Notice of Public Meeting	JOINT ADMINISTRATIVE COMMITTEE & FINANCE COMMITTEE MEETING	Door County Government Center Chambers Room, 1st floor 421 Nebraska Street, Sturgeon Bay, WI
Tuesday, August 16, 2016 9:00 a.m. *or immediately following the Administrative Committee Meeting which begins at 8:30 a.m.*		

Oversight for Child Support, Clerk of Court, Circuit Court, Corporation Counsel, County Administrator, County Clerk, District Attorney, Human Resources, Register in Probate, and Veteran's Service Office

AGENDA

1. **Call Meeting to Order**
2. **Establish a Quorum ~ Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Public Comment**
5. **New Business (Review / Action)**
   A. New Position(s), PT Pay Rates; Reclass and Increase and Decrease of Hours Per Position Requests for 2017 – Recommendation
6. **Adjourn**

Deviation from the order shown may occur

Members of the Door County Board of Supervisors and/or its sub-units may be in attendance at this meeting to listen and gather information. Notice is hereby given that the above meeting may constitute a meeting of the Door County Board of Supervisors or one of its sub-units. However no official action will be taken except by the Administrative/Finance Committee.

In compliance with the Americans with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Office of the County Clerk at (920)746 2200. Notification 72 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

AGENDA Posted _____, 2015 by _____

2017 New Positions, Reclassification and Change of Hours - Summary Effect on 2017 Budget

Department	Rationale	Current Budget or Contract Amount	Proposed Budget or Contract Amount	Impact on 2017 Budget	Percent Change	Request Reviewed by Human Resources	County Administrator Recommendations
Human Services							
Psychiatrist	Reduction in hours from 1.0 to 0.8	253,351	207,321	(46,030)	-18.17%	Yes	
Disability Benefits Specialist	Increase in hours from 0.6 to 0.7	39,307	63,685	24,378	62.02%	Yes	
SW Children & Families	3 Contracted staff to in house staff + 1 New (4.0 FTE)	189,320	339,572	150,252	79.36%	Yes	
	Increase in budgeted revenue			(30,000)			
WI Home Energy Specialist	Contracted service to in house staff (1.0 FTE)	50,539	67,566	17,027	33.69%	Yes	
Cook (2 Positions)	24 hour LTE to 24 hour part time	41,626	76,180	34,554	83.01%	Yes	
Financial Manager	New Position (1.0 FTE)	-	99,933	99,933	NA	Yes	
Administrative Assistant III	Reorganization of workload - Position Eliminated	67,352	-	(67,352)	-100.00%	Yes	
Emergency Services							
Emergency Mang Assistant	20 hour to assist EM operations	-	22,295	22,295	NA	Yes	
Information Services							
TBD	Need to complete Study						
Part Time Pay Rates:							
Non-Sworn	$13.00 to $14.00		-			Yes	
Sworn Reserve Deputy	$14.75 to $15.75		-			Yes	
Total Projected Increase to 2017 Proposed Budget				**205,057**	***FC Recommendation***		

Door County
DEPARTMENT OF HUMAN SERVICES
421 Nebraska Street
Sturgeon Bay, WI 54235

Joseph Krebsbach
Program Director
(920) 746-7155
Fax: (920) 746-2439

Memo

To: Ken Pabich, Administrator

From: Joe Krebsbach

CC: Kelly Hendee, HR Director, Human Services Board, Admin. Committee

Date: 6-28-16

Re: Psychiatric Services

Ken and Board Members:

I am requesting permission to reduce our psychiatric services from 1.0 FTE to .8 FTE which would put the position at 32 hours per week. While making this request, I would clarify that at some point in the future, it may be necessary and more advantageous to move back to a full time psychiatric position. There are several factors that are leading to this request after our working hard to fill this position as a full-time position not too long ago.

Each Psychiatrist works in their own way. Dr. O'Rourke has a very different style than our previous Psychiatrist, Dr. Miller. She sees her patients less often than Dr. Miller had, and she does not prescribe certain medications that were available through our clinic before. This is neither right nor wrong, simply a philosophical difference. These changes have reduced the number of appointments that we have had in the clinic. In addition, our previous case levels have not gone back up as anticipated when Dr. O'Rourke arrived. Finally we are providing Dr. O with a level of nursing services that we did not previously have available.

Given those differences, I believe we can meet the current consumer demand for psychiatric services with only 32 hours of work per week.

With this requested change, I am asking that we keep the benefit package including Health Insurance Coverage consistent with a full time employee. I understand that this would be treating the Dr. differently than other employees, but the reality is that the position and demand is different with a psychiatric shortage throughout the country. We have had experience in the department with the Psychiatrist position being both contracted and internal. We have had much greater success with team work, patient care, and keeping inpatient costs down with the Dr. being "in house".

Keeping the position part time while continuing to provide full time benefits is more cost effective than contracting for services. The figures in the chart below are based on 2017 employee cost projections. The contracted services projections are based on our 2014 rate and a rate the Brown County Director has recently received.

	1.0 FTE or 40 Hrs./Wk.	.8FTE or 32 Hrs./Wk.	Difference
Psychiatrist costs with Full Benefits	$253,582.00	$207,506.00	$46,076.00 savings
			# of contacted hours that could be purchased for $207,506.00.
Contracted Service@ $210.00/Hr. for 50 Weeks. (Door Co. 2014 rate)		$336,000.00	20 Hrs. per week
Contracted Service @ $310.00/Hr. for 50 Wks. (Brown Co. recent quote.)		$515,840.00	13 Hrs. per week

The contracted rates do not take into account that we would also pay a contracted Dr. travel time to and from home to Door County. Some require lodging expense, will not enter notes into our electronic system, and may limit to us the number of client they would see in an hour or day.

The figures presented here are based on our projected costs for 2017. I am requesting that if this is approved, that we could move forward with this prior to 2017, potentially beginning Oct. 1, 2016. This would net a reduction of approximately $10,000.00 for 2016.

Thank you for considering this request.

Respectfully submitted,

Joe Krebsbach

County of Door
DEPARTMENT OF COMMUNITY PROGRAMS
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Joseph Krebsbach
Program Director
(920) 746-2345
Fax: (920) 746-2439

Memo

To: Kelly Hendee, HR Director

From: Joe Krebsbach

CC: Human Services Board, Admin/Finance Committee

Date: July 21, 2016

Re: Request for increased hours Disabilities Benefits Specialist

---

Kelly,
I am writing to request consideration of a change in hours for Jess Holland at the ADRC. Jess is currently working as our Disabilities Benefits Specialist. She has been in the position for three years and each year, we have had her at a different amount of hours. We started her at 20 in 2013. Moved it to 40 in 2015 and then back down to 28 in 2016. These movements have been a result of it being a new position and trying to get a handle on both the budget and the needs of consumers.

She is very effective in her role and she has been able to assist more clients than the state average for EBS's. Jess is both productive and efficient in her work. Since the reduction in her hours there have been times where she has not been able to complete her work in the allotted hours. She has remained outside of her work time to get work done to meet consumer needs. We believe that the addition of the four hours per week will allow her to meet those needs while providing her compensation for the time she is putting in.

Please see the attached fiscal impact statement to see the potential impact of this if it is approved.

If you need further information, please let me know.

Joe

REQUEST FOR FISCAL IMPACT INFORMATION

	RECLASSIFICATION
X	FTE/Hours
	Job Class
	Step
	Rate

CHANGE FTE/Hours
From 0.70 TO 0.80
CHANGE JOB CLASS/STEP
From TO

Position Title: Disability Benefit Specialist
Effective Date: 6 Mo
Department: Senior Center Sub Dept

FTE/Hrs	@ Rate	2017 TOTAL SALARY	2017 TOTAL BENEFITS	TOTAL SALARY and Benefits
Disability Benefit Specialist Pay Range 13 Step 5 (Single Health/Dental)				
0.80	$22.66	37,706	14,720	52,426
Disability Benefit Specialist 2017 Budget				
0.70	$22.66	32,993	6,314	39,307
			Total Salary and Benefit Increase	13,119

FTE/Hrs	@ Rate	2017 TOTAL SALARY	2017 TOTAL BENEFITS	TOTAL SALARY and Benefits
Disability Benefit Specialist Pay Range 13 Step 5 (Family Health/Dental)				
0.80	$22.66	37,706	25,979	63,685
Disability Benefit Specialist 2017 Budget				
0.70	$22.66	32,993	6,314	39,307
			Total Salary and Benefit Increase	24,378

Dept Head Signature: Mark E. Jarick
Date: 7/7/2016
Finance Director

Disclaimer:

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.

County of Door
DEPARTMENT OF COMMUNITY PROGRAMS
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Joseph Krebsbach
Program Director
(920) 746-2345
Fax: (920) 746-2439

Memo

To: Ken Pabich, Administrator

From: Joe Krebsbach

CC: Kelly Hendee HR Director, Human Services Board, Administrative Committee

Date: July 7, 2016

Re: Request to move contracted staff into county positions

Door County Department of Human Services respectfully requests consideration of the creation of four internal staff positions in the Children and Families Support Services Unit. We would like to do this through the dissolving of three independent contracts and bringing these positions in-house as county employees. In addition, we would like to add one more CCS case manager position.

How we got here:

- In 2000, the department received an Integrated Service Program (ISP) Grant from the state. At that time, we contracted for services and have been doing so since. Several changes have happened in that program since 2000 including a name change and funding changes. The program in now called Coordinated Services Teams (CST), and the funding is now part of our state contract rather than a grant.
- In 2010 we began billing for some of the services provided through CST.
- With this increased revenue and local levy, in January 2011 we hired a second full time contracted employee for CST
- In 2014, the department received additional money in our Children's Long Term Support (CLTS) Program. This money came with the caveat that we remove children from the long term care waiting list and get them into services. We were unable to do this with the staff level that we had and as a result, we contracted for an additional 40 hours of work. Since that time, we have also received increases in our base funding in both 2015 and 2016.
- In 2015 we launched a new program called Community Comprehensive Community Services (CCS). When we did this our plan was to start services with our existing staff. We were aware that the program would quickly grow. We accounted for this by allocating $120,000 to use for two additional contracted positions in 2016.

Our current combination of internal and contracted staff has created several obstacles that have compromised the delivery of services to children with special needs in our community.

Problems associated with our current situation:

- Diminished sense of team— Currently two internal and three contracted staff. These people are doing the same job but are treated different. It creates challenges in building cohesion and a dynamic team when some members of the team don't have the same privileges as others;
- Confusion among our families, stakeholders, and referral sources about how our contractors fit;
- IT barriers and accessibility to technical assistance, county phones and voice mail system; computer system access issues;
    - They have an office in the building but do not have access to the building without it being open.
    - Contractors have a phone, but no ability to accept messages on those phones.
    - They use agency paperwork/forms etc. yet have no county email address.
- Lack of employee performance monitoring and direct supervision of services rendered lessens ability to fully direct the work of the staff. This in turn affects revenue earned.
- Cost prohibitive to send contractors to training or to have contractors work on agency goals such as prevention and planning.
- HIPAA compliance concerns as we are treating contractors as employees and they are using our releases of information document. There is also concern that we are at greater risk of violation when we are using emails to relay information outside of the county's secure system.

Why do something now:

- The need to add a fourth case manager is prompted by a large upswing in the number of referrals to the Comprehensive Community Services (CCS) program. This accrued by the end of last year. We currently have approximately 9 referrals needing to be screened for eligibility. CCS is a program that addresses mental and behavioral health needs across the lifespan. It is an entitlement program, meaning we may not have a waitlist.
- We have not yet hired the contracted staff we have budgeted for in 2016.
- One of our existing staff indicates that she intends to retire in 2017. If we bring in a fourth worker under contract, then we could have four vying for the internal position. This has the potential to further erode the ability to create a cohesive team.
- We can make better use of our funding to manage the growing case load.

Fiscal Impact:

2015 Actual Contracted Cost for 3 Case Managers	2016 Budgeted Cost for 5 Contracted Case Managers, which included contract increases	2016 Impact for 4 Internal Case Managers	**Difference**
$179,892	$309,320	$329,882	**$20,562.00**

The average revenue produced by one of the children's case managers in 2015 was $31,000.00. With the addition of the new staff, the additional revenue will offset this difference.

Detail projections for creating Internal positions is based on the following.

• One individual hired at Max	$94,065	
• One hired at Mid	$84,789	
• Two hired at Min.	$75,514	
	$75,514	
	$329,882	(see fiscal impact attached)

Our proposed change would result in a change from two internal and three contracted staff to six internal staff. All six of these staff will provide supportive services and case management to families and children with emotional/mental health needs, developmental disabilities, and/or physical disabilities. This will allow our Children and Families Support Services team to best address the needs of our increasing caseload while improving our ability to maximum the revenues we collect.

We are asking for approval to move forward with these changes as soon as possible with the hope implement this no later than the 4th quarter. I would be glad to provide any further information or clarification that is needed.

Respectfully submitted,

Joe Krebsbach
Director

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

FTE/Hours

Job Class

Step

Rate

CHANGE FTE/Hours

From _____ TO _____

CHANGE JOB CLASS/STEP

From _____ TO _____

Position Title: Case Managers

Effective Date: _____ 6 Mo _____

Department: Human Services Sub Dept _____

FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS				TOTAL SALARY and Benefits
4 FT Case Managers Pay Range 13 Min Step											
4.00	$19.75	164,320					123,320				287,640
											-
										Total Salary and Benefit Decrease	287,640

FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS				TOTAL SALARY and Benefits
4 FT Case Managers Pay Range 13 Mid Step											
4.00	$23.24	193,356					128,872				322,228
											-
										Total Salary and Benefit Increase	322,228

Dept Head Signature: Mark E. Jarick

Date: 8/11/2016

Finance Director

Disclaimer: This Fiscal Impact does not include Step 1 $20.34, Step 2 $20.92, Step 3 $21.50, Step 4 $22.08, or Step 5 $22.66.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.

County of Door
Financial Manager

Status: Exempt
Department: Human Services
EEO: 02 - Professional

Pay Range:
Revision Date:
HR Reviewed:

GENERAL SUMMARY

This advanced position serves as primary manager of all financial, accounting, program/grant compliance and management information systems within the Department of Human Services. This role includes the Aging and Disabilities Resource Center and Aging program departments. Directs and supervises the work of accounting, information system, and financial staff within the Department. Responsible for overall management and direction of fiscal operations of the department, including but not limited to budgeting, purchasing, accounting, and fiscal compliance.

Duties and Responsibilities

Essential Job Functions

1. Prepares and compiles the annual Human Services budget in conjunction with the Director of Human Services and County Finance Department within the timeframes and directives provided by the Director.
2. Responsible for the on-going monitoring and analysis of the Human Services budget, providing support and fiscal guidance to the Director and other department management staff. This is to include the ADRC/Aging programs and transportation.
3. Monitors Department financial systems and maintains compliance with acceptable governmental accounting principles.
4. Responsible for assisting with a variety of required state reports to Federal, State, and County funding sources in an accurate and timely manner; provides ongoing analysis and uses knowledge of funding regulations and allowable costs to maximize revenues from a variety of complex funding sources.
5. Analyzes and approves contract agency financial and compliance program audits in accordance with Federal, State and County governmental rules and regulation. Identifies specific questionable costs and resulting overpayments.
6. Responsible for coordinating all Uniform Grant Guidance activities for the Department of Human Services.
7. Responsible for the management of information systems technology in the department.
8. Responsible for ensuring that the department is continuing to meet HIPAA requirements.
9. Monitors programs and functions for compliance with appropriate County, State and Federal regulations.
10. Responsible for management of agency overhead.
11. Responsible for overseeing the development and monitoring of purchase of service contracts insuring compliance with insurance, certification/licensing and civil rights requirements and establishing or negotiating the rates paid for services provided.
12. Oversees systems for the collection of first and third party fees from clients and insurance companies and the administration of a client fee discounting/write-off system.
13. Oversees the billing and rate setting functions of the department for internal and purchased contracted services; responsible for ensuring the accuracy and timeliness of billing and maximization of revenues through billing of appropriate state and federal funding sources.
14. Responsible for the oversight of department cash accounts and timely reconciliation.
15. Responsible for the supervision, evaluation, performance management and development of assigned county staff. Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

County of Door
Financial Manager

General Job Functions

1. Works with Finance Department to prepare year-end financial audit worksheets for Independent auditors, coordinate audit, and establish systems to improve fiscal accountability and internal control mechanisms.
2. Prepares reports as requested by the Director, DHHS Board, State of Wisconsin, County Finance Department, etc.
3. Identifies areas of Department operations that are inefficient and develop new procedures or recommends system design changes to promote efficiency.
4. Make presentations to staff, the Human Services Board, County Administrator and/or the County Board on budget and other financial issues as needed.
5. Accessible to managers to discuss any fiscal related questions provide them with any needed information to aid in decision making in a timely and professional demeanor.
6. Attends local, regional and statewide meetings and trainings to learn about new programs that may be beneficial to the department which could have the potential for billing and capturing of revenues.
7. Responsible for training and support to staff in the department to utilize technology and programs to maximize efficiencies and current technologies.

Reporting Relationships

This position works under the direct supervision of the Director of Human Services and in coordination with the Door County Finance Department.

REQUIREMENTS

Training and Experience

1. Bachelor's Degree in Accounting, Business or related field.
2. Minimum of three years of appropriate work experience with a preference for county fiscal operations and management experience.

Knowledge, Skills, and Abilities Required

1. Working knowledge of accounting and Generally Accepted Accounting Principles.
2. Proficient knowledge of computers, including word processing, spreadsheet and/or data base software.
3. Ability to communicate effectively orally and in writing.
4. Ability to establish and maintain effective working relationships.
5. Ability to effectively meet and deal with the public.
6. Ability to maintain appropriate confidentiality
7. Ability to work simultaneously on several competing priorities.
8. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
9. Ability to write reports, business correspondence, and procedure manuals.
10. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
11. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
12. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
13. Comprehensive knowledge of governmental and non-profit accounting principles.
14. Comprehensive knowledge of relational databases and the ability to manage financial and information systems.

County of Door
Financial Manager

15. Ability to rapidly learn the functions and procedures of the organization, laws and regulations governing the administration of the Department of Human Services.
16. Ability to provide effective leadership and plan and direct the work of others.
17. Ability to exercise judgment and discretion in the application and interpretation of department policies and regulations.
18. Ability to initiate and implement administrative procedures and to evaluate their effectiveness.

Physical & Working Conditions

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. There is little or no discomfort from temperature, dust, wetness, or the like in the general office environment. The noise level in the work environment is usually quiet.

In an effort to provide the continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

Approvals:

Joseph A. Krebsbach, Human Services Director Date

Kelly A. Hendee, Human Resources Director Date

REQUEST FOR FISCAL IMPACT INFORMATION

_____ RECLASSIFICATION

_____ FTE/Hours

_____ Job Class

_____ Step

_____ Rate

CHANGE FTE/Hours

From _____ TO _____

CHANGE JOB CLASS/STEP

From _____ TO _____

DRAFT

Position Title: Financial Manager

Effective Date: _____ 6 Mo _____

Department: Human Services Sub Dept _____

FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS				TOTAL SALARY and Benefits
Financial Manager Pay Range 9 Min Step											
1.00	$26.40	54,912					33,475				88,387
											-
							Total Salary and Benefit Decrease				88,387

DRAFT

FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS				TOTAL SALARY and Benefits
Financial Manager Pay Range 9 Mid Step											
1.00	$31.06	64,605					35,328				99,933
											-
							Total Salary and Benefit Increase				99,933

_____ Dept Head Signature: Mark E. Jansen SW

Date: 8/4/2016

Finance Director

Disclaimer: This Fiscal Impact does not include Step 1 $27.18, Step 2 $27.95, Step 3 $28.73, Step 4 $29.51, or Step 5 $30.28.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.

DOOR COUNTY HUMAN SERVICES BOARD MINUTES

Tuesday, August 9, 2016

These minutes have not been reviewed by the oversight board and are subject to approval or revision at the next regular meeting.

1. **Call to Order-**
   Chair Mark Moeller called the August 9, 2016 meeting of the Door County Human Services Board to order at 8:30am in the Government Center's Chamber Room.

2. **Roll Call / Establishing a Quorum-**
   Present: Chairman Mark Moeller, Helen Bacon, Roy Englebert, Wayne Kudick, Megan Lundahl, Joe Miller and Nancy Robillard.
   Excused: Wayne Kudick and Robert Rau
   Staff Present: Joseph Krebsbach-Director, Cori McFarlane–Deputy Director, Cindy Zellner-Ehlers-Children's Service Program Manager, Andy Roth–Contracted Children's Case Manager, and Shawn Barlament–Office Manager/Recording Secretary.
   Others Present: Susan Kohout-Door County Board

   Board members present established a quorum.

3. **Adopt Agenda-**
   A motion was made by Nancy Robillard and seconded by Joe Miller to adopt the agenda. All were in favor.

4. **Approve Minutes-**
   Nancy Robillard motioned to approve minutes from the July 12, 2016 Human Services Board meeting and the Public Participation meeting. This was seconded by Wayne Kudick. All approved.

5. **Correspondence-**
   None

6. **Public Comment-**
   None

7. **Program Reports-**
   a. Children's Services – Presentation by Cindy Zellner-Ehlers & Staff
      Cindy, the unit's manager and Andy Roth, contracted Children's Case Manager, provided insight into what support services they provide to Door County's children and families. Cindy shared that she manages 5 different programs under this unit and focused today on 2 programs, Coordinated Service Program (CSP) and Comprehensive Community Services (CCS), both provide a team approach for coordinated services to help a child achieve independence while incorporating the strengths of the child, the vested family and team of providers. For all programs there is a single point of entry. From an assessment, a plan is developed to incorporate services needed and agreed upon by all involved. Andy shared his typical day, where referrals come from, how often regular meetings with the child's team occur typically working towards 3-4 goals. Cindy passed out three publications, "Kids Count" data

book of state trends in child well-being from the Annie E. Casey Foundation (website: http://datacenter.kidscount.org/publications) and from the Wisconsin Office Children's Mental Health, a PowerPoint to the Wisconsin Council of Administrators of Special Education (website: http://children.wi.gov/Pages/Resources/Materials.aspx) plus our department's new Children and Families Supports and Services brochure (attached to these minutes.)

b. **Collective Unit Report**
After reviewing this report board member, Wayne Kudick mentioned that changes will be significant for families in the Children's Long Term Support (CLTS) Program as many of the services will now be accessed with a Medical Assistance (MA) card rather than through the program.

c. **Director's Report**
- Joe attended the most recent Wisconsin County Human Services Association (WCHSA) meeting. The association will send a resolution to the Wisconsin County Association (WCA) to ask the Wisconsin Department of Children & Families to increase child welfare funding to support returning first time non-violent 17 years olds to a county's juvenile justice system.
- Currently the department is receiving 90% reimbursement for CCS costs in this 100% reimbursement program. Rates for contractors are determined by the consortium and in addition counties determine their own administrative rates. With the reconciliation of the Wisconsin Medicaid Cost Reporting (WIMCR) report with CCS and possibly the help of an LTE we will capture the additional 10%.

8. **Continuing / Pending Business-**

a. **Resource Center Building Updates**
A Milwaukee company was hired to spot clean in the previous county highway shop to set the standard for the RFP for cleaning after specific demolition tasks are completed. Once the county board has approved phase 3, Dale Wiegand from the Senior Resource Center Friends Group, a 501C3 non-profit organization, will begin contacting interested donors.

b. **Staff Recruitment Updates**
Cassandra Schraft accepted the Behavioral Health Therapist position and will begin August 15th.

c. **Budget Update**
No other tax levy will be required for the 2017 budget. The remainder of this week will be focused on finalizing the department's budget. Board members had concerns about Family Care waitlists which currently is at 87. Maximum of 6 clients are removed from the list each month. This rate will need to be increased by the state in order to meet the 36 month deadline. The board also had concerns with the loss of the Brown County Juvenile Detention Center. The department will contract with a Sheboygan facility to meet any current needs and we will need to investigate other intensive service solutions, similar to the past Challenge Program, to help curtail costs.

d. **Vouchers**
Roy Englebert did question a $1,957 payment to fix the Senior Resource Center bus air conditioning, asking if it is time to purchase a different vehicle. Joe did reiterate past decisions concerning transportation and shared current grant applications that would help with the purchase of replacement vehicles.

9. **Topics To Be Referred to the Legislative Committee-**
Not at this time.

10. New Business-
    a. **Kitchen Staffing at the Senior Center**
    The agenda packet explained the history behind changes in kitchen staff resulting in the use of LTE staff. Due to changes in LTE employees, some employee hours have moved into a part-time status. As a result we are looking at options for staffing. The creation of one full-time or 2 part-time positions were explored. Joe Krebsbach recommended moving forward with 2 part-time employees and discussed fiscal impact. Joe Miller moved to support the change in status from LTE to PTE for 2 kitchen staff employees. Megan Lundahl seconded the motion and all were in favor.
    b. **Moving Energy Assistance Program in House**
    With the more stringent federal audit standards for contracted sub-recipients and recent audits of the current facilitator of this program, the department prefers to bring the Wisconsin Home Energy Assistance Program (WHEAP) in house to the Economic Support Division. With this additional program, staff changes would be necessary. A new position would be created with the elimination of one Administrative III position. Nancy Robillard moved to approve the WHEAP program being facilitated by the Human Service Department along with the staff position changes. Roy Englebert seconded the motion. Megan raised concerns about the effect on the current facilitator. The motion carried on a vote of 5-1 with the following member voting 'no': Wayne Kudick.
    c. **Request for New Position – Financial Manager**
    Joe Krebsbach gave a brief history of financial management needs and ongoing requests to create a similar position prior to and after the merger of Department of Community programs and Social Services. Joe believes that this type of financial and business oversight could save at least as much as the new position would cost. Nancy Robillard motioned to approve and support the hiring of a department financial manager, seconded by Helen Bacon, with a unanimous vote.

11. Matters to Be Placed on a Future Agenda or Referred to a Committee, Official or Employee-
    Items suggested were additional detail on fraud return versus time investment by the Economic Support team and more information on the Sheboygan facility for juvenile emergency detention.

12. Next Meeting Date:
    Tuesday, September 13, 2016 beginning at 8:30am in the Chambers Room of the Government Center, 421 Nebraska Street, Sturgeon Bay.

13. Adjournment:
    Roy Englebert motioned and Wayne Kudick seconded to adjourn the meeting. The motion carried. The meeting adjourned at 10:30am.

    Respectfully submitted,
    Shawn M. Barlament, Recording Secretary

County of Door
Wisconsin Home Energy Assistance Program/Resource Specialist

Status: Non-exempt
Department: Human Services
EEO:

Pay Range:
Revision Date:
HR Reviewed:

GENERAL SUMMARY

This position is responsible for determining eligibility requirements for the Wisconsin Home Energy Assistance Programs (WHEAP), including seasonal program applications, emergency fuel assistance, counseling for energy conservation and energy budgets, proactive co-payment plans, targeted outreach services, and emergency furnace repair and replacement. This position is also responsible for providing primary customer service to all customers of the Economic Support Division, answering routine questions, pre-screening for program eligibility, collecting, scanning, and entering basic eligibility information to assist in the eligibility determination process for Food Share, Medicaid/BadgerCare, Wisconsin Shares Child Care assistance.

Duties and Responsibilities

Essential Job Functions

1. Conducts interviews with applicants for WHEAP to obtain financial and non-financial information necessary to determine eligibility; clarifies discrepancies; and analyzes the needs of the client in order to make necessary referrals to other programs. Determine eligibility for heating assistance, crisis assistance, co-payment programs, furnace program and cooling assistance program.
2. Secures, analyzes, interprets, and determines validity of client statements and documentation such as legal documents, income tax forms, real estate contracts, evidence of immigration status, and financial, medical and employment records.
3. Determines initial and continued eligibility level within required time limits by applying complex program policies and rules.
4. Utilizes multiple complex computer programs and databases to record, research, investigate and verify information to assist in determining eligibility and computing benefit levels, including CARES, CWW, WHEAP, KIDS, Forward Health Portal, CSAW, CCPI & CCPC, and SAVE.
5. Determines benefits for crisis assistance and all co-payment programs; key co-payment contracts into system; maintain accurate records.
6. Assists in training back-up WHEAP workers.
7. On an as needed basis, travels to do outreach and conduct home visits or take applications at a site other than the Government Center when applicants are unable to come to the office.
8. Provides customer service to walk-in customers requesting economic support services, providing general information about public assistance programs and community resources. Assists customers with beginning the application process.
9. Collects eligibility documentation from applicants and recipients of public assistance programs; scans and keys documentation into data systems.
10. Takes incoming telephone calls to the Economic Support Division, answering routine inquiries and directing call as appropriate. Assesses customer needs in emergency situations and refers accordingly.

General Job Functions

1. Partner with other community agencies to coordinate services for individuals and families.
2. Maintain current case documentation of all new applications, reviews, and changes.
3. Regularly meet with the Economic Support Manager for supervision/training purposes.
4. Strictly follow Federal and State laws and regulations, County and Department policies and procedures in regard to individual medical privacy, other confidentiality protocols, and information systems security.

County of Door
Wisconsin Home Energy Assistance Program/Resource Specialist

Reporting Relationships
Reports to the Economic Support Manager.

REQUIREMENTS

Training and Experience

1. High School Diploma required. Two-year or four-year college degree in human services, financial planning or related field preferred.
2. Two to three years' experience in social/human services or public service agency performing eligibility determination or case management strongly preferred. A combination of related education and work experience may also be considered.

Knowledge, Skills, and Abilities Required

1. *Knowledge of available community resources.*
2. *Ability to listen carefully, communicate respectfully and engage in conflict resolution and problem-solving.*
3. *Ability to speak and write clearly.*
4. *Successful public contact/customer service experience.*
5. *Ability to plan and work independently and organize workload in order to meet deadlines.*
6. *Ability to explain basic budgeting and personal finance needs to clients.*
7. *Ability to utilize the WHEAP, CARES, CWW, Microsoft and other related computer systems.*
8. *Ability to recognize and respect the needs and beliefs of individuals, while demonstrating a consistent approach to engaging clients and offering services to support them.*
9. *Ability to establish and maintain positive working relationships with clients, co-workers, supervisors, and collateral agencies.*
10. *Ability to accept supervision and work collaboratively within the agency and community.*

Physical & Working Conditions
There is little or no discomfort from temperature, dust, wetness, or the like in the general office environment. Potential for physical harm exists during contact with angry or irate members of the public, but such situations can usually be defused/avoided by taking proper precautionary measures.. A good portion of the work will be in the community, so exposure to the elements will be part of this position.

In an effort to provide the continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

This position may require office hours at locations other than the main department office in the Door County Government Center, such as at the Aging and Disability Resource Center or other community locations.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

Joseph A. Krebsbach, Human Services Director Date

Kelly A. Hendee, Human Resources Director Date

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

FTE/Hours

Job Class

Step

Rate

CHANGE FTE/Hours

From _____ TO _____

CHANGE JOB CLASS/STEP

From _____ TO _____

Position Title: New Position

Effective Date: _____ 6 Mo _____

Department: Human Services Sub Dept _____

FTE/Hrs	@ Rate	2017 TOTAL SALARY	2017 TOTAL BENEFITS	TOTAL SALARY and Benefits
New Position Human Services Pay Range 16 Min Step				
1.00	$15.89	33,051	27,834	60,885
Proposed Eliminated Position 2017 Budget				
1.00	$18.60	38,688	28,664	67,352
			Total Salary and Benefit Decrease	(6,467)

DRAFT

FTE/Hrs	@ Rate	2017 TOTAL SALARY	2017 TOTAL BENEFITS	TOTAL SALARY and Benefits
New Position Human Services Pay Range 16 Mid Step				
1.00	$18.69	38,875	28,691	67,566
Proposed Eliminated Position 2017 Budget				
1.00	$18.60	38,688	28,664	67,352
			Total Salary and Benefit Increase	214

Dept Head Signature: Mark E. Janicek

Date: 8/3/2016

Finance Director

Disclaimer: This Fiscal Impact does not include Step 1 $16.35, Step 2 $16.82, Step 3 $17.29, Step 4 $17.76, or Step 5 $18.22.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.

REQUEST FOR FISCAL IMPACT INFORMATION

DRAFT

_____	RECLASSIFICATION
_____	FTE/Hours
_____	Job Class
_____	Step
_____	Rate

CHANGE FTE/Hours From _____ TO _____

CHANGE JOB CLASS/STEP From _____ TO _____

DRAFT

Position Title: New Position

Effective Date: _____ 6 Mo _____

Department: Human Services Sub Dept _____

FTE/Hrs	@ Rate	2016 TOTAL SALARY					2016 TOTAL BENEFITS				TOTAL SALARY and Benefits
New Position Human Services Pay Range 16 Min Step 10/1/2016 - 12/31/2016											
1.00	$15.89	8,263					6,944				15,207
Proposed Eliminated Position Current Budget for 2016											
1.00	$18.55	9,646					7,146				16,792
							Total Salary and Benefit Decrease				(1,585)

FTE/Hrs	@ Rate	2016 TOTAL SALARY					2016 TOTAL BENEFITS				TOTAL SALARY and Benefits
New Position Human Services Pay Range 16 Mid Step 10/1/2016 - 12/31/2016											
1.00	$18.69	9,719					7,156				16,875
Proposed Eliminated Position Current Budget for 2016											
1.00	$18.55	9,646					7,146				16,792
							Total Salary and Benefit Increase				83

_____ Dept Head Signature: Mary E. Janicki Finance Director

Date: 8/3/2016

Disclaimer: This Fiscal Impact does not include Step 1 $16.35, Step 2 $16.82, Step 3 $17.29, Step 4 $17.76, or Step 5 $18.22.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.

Door County
DEPARTMENT OF HUMAN SERVICES
421 Nebraska Street
Sturgeon Bay, WI 54235

Joseph Krebsbach
Program Director
(920) 746-7155
Fax: (920) 746-2439

Memo

To: Human Service Committee

From: Joe Krebsbach

CC: Admin. Finance Committee

Date: 8-4-16

Re: Staffing Kitchen

I am writing regarding staffing in the Kitchen at the Senior Center. In 2013, we let go one of our employees who was a full time cook in the kitchen. At that time, we did not bring forward a request to refill the positon as we explored options. For quite some time, we managed the kitchen using LTE staff.

Over time, we lost some of the LTE staff we were using and in mid-2014 we moved to using two employees to fill the second kitchen role. Over the course of 12 months, these staff members became eligible to move into the retirement system due to the number of hours they worked. Again this year they are both working an average of 24 hours per week. This will move them from LTE status to part time employee status.

We did have the anticipated costs in the budget for 2016 but not the approved positions. In working on the budget for 2017, I realized that although we have been doing this now going on just over two years, I did not bring this back to the board for approval.

At this point I have explored options to move forward. At this time, I suggesting that we continue with our current staffing pattern for 2017. That would leave us our chef who is full time and then two-part time employees at 24 hrs. per weeks. The cost for the two-part time positions is reflected in the fiscal impact provided. The cost for these three employees as well as the LTE's is currently figured at this point in the 2017 budget minus the cost of insurance. If either of these employees takes advantage of the county insurance the budget will need to be adjusted.

I look forward to answering any questions when we meet.

Respectfully

Joseph A. Krebsbach

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

FTE/Hours

Job Class

Step

Rate

CHANGE FTE/Hours

From _____ TO _____

CHANGE JOB CLASS/STEP

From _____ TO _____

Position Title: Senior Center Kitchen Employees

Effective Date: _____ 6 Mo _____

Department: Senior Center Sub Dept _____

FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS				TOTAL SALARY and Benefits
Part-Time Cook 1,248 hours per year w/ Insurance Pay Range 20 Min Step											
0.60	$11.88	14,826					17,577				32,403
Part-Time Cook 1,248 hours per year w/ Insurance Pay Range 20 Min Step											
0.60	$11.88	14,826					17,577				32,403
									Sub-Total		64,806
Current 2017 Budget 2 LTE's @ 1,248 hrs/year Each											
	$14.00	34,944					6,682				41,626
									Total Salary and Benefit Increase		23,180

FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS				TOTAL SALARY and Benefits
Part-Time Cook 1,248 hours per year w/ Insurance Pay Range 20 Mid Step											
0.60	$13.98	17,447					18,079				35,526
Part-Time Cook 1,248 hours per year w/ Insurance Pay Range 20 Mid Step											
0.60	$13.98	17,447					18,079				35,526
									Sub-Total		71,052
Current 2017 Budget 2 LTE's @ 1,248 hrs/year Each											
	$14.00	34,944					6,682				41,626
									Total Salary and Benefit Increase		29,426

_____ Dept Head Signature

Mark E. Janisch Finance Director

Date 8/10/2016

Disclaimer: This Fiscal Impact does not include Step 1 $12.23, Step 2 $12.58, Step 3 $12.93, Step 4 $13.28, or Step 5 $13.63.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.

Wednesday, August 9, 2016 8:30 a.m.	HUMAN SERVICES BOARD	Door County Government Center Chambers Room (C102), 1st floor 421 Nebraska Street, Sturgeon Bay, WI

Oversight Board for the Department of Human Services

AGENDA

HUMAN SERVICES BOARD MEETING

1. Call Meeting or Order
2. Roll Call
3. **Adopt** Agenda
4. **Approve** Minutes – July 12, 2016 Public Participation Meeting & Human Services Board Meeting
5. Correspondence
6. Public Comment
7. Program Reports
   a. Children's Services – Presentation by Cindy Zellner-Ehlers & Staff
   b. Collective Unit Report
   c. Director's Report
8. Continuing /Pending Business
   a. Resource Center Building Update
   b. Staff Recruitment Updates
   c. Budget Update
   d. Vouchers
9. Topics To Be Referred to the Legislative Committee
10. New Business
    a. Kitchen Staffing at the Senior Center
    b. Moving Energy Assistance Program In House
       1.) Creation of Position
       2.) Elimination of Current Position
    c. Request for New Position – Financial Manager
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
12. Set Next Meeting Date – Tuesday, September 13, 2016
13. **Adjourn** Meeting

Members of the Door County Board of Supervisors and/or its sub-units may be in attendance at this meeting to listen and gather information. Notice is hereby given that the above meeting may constitute a meeting of the Door County Board of Supervisors or one of its sub-units. However no official action will be taken except by the Administrative Services Committee.

Deviation from the order shown may occur.

In compliance with the Americans with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Office of the County Clerk at (920)746 2200. Notification 72 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

Posted _____, 2015 _____

To: Ken Pabich, County Administrator

Kelly Hendee, Human Resources Director

From: Dan Williams, Emergency Services Director

RE: Request to add Emergency Management Director – New Position

HISTORY: The Emergency Services Department has been charged by County Administration as the department that would also serve as Emergency Management Director. In late 2013 the Emergency Management Director was removed from her position. There were significant department personnel issues at that time and the position was not refilled. It was an unfortunate decision to not fill this position, as it provides a vital function in preparation, mitigation and recovery from natural or manmade disasters.

There are Counties that are used as comparable counties for salary purposes that have two (2) full-time people staffing the EM office.

REQUIREMENTS: Wisconsin State Statute 323.14(2) requires all counties to have a Head of County Emergency Management. The position can be either full or part-time. The position can only be assigned to one individual. Wisconsin Emergency Management provides a grant that can pay up to 50% funding for salary, fringe and other eligible items. This grant is a "performance grant", which means that certain work is negotiated and must be completed on an annual basis to receive the funding. WEM can and will withhold or deny funds if the County EM program fails to complete the prescribed "Plan of Work". There are four (4) major categories, with 50+ items of work to be accomplished within the Plan of Work. Many of the items in POW are very time consuming. The POW requires "Offsite" plans to be competed and updated on an annual basis. These are plans that have be created for business that have hazardous materials on site that needs to have an emergency response plan that is utilized by public safety responders in the community. Further, there are several hundred hours of required specific certification classes that must be obtain to be designated as an EM Director.

There are many other activities in community awareness, prevention, public education that we are not doing because we don't have the time.

With the significant increase in call volume and the addition of personnel over the past several years on the EMS side of the department, it is no longer feasible to manage the workload. I can no longer assure the County that I will be able to complete the plan of work within the requirements, which will result in the County not receiving the salary support for the state and place us in violation of statutory responsibilities. It could also jeopardize then Counties chances of obtain Federal assistance in a time of manmade or natural Disaster.

FINANCIAL IMPACT: (unofficial) The current level of funding that comes to the County is $47,219, which includes benefits. This is based on a half-time position. I believe that a 20 – 24 hour per week position would allow for appropriate time to meet the requirements and manage the workload. If the position paid $32,000 per year the approximate State contribution would be $16,000.

REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION

FTE/Hours

Job Class

Step

Rate

CHANGE FTE/Hours

From _____ TO _____

CHANGE JOB CLASS/STEP

From _____ TO _____

Position Title: Emergency Management

Effective Date: _____ 6 Mo _____

Department: EMS Sub Dept _____

FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS				TOTAL SALARY and Benefits
Emergency Management 20 hrs/week Pay Range 16 Min Step											
0.50	$15.89	16,526					2,429				18,955
											-
										Total Salary and Benefit Decrease	18,955

FTE/Hrs	@ Rate	2017 TOTAL SALARY					2017 TOTAL BENEFITS				TOTAL SALARY and Benefits
Emergency Management 20 hrs/week Pay Range 16 Mid Step											
0.50	$18.69	19,438					2,857				22,295
											-
										Total Salary and Benefit Increase	22,295

Dept Head Signature: Mark E. Jansch

Date: 8/11/2016

Finance Director

Disclaimer: This Fiscal Impact does not include Step 1 $16.35, Step 2 $16.82, Step 3 $17.29, Step 4 $17.76, or Step 5 $18.22.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.