with the client or answer walk-in clients' questions. Without someone doing this, the Coordinator and Asst. Coordinator have difficulty in

maintaining deadlines, preparing for court hearings, attending required meetings and completing administrative duties.

The primary job duties for the current position include filing paperwork for the various OWI Programs and Diversion Program, updating files, answering the phone, and greeting the public.

If upgrading to full time Administrative Assistant were to be approved in the office Monday-Friday 8am-4:30pm, this position would take over answering basic phone calls, greeting the public, filing documents, and scheduling appointments. This position would ultimately create additional time for the Justice Programs Coordinator and Assistant Coordinator to focus on case management of the various programs, supervision of staff, and other administrative duties.

Suggested Title: Justice Programs Administrative Assistant (Secretary/Receptionist) Full Time 40/hrs.

Personnel Director's Recommended Classification: Grade 16

Projected Start Date: 01/01/2020

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

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

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

E. Minimum Qualifications of a Candidate:

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

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

F: Funding:

Additional costs associated with making this full time (with full family insurance coverage): \$28,825

Grade	Hourly	Annual	Retire- ment	Social Security	Medi- care	Health Ins.	Dental Ins.	Life Ins.	Work Comp
<u>16</u>	<u>17.45</u>	<u>18,218</u>	<u>1,193</u>	<u>1,130</u>	<u>264</u>	<u>7,631</u>	<u>370</u>	<u>9</u>	<u>11</u>

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

Monroe County Levey

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

None needed

Is office space presently available? Yes Where?

Yes, we have a separate office in our lobby for this position.

Estimated equipment cost: No extra funds needed for equipment.

Is this cost in the department budget?

Yes

3. Grand total cost, all items, this fiscal year:

For 2020 budget a total increase of \$28,825

4. Thereafter, annual cost of salary and fringes: \$28,825.

G. Supervisory responsibility (if applicable):

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

None

2. Employees directly supervised: none Indirectly: none

List title of employees reporting to this position: None

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

\*\*\*\*\*

COUNTY ADMINISTRATOR Action:

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

\*\*\*\*\*

PERSONNEL & BARGAINING COMMITTEE Action:

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

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

\*\*\*\*\*

FINANCE COMMITTEE Action:

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

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

\*\*\*\*\*

COUNTY BOARD Action:

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

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

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

\*\*\*\*\*

<b>Job Title:</b>	<b>Justice Programs Administrative Assistant</b>	<b>Department:</b>	Justice
<b>Location:</b>	Justice Center	<b>FLSA Category:</b>	Non-exempt
<b>Immediate Supervisor:</b>	Justice Programs Assistant Coordinator	<b>Salary Grade:</b>	Grade 16
<b>Supervision Exercised:</b>	None	<b>Position Type:</b>	Part-time: Monday-Friday 8:00am-12:00pm

**Basic Functions and Responsibilities**

Under supervision of the Justice Programs Assistant Coordinator and Justice Programs Coordinator, the Administrative Assistant serves as receptionist, performs various clerical duties, and assists the Asst. Coordinator in maintaining and updating program files.

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Performs clerical duties; to include filing and typing of program documents
- Greets public by phone; screens and transfers calls to appropriate staff
- Greets and provides information to public walk-ins and relays messages to appropriate staff
- Provides information on the services and programs offered to anyone inquiring
- Schedules client appointments
- Receives money and receipts payments to the appropriate program
- Processes incoming and outgoing mail to include; opening, date stamping, and distributing incoming mail
- Assists the Assistant Coordinator with reviewing the court calendar and organizing files for review hearings
- Processes participants' materials, monitors compliance records, and distributes proper forms
- Processes confidential information including assessments and drug test results

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Graduation from high school, GED, or equivalent and prefer related clerical experience, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired
- One to two years related office experience; including computer experience
- Computer literacy

**PHYSICAL DEMANDS**

A large percentage of time is spent sitting, standing, talking, hearing, keyboarding, using near vision. Walks, stoops, handles, lifts, carries up to 40 pounds, and is exposed to potential for physical attack 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:** \_\_\_\_\_

NEW POSITION ANALYSIS

YES New position

NA Increased part-time

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

A. Department: Justice Programs Date: 05/15/19

Department Head: Eric Weihe

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

Monroe County Circuit Court Judge Richard Radcliffe has taken the initiative to create and maintain a Drug Court. A tentative Drug Court Team has been established but an essential member of the team is missing. The case manager is an integral team member to any drug court as he/she is most responsible for working directly with all participants and monitoring their progress. None of the current partners in the Drug Court would be able to spare a staff member to work full time in case managing the drug court participants and relaying that information to the Drug Court Team. Without approval of this new case manager position, a drug court cannot be created as it would not be able to effectively operate.

Monroe County is currently in the midst of a drug crisis. Implementing a drug court will serve to directly address this crisis by giving participants the best possible opportunity to lead sober and productive lives which will in turn reduce recidivism, lower jail population, as well as reduce the overall CHIPS and foster cases that have increased in a large part due to substance abuse in the community and serve to better the community as a whole.

- 20.2 million Americans (1 in 10) have a substance abuse disorder.
- 65% of all inmates have a substance abuse disorder.
- 90% of all property theft crimes are drug-related.
- In 2016, percent of admissions to prison with any drug offense likely to offend based on their risk level: high risk 66.7%, medium risk 25.8%, and low risk 7.5%
- Monroe County has seen a significant spike in heroin and methamphetamine arrests in the past few years.
- Probation, Bond Monitoring, and jail are not reducing criminal behavior and CHIPS cases, rather the number of drug related crimes are on the rise.
- Criminal drug cases and the overall jail population are on the rise in Monroe County. If proactive actions are not taken to reduce recidivism, Monroe County Jail may have to start shipping inmates out of county in the coming years incurring substantial costs to the county.

- Treatment Courts are the single most successful intervention in the Criminal Justice System.
- They save lives, improve education, housing, employment, and financial stability of participants
- Treatment Courts promote family and limits foster care needs
- Treatment court participants are 37% less likely to test positive for illicit substances.
- Treatment court participants who graduate with at least 90 days of sobriety have 164% greater reduction in recidivism.
- The average graduation rate is 59% (Monroe County OWI Treatment Court since 2012 has had 44 graduates and 9 terminations, 83% graduation rate).
- For every \$1.00 invested, Treatment Courts return on average 4 to 12 times that investment
- These statistics were gathered by Judge Radcliffe and provided at the Drug Court Public Forum. Sources include: Wisconsin DOC, Monroe County District Attorney's Office, Monroe County Bond Monitoring Program, National Association of Drug Court Professionals, Department of Justice.

Why current Justice Programs staff cannot take on this position's duties:

The Justice Department currently employs 6 Justice Program Specialists who all work to complete drug/alcohol testing on approximately 200 plus active participants in all Justice Department programs (bond monitoring, electronic monitoring of inmates, OWI programs, and the diversion program). Additionally, these employees administer drug and alcohol tests to referrals from La Crosse County's Justice Support Services Program, referrals from all of Monroe County Human Services; including, Economic Support, Drivers Safety Plans and Child Protective Services. These 6 employees are also in charge of 24/7 office coverage to ensure proper monitoring of all inmates out on electronic monitoring and participants in the Bond Monitoring Program. In order to ensure 24/7 coverage and monitoring, these employees would all have to continue in their current roles, and I would therefore not be able to move any one of them from 2<sup>nd</sup> or 3<sup>rd</sup> shift to 1<sup>st</sup> shift to work as the Drug Court Case Manager.

Our OWI Treatment Court Case Manager focuses on case managing the current OWI Treatment Court participants and will not have spare time to take on a separate specialty court caseload.

The Asst. Coordinator at the Justice Department will be coordinating the Drug Court in regards to overseeing policies, procedures, and Administrative duties, but will not have enough free time to also be the case manager. The Asst. Coordinator currently coordinates and case manages the OWI 2<sup>nd</sup>, OWI 3<sup>rd</sup>, OWI 4<sup>th</sup>, Diversion, and Bond Monitoring Written Warning System as well as directly supervises the OWI Court Case Manager and Administrative Assistant. The Asst. Coordinator is also tasked with various other administrative duties



and assists the Coordinator in supervising the 6 Justice Program Specialists. If approved, the Coordinator will also supervise the new Drug Court Case Manager.

The Coordinator at the Justice Department is in charge of coordinating Bond Monitoring and the Electronic Monitoring Program where all sentenced jail inmates with work release are monitored. The Coordinator also handles department billing, other administrative duties, supervises 6 Justice Program Specialists, and will be coordinating and case managing the new Pre-Charge Diversion Program. These responsibilities do not allow for any spare time.

This requested position needs to be full time as it will involve many tedious and time consuming tasks. The case manager will need to meet and complete the initial intake, as well as, a risk assessment with all potential participants prior to the team considering them for Drug Court. The case manager will also meet with drug court participants at least weekly to find out how they are doing and help assist them with their needs. These needs can range from confronting them on violations of the program, assisting them to find treatment, tracking their compliance with different treatment groups/programs, assisting them to find employment and housing, helping them learn to manage finances, and generally helping to guide them through all Drug Court requirements to best position them to live sober, productive lives during and after Drug Court.

In order for the case manager to effectively case manage each participant, it is anticipated that the ideal maximum number of Drug Court participants should not exceed 20.

The Case Manager will also need to keep detailed records of all participants' activities and summarize this information to the Drug Court Team.

The Manager will also be responsible for entering the participants' progress in a database, applying for future grants, and making sure the grant requirements are being fulfilled.

Suggested Title: Monroe County Drug Court Case Manager  
Full Time 40/hrs.

Personnel Director's Recommended Classification: Grade 12

Projected Start Date: 01/01/2020

C. General Description of the Position: Case manages the Drug Court participants and assists them with problem solving ways to be successful in sobriety and be productive member of the community. Maintains accurate information on the participants and communicates with the Drug Court Team and Asst. Coordinator on pertinent information. Assists the office in completing intakes, installing equipment, and assisting participants in other programs.

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

1. Meet frequently with participants in person and verify and monitor participant compliance with program and treatment requirements, including employment, driving status, fee payments, fine and cost payments, treatment compliance, etc.
2. Assist participants in identifying and coordinating services in all major life domains such as: Family Counseling, Employment, Education, Housing, Mental Health, Community Service Work, and other goals set to maintain sobriety etc.
3. Complete observed Urinalysis and preliminary breath testing.
4. Conduct random home/work checks during alternative hours; including weekends to ensure participants compliance with program;
5. Provide updates on participant's progress at treatment team meetings and treatment court hearings
6. Enter participants' statistics into case management system.
7. Apply for grants related to Drug Court and other Justice Dept. programs.
8. Maintain records and other necessary requirements to maintain grants that are awarded to our department.
9. Assist with other program coverage such as completing intakes, monitoring equipment, assisting participants' questions, etc.

E. Minimum Qualifications of a Candidate:

Education: Prefer bachelor's degree in social work and/or experience, psychology, criminal justice or closely related field.  
Preferred AODA certification or related field experience.

Experience: Minimum of 2 years of case management and AODA experience or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired. Preferred experience with Grant writing to help enhance program and alleviate the use of County Levy.

F: Funding:

Annual costs (with full family insurance coverage): \$72,339

Grade	Hourly	Annual	Retire- ment	Social Security	Medi- care	Health Ins.	Dental Ins.	Life Ins.	Work Comp
<u>12</u>	<u>23.33</u>	<u>48,713</u>	<u>3,191</u>	<u>3,021</u>	<u>707</u>	<u>15,260</u>	<u>740</u>	<u>18</u>	<u>689</u>

1. Where will the funds for this position come from: Monroe County Levey

2. What equipment will need to be purchased (desk, etc.)?  
Office chair (\$400), new computer (\$900), misc. office supplies such as gloves for UA testing, sanitation, pens, paper, stamps, etc. (\$1,000). I got one quote Emmons Business Interiors on adding a desk with a filing cabinet and overhead storage to be roughly (\$3,500). In addition, Drug/Alcohol testing will cost roughly (\$12,090) for 15 participants x \$7.75 per test x 2 week x 52 weeks, Sanctions (\$1,569.50) such as putting participant on GPS bracelet 1 x \$4.30 daily fee x 365 days, Incentives/Rewards for participants (\$3,000) for misc. supplies such as calendars, picture frames for certificates for phasing, special paper for phasing and making AA/NA meeting cards, sobriety coins, gift cards as reward for phasing/special drawings..etc. Training/Conference expenses for sending any county employee on the Drug Court (Coordinator, Case Manager, representative(s) Sheriff's Dept., and Human Services team member) to attend Annual WI Association of Treatment Providers Conference (includes hotel, registration, meal reimbursement, gas, etc), (\$2,322). Second training would be to send the Coordinator and Case Manager to Annual Treatment Court Coordinators conference (\$774). Since our OWI Treatment Coordinator will also be coordinating the Drug Court, there is no added expense for training/conference for Coordinator position only.

Total \$25,555.50

Is office space presently available? No Where?  
We have discussed with Property Manager Spohn and he can build a new office space in our department for roughly (\$1,200) not including labor from his staff. In addition he would need to contract out for electric work to move the power outlet to accommodate the printer for approximately (\$1,000).

Also talked with Information Systems Director Mehtala and he estimates the cost to move the printer and adding a new Ethernet jack to be roughly \$1,000.

Total \$3,200.00

Estimated equipment cost: Including all equipment and building the office space to be roughly \$28,755.50.

Is this cost in the department budget? Yes.

3. Grand total cost, all items, this fiscal year: \$101,094.50

4. Thereafter, annual cost of salary and fringes: \$72,339.

G. Supervisory responsibility (if applicable):

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

2. Employees directly supervised: none Indirectly: none

List title of employees reporting to this position: None

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

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COUNTY ADMINISTRATOR Action:

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

\*\*\*\*\*

PERSONNEL & BARGAINING COMMITTEE Action:

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

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

\*\*\*\*\*

FINANCE COMMITTEE Action:

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

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

\*\*\*\*\*

COUNTY BOARD Action:

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

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

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

\*\*\*\*\*

<b>Job Title:</b>	<b>Drug Court Case Manager</b>	<b>Department:</b>	Justice
<b>Location:</b>	112 S court St Rm 1008, Sparta, WI	<b>FLSA Category:</b>	Non-exempt
<b>Immediate Supervisor:</b>	Justice Program Assistant Coordinator	<b>Salary Grade:</b>	Grade 12
<b>Supervision Exercised:</b>	N/A	<b>Position Type:</b>	Full-time

### **Basic Functions and Responsibilities**

Under oversight of the Justice Programs Assistant Coordinator, the case manager plays a major role in assisting participants to properly manage their day-to-day life domains. The Case Manager is a key to the participants success in terms of learning to get items prioritized (court appearances, fines, fees, treatment, assistance with job search, housing, food/shelter and support group meetings etc..) The Case Manager frequently is conducting random urine screens monitoring for the use of alcohol and other drugs.

### **Job Description**

#### **ROLE AND RESPONSIBILITIES**

- Assist probation agent with collateral contacts
- Conduct, supervise and maintain accurate and frequent alcohol and other drug testing records through the use of observed Urinalysis and preliminary breath testing while maintaining the chain of custody record when sending in samples for lab confirmation if needed
- Verify and monitor participant compliance with program and treatment requirements, including employment, driving status, fee payments, fine and cost payments etc.
- Participate in the team discussion of recommending sanctions
- Attend treatment team meetings and treatment court hearings as directed by supervisor
- Maintain ongoing communications with team through frequent updates, both verbal and in writing, utilizing team approved process
- Assist the Probation Agent in identifying and coordinating services in all major life domains such as: Family Counseling, Employment, Education, Housing, Mental Health, Community Service Work, and other goals set to maintain sobriety etc.
- Gather and input data for evaluator as instructed by immediate supervisor
- Conduct frequent random substance abuse testing, assist in coordinating these efforts as instructed with corrections, law enforcement, Justice Dept. staff by Monroe County Justice Programs Assistant Coordinator or there designee
- Conduct random home/work checks during alternative hours; including weekends to ensure participants compliance with program;
- Complete a team approved intake and initial assessment qualification review for potential participants' of the Monroe County Drug Court
- Assist in the maintenance of confidential Drug Court files on site as directed by Monroe County Justice Programs Assistant Coordinator
- Assist with development and maintenance of system for program data collection and storage on site as directed by Monroe County Justice Programs Assistant Coordinator
- Provide office coverage during absences of the Justice Programs Assistant Coordinator, as needed
- Assist with other program coverage such as completing intakes, monitoring equipment, assisting participants' questions, etc.
- Assist in completing OWI Programs and Diversion orientations
- Any other duties as assigned by the Justice Programs Assistant Coordinator

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Prefer bachelor's degree in social work and/or experience, psychology, criminal justice or closely related field.
- Preferred AODA certification or related field experience.
- Preferred experience with Grant writing.
- Minimum of 2 years of case management and AODA experience or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

#### **PHYSICAL DEMANDS**

A large percentage of time is spent sitting, walking, standing, talking, hearing, handling, keyboarding, using near and far vision, and judgment. May be exposed to adverse weather, environmental and atmospheric conditions. Potential for physical attack or injury. May be required to stoop, crawl, run, grapple, climb, balance, bend, reach, lift, carry, push/pull up to 50 pounds or more, travel and/or move about the work sites intermittently.

#### **ADDITIONAL NOTES**

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: June 7, 2019  
 Department: Information Systems  
 Amount: \$5,000.00  
 Budget Year Amended: 2019

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

This budget adjustment is to pay for services to help create a scope of work, qualifications document and goals that will be wrapped in to a standard bid and contract document for Monroe County's current camera and door system issues. The original company was Secure Controls and has since been sold.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	493000		Info Systems-Fd Balance Applied	\$ 345,350.98	\$ 5,000.00	\$ 350,350.98
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 5,000.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	521415	19914	Computer Ops-Info Systems	\$ 494,418.86	\$ 5,000.00	\$ 499,418.86
10010000	539200		Contingency Fund	\$ 210,838.60	\$ (5,000.00)	\$ 205,838.60
10000000	599999		General Fund - Transfer Out	\$ 4,682,295.00	\$ 5,000.00	\$ 4,687,295.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 5,000.00	

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

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

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

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

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

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_