



**FINANCE COMMITTEE  
THURSDAY, FEBRUARY 11, 2016 - 5:30 P.M.  
JURY DELIBERATION ROOM – FOURTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**AGENDA**

1. Call to Order and Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Transfers and Appropriations
4.
  - A. Bills
  - B. Bills Over \$10,000
  - C. Encumbrances Over \$10,000
  - D. Pre-Approved Encumbrance Amendments
  - E. Approval of Bills for Other Departments
5. Committee Approval
  - A. Creating 4.0 FTE Children, Youth and Families Division Case Manager Positions and Creating 1.0 FTE Youth Services Center Youth Specialist Position and Amending the 2016 HSD Budget
  - B. Creating 4.0 FTE Children's Long Term Support Services Case Manager Positions and Amending the 2016 HSD Budget
  - C. Creating 1.0 FTE Information & Assistance Specialist for the ADRC and 1.0 FTE Adult Protective Services / WATTS Position and Amending the 2016 HSD Budget
6. Adjournment

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

AGENDA NO. \_\_\_\_\_

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board  
INITIATED BY

Human Services Board  
SUBMITTED BY



Lance Horozewski, CYF Division Manager  
DRAFTED BY

February 2, 2016  
DATE DRAFTED

**Creating 4.0 FTE Children, Youth and Families Division Case Manager Positions and Creating 1.0 FTE Youth Services Center Youth Specialist Position and Amending the 2016 HSD Budget**

- 1 **WHEREAS**, the Case Managers in the CYF, Child Protective Services Units are experiencing an  
 2 unprecedented rise in caseloads; many out of home placements of large sibling groups; increased number  
 3 of "same day" response times to CPS referrals; and,  
 4
- 5 **WHEREAS**, the ability to manage the large caseloads are exacerbated by three ongoing workers taking  
 6 Family Medical Leave starting in March, 2016; and,  
 7
- 8 **WHEREAS**, the CYF Child Protective Services Unit case managers are most vulnerable to being  
 9 bumped by more senior case managers because of the implementation of Family Care; and,  
 10
- 11 **WHEREAS**, the CYF Child Protective Services Units cannot manage a significant displacement of case  
 12 managers; and,  
 13
- 14 **WHEREAS**, the CYF Children Protective Services Unit case managers require extensive training of four  
 15 to six months before they are able to independently handle cases; and,  
 16
- 17 **WHEREAS**, the Human Services Department is requesting approval of 4.0 FTE's to allow for  
 18 adequate staff coverage to respond to the increased caseload; and,  
 19
- 20 **WHEREAS**, the Human Services Department eliminated 1.0 YSC position as of 3/31/16 as part of the  
 21 2016 budget in anticipation of physical plant changes to the YSC which would have enabled 1.0 FTE  
 22 in YSC to be eliminated; and,  
 23
- 24 **WHEREAS**, the cost of the physical plant changes were deemed too costly to pursue; and,  
 25
- 26 **WHEREAS**, to maintain the health and safety of staff and residents of the Youth Services Center the  
 27 Human Services Department is requesting approval to fund the 1.0 FTE Youth Specialist at the Youth  
 28 Services Center through the balance of 2016.  
 29
- 30 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly  
 31 assembled this \_\_\_\_ day of \_\_\_\_\_, 2016 does hereby authorize the creation of 4.0 FTE CYF  
 32 Case Managers and funds 1.0 FTE Youth Specialist through the balance of 2016.  
 33
- 34 **BE IT FURTHER RESOLVED**, that the 2016 Budget be amended as follows:  
 35

<u>Account/Description</u>	<u>Budget</u> <u>2/01/16</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Amended</u> <u>Budget</u>
<u>Source of Funds</u>			
19-1921-0000-47010/ Fund Application	0	295,657	295,657
<u>Use of Funds</u>			
36-3634-0000-61100/ Regular Wages	3,535,386	153,259	3,688,645
36-3634-0000-61400/ FICA	288,989	11,724	300,713
36-3634-0000-61510/	240,377	10,116	250,493

Creating 4.0 FTE Children, Youth and Families Division Case Manager Positions and Creating 1.0 FTE Youth Services Center Youth Specialist Position and Amending the 2016 HSD Budget

Page 2

48 Retirement			
49 36-3634-0000-61610/	1,076,067	71,060	1,147,127
50 Health Insurance			
51 36-3634-0000-61620/	33,058	2,157	35,215
52 Dental Insurance			
53 36-3634-0000-61630/	913	40	953
54 Life Insurance			
55 36-3634-0000-67130/	47,400	8,000	55,400
56 Terminals and PCs			
57 36-3602-0000-63100/	80,938	4,239	85,177
58 Office Supplies			
59 36-3664-0000-61100/	1,380,336	25,656	1,405,992
60 Regular Wages (YSC)			
61 36-3664-0000-61400/	130,075	1,963	132,038
62 FICA (YSC)			
63 36-3664-0000-61510/	101,329	1,694	103,023
64 Retirement (YSC)			
65 36-3664-0000-61610/	499,447	5,580	505,027
66 Health Insurance (YSC)			
67 36-3664-0000-61620/	16,149	164	16,313
68 Dental Insurance (YSC)			
69 36-3664-0000-61630/	372	5	377
70 Life Insurance (YSC)			

Respectfully submitted,

HUMAN SERVICES BOARD

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Brian Knudson, Chair

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

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Sandra Kraft, Vice Chair

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Kathy Schulz

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Louis Peer

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Terry Thomas

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Shirley Williams

\_\_\_\_\_  
Terry Thomas

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of \_\_\_\_\_.

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Date

FISCAL NOTE:

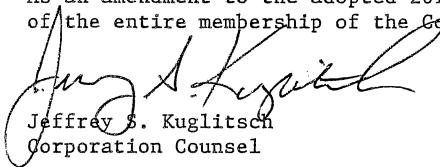
This resolution approves the creation of 4.0 FTE CPS positions and a 1.0 FTE YSC position in the Human Services Department. The resolution authorizes a \$295,657 transfer from the General Fund to fund these positions.



Sherry Oja  
Finance Director

LEGAL NOTE:

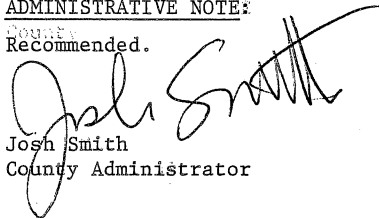
The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats. As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

County  
Recommended.



Josh Smith  
County Administrator

## **Executive Summary**

The Children, Youth & Families (CYF) Division is requesting 4.0 FTE's to manage Child Protective Service (CPS) cases. CPS case managers are the least senior in the CYF Division and therefore will be impacted most significantly by "bumping" of senior LTS case managers with the advent of Family Care. Due to the significant workload at this time as well as 3 staff pending FMLA leave starting in March, the CPS units cannot manage the displacement of a substantial number of case managers.

The 4.0 FTE Case Managers would serve three purposes which include the ability to have open positions available to AMHS staff who may bump or get bumped into CPS. It will avoid the bumping of trained CPS staff (it takes 4-6 months to fulfill State required trainings prior to providing case management) and having to train all new staff who bumped into CPS positions. Finally, it will allow the CYF Division to hire experienced social workers into open positions when the bumping process is complete.

The CYF Division eliminated 1.0 FTE Youth Specialist as of 3/31/16 as part of the 2016 Human Services Budget. Due to the expected substantial remodel of the interior of the Youth Services Center (YSC). Due to the physical plant design such a project was cost prohibitive. Therefore, the 1.0 FTE must be recreated to maintain the current staffing level at the YSC to ensure the health and safety of the residents placed by the court for the balance of the year.

Human Services is requesting the transfer of \$295,657 from the County General Fund to the Human Services 2016 Budget for the cost of these five positions along with the purchase of phones and PCs to support the positions.

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

AGENDA NO. \_\_\_\_\_

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Kate Flanagan  
INITIATED BY



Kate Flanagan  
DRAFTED BY

Human Services Board  
SUBMITTED BY

February 2, 2016  
DATE DRAFTED

**Creating 4.0 FTE Children’s Long Term Support Services Case Manager Positions and Amending the 2016 HSD Budget**

1 **WHEREAS**, Children’s Long Term Support (CLTS) is a Medicaid Waiver program that provides  
2 services and supports to children with long term needs who are at risk of institutional level care, in  
3 order to keep them at home and in their communities; and,  
4  
5 **WHEREAS**, the target groups served through CLTS include children with physical disabilities,  
6 developmental disabilities, and severe emotional disabilities; and,  
7  
8 **WHEREAS**, currently, CLTS services in Rock County are delivered through a bifurcated model in  
9 which HSD serves some children through 4.0 FTE HSD case managers and Catholic Charities serves  
10 other children via a contract with HSD (4.25 FTE); and,  
11  
12 **WHEREAS**, in concert with Rock County’s transition to Family Care, HSD plans to consolidate the  
13 CLTS services and shift the service delivery model to deliver the CLTS services within the Human  
14 Services Department and no longer contract with Catholic Charities; and,  
15  
16 **WHEREAS**, in addition, this shift will allow for improved integration of care and enhanced ability to  
17 serve complex cases involved with the CYF Division which may be at risk for out of home placement,  
18 thus creating cost savings; and,  
19  
20 **WHEREAS**, the 4.0 FTE Case Manager positions are required to serve these additional cases and  
21 accomplish the work required; and,  
22  
23 **WHEREAS**, funding for these positions and associated program costs exists in the Rock County Human  
24 Services department Budget as the case managers bill Medicaid for the services that they provide.  
25  
26 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
27 this \_\_\_\_\_ day of \_\_\_\_\_, 2016 does hereby approve creating the 4.0 FTE Case Manager  
28 positions.

29  
30 **BE IT FURTHER RESOLVED**, that the 2016 HSD budget be amended as follows:

Account/Description	Budget <u>2/01/16</u>	Increase <u>(Decrease)</u>	Amended <u>Budget</u>
<u>Source of Funds:</u>			
36-3691-0000-64604/ Program Expense	1,408,458	(269,718)	1,138,740
<u>Use of Funds:</u>			
36-3697-0000-61100/ Regular Wages	982,078	179,081	1,161,159
36-3697-0000-61400/ FICA	75,447	13,700	89,147
36-3697-0000-61510/ Retirement	65,092	11,820	76,912
36-3697-0000-61610/	268,939	54,920	323,859

FISCAL NOTE:

This resolution creates 4.0 FTE Case Manager CLTS positions in the Human Services Department.  
These positions are fully funded by Medicaid revenues.



Sherry Oja  
Finance Director

LEGAL NOTE:

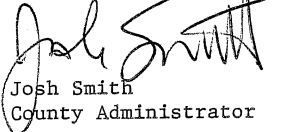
The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.  
As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3  
vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis.  
Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

Creating 4.0 FTE Children's Long Term Support Services Case Manager Positions and Amending the  
 2016 HSD Budget  
 Page 2

46	Health Insurance			
47	36-3697-0000-61620/	7,404	2,157	9,561
48	Dental Insurance			
49	36-3697-0000-61630/	218	40	258
50	Life Insurance			
51	36-3697-0000-68380/	(395,295)	(261,718)	(657,013)
52	CLTS Allocation			
53	36-3691-0000-68225/	395,295	261,718	657,013
54	Allocated CSCF			
55	36-3691-0000-67130/	0	8,000	8,000
56	Terminals and PCs			

Respectfully submitted,

HUMAN SERVICES BOARD

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
 Brian Knudson, Chair

\_\_\_\_\_  
 J. Russell Podzilni, Chair

\_\_\_\_\_  
 Sally Jean Weaver-Landers, Vice Chair

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 Sandra Kraft, Vice Chair

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 Betty Jo Bussie

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 Ashley Kleven

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 Mary Mawhinney

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 Kathy Schulz

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 Louis Peer

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 Terry Thomas

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 Alan Sweeney

\_\_\_\_\_  
 Shirley Williams

\_\_\_\_\_  
 Terry Thomas

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of \_\_\_\_\_.

\_\_\_\_\_  
 Mary Mawhinney, Chair

\_\_\_\_\_  
 Date



## **Executive Summary**

Children's Long Term Support (CLTS) provides services and supports to children with long term needs who are at risk of institutional level care, to keep them at home and in their communities. This is a Medicaid Waiver funded program. Target groups served through CLTS include children with physical disabilities, developmental disabilities, and severe emotional disabilities. Currently, CLTS services in Rock County are delivered through a bifurcated model in which HSD serves some children through 4.0 FTE HSD case managers and Catholic Charities serves other children via a contract with HSD (4.25 FTE).

In concert with Rock County's transition to Family Care, HSD plans to shift the service delivery model to deliver all CLTS services within the Human Services Department and no longer contract with Catholic Charities. In addition, this program shift will allow for improved integration of care and enhanced ability to serve complex cases involved with the CYF Division which may be at risk for out of home placement, creating costs savings in the CYF area.

This resolution authorizes the creation of four positions (Case Managers) within the Human Services Department to assume the current Catholic Charities cases and fully integrate the HSD CLTS Program.

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

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Jennifer Thompson  
INITIATED BY



Jennifer Thompson  
DRAFTED BY

Human Services Board  
SUBMITTED BY

February 2, 2016  
DATE DRAFTED

**Creating 1.0 FTE Information & Assistance Specialist for the ADRC and 1.0 FTE Adult Protective Services/WATTS Position and Amending the 2016 HSD Budget**

1 **WHEREAS**, the Family Care bill was signed by Governor Walker on Tuesday, January 26, 2016. It  
 2 requires the Family Care Benefit and self-directed services options to be provided to citizens in Rock  
 3 County and implemented beginning July 1, 2016; and,  
 4  
 5 **WHEREAS**, preparation for Family Care involves re-screening for functional eligibility for  
 6 approximately 450 people on the wait lists; this includes frail elders, individuals with developmental  
 7 disabilities and physical disabilities. In addition, approximately 1000 people (of the same target groups)  
 8 will be provided enrollment counseling regarding the new Family Care benefits and assistance through  
 9 transition into the new benefit of their choice; and,  
 10  
 11 **WHEREAS**, As the "gateway to public funding" for the residents of Rock County, and as the "One-Stop-  
 12 Shop" for individuals in search of services and/or resources, the ADRC requires adequate staff so that all  
 13 people who are eligible for the Family Care benefit and who need assistance can access the available  
 14 services without delay; and,  
 15  
 16 **WHEREAS**, due to the magnitude of numbers, the complexity of the programs, and the growth in the  
 17 ADRC since opening in 2013, HSD needs another 1.0 FTE Information & Assistance Specialist (I&A) in  
 18 the ADRC to address the projected workload increase; and,  
 19  
 20 **WHEREAS**, in addition, as the Family Care benefit is implemented, Rock County will receive additional  
 21 Elder Abuse Funds (total of \$184,253 annually per DHS 2015-01 Fiscal Update Memo #1). These APS  
 22 funds must be used to cover the cost of service coordination, respite and to assist a client to leave a  
 23 neglectful-abusive situation; and,  
 24  
 25 **WHEREAS**, currently, HSD has 1.0 FTE allocated to this position, however, the increase in  
 26 abusive/neglectful incidents has gone up and are time consuming. Therefore, another 1.0 FTE Adult  
 27 Protective Services (APS)/WATTS position is needed to assist with the APS investigations and complete  
 28 all protective placement/WATTS reviews for HSD.  
 29  
 30 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
 31 this \_\_\_\_\_ day of \_\_\_\_\_, 2016 does hereby approve creating 1.0 FTE Information and  
 32 Assistance Specialist for the ADRC and 1.0 FTE Adult Protective Services/WATTS position.

**BE IT FURTHER RESOLVED**, that the 2016 HSD budget be amended as follows:

<u>Account/Description</u>	<u>Budget</u> <u>2/01/16</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Amended</u> <u>Budget</u>
<u>Source of Funds:</u>			
36-3683-0000-42100/ Federal Aid	521,531	30,705	552,236
36-3683-0000-42200/ State Aid	930,919	52,282	983,201
<u>Use of Funds:</u>			
36-3683-0000-61100/	730,170	60,886	791,056

Creating 1.0 FTE Information and Assistance Specialist for the ADRC and 1.0 FTE Adult Protective Services/WATTS position and Amending the 2016 HSD Budget

Page 2

46	Regular Wages			
47	36-3683-0000-61400/	55,867	4,658	60,525
48	FICA			
49	36-3683-0000-61510/	48,189	4,018	52,207
50	Retirement			
51	36-3683-0000-61610/	272,190	10,984	283,174
52	Health Insurance			
53	36-3683-0000-61620/	7,442	431	7,873
54	Dental Insurance			
55	36-3683-0000-61630/	275	10	285
56	Life Insurance			
57	36-3683-0000-67130/	1,000	2,000	3,000
58	Terminals and PCs			

Respectfully submitted,

HUMAN SERVICES BOARD

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
Brian Knudson, Chair

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

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Sandra Kraft, Vice Chair

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Terry Fell

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Eva Arnold

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Louis Peer

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Terry Thomas

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Alan Sweeney

\_\_\_\_\_  
Shirley Williams

\_\_\_\_\_  
Terry Thomas

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of \_\_\_\_\_.

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Date

FISCAL NOTE:

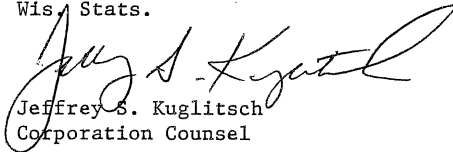
This resolution creates 2.0 FTEs in the Human Services Department. The full cost of these position will be covered by state and federal revenue.



Sherry Oja  
Finance Director

LEGAL NOTE:

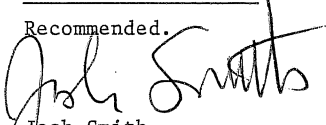
County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats. As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

## **Executive Summary**

### **Creating 1.0 FTE Information & Assistance Specialist for the ADRC and 1.0 FTE Adult Protective Services/WATTS Position and Amending the 2016 HSD Budget**

The Family Care bill was signed by Governor Walker on Tuesday, January 26, 2016. It requires the Family Care Benefit and self-directed services options to be provided to citizens in Rock County and implemented beginning July 1, 2016.

Preparation for Family Care involves re-screening for functional eligibility for approximately 450 people on the wait lists; this includes frail elders, individuals with developmental disabilities and physical disabilities. In addition, approximately 1000 people (of the same target groups) will be provided enrollment counseling regarding the new Family Care benefits and assistance through transition into the new benefit of their choice.

As the “gateway to public funding” for the residents of Rock County, and as the “One-Stop-Shop” for individuals in search of services and/or resources, the ADRC requires adequate staff so that all people who are eligible for the Family Care benefit and who need assistance can access the available services without delay.

Due to the magnitude of numbers, the complexity of the programs, and the growth in the ADRC since opening in 2013, HSD needs to create another 1.0 FTE Information & Assistance Specialist (I&A) in the ADRC to address the projected workload increase.

In addition, as the Family Care benefit is implemented, Rock County will receive additional Elder Abuse Funds (total of \$184,253 per DHS 2015-01 Fiscal Update Memo #1). These funds must be used to cover the cost of service coordination, respite, needed supplies, housing, and any expenses related to assisting a client to leave a neglectful-abusive situation. Currently, HSD has 1.0 FTE allocated to fund this position. However, the increase in abusive/neglectful incidents has gone up 10% in 2013 and another 18% in 2014. These cases are also time consuming and can involve multiple disciplines including court services, guardianship, and protective placements/WATTS reviews. It is expected that these numbers will continue to rise with more clients served by Family Care MCO's.

Therefore, HSD requests creation of a 1.0 FTE Information & Assistance Specialist for the ADRC and 1.0 FTE Adult Protective Services (APS)/WATTS position to assist with the APS investigations and complete all protective placement/WATTS reviews.