

CHIPPEWA COUNTY

EXECUTIVE COMMITTEE

REGULAR MEETING

AUGUST 1, 2023

CHIPPEWA COUNTY COURTHOUSE, RM 302

4:00 PM

1. CALL TO ORDER

Chair Gullickson called the meeting to order at 4:00 p.m.

2. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Dean Gullickson	Chippewa County	District 5 (Chair)	Present	
Ken Schmitt	Chippewa County	District 3 (Vice-Chair)	Present	
Harold Steele	Chippewa County	District 2	Present	
Glen Sikorski	Chippewa County	District 6	Present	
Jason Bergeron	Chippewa County	District 7	Present	

Others Present: Randy Scholz, Traci Bremness, Tim Easker, Toni Hohlfelder, Jackie Sadler, Paul Brenner, Jessica Barrickman, Kyra Secraw, Peter Johnston

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

4. CONSENT AGENDA

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ken Schmitt, District 3 (Vice-Chair)
SECONDER:	Jason Bergeron, District 7
AYES:	Gullickson, Schmitt, Steele, Sikorski, Bergeron

1. Approve the Agenda

2. Approve the Minutes

Executive Committee - Regular Meeting - Jul 18, 2023 4:00 PM

3. Schedule Next Meeting Date - August 15, 2023

5. REPORTS

6. BUSINESS ITEMS

1. Resolution to Establish Health Insurance Plan Funding for 2024 - Randy Scholz
Hohlfelder explained there are no recommended changes to our plan design or employee contributions from what was offered in 2023.

Executive Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

August 1, 2023
4:00 PM

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/8/2023 6:00 PM
MOVER:	Glen Sikorski, District 6	
SECONDER:	Ken Schmitt, District 3 (Vice-Chair)	
AYES:	Gullickson, Schmitt, Steele, Sikorski, Bergeron	

2. Resolution to Approve Levy and Property Tax Credit for Annual and Market Analysis/Compensation Study Salary Adjustments in 2024 - Randy Scholz

Scholz explained this is an annual resolution and this year it also includes funding for the compensation study which is effective 01-01-2024. His revised letter is attached to the agenda packet as well.

Steele asked for clarification between property tax credit and sales tax. Scholz explained it is the same thing. Our ordinance references property tax credit which is why that terminology is used in the resolution.

Motion (Steele/Schmitt) to amend and add the words "sales tax" next to property tax credit. Carried 4-1 with Steele voting no.

Motion (Sikorski/Schmitt) to forward to the CB as amended. Carried 4-1 with Steele voting no.

RESULT:	RECOMMENDED FOR APPROVAL AS AM [4 TO 1]	Next: 8/8/2023 6:00 PM
MOVER:	Glen Sikorski, District 6	
SECONDER:	Ken Schmitt, District 3 (Vice-Chair)	
AYES:	Gullickson, Schmitt, Sikorski, Bergeron	
NAYS:	Steele	

3. Resolution to Approve Funding for Jailer II Positions with Wisconsin Law Enforcement Standards Board Certification and Shift Differential Pay in the Jail and Telecommunication Divisions of the Sheriff's Department - Randy Scholz

Scholz explained this is an attempt to retain employees. Steele clarified there are sales tax funds going toward this as well.

RESULT:	FORWARD TO COUNTY BOARD [4 TO 1]	Next: 8/8/2023 6:00 PM
MOVER:	Ken Schmitt, District 3 (Vice-Chair)	
SECONDER:	Jason Bergeron, District 7	
AYES:	Gullickson, Schmitt, Sikorski, Bergeron	
NAYS:	Steele	

4. Resolution to Create Two Full-Time Comprehensive Community Services Social Worker Positions in the Recovery and Wellness Consortium Division of the Department of Human Services - Randy Scholz/Tim Easker

Easker explained the positions will be filled based on case load needs. These positions are fully funded by Medicaid. For efficiency purposes the department is requesting more positions than they need rather than bringing each one forward as needed.

The committee requested the department provide data to help demonstrate the success rate of the

Executive Committee

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4:00 PM

program.

RESULT:	FORWARD TO COUNTY BOARD [3 TO 2]	Next: 8/8/2023 6:00 PM
MOVER:	Jason Bergeron, District 7	
SECONDER:	Ken Schmitt, District 3 (Vice-Chair)	
AYES:	Gullickson, Schmitt, Bergeron	
NAYS:	Steele, Sikorski	

5. Resolution to Create Four Social Worker Positions in the Children with Differing Abilities Division of the Department of Human Services in 2024 to Provide Comprehensive Community Services for Children - Randy Scholz/Tim Easker

RESULT:	FORWARD TO COUNTY BOARD [3 TO 2]	Next: 8/8/2023 6:00 PM
MOVER:	Jason Bergeron, District 7	
SECONDER:	Ken Schmitt, District 3 (Vice-Chair)	
AYES:	Gullickson, Schmitt, Bergeron	
NAYS:	Steele, Sikorski	

6. Resolution to Create Two Social Worker Positions in the Department of Human Services in 2024 to Provide Children's Long Term Support Services to Children - Randy Scholz/Tim Easker

RESULT:	FORWARD TO COUNTY BOARD [3 TO 2]	Next: 8/8/2023 6:00 PM
MOVER:	Jason Bergeron, District 7	
SECONDER:	Ken Schmitt, District 3 (Vice-Chair)	
AYES:	Gullickson, Schmitt, Bergeron	
NAYS:	Steele, Sikorski	

7. Resolution to Create the Position of Contract Management and Relations Coordinator in the Recovery and Wellness Consortium for the Provision of Comprehensive Community Services - Randy Scholz/Tim Easker

RESULT:	FORWARD TO COUNTY BOARD [3 TO 2]	Next: 8/8/2023 6:00 PM
MOVER:	Jason Bergeron, District 7	
SECONDER:	Ken Schmitt, District 3 (Vice-Chair)	
AYES:	Gullickson, Schmitt, Bergeron	
NAYS:	Steele, Sikorski	

8. Resolution to Create an Accountant Position in 2024 to Provide Fiscal Services for the Provision of Comprehensive Community Services through the Recovery and Wellness Consortium - Randy Scholz/Tim Easker

Brenner clarified the fiscal impact is based off the pre-compensation plan salary.

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RESULT:	FORWARD TO COUNTY BOARD [3 TO 2]	Next: 8/8/2023 6:00 PM
MOVER:	Jason Bergeron, District 7	
SECONDER:	Ken Schmitt, District 3 (Vice-Chair)	
AYES:	Gullickson, Schmitt, Bergeron	
NAYS:	Steele, Sikorski	

9. Resolution to Create Two Account Assistant Positions in the Department of Human Services to Provide Fiscal Support to the Recovery Wellness Consortium - Randy Scholz/Tim Easker

RESULT:	FORWARD TO COUNTY BOARD [3 TO 2]	Next: 8/8/2023 6:00 PM
MOVER:	Jason Bergeron, District 7	
SECONDER:	Ken Schmitt, District 3 (Vice-Chair)	
AYES:	Gullickson, Schmitt, Bergeron	
NAYS:	Steele, Sikorski	

10. Resolution to Create an Administrative Assistant III Position in the Department of Human Services to Provide Administrative Support to the Recovery Wellness Consortium - Randy Scholz/Tim Easker

RESULT:	FORWARD TO COUNTY BOARD [3 TO 2]	Next: 8/8/2023 6:00 PM
MOVER:	Jason Bergeron, District 7	
SECONDER:	Ken Schmitt, District 3 (Vice-Chair)	
AYES:	Gullickson, Schmitt, Bergeron	
NAYS:	Steele, Sikorski	

11. Resolution to Restructure the Shared Deputy County Clerk/Veterans Services Specialist Position to a Full-Time Deputy County Clerk Position - Randy Scholz
Scholz explained this position was originally a part-time position. Then they found funding to make it a full-time shared position. Over this last budget cycle Sadler and Johnston discussed restructuring it to help more with the needs in the County Clerk's office. This will result in a levy savings.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/8/2023 6:00 PM
MOVER:	Ken Schmitt, District 3 (Vice-Chair)	
SECONDER:	Jason Bergeron, District 7	
AYES:	Gullickson, Schmitt, Steele, Sikorski, Bergeron	

12. HR Policy Manual Revisions - Toni Hohlfelder

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/8/2023 6:00 PM
MOVER:	Harold Steele, District 2	
SECONDER:	Jason Bergeron, District 7	
AYES:	Gullickson, Schmitt, Steele, Sikorski, Bergeron	

13. Crime Prevention Funding Board 2024 Budget Review - Rose Baier

Executive Committee

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Regular Meeting

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August 1, 2023
4:00 PM

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Ken Schmitt, District 3 (Vice-Chair)
SECONDER:	Harold Steele, District 2
AYES:	Gullickson, Schmitt, Steele, Sikorski, Bergeron

7. UPDATES, ANNOUNCEMENTS, AND CORRESPONDENCE

A. County Board Chair Report

B. County Administrator Operation Report

1. Update on Increase of Administrative Assistant II Position in Extension from .80 to 1.0 FTE for FY24 - Randy Scholz

RESULT:	REVIEWED	Next: 8/8/2023 6:00 PM
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8. AGENDA ITEMS FOR FUTURE CONSIDERATION

Gullickson requested a report on the agenda for the RWC consortium so they can get a better understanding of the program and needs.

9. ADJOURN

The meeting adjourned at 4:55 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ken Schmitt, District 3 (Vice-Chair)
SECONDER:	Glen Sikorski, District 6
AYES:	Gullickson, Schmitt, Steele, Sikorski, Bergeron

CHIPPEWA COUNTY

EXECUTIVE COMMITTEE

REGULAR MEETING

JULY 18, 2023

CHIPPEWA COUNTY COURTHOUSE, RM 302

4:00 PM

1. CALL TO ORDER

Chair Gullickson called the meeting to order at 4:00 p.m.

2. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Dean Gullickson	Chippewa County	District 5 (Chair)	Present	
Ken Schmitt	Chippewa County	District 3 (Vice-Chair)	Excused	
Harold Steele	Chippewa County	District 2	Present	
Glen Sikorski	Chippewa County	District 6	Present	
Jason Bergeron	Chippewa County	District 7	Present	

Others Present: Randy Scholz, Traci Bremness, Lori Zwiefelhfoer, Peter Johnston, Rose Baier, Todd Pauls, Andy Bauer, Jackie Sadler, Patty Schimmel, Melanie McManus

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

4. CONSENT AGENDA

RESULT: APPROVED [UNANIMOUS]
MOVER: Glen Sikorski, District 6
SECONDER: Harold Steele, District 2
AYES: Gullickson, Steele, Sikorski, Bergeron
EXCUSED: Schmitt

1. Approve the Agenda

2. Approve the Minutes

Executive Committee - Regular Meeting - Jun 20, 2023 4:00 PM

3. Schedule Next Meeting Date - August 1, 2023

5. REPORTS

6. BUSINESS ITEMS

1. County Board 2024 Budget Review - Randy Scholz

Minutes Acceptance: Minutes of Jul 18, 2023 4:00 PM (Consent Agenda)

Executive Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

July 18, 2023
4:00 PM

RESULT: FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER: Harold Steele, District 2
SECONDER: Glen Sikorski, District 6
AYES: Gullickson, Steele, Sikorski, Bergeron
EXCUSED: Schmitt

2. County Administrator 2024 Budget Review - Randy Scholz

RESULT: FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER: Jason Bergeron, District 7
SECONDER: Harold Steele, District 2
AYES: Gullickson, Steele, Sikorski, Bergeron
EXCUSED: Schmitt

3. Corporation Counsel Division 2024 Budget Review - Todd Pauls

RESULT: FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER: Glen Sikorski, District 6
SECONDER: Jason Bergeron, District 7
AYES: Gullickson, Steele, Sikorski, Bergeron
EXCUSED: Schmitt

4. Criminal Justice Services Division 2024 Budget Review - Rose Baier

RESULT: FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER: Harold Steele, District 2
SECONDER: Glen Sikorski, District 6
AYES: Gullickson, Steele, Sikorski, Bergeron
EXCUSED: Schmitt

5. 2024 Opioid Fund Request for Criminal Justice Services Division - Rose Baier

RESULT: APPROVED [UNANIMOUS]
MOVER: Jason Bergeron, District 7
SECONDER: Harold Steele, District 2
AYES: Gullickson, Steele, Sikorski, Bergeron
EXCUSED: Schmitt

6. Finance Division 2024 Budget Review - Lori Zwiefelhofer

Minutes Acceptance: Minutes of Jul 18, 2023 4:00 PM (Consent Agenda)

Executive Committee

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July 18, 2023
4:00 PM

RESULT: FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER: Jason Bergeron, District 7
SECONDER: Glen Sikorski, District 6
AYES: Gullickson, Steele, Sikorski, Bergeron
EXCUSED: Schmitt

7. Human Resources Division 2024 Budget Review - Toni Hohlfelder

RESULT: FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER: Glen Sikorski, District 6
SECONDER: Jason Bergeron, District 7
AYES: Gullickson, Steele, Sikorski, Bergeron
EXCUSED: Schmitt

8. IT Division 2024 Budget Review - Andy Bauer

RESULT: FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER: Jason Bergeron, District 7
SECONDER: Glen Sikorski, District 6
AYES: Gullickson, Steele, Sikorski, Bergeron
EXCUSED: Schmitt

9. County Clerk 2024 Budget Review - Jackie Sadler

RESULT: FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER: Harold Steele, District 2
SECONDER: Jason Bergeron, District 7
AYES: Gullickson, Steele, Sikorski, Bergeron
EXCUSED: Schmitt

10. Veterans Service 2024 Budget Review - Peter Johnston

RESULT: FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER: Jason Bergeron, District 7
SECONDER: Harold Steele, District 2
AYES: Gullickson, Steele, Sikorski, Bergeron
EXCUSED: Schmitt

11. Register of Deeds 2024 Budget Review - Melanie McManus

Minutes Acceptance: Minutes of Jul 18, 2023 4:00 PM (Consent Agenda)

Executive Committee

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July 18, 2023
4:00 PM

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Glen Sikorski, District 6
SECONDER:	Jason Bergeron, District 7
AYES:	Gullickson, Steele, Sikorski, Bergeron
EXCUSED:	Schmitt

12. Treasurer 2024 Budget Review - Patty Schimmel

RESULT:	FORWARD BUDGET TO THE COUNTY ADMINISTRATOR [UNANIMOUS]
MOVER:	Jason Bergeron, District 7
SECONDER:	Harold Steele, District 2
AYES:	Gullickson, Steele, Sikorski, Bergeron
EXCUSED:	Schmitt

7. UPDATES, ANNOUNCEMENTS, AND CORRESPONDENCE

- A. County Board Chair Report
- B. County Administrator Operation Report

8. AGENDA ITEMS FOR FUTURE CONSIDERATION

9. ADJOURN

The meeting was adjourned at 4:52 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Glen Sikorski, District 6
SECONDER:	Jason Bergeron, District 7
AYES:	Gullickson, Steele, Sikorski, Bergeron
EXCUSED:	Schmitt

Minutes Acceptance: Minutes of Jul 18, 2023 4:00 PM (Consent Agenda)

**STATEMENT OF EXPLANATION**

Resolution No. 28 - 23

**RES. 28-23: RESOLUTION TO ESTABLISH HEALTH INSURANCE PLAN
FUNDING FOR 2024 - RANDY SCHOLZ**

1 This resolution provides background on the current health insurance plan and
2 establishes the maximum 2024 health insurance costs and anticipated 2024 health insurance
3 plan design for Chippewa County. Chippewa County's self-funded health insurance plan is
4 administered by AmeriBen. The current plan design for January - December 2023 consists of a
5 \$5,000/\$10,000 out of pocket health plan with a Health Reimbursement Account (HRA). The
6 current 2023 monthly cost includes the total costs for the medical, ancillary, administrative
7 services, and HRA funding. Plan participants have one network through Anthem Blue Preferred,
8 which includes providers such as Marshfield Clinic, Mayo Clinic Health Systems, Prevea, Oak
9 Leaf, Sacred Heart Hospital, St. Joseph's Hospital and more.

10 In May 2023, after a recommendation by Chippewa County's benefit broker, Brown &
11 Brown, it was anticipated that there would be a 0% plan cost increase and department budgets
12 were set with no increase in health insurance cost from 2023 to 2024. In July 2023, after
13 receiving additional claims data from AmeriBen for 2023, Brown & Brown again recommended
14 setting the 2024 health insurance costs with no increase over the 2023 rates.

15 The County Administrator and the Department of Administration (DOA) health
16 insurance team support the recommendation of Brown & Brown to set rates with a 0%
17 increase. In addition, the County Administrator's recommendation is to maintain the same
18 2023 plan design with a \$5,000/\$10,000 out of pocket health plan with a Health
19 Reimbursement Account (HRA) while maintaining the same plan administrator and network.
20 The financial impact detailed in this resolution reflects a 0% increase from the 2023 health
21 insurance plan cost.

22

Resolution No. 28 - 23

**RES. 28-23: RESOLUTION TO ESTABLISH HEALTH INSURANCE PLAN FUNDING FOR 2024 -
RANDY SCHOLZ**

WHEREAS, in May 2023, after reviewing 2023 claims data through April, Chippewa County's broker, Brown & Brown, recommended that a 0% health plan cost increase from the 2023 plan year rates be built into our 2024 budget process; and

WHEREAS, Benefit Estimate Reports were sent to all Chippewa County Department Heads in June 2023 and included a 0% increase on the 2023 health plan costs to be built into the 2024 department budgets; and

WHEREAS, in July 2023, Chippewa County received additional claims data through June of 2023 from AmeriBen and Brown & Brown again recommended that the County maintain a 0% increase to the 2024 health plan cost; and

WHEREAS, beginning January 1, 2023 and through December 31, 2023, the monthly cost and contribution amounts for the County's Health Insurance Plans for all full-time employees, excluding public safety employees represented by the WPPA collective bargaining agreement, is as follows in Graph #1:

GRAPH #1 - 2023 ACTIVE EMPLOYEE HEALTH PLAN - Non WPPA employees					
Anthem Blue Preferred Network	\$2,000/\$4,000 Deductible		Out of Network	\$4,000/\$8,000 Deductible	
	\$5,000/\$10,000 OOP			\$10,000/\$20,000 OOP	
	Single	Family		Single	Family
Total Cost	\$884	\$1,999	Total Cost	\$884	\$1,999
Employee Contribution	\$0	\$0	Employee Contribution	\$0	\$0
Employer Contribution	\$884	\$1,999	Employer Contribution	\$884	\$1,999

WHEREAS, the 2023 monthly health insurance plan rates include the total costs for the medical claims, ancillary and administrative costs, and Health Reimbursement Account (HRA) funding for the plan Options; and

WHEREAS, as required by the Federal Affordable Care Act, all Health Reimbursement Account funding will continue to be funded by the County and not employees; and

WHEREAS, Brown & Brown sent out a benefit survey in May 2020 to all Chippewa

County employees with a 70% response rate; and

WHEREAS, a majority (71%) of the survey respondents ranked health benefits as number 1 or 2 being the most important benefit and a majority (72%) of the survey respondents rated Chippewa County's current medical plan as very or somewhat satisfied; and

WHEREAS, Chippewa County's health insurance plan design and premiums contribute to the continued success in retention and recruitment and allows the county to compete with higher starting wages in the surrounding counties; and

WHEREAS, Brown & Brown predicts that the County will have final captive/stop loss insurance premiums to add to the total costs for the health insurance plan by November 15, 2023;

NOW, THEREFORE BE IT RESOLVED, that beginning January 1, 2024, the total cost and employer contribution amounts for the County's Health Insurance Plans for all full-time employees and COBRA qualified beneficiaries shall be equal to a 0% increase to the 2024 budget compared to the health plan cost in the 2023 budget, based on the currently approved staffing detailed on the Benefit Estimate Reports provided to the Department Heads in June 2023; and

BE IT FURTHER RESOLVED, that the County Administrator recommends the plan design and estimated total costs illustrated in Graph #2 for the 2024 health insurance plan; and

GRAPH #2 - 2024 ACTIVE EMPLOYEE HEALTH PLAN - Non WPPA employees					
Anthem Blue Preferred Network	\$2,000/\$4,000 Deductible		Out of Network	\$4,000/\$8,000 Deductible	
	\$5,000/\$10,000 OOP			\$10,000/\$20,000 OOP	
	Single	Family		Single	Family
Total Cost	\$884	\$1,999	Total Cost	\$884	\$1,999
Employee Contribution	\$0	\$0	Employee Contribution	\$0	\$0
Employer Contribution	\$884	\$1,999	Employer Contribution	\$884	\$1,999

BE IT FURTHER RESOLVED, that by no later than December 12, 2023, the County Administrator shall provide a report to the County Board that provides the actual total cost for the County's Health Insurance Plan beginning January 1, 2024, for all full-time employees and COBRA qualified beneficiaries; and

BE IT FURTHER RESOLVED, that all full-time employees and COBRA qualified beneficiaries will receive an HRA in the amount of \$600 per person up to 4 maximum per family

(\$2,400); and

BE IT FURTHER RESOLVED, that all full-time public safety employees represented by the WPPA collective bargaining agreement will receive the same plan design as all full-time employees and COBRA qualified beneficiaries and will receive an HRA in the amount of \$600 per person up to 4 maximum per family (\$2,400) and the premium rates are defined in the most up to date WPPA collective bargaining agreement; and

BE IT FURTHER RESOLVED, that HRA funds shall be prorated due to mid-year elections, qualifying events, or termination without COBRA continuation with distributions on a quarterly basis; and

BE IT FURTHER RESOLVED, that the monthly retiree contribution amounts for the County's Health Program Plan for retirees currently on the plan prior to December 31, 2022 are illustrated in Graph #3:

GRAPH #3 - 2024 RETIREE HEALTH PLAN					
Anthem Blue Preferred Network	\$2,000/\$4,000 Deductible		Out of Network	\$4,000/\$8,000 Deductible	
	\$5,000/\$10,000 OOP			\$10,000/\$20,000 OOP	
	Single	Family		Single	Family
Total Cost	\$884	\$1,999	Total Cost	\$884	\$1,999
Employee Contribution	\$884	\$1,999	Employee Contribution	\$884	\$1,999
Employer Contribution	\$0	\$0	Employer Contribution	\$0	\$0

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

2024 Budget per June 2023 Benefit Estimate Report - \$7,677,102.00

2024 Estimated Employee Contributions - \$32,221.00

2024 Estimated COBRA/Retiree Contributions - \$8,450.00

08/1/2023	Executive Committee	
RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 8/8/2023 6:00 PM
MOVER:	Glen Sikorski, District 6	
SECONDER:	Ken Schmitt, District 3 (Vice-Chair)	
AYES:	Gullickson, Schmitt, Steele, Sikorski, Bergeron	

Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

7/18/2023

Lori Zwiefelhofer

Lori Zwiefelhofer, Finance Director

7/18/2023

Randy B. Scholz

Randy B. Scholz, County Administrator

7/18/2023



STATEMENT OF EXPLANATION

Resolution No. 29 - 23

RES. 29-23: RESOLUTION TO APPROVE LEVY AND SALES TAX/PROPERTY TAX CREDIT FOR ANNUAL AND MARKET ANALYSIS/COMPENSATION STUDY SALARY ADJUSTMENTS IN 2024 - RANDY SCHOLZ

1 This resolution establishes the amount of levy and additional sales tax/property tax
2 credit funding to be included in the 2024 Chippewa County Operating Budget to be used for
3 Market Analysis/Compensation Study changes, across-the-board wage adjustments and salary
4 schedule adjustments for Chippewa County employees, excluding those employees covered by
5 the Wisconsin Professional Police Association collective bargaining agreement, elected officials
6 and the County Administrator. Market Analysis/Compensation Study adjustments to the salary
7 schedule and affected employees would occur on January 1, 2024. Across-the-board wage
8 adjustments and Salary Schedule adjustments for affected employees would occur on July 1,
9 2024.

10 Pursuant to the Compensation System policy located in the Human Resources Policy
11 Manual, the County Administrator is required to make a recommendation to the County Board
12 as to the appropriate funding level for Market Analysis/Compensation Study adjustments,
13 across-the-board wage adjustments and salary schedule adjustments as part of the annual
14 budget process. If this resolution is approved, the County Administrator will be authorized to
15 include approximately \$1,493,970 in sales tax/property tax credit funding in the 2024 Proposed
16 Chippewa County Budget to be used to cover the anticipated costs of the 2024 Market
17 Analysis/Compensation Study adjustments as part of the annual budget process.

18 Also if this resolution is approved, the County Administrator will be authorized to offer a
19 0-3% across-the-board wage adjustment on July 1, 2024 for all eligible employees. The County
20 Administrator will include a final recommendation for across-the-board wage adjustments as
21 part of the County Administrator recommended budget that is presented annually in October
22 to the Executive Committee for review and consideration. A 3% across-the-board wage
23 adjustment would be approximately \$225,000 in tax levy.

24 If the Executive Committee supports the County Administrator's final recommendation
25 for market analysis adjustments, across-the-board wage adjustments and salary schedule
26 adjustments, the County Board will review and approve that recommendation during the public

27 budget hearing in November.

28

Resolution No. 29 - 23

**RES. 29-23: RESOLUTION TO APPROVE LEVY AND SALES TAX/PROPERTY TAX CREDIT FOR
ANNUAL AND MARKET ANALYSIS/COMPENSATION STUDY SALARY ADJUSTMENTS IN 2024 -
RANDY SCHOLZ**

WHEREAS, the last Compensation Plan was adopted by the County Board on August 13, 2013; and

WHEREAS, the across-the-board wage adjustment component was adopted by the County Board on November 12, 2019; and

WHEREAS, the approved Compensation System policy has a "Market Analysis" requirement built into the system that states, "The County shall evaluate each position against the market conditions and internal comparable data at least once every four (4) years"; and

WHEREAS, the Compensation System policy states that the across-the-board recommendation will be made via resolution and will include the appropriate funding level for market analysis adjustments, across-the-board increases, and salary schedule adjustments; and

WHEREAS, the County Administrator will recommend a funding level that is sustainable under the current levy limit structure; and

WHEREAS, to remain competitive within the market, the salary schedule should be reviewed regularly and adjustments made if necessary; and

WHEREAS, in 2023 the County completed a full compensation study and market analysis to develop a new salary schedule and salary recommendations to be effective January 1, 2024; and

WHEREAS, the County Administrator has considered the overall financial state of the County and recommends a 0-3% across-the-board wage increase for employees effective July 1, 2024; and

WHEREAS, the County Administrator's goal is to recommend a maximum 3% across the board wage increase that is equal to \$225,000 in levy to be allocated for 2024; and

WHEREAS, the County Administrator is recommending to include approximately \$1,493,970 in sales tax/property tax credit funding in the 2024 Proposed Chippewa County Budget to be used to cover the anticipated costs of the Market Analysis/Compensation Study adjustments as part of the annual budget process; and

WHEREAS, the County Board recognizes the need to invest in its employees in order to

provide great service to the citizens of Chippewa County; and

WHEREAS, the Chippewa County sales tax has increased approximately \$2 million over the last two years, which allows the Chippewa County Board to make said investment, without increasing the tax rate; and

WHEREAS, the Chippewa County Board realizes and wants the citizens of Chippewa County to know that it will keep a close eye on the economy and fiscal health of Chippewa County; and

WHEREAS, the Chippewa County Board will make adjustments as needed to continue to stay fiscally responsible to the citizens of the Chippewa County; and

WHEREAS, the County Administrator is recommending that a salary schedule adjustment equal to a 1% increase of the Control Point on the Salary Schedule be effective July 1, 2024. This will provide an estimated 1% increase across the entire grid; and

WHEREAS, the County Administrator will include a final recommendation for across-the-board wage adjustments as part of the County Administrator recommended budget that is presented annually in October to the Executive Committee for review and consideration; and

WHEREAS, if the Executive Committee supports the County Administrator's final recommendation for across-the-board wage adjustments, the County Board will review and approve that recommendation during the public budget hearing in November;

NOW, THEREFORE BE IT RESOLVED, that \$225,000 of levy funding is hereby approved to be included in the 2024 Proposed County Budget to be used to cover the costs of across-the-board wage adjustments commencing on July 1, 2024; and

BE IT FURTHER RESOLVED, that approximately \$1,493,970 of sales tax/property tax credit is hereby approved to be included in the 2024 Proposed County Budget to be used to cover the anticipated costs of the Market Analysis/Compensation Study adjustments and salary schedule adjustments commencing January 1, 2024.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Estimated 2024 Across-the-Board Wage Adjustments:

\$450,000	Total Wages and Fringe Benefit Costs
(225,000)	Funded by other sources (i.e. grants, fees, etc.)
\$225,000	Estimated 2024 levy needed for across-the-board wage adjustments

Estimated 2024 Market Analysis/Compensation Study Costs:

\$1,991,960	Total Wages and Fringe Benefit Costs
-------------	--------------------------------------

117 (497,990) Funded by other sources (i.e. grants, fees, etc.)
 118 \$1,493,970 Funded by Sales Tax/Property Tax Credit
 119

120 **08/1/2023 Executive Committee**
 121 **RESULT: RECOMMENDED FOR APPROVAL AS AM [4 TO 1] Next: 8/8/2023 6:00 PM**
 122 **MOVER:** Glen Sikorski, District 6
 123 **SECONDER:** Ken Schmitt, District 3 (Vice-Chair)
 124 **AYES:** Dean Gullickson, Ken Schmitt, Glen Sikorski, Jason Bergeron
 125 **NAYS:** Harold Steele
 126
 127

Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

7/18/2023

Lori Zwiefelhofer

Lori Zwiefelhofer, Finance Director

7/18/2023

Randy B. Scholz

Randy B. Scholz, County Administrator

7/18/2023

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Department of Administration

Randy B. Scholz, County Administrator

July 27, 2023

TO: County Board of Supervisors

FR: Randy Scholz

REVISED AGAIN ON 07/27/2023
FISCAL IMPACT – After All Approved Appeals

RE: Update on Market Analysis/Compensation Study Implementation (Resolution #1)
Update on Issues with Jail Transportation and LESB Certification (Resolution #2)
Update on HR Policy Revisions for Jail and Telecommunications Employees (HR Policy)

Good afternoon,

You will be seeing two resolutions and a policy revision coming forward in the coming months. One resolution will be to implement our Market Analysis. The other resolution will address an issue in the Jail with transporting inmates and a policy revision will help with recruitment/retention of Jailers and Telecommunication employees. The resolutions and policy revision are not interdependent. My recommendation is to use a similar method to fund all three items. However, each item is separate and will require a separate vote by the County Board.

Update on Market Analysis/Compensation Study Implementation (Resolution #1)

First, I want to give you an update on our current market analysis. As I shared in August of 2021 and 2022, the goal for this year was to do a more comprehensive compensation study. Carlson Dettmann, LLC not only reviewed the market for our county positions, they also reviewed our overall compensation structure, which resulted in recommendations to the Salary Schedule. I also want to let you know the fiscal impact and my recommendation on how to fund it. Lastly, I want to express why I think this is a good investment in our employees and for our customers.

Carlson Dettmann, LLC made several recommendations to update Chippewa County's Salary Schedule. As a result, we support the following recommendations:

Chippewa County 2024 Wage Grid - Pending County Board Approval				
Grade	Job Title	Minimum	Control Point	Maximum

- We reduced the number of grades and changed the grades from letters to numbers. The grades were reduced to be more reflective of most salary schedules in the market. It also reduces the movement from grade to grade as we update the market analysis every two years.
- The new salary schedule reduces the percentage for many grades between control point (market) and starting wage/minimum.
- Carlson Dettmann, LLC also recommends an asymmetrical scale from minimum to control point. The control point is set at 50% of market and because of this, an employee should be experienced, fully trained and very knowledgeable in the position by the time they reach the control point.
- Carlson Dettmann, LLC also recommends that in order to keep our Salary Schedule up to date, we should move the entire Salary Schedule forward from year to year, depending on the affordability of the County and the market. For example, assuming a 3% Across the Board (ATB) wage increase for the annual employee wage increase in a year, my recommendation may be to move the salary schedule 1% for that year. Each year this would need to be evaluated though.

As you will see below, we are required by our HR policy to complete a market analysis every four years. In the past, Chippewa County has done a market analysis every two years. We did not do one in 2021 to be effective 1/1/2022 because of the pandemic. **I do not recommend waiting four years moving forward.** The market is changing very fast and the fiscal impact is less when you do the analysis every two years.

In the Chippewa County Human Resources Policy Manual under 16. Compensation System it says;

b). Market Analysis

The County shall evaluate each position against market conditions and internal comparable data at least once every four (4) years. The positions scheduled for market analysis each year shall be determined by the Human Resources Director. The Human Resources Director shall be responsible for the coordination of the Pay Grade Evaluation with the consultant.

All Pay Grade changes resulting from market analysis shall be made effective January 1st of the following year.

The Pay Grade determination of the third-party consultant is final.

c). Salary Placement

If, after a Pay Grade Evaluation, it is determined the employee's current salary is below the Starting Rate of the new Pay Grade, the employee's new rate of pay shall be increased to at least the Starting Rate of the new Pay Grade. If the employee's current rate of pay is within the new Salary Range, additional compensation may be added to the current rate of pay subject to the discretionary approval of the County Administrator.

If, after a Pay Grade Evaluation, it is determined the employee's current salary exceeds the Maximum Rate of the new Pay Grade, the employee's salary shall be "red circled" and frozen at that level until the Salary Range of the new Pay Grade catches up to the employee's salary.

We had several meetings with Carlson Dettmann, LLC to review different options. Some options discussed were to have all employees at least get moved to the starting wage or move all employees with a certain number of years of service to Control Point. Unfortunately, there were drawbacks due to compression, internal equity or the cost to implement. Therefore, we compromised on a plan to still show our employees how much they are valued at Chippewa County but still try to keep it affordable with our funding constraints.

If the recommended Salary Schedule (Resolution #1) is approved at the August County Board meeting, the fiscal investment in our employees is significant. **It is estimated that our total wages and benefits increase will be \$1,991,960 and of that approximately \$1,493,970 of property tax credit will need to be added to our current pay allocation for wages and fringe benefits to implement the 2024 Market Analysis recommendations.** There is an appeal process for our employees and if an appeal is successful there could still be some increase in cost. The difference between the property tax credit and total increases will be funded from other sources such as grants, state/federal funding, and doing work for other municipalities. Typically, we estimate that all wages and benefit increases are 50% levy/property tax credit and 50% other funding sources. However, with this large of an increase we are being very conservative with the ability of other funding sources because we aren't sure that all of those other funding sources such as state aid, grants or other user revenues will be able to fund those increases.

My recommendation is to implement this 2024 Market Analysis without increasing the mill rate. The funding will come from Sec 2-361 of our Sales and Use Tax of our Code of Ordinances. Under (a)(2) Sales tax can be utilized as a property tax credit to the county property tax levy. Therefore, the increase to tax levy in the individual department's budget will be offset by the Property Tax Levy Credit from sales tax, which will have a zero impact to the total tax levy for the county.

As per ordinance, we are not allowed to use sales tax revenues from one year until the following budget to be adopted. Over the last two years our sales tax has increased from \$6,221,525 in 2020 to \$8,304,898 in 2022. As you can see, this allows us the ability to absorb the new wage allocation. Not including the last two years, our sales tax has increased on average of 4.1% over the last 17 years. Our sales tax has only gone down twice over the 17 years; in 2009 -9.36% and 2015 -1.39%. 4.1% equals \$340,500 on the \$8,304,898 in additional funding per year. A 3% wage increase on \$1,500,000 is \$45,000 of new allocation needed to sustain the increase in wages. With the two-year lag in utilizing sales tax funding, it will give us time to plan if the sales tax does decline.

Update on Issues with Jail Transportation and Wisconsin Law Enforcements Standards Board (LESB) Certification (Resolution #2)

There will also be a separate resolution and a policy update coming forward that is designed to help deal with the following issues: Jail transports and recruitment/retention of Jailers and Telecommunication staff. You will see we can still afford to implement both plans.

A current issue in the jail with transports and other duties is they need more employees that are Wisconsin Law Enforcement Standards Board (LESB) certified. There are certain functions in the jail that only LESB employees can do. The jail currently needs to rely on patrol officers and investigators to perform some of these duties. In some cases, when we don't have investigators or patrol offers, we are outsourcing these duties and at a higher cost to the County. This obviously puts strains on those two divisions. In the new salary schedule, we are creating a Jailer II position that will require the LESB certification. These positions will be higher paid than the Jailer I position that will not require a LESB certification.

The estimated costs of this change for wages and benefits will be approximately \$48,000 which will be 100% tax levy/property tax credit. Similar to the market analysis, my recommendation is to offset with the Property Tax Credit from sales tax with a zero increase to total County tax levy needed.

Update on HR Policy Revisions Adding Shift Differential for Non-Exempt Jail and Telecommunications Employees (HR Policy)

In addition, we are recommending a one dollar an hour shift differential for night shift Jailers and Telecommunicator employees for hours worked 6:00 p.m. to 6:00 a.m. It is very difficult to recruit for these positions for the night shifts. Many of the experienced staff choose to go to the day shift since they are paid the same. The total estimated cost for this recommendation is \$60,000. Similar to the market analysis and LESB certification, the costs will be added as levy to their budgets but offset for the county's levy by the Property Tax Credit from sales tax. With these additional costs we still will be able to sustain it moving forward. As was illustrated earlier in my letter.

Summary

When you add the fiscal impact of Resolution #1, Resolution #2 and the HR Policy revisions together, the total estimated cost to the property tax credit is \$1,601,970. This number has the final appeals included. I want to make it clear that Resolution #1, Resolution #2, and the HR Policy revisions are similar, but separate items. I am recommending the County Board approve all three. I feel that implementation of this 2024 Market Analysis/Compensation Study along with the modifications for the Sheriff's Department is the last piece to the puzzle of recruiting and retaining great employees for Chippewa County. Our employees have participated in our employee engagement program over the last several years. I feel we have made significant progress to make Chippewa County the best place to work in the Chippewa Valley. I no longer hear of low morale, like I first did when I got here in 2018. What I do hear, is employees do not want to leave but the pay is not enough here.

I understand the investment is significant. I believe our employees have shown they are worth the investment. I also believe our tax paying customers deserve to have the best employees to help them. No matter how good of intentions we all have, without people we are not able to provide the service our customers expect and deserve.

Sincerely,



Randy Scholz
County Administrator

Chippewa County
2024 Wage Grid - Pending County Board Approval

Grade	Job Title	Minimum	Control Point	Maximum
1	Administrative Assistant I	\$ 13.58	\$ 14.76	\$ 17.71
	Bailiff			
2	Site Aide	\$ 14.39	\$ 15.64	\$ 18.77
3	Park Caretaker	\$ 15.26	\$ 16.59	\$ 19.91
4	Transport Officer	\$ 16.18	\$ 17.59	\$ 21.11
5	CJS Support Professional	\$ 17.16	\$ 18.65	\$ 22.38
6	Custodian	\$ 18.17	\$ 19.75	\$ 23.70
	Program Aide			
7	Administrative Assistant II	\$ 19.26	\$ 20.93	\$ 25.12
	Youth Court Coordinator			
8	Custodial Maintenance Assistant	\$ 20.41	\$ 22.18	\$ 26.62
	Highway Custodial Maintenance Assistant			
	Program Assistant			
	Traffic Control Technician			
9	Deputy County Clerk	\$ 21.64	\$ 23.52	\$ 28.22
	Deputy County Clerk/Veteran Services Specialist			
	Engineer Intern			
	Land Resource Technician			
	Land and Water Resource Technician			
	Reserve Officer I			
10	Administrative Assistant III	\$ 22.93	\$ 24.92	\$ 29.90
	Forest Maintenance Technician			
	Human Resources Assistant			
	Human Resources Assistant/F&P Administrative Asst			
	Legal Assistant			
	Operator II			
	Program Consultant			

Attachment: Salary Schedule Effective 1-1-24 FINAL 7.27.23 Pending CB Approval (29 - 23 : Res. 29-23: Resolution to Approve Funding for 2024

Chippewa County
2024 Wage Grid - Pending County Board Approval

Grade	Job Title	Minimum	Control Point	Maximum
11	Account Assistant	\$ 24.29	\$ 26.40	\$ 31.68
	Administrative Assistant IV			
	Deputy Register of Deeds			
	Economic Support Specialist			
	Facilities Maintenance Technician I			
	Inventory Clerk			
	Jailer I			
	Mental Health Specialist			
	Operator III			
	Parks Maintenance Technician			
	Real Property Lister			
	Reserve Officer II			
	Telecommunicator			
12	Chief Deputy Register of Deeds	\$ 25.76	\$ 28.00	\$ 33.60
	Child Support Account Specialist			
	Child Support Case Manager			
	Clerk Juvenile Court			
	Corporation Counsel Legal Assistant			
	Courts Support Specialist			
	Deputy Clerk of Courts			
	Deputy Register in Probate			
	Deputy Treasurer			
	Disability Benefit Specialist			
	Elder Benefit Specialist			
	Judicial Assistant			
	Legal Secretary			
	Mechanic I - Non Certified			
	Medical Serv Screener			
	Operator IV			
	Purchasing Clerk			
	Veterans Services Specialist			
	Victim Witness Specialist			

Attachment: Salary Schedule Effective 1-1-24 FINAL 7.27.23 Pending CB Approval (29 - 23 : Res. 29-23: Resolution to Approve Funding for 2024

Chippewa County
2024 Wage Grid - Pending County Board Approval

Grade	Job Title	Minimum	Control Point	Maximum
13	911 GIS Coordinator	\$ 27.31	\$ 29.69	\$ 35.63
	Accountant I			
	Assistant to the County Administrator			
	Case Manager - DHS			
	CJS Specialist			
	Contract Management and Relations Coordinator			
	Custodial Supervisor			
	Economic Support Coordinator			
	Facilities Maintenance Tech II			
	Jailer II			
	Machinist/Welder			
	Mechanic II - Certified			
	Program Agronomist			
	Reserve Officer III			
	Technical Support Analyst			
	Welder			
14	Accountant II	\$ 28.93	\$ 31.45	\$ 37.74
	Application Analyst			
	Child Support Coordinator			
	Dementia Care Specialist			
	Diversion Specialist			
	Drug Free Community Project Coordinator			
	Early Intervention Specialist			
	Emergency Communication Center Manager			
	HR Generalist			
	IT Programmer Analyst			
	Nutrition Transportation Program Supervisor			
	Office Manager			
	Recycling Coordinator			
	Victim Witness Coordinator			
	WRC Coordinator			

Attachment: Salary Schedule Effective 1-1-24 FINAL 7.27.23 Pending CB Approval (29 - 23 : Res. 29-23: Resolution to Approve Funding for 2024

Chippewa County
2024 Wage Grid - Pending County Board Approval

Grade	Job Title	Minimum	Control Point	Maximum
15	Building Inspector	\$ 30.67	\$ 33.34	\$ 40.01
	Chief Deputy Clerk of Court			
	County Patrol Superintendent			
	Conservation Specialist			
	Environmental Health Specialist			
	Jail Sergeant			
	Nutritionist			
	Operations Manager			
	Options Counselor			
	Project Engineer I			
	Quality Assurance & Improvement Coordinator			
	Recovery Court Case Manager			
	Social Worker			
	System Analyst			
	Zoning Inspector			
16		\$ 31.80	\$ 35.33	\$ 42.40
	Assistant Forest Administrator			
	Disease Investigator			
	Emergency Management Director			
	Epidemiologist			
	Hwy Paving/Crushing Superintendent			
	Network Analyst			
	Patrol Sergeant			
	Planning and Promotion Specialist			
	Project Engineer II			
	Register in Probate			
	RN			
	State Patrol Superintendent			
	Technical Support Analyst Supervisor			
17		\$ 33.71	\$ 37.45	\$ 44.94
	Clinician			
	Environmental Health Manager			
	Fiscal Manager			
	GIS Coordinator			
	Hwy Facility/Fleet Superintendent			
	Nutrition Division Manager			
	Project Engineer III			
	Veterans Service Director			

Attachment: Salary Schedule Effective 1-1-24 FINAL 7.27.23 Pending CB Approval (29 - 23 : Res. 29-23: Resolution to Approve Funding for 2024

Chippewa County
2024 Wage Grid - Pending County Board Approval

Grade	Job Title	Minimum	Control Point	Maximum
18		\$ 35.71	\$ 39.68	\$ 47.62
	Community Health Division Manager			
	County Surveyor			
	CYFS Division Supervisor			
	Facilities Maintenance Manager			
	Parks Manager			
	Planning & Strategy Division Manager			
19		\$ 37.00	\$ 42.04	\$ 50.45
	Economic Support Division Manager			
	Emergency Communication Center Director			
	Environmental Engineer			
	Forest Administrator			
	Lieutenant - Jail			
	Sr Fiscal Manager			
20		\$ 39.21	\$ 44.56	\$ 53.47
	ADRC Division Manager			
	Assistant Finance Director			
	County Conservationist / LCFM Director			
	CYFS Division Manager			
	Lieutenant - Field Services			
	Network Engineer			
	Project Manager			
	RWC Division Manager			
	RWC Operations Administrator			
21		\$ 41.54	\$ 47.21	\$ 56.65
	Captain - Jail			
	Child Support Director			
	CJS Director			
	Deputy Highway Commissioner			
	Facilities Parks Director			
	Planning Zoning Director			
22		\$ 43.03	\$ 50.03	\$ 60.04
	Chief Deputy			
	County Health Officer/Public Health Director			
23		\$ 45.61	\$ 53.03	\$ 63.64
	Deputy Corp Counsel			

Attachment: Salary Schedule Effective 1-1-24 FINAL 7.27.23 Pending CB Approval (29 - 23 : Res. 29-23: Resolution to Approve Funding for 2024

Chippewa County
2024 Wage Grid - Pending County Board Approval

Grade	Job Title	Minimum	Control Point	Maximum
24		\$ 48.33	\$ 56.20	\$ 67.44
	Finance Director			
	Human Resources Director			
	Information Technology Director			
25		\$ 51.23	\$ 59.57	\$ 71.48
	Highway Commissioner			
26		\$ 54.22	\$ 63.05	\$ 75.66
	Corporation Counsel			
	Human Services Director			

Attachment: Salary Schedule Effective 1-1-24 FINAL 7.27.23 Pending CB Approval (29 - 23 : Res. 29-23: Resolution to Approve Funding for 2024



STATEMENT OF EXPLANATION

Resolution No. 30 - 23

RES. 30-23: RESOLUTION TO APPROVE FUNDING FOR JAILER II POSITIONS WITH WISCONSIN LAW ENFORCEMENT STANDARDS BOARD CERTIFICATION AND SHIFT DIFFERENTIAL PAY IN THE JAIL AND TELECOMMUNICATION DIVISIONS OF THE SHERIFF'S DEPARTMENT - RANDY SCHOLZ

1 Passage of this resolution will establish the amount of tax levy/property tax credit
 2 funding to be included in the 2024 Chippewa County Operating Budget to be used for the
 3 purpose of providing additional funds to recognize the Law Enforcement Standards Board
 4 (LESB) certified Jailers with a pay increase for that certification by creating a Jailer II position. In
 5 addition, this resolution will establish funding for shift differential pay in the Jail and
 6 Telecommunication Divisions of the Sheriff's Department due to the 24/7 operations.

7 A current issue in the jail is a need to have more Jailers with the LESB certification. There
 8 are certain functions that only LESB certified Jailers can perform, such as conducting criminal
 9 investigations to refer to the District Attorney for crimes while incarcerated, armed transports
 10 of volatile inmates and armed hospital guards in the jail. The jail currently needs to rely on
 11 Patrol Officers and Investigators to perform some of these duties. In some situations where
 12 Investigators or Patrol Officers are not available, the Sheriff's Department has had to outsource
 13 these duties at a higher cost to the County. This obviously puts strains on the two divisions. As
 14 a result of the recent compensation study/market analysis, a Jailer II position has been created
 15 on the new salary schedule effective 01-01-2024 that will require the LESB certification. The
 16 Jailer II position will be placed at a higher grade level than the Jailer I position that will not
 17 require a LESB certification.

18 The estimated cost of this change for wages and benefits will be approximately \$48,000
 19 which will be funded with 100% tax levy/property tax credit. Similar to the compensation
 20 study/market analysis, it is the recommendation of that County Administrator to offset with the
 21 Property Tax Credit from sales tax with a zero increase to the total County tax levy needed.

22 In addition, the County Administrator is recommending a one dollar an hour
 23 (\$1.00/hour) shift differential for all non-exempt employees in the Jail and the Emergency
 24 Communication Center who work between 6:00 p.m. to 6:00 a.m. It is very difficult to recruit
 25 for these positions for the night shifts. Many of the experienced staff choose to go to the day

26 shift since they are paid the same. The total estimated cost for the shift differential
27 recommendation is \$60,000. Similar to the compensation study/market analysis and LESB
28 certification, the costs will be added as levy to the Sheriff's Department budgets, but offset the
29 county's levy by using the Property Tax Credit from sales tax.

30 This resolution will be accompanied by a revision to the Human Resources Policy
31 regarding the pay for the shift differential for the non-exempt employees in the Jail and
32 Emergency Communication Center.

33

Resolution No. 30 - 23

**RES. 30-23: RESOLUTION TO APPROVE FUNDING FOR JAILER II POSITIONS WITH WISCONSIN
LAW ENFORCEMENT STANDARDS BOARD CERTIFICATION AND SHIFT DIFFERENTIAL PAY IN
THE JAIL AND TELECOMMUNICATION DIVISIONS OF THE SHERIFF'S DEPARTMENT - RANDY
SCHOLZ**

WHEREAS, there is a current issue in the jail with transports and other duties that require more Jailers that are Wisconsin Law Enforcement Standards Board (LESB) certified; and

WHEREAS, LESB certification allows certain tasks for a Jailer such as conducting criminal investigations to refer to the District Attorney for crimes while incarcerated, armed transports of volatile inmates and serving as armed hospital guards; and

WHEREAS, the jail currently needs to rely on Patrol officers and Investigators to perform some of these duties; and

WHEREAS, in some cases, where Investigators or Patrol Officers are not available, the Sheriff's Department has had to outsource these duties at a higher cost to the County; and

WHEREAS, the recommendation for the new salary schedule that takes effect 01-01-2024 is to create a Jailer II position that will require the LESB certification and these positions would be placed at a higher grade level than the Jailer I position that would not require a LESB certification; and

WHEREAS, the estimated cost of this change for wages and benefits would be approximately \$48,000, which will be funded with 100% tax levy/property tax credit; and

WHEREAS, similar to the compensation study/market analysis, the County Administrator's recommendation is to offset with the Property Tax Credit from sales tax with a zero increase to total County tax levy needed; and

WHEREAS, in addition, the County Administrator is recommending a one-dollar an hour (\$1.00/hour) shift differential for non-exempt employees working in the Jail and Emergency Communication Center between 6:00 p.m. to 6:00 a.m., as it has been difficult to recruit jailers and telecommunicators to work the night shift; and

WHEREAS, the total estimated cost for the non-exempt employees in the Jail and Emergency Communication Center recommendation for a one-dollar an hour (\$1.00/hour) shift differential is \$60,000; and

WHEREAS, similar to the compensation study/market analysis and LESB certification, the shift differential would be funded with Property Tax Credit; and

WHEREAS, the County Administrator is recommending to include approximately \$108,000 in property tax credit funding in the 2024 Proposed Chippewa County Budget to be used to cover the anticipated costs of the Jailer II positions and shift differential pay; and

WHEREAS, the County Board recognizes the need to invest in our employees in order to provide high quality service to the citizens of Chippewa County; and

WHEREAS, the Chippewa County sales tax has increased approximately \$2 million over the last two years, which allows the Chippewa County Board to make said investments in our employees, without increasing the tax rate; and

WHEREAS, the Chippewa County Board realizes and wants the citizens of Chippewa County to know that it will keep a close eye on the economy and fiscal health of Chippewa County; and

WHEREAS, the Chippewa County Board will make adjustments as needed to continue to remain fiscally responsible to the citizens of the Chippewa County;

NOW, THEREFORE BE IT RESOLVED, that \$108,000 of Property Tax Credit funding is hereby approved to be included in the 2024 Proposed County Budget to be used to cover the anticipated costs of the Jailer II positions and the shift differential for non-exempt employees in the Jail and Emergency Communication Center.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Estimated 2024 cost for Jailer II Positions and Shift Differential:

\$108,000 Funded by Property Tax Credit

08/1/2023 Executive Committee

RESULT: FORWARD TO COUNTY BOARD [4 TO 1] Next: 8/8/2023 6:00 PM

MOVER: Ken Schmitt, District 3 (Vice-Chair)

SECONDER: Jason Bergeron, District 7

AYES: Dean Gullickson, Ken Schmitt, Glen Sikorski, Jason Bergeron

NAYS: Harold Steele

Approved as to Form:



Todd A. Pauls, Corporation Counsel

7/18/2023



Lori Zwiefelhofer, Finance Director

7/18/2023



Randy B. Scholz, County Administrator

7/18/2023

CHIPPEWA COUNTY JOB DESCRIPTION

Job Title: Jailer I or II

FLSA: Non-Exempt

Salary Range: Jailer I - 11A
Jailer II - 13

Reports To: Sergeants and Lieutenant - Jail

Department: Sheriff's

Date: January 2024~~February 2023~~

JOB SUMMARY

The job duties of the Jailer include but are not limited to supervising inmates of the Chippewa County Jail while assuring a safe, secure, and sanitary environment in accordance with established procedures and guidelines under the general direction of the Jail Sergeants and Jail Lieutenant. This is a non-law enforcement position.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Jailer might be asked to perform. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

1. Receives, books, and releases inmates which includes but is not limited to the following tasks: fingerprints, photographs, searches, and inventories and secures personal belongings; recording data and running checks, completing required screens, assigns and escorts inmates to cells or similar area; issues uniforms, bedding, personal products, and other supplies; ensures proper housing placement of inmates for safety and security within the facility; and releases inmates upon posting of bail, signing of signature bond, direction of an appropriate authority, or for work release purposes.
2. Maintains jail safety and security. Makes periodic rounds, conducts inmate counts, and conducts security inspections and searches of inmates and inmates' quarters for contraband and any unauthorized materials. Enforces regulations and discipline policies related to the security and operation of the facility.
3. Responds to emergency situations and take decisive action according to departmental policies and procedures. May employ force to quell disturbances and maintain discipline.
4. Maintains surveillance of all inmates and jail activities through visual and audible devices to ensure inmate's personal welfare is appropriately monitored. This includes watching for illegal activities or violations of jail regulations, unusual or suspicious behaviors, and signs of mental and physical illness.
5. Monitors and operates all equipment and alarms located in the jail control center.
6. Controls all access to the jail and maintains jail keys. Prevents unauthorized persons from entering or leaving the facilities.
7. Interprets and complies with all bond conditions and commitment orders and Judgments of Convictions. Receives and records fines and bail/bond transactions.
8. Maintains communication within and between shifts and keeps jailers, sergeants and management informed of any problems, complaints, or infractions.
9. Complete and maintains all paperwork, documentation, and records, including jail logs and activities and incidents, according to applicable jail policies and procedures and State regulations.
10. Provides for medical, mental or other attention necessary for the inmates' welfare, according to established policies and procedures. Stores and dispenses inmate medication (prescription and non-prescription) and keeps accurate records of such disbursements as directed by the jail nurse or other qualified medical personnel.

11. Performs duties to assist with the operation of the food service program, as needed, and supervises all inmate workers assigned to the kitchen.
12. Complies with all procedures and schedules for serving meals, linen exchange, inmate personal hygiene, cleaning and maintenance, incoming and outgoing mail, jail inspections, and prisoner requests.
13. Positively identifies and directs all visitors. Provides and supervises prisoner access to family, friends, clergy and other religious service providers, educational service providers, recreational service providers, attorneys, and probation and parole personnel.
14. Maintains Huber inmate compliance with Huber laws, rules and policies by performing the following duties: checks in and checks out Huber inmates, verifies employment, conducts job site and home visits, conducts random drug and alcohol testing, and deposits Huber funds.
15. Coordinate and transport and/or escort inmates to and from facilities, courts and medical/mental treatment facilities.
16. Answers or properly refers all inquiries concerning prisoner and jail matters.
17. Appears in court and testifies as a witness as required.
18. Performs intoximeter and preliminary breath tests (PBT), takes DNA mouth swabs, and collect urinalysis samples when necessary.
19. Collects and issues receipts for bail bonds, fine payments, and canteen accounts.
20. Attends training and in-service, as required.
21. Carries out other directives and duties as assigned.

Jailer II Additional Duties:

1. Gather information and write clear concise reports.
2. Direct traffic at special events and perform escort duties.
3. Effectively and legally conduct searches and seizures, and serve arrest warrants.
4. Conduct follow up investigations when necessary.
5. Control, secure, and preserve a crime scene for investigation unit.
6. Complete timely, accurate, legible, detailed incident reports which objectively document relevant information about an incident. Must appear in court as a witness and present testimony to judge/jury.
7. Renders first aid, maintains certification in CPR, Intoxilizer, PBT, and other areas as identified by the department.
8. Maintain LESB certification and firearms certification by participating in regularly scheduled department firearms training.
9. Assist in serving civil process papers which include serving restraining orders, injunctions, eviction notices, subpoenas, complaint and summons, etc.

Customers:

- All County employees, elected officials, and managers, excluding those in the Sheriff's Office.
- Anyone of the general public, inmates, and vendors.

Team Members:

- Members of the Sheriff's Office (Telecom/Investigations/Patrol/Jail/Clerical)

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

Jailer I

- High School Diploma / equivalent required.
- Two (2) years of previous full-time work experience required.
- ~~Possess 60 college credits from an accredited college as defined by the U.S. Department of Education preferred.~~
- Two (2) years of previous corrections / jail experience preferred.
- ~~Jail Officers Certification preferred.~~
- 200-hour basic Jail Officers Certification must be obtained within one year of hire if not already certified.
- A cell phone is recommended.
- A valid driver's license required.
- No felony or domestic misdemeanor or any offense, which, if committed in Wisconsin, could be punished as felony or domestic misdemeanor unless the applicant has been granted an absolute and unconditional pardon.

Jailer II

- High School Diploma / equivalent required.
- Two (2) years of previous full-time work experience required.
- Law Enforcement Standards Board (LESB) Certified, certifiable, or possess an equivalent out of state certification at time of hire (must complete WI Certification upon hire). (720 hour basic recruit training completed).
- Possess minimum education requirements if employed in Law Enforcement after 1993 required. (60 college credits from an accredited college as defined by the U.S. Department of Education.)
- Two (2) years of previous corrections / jail experience preferred.
- 200-hour basic Jail Officers Certification must be obtained within one year of hire if not already certified.
- A cell phone is recommended.
- A valid driver's license required.
- No felony or domestic misdemeanor or any offense, which, if committed in Wisconsin, could be punished as felony or domestic misdemeanor unless the applicant has been granted an absolute and unconditional pardon.

Placement at Jailer I or Jailer II upon hire will be determined based on qualification requirements listed under Education and/or Experience. If a Jailer I becomes qualified for a Jailer II, they are eligible to apply for a Jailer II position prior to the County posting the position externally for recruitment.

Pre-employment and Post- Offer Testing:

- Successfully pass an extensive background investigation
- Successfully pass a post-employment-offer physical exam and agility screening.
- Successfully pass a non-DOT drug screen and respiratory fit test.
- Successfully pass a psychological examination if LESB certified or certifiable.
- Failure to pass these will result in the employment offer being revoked.

SKILLS AND ABILITIES

- Knowledge of the Sheriff's Department and the overall operations of the Jail and the ability to carry out its mission.
- Knowledge of the Jail Division policies and procedures, and applicable state and federal laws pertaining to the care, security, and discipline of adult inmates.
- Knowledge of state statute and county ordinances and be able to apply either one depending on the incident.
- Knowledge of evidence identification, collection, and securement.
- Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creations of hostility and rebellion.
- Knowledge and proficiency in the use of all safety and security related equipment including but not limited to, cameras, assigned weapons, restraint devices, radios, fingerprint equipment, video equipment, mace, gas mask and Scott air pack.
- Ability and skill to perform effectively under ever- present stressful conditions.
- Ability to recognize and respond to inmate health needs.
- Knowledge of CPR and basic first aid techniques.
- Ability to think and act quickly, accurately and calmly under time constraints, pressure, high stress or emergency situations.
- Ability to remain calm and levelheaded in difficult, unexpected, stressful, or emergency situations.
- Knowledge of legal compliance with inmate rights.
- Ability to prioritize and multi-task efficiently.
- Memorize and retain information over short and long periods of time
- Ability to be a self-starter and follow established procedures as well as follow directions, instructions and protocol provided verbally or in writing.
- Ability to record information accurately and legibly in jail log(s) or keyboard skills to properly enter such information in the appropriate computer program.
- Ability to read information already contained in such log(s)/areas to see if what has already been documented should impact what is currently being done (previous problems, restrictions, etc.).
- Ability to write clear, concise, and timely reports and understand what information to include in those reports so that disciplinary procedures and/or new charges against inmates can be properly sustained at subsequent internal or circuit proceedings-this requires knowledge of the rules of the jail and also the laws of the state of Wisconsin in order to know when a violation has occurred.
- Ability to review previously dictated reports and make appropriate corrections.
- Ability to read information already contained in log.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of open records laws.
- Ability to safeguard confidential records including protected health information.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and basic knowledge of Microsoft Office software, etc.
- Ability to operate equipment and machinery requiring simple, periodic adjustments such as motor vehicles two-way radio, computer keyboard/typewriter, photocopier, firearms, restraint devices, intoxilyzer, communications equipment, common tools.
- Knowledge of radio operating requirements and techniques and the ability to perform the skill and speed in the operation of radios and related equipment, and to demonstrate knowledge of standard correctional functions and procedures.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations; MSDS sheets, safety manuals; and warning labels.

MATHEMATICAL SKILLS

- Ability to perform complex mathematical calculations.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.
- Ability to exercise sound judgment in performing work assigned in line with established policies, directives, statutes, and industry standards.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, standing, sitting, reaching, walking, lifting and/or move (up to 55 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Must occasionally lift, carry, push, and/or pull up to 55 pounds. Lifting in excess of 55 pounds should be done in teams or utilizing a mechanical device. Employees may be required to lift, carry, push, and/or pull more than 55 pounds in emergency situations where no assistance or mechanical device is available.
- Physical activities such as climbing, crouching, balancing, reaching, and fine manipulation may be required occasionally.
- Specific vision abilities required including peripheral, hand-eye coordination, depth perception, and response time.

Work Environment:

Works in potentially unsafe and uncomfortable conditions. There may be variations or extremes in environmental factors such as temperature, smoke, toxic agents, violence, noise, vibrations, wetness, disease and/or dust can cause discomfort and where there is a risk of injury.



STATEMENT OF EXPLANATION

Resolution No. 31 - 23

RES. 31-23: RESOLUTION TO CREATE TWO FULL-TIME COMPREHENSIVE COMMUNITY SERVICES SOCIAL WORKER POSITIONS IN THE RECOVERY AND WELLNESS CONSORTIUM DIVISION OF THE DEPARTMENT OF HUMAN SERVICES - TIM EASKER

1 Passage of this resolution will create two (2) full-time social worker positions in the
2 Recovery and Wellness Consortium (RWC) Division of the Department of Human Services. The
3 positions will provide intervention services for adults with mental health and/or substance use
4 disorders through the Comprehensive Community Services (CCS) program.

5 These positions will be filled after January 1, 2024 and when consumer numbers dictate
6 additional positions are needed. The CCS program is a fully funded/reimbursed Medicaid
7 program and requires no additional funding from Chippewa County. Both the federal and state
8 governments continue to add funding to the CCS program in an effort to address mental health
9 and substance abuse issues.

10 The Wisconsin Department of Health Services which administers the program does not
11 allow for waitlists for consumers to receive services to exist. In June of 2019 the RWC was cited
12 for having a waitlist.

13 A portion of referrals into adult CCS comes through children who are already enrolled in
14 the program and have turned 18 years old. Historically 60% of these consumers actually
15 continue on in the adult CCS program. Currently we anticipate about 18 new enrollments from
16 the children's program into the adult CCS program in 2024. Self-referrals have accounted for an
17 additional 27 participants through 2022 to date.

18 While CCS is an intervention, it is also a prevention program in that it prevents and or
19 delays the placement of adults in much costlier deep end placements. The costs for placements
20 in facilities such as Winnebago Mental Health Institute and Trempealeau County Health Care
21 Center range from \$1,450 per day to \$10,000 per month. Due to a shortage of local hospital
22 resources, consumers often end up being transported across the state to Winnebago, which
23 also impacts law enforcement who are required to transport the individuals. This also impacts
24 the courts and Corporation Counsel. The Winnebago related hospital costs alone have
25 continued to climb in recent years from 2018 at \$116,253 to 2019 at \$301,072 to 2020 at
26 \$339,057 to 2021 at \$493,561 to 2022 at \$539,301.

27 Without the addition of these requested positions to address the additional referrals,
28 the Department will not remain in compliance with the State's no waitlist mandate. This
29 resolution will authorize the Department of Human Services to use the federal and state funds
30 already allocated to the CCS program in 2023 and continue into future fiscal years.

31

Resolution No. 31 - 23

**RES. 31-23: RESOLUTION TO CREATE TWO FULL-TIME COMPREHENSIVE COMMUNITY
SERVICES SOCIAL WORKER POSITIONS IN THE RECOVERY AND WELLNESS CONSORTIUM
DIVISION OF THE DEPARTMENT OF HUMAN SERVICES - TIM EASKER**

WHEREAS, the Department of Human Services is the service facilitator for federal and state funding through the Comprehensive Community Services (CCS) Program, which provides intervention services for children and adults with mental health and substance abuse issues; and

WHEREAS, CCS services are provided to individuals across the lifespan, however the consumer must meet certain functional and financial eligibility requirements, including a determination that the consumer will benefit from CCS services; and

WHEREAS, the Wisconsin Department of Health Services does not allow for a waitlist for consumers to receive CCS program services to exist, but in June of 2019 the Recovery and Wellness Consortium was cited for having such a waitlist; and

WHEREAS, the CCS program is expected to enroll about 40 or so adults through the end of 2024, considering attrition; and

WHEREAS, a full caseload for a CCS worker is about 20 adults; and

WHEREAS, the use of CCS prevents and or delays the placement of adults in costly out of home placements such as Winnebago Mental Health Institute (cost upwards of \$1,450 per day) and the Trempealeau County Health Care Center (costs are approximately \$10,000 per month; and

WHEREAS, due to a shortage of local hospital resources, consumers often are being transported across the state to Winnebago Mental Health Institute by law enforcement, which has had a detrimental impact upon their budgets for these trips alone, not to mention court and Corporation Counsel time; and

WHEREAS, it is the recommendation of the Director of the Department of Human Services and the County Administrator that the Recovery and Wellness Consortium (RWC) Division be provided with two (2) new positions to provide CCS services to address the increase in services needs for adults with mental health and/or substance use disorders;

WHEREAS, it is also recommended these positions be filled after January 1, 2024 and when consumer numbers dictate additional adult CCS social workers are needed: and

WHEREAS, these CCS positions will be fully funded through CCS funding from the state

and federal governments; and

WHEREAS, the Health and Human Services Board has reviewed and does approve the creation of two (2) full-time social worker positions in the Recovery and Wellness Consortium Division of the Department of Human Services to provide CCS to adults;

NOW, THEREFORE BE IT RESOLVED, that effective January 1, 2024, two (2) full-time Social Worker positions are hereby created in the Recovery and Wellness Consortium of the Department of Human Services to provide CCS services to adults and serve consumers as they become eligible; and

BE IT FURTHER RESOLVED, that these positions be filled after January 1, 2024 and when consumer numbers dictate additional CCS social workers are needed; and

BE IT FURTHER RESOLVED, that these positions shall be funded by using the Medicaid revenue generated by these positions as well as the CCS reconciliation process; and

BE IT FURTHER RESOLVED, that commencing in 2024, the Department of Human Services shall utilize the Medicaid revenue from state and federal funding sources to permanently fund these positions; and

BE IT FURTHER RESOLVED, that should the state and federal funding necessary to fund these positions no longer be available or be reduced significantly, these positions may be eliminated by the County Administrator through the budget process.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Funded with Medicaid CCS and CLTS Waiver

Wages and Benefits \$194,892

Other Costs 4,200

Total 2023 Estimated Cost \$199,092

08/1/2023 Executive Committee

RESULT: FORWARD TO COUNTY BOARD [3 TO 2] Next: 8/8/2023 6:00 PM

MOVER: Jason Bergeron, District 7

SECONDER: Ken Schmitt, District 3 (Vice-Chair)

AYES: Dean Gullickson, Ken Schmitt, Jason Bergeron

NAYS: Harold Steele, Glen Sikorski

Approved as to Form:



Todd A. Pauls, Corporation Counsel

6/6/2023



Lori Zwiefelhofer, Finance Director

6/7/2023



Randy B. Scholz, County Administrator

6/8/2023



CHIPPEWA COUNTY

Department of Administration

Personnel Administration Change Form

Action Requested: ☒ New Position ☐ Fill Vacancy ☐ Other (ex: increased hours)

Department: Human Services Division: Recovery & Wellness Consortium (RWC)

Current Job Description Title: Social Worker I II III CCS-RWC (two positions) Anticipated Start Date: TBD 2024

Proposed Job Description Title: (if different) _____

Direct Supervisor: Tom Diel

Current/Past Employee Name (blank if new position): NEW No. of Years Served in Position: _____

Current Status: ☐ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Proposed Status: ☒ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Reason for vacancy or new position (if due to vacancy - please indicate the last day of work for the employee in the position):

Forecasting of referrals and assigned cases in adult Comprehensive Community Services (CCS) indicates a need for a minimum of two positions in calendar year 2024 to stay in line with consumer needs. Attrition of cases and capacity have been calculated. These positions are fully funded, no levy dollars are needed.

Bargaining Unit: ☐ WPPA-Patrol Officers/Investigators ☐ Non-Represented

FLSA Status: ☒ Exempt ☐ Non-Exempt

Is the position mandated? ☒ Yes ☐ No

If yes, provide statute, regulation, etc.

CCS - WI DHS Chapter 36

Position Justification Description (Why is the position needed?):

These positions are needed to maintain the program and stay in compliance with no wait list mandates.

Measurement of Job Performance (e.g. clients, caseload, work output, etc.)

55 percent productivity per month.

Are there opportunities to consolidate, eliminate and/or outsource the job responsibilities?

☐ Yes ☒ No

Please explain:

Due to the complexities and fiscal responsibilities of the program it is best administered in-house.

Is this a new position? ☒ Yes ☐ No

Would its creation cause the future elimination of another position? ☐ Yes ☒ No

If yes, please explain:

For new positions, are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other county departments, use of overtime, eliminating unnecessary work)? ☐ Yes ☒ No

Please explain:

CCS is a highly technical program that needs skilled, trained staff. Training takes several months. Specific credentials are required.

PLEASE ANSWER BOTH QUESTIONS (for WRS & ACA purposes)

In the first twelve months from the new position or refill position start date:

Do you intend to work this position 600 or more hours? ☒ Yes ☐ No

Do you intend to work this position 1200 or more hours? ☒ Yes ☐ No

Requested Annual Hours: ☒ 2080 ☐ 1500 ☐ 1040 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule _____
(i.e. 8 hrs/5 days per week, 8 hrs/4 days per week)

What are the consequences or impact of **not** filling this position?

Significantly high wait list and possible citation from the State again. Staff burn-out and turnover. Lack of access to mental health services in the county for our youth. Increased high end out of home placements.

For new positions, is there office space available for this position? ☐ Yes ☒ No (if no, complete Office Relocation Form)

Will this require an office move/relocation? ☒ Yes ☐ No (if yes, complete Office Relocation Form)

How does this position fit into the long-range and strategic plans of the Department and/or the County?

Office location note - telecommuting proposal to be discussed.

This position fits the County plan to improve mental health access for the citizens of Chippewa County.

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

2023 BUDGETED AMOUNT FOR POSITION (From 2023 PCR and BER)

n/a - new positions + _____ = _____
 Per Personnel Cost Report (PCR) Per Benefit Estimate Report (BER) **Total Budgeted for Position**

Number of Hours Budgeted for Position per 2023 Personnel Cost Report: _____

General Ledger Account Number to Charge Salary to: 209-85-54312
 (If more than 1 account number please attach a separate document with the associated percentages)

ANNUAL FISCAL IMPACT

Minimum Fiscal Impact Starting Wage/Hire (WPPA) 23.61 of Pay Grade O

23.61 X 2 positions x 2080 = 4160 = 98,217.60
 Starting Hourly Rate Maximum Hours (2080, 1500, 1040 or 975) Total Wages Minimum Impact

98,217.60 + 18,415.80 + 47,976 = 164,609.40
 Total Wages Minimum Impact Fringe Benefits* (Use percentage below) Health Insurance ** **Total Minimum Fiscal Impact 2023**

Position Point Fiscal Impact Position Point Wage/Max Step (WPPA) 29.74 of Pay Grade Q

29.74 X 2 positions x 2080 = 4160 = 123,718.40
 Position Point Hourly Rate Maximum Hours (2080, 1500, 1040 or 975) Total Wages Maximum Impact

123,718.40 + 23,197.20 + 47,976 = 194,891.60
 Total Wages Position Point Impact Fringe Benefits* (Use percentage below) Health Insurance ** **Total Maximum Fiscal Impact 2023**

* Percentages to Use: General WRS Position: 18.75% Current LTE: 18%
 Protective WRS Position: 25% New LTE: 11.5%

**Health Insurance Annual Premium: Full Time = \$23,988 WPPA = \$21,775

2023 ACTUAL YEAR-TO-DATE EXPENDED FOR POSITION (To be completed by Finance Division)

_____ + _____ = _____
 Wage Less Overtime Fringe Benefits Less Overtime **Total YTD Expended for Position**

Retirement/Resignation Pay out Amount: _____ Budgeted Amount: _____

OTHER COSTS

Please define and breakdown "other" costs here:

***"Other" includes, but is not limited to: equipment, office space, vehicle, on-call pay etc.

Personal equipment (tools, uniforms, safety equipment)	\$ _____
Mileage and meals	\$ _____
Training expenses (including memberships)	\$ _____
Computer equipment	\$ _____ 4200
Office furniture and supplies	\$ _____
Other operating expenses	\$ _____
Renovation/relocation costs	\$ _____
Total Other Costs	\$ _____ 4200

2023 FUNDING SOURCES

☒ Federal/State (Specify) <u>Medicaid - CCS</u>	<u>100</u> %	\$ <u>199,091.60</u>
☐ County Tax Levy _____	_____ %	\$ _____
☐ County Other (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Other (Specify) _____	_____ %	\$ _____
TOTAL	100%	\$ <u>199,091.60</u> *

*Must match above total maximum fiscal impact and other costs

Will any of the listed funding sources expire during the duration of the position? ☐ Yes ☒ No
If yes, please indicate what sources will expire, with expiration dates:

If yes, please indicate where the funding will come from after the sources of funding have expired:

NOTE: Attach an updated organizational chart and the approved job description located on the K:drive/Human Resources. All recommended changes for consideration should be indicated with highlights and strikeouts and emailed to the Human Resources Director. Positions will not be considered absent job descriptions.

1. <u>Tim Easker</u> <u>5/25/23</u> Department Head Recommendation Date	4. <u>[Signature]</u> <u>6-4-23</u> County Administrator Approval Date ☒ Approved ☐ Denied
2. <u>[Signature]</u> <u>5/25/23</u> Human Resources Division Review Date ☒ Recommend ☐ Not Recommend	5. _____ County Board Approval Date ☐ Approved ☐ Denied Resolution No. _____ ** New Positions Only **
3. <u>[Signature]</u> <u>5/25/23</u> Finance Division Review Date ☒ Recommend ☐ Not Recommend	

Comments: _____

These position requests are approved but contingent upon acceptable space plan to County Administrator by June 30th.

CHIPPEWA COUNTY JOB DESCRIPTION

Job Title: Social Worker - Comprehensive Community Services (CCS), Community Support Program (CSP), Children's Long-Term Support-Waiver (CLTS) and Crisis

FLSA: Exempt

Salary Range: P

Reports To: Human Services Division Manager/Supervisor
(Divisions –CYFS or RWC)

Department: Human Services

Date: May 2023

JOB SUMMARY

The job duties of the Social Worker – CCS, CSP, CLTS and Crisis include but are not limited to providing the following types of services: needs assessment, crisis intervention, case planning, advocacy and development of community resources; to provide services to both children and adults with varying disabilities, functioning levels, substance use and mental health needs; and to provide responsive, courteous and efficient service to County residents and the general public.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Social Worker - CCS, CSP, CLTS and Crisis might be asked to perform. This job description is to incorporate any county ordinances created for the position of Social Worker - CCS, CSP, CLTS and Crisis. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Work to protect children, elderly and at-risk adults; preserve families and individuals and utilize community-based resources whenever possible by serving consumers in the least restrictive environment and utilize out-of-home placements only when all other resources have been exhausted. Assess and evaluate prospective consumer's immediate situation, determine appropriate response, and assure that response is made. Assess and intervene as necessary in crisis situations. Refer to and involve other community resources as needed.
- Engage consumers in their homes and other community settings as necessary.
- Utilize trauma informed care principles in all interactions with consumers and their families.
- Coordinate access to services, ensure services are provided in an appropriate and timely manner, review progress, and terminate services when goals are attained.
- In collaboration with the consumer and his/her supports, conducts comprehensive, strength-based assessments through interviews, home visits and collecting of collateral information.
- Inform consumers about available community resources and how to independently gain access to needed services.
- Work to achieve services and treatment objectives without duplication of effort and with maximum effective use of staff time and available resources.
- Maintain documentation that meets professional practice, billing expectations, and program standards.
- Complete court documents related to mental health or other program areas and provide testimony.
- Attend and participate in staff meetings, supervision times, and other scheduled meetings.
- Participate in employee engagement and strategic planning processes to create and maintain a healthy work environment.
- Develop professional knowledge and skills by attending training events, conferences, and workshops.

- When assigned, speak to the community and other organizations to provide public education.
- Use discretion with consumers; observe rules of confidentiality and maintain non-judgmental attitude.
- Perform job duties in adherence with Federal laws, State Statutes and Wisconsin Department of Health Services Administrative Code and standards.

Customers:

- All prospective, current or past DHS consumers.

Team Members:

- Any professional or paraprofessional we work with in the serving of consumers.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- Bachelor degree in Social Work or a related field (e.g. psychology, sociology, etc.) required.
- Must possess a Social Work Certification upon hire.
- Minimum of one (1) year of full-time or part-time work experience required.
- Program specific training may be an additional requirement where relevant.
- A valid driver's license required.

Note: Upon hire, anyone in possession of a Professional Counselor license or another license from another human service related field will be unable to utilize the title social worker, publicly identify themselves as a social worker, or practice utilizing the title of Social Worker. The term "social worker" is exclusive solely for the purpose of this job description.

If an applicant or employee does not have a Social Worker Certification upon hire, they may be hired as a Case Worker in DHS while obtaining their certification. Please refer to Case Manager in DHS job description for further details including pay range. Upon completion of the certification, the employee shall notify their manager to be reclassified as a Social Worker. Typically, this will occur on the next pay period upon proof of certification.

SKILLS AND ABILITIES

- Knowledge and understanding of human growth and behavior.
- Ability to maintain a professional demeanor when dealing with the public.
- Knowledge of community resources.
- Ability to work with diverse populations
- Ability to relate to people in an unprejudiced and understanding manner.
- Ability to communicate clearly and effectively, both written and oral.
- Ability to focus on strengths, accurately listen, develop trust with team members, understand multiple perspectives and intervene on ineffective team behavior.
- Utilize person/family-centered planning and use recovery oriented principles.
- Utilize Motivational Interviewing practices.
- Ability to problem-solve and to perform duties in an independent manner while exercising good judgment.

- Knowledge of laws, regulations and practices pertaining to federal and state public welfare programs. Working knowledge of Chapter 36, 51, 54, 55, 63 and Children's Long-Term Support.
- Working knowledge of Medicaid documentation requirements.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, codes, etc.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and intermediate knowledge of Microsoft Office software, etc.
- Ability to use GPS relating to county landmarks, roads, and businesses.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations; MSDS sheets, safety manuals; and warning labels.

MATHEMATICAL SKILLS

- Ability to perform basic mathematical calculations.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

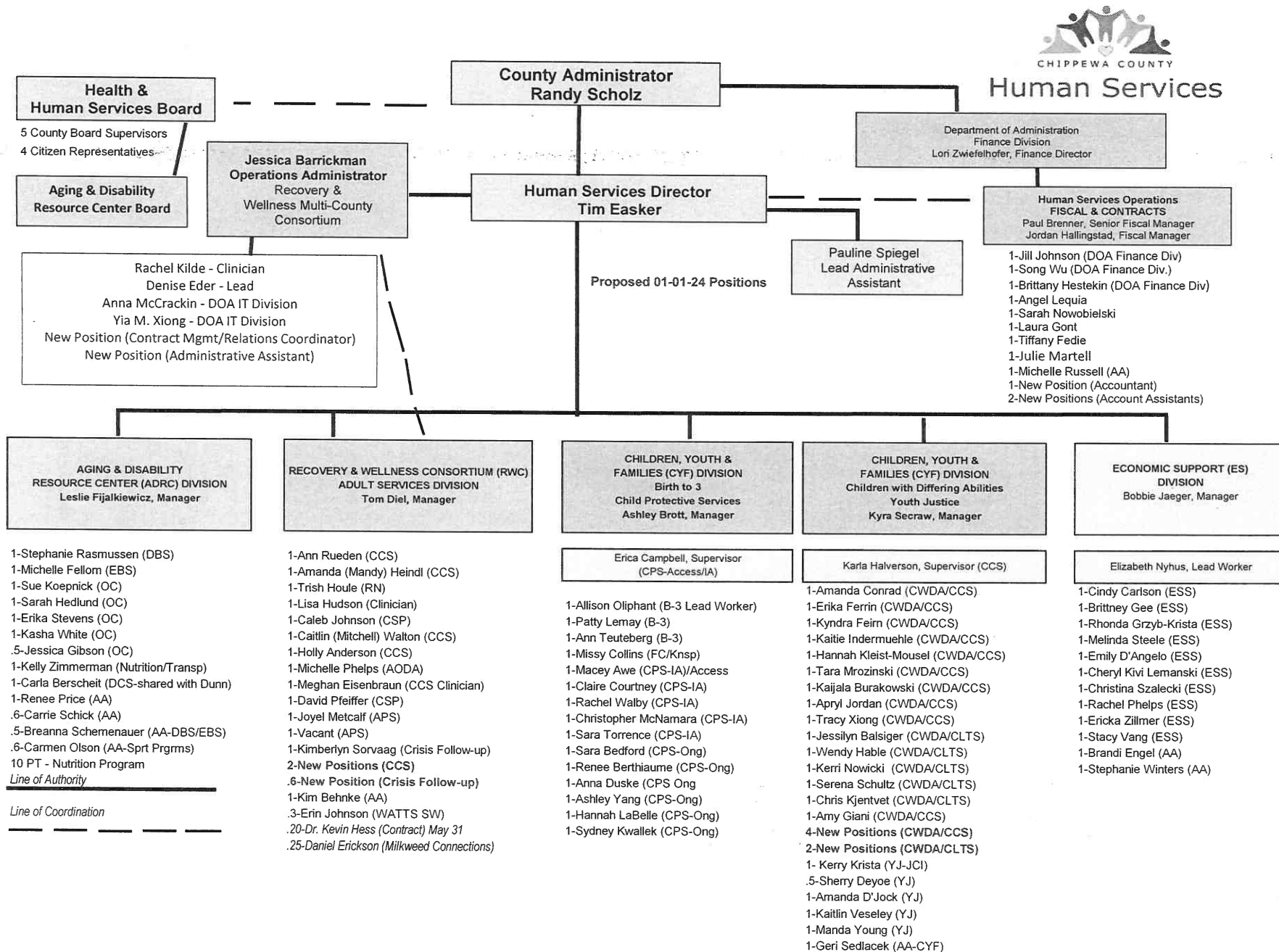
Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Works in an office setting as well as working with clients in their homes.
- There can be dangerous and intense situations requiring law enforcement back up such as mental health crisis situations, drug endangered homes and entering homes where there could be a possible risk of physical injury and unpredictability.
- Must be available on a 24 hour basis flexible time schedule. Schedule to be worked out with Department.
- May require travel in all types of weather conditions and changing temperatures.

Chippewa County Department of Human Services Organizational Chart - Employees





STATEMENT OF EXPLANATION

Resolution No. 33 - 23

RES. 33-23: RESOLUTION TO CREATE FOUR SOCIAL WORKER POSITIONS IN THE CHILDREN WITH DIFFERING ABILITIES DIVISION OF THE DEPARTMENT OF HUMAN SERVICES IN 2024 TO PROVIDE COMPREHENSIVE COMMUNITY SERVICES FOR CHILDREN - TIM EASKER

1 Passage of this resolution will create four (4) full-time social worker positions in the
2 Children with Differing Abilities Division of the Department of Human Services. These positions
3 will provide intervention services for children with mental health and or substance use
4 disorders through the Comprehensive Community Services (CCS) program. These positions will
5 be filled after January 1, 2024 and when consumer numbers dictate additional positions are
6 needed. The CCS program is a fully funded/reimbursed Medicaid program and requires no
7 additional funding from Chippewa County. Both the federal and state governments continue to
8 add funding to the CCS program in an effort to address mental health and substance abuse
9 issues in children and adults.

10 The Wisconsin Department of Health Services, which administers the CCS program, does
11 not allow for waitlists of individuals enrolled for services to exist. In June of 2019 the RWC was
12 cited for having such a waitlist.

13 Based on data from calendar year 2022 and extrapolated through the end of 2024, the
14 Department of Human Services is anticipating that there will be approximately 140 more
15 children enrolled into the CCS program. This estimate takes into consideration children who will
16 be discharged due to turning 18 or no longer requiring services. The Department has the
17 capacity to absorb the current enrolled individuals with newly hired staff, including the
18 remaining CCS position that was authorized for 2023, and that will be filled when the
19 Department has the capacity to train another staff person. As a result, approximately 80
20 children enrolled for CCS will need to be addressed. The Department therefore believes that it
21 will be necessary to hire an additional four social workers in 2024 as a full caseload for a CCS
22 worker is approximately 15 children.

23 While CCS provides intervention services, it is also a prevention program in that it
24 prevents and or delays the placement of children in costly group home, residential (including
25 out-of-state) and hospitalizations, which may include Winnebago Mental Health Institute.
26 Placements in these types of facilities can range from \$6,000 to \$26,000 per month.

27 Winnebago can cost upwards of \$1,450 per day. A mix of state and local funding (levy) often
28 pays for these “deep end” placements.

29 Without the addition of the requested positions to address the anticipated enrollees,
30 the Department will not remain in compliance with the State’s no waitlist mandate. This
31 resolution will authorize the Department of Human Services to use the federal and state funds
32 that will be allocated to the CCS program in 2024 and continue into future fiscal years to fund
33 these positions.

34

Resolution No. 33 - 23

RES. 33-23: RESOLUTION TO CREATE FOUR SOCIAL WORKER POSITIONS IN THE CHILDREN WITH DIFFERING ABILITIES DIVISION OF THE DEPARTMENT OF HUMAN SERVICES IN 2024 TO PROVIDE COMPREHENSIVE COMMUNITY SERVICES FOR CHILDREN - TIM EASKER

WHEREAS, the Department of Human Services is the service facilitator for federal and state funding through the Comprehensive Community Services (CCS) Program, which provides intervention services for children and adults with mental health and substance abuse issues; and

WHEREAS, CCS are provided to individuals across the lifespan, however the consumer must meet certain functional and financial eligibility requirements, including a determination that the consumer will benefit from CCS; and

WHEREAS, the Wisconsin Department of Health Services does not allow for a waitlist in the CCS program, however in June of 2019 the Recovery and Wellness Consortium was cited for having such a waitlist; and

WHEREAS, the CCS program is expected to enroll 140 more children through the end of 2024, even after considering attrition; and

WHEREAS, the current staffing pattern will allow the current enrolled children to be absorbed upon the hire of the remaining CCS positions authorized for 2023, which would leave approximately 80 children whose service needs must be addressed by the Department; and

WHEREAS, a full caseload for a CCS worker is about 15 children; and

WHEREAS, without the addition of CCS social worker positions to address the additional consumers, the Department of Human Services will not remain in compliance with the State's no-waitlist mandate; and

WHEREAS, the CCS program is a fully funded/reimbursed Medicaid program and requires no additional funding from Chippewa County to fund CCS social worker positions; and

WHEREAS, the use of CCS prevents and or delays the placement of children in often costly out-of-home placements, which can average from \$6,000 to \$26,000 per month; and

WHEREAS, it is the recommendation of the Director of the Department of Human Services and the County Administrator that the Children with Differing Abilities Division be provided with four (4) new social worker positions to provide CCS services to address the increase in services needs for children with mental health and/or substance use disorders; and

WHEREAS, it is also recommended that these positions be filled after January 1, 2024

and when consumer numbers dictate additional CCS social workers are needed; and

WHEREAS, these CCS positions will be fully funded through CCS funding from the state and federal governments; and

WHEREAS, the Health and Human Services Board has reviewed and does approve the creation of four (4) full-time social worker positions in the Children with Differing Abilities Division of the Department of Human Services to provide CCS services to children;

NOW, THEREFORE BE IT RESOLVED, that effective January 1, 2024, four (4) full-time Social Worker positions are hereby created in the Children with Differing Abilities Division of the Department of Human Services to provide CCS services to serve consumers as they become eligible and to avoid a waitlist; and

BE IT FURTHER RESOLVED, that these positions be filled after January 1, 2024 and when consumer numbers dictate additional CCS social workers are needed; and

BE IT FURTHER RESOLVED, that these positions shall be funded by using the Medicaid revenue generated by these positions as well as the CCS reconciliation process; and

BE IT FURTHER RESOLVED, that commencing in 2024, the Department of Human Services shall utilize the Medicaid revenue from state and federal funding sources to permanently fund these positions; and

BE IT FURTHER RESOLVED, that should the state and federal funding necessary to fund these positions no longer be available or be reduced significantly, these positions may be eliminated by the County Administrator through the budget process.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Funded with Medicaid CCS and CLTS Waiver

Wages and Benefits \$389,783

Other Costs 8,400

Total 2024 Estimated Cost \$398,183

08/1/2023 Executive Committee

RESULT: FORWARD TO COUNTY BOARD [3 TO 2] Next: 8/8/2023 6:00 PM

MOVER: Jason Bergeron, District 7

SECONDER: Ken Schmitt, District 3 (Vice-Chair)

AYES: Dean Gullickson, Ken Schmitt, Jason Bergeron

NAYS: Harold Steele, Glen Sikorski

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel

6/14/2023

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director

6/15/2023

Randy B. Scholz
Randy B. Scholz, County Administrator

6/15/2023



CHIPPEWA COUNTY

Department of Administration

Personnel Administration Change Form

Action Requested: ☒ New Position ☐ Fill Vacancy ☐ Other (ex: increased hours)

Department: Human Services

Division: CYFS - CWDA

Current Job Description Title: ~~CYFS~~ Social Worker - CCS 4 positions

Anticipated Start Date: TBD 2024

Proposed Job Description Title: (if different)

Direct Supervisor: Karla Halverson

Current/Past Employee Name (blank if new position): No. of Years Served in Position:

Current Status: ☐ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Proposed Status: ☒ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Reason for vacancy or new position (if due to vacancy - please indicate the last day of work for the employee in the position):

Forecasting of referrals and assigned cases in Children's Comprehensive Community Services (CCS) indicates a need for a minimum of 4 positions in calendar year 2024 to stay in line with consumer needs. Attrition of cases and capacity have been calculated. These position are fully funded; no levy dollars are needed.

Bargaining Unit: ☐ WPPA-Patrol Officers/Investigators ☒ Non-Represented

FLSA Status: ☒ Exempt ☐ Non-Exempt

Is the position mandated? ☒ Yes ☐ No

If yes, provide statute, regulation, etc.

CCS - WI DHS Chapter 36

Position Justification Description (Why is the position needed?):

These positions are needed to maintain the program and stay in compliance with no wait list mandates.

Measurement of Job Performance (e.g. clients, caseload, work output, etc.)

55% productivity per month.

Are there opportunities to consolidate, eliminate and/or outsource the job responsibilities?

☐ Yes ☒ No

Please explain:

Due to the complexities and fiscal responsibilities of the program it is best administered in-house.

Is this a new position? ☒ Yes ☐ No

Would its creation cause the future elimination of another position? ☐ Yes ☒ No

If yes, please explain:

For new positions, are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other county departments, use of overtime, eliminating unnecessary work)? ☐ Yes ☒ No

Please explain:

CCS is a highly technical program that needs skilled, trained staff. Training takes several months. Specific credentials are required.

PLEASE ANSWER BOTH QUESTIONS (for WRS & ACA purposes)

In the first twelve months from the new position or refill position start date:

Do you intend to work this position 600 or more hours? ☒ Yes ☐ No

Do you intend to work this position 1200 or more hours? ☒ Yes ☐ No

Requested Annual Hours: ☒ 2080 ☐ 1500 ☐ 1040 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule _____

(i.e. 8 hrs/5 days per week, 8 hrs/4 days per week)

What are the consequences or impact of **not** filling this position?

Significantly high wait list and possible citation from the State again. Staff burn-out and turnover. Lack of access to mental health services in the county for our youth. Increased high end out of home placements.

For new positions, is there office space available for this position? ☐ Yes ☒ No (if no, complete Office Relocation Form)

Will this require an office move/relocation? ☒ Yes ☐ No (if yes, complete Office Relocation Form)

How does this position fit into the long-range and strategic plans of the Department and/or the County?

Office location note - telecommuting proposal to be discussed.

This position fits the County plan to improve mental health access for the citizens of Chippewa County.

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

2023 BUDGETED AMOUNT FOR POSITION (From 2023 PCR and BER)

n/a - new positions _____ + _____ = _____
 Per Personnel Cost Report (PCR) Per Benefit Estimate Report (BER) **Total Budgeted for Position**

Number of Hours Budgeted for Position per 2023 Personnel Cost Report: _____

General Ledger Account Number to Charge Salary to: _____
 (If more than 1 account number please attach a separate document with the associated percentages)

ANNUAL FISCAL IMPACT

Minimum Fiscal Impact Starting Wage/Hire (WPPA) 23.61 of Pay Grade O

23.61 × 8320 (4 positions 2080 hours each) = \$196,435.20
 Starting Hourly Rate Maximum Hours (2080, 1500, 1040 or 975) Total Wages Minimum Impact

\$196,435.20 + \$36,831.60 + \$95,952.00 = \$329,218.80
 Total Wages Minimum Impact Fringe Benefits* Health Insurance ** **Total Minimum Fiscal Impact 2023**
 (Use percentage below)

Position Point Fiscal Impact Position Point Wage/Max Step (WPPA) 29.74 of Pay Grade Q

29.74 × 8320 (4 positions 2080 hours each) = \$247,436.80
 Position Point Hourly Rate Maximum Hours (2080, 1500, 1040 or 975) Total Wages Maximum Impact

\$247,436.80 + \$46,394.40 + \$95,952.00 = \$389,783.20
 Total Wages Position Point Impact Fringe Benefits* Health Insurance ** **Total Maximum Fiscal Impact 2023**
 (Use percentage below)

* Percentages to Use: General WRS Position: 18.75% Current LTE: 18%
 Protective WRS Position: 25% New LTE: 11.5%

**Health Insurance Annual Premium: Full Time = \$23,988 WPPA = \$21,775

2023 ACTUAL YEAR-TO-DATE EXPENDED FOR POSITION (To be completed by Finance Division)

_____ + _____ = _____
 Wage Less Overtime Fringe Benefits Less Overtime **Total YTD Expended for Position**

Retirement/Resignation Pay out Amount: _____ Budgeted Amount: _____

OTHER COSTS

Please define and breakdown "other" costs here:

***"Other" includes, but is not limited to: equipment, office space, vehicle, on-call pay etc.

Personal equipment (tools, uniforms, safety equipment)	\$ _____
Mileage and meals	\$ _____
Training expenses (including memberships)	\$ _____
Computer equipment	\$ _____ 8400
Office furniture and supplies	\$ _____
Other operating expenses	\$ _____
Renovation/relocation costs	\$ _____
Total Other Costs	\$ _____ 8400

2023 FUNDING SOURCES

☒ Federal/State (Specify) <u>Medicaid - CCS</u>	<u>100</u> %	\$ <u>389,783.20</u>
☐ County Tax Levy _____	_____ %	\$ _____
☐ County Other (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Other (Specify) _____	_____ %	\$ _____
TOTAL	100%	\$ <u>389,783.20</u> *

*Must match above total maximum fiscal impact and other costs

Will any of the listed funding sources expire during the duration of the position? ☐ Yes ☒ No
If yes, please indicate what sources will expire, with expiration dates:

If yes, please indicate where the funding will come from after the sources of funding have expired:

NOTE: Attach an updated organizational chart and the approved job description located on the K:drive/Human Resources. All recommended changes for consideration should be indicated with highlights and strikeouts and emailed to the Human Resources Director. Positions will not be considered absent job descriptions.

1. <u>Tim Easter</u> <u>5/25/23</u> Department Head Recommendation Date	4. <u>[Signature]</u> <u>5/26/23</u> County Administrator Approval Date ☒ Approved ☐ Denied
2. <u>[Signature]</u> <u>5/26/23</u> Human Resources Division Review Date ☒ Recommend ☐ Not Recommend	5. _____ County Board Approval Date ☐ Approved ☐ Denied Resolution No. _____ ** New Positions Only **
3. <u>Geri Zwißelhof</u> <u>5/26/23</u> Finance Division Review Date ☒ Recommend ☐ Not Recommend	

Comments:

New position requests approved contingent upon acceptable space plan to County Administrator by 6/30/23.

CHIPPEWA COUNTY JOB DESCRIPTION

Job Title: Social Worker - Comprehensive Community Services (CCS), Community Support Program (CSP), Children's Long-Term Support-Waiver (CLTS) and Crisis

FLSA: Exempt

Salary Range: P

Reports To: Human Services Division Manager/Supervisor
(Divisions –CYFS or RWC)

Department: Human Services

Date: May 2023

JOB SUMMARY

The job duties of the Social Worker – CCS, CSP, CLTS and Crisis include but are not limited to providing the following types of services: needs assessment, crisis intervention, case planning, advocacy and development of community resources; to provide services to both children and adults with varying disabilities, functioning levels, substance use and mental health needs; and to provide responsive, courteous and efficient service to County residents and the general public.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Social Worker - CCS, CSP, CLTS and Crisis might be asked to perform. This job description is to incorporate any county ordinances created for the position of Social Worker - CCS, CSP, CLTS and Crisis. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Work to protect children, elderly and at-risk adults; preserve families and individuals and utilize community-based resources whenever possible by serving consumers in the least restrictive environment and utilize out-of-home placements only when all other resources have been exhausted. Assess and evaluate prospective consumer's immediate situation, determine appropriate response, and assure that response is made. Assess and intervene as necessary in crisis situations. Refer to and involve other community resources as needed.
- Engage consumers in their homes and other community settings as necessary.
- Utilize trauma informed care principles in all interactions with consumers and their families.
- Coordinate access to services, ensure services are provided in an appropriate and timely manner, review progress, and terminate services when goals are attained.
- In collaboration with the consumer and his/her supports, conducts comprehensive, strength-based assessments through interviews, home visits and collecting of collateral information.
- Inform consumers about available community resources and how to independently gain access to needed services.
- Work to achieve services and treatment objectives without duplication of effort and with maximum effective use of staff time and available resources.
- Maintain documentation that meets professional practice, billing expectations, and program standards.
- Complete court documents related to mental health or other program areas and provide testimony.
- Attend and participate in staff meetings, supervision times, and other scheduled meetings.
- Participate in employee engagement and strategic planning processes to create and maintain a healthy work environment.
- Develop professional knowledge and skills by attending training events, conferences, and workshops.

- When assigned, speak to the community and other organizations to provide public education.
- Use discretion with consumers; observe rules of confidentiality and maintain non-judgmental attitude.
- Perform job duties in adherence with Federal laws, State Statutes and Wisconsin Department of Health Services Administrative Code and standards.

Customers:

- All prospective, current or past DHS consumers.

Team Members:

- Any professional or paraprofessional we work with in the serving of consumers.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- Bachelor degree in Social Work or a related field (e.g. psychology, sociology, etc.) required.
- Must possess a Social Work Certification upon hire.
- Minimum of one (1) year of full-time or part-time work experience required.
- Program specific training may be an additional requirement where relevant.
- A valid driver's license required.

Note: Upon hire, anyone in possession of a Professional Counselor license or another license from another human service related field will be unable to utilize the title social worker, publicly identify themselves as a social worker, or practice utilizing the title of Social Worker. The term "social worker" is exclusive solely for the purpose of this job description.

If an applicant or employee does not have a Social Worker Certification upon hire, they may be hired as a Case Worker in DHS while obtaining their certification. Please refer to Case Manager in DHS job description for further details including pay range. Upon completion of the certification, the employee shall notify their manager to be reclassified as a Social Worker. Typically, this will occur on the next pay period upon proof of certification.

SKILLS AND ABILITIES

- Knowledge and understanding of human growth and behavior.
- Ability to maintain a professional demeanor when dealing with the public.
- Knowledge of community resources.
- Ability to work with diverse populations
- Ability to relate to people in an unprejudiced and understanding manner.
- Ability to communicate clearly and effectively, both written and oral.
- Ability to focus on strengths, accurately listen, develop trust with team members, understand multiple perspectives and intervene on ineffective team behavior.
- Utilize person/family-centered planning and use recovery oriented principles.
- Utilize Motivational Interviewing practices.
- Ability to problem-solve and to perform duties in an independent manner while exercising good judgment.

- Knowledge of laws, regulations and practices pertaining to federal and state public welfare programs. Working knowledge of Chapter 36, 51, 54, 55, 63 and Children's Long-Term Support.
- Working knowledge of Medicaid documentation requirements.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, codes, etc.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and intermediate knowledge of Microsoft Office software, etc.
- Ability to use GPS relating to county landmarks, roads, and businesses.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations; MSDS sheets, safety manuals; and warning labels.

MATHEMATICAL SKILLS

- Ability to perform basic mathematical calculations.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

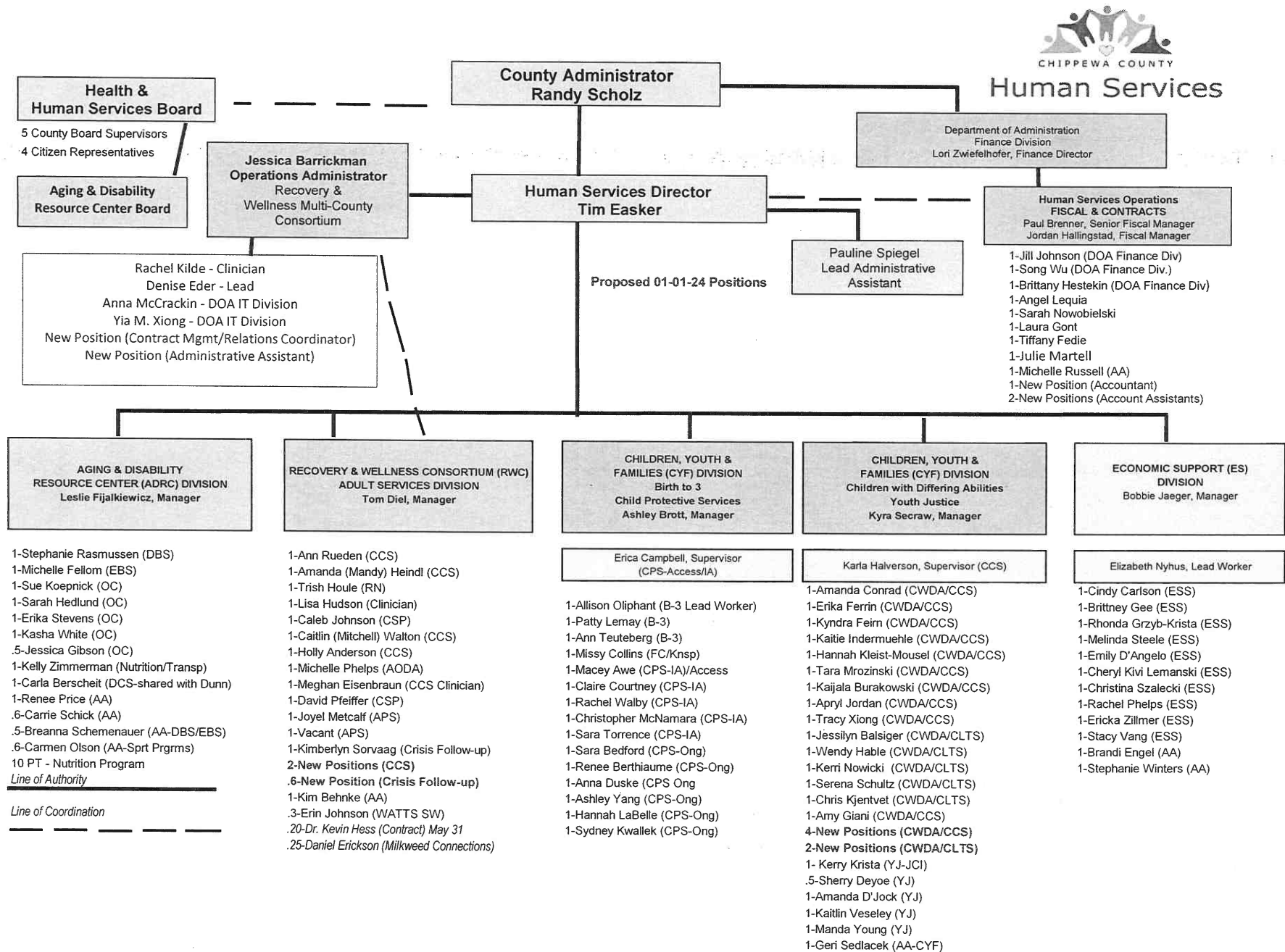
Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Works in an office setting as well as working with clients in their homes.
- There can be dangerous and intense situations requiring law enforcement back up such as mental health crisis situations, drug endangered homes and entering homes where there could be a possible risk of physical injury and unpredictability.
- Must be available on a 24 hour basis flexible time schedule. Schedule to be worked out with Department.
- May require travel in all types of weather conditions and changing temperatures.

Chippewa County Department of Human Services Organizational Chart - Employees





STATEMENT OF EXPLANATION

Resolution No. 32 - 23

RES. 32-23: RESOLUTION TO CREATE TWO SOCIAL WORKER POSITIONS IN THE DEPARTMENT OF HUMAN SERVICES IN 2024 TO PROVIDE CHILDREN'S LONG TERM SUPPORT SERVICES TO CHILDREN - TIM EASKER

1 Passage of this resolution will create two (2) full-time social worker positions in the
2 Children Youth and Families Division, Children with Differing Abilities Unit of the Department of
3 Human Services. These positions will provide early intervention services for children with
4 physical and developmental disabilities through the Children's Long Term Support (CLTS or
5 "waiver") program. The positions will be filled after January 1, 2024 and when consumer
6 numbers dictate the positions are needed. The CLTS program is a fully funded/reimbursed
7 Medicaid program and requires no additional funding from Chippewa County. The federal and
8 state governments continue to add funding to this program in an effort to have services
9 provided early in a child's life.

10 The Wisconsin Department of Health Services (WIDHS), which administers the CLTS
11 program, does not allow counties to have waitlists for clients waiting to receive the services.
12 This mandate was effective as of July of 2020. Chippewa County received a written warning for
13 having a waitlist in the spring of 2022 and was directed to develop a plan to ensure children
14 receive services as they are enrolled into the program.

15 Based on data from calendar year 2022 and extrapolated through the end of 2024, the
16 Department of Human Services expects that there will be about 158 more children enrolled into
17 the CLTS program. The Department has one new CLTS position authorized for 2023, which will
18 likely be filled in June. It is anticipated that this 2023 position will absorb 45 of the expected 158
19 new enrollees, leaving approximately 113 children needing to be served. The Department
20 therefore believes that two additional CLTS social workers will need to be hired in 2024 to meet
21 this increased need and avoid a waitlist.

22 If these services are not available when needed, families may be unable to stay together
23 because functional skills must be learned at an early age and funding for deep end services such
24 as hospitalization, crisis intervention, and out-of-home placements, will be required at a much
25 higher cost to taxpayers. In addition, without these requested positions to address the
26 additional referrals, the Department will not remain in compliance with the State's no waitlist

27 mandate. This resolution will authorize the Department of Human Services to use the federal
28 and state funds that are currently allocated and will be allocated to the CLTS program in 2024
29 and continue into future fiscal years.

30

Resolution No. 32 - 23

RES. 32-23: RESOLUTION TO CREATE TWO SOCIAL WORKER POSITIONS IN THE DEPARTMENT OF HUMAN SERVICES IN 2024 TO PROVIDE CHILDREN'S LONG TERM SUPPORT SERVICES TO CHILDREN - TIM EASKER

WHEREAS, the Department of Human Services is the service facilitator for federal and state funding through the Children's Long-Term Support (CLTS) Program, which provides early intervention services for children with physical and developmental disabilities; and

WHEREAS, CLTS services are provided to children who meet certain functional and financial eligibility requirements; and

WHEREAS, the Wisconsin Department of Health Services has mandated that no county agency shall have a waitlist for their CLTS program, effective July 1, 2020; and

WHEREAS, the CLTS program is expected to enroll approximately 158 more children into the program through the end of 2024, even considering attrition; and

WHEREAS, the Department has been authorized an additional CLTS social worker position in 2023, which has yet to be filled and when filled will be able to provide services for 45 of the expected 158 additional enrollees, leaving an estimated 113 children who will require services; and

WHEREAS, without the addition of two additional CLTS social worker positions to address the additional referrals, the Department will not remain in compliance with the State's no waitlist mandate; and

WHEREAS, the CLTS program is a fully funded/reimbursed Medicaid program and requires no additional funding from Chippewa County; and

WHEREAS, the federal and state governments continue to add funding for the CLTS program in an effort to have services provided early in a child's life; and

WHEREAS, the consequences of not having services available to children when needed include families being unable to stay together because functional skills must be learned at an early age and costlier deep end services such as hospitalizations, crisis intervention, and out-of-home and out-of-state placements; and

WHEREAS, it is the recommendation of the Director of the Department of Human Services and the County Administrator that the Children Youth and Family Services Division, Children with Differing Abilities Unit, be provided with two (2) new social worker positions to provide CLTS services to children with special needs; and

WHEREAS, it is also recommended that these positions be filled after January 1, 2024 and when consumer numbers dictate additional social worker positions are needed; and

WHEREAS, these CLTS positions would be fully funded through CLTS funding from the state and federal governments; and

WHEREAS, the Health and Human Services Board has reviewed and does approve the creation of two (2) full-time social worker positions in the Children Youth and Families Division, Children with Differing Abilities Unit of the Department of Human Services to provide CLTS services;

NOW, THEREFORE BE IT RESOLVED, that effective January 1, 2024, two (2) full-time social worker positions are hereby created in the Children Youth and Families Division, Children with Differing Abilities Unit of the Department of Human Services to ensure children receive services as they become enrolled in the CLTS Program; and

BE IT FURTHER RESOLVED, that these positions be filled after January 1, 2024 and when consumer numbers dictate additional social worker positions are needed to meet demand in the CLTS Program; and

BE IT FURTHER RESOLVED, that these positions shall be funded by Medicaid revenue generated by the positions; and

BE IT FURTHER RESOLVED, that should the state and federal funding necessary to fund these positions no longer be available or be reduced significantly, these positions may be eliminated by the County Administrator through the budget process.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Funded with Medicaid CCS and CLTS Waiver

Wages and Benefits	\$194,892
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Other Costs	4,200
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Total 2024 Estimated Cost	\$199,092
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08/1/2023 Executive Committee

RESULT: FORWARD TO COUNTY BOARD [3 TO 2] Next: 8/8/2023 6:00 PM

MOVER: Jason Bergeron, District 7

SECONDER: Ken Schmitt, District 3 (Vice-Chair)

AYES: Dean Gullickson, Ken Schmitt, Jason Bergeron

NAYS: Harold Steele, Glen Sikorski

Approved as to Form:



Todd A. Pauls, Corporation Counsel

6/14/2023



Lori Zwiefelhofer, Finance Director

6/15/2023



Randy B. Scholz, County Administrator

6/15/2023



CHIPPEWA COUNTY

Department of Administration

Personnel Administration Change Form

Action Requested: ☒ New Position ☐ Fill Vacancy ☐ Other (ex: increased hours)

Department: Human Services

Division: CYFS - CWDA

Current Job Description Title: ~~CLTS~~ Social Worker - CLTS 2 positions

Anticipated Start Date: TBD 2024

Proposed Job Description Title: (if different) _____

Direct Supervisor: Kyra Secraw

Current/Past Employee Name (blank if new position): _____ No. of Years Served in Position: _____

Current Status: ☐ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Proposed Status: ☒ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Reason for vacancy or new position (if due to vacancy - please indicate the last day of work for the employee in the position):

Forecasting of referrals and assigned cases in CLTS indicates a need for a minimum of 2 positions in calendar year 2024 to stay in line with consumer needs. Attrition of cases and capacity have been calculated. These position are fully funded; no levy dollars are needed.

Bargaining Unit: ☐ WPPA-Patrol Officers/Investigators ☒ Non-Represented

FLSA Status: ☒ Exempt ☐ Non-Exempt

Is the position mandated? ☒ Yes ☐ No

If yes, provide statute, regulation, etc.

CLTS program - federal assurances under S 1915(b) (4)

Position Justification Description (Why is the position needed?):

These positions are needed to maintain the program and stay in compliance with no wait list mandates.

Measurement of Job Performance (e.g. clients, caseload, work output, etc.)

55% productivity per month.

Are there opportunities to consolidate, eliminate and/or outsource the job responsibilities?

☐ Yes ☒ No

Please explain:

Due to the complexities and fiscal responsibilities of the program it is best administered in-house.

Is this a new position? ☒ Yes ☐ No

Would its creation cause the future elimination of another position? ☐ Yes ☒ No

If yes, please explain:

For new positions, are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other county departments, use of overtime, eliminating unnecessary work)? ☐ Yes ☒ No

Please explain:

CLTS is a highly technical program that needs skilled, trained staff. Training takes several months. Specific credentials are required.

PLEASE ANSWER BOTH QUESTIONS (for WRS & ACA purposes)

In the first twelve months from the new position or refill position start date:

Do you intend to work this position 600 or more hours? ☒ Yes ☐ No

Do you intend to work this position 1200 or more hours? ☒ Yes ☐ No

Requested Annual Hours: ☒ 2080 ☐ 1500 ☐ 1040 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule 40 hrs per week consistent with courthouse hours (M-Th 9 hrs & Fri 4 hours

(i.e. 8 hrs/5 days per week, 8 hrs/4 days per week)

What are the consequences or impact of **not** filling this position?

Significantly high wait list and probable State intervention. Staff burn-out and turnover. Lack of access to services in the county for our youth with physical and developmental disabilities. Increased high end out of home placements.

For new positions, is there office space available for this position? ☐ Yes ☒ No (if no, complete Office Relocation Form)

Will this require an office move/relocation? ☒ Yes ☐ No (if yes, complete Office Relocation Form)

How does this position fit into the long-range and strategic plans of the Department and/or the County?

Office location note - telecommuting proposal to be discussed.

This position fits the County plan to provide support and services to children with disabilities in Chippewa County.

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

2023 BUDGETED AMOUNT FOR POSITION (From 2023 PCR and BER)

n/a - new positions _____ + _____ = _____
 Per Personnel Cost Report (PCR) Per Benefit Estimate Report (BER) **Total Budgeted for Position**

Number of Hours Budgeted for Position per 2023 Personnel Cost Report: _____

General Ledger Account Number to Charge Salary to: 208-80-54533
 (If more than 1 account number please attach a separate document with the associated percentages)

ANNUAL FISCAL IMPACT

Minimum Fiscal Impact Starting Wage/Hire (WPPA) 23.61 of Pay Grade O

23.61	X	2 positions x 2080 = 4160	=	98,217.60
Starting Hourly Rate		Maximum Hours (2080, 1500, 1040 or 975)		Total Wages Minimum Impact
98,217.60	+	18,415.80	+	47,976
Total Wages Minimum Impact		Fringe Benefits* (Use percentage below)		Health Insurance **
			=	164,609.40
				Total Minimum Fiscal Impact 2023

Position Point Fiscal Impact Position Point Wage/Max Step (WPPA) 29.74 of Pay Grade Q

29.74	X	2 positions x 2080 = 4160	=	123,718.40
Position Point Hourly Rate		Maximum Hours (2080, 1500, 1040 or 975)		Total Wages Maximum Impact
123,718.40	+	23,197.20	+	47,976
Total Wages Position Point Impact		Fringe Benefits* (Use percentage below)		Health Insurance **
			=	194,891.60
				Total Maximum Fiscal Impact 2023

* Percentages to Use: General WRS Position: 18.75% Current LTE: 18%
 Protective WRS Position: 25% New LTE: 11.5%

**Health Insurance Annual Premium: Full Time = \$23,988 WPPA = \$21,775

2023 ACTUAL YEAR-TO-DATE EXPENDED FOR POSITION (To be completed by Finance Division)

_____ + _____ = _____
 Wage Less Overtime Fringe Benefits Less Overtime **Total YTD Expended for Position**

Retirement/Resignation Pay out Amount: _____ Budgeted Amount: _____

OTHER COSTS

Please define and breakdown "other" costs here:

***"Other" includes, but is not limited to: equipment, office space, vehicle, on-call pay etc.

Personal equipment (tools, uniforms, safety equipment)	\$ _____
Mileage and meals	\$ _____
Training expenses (including memberships)	\$ _____
Computer equipment	\$ _____ 4,200
Office furniture and supplies	\$ _____
Other operating expenses	\$ _____
Renovation/relocation costs	\$ _____
Total Other Costs	\$ _____ 4,200

2023 FUNDING SOURCES

☒ Federal/State (Specify) <u>MA CLTS Case Mgmt and DCF grant</u>	<u>100</u> %	\$ <u>199,091.60</u>
☐ County Tax Levy _____	_____ %	\$ _____
☐ County Other (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Other (Specify) _____	_____ %	\$ _____
TOTAL	100%	\$ <u>199,091.60</u> *

*Must match above total maximum fiscal impact and other costs

Will any of the listed funding sources expire during the duration of the position? ☐ Yes ☒ No
If yes, please indicate what sources will expire, with expiration dates:

If yes, please indicate where the funding will come from after the sources of funding have expired:

NOTE: Attach an updated organizational chart and the approved job description located on the K:drive/Human Resources. All recommended changes for consideration should be indicated with highlights and strikeouts and emailed to the Human Resources Director. Positions will not be considered absent job descriptions.

1. <u>Tim Casker</u> <u>5/25/23</u> Department Head Recommendation Date	4. <u>[Signature]</u> <u>5/26/23</u> County Administrator Approval Date ☒ Approved ☐ Denied
2. <u>[Signature]</u> <u>5/26/23</u> Human Resources Division Review Date ☒ Recommend ☐ Not Recommend	5. _____ County Board Approval Date ☐ Approved ☐ Denied Resolution No. _____ ** New Positions Only **
3. <u>[Signature]</u> <u>5/26/23</u> Finance Division Review Date ☒ Recommend ☐ Not Recommend	

Comments: _____

New position requests approved contingent upon
acceptable space plan to County Administrator
by 6/30/23.

CHIPPEWA COUNTY JOB DESCRIPTION

Job Title: Social Worker - Comprehensive Community Services (CCS), Community Support Program (CSP), Children's Long-Term Support-Waiver (CLTS) and Crisis

FLSA: Exempt

Salary Range: P

Reports To: Human Services Division Manager/Supervisor
(Divisions –CYFS or RWC)

Department: Human Services

Date: May 2023

JOB SUMMARY

The job duties of the Social Worker – CCS, CSP, CLTS and Crisis include but are not limited to providing the following types of services: needs assessment, crisis intervention, case planning, advocacy and development of community resources; to provide services to both children and adults with varying disabilities, functioning levels, substance use and mental health needs; and to provide responsive, courteous and efficient service to County residents and the general public.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Social Worker - CCS, CSP, CLTS and Crisis might be asked to perform. This job description is to incorporate any county ordinances created for the position of Social Worker - CCS, CSP, CLTS and Crisis. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Work to protect children, elderly and at-risk adults; preserve families and individuals and utilize community-based resources whenever possible by serving consumers in the least restrictive environment and utilize out-of-home placements only when all other resources have been exhausted. Assess and evaluate prospective consumer's immediate situation, determine appropriate response, and assure that response is made. Assess and intervene as necessary in crisis situations. Refer to and involve other community resources as needed.
- Engage consumers in their homes and other community settings as necessary.
- Utilize trauma informed care principles in all interactions with consumers and their families.
- Coordinate access to services, ensure services are provided in an appropriate and timely manner, review progress, and terminate services when goals are attained.
- In collaboration with the consumer and his/her supports, conducts comprehensive, strength-based assessments through interviews, home visits and collecting of collateral information.
- Inform consumers about available community resources and how to independently gain access to needed services.
- Work to achieve services and treatment objectives without duplication of effort and with maximum effective use of staff time and available resources.
- Maintain documentation that meets professional practice, billing expectations, and program standards.
- Complete court documents related to mental health or other program areas and provide testimony.
- Attend and participate in staff meetings, supervision times, and other scheduled meetings.
- Participate in employee engagement and strategic planning processes to create and maintain a healthy work environment.
- Develop professional knowledge and skills by attending training events, conferences, and workshops.

- When assigned, speak to the community and other organizations to provide public education.
- Use discretion with consumers; observe rules of confidentiality and maintain non-judgmental attitude.
- Perform job duties in adherence with Federal laws, State Statutes and Wisconsin Department of Health Services Administrative Code and standards.

Customers:

- All prospective, current or past DHS consumers.

Team Members:

- Any professional or paraprofessional we work with in the serving of consumers.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- Bachelor degree in Social Work or a related field (e.g. psychology, sociology, etc.) required.
- Must possess a Social Work Certification upon hire.
- Minimum of one (1) year of full-time or part-time work experience required.
- Program specific training may be an additional requirement where relevant.
- A valid driver's license required.

Note: Upon hire, anyone in possession of a Professional Counselor license or another license from another human service related field will be unable to utilize the title social worker, publicly identify themselves as a social worker, or practice utilizing the title of Social Worker. The term "social worker" is exclusive solely for the purpose of this job description.

If an applicant or employee does not have a Social Worker Certification upon hire, they may be hired as a Case Worker in DHS while obtaining their certification. Please refer to Case Manager in DHS job description for further details including pay range. Upon completion of the certification, the employee shall notify their manager to be reclassified as a Social Worker. Typically, this will occur on the next pay period upon proof of certification.

SKILLS AND ABILITIES

- Knowledge and understanding of human growth and behavior.
- Ability to maintain a professional demeanor when dealing with the public.
- Knowledge of community resources.
- Ability to work with diverse populations
- Ability to relate to people in an unprejudiced and understanding manner.
- Ability to communicate clearly and effectively, both written and oral.
- Ability to focus on strengths, accurately listen, develop trust with team members, understand multiple perspectives and intervene on ineffective team behavior.
- Utilize person/family-centered planning and use recovery oriented principles.
- Utilize Motivational Interviewing practices.
- Ability to problem-solve and to perform duties in an independent manner while exercising good judgment.

- Knowledge of laws, regulations and practices pertaining to federal and state public welfare programs. Working knowledge of Chapter 36, 51, 54, 55, 63 and Children's Long-Term Support.
- Working knowledge of Medicaid documentation requirements.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, codes, etc.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and intermediate knowledge of Microsoft Office software, etc.
- Ability to use GPS relating to county landmarks, roads, and businesses.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations; MSDS sheets, safety manuals; and warning labels.

MATHEMATICAL SKILLS

- Ability to perform basic mathematical calculations.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

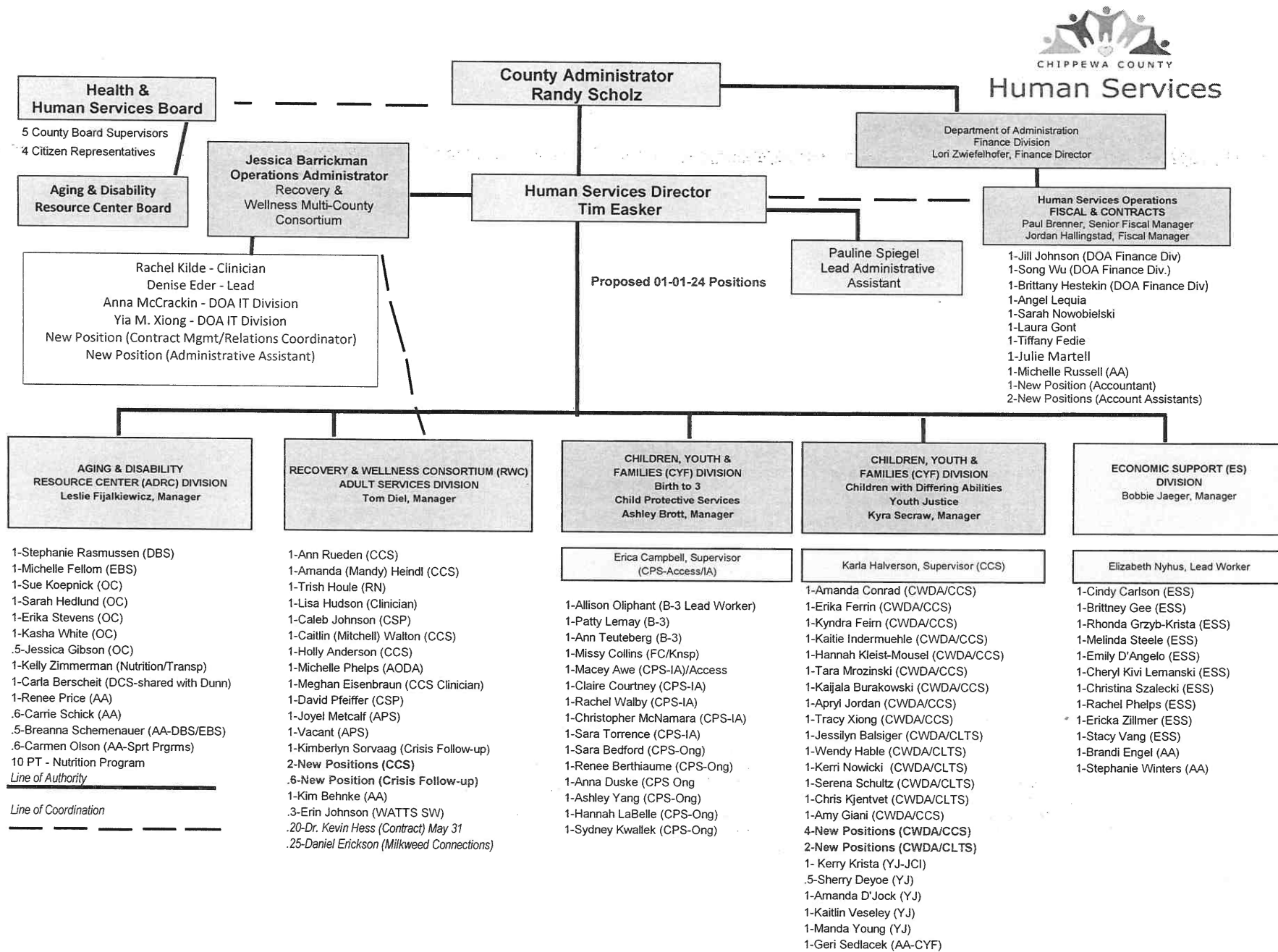
Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Works in an office setting as well as working with clients in their homes.
- There can be dangerous and intense situations requiring law enforcement back up such as mental health crisis situations, drug endangered homes and entering homes where there could be a possible risk of physical injury and unpredictability.
- Must be available on a 24 hour basis flexible time schedule. Schedule to be worked out with Department.
- May require travel in all types of weather conditions and changing temperatures.

Chippewa County Department of Human Services Organizational Chart - Employees





STATEMENT OF EXPLANATION

Resolution No. 35 - 23

RES. 35-23: RESOLUTION TO CREATE THE POSITION OF CONTRACT MANAGEMENT AND RELATIONS COORDINATOR IN THE RECOVERY AND WELLNESS CONSORTIUM FOR THE PROVISION OF COMPREHENSIVE COMMUNITY SERVICES - TIM EASKER

1 Passage of this resolution will create one (1) full-time Recovery and Wellness
 2 Consortium (RWC) Contract Management and Relations Coordinator position to provide
 3 oversight, guidance and training to the RWC contracted providers within the Comprehensive
 4 Community Services (CCS) multi county program. Chippewa County is the lead county in the
 5 RWC and is therefore responsible to provide all administrative support to the member counties
 6 of the Consortium. The position would become effective January 1, 2024. The CCS program is a
 7 fully funded/reimbursed Medicaid program and requires no additional funding from Chippewa
 8 County, nor the partner consortium counties for the addition of this position.

9 The RWC is certified to provide services under Wisconsin Administrative Code DHS 36.
 10 As the RWC evolves and grows it has become apparent that there is a need for additional
 11 support for contracted services providers. In order to ensure the providers are equipped to
 12 meet Medicaid responsibilities, the mandates of DHS 36, to comply with local policies and
 13 implement the philosophies valued within the RWC, this position is being created.

14 Currently all contracting and rate setting duties are completed by a DHS Accountant
 15 position. Approximately 50% of this Accountant's duties are designated to RWC contracting.
 16 These duties formerly tasked to this Accountant position, will move over to the RWC Contract
 17 Management and Relations Coordinator position, freeing up 50% of the Accountant time within
 18 the fiscal division to meet the demands of billing and accounts payable. In addition to these
 19 duties, the Contract Management and Relations Coordinator will be designated as the primary
 20 point person for all provider oversight, guidance and training related to contracting and
 21 provider onboarding.

22 The RWC currently has 125 contracted providers, however when the consortium
 23 concluded its first year in 2016, there were 33 CCS providers. This significant increase in service
 24 providers has brought services to our community that never existed before, allowing individuals
 25 with mental health and substance use disorders to access community-based services. This
 26 increase in services directly correlates to lowering the risk of individuals experiencing restrictive

27 and high cost placements and emergency services, as well as lowering the risk of trauma
28 experienced during these crisis situations.

29 The addition of this position will not only free up fiscal staff time, but will also allow the
30 RWC to provide improved support to contracted providers ensuring they have a thorough on
31 boarding process, are well trained in Medicaid and DHS 36 rules, and are fully understanding
32 and embracing the wraparound approach with the CCS program. A true wraparound
33 implemented philosophy will result in improved recovery sustainability. The better the RWC
34 providers are trained, supported, and have a full understanding of CCS, the more consumers
35 will experience sustainable recovery.

Resolution No. 35 - 23

RES. 35-23: RESOLUTION TO CREATE THE POSITION OF CONTRACT MANAGEMENT AND RELATIONS COORDINATOR IN THE RECOVERY AND WELLNESS CONSORTIUM FOR THE PROVISION OF COMPREHENSIVE COMMUNITY SERVICES - TIM EASKER

WHEREAS, the Department of Human Services is the service facilitator for federal and state funding through the Comprehensive Community Services (CCS) Program, which provides intervention services for children and adults with mental health and substance abuse issues; and

WHEREAS, Chippewa County serves as the lead county for the multi-county Recovery and Wellness Consortium (RWC), which provides CCS to consumers in the member counties; and

WHEREAS, as lead county, the Chippewa County Department of Human Services is responsible for the provision of all administrative services for the member counties; and

WHEREAS, a CCS program that is certified pursuant to Wisconsin Administrative Code DHS 36 is required to ensure that contracted providers have the needed training, support and guidance; and

WHEREAS, the CCS program is a fully funded/reimbursed Medicaid program and requires no additional funding from Chippewa County; and

WHEREAS, the CCS program provides intervention services, but is also a prevention program in that it prevents and or delays the placement of individuals in group homes, residential facilities (including out-of-state), and hospitals where the cost of such placements can range from \$6,000 to \$26,000 per month; and

WHEREAS, it is the recommendation of the Director of the Department of Human Services and the County Administrator that the position of RWC Contract Management and Relations Coordinator position be created to provide oversight, guidance and training to the vast CCS provider network within the Consortium; and

WHEREAS, the creation of this position will support the RWC to ensure compliance with Wisconsin Administrative Code DHS36 and Medicaid rules; and

WHEREAS, with the creation of this position, approximately 50% of the time committed to an Accountant in the DHS Fiscal team will be freed up to focus on fiscal responsibilities; and

WHEREAS, this new position would be created effective January 1, 2024; and

WHEREAS, this CCS position will be fully funded through CCS funding from the state and federal governments; and

WHEREAS, the Health and Human Services Board has reviewed and does approve the creation of one (1) full-time RWC Contract Management and Relations Coordinator position in the Department of Human Services;

NOW, THEREFORE BE IT RESOLVED, that effective January 1, 2024, one (1) full-time RWC Contract Management and Relations Coordinator position is hereby created in the Department of Human Services to provide services to the Recovery and Wellness Consortium CCS providers; and

BE IT FURTHER RESOLVED, that this position shall be funded by using the Medicaid revenue generated by this position as well as the CCS reconciliation process; and

BE IT FURTHER RESOLVED, that should the state and federal funding necessary to fund these positions no longer be available or be reduced significantly, these positions may be eliminated by the County Administrator through the budget process.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Funded 100% with Medicaid CCS

Wages and Benefits \$78,427

Other Costs 2,100

Total 2024 Estimated Cost \$80,527

08/1/2023 Executive Committee

RESULT: FORWARD TO COUNTY BOARD [3 TO 2] Next: 8/8/2023 6:00 PM

MOVER: Jason Bergeron, District 7

SECONDER: Ken Schmitt, District 3 (Vice-Chair)

AYES: Dean Gullickson, Ken Schmitt, Jason Bergeron

NAYS: Harold Steele, Glen Sikorski

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel

6/14/2023

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director

6/15/2023

Randy B. Scholz
Randy B. Scholz, County Administrator 6/15/2023



CHIPPEWA COUNTY

Department of Administration

Personnel Administration Change Form

Action Requested: ☒ New Position ☐ Fill Vacancy ☐ Other (ex: increased hours)

Department: Human Services Division: RWC - Lead County for multi-county consortium

Current Job Description Title: _____ Anticipated Start Date: 1/1/24

Proposed Job Description Title: (if different) RWC Contract Management and Relations Coordinator

Direct Supervisor: Jessica Barrickman

Current/Past Employee Name (blank if new position): _____ No. of Years Served in Position: _____

Current Status: ☐ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Proposed Status: ☒ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Reason for vacancy or new position (if due to vacancy - please indicate the last day of work for the employee in the position):

Currently all contracting and rates setting duties are completed by a DHS Accountant position. Approximately 50% of this Accountant's duties are designated to RWC contracting. These duties formerly tasked to this Accountant position, will move over to the RWC Contract Management and Relations Coordinator position, freeing up 50% of the Accountant time within the fiscal division to meet the demands of billing and accounts payable. In addition to these duties this position will be designated as the primary point person for all provider oversight, guidance and training related to contracting and provider on boarding. This position will also allow the RWC to provide improved support to contracted providers ensuring they have a thorough on boarding process, are well trained in Medicaid and DHS 36 rules, and are fully understanding and embracing the wraparound approach with the CCS program. A true wraparound implemented philosophy will result in improved recovery sustainability.

Bargaining Unit: ☐ WPPA-Patrol Officers/Investigators ☐ Non-Represented

FLSA Status: ☒ Exempt ☐ Non-Exempt

Is the position mandated? ☐ Yes ☒ No

If yes, provide statute, regulation, etc.

Position Justification Description (Why is the position needed?):

While CCS is an intervention, it is also a prevention program in that it prevents and or delays the placement of children and adults in costly group home, residential (including out-of-state) and hospitalizations which may include Winnebago Mental Health Institute. Placements in these types of facilities can range from \$6,000 to \$26,000 per month. Winnebago can cost upwards of \$1,450 per day. A mix of state and local funding (levy) often pays for these "deep end" placements. The better the RWC providers are trained, supported and have a full understanding of CCS the more consumers will experience sustainable recovery.

Measurement of Job Performance (e.g. clients, caseload, work output, etc.)

This position will complete all contract annual renewals by the 1st of the year, build positive relationships with contracted providers that leads to improved training, on boarding, and program understanding. Work collaboratively with RWC Lead County, Quality Assurance, contracted providers and partner counties. Direct supervision provided by RWC Operations Administrator with on going consultation and performance evaluation.

Are there opportunities to consolidate, eliminate and/or outsource the job responsibilities? ☒ Yes ☐ No

Please explain:

Currently all contracting and rates setting duties are completed by a DHS Accountant position. Approximately XXX % of this Accountant's duties are designated to RWC contracting. These duties formerly tasked to this Accountant position, will move over to the RWC Contract Management and Relations Coordinator position, freeing up 50% of the Accountant time within the fiscal division to meet the demands of billing and accounts payable.

Is this a new position? ☒ Yes ☐ No

Would its creation cause the future elimination of another position? ☐ Yes ☒ No

If yes, please explain:

For new positions, are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other county departments, use of overtime, eliminating unnecessary work)? ☐ Yes ☒ No

Please explain:

PLEASE ANSWER BOTH QUESTIONS (for WRS & ACA purposes)

In the first twelve months from the new position or refill position start date:

Do you intend to work this position 600 or more hours? ☒ Yes ☐ No

Do you intend to work this position 1200 or more hours? ☒ Yes ☐ No

Requested Annual Hours: ☒ 2080 ☐ 1500 ☐ 1040 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule Monday-Thursday 7:30-4:30, Friday 7:30-11:30

(i.e. 8 hrs/5 days per week, 8 hrs/4 days per week)

What are the consequences or impact of **not** filling this position?

When there is not ample RWC Lead County staff support to provide to contract providers this may result in them not having a quality on boarding process, resulting in not having a full understanding of CCS expectations, resulting in lowered rates of recovery sustainability, with potential implications of crisis and need for institutional placements, resulting in usage of county levy for high cost services.

For new positions, is there office space available for this position? ☒ Yes ☐ No (if no, complete Office Relocation Form)

Will this require an office move/relocation? ☐ Yes ☐ No (if yes, complete Office Relocation Form)

How does this position fit into the long-range and strategic plans of the Department and/or the County?

This position will be 100% telecommuting, like much of the RWC Lead County employees are.

2022-2024 Strategic Plan Goals:

1. The RWC will provide quality person-centered services.
2. The RWC will have a provider network that meets the needs of our community.
3. The RWC will ensure that the system we work within is able to effectively meet the needs of continual growth.
4. The RWC will engage in system level advocacy to ensure mental health and AODA community needs are met.

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

2023 BUDGETED AMOUNT FOR POSITION (From 2023 PCR and BER)

_____ + _____ = _____
 Per Personnel Cost Report (PCR) Per Benefit Estimate Report (BER) **Total Budgeted for Position**

Number of Hours Budgeted for Position per 2023 Personnel Cost Report: _____

General Ledger Account Number to Charge Salary to: 209-85-54312
 (If more than 1 account number please attach a separate document with the associated percentages)

ANNUAL FISCAL IMPACT

Minimum Fiscal Impact Starting Wage/Hire (WPPA) 20.03 of Pay Grade L

20.03 X 2080 = 41,662.40
 Starting Hourly Rate Maximum Hours (2080, 1500, 1040 or 975) Total Wages Minimum Impact

41,662.40 + 7811.70 + 23,988 = 73,462.10
 Total Wages Minimum Impact Fringe Benefits* Health Insurance ** **Total Minimum Fiscal Impact 2023**
 (Use percentage below)

Position Point Fiscal Impact Position Point Wage/Max Step (WPPA) 22.04 of Pay Grade L

22.04 X 2080 = 45,843.20
 Position Point Hourly Rate Maximum Hours (2080, 1500, 1040 or 975) Total Wages Maximum Impact

45,843.20 + 8595.60 + 23988 = 78,426.80
 Total Wages Position Point Impact Fringe Benefits* Health Insurance ** **Total Maximum Fiscal Impact 2023**
 (Use percentage below)

* Percentages to Use: General WRS Position: 18.75% Current LTE: 18%
 Protective WRS Position: 25% New LTE: 11.5%

**Health Insurance Annual Premium: Full Time = \$23,988 WPPA = \$21,775

2023 ACTUAL YEAR-TO-DATE EXPENDED FOR POSITION (To be completed by Finance Division)

_____ + _____ = _____
 Wage Less Overtime Fringe Benefits Less Overtime **Total YTD Expended for Position**

Retirement/Resignation Pay out Amount: _____ Budgeted Amount: _____

OTHER COSTS

Please define and breakdown "other" costs here:

***"Other" includes, but is not limited to: equipment, office space, vehicle, on-call pay etc.

Personal equipment (tools, uniforms, safety equipment)	\$ _____
Mileage and meals	\$ _____
Training expenses (including memberships)	\$ _____
Computer equipment	\$ <u>2100</u> (new computer, phone, etc)
Office furniture and supplies	\$ _____
Other operating expenses	\$ _____
Renovation/relocation costs	\$ _____
Total Other Costs	\$ <u>2100</u>

2023 FUNDING SOURCES

☒ Federal/State (Specify) <u>Medicaid</u>	<u>100</u> %	\$ <u>78,426.80</u>
☐ County Tax Levy _____	_____ %	\$ _____
☐ County Other (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Other (Specify) _____	_____ %	\$ _____
TOTAL	100%	\$ <u>78,426.80</u> *

*Must match above total maximum fiscal impact and other costs

Will any of the listed funding sources expire during the duration of the position? ☐ Yes ☒ No
If yes, please indicate what sources will expire, with expiration dates:

If yes, please indicate where the funding will come from after the sources of funding have expired:

NOTE: Attach an updated organizational chart and the approved job description located on the K:drive/Human Resources. All recommended changes for consideration should be indicated with highlights and strikeouts and emailed to the Human Resources Director. Positions will not be considered absent job descriptions.

1. <u>Tim Easker</u> <u>04-18-23</u> Department Head Recommendation Date	4. <u>[Signature]</u> <u>5/26/23</u> County Administrator Approval Date ☒ Approved ☐ Denied
2. <u>[Signature]</u> <u>5/26/23</u> Human Resources Division Review Date ☒ Recommend ☐ Not Recommend	5. _____ County Board Approval Date ☐ Approved ☐ Denied Resolution No. _____ ** New Positions Only **
3. <u>Gore Zweifelhoff</u> <u>5/26/23</u> Finance Division Review Date ☒ Recommend ☐ Not Recommend	

Comments: New position requests approved contingent upon acceptable space plan to County Administrator by 6/30/23.

**CHIPPEWA COUNTY
JOB DESCRIPTION**

Job Title: Recovery and Wellness Consortium (RWC) Contract Management and Relations Coordinator

FLSA: Non-Exempt

Salary Range: L

Reports To: RWC Operations Administrator

Department: Human Services

Date: January 2024

JOB SUMMARY

The job duties of the RWC Contract management and Relations Coordinator in DHS include but are not limited to providing oversight, guidance and training to RWC contracted providers within the multi county consortium. This position is responsible for the development and management of RWC contracts under the direction of the RWC Operations Administrator and works closely with the DHS Fiscal team who approves final rates.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the RWC Contract Management and Relations Coordinator might be asked to perform. This job description is to incorporate any county ordinances created for the position of RWC Contract Management and Relations Coordinator. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Executes, maintains and monitors Provider Contracts for the multicounty Recovery and Wellness Consortium (RWC) as outlined by policy and procedures.
- Oversees the development and implementation of a performance-based contract program.
- Works with DHS Fiscal team and RWC Operations Administrator to negotiate provider contract and contract rates.
- Meet with prospective providers to discuss CCS programming with the RWC.
- Organize and facilitate county and regional provider relations meetings. Communicate updates, contract changes and performance standards to providers of the RWC.
- Provides coaching and guidance as necessary for provider related conflicts, breeches in contract and potential corrective action plans, with oversight by Operations Administrator.
- Attends RWC meetings, state meetings and any other meetings as directed.
- Prepares contracts/addendums for signatures, route and track contracts and addendums through appropriate approval process.
- Provides outreach to community agencies to assist with increasing provider service array options.
- Collects, manages and monitors contract data expenditures in relation to signed contracts/addendums.
- Coordinates and facilitates provider-based training related to contracting, onboarding and provider related expectations.
- Coordinates, plans and implements various provider related projects as assigned.
- Performs other duties as assigned.

Customers:

- All prospective, current or past DHS consumers.

Team Members:

- Any professional or paraprofessional we work with in the serving of consumers.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- Bachelor Degree in Business, Communications, Human Services or related degree and two (2) years' work experience required.
- OR-
- Associates Degree in Business, Communication, Human Services or related degree required and six (6) years' work experience required.
- Experience working with contracted vendors preferred.
- Recent work experience in a human service, government or non-profit setting preferred.
- Work experience which includes working with performance-based contracts preferred.
- A valid driver's license required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand contracting processes and regulations related to the provision of mental health and substance abuse services.
- Ability to maintain a professional demeanor when dealing with the public.
- Ability to instruct and train in methods and procedures.
- Ability to understand programming, implement change and working with people in the community.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, codes, etc.
- Ability to analyze issues, regulations, and practical processes from a programmatic and fiscal perspective in order to create an efficient and effective regional model.
- Possess experience and knowledge regarding the expectations and processes of third-party payers.
- Knowledge of budget and rate setting processes.
- Knowledge of business and governmental contract language and excellent negotiation skills.
- Ability to build and maintain working relationships with providers, and governmental entities.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and advanced knowledge of Microsoft Office software, etc.
- Ability to understand the technology needs of a consortium model and with that understanding evaluate equipment and IT solutions based upon those needs.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.

MATHEMATICAL SKILLS

- Ability to accurately and rapidly add and subtract, multiply and divide, and calculate percentages, fractions, decimals, ratios, and present values.
- Ability to interpret basic descriptive statistical reports.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.
- Ability to categorize data and information in order to determine the relationship of the data with reference to established criteria/standards

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

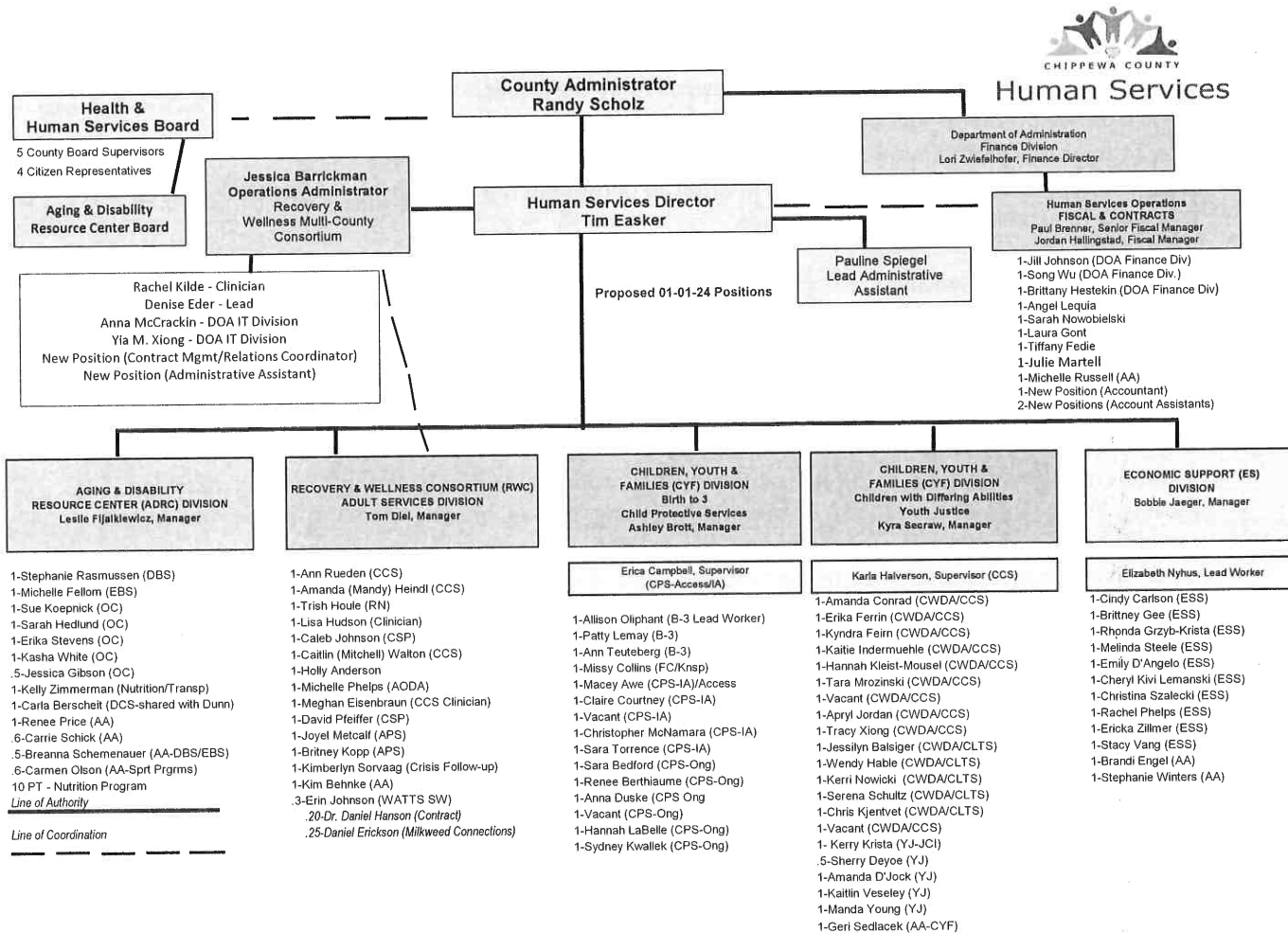
Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Ability to work via telecommuting the majority of the time.
- Ability to attend in person meetings and trainings throughout the multi county consortium as needed.

Chippewa County Department of Human Services Organizational Chart - Employees





STATEMENT OF EXPLANATION

Resolution No. 34 - 23

RES. 34-23: RESOLUTION TO CREATE AN ACCOUNTANT POSITION IN 2024 TO PROVIDE FISCAL SERVICES FOR THE PROVISION OF COMPREHENSIVE COMMUNITY SERVICES THROUGH THE RECOVERY AND WELLNESS CONSORTIUM - TIM EASKER

1 Passage of this resolution will create one (1) Accountant position in 2024 to provide
 2 fiscal support to the Recovery and Wellness Consortium (RWC) Division of the Department of
 3 Human Services. Specifically, this position will provide fiscal support for Comprehensive Community
 4 Services (CCS). CCS activities include Medicaid billing, electronic health record filing, accounts
 5 payable processing, and other fiscal activities as required. The target consumers for the RWC
 6 are children and adults with mental health and substance abuse issues who receive those
 7 services through the CCS program.

8 Chippewa County is the lead county for the RWC and therefore provides all
 9 administrative support for the Consortium. The CCS consumer census for all counties in the
 10 Consortium was 650 on 12/31/2021 and the fiscal staff at that time consisted of 7.31 full-time
 11 equivalent (FTE) employees to support the program. On average, each FTE supported 88
 12 consumers. Currently there are 100 consumers per FTE. The CCS program is growing in
 13 Chippewa County and the CCS-RWC partner county members. Based on internal estimates and
 14 those of our county partners, the CCS census is estimated to be 900 by the end of 2024, which if
 15 no additional fiscal staff were added would be 123 consumers per FTE. It is imperative that the
 16 fiscal staff grow along with the consumer count to ensure that billing, documentation, provider
 17 payment, and reporting requirements are met. The CCS program is a fully funded/reimbursed
 18 Medicaid program and requires no additional funding from Chippewa County.

19

Resolution No. 34 - 23

RES. 34-23: RESOLUTION TO CREATE AN ACCOUNTANT POSITION IN 2024 TO PROVIDE FISCAL SERVICES FOR THE PROVISION OF COMPREHENSIVE COMMUNITY SERVICES THROUGH THE RECOVERY AND WELLNESS CONSORTIUM - TIM EASKER

WHEREAS, the Department of Human Services is the service facilitator for federal and state funding of the Comprehensive Community Services (CCS) Program, which provides intervention services for children and adults with mental health and substance abuse issues through the Recovery and Wellness Consortium (RWC); and

WHEREAS, CCS activities include Medicaid billing, electronic health record filing, accounts payable processing, and other fiscal activities as required; and

WHEREAS, Chippewa County is the lead county in the Consortium and therefore provides all administrative services for the member counties of the Consortium; and

WHEREAS, the Fiscal and Contracts Division within the Department of Human Services is responsible for providing fiscal support for the Consortium; and

WHEREAS, on average, each fiscal staff person within the Consortium has supported 88 consumers, however currently there are 100 consumers per full-time fiscal staff person; and

WHEREAS, it is expected that the CCS consumer census among all member counties within the Consortium will increase from 616 in 2020 to approximately 900 by the end of 2024, and not increasing the fiscal capacity by a proportional amount may result in loss of revenue, non-compliance with mandatory documentation and reporting requirements, and not paying providers in a timely fashion; and

WHEREAS, it is the recommendation of the Director of the Department of Human Services and the County Administrator that the Department of Human Services Fiscal and Contracts Division be provided with one (1) Accountant-DHS position, commencing in 2024, to provide fiscal services to the RWC for the provision of services through the CCS program; and

WHEREAS, this position would be fully funded through CCS funding from the state and federal governments;

NOW, THEREFORE BE IT RESOLVED, that effective on January 1, 2024, one (1) Accountant-DHS position is hereby created to work in the Fiscal Division of the Department of Human Services to support the growth in the CCS program in the Recovery and Wellness Consortium; and

BE IT FURTHER RESOLVED, that this position will provide direct support to the CCS lead

county fiscal team and will therefore be funded by using the Medicaid revenue generated by those positions as well as the CCS reconciliation process; and

BE IT FURTHER RESOLVED, that should the state and federal funding necessary to fund this position no longer be available or be reduced significantly, this position may be eliminated by the County Administrator through the budget process.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Funded 100% with Medicaid CCS

Wages and Benefits \$81,119

Other Costs 2,100

Total 2024 Estimated Cost \$83,219

08/1/2023 Executive Committee

RESULT: FORWARD TO COUNTY BOARD [3 TO 2] Next: 8/8/2023 6:00 PM

MOVER: Jason Bergeron, District 7

SECONDER: Ken Schmitt, District 3 (Vice-Chair)

AYES: Dean Gullickson, Ken Schmitt, Jason Bergeron

NAYS: Harold Steele, Glen Sikorski

Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

6/14/2023

Lori Zwiefelhofer

Lori Zwiefelhofer, Finance Director

6/15/2023

Randy B. Scholz

Randy B. Scholz, County Administrator

6/15/2023



CHIPPEWA COUNTY

Department of Administration

Personnel Administration Change Form

Action Requested: ☒ New Position ☐ Fill Vacancy ☐ Other (ex: increased hours)

Department: Department of Human Services

Division: Fiscal

Current Job Description Title: Anticipated Start Date: 01/01/2024

Proposed Job Description Title: (if different) Accountant

Direct Supervisor: Jordan Hallingstad

Current/Past Employee Name (blank if new position): No. of Years Served in Position:

Current Status: ☐ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Proposed Status: ☒ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Reason for vacancy or new position (if due to vacancy - please indicate the last day of work for the employee in the position):

The RWC has grown to a point where additional staff are needed to pay all provider invoices and bill Medicaid for reimbursement in a timely manner.

Bargaining Unit: ☐ WPPA-Patrol Officers/Investigators ☒ Non-Represented

FLSA Status: ☒ Exempt ☐ Non-Exempt

Is the position mandated? ☐ Yes ☒ No

If yes, provide statute, regulation, etc.

Position Justification Description (Why is the position needed?):

The fiscal team processed almost 18k invoices in 2022. These invoices produced 93k claims to bill to Medicaid. Without additional staff, reimbursement from Medicaid will be delayed and payment to providers will not be able to be completed on schedule.

Measurement of Job Performance (e.g. clients, caseload, work output, etc.)

This position will take ownership of a number of providers for processing invoices, in addition to other tasks. Job performance would be based on coding invoices accurately and timely so providers are paid according to schedule. This position would also be measured through the annual review process.

Are there opportunities to consolidate, eliminate and/or outsource the job responsibilities?

☐ Yes ☒ No

Please explain:

Is this a new position? ☒ Yes ☐ No

Would its creation cause the future elimination of another position? ☐ Yes ☒ No

If yes, please explain:

Fiscal is not completing unnecessary tasks and needs additional staff to complete all billing and accounts payable timely.

For new positions, are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other county departments, use of overtime, eliminating unnecessary work)? ☐ Yes ☒ No

Please explain:

PLEASE ANSWER BOTH QUESTIONS (for WRS & ACA purposes)

In the first twelve months from the new position or refill position start date:

Do you intend to work this position 600 or more hours? ☒ Yes ☐ No

Do you intend to work this position 1200 or more hours? ☒ Yes ☐ No

Requested Annual Hours: ☒ 2080 ☐ 1500 ☐ 1040 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule Monday-Thursday 7:30-4:30, Friday 7:30-11:30

(i.e. 8 hrs/5 days per week, 8 hrs/4 days per week)

What are the consequences or impact of **not** filling this position?

We will not be able to pay all invoices according to our schedule, damaging the relationship between the RWC and the providers. Cash flow will also be impacted if we cannot enter billing for Medicaid as soon as the providers are paid.

For new positions, is there office space available for this position? ☒ Yes ☐ No (if no, complete Office Relocation Form)

Will this require an office move/relocation? ☐ Yes ☒ No (if yes, complete Office Relocation Form)

How does this position fit into the long-range and strategic plans of the Department and/or the County?

2022-2024 RWC Strategic Plan Goal:

The RWC will ensure that the system we work within is able to effectively meet the needs of continual growth.

The last time we added fiscal staff, we were processing 11,000 invoices for \$10 million. In 2023 we are projected to process almost twice the number of invoices and dollars - 21,000 invoices for \$20 million. The volume has grown to point where we are not effectively able to meet the needs of the consortium with the current fiscal staff.

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

2023 BUDGETED AMOUNT FOR POSITION (From 2023 PCR and BER)

New 2024 positions _____ + _____ = _____
 Per Personnel Cost Report (PCR) Per Benefit Estimate Report (BER) **Total Budgeted for Position**

Number of Hours Budgeted for Position per 2023 Personnel Cost Report: _____

General Ledger Account Number to Charge Salary to: 209-85-54312
 (If more than 1 account number please attach a separate document with the associated percentages)

ANNUAL FISCAL IMPACT

Minimum Fiscal Impact Starting Wage/Hire (WPPA) 21.02 of Pay Grade M

21.02 X 2080 = 43,721.60
 Starting Hourly Rate Maximum Hours (2080, 1500, 1040 or 975) Total Wages Minimum Impact

43,721.60 + 8197.80 + 23988 = 75,907.40
 Total Wages Minimum Impact Fringe Benefits* Health Insurance ** **Total Minimum Fiscal Impact 2023**
 (Use percentage below)

Position Point Fiscal Impact Position Point Wage/Max Step (WPPA) 23.13 of Pay Grade M

23.13 X 2080 = 48,110.40
 Position Point Hourly Rate Maximum Hours (2080, 1500, 1040 or 975) Total Wages Maximum Impact

48,110.40 + 9,020.70 + 23,988 = 81,119.10
 Total Wages Position Point Impact Fringe Benefits* Health Insurance ** **Total Maximum Fiscal Impact 2023**
 (Use percentage below)

* Percentages to Use: General WRS Position: 18.75% Current LTE: 18%
 Protective WRS Position: 25% New LTE: 11.5%

**Health Insurance Annual Premium: Full Time = \$23,988 WPPA = \$21,775

2023 ACTUAL YEAR-TO-DATE EXPENDED FOR POSITION (To be completed by Finance Division)

_____ + _____ = _____
 Wage Less Overtime Fringe Benefits Less Overtime **Total YTD Expended for Position**

Retirement/Resignation Pay out Amount: _____ Budgeted Amount: _____

OTHER COSTS

Please define and breakdown "other" costs here:

***"Other" includes, but is not limited to: equipment, office space, vehicle, on-call pay etc.

Personal equipment (tools, uniforms, safety equipment)	\$ _____ 0
Mileage and meals	\$ _____
Training expenses (including memberships)	\$ _____
Computer equipment	\$ _____ 2,000
Office furniture and supplies	\$ _____
Other operating expenses	\$ _____
Renovation/relocation costs	\$ _____
Total Other Costs	\$ _____ 2,000

2023 FUNDING SOURCES

☒ Federal/State (Specify) <u>CCS Medicaid</u>	<u>100</u> %	\$ <u>83,119.10</u>
☐ County Tax Levy	<u> </u> %	\$ <u> </u>
☐ County Other (Specify) <u> </u>	<u> </u> %	\$ <u> </u>
☐ Grant (Specify) <u> </u>	<u> </u> %	\$ <u> </u>
☐ Grant (Specify) <u> </u>	<u> </u> %	\$ <u> </u>
☐ Other (Specify) <u> </u>	<u> </u> %	\$ <u> </u>
TOTAL	100%	\$ <u>83,119.10</u> *

*Must match above total maximum fiscal impact and other costs

Will any of the listed funding sources expire during the duration of the position? ☐ Yes ☒ No
If yes, please indicate what sources will expire, with expiration dates:

If yes, please indicate where the funding will come from after the sources of funding have expired:

NOTE: Attach an updated organizational chart and the approved job description located on the K:drive/Human Resources. All recommended changes for consideration should be indicated with highlights and strikeouts and emailed to the Human Resources Director. Positions will not be considered absent job descriptions.

1. <u>Lori Zuriefelhofer</u> <u>5/10/2023</u> Department Head Recommendation Date	4. <u>[Signature]</u> <u>5/26/23</u> ~~County Administrator Approval~~ Date ☒ Approved ☐ Denied
2. <u>[Signature]</u> <u>5/26/23</u> Human Resources Division Review Date ☒ Recommend ☐ Not Recommend	5. <u> </u> <u> </u> County Board Approval Date ☐ Approved ☐ Denied Resolution No. <u> </u> ** New Positions Only **
3. <u>Lori Zuriefelhofer</u> <u>5/26/23</u> Finance Division Review Date ☒ Recommend ☐ Not Recommend	

Comments: New position requests approved contingent upon
acceptable space plan to County Administrator
by 6/30/23.

**CHIPPEWA COUNTY
JOB DESCRIPTION**

Job Title: Accountant I

FLSA: Non-Exempt

Salary Range: M

Reports To: Fiscal Manager - DHS

Department: Human Services

Date: February 2023

JOB SUMMARY

The job duties of the Accountant in DHS include but are not limited to providing financial analysis, reporting, auditing, and budgeting functions for DHS and is responsible for the development and management of DHS contracts and under the general direction of the Director of Human Services, and under direct supervision of the DHS Fiscal Manager.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Accountant in DHS might be asked to perform. This job description is to incorporate any county ordinances created for the position of Accountant. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Conducts fiscal analysis and interpretation of financial transactions involving general funds, grants, contracts, and specialized DHS accounts. Provides professional support to maintain the accounting, auditing and financial reporting needs of the Department.
- Creates, prepares, posts and maintains financial, client, or other information into the various County financial software and related reporting systems utilized by DHS.
- Performs fiscal data entry, various reconciliations, and prepares State and internal reports to meet both external and internal fiscal reporting requirements.
- Executes, maintains and monitors Provider Contracts, Requests for Information, Requests for Proposals, Requests for Bids, Memorandums of Understanding, Purchase of Service Agreements and Outcome Based Contracts for Chippewa County Department of Human Services and the Western Region Recovery and Wellness Consortium (WRRWC) as outlined by Policy and Procedures.
- Oversees the development and implementation of a performance based contract program. Works with Fiscal Manager and Division Managers to negotiate provider contract and outcome based contract rates.
- Organize and facilitate county and regional provider relations meetings. Communicate updates, contract changes and performance standards to providers of Chippewa County DHS and the WRRWC.
- Represents Chippewa County Department of Human Services as the Lead Fiscal Agency for the WRRWC. Attends WRRWC meetings, State meetings and any other meetings as directed.
- Prepares contracts/addendums for signatures, route and track contracts and addendums through appropriate approval procedures. Collects, manages and monitors contract data expenditures in relation to signed contracts/addendums.

- Supports, monitors, and maintains the department's accounts receivable and insurance billing systems as well as related consumer information reporting systems in support of all of the divisions within the department.
- Coordinates State/County information collection and exchange through use of state reporting systems and stays informed on the implementation of new reporting modules sponsored by the state. Advises providers and staff of any necessary reporting changes.
- Coordinates, plans and implements various fiscal projects and programs as assigned.
- Coordinates and performs billing activities for Chippewa County DHS and the WRRWC. Performs enrollment and Service Coordinator certification for all entities. Assists Fiscal Manager and County representative with program certification and review.
- Assists DHS Fiscal Manager with monitoring of revenues relative to Medicaid, Medicare, and private insurance services billing. Researches opportunities for DHS to increase revenue through Medicaid, Medicare, private insurance companies and other State/Federal funding sources.
- Provides fiscal support to the Human Service Director and Managers at County departmental board and State level meetings as directed.
- Performs other duties as assigned.

Customers:

- Internal employees and managers
- Partner County employees and managers
- Consumers we see on a daily basis

Team Members:

- Members of DHS Fiscal Division

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- Bachelor Degree in Accounting, Business or Finance with two (2) years accounting related work experience required,
-OR-
- Associate Degree in Accounting or Finance with six (6) years accounting related work experience required.
- Recent work experience in a human service, government or non-profit setting preferred.
- Work experience which includes working with performance based contracts, requests for information, bids, proposals preferred.
- Experience with billing and provider certification for Medicaid, Medicare, and Private Insurance preferred.
- Must be proficient in Word and Excel programs.
- A valid driver's license required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of generally accepted accounting and auditing principles/methods (including GASB rules and GAAP standards) and their application to government accounting systems.
- Knowledge of budget preparation and approved procedures for multi-department organizations.
- Knowledge of County programs, funding sources, and specific regulations governing expenditures and revenues.
- Knowledge of budget cycles and policies, practices, and techniques for preparing the County's annual budget,
- Knowledge of business and governmental contract language and excellent negotiation skills.
- Knowledge of processes for Request for Proposal (RFP) and Request for Bids (RFB) evaluation and awards. Ability to build and maintain working relationships with providers, and governmental entities.
- Knowledge of laws, regulations, and administrative rules governing municipal financial management.
- Knowledge and skill to effectively plan, conduct, compile, summarize, present, and prepare data and working drafts of research projects.
- Skill in managing and prioritizing multiple tasks and demands.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.
- Ability to realize financial impacts of changing state and federal legislation and agency actions.
- Ability to establish and maintain an effective working relationship with other employees, managers, vendors, other county officials, and the public.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives. Requires ability to implement decisions based on such data, and overseeing the execution of these decisions.
- Ability to utilize a variety of reference, descriptive, advisory and design data information such as financial statements, computer software operating manuals, account summaries and entries, department financial reports, employment and benefit reports, reimbursement requests, journal entries, vouchers, loan application documents, audit reports and summaries, State Uniform Chart of Reports and other government reporting manuals, IRS guidelines, County accounting manuals, cost reports, government audit standards, cost manuals, accounting methods and general correspondence.
- Ability to communicate effectively, both orally and in writing, with skill in use of business English, spelling and vocabulary.
- Ability and skill to accurately enter and maintain data, files, records, and ledgers.
- Ability to prepare and maintain clear and accurate records.
- Ability to utilize a variety of advisory and design data and information such as financial statements, expenditure records, budgets, contracts, audit reports, financial reports, invoices, grant applications, requests for proposals, program manuals, Wisconsin Statutes and Administrative Codes, policy/procedure manuals, government reporting manuals, government audit standards, and accounting methods.
- Ability to operate standard office machines and equipment, including, but not limited to: personal and laptop computer with a variety of software, copy machine, telephone, calculator, scanner, and fax machine.
- Ability to perform detailed work accurately in compliance with stringent time limits with minimal direction and supervision.
- Ability to organize and prioritize large volumes of work.
- Ability to maintain confidentiality on all aspects of work.
- Ability to work the allocated hours of the position.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and basic knowledge of Microsoft Office software, WordPerfect, etc.
- Ability to utilize the CARES, Cares Worker Web EDSNET, and KIDS computerized records systems.
- Ability to use and explain the Wisconsin Electronic Benefits Transfer (EBT) program.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations; MSDS sheets, safety manuals; and warning labels.

MATHEMATICAL SKILLS

- Ability to accurately and rapidly add and subtract, multiply and divide, and calculate percentages, fractions, decimals, ratios, and present values.
- Ability to interpret basic descriptive statistical reports.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.
- Ability to categorize data and information in order to determine the relationship of the data with reference to established criteria/standards

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

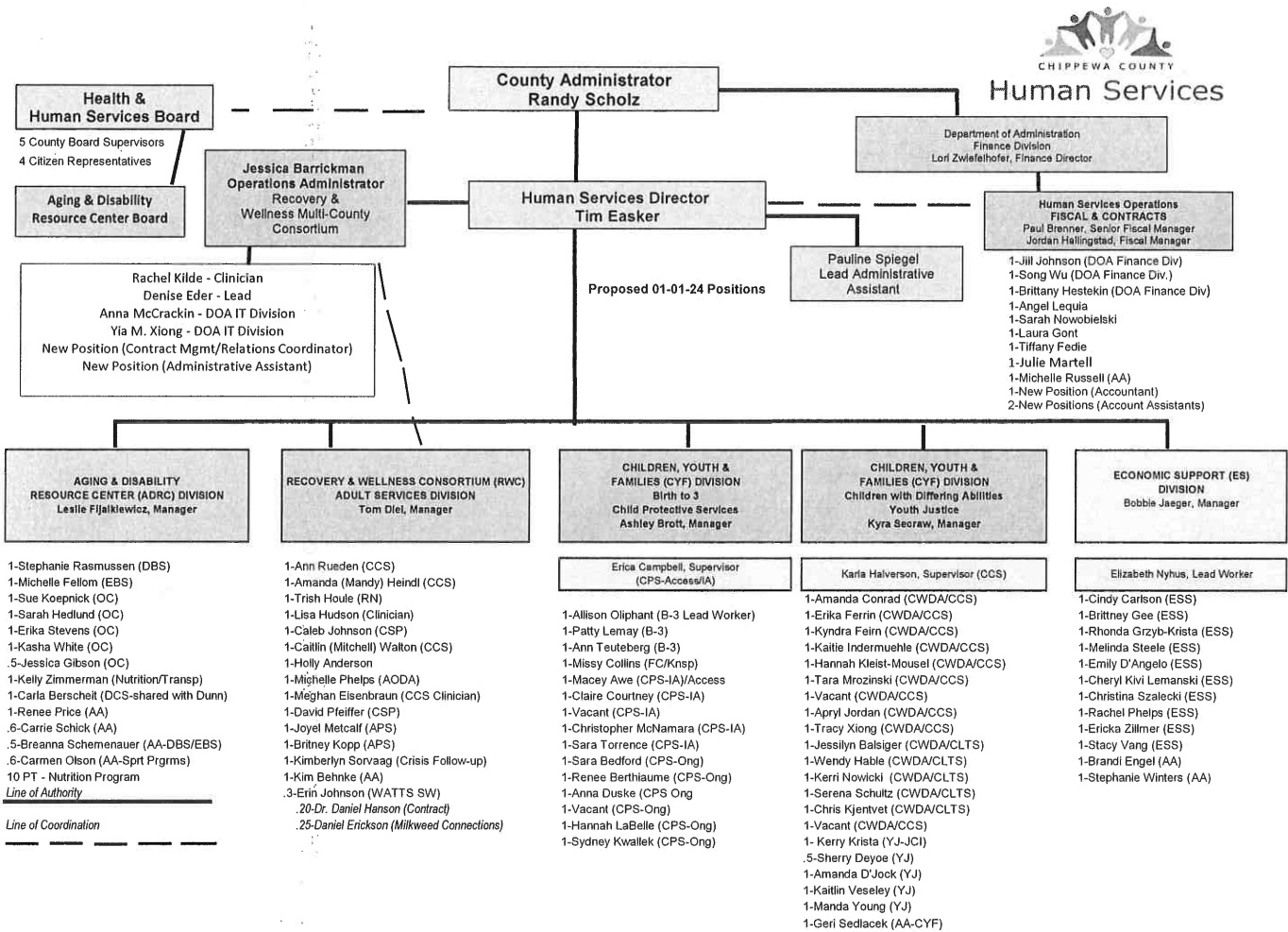
Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Work in an office setting.
- Ability to work flexible hours based on agency need.

Chippewa County Department of Human Services Organizational Chart - Employees





STATEMENT OF EXPLANATION

Resolution No. 37 - 23

RES. 37-23: RESOLUTION TO CREATE TWO ACCOUNT ASSISTANT POSITIONS IN THE DEPARTMENT OF HUMAN SERVICES TO PROVIDE FISCAL SUPPORT TO THE RECOVERY WELLNESS CONSORTIUM - TIM EASKER

1 Passage of this resolution will create two (2) full-time Account Assistant positions in the
 2 Department of Human Services, commencing in 2024. These positions will provide
 3 fiscal support to the multi-county Recovery and Wellness Consortium (RWC), specifically for
 4 Comprehensive Community Services (CCS). CCS activities include Medicaid billing, electronic
 5 health record filing, accounts payable processing, and other fiscal activities as required. The
 6 target consumers for the RWC are children and adults with mental health and substance abuse
 7 issues who receive those services through the CCS program. These positions will be filled after
 8 January 1, 2024 and when consumer numbers dictate additional positions are needed.

9 The CCS consumer census across all of the member counties was 650 on December 31,
 10 2021 and the fiscal staff at that time consisted of 7.31 full-time equivalent (FTE) employees to
 11 support the program. On average, each FTE supported 88 consumers. Currently there are 100
 12 consumers per FTE. The CCS program continues to grow in Chippewa County and the RWC
 13 partner county members. Based on internal estimates and those of our county partners, the
 14 CCS census will be approximately 900 by the end of 2024, which if no additional fiscal staff were
 15 added would mean 123 consumers per FTE. It is imperative that the fiscal staff grow along with
 16 the consumer count to ensure that billing, documentation, provider payment, and reporting
 17 requirements are met. The CCS program is a fully funded/reimbursed Medicaid program and
 18 requires no additional funding from Chippewa County.

19

Resolution No. 37 - 23

**RES. 37-23: RESOLUTION TO CREATE TWO ACCOUNT ASSISTANT POSITIONS IN THE
DEPARTMENT OF HUMAN SERVICES TO PROVIDE FISCAL SUPPORT TO THE RECOVERY
WELLNESS CONSORTIUM - TIM EASKER**

WHEREAS, the Department of Human Services is the service facilitator for federal and state funding through the Comprehensive Community Services (CCS) Program, which provides intervention services for children and adults with mental health and substance abuse issues through the multi-county Recovery and Wellness Consortium (RWC); and

WHEREAS, Chippewa County is the lead county in the RWC and is therefore responsible to provide all administrative support to the Consortium, including CCS support activities; and

WHEREAS, CCS support activities include Medicaid billing, electronic health record filing, accounts payable processing, and other fiscal activities as required; and

WHEREAS, the Fiscal and Contracts Division within the Department of Human Services is responsible for providing fiscal support for the RWC; and

WHEREAS, the CCS program is growing at Chippewa and the CCS member counties of the RWC and it is expected that the CCS consumer census across the Consortium will increase from 616 in 2020 to 900 by the end of 2024; and

WHEREAS, not increasing the fiscal support capacity by a proportional amount may result in loss of revenue, non-compliance with mandatory documentation and reporting requirements, and not paying providers in a timely fashion; and

WHEREAS, it is the recommendation of the Director of the Department of Human Services and the County Administrator that two (2) Account Assistant positions be created in the Fiscal and Contracts Division of the Department of Human Services, commencing in 2024, to provide fiscal services to the RWC through the CCS program; and

WHEREAS, it is also recommended that these positions be filled after January 1, 2024 and when consumer numbers indicate that another Account Assistant position is needed; and

WHEREAS, these positions will be fully funded with the CCS funding received from the state and federal governments;

NOW, THEREFORE BE IT RESOLVED, that effective in January 2024, two (2) Account Assistant positions are hereby created in the Fiscal Division of the Department of Human Services to provide fiscal support to the RWC and address the growth in the CCS program; and

BE IT FURTHER RESOLVED, that these positions be filled after January 1, 2024 and when consumer numbers indicate that another Account Assistant position is needed: and

BE IT FURTHER RESOLVED, that these positions will provide direct support to the CCS lead county fiscal team and will therefore be funded by using the Medicaid revenue generated by the positions as well as the CCS reconciliation process; and

BE IT FURTHER RESOLVED, that should the state and federal funding necessary to fund these positions no longer be available or be reduced significantly, these positions may be eliminated by the County Administrator through the budget process.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Funded 100% with Medicaid CCS for 2 Account Assistants

Wages and Benefits \$151,617

Other Costs 4,000

Total 2024 Estimated Cost \$155,617

08/1/2023 Executive Committee

RESULT: FORWARD TO COUNTY BOARD [3 TO 2] Next: 8/8/2023 6:00 PM

MOVER: Jason Bergeron, District 7

SECONDER: Ken Schmitt, District 3 (Vice-Chair)

AYES: Dean Gullickson, Ken Schmitt, Jason Bergeron

NAYS: Harold Steele, Glen Sikorski

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel

6/14/2023

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director

6/15/2023

Randy B. Scholz
Randy B. Scholz, County Administrator

6/15/2023



CHIPPEWA COUNTY

Department of Administration

Personnel Administration Change Form

Action Requested: ☒ New Position ☐ Fill Vacancy ☐ Other (ex: increased hours)

Department: Department of Human Services

Division: Fiscal

Current Job Description Title: _____ Anticipated Start Date: 01/01/2024

Proposed Job Description Title: (if different) Account Assistant (2 positions)

Direct Supervisor: Jordan Hallingstad

Current/Past Employee Name (blank if new position): _____ No. of Years Served in Position: _____

Current Status: ☐ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Proposed Status: ☒ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Reason for vacancy or new position (if due to vacancy - please indicate the last day of work for the employee in the position):

The RWC has grown to a point where additional staff are needed to pay all provider invoices and bill Medicaid for reimbursement in a timely manner.

Bargaining Unit: ☐ WPPA-Patrol Officers/Investigators ☒ Non-Represented

FLSA Status: ☒ Exempt ☐ Non-Exempt

Is the position mandated? ☐ Yes ☒ No

If yes, provide statute, regulation, etc.

Position Justification Description (Why is the position needed?):

The fiscal team processed almost 18k invoices in 2022. These invoices produced 93k claims to bill to Medicaid. Without additional staff, reimbursement from Medicaid will be delayed and payment to providers will not be able to be completed on schedule.

Measurement of Job Performance (e.g. clients, caseload, work output, etc.)

This position will take ownership of a number of providers for processing invoices, in addition to other tasks. Job performance would be based on coding invoices accurately and timely so providers are paid according to schedule. This position would also be measured through the annual review process.

Are there opportunities to consolidate, eliminate and/or outsource the job responsibilities?

☐ Yes ☒ No

Please explain:

Is this a new position? ☒ Yes ☐ No

Would its creation cause the future elimination of another position? ☐ Yes ☒ No

If yes, please explain:

Fiscal is not completing unnecessary tasks and needs additional staff to complete all billing and accounts payable timely..

For new positions, are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other county departments, use of overtime, eliminating unnecessary work)? ☐ Yes ☒ No

Please explain:

PLEASE ANSWER BOTH QUESTIONS (for WRS & ACA purposes)

In the first twelve months from the new position or refill position start date:

Do you intend to work this position 600 or more hours? ☒ Yes ☐ No

Do you intend to work this position 1200 or more hours? ☒ Yes ☐ No

Requested Annual Hours: ☒ 2080 ☐ 1500 ☐ 1040 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule Monday-Thursday 7:30-4:30, Friday 7:30-11:30

(i.e. 8 hrs/5 days per week, 8 hrs/4 days per week)

What are the consequences or impact of **not** filling this position?

We will not be able to pay all invoices according to our schedule, damaging the relationship between the RWC and the providers. Cash flow will also be impacted if we cannot enter billing for Medicaid as soon as the providers are paid.

For new positions, is there office space available for this position? ☒ Yes ☐ No (if no, complete Office Relocation Form)

Will this require an office move/relocation? ☐ Yes ☒ No (if yes, complete Office Relocation Form)

How does this position fit into the long-range and strategic plans of the Department and/or the County?

2022-2024 RWC Strategic Plan Goal:

The RWC will ensure that the system we work within is able to effectively meet the needs of continual growth.

The last time we added fiscal staff, we were processing 11,000 invoices for \$10 million. In 2023 we are projected to process almost twice the number of invoices and dollars - 21,000 invoices for \$20 million. The volume has grown to point where we are not effectively able to meet the needs of the consortium with the current fiscal staff.

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

2023 BUDGETED AMOUNT FOR POSITION (From 2023 PCR and BER)

Proposed new 2024 positions _____ + _____ = _____
 Per Personnel Cost Report (PCR) Per Benefit Estimate Report (BER) **Total Budgeted for Position**

Number of Hours Budgeted for Position per 2023 Personnel Cost Report: _____

General Ledger Account Number to Charge Salary to: 209-85-54312
 (If more than 1 account number please attach a separate document with the associated percentages)

ANNUAL FISCAL IMPACT**Minimum Fiscal Impact**

Starting Wage/Hire (WPPA) 19.07 of Pay Grade K

38.14 X 2080 = 79,331.20
 Starting Hourly Rate: Maximum Hours (2080, 1500, 1040 or 975) Total Wages Minimum Impact

79,331.20 + 14,874.60 + 47,976 = 142,181.80
 Total Wages Minimum Impact Fringe Benefits* Health Insurance ** **Total Minimum Fiscal Impact 2023**
 (Use percentage below)

Position Point Fiscal Impact

Position Point Wage/Max Step (WPPA) 20.98 of Pay Grade K

41.96 X 2080 = 87,276.80
 Position Point Hourly Rate Maximum Hours (2080, 1500, 1040 or 975) Total Wages Maximum Impact

87,276.80 + 16,364.40 + 47,976 = 151,617.20
 Total Wages Position Point Impact Fringe Benefits* Health Insurance ** **Total Maximum Fiscal Impact 2023**
 (Use percentage below)

* Percentages to Use: General WRS Position: 18.75% Current LTE: 18%
 Protective WRS Position: 25% New LTE: 11.5%

**Health Insurance Annual Premium: Full Time = \$23,988 WPPA = \$21,775

2023 ACTUAL YEAR-TO-DATE EXPENDED FOR POSITION (To be completed by Finance Division)

_____ + _____ = _____
 Wage Less Overtime Fringe Benefits Less Overtime **Total YTD Expended for Position**

Retirement/Resignation Pay out Amount: _____ Budgeted Amount: _____

OTHER COSTS

Please define and breakdown "other" costs here:

***"Other" includes, but is not limited to: equipment, office space, vehicle, on-call pay etc.

Personal equipment (tools, uniforms, safety equipment)	\$ _____ 0
Mileage and meals	\$ _____
Training expenses (including memberships)	\$ _____
Computer equipment	\$ _____ 4,000
Office furniture and supplies	\$ _____
Other operating expenses	\$ _____
Renovation/relocation costs	\$ _____
Total Other Costs	\$ _____ 4,000

2023 FUNDING SOURCES

☒ Federal/State (Specify) <u>CCS Medicaid</u>	<u>100</u> %	\$ <u>155,617.20</u>
☐ County Tax Levy _____	_____ %	\$ _____
☐ County Other (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Other (Specify) _____	_____ %	\$ _____
TOTAL	100%	\$ <u>155,617.20</u> *

*Must match above total maximum fiscal impact and other costs

Will any of the listed funding sources expire during the duration of the position? ☐ Yes ☒ No
If yes, please indicate what sources will expire, with expiration dates:

If yes, please indicate where the funding will come from after the sources of funding have expired:

NOTE: Attach an updated organizational chart and the approved job description located on the K:drive/Human Resources. All recommended changes for consideration should be indicated with highlights and strikeouts and emailed to the Human Resources Director. Positions will not be considered absent job descriptions.

1. <u>Tim Eaker</u> <u>5/11/23</u> Department Head Recommendation Date	4. <u>[Signature]</u> <u>5/26/23</u> County Administrator Approval Date ☒ Approved ☐ Denied
2. <u>[Signature]</u> <u>5/18/23</u> Human Resources Division Review Date ☒ Recommend ☐ Not Recommend	5. _____ Date County Board Approval ☐ Approved ☐ Denied Resolution No. _____ ** New Positions Only **
3. <u>Geri Zwietselhofer</u> <u>5/26/23</u> Finance Division Review Date ☒ Recommend ☐ Not Recommend	

Comments: New position requests approved contingent upon
acceptable space plan to County Administrator
by 6/30/23.

CHIPPEWA COUNTY JOB DESCRIPTION

Job Title: Account Assistant

FLSA: Non-Exempt

Salary Range: K

Reports To: Department of Human Services Fiscal Manager

Department: Human Services

Date: January 2020

JOB SUMMARY

The job duties of the Account Assistant including but are not limited to Consumer Financial Services duties for the Department of Human Services, Regional Wellness Consortia and Criminal Justice Collaborating Council that include continued development and analyzation of the Consumer Financial Services program. Provide customer service for multiple divisions through education of the consumer on costs of services, ability to pay and collection policies and procedures. Update policies, procedures and division brochures as requested. Resolve disputes, schedule committee meetings for Fee Waiver Requests, prepare documents, reports and ensure accurate financial and insurance information entry into software systems.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Account Assistant in the Consumer Financial Services area might be asked to perform. This job description is to incorporate any county ordinances created for the position of Account Assistant. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Plan and implement the strategic initiatives of the county board, Health& Human Service/Aging & Disability Resource Boards, the department, and divisions. This includes implementing the vision, mission, and values of the department.
- Utilize strength's and talents to meet the County Board, Department of Human Services, and division strategic initiatives.
- Work closely with leadership team by developing/revising department policy and procedure, participating in organizational development, integrating service delivery with other divisions in order to reduce barriers in meeting customer's needs/outcomes, and quality improvement projects. Participate in the Fiscal Team or departmental meetings for communication purposes, identify and analyze problems, and recommend solutions.
- Communicate effectively, efficiently, and respectfully in the delivery of Consumer Financial Services program whether in person, by telephone, by email, or any other communication method.
- Establish a timeline plan of prioritizing tasks to ensure all work is completed in a timely manner to meet deadlines.
- Schedule appointments with consumers in the office or at their home to assist and obtain Consumer Financial Services required paperwork for completion of their Ability to Pay.
- Determine their ability to pay based on the Division specific requirements. Create consumer case and enter confidential personal and financial information into the appropriate Department software (Avatar, Geneva and QuickBooks).

- Prepare monthly consumer statements, collect, receipt and post-consumer payment into the appropriate software.
- Supports, monitors and assists in the maintenance of the DHS accounts receivable and insurance billing systems as well as related consumer information reporting systems in support of all department divisions.
- Performs fiscal data entry, various reconciliations, assists with Tax Intercept Program and prepares reports for fiscal reporting requirements.
- Other duties as assigned by the division manager.

Customers:

- All prospective, current or past DHS consumers.

Team Members:

- Any professional or paraprofessional we work with in the serving of consumers.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- Associate degree in an accounting, business, bookkeeping or closely related field with 3 years recent accounting or customer service experience.
- Three (3) years of recent related work experience in an Accounting or Administrative Assistant position with accounts receivable experience.
- A valid driver's license required.

SKILLS AND ABILITIES

- Ability to perform basic accounting principles and procedures.
- General knowledge of current office practices and procedures and confidentiality.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to build positive and professional working relationships, as well as the ability to work independently.
- Ability to demonstrate courtesy, tact, respect, and interest in the success of others.
- Ability to contribute to a team environment. Supports decisions of co-workers.
- Ability to adapt and work effectively within a variety of situations, Understands and appreciates different opposing perspectives on an issue.
- Ability to adapt one's approach as the requirements of the situation change, and changing or easily accepting changes or being flexible for the department or job requirements.
- Ability to maintain a professional demeanor when dealing with the public, countywide staff, and elected officials.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of open record laws and other applicable State and Federal Statutes and Regulations.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, (e.g. local ordinances, procedure manuals, codes, etc.).
- Ability to accept feedback regarding performance and actively uses such information to adapt behavior when necessary to improve professional and division performance.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer, and basic knowledge of Microsoft Office and other computer software.
- Ability to use county software and web based programs.
- Ability to embrace new technology and equipment creating efficiencies and encourages others to do so.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations; safety manuals; and warning labels.

MATHEMATICAL SKILLS

- Ability to perform basic mathematical calculations.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems in a variety of situations and solve in a systematic manner.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

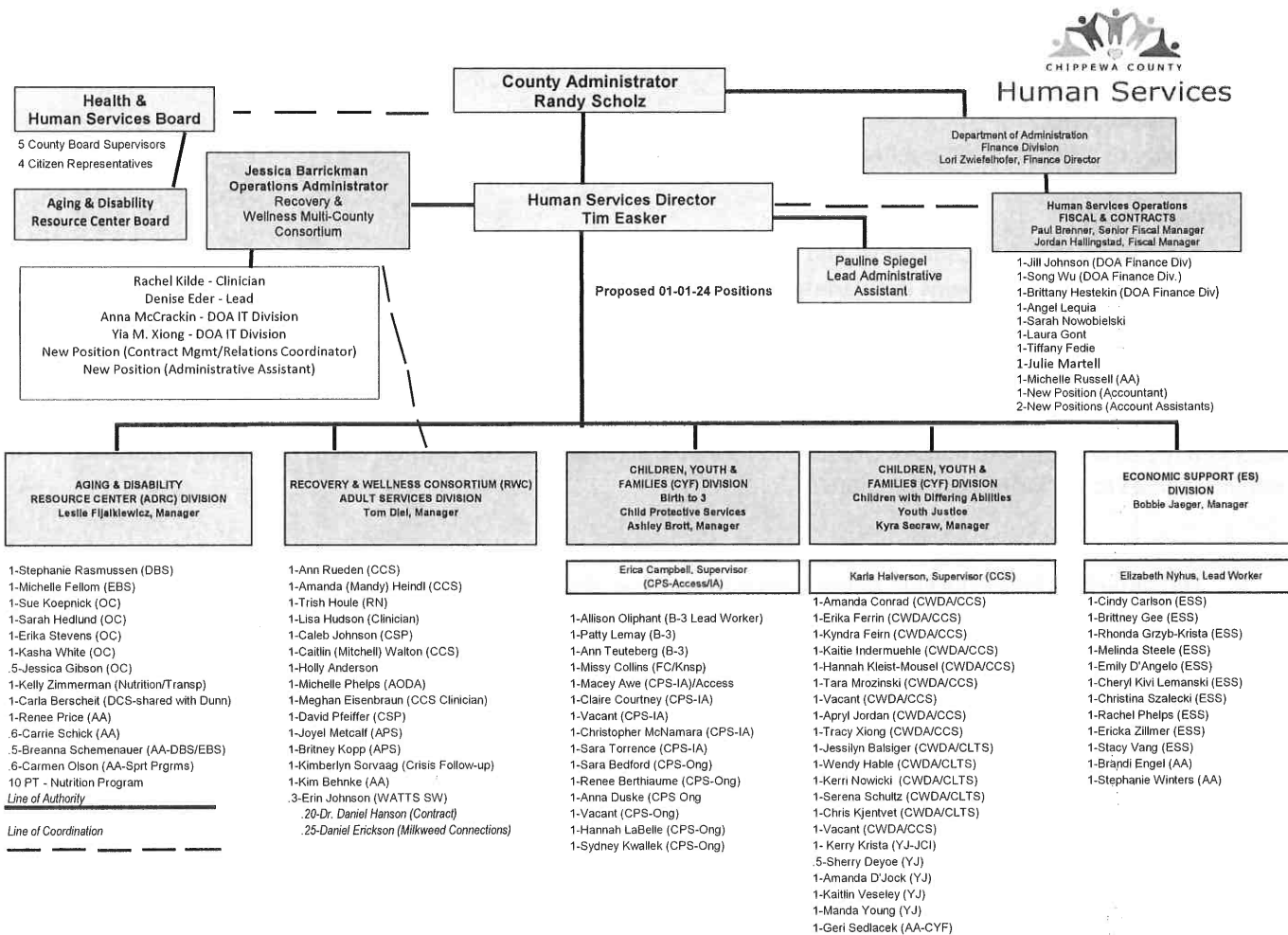
Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, and hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Work in an office setting. Takes action to ensure the security of county property, equipment, apparatus, vehicles, computers/software etc.
- Ability to work flexible hours based on agency need.

Chippewa County Department of Human Services Organizational Chart - Employees





STATEMENT OF EXPLANATION

Resolution No. 36 - 23

RES. 36-23: RESOLUTION TO CREATE AN ADMINISTRATIVE ASSISTANT III POSITION IN THE DEPARTMENT OF HUMAN SERVICES TO PROVIDE ADMINISTRATIVE SUPPORT TO THE RECOVERY WELLNESS CONSORTIUM - TIM EASKER

1 Passage of this resolution will create one (1) full-time Administrative Assistant III
 2 position in the Department of Human Services to provide services to the multi-county Recovery
 3 Wellness Consortium (RWC), commencing in 2024. The position will provide administrative
 4 support to the RWC and the lead county team, specifically for Comprehensive Community
 5 Services (CCS). Chippewa County is the lead county for the RWC and is therefore responsible to
 6 provide all administrative support services for the Consortium.

7 The target consumers for the RWC are children and adults with mental health and
 8 substance abuse issues who receive those services through the CCS program. The CCS consumer
 9 census was 221 in 2017, 507 in 2020 and 730 in 2022. It is currently being projected that the
 10 RWC will be serving 900 consumers across all of the member counties by 2025. The RWC
 11 provider network has also seen large growth since the inception of the Consortium with 50
 12 contracted providers in 2017, 100 in 2020 and a projected 140 in 2025. This growth within the
 13 RWC has increased the level of training needed for both county staff and service providers, has
 14 increased the amount of technical support required from the lead county, and has led to an
 15 overall increased general work load within the Chippewa County team.

16 The RWC underwent a system assessment in 2022 and 2023 to determine the RWC lead
 17 county's greatest efficiencies and strengths as well as to identify areas in which the Consortium
 18 could be more efficient and cost effective. It has been determined that the addition of an
 19 Administrative Assistant III would effectively support the growing work load needs within the
 20 RWC.

21 This proposed position would be able to take responsibility for tasks that are currently
 22 being done by the Lead County Operations Administrator, Clinician, Lead Social Worker, as well
 23 as the RWC IT staff and fiscal team. These tasks include, but are not limited to scheduling and
 24 coordinating meetings, data compilation for annual consumer surveys and consumer
 25 demographic data, annual contract collections through DocuSign, training coordination and the
 26 collection of required documentation from partner counties and service providers. The addition

27 of this position would allow the other positions noted above to focus on their core job duties
28 while meeting the consortium's needs in an effective and efficient manner.
29

Resolution No. 36 - 23

**RES. 36-23: RESOLUTION TO CREATE AN ADMINISTRATIVE ASSISTANT III POSITION IN THE
DEPARTMENT OF HUMAN SERVICES TO PROVIDE ADMINISTRATIVE SUPPORT TO THE
RECOVERY WELLNESS CONSORTIUM - TIM EASKER**

WHEREAS, the Department of Human Services is the service facilitator for federal and state funding through the Comprehensive Community Services (CCS) Program, which provides intervention services for children and adults with mental health and substance abuse issues through the multi-county Recovery and Wellness Consortium (RWC); and

WHEREAS, Chippewa County is the lead county in the RWC and is therefore responsible to provide all administrative support to the Consortium, including CCS support activities; and

WHEREAS, CCS support activities include Medicaid billing, accounts payable processing, clinical support, policy and procedure development and general oversight of the operations of the multi-county CCS program; and

WHEREAS, the CCS program continues to grow as mental health and substance abuse needs continue to rise within the member counties; and

WHEREAS, it is expected that the CCS consumer census across all of the member counties will increase from 616 in 2020 to 900 by the end of 2024; and

WHEREAS, the number of service providers contracted with the RWC has also grown significantly with 50 contracted providers in 2017, 100 in 2020 and a projected 140 in 2025; and

WHEREAS, this growth in the numbers of consumers and service providers has also led to an increase in the level of training needed and technical support required to meet the needs of the RWC; and

WHEREAS, it is the recommendation of the Director of the Department of Human Services and the County Administrator that a full-time Administrative Assistant III position be created in the Department of Human Services to provide administrative support to the RWC through the CCS program, commencing in 2024; and

WHEREAS, this position would take on tasks that are currently being done by the Lead County Operations Administrator, Clinician, Lead Social Worker, as well as the RWC IT staff and fiscal team, which would allow those positions to focus on their core job duties while meeting the consortium's needs in an effective and efficient manner; and

WHEREAS, this position would be fully funded through the CCS funding received from the state and federal Medicaid funding;

NOW, THEREFORE BE IT RESOLVED, that effective January 1, 2024, a full-time Administrative Assistant III position is hereby created in the Department of Human Services to provide support to the RWC to help address the growth in the CCS program; and

BE IT FURTHER RESOLVED, that this position will provide direct support to RWC lead county team and will therefore be funded by using the Medicaid revenue generated by the position as well as the CCS reconciliation process; and

BE IT FURTHER RESOLVED, that should the state and federal funding necessary to fund this position no longer be available or be reduced significantly, this position may be eliminated by the County Administrator through the budget process.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Funded 100% with Medicaid CCS

Wages and Benefits \$70,992

Other Costs 2,100

Total 2024 Estimated Cost \$73,092

08/1/2023 Executive Committee

RESULT: FORWARD TO COUNTY BOARD [3 TO 2] Next: 8/8/2023 6:00 PM

MOVER: Jason Bergeron, District 7

SECONDER: Ken Schmitt, District 3 (Vice-Chair)

AYES: Dean Gullickson, Ken Schmitt, Jason Bergeron

NAYS: Harold Steele, Glen Sikorski

Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

6/14/2023

Lori Zwiefelhofer

Lori Zwiefelhofer, Finance Director

6/15/2023

Randy B. Scholz

Randy B. Scholz, County Administrator

6/15/2023



CHIPPEWA COUNTY

Department of Administration

Personnel Administration Change Form

Action Requested: ☒ New Position ☐ Fill Vacancy ☐ Other (ex: increased hours)

Department: Human Services

Division: RWC - Lead County

Current Job Description Title: Anticipated Start Date: 1/1/24

Proposed Job Description Title: (if different) Administrative Assistant III - RWC Lead County

Direct Supervisor: Jessica Barrickman

Current/Past Employee Name (blank if new position): No. of Years Served in Position:

Current Status: ☒ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Proposed Status: ☒ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Reason for vacancy or new position (if due to vacancy - please indicate the last day of work for the employee in the position):

As the RWC has grown the demands on the Lead county (Chippewa) have grown as well. This growth has put an increase in work on the Lead County Leadership (Administrator, Lead Worker, IT, Lead Clinician, and the fiscal team). The addition of an Administrative Assistant position will allow appropriate tasks that align with that of an Administrative Assistant to be removed from their work load, allowing for them to focus on tasks within Leadership and their designated assigned job duties. Examples include but not limited to: scheduling and coordinating consortium meeting, data compilation, development of documents, managing contracting docusign collection, training and event assistance, basic web based updates.

Bargaining Unit: ☐ WPPA-Patrol Officers/Investigators ☐ Non-Represented

FLSA Status: ☐ Exempt ☒ Non-Exempt

Is the position mandated? ☐ Yes ☒ No

If yes, provide statute, regulation, etc.

Position Justification Description (Why is the position needed?):

The addition of an Administrative Assistant to the RWC Lead county team will support those Lead County staff in a more cost effective manner minimizing the addition of leadership staff.

Measurement of Job Performance (e.g. clients, caseload, work output, etc.)

Timely response to email and project completion. Demonstration of strong organizational skills, ability work work independently and within a team setting. Ability to self pace work and take initiative.

Attachment: PAC Form for Admin Assist III in RWC (36 - 23 : Res. 36-23: Resolution to Create Admin Assist III Position in DHS for the RWC)

Are there opportunities to consolidate, eliminate and/or outsource the job responsibilities?

☐ Yes ☒ No

Please explain:

Is this a new position? ☒ Yes ☐ No

Would its creation cause the future elimination of another position? ☐ Yes ☒ No

If yes, please explain:

For new positions, are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other county departments, use of overtime, eliminating unnecessary work)? ☐ Yes ☒ No

Please explain:

Overtime is not a cost effective way to manage increasing work loads within fiscal and IT staff. Administrative staff with the Lead County (Administrator, Lead Worker and Clinician) are non exempt therefor overtime is not an option.

PLEASE ANSWER BOTH QUESTIONS (for WRS & ACA purposes)

In the first twelve months from the new position or refill position start date:

Do you intend to work this position 600 or more hours? ☒ Yes ☐ No

Do you intend to work this position 1200 or more hours? ☒ Yes ☐ No

Requested Annual Hours: ☒ 2080 ☐ 1500 ☐ 1040 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule Monday-Thursday 7:30-4:30, Friday 7:30-11:30

(i.e. 8 hrs/5 days per week, 8 hrs/4 days per week)

What are the consequences or impact of **not** filling this position?

Continued increased demands on RWC Operations Administrator, Lead Worker, Multi County Clinician, IT and fiscal may result in the need for additional higher cost positions.

For new positions, is there office space available for this position? ☐ Yes ☒ No (if no, complete Office Relocation Form)

Will this require an office move/relocation? ☐ Yes ☐ No (if yes, complete Office Relocation Form)

How does this position fit into the long-range and strategic plans of the Department and/or the County?

This position would be 100% telecommute:

RWC Strategic Plan Goals:

1. The RWC will provide quality person-centered services.
2. The RWC will have a provider network that meets the needs of our community.
3. The RWC will ensure that the system we work within is able to effectively meet the needs of continual growth.
4. The RWC will engage in system level advocacy to ensure mental health and AODA community needs are met.

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

2023 BUDGETED AMOUNT FOR POSITION (From 2023 PCR and BER)

new position _____ + _____ = _____
 Per Personnel Cost Report (PCR) Per Benefit Estimate Report (BER) **Total Budgeted for Position**

Number of Hours Budgeted for Position per 2023 Personnel Cost Report: _____

General Ledger Account Number to Charge Salary to: 209-85-54312
 (If more than 1 account number please attach a separate document with the associated percentages)

ANNUAL FISCAL IMPACT

Minimum Fiscal Impact Starting Wage/Hire (WPPA) 17.30 of Pay Grade I

17.30 X 2080 = 35,984
 Starting Hourly Rate Maximum Hours (2080, 1500, 1040 or 975) Total Wages Minimum Impact

35,984 + 6,747 + 23,988 = 66,719
 Total Wages Minimum Impact Fringe Benefits* (Use percentage below) Health Insurance ** **Total Minimum Fiscal Impact 2023**

Position Point Fiscal Impact Position Point Wage/Max Step (WPPA) 19.03 of Pay Grade I

19.03 X 2080 = 39,582.4
 Position Point Hourly Rate Maximum Hours (2080, 1500, 1040 or 975) Total Wages Maximum Impact

39,582.40 + 7,421.70 + 23,988 = 70,992.10
 Total Wages Position Point Impact Fringe Benefits* (Use percentage below) Health Insurance ** **Total Maximum Fiscal Impact 2023**

* Percentages to Use: General WRS Position: 18.75% Current LTE: 18%
 Protective WRS Position: 25% New LTE: 11.5%

**Health Insurance Annual Premium: Full Time = \$23,988 WPPA = \$21,775

2023 ACTUAL YEAR-TO-DATE EXPENDED FOR POSITION (To be completed by Finance Division)

_____ + _____ = _____
 Wage Less Overtime Fringe Benefits Less Overtime **Total YTD Expended for Position**

Retirement/Resignation Pay out Amount: _____ Budgeted Amount: _____

OTHER COSTS

Please define and breakdown "other" costs here:

***"Other" includes, but is not limited to: equipment, office space, vehicle, on-call pay etc.

Personal equipment (tools, uniforms, safety equipment)	\$ _____
Mileage and meals	\$ _____
Training expenses (including memberships)	\$ _____
Computer equipment	\$ _____ 2100
Office furniture and supplies	\$ _____
Other operating expenses	\$ _____
Renovation/relocation costs	\$ _____
Total Other Costs	\$ _____ 2100

2023 FUNDING SOURCES

☒ Federal/State (Specify) <u>Medicaid funding through CCS</u>	<u>100</u> %	\$ <u>70,992.10</u>
☐ County Tax Levy _____	_____ %	\$ _____
☐ County Other (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Other (Specify) _____	_____ %	\$ _____
TOTAL	100%	\$ <u>70,992.10</u> *

*Must match above total maximum fiscal impact and other costs

Will any of the listed funding sources expire during the duration of the position? ☐ Yes ☒ No

If yes, please indicate what sources will expire, with expiration dates:

If yes, please indicate where the funding will come from after the sources of funding have expired:

NOTE: Attach an updated organizational chart and the approved job description located on the K:drive/Human Resources. All recommended changes for consideration should be indicated with highlights and strikeouts and emailed to the Human Resources Director. Positions will not be considered absent job descriptions.

1. <u>Tim Eaker</u> <u>4/17/23</u> Department Head Recommendation Date	4. <u>[Signature]</u> <u>5/26/23</u> County Administrator Approval Date ☒ Approved ☐ Denied
2. <u>[Signature]</u> <u>5/26/23</u> Human Resources Division Review Date ☒ Recommend ☐ Not Recommend	5. _____ County Board Approval Date ☐ Approved ☐ Denied Resolution No. _____ ** New Positions Only **
3. <u>[Signature]</u> <u>5/26/23</u> Finance Division Review Date ☒ Recommend ☐ Not Recommend	

Comments: _____

New position requests approved contingent upon acceptable space plan to County Administrator by 6/30/23.

CHIPPEWA COUNTY JOB DESCRIPTION

Job Title: Administrative Assistant III –RWC multi-county consortium

FLSA: Non-Exempt

Salary Range: I

Reports To: RWC Operations Administrator

Department: Human Services

Date: January 2024

JOB SUMMARY

The job duties of the Administrative Assistant III – RWC multi-county consortium include but are not limited to ensure that documents, reports, and data are completed accurately, timely, and efficiently; to work independently in a customer service and administrative professional position; to participate in workgroups and teams; and to provide responsive, courteous, and efficient customer service to the Recovery and Wellness Consortium counties and providers.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Administrative Assistant III – RWC multi-county consortium might be asked to perform. This job description is to incorporate any county ordinances created for the position of Administrative Assistant III – RWC multi county-consortium. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Participate in consortium and lead County meetings.
- Communicate professionally with counties, providers, consumers, co-workers, and the public.
- Prepare and accurately complete documents and reports, and perform other administrative professional functions as requested and necessary to meet the needs of the consumers and RWC lead County.
- Assist in data collection and compilation for annual state reporting and consumer satisfaction
- Process data accurately and efficiently via an electronic data management system and other computer software programs.
- Participate and contribute to workgroups and teams; assist with coordination of workgroup or team meetings as requested.
- Assists managers and co-workers with special projects and events as requested.
- Maintain consumer file system and/or record retention.
- Schedule appointments for staff in electronic calendar system as needed.
- Participate in trainings and learning opportunities for professional development and enhancement of skills.
- Provide administrative support to the RWC lead County.
- Data management consumer demographics, growth trends and consumer satisfaction surveys.
- Complete record checks for other agencies; complete record requests.
- Other duties as assigned by the division manager.

Customers:

- All prospective, current or past DHS consumers.

Team Members:

- Any professional or paraprofessional we work with in the serving of consumers.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- Associate degree in a clerical field required.
- Three (3) years of recent related work experience in a Secretarial /Administrative Assistant position required.
- A valid driver's license required.

SKILLS AND ABILITIES

- Ability to build positive and professional working relationships, as well as the ability to work independently.
- Ability to demonstrate courtesy, tact, respect, and interest in the success of others.
- Ability to contribute to a team environment. Supports decisions of co-workers.
- Ability to adapt and work effectively within a variety of situations. Understands and appreciates different opposing perspectives on an issue.
- Ability to adapt one's approach as the requirements of the situation change, and changing or easily accepting changes or being flexible for the department or job requirements.
- Ability to maintain a professional demeanor when dealing with the public, countywide staff, and elected officials.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of open record laws and other applicable State and Federal Statutes and Regulations.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, (e.g. local ordinances, procedure manuals, codes, etc.).
- Ability to accept feedback regarding performance and actively uses such information to adapt behavior when necessary to improve professional and division performance.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer, and basic knowledge of Microsoft Office and other computer software.
- Ability to use county software and web-based programs.
- Ability to embrace new technology and equipment creating efficiencies and encourages others to do so.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations; safety manuals; and warning labels.

MATHEMATICAL SKILLS

- Ability to perform basic mathematical calculations.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems in a variety of situations and solve in a systematic manner.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

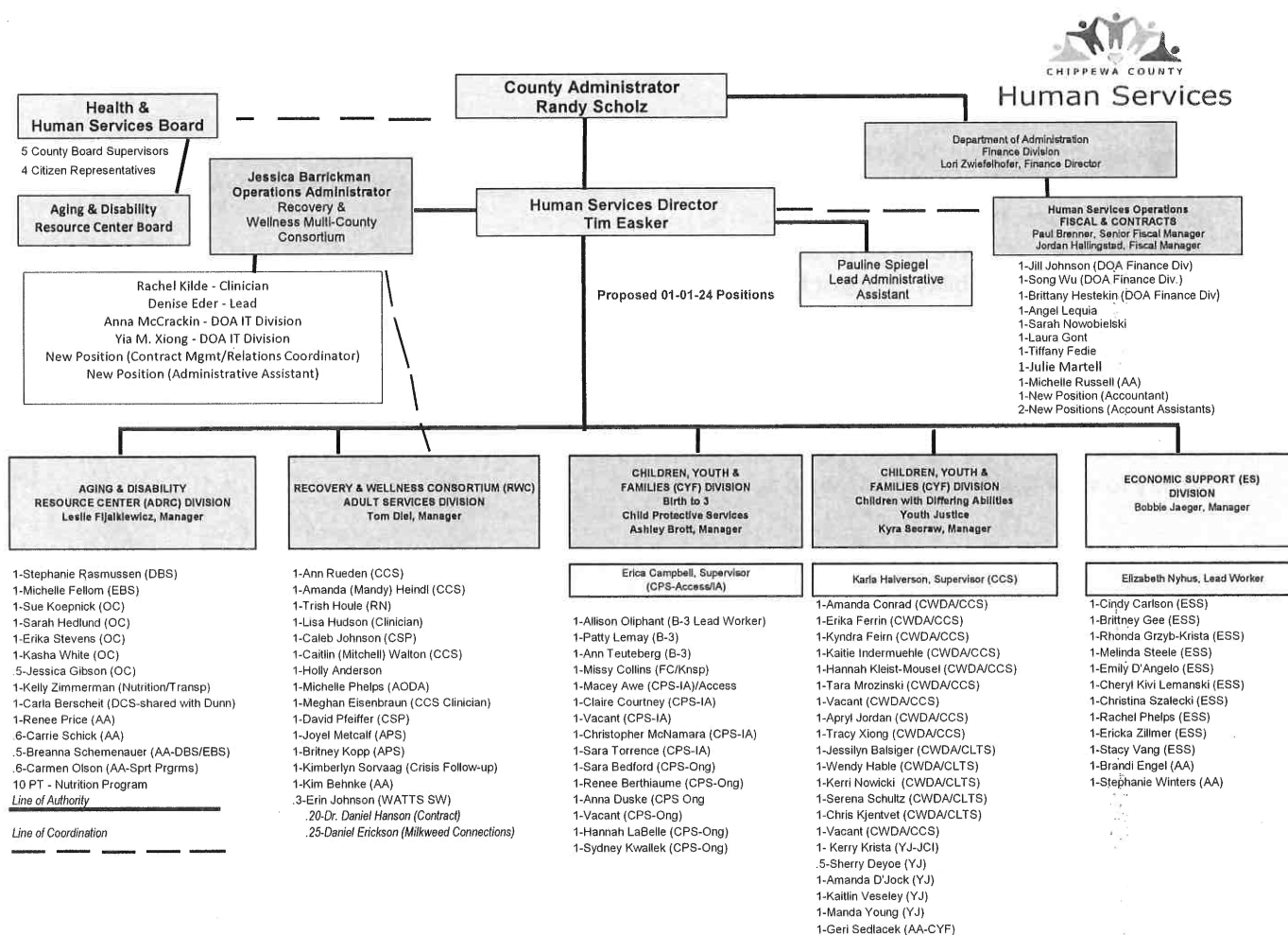
Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Work is primarily via telecommuting with occasional required meetings throughout the multi-county consortium.
- Act to ensure the security of county property, equipment, apparatus, vehicles, computers/software etc.
- Ability to work flexible hours based on agency need.

Chippewa County Department of Human Services Organizational Chart - Employees





STATEMENT OF EXPLANATION

Resolution No. 38 - 23

RES. 38-23: RESOLUTION TO RESTRUCTURE THE SHARED DEPUTY COUNTY CLERK/VETERANS SERVICES SPECIALIST POSITION TO A FULL-TIME DEPUTY COUNTY CLERK POSITION - RANDY SCHOLZ AND JACLYN SADLER

1 Passage of this resolution will approve the request of the County Clerk and the Veterans
 2 Services Officer to restructure their offices' current shared position to a full-time Deputy
 3 County Clerk position. The shared position was originally approved in Resolution 42-18.
 4 Currently, the shared position of Deputy County Clerk/Veterans Services Specialist works 24
 5 hours in the County Clerk Department and 16 hours in the Veterans Services Department. The
 6 Veterans Service Department has seen a decrease in workload and client traffic as the Veteran
 7 Services Officer has streamlined processes in the last two years, which has decreased the
 8 number of appointments a client needs to file a claim. Also, many of the forms are now
 9 available online for Veterans to complete on their own.

10 The County Clerk Department has seen a significant increase in workload over the last
 11 10 years with increased passport application activity and increased election responsibilities. In
 12 2012, the passport revenue was \$24,850. In 2022, the passport revenue was \$53,900, plus an
 13 additional \$15,203.61 in revenue from passport photos. The first 6 months of 2023 passport
 14 revenue is higher than it has ever been in Chippewa County. Along with the increase in passport
 15 activity, the department has seen the election processes change through the years. The amount
 16 of time and detail needed to administer safe, secure and fair elections has changed dramatically
 17 in the last 8 years. An election is more than a one-day event and the election tasks begin
 18 months before Election Day and end a month after Election Day. The County Clerk Department
 19 is also responsible for maintaining, entering and creating the voter records and tracking
 20 absentee ballots/processes in the State Voter Registration System for 28 municipalities.

21 This restructure would transfer levy funds from the Veterans Services Department to
 22 the County Clerk Department. However, with the increased passport revenue in the County
 23 Clerk Department, \$6,667 of that levy will return to the general tax levy.

24 The County Administrator, the County Clerk and the Veterans Services Officer
 25 recommend that the shared position of Deputy County Clerk/Veterans Services Specialist be
 26 restructured to a full-time Deputy County Clerk position. Passage of this resolution will also

- 27 designate the current Deputy Clerk/Veterans Services Specialist as the new full-time Deputy
28 County Clerk.
29

Resolution No. 38 - 23

RES. 38-23: RESOLUTION TO RESTRUCTURE THE SHARED DEPUTY COUNTY CLERK/VETERANS SERVICES SPECIALIST POSITION TO A FULL-TIME DEPUTY COUNTY CLERK POSITION - RANDY SCHOLZ AND JACLYN SADLER

WHEREAS, the Veteran Services Department and the County Clerk Department are currently sharing a Deputy County Clerk/Veterans Services Specialist position wherein the position entails working 24 hours/week in the County Clerk Department and 16 hours/week in the Veterans Services Department; and

WHEREAS, the Veterans Services Department no longer has the workload to support the 16 hours/week part-time Specialist position; and

WHEREAS, the County Clerk Department has seen an increase in workload activity due to a large increase in passport applications and increased processes with election cycles; and

WHEREAS, the County Administrator, the County Clerk and the Veterans Services Officer have met and agreed that the best use of County funds would be to restructure the shared Deputy County Clerk/Veterans Services Specialist position to a full-time Deputy County Clerk position; and

WHEREAS, it is the recommendation of the County Administrator, the Human Resources Director, the County Clerk and the Veterans Services Officer to restructure this shared position to a full-time Deputy County Clerk position, effective January 1, 2024;

NOW, THEREFORE BE IT RESOLVED, that effective January 1, 2024, the shared Deputy County Clerk/Veterans Services Specialist position is hereby restructured to a full-time Deputy County Clerk position in the County Clerk's office; and

BE IT FURTHER RESOLVED, that the part-time Veterans Services Specialist is hereby eliminated, effective January 1, 2024; and

BE IT FURTHER RESOLVED, that the full-time Deputy County Clerk position shall have the job duties and responsibilities as set out in the attached job description; and

BE IT FURTHER RESOLVED, the current Deputy Clerk/Veterans Services Specialist be the new full-time Deputy County Clerk.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

Veteran's

74 Wages & Benefits \$32,706

75

76 County Clerk's

77 Wages & Benefits \$50,161

78

79 Total Wages & Benefits for FT Deputy Clerk = \$82,867

80

81 The County Clerk Department was able to increase passport revenue to reduce the amount of
82 levy needed. As a result, the tax levy needed for this position will be reduced by \$6,667.

83

84 **08/1/2023 Executive Committee**

85 **RESULT: FORWARD TO COUNTY BOARD [UNANIMOUS] Next: 8/8/2023 6:00 PM**

86 **MOVER:** Ken Schmitt, District 3 (Vice-Chair)

87 **SECONDER:** Jason Bergeron, District 7

88 **AYES:** Gullickson, Schmitt, Steele, Sikorski, Bergeron

89

90

Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

7/21/2023

Lori Zwiefelhofer

Lori Zwiefelhofer, Finance Director

7/24/2023

Randy B. Scholz

Randy B. Scholz, County Administrator

7/24/2023

91

CHIPPEWA COUNTY JOB DESCRIPTION

Job Title: Deputy County Clerk

FLSA: Non-Exempt

Salary Range: K

Reports To: County Clerk

Department: County Clerk

Date: February 2023

JOB SUMMARY

The job duties of the Deputy County Clerk include but are not limited to assist the County Clerk in performing their statutory duties including administering elections, issuance of marriage licenses and County Board record keeper; to represent the County Clerk in assisting the public in non-statutory duties including issuance of passports, DNR licenses and registrations, and work permits; and is a general resource for questions from the public; to represent the County Clerk in their absence; and to provide responsive, courteous and efficient service to County residents and the general public.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Deputy County Clerk might be asked to perform. This job description is to incorporate any county ordinances created for the position of Deputy County Clerk. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Reviews daily receipt registers and disbursements, including proper closing of cash/receipt drawer
- Prepare agendas and transcribe minutes of various Committees as assigned by the County Clerk as well as posting to the County website; coordinate and prepare in cooperation with the County Clerk, all resolutions, ordinances and agendas for all County board meetings.
- Exercises responsibility for election administration including but not limited to; election software programming, ballot preparation, and publications Acts as Agent of the State with respect to licensing dogs; provide and order adequate licensing supplies to implement dog tax assessments; collect dog tax from municipal Treasurers.
- Receive and receipt monies from the sale of passports, work permits, hunting, and fishing licenses, marriage licenses, dog tag licenses, and account for the petty cash fund.
- Obtain information and prepare applications for marriage licenses, passports, work permits, timber cutting permits and various types of hunting licenses.
- Ensure that ALIS (Automated Licensing System) is updated to process electronic DNR licenses; submit ACH report weekly to the Treasurer.
- Make monthly remittances to the State for work permits and marriage licenses.
- Assist in receiving the election results and posting the results on the County Website.
- Assist with election data entry for WisVote; update voter records; distribute all election supplies; run appropriate poll lists; prepare reports for the Board of Canvass, the Elections Commission and maintain the official election record.
- Responsible for running and maintaining printing equipment; maintenance of copier, compute count and costs for internal department billings, and keep account records of copy billings.

- Maintain the maintenance of official documents and record information through manual and computerized applications.
- Distribute incoming USPS mail for the County along with monitoring postage meter billing by department and maintaining postage meter equipment and supplies.
- Perform general receptionist duties such as answering phones, answering inquiries from the general public, referring to appropriate persons or departments.
- Perform general secretarial duties such as typing, filing, indexing, preparing mail, photocopying, create Excel spreadsheets, Word Documents, and access databases, etc.
- Assist in maintaining and monitoring non-highway vehicle fleet reservation calendar
- Maintains and publishes county directory
- Provides notary services for employees and the general public
- Prepares and processes County Board and Coroner payroll

Community Relations Functions:

- Perform general receptionist duties such as answering phones, answering inquiries from the general public, referring to appropriate persons or departments.

Customers:

- All County employees and managers that utilize services provided by the County Clerk Department
- Members of the public that utilize services provided by the County Clerk Department
- County Board Supervisors that the County Clerk Department serves
- Municipal clerks that the County Clerk Department provides election and dog licensing services for

Team Members:

- Employee members of the County Clerk Department
- Employee members of various departments (DOA, Facilities, Highway, Sheriff, Clerk of Courts, Coroner, DA, etc.) that work with the County Clerk Department on various tasks (creating agendas, surplus property, maintaining County fleet vehicles, etc.)

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- High School diploma or GED equivalent, supplemented by computer/secretarial course work required.
- Four (4) years office experience required, preferably in local government setting.
- Must be bondable.
- Must be able to attend night meetings when requested.
- A valid driver's license required.

SKILLS AND ABILITIES

- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations in a responsible manner.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, codes, etc.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and intermediate knowledge of Microsoft Office software.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations; MSDS sheets, safety manuals; and warning labels.

MATHEMATICAL SKILLS

- Ability to perform basic mathematical calculations.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgement and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 50 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Works primarily in an office setting.

Chippewa County
Department of Administration
Human Resources Division



Human Resources Policy Manual



County Board Action/History

Adopted by the County Board 11/13/2012 and effective 1/1/2013

Revised and amended by the County Board on the following dates:

05/14/2013; 08/13/2013; 12/10/2013; 03/11/2014; 05/12/2014; 12/09/2014; 12/08/2015; 03/14/2017; 04/11/2017; 03/13/2018;
11/06/2018; 12/11/2018; 01/08/2019; 07/09/2019; 09/10/2019; 10/08/2019; 11/11/2019; 11/10/2020; 09/13/2022; 11/08/2022; 12/13/2022

PROPOSED REVISIONS

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19.	Additional Compensation.....	5
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52.	Employee Assistance/Achievement Program (EAP)	12

CHAPTER 3 – WAGES AND OTHER FORMS OF COMPENSATION

16. Compensation System

It is the Policy of the County to administer a uniform employee Compensation System. The salary and benefits provided by the County to its employees are for the purpose of obtaining and retaining competent individuals to perform services which the County is either required to or discretionarily provides to its residents. The County shall provide salaries and benefits on the basis of external competitiveness and internal equity and within the financial limits established.

a. Position Placement on the Salary Schedule

All positions within the Chippewa County Salary Schedule (Appendix) shall be placed on the Salary Schedule based upon the external market rate of similar positions and based upon internal equity.

b. Position Titles

All positions within the Chippewa County Salary Schedule are assigned an official title. All position requests are expected to conform to the identified titles. New or modified titles shall be approved only by the Human Resources Director, and reflected on the Salary Schedule.

All employees are to utilize the official assigned title when representing Chippewa County as an employee performing their duties. This reduces the potential for misrepresentation of authority and potential liability.

c. Salary Administration

1. New Hires for All Pay Grades

Placement of new hires with the minimum skills and qualifications shall normally be hired at Minimum / Starting Wage. A new hire may be hired up to ControlPosition Point subject to the approval of the Human Resources Director, under the following conditions:

- a). The new hire has a level of experience or skill set immediately usable upon hire.
- b). The market conditions demand a higher Minimum / Starting Wage.

It is discouraged to start a new hire at the ControlPosition Point, and considerations of other current employees within the salary range and classification shall be considered before approval at the ControlPosition Point occurs.

A new hire should not be brought in above the ControlPosition Point unless there are extenuating circumstances. Any new hire requested to be brought in above the ControlPosition Point shall require the written approval of the Human Resources Director and County Administrator.

2. Salary Schedule Adjustments

Salary Schedule Adjustments shall be applied to the Salary Schedule upon approval of the County Board. Schedule Adjustments shall generally be considered on an annual basis. The Schedule may be adjusted based on consideration of (a) Consumer Price Index; (b) County's ability to pay; and (c) West Central Wisconsin comparables. Any recommended Schedule Adjustments shall be recommended by the Executive Committee for final approval by resolution to the County Board.

3. Market Adjustment

When it is determined by the Human Resources Director that a position is placed on the appropriate Pay Grade, but insufficiently compensated based on such factors as external comparables, the County Administrator may authorize a Market Adjustment within the Pay Grade.

4. Annual Employee Wage Adjustments

Employees may be eligible for an across-the-board percentage wage adjustment each year, depending on the County's ability to pay and market conditions. Recommended wage adjustments shall be approved via resolution by the County Board annually as part of the budget process. Approved percentage wage adjustments shall take effect for employees on July 1st of the approved budget year.

No employee is permitted to earn a salary above the Maximum rate of the Salary Range as defined on the Salary Schedule. ~~If an employee reaches the Maximum in the Pay Grade, the employee is eligible for a non-base bonus up to the percentage wage adjustment approved by the County Board. All non-base bonuses calculated due to an employee being at Maximum shall be added to the July 1st payroll period of the approved budget year.~~

Employees eligible for the annual percentage wage adjustment shall be employed by the County for at least six (6) months prior to the July 1st effective date.

An employee who receives a change in pay with an effective date between January 2nd and the July 1st for whatever reason (promotion, demotion, pay grade change, etc.) is not eligible for the Annual Employee Wage Adjustment. The Human Resources Division and the Department Head shall take this into consideration when establishing the new rate of pay.

d. Promotions

A promotion is the movement of an employee from a position in one Pay Grade to a different position in a higher Pay Grade.

The effective date for pay increases as a result of a promotion shall be the first date of work in the new position.

When promoted, an employee with the minimum skills and qualifications shall normally be placed at the Minimum / Starting Wage of the new grade on the Salary Schedule. A

promoted employee may be placed up to ~~Control~~Position Point subject to written approval of the Human Resources Director, under the following conditions:

1. The employee has a level of experience or skill set immediately usable upon promotion.
2. The market conditions demand a higher ~~Minimum / S~~starting ~~w~~Wage.

It is discouraged to start a promoted employee at the ~~Control~~Position Point, and considerations of other current employees within the salary range and classification shall be considered before approval at the ~~Control~~Position Point occurs.

When promoted, an employee should not be brought in above the ~~Control~~Position Point unless there are extenuating circumstances. Any promotions requested to be brought in above the ~~Control~~Position Point shall require the written approval of the Human Resources Director and County Administrator.

e. Compression

There may be occasions when either a new hire or promoted employee may make less than a subordinate employee or employees with greater tenure within the County. The Salary Schedule is designed so there is some overlap in pay. In this circumstance, an adjustment of pay may be considered by the Human Resources Director or County Administrator. There may be situations in which a new hire or promoted employee may earn less than others.

The effective date of any adjustment of pay authorized due to compression shall be prospective only.

f. Demotion

Demotion is the movement of an employee from one Pay Grade to a lower Pay Grade resulting from a disciplinary measure, as a request for voluntary demotion, or in response to position/department changes.

Salary Schedule placement for demotions shall be as follows:

1. For demotions that occur because of position changes and/or position consolidations (not based on the performance of the employee), the salary shall be "red circled" and frozen at that level until the Salary Range of the new Pay Grade catches up to the employee's salary.
2. For demotions that occur because the employee voluntarily applied for and accepted a position in a lower Pay Grade, the salary shall be reduced within the new Salary Range to the current placement (For example, an employee at ~~Control~~Position Point of Pay Grade J, moving to a Pay Grade I shall be placed at ~~Control~~Position Point of the new Salary Range).
3. For a demotion that is a result of the employee's performance or discipline, the employee's salary is decreased to within the salary range of the new Pay Grade, as determined by the Department Head and Human Resources Director or County Administrator.

g. Transfer

A transfer is the movement of an employee from one position to another in the same Pay Grade. Whenever an employee transfers to another position, there shall be no salary adjustment.

h. Pay Grade Adjustment

Pay Grade Adjustment is movement of an employee from one Pay Grade to another Pay Grade outside the promotional process. Pay Grade Adjustments can occur in two (2) ways:

1. An employee meets additional education, certification, and/or experience required for a higher level of their current position as outlined in the 'Procedure for Requesting a Pay Grade Adjustment' on the Employee Portal.

Employees who qualify for a higher Pay Grade in this manner shall follow the Procedure for Requesting a Pay Grade Adjustment and if approved shall be placed on the higher Pay Grade at their current salary, provided they have been placed at the Minimum Rate of the new Pay Grade.

The effective date shall be first day of the new pay period following written approval of a higher Pay Grade.

2. A position's Pay Grade is evaluated by a third party consultant. A Pay Grade Evaluation may occur for two (2) reasons:

- a). Human Resources Director Initiation for a Pay Grade Evaluation

The Human Resources Director with County Administrator approval may determine a position needs to be evaluated as a result of county initiated position and/or program changes, organizational structure changes, recurring minimal modification to a position that over time may result in substantive change in a position, or recruitment/retention challenges. The Human Resources Director shall be responsible for the coordination of the Pay Grade Evaluation with the Consultant.

The effective date of a Pay Grade change due to a Human Resources Director initiation shall be determined based on the following:

1. If the change in position is current, the effective date shall be the first day of the next pay period following the written determination by the Consultant and shall be prospective only.
2. If the change in position is at a future date, the effective date shall be determined by the Human Resources Director and Department Head for a prospective date.

The Pay Grade determination of the third party consultant is final.

b). Market Analysis

The County shall evaluate each position against market conditions and internal comparable data at least once every four (4) years. The positions scheduled for market analysis each year shall be determined by the Human Resources Director. The Human Resources Director shall be responsible for the coordination of the Pay Grade Evaluation with the consultant.

All Pay Grade changes resulting from market analysis shall be made effective January 1st of the following year.

The Pay Grade determination of the third party consultant is final.

c). Salary Schedule

In coordination with a third-party consultant, the County shall evaluate the salary schedule against market conditions annually to determine if the Salary Schedule as a whole should be adjusted. It is a best practice to move the salary schedule annually. Upon approval by the County Board, the Salary Schedule adjustment shall occur on July 1st annually, along with the Annual Employee Wage Adjustments, if needed.

ed). Salary Placement

If, after a Pay Grade Evaluation, it is determined the employee's current salary is below the Minimum / Starting Rate of the new Pay Grade, the employee's new rate of pay shall be increased to at least the Minimum / Starting Rate of the new Pay Grade. If the employee's current rate of pay is within the new Salary Range, additional compensation may be added to the current rate of pay subject to the discretionary approval of the County Administrator.

If, after a Pay Grade Evaluation, it is determined the employee's current salary exceeds the Maximum Rate of the new Pay Grade, the employee's salary shall be "red circled" and frozen at that level until the Salary Range of the new Pay Grade catches up to the employee's salary. If an employee is at Maximum and the salary schedule moves, the employee who is currently at Maximum shall move to the new Maximum of the new Salary Schedule as long as the salary schedule movement is less than the Annual Employee Wage Adjustment.

(Section 16. approved by the County Board 08/13/13; 12/08/15, 03/13/18, 11/6/18; 09/10/19; 10/08/19; 11/10/2020; 09/13/2022)

19. Additional Compensation

a. Sheriff Department - Field Training

1. Purpose

To provide an incentive to dispatch employees working 24/7 operations for providing an extensive hands on training program for new hires into dispatcher and jailer positions.

2. Compensation

Dispatchers and Jailers assigned to and designated as Field Training Officers shall receive an additional 50 cents (\$.50) per hour for each hour worked training new hires.

b. Sheriff Department – Shift Differential

1. Purpose

To provide extra compensation to nonexempt employees in the Jail and Emergency Communication Center who are scheduled on a regular, rotating or sporadic basis to work during evening or night shifts.

2. Compensation

Nonexempt employees in the Jail and Emergency Communication Center who work between the hours of 6:00pm to 6:00am shall receive an additional dollar (\$1.00) per hour for those hours worked.

3. Exceptions

Shift differential shall not be added to paid leave (PTO, Compensatory Time, Holiday, Funeral Leave, etc.)

cb. Clerk of Courts – Jury Bailiffs

1. Purpose

To provide compensation to Jury Bailiffs scheduled for a jury trial when the trial is cancelled due to settlement, rescheduling or other reasons as determined by the County.

2. Compensation

Except as provided in sub-section 3 below, in the event a Jury Bailiff is scheduled to work for a jury trial that is canceled prior to the Jury Bailiff reporting to work, the Jury Bailiff shall be paid two (2) hours at his or her regular rate of pay. In the event a Jury Bailiff is scheduled and reports to work for a jury trial that is canceled subsequent to the Jury Bailiff reporting to work but before the Jury Bailiff has worked two (2) hours, the Jury Bailiff shall be paid two (2) hours at his or her regular rate of pay. In the event a jury trial is canceled after the Jury Bailiff has worked at least two (2) hours, the Jury Bailiff shall be paid for those hours worked.

3. Waiver

An employee may voluntarily elect to waive the Clerk of Courts-Jury Bailiffs additional compensation provided in sub-section 2 above. If an employee elects to waive the additional compensation, the employee shall provide written documentation of the waiver to the Human Resources Division to be placed in the employee's personnel file. A voluntary election to waive additional compensation

may be withdrawn by the employee by providing a written notice of the change to the Human Resources Division to be placed in the employee's personnel file.

(Section 19 revised and approved by the County Board 08/13/13, 05/12/14, 11/6/18; 09/13/2022)

33. Travel, Meal and Lodging Expense Reimbursements

a. Purpose

To establish a uniform system for determining county and employee responsibilities for expenses incurred by employees while performing official county business.

b. Definitions

Authorizing party: The County Administrator with respect to Department Heads and Elected Officials, Department Heads with respect to subordinate employees, and the Chair of the County Board with respect to County Administrator and County Board Supervisors.

c. General Policy

Each person shall be reimbursed for reasonable, necessary and actual travel and lodging expenses incurred in the performance of authorized official duties subject to limitations expressed in this Policy.

1. Department Heads and Elected Officials are responsible to ensure that all travel expenses shall be budgeted in a department budget in advance of authorization for use.
2. Out-of-state travel at the County's expense by Department Heads, Elected Officials and employees to and from destinations that are located 250 or more miles from Chippewa County shall be approved in advance by the County Administrator. Department Heads and Elected Officials shall submit a request for out-of-state travel to the County Administrator as far in advance of the time of travel as possible.
3. Prior approval to the authorizing party for all expenses is required. Only conventions, seminars, and like meetings which have been approved by the County Administrator and justified in the budget process, shall be allowed.
4. Receipts are required. All expense claims \$2.00 and over shall be supported by written receipts.
5. Use of public transportation is encouraged.
6. Each authorizing party shall be responsible for ensuring that employees plan their travel with the principles of fiscal austerity and energy conservation in mind.

d. Transportation

1. Air Travel

- a). The maximum allowed for air travel shall be limited to the lesser of the most economical fare available or the standard county mileage allowance. The County Administrator shall have the authority to determine the most economical method after consideration of all per diem costs. The making of

a reservation well in advance is recommended so as to ensure the lowest possible air fare is obtained.

- b). Unless circumstances do not permit, payment of airfare shall be made upon arrangements with the County Administrator.
- c). Flight insurance shall not be reimbursed.
- d). Passenger's copy of the airline ticket shall be attached to the voucher.
- e). When a favorable price differential exists, round trip tickets shall be provided.
- f). Any frequent flyer award, discount or rebate becomes the property of the County.

2. Use of Personal Vehicles for County Business

a). Personal Automobile Insurance

All county employees who drive their personal vehicles on county business shall be required to maintain, at a minimum, personal automobile insurance in the amount specified in the Chippewa County Fleet Vehicle Policy.

b). Reimbursement

1. Rates of Reimbursement. Employees shall be reimbursed for the use of their personal vehicles at the following rates (to be set each year by the County Administrator generally based on the established State of Wisconsin vehicle mileage reimbursement rates):
 - a) a "standard" rate when a county fleet vehicle is not available, and
 - b) at a lower "turn down" rate if a fleet vehicle is available, but the employee makes a decision to use their personal vehicle. (The "turn down" rate is the state approximate cost per mile of operating a vehicle, including maintenance, fuel, insurance, and depreciation expenses.)
2. Reimbursement Approval. Management may approve reimbursement at the standard rate only after they have viewed a printout of the Outlook schedule that shows no vehicles are available. Each manager shall be required to keep a "fleet vehicle reimbursement log" of reimbursed personal trips that shall include the date and time of the trip with a copy of the computer printout.
3. Telecommuting. If an employee has an on-going telecommuting agreement, as defined in the Telecommuting policy, follow the Telecommuting policy for mileage reimbursement.
4. Remote Work Sites. If an employee's job assignment includes providing services in outlying areas of the county where the

employee also resides, either the employee's department head or manager can approve standard mileage reimbursement for those service visits if they determine a cost advantage to the County by doing so. An analysis of that cost advantage shall accompany any proposed reimbursement at the standard rate. Here are additional requirements for mileage reimbursement when traveling to or from a remote worksite:

- a) The first one-way trip of the day from home to a remote location for the purpose of paid employment is not reimbursable for mileage or considered work time.
- b) The last trip of the day from remote location for the purpose of paid employment to the home is not reimbursable for mileage or considered work time.
- c) In the event the first trip and/or the last trip of the day is further than the mileage between the employee's onsite work location and the employee's home, the employee shall be reimbursed for the difference in work time and mileage reimbursement. If the first trip of the day is shorter than the normal distance from the onsite work location to the employee's home, the mileage and work time shall not be reimbursable.
- d) Trips between the Chippewa County Courthouse to single or multiple remote worksites shall be paid based upon actual mileage traveled.

5. Traffic violation expenses are not reimbursable.

6. Vehicle parking and storage costs while on authorized county activities shall be allowed in addition to the mileage allowance.

e. Meals

1. Reimbursement

Employees shall be reimbursed for meals if the employee is attending an approved meeting, convention, ~~or seminar~~ or work-related transport. The claim for meals shall represent actual, reasonable and necessary costs expended for meals, not to exceed State of Wisconsin reimbursement rates.

- a). If an employee is required to eat more than one meal, the employee shall be allowed the total of the meals with the total being split among the meals at the employees' option.
- b). Meal expense claims may only be made for meals purchased outside the county, except in the case of county sanctioned meetings/events.

- c). Any amount to be claimed in excess of the maximum shall be accompanied by a full explanation of such expenses and may be allowed by the County Administrator.
- d). Detailed receipts for all meals are required.
- e). There shall be no reimbursement for alcoholic beverages.
- f). Departure and returning time shall be recorded on the travel voucher when submitted.

2. Meal Taxability

Chippewa County may reimburse employees for expenses while traveling away from home overnight or outside of Chippewa County for meetings. The taxability of these reimbursements depends on whether there is a valid business reason for the travel and whether the expense is substantiated. Reimbursements shall meet IRS accountable plan rules in order to be tax-free. An IRS accountable plan needs to prove a Business Connection. The plan pays reimbursements only for otherwise deductible business expenses (such as travel, lodging or meal expenses incurred while away overnight on business). The reimbursements shall be clearly identified as such when the employee is paid.

Only allowable business/county related meal expenses paid for by Chippewa County which are incurred while away overnight on business are tax-free to the employee. All other employer-paid business meal expenses shall be reported as additional income to the employee and are taxable.

3. Maximum Meal Reimbursement Rates

Maximum meal expenses shall be set by the County Administrator based on the established State of Wisconsin meal reimbursement rates. Both in-state and out-of-state rates shall be located on the Employee Portal under Forms titled State of WI: Pocket Travel Guide.

To be allowed reimbursement for breakfast, employees must leave home before 6:00 a.m.; lunch, departure must be before 10:30 a.m. and return after 2:30 p.m.; dinner, return must be after 7:00 p.m.

f. Lodging

1. Hotel/Motel Registration

When registering in hotels or motels or signing for any official purposes, employees shall use their business address. The choice of lodging shall be based primarily on cost with consideration given to accessibility in conducting business.

- a). Lodging expenses, including taxes, shall not exceed state standards except with documentation that the rate of the host hotel or motel is greater. The County Administrator may allow higher lodging limits depending on specific circumstances when authorization is granted prior to incurring the expense.

- b). Employees traveling together shall, whenever feasible, share lodging accommodations.
 - 1. All lodging expenses shall be supported by written receipt.
 - 2. Expenses for lodging at homes of relatives are not reimbursable.
 - 3. When traveling alone, an employee shall make use of a single room rate.

2. One-Day Authorized Business Travel

An overnight stay for the night before may be allowed when the travel requires the employee to leave the worksite prior to 6:00 am and is in excess of 120 miles one way.

3. Multiple-Day Authorized Business Travel

Overnight stays require Department Head approval and may be allowed if travel time exceeds 2 hours and is in excess of 120 miles one way. Overnight stays shall not be allowed for the last day of travel unless prior approval is granted by the Department Head.

4. Exception to Lodging

An employee shall, with the Department Head approval, be allowed an overnight stay, outside of the policies time and mileage requirement, when the employee serves as a coordinator, host, or speaker at a conference, seminar or convention held outside the County.

An employee shall, with the Department Head approval, be allowed an overnight stay on the last day of travel, outside of the policies time and mileage requirement, due to unsafe driving conditions.

An employee shall, with the Department Head approval, be allowed an overnight stay, outside of the policies time and mileage requirement, when a hotel stay is more cost effective.

g. Reimbursements

1. State or third party reimbursements

Employees being reimbursed for travel expenses from a third party shall not be reimbursed by the County.

2. Claiming Reimbursement of Authorized Expenditures

Reimbursement requests should be limited to mileage, meals, lodging and the occasional registration. Claims for reimbursement shall be made on the Meals, Mileage, Lodging and Registration Reimbursement Form located on the Employee Portal.

- a). All requests for reimbursement shall be accompanied by an itemized receipt, including tips. Credit card reimbursement requests shall have the

itemized slip attached. Room service charges on a hotel bill shall be accompanied by an itemized receipt and shall be treated as a meal expense.

- b). When requesting mileage reimbursement, the reimbursement form shall be fully completed, including the total number of miles and the location to which the employee traveled.
- c). When requesting meal reimbursement, the date and time leaving and returning shall be fully completed on the reimbursement form.
- d). All requests for reimbursement shall be submitted monthly, and should be turned in by the fifth (5th) day of the following month.
- e). All requests shall be submitted to the Finance Division by 4:30 p.m. on the second Wednesday of each pay period to be included in that payroll. Any late requests shall be paid on the following payroll.
- f). The Authorizing party shall sign the request and verify/record the account number to be charged.
- g). All prior year reimbursement requests shall be submitted by the first Wednesday of January of each year. This is necessary to make sure the expense gets charged to the correct year.

3. Miscellaneous Reimbursements

Miscellaneous county/business-associated expenses shall be reimbursed at cost per receipts. Requested reimbursement shall document the date(s), place, time and business purpose subject to the approval of the Authorizing party.

Any employee who intentionally seeks reimbursement for expenses not actually incurred or expenses not allowed under this policy shall be subject to discipline, up to and including discharge.

(Section 33 amended by the County Board 12/09/14; 12/08/15, 03/13/18, 11/6/18; 09/10/19; 11/10/2020; 09/13/2022)

CHAPTER 5 – BENEFITS

The information provided is a summary only and is not intended to be a substitution for the plan certificate provided by the respective insurance carrier.

The County shall determine the design and selection of all benefits. The County retains the right to change these benefits. Employees shall be notified of any changes.

The benefits provided under this Chapter shall be administered by the Human Resources Division.

52. Employee Assistance/Achievement Program (EAP)

The County's Employee Assistance/Achievement Program (EAP) is a voluntary, no cost and confidential service provided to all County employees and their immediately family members. EAP

provides both ancillary and direct services to help employees achieve their best and also help identify or overcome personal problems and difficult situations.

Ancillary services may include wellness focused materials such as newsletters, posters, presentations, magazines, informational e-blasts and brochures.

Direct services may include a counselor for face to face or telephonic services, professional coaching, legal and financial consultation, management consultations and group services, including crisis support services.

All time off from work for coaching or counseling appointments are considered non-work time and the employee shall use PTO, Compensatory Time or schedule the appointment before or after work hours. If the EAP appointment, meeting or service is mandated and approved by the Department Head and Human Resources Director in writing prior to attending the appointment, the time off from work for the meeting shall be considered paid work time. In addition, if training or a critical incident debrief is required, the time to attend shall be considered paid work time.

Please contact the Human Resources Division or refer to the Employee Portal for EAP contact information.

(Section 52 adopted by the County Board 09/11/18)

Budget Summary Justification

User: jhallingstad
Printed: 7/24/2023 - 4:07 PM
Budget Type: DH Requested
Revision: 1
Current Actual YTD: 06/30/23

CHIPPEWA COUNTY

Attachment: Crime Prevention Funding Board 2024 Budget (7859 : Crime Prevention Funding Board 2024

Account Number	Description	2022 Budget	2022 Actual	2023 Budget	06/30/23 Actual	2023 Est. Actual	2024 Request	
PRELIMINARY								
Account # 212-03-51255 Crime Prevention Board								
461453	Crime Prevention Revenues	0.00	0.00	0.00	1,620.00	0.00	4,000.00	
	Total revenue without property tax:	0.00	0.00	0.00	1,620.00	0.00	4,000.00	
570050	Crime Prevention Funds Granted	0.00	0.00	0.00	0.00	0.00	4,000.00	
	Total expense:	0.00	0.00	0.00	0.00	0.00	4,000.00	
	Revenue - Expense:	0.00	0.00	0.00	1,620.00	0.00	0.00	
Submitted by: _____								
	Department/Division Head	Date						

Account Number	Description	Amount	Total
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PRELIMINARY			
461453	Crime Prevention Revenues		
	Crime Prevention Funding Board	4,000.00	
	Total 461453 Crime Prevention Revenues:		4,00
	Total revenue:		4,00
570050	Crime Prevention Funds Granted		
	Crime Prevention Funding Board	4,000.00	
	Total 570050 Crime Prevention Funds Granted:		4,00
	Total expense:		4,00
	Total Account # 212-03-51255 Crime Prevention Board Detail:		

Attachment: Crime Prevention Funding Board 2024 Budget (7859 : Crime Prevention Funding Board 2024

Account Number	Description	2022 Budget	2022 Actual	2023 Budget	06/30/23 Actual	2023 Est. Actual	2024 Request	
PRELIMINARY								
	Grand total revenue without property tax:	0.00	0.00	0.00	1,620.00	0.00	4,000.00	
	Grand total property tax:	0.00	0.00	0.00	0.00	0.00	0.00	
	Grand total revenue with property tax:	0.00	0.00	0.00	1,620.00	0.00	4,000.00	
	Grand total expense:	0.00	0.00	0.00	0.00	0.00	4,000.00	
	Grand total revenue - expense:	0.00	0.00	0.00	1,620.00	0.00	0.00	

Attachment: Crime Prevention Funding Board 2024 Budget (7859 : Crime Prevention Funding Board 2024



Department of Administration

Randy B. Scholz, County Administrator

June 5, 2023

TO: Kristen Bruder, Extension Director

FR: Randy Scholz

RE: Increasing Administrative Assistant II Position from .80 to 1.0 in FY24

This letter is a follow up from our conversation regarding your request to increase the Administrative Assistant II position in the FY24 budget from a .80 to 1.0 state position.

On March 8, 2022 the County Board approved Resolution 09-22 to eliminate the vacant Administrative Assistant III position in the University of Wisconsin–Extension office. As a result, the University of Wisconsin–Extension agreed to hire a State of Wisconsin employee at a .80 (1,664 hours per year) position to take on the duties of the eliminated position. The FY22 and FY23 contracts with the Board of Regents were amended to reflect these changes.

During the FY24 budget process, you initially requested \$3,674 of additional levy funds to increase the Administrative Assistant II position from .80 to 1.0 FTE. **After reviewing your budget with the Finance Director and considering your request, we have agreed to a \$-0- levy increase for the 2024 budget and \$2,990 of additional levy for the 2025 budget.** This should allow you to continue maintaining a high level of service for your office.

Seeing as this is not a county position, a formal resolution is not required per policy. This letter will memorialize my intentions and will be shared with the County Board of Supervisors in August to keep them informed of the change as well. I will also include this change in the FY24 budget presentation document when I present that to the County Board later this fall. The 2024 contract with the Board of Regents will be adjusted to reflect a change from .80 to 1.0 FTE state position. This change is pending approval of the FY24 budget.

Sincerely,

Randy Scholz
County Administrator

cc: County Board of Supervisors
Lori Zwiefelhofer, Finance Director