



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 09/15/2016

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee on September 20, 2016:

- 1. Agenda**
- 2. Resolution Relating to the Creating a Billing Specialist position**
- 3. Relating to Creating a Program Aide position**
- 4. Relating to Adoption of Green Lake County Performance Management Policy and base wage increase for 2017**



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Personnel Committee Meeting Notice

Date: September 20, 2016 Time: 5:45 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

AGENDA

Committee Members

Joe Gonyo,
Chairman
Paul Schwandt, Vice-
Chair
Robert Lyon
Robert Schweder
Sue Wendt

Margaret R.
Bostelmann,
Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Resolutions
 - Relating to the Creating a Billing Specialist position
 - Relating to Creating a Program Aide position
 - Relating to Adoption of Green Lake County Performance Management Policy and base wage increase for 2017
6. Committee Discussion
 - Future Meeting Dates: Meeting September 21, 2016 at 6:00 pm
 - Future Agenda items for action & discussion
7. Adjourn

**Notice is hereby given that a majority of the Green Lake County Board of Supervisors may be present at this meeting to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the County Board pursuant to the Badke Decision and must be noticed as such although the County Board will not take any formal action at this meeting.*

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Margaret R. Bostelmann

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.

RESOLUTION NUMBER 28- 2016

RELATING TO CREATING A BILLING SPECIALIST POSITION

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of September does resolve as follows:

WHEREAS, we have been utilizing Schenck to help review/revise our policies and procedures; and,

WHEREAS, the volume and complexity of billing has increased in recent years; and,

WHEREAS, because of the complex insurances and HMO's, etc.; and,

WHEREAS, there is only one full time position currently dedicated to this crucial function,

WHEREAS, at the present time, other Administrative staff are helping to complete all the different aspects of billing.

WHEREAS, with the addition of this position, it would ensure that all billing will be completed in a timely fashion and ensure that all revenue is billed out and received,

THEREFORE, it recorded that a full-time position be created to assist with billing and other duties as assigned. (See attached job description.)

NOW, THEREFORE, BE IT RESOLVED, that the Green Lake County Board of Supervisors authorizes the creation of the Billing Specialist position within the Department of Health & Human Services. See attached Fiscal Note. This position will be fully funded by Medical Assistance (MA) funding and tax levy.

Roll Call on Resolution No. 28-2016

Submitted by Health & Human Services Board

With the recommendation to Approve/Disapprove

Aye , Nay ,Absent , Abstain .

/s/ Joe Gonyo
Joe Gonyo,, Chairman

Passed and Adopted/Rejected this
20th day of September, 2016

/s/ John Gende
John Gende, Member

County Board Chairman

Joy Waterbury, Member
/s/ Nancy Hoffman

ATTEST: County Clerk
Approved as to Form

Nancy Hoffman, Member
/s/ Richard J. Trochinski

Corporation Counsel

Richard Trochinski, Member
/s/ Harley Reabe

Nick Toney, Vice Chairman

Harley Reabe, Member

Brian Floeter, Member

Vacant, Member

9/12/2016

FISCAL NOTE - PERSONNEL COSTS

2,016.00

DEPARTMENT:

DEPARTMENT OF HEALTH & HUMAN COMMITTEE: HUMAN SERVICES

ACCOUNT #:

	POSITION TITLE	NAME	RATE	HOURS	WAGE	FICA	RET-C	H&A INS	L-INS	TOTAL
HSADMIN	Billing Specialist	Vacant	17.67	2,080.00	36,753.60	2,811.65	2,425.74	20,846.50	25.00	62,862.49

Revenues to include MA (Medical Assistance) funding and Tax Levy

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: BILLING SPECIALIST

DEPARTMENT: HEALTH & HUMAN SERVICES/ADMINISTRATIVE UNIT

LOCATION: GOVERNMENT CENTER

SUPERVISOR: DIRECTOR

SUMMARY:

The Billing Specialist's goal focuses on maximizing clinic revenue through timely, accurate patient and insurance billing, claims, and collections. Additional goals include: 1) customer service skills in helping clients understand their financial responsibilities and expediting collection of their payments and balances, and 2) supporting office administrative staff and clinicians in their functions.

DUTIES AND RESPONSIBILITIES:

- Submits insurance claims electronically and on paper accurately
- Verifies and authorizes client insurances
- Enters and verifies client information, EOPs and other billing data with accuracy to prevent reimbursement delays
- Calls and fields calls from clients and insurers about coverage, charges and payments
- Posts all payments accurately by line
- Corrects client account errors and re-bills older claims
- Assists in determining which client accounts are sent to collections and which balances are written off
- Provides guidance to outside collection agencies
- Reviews daily insurance EOBs, checks, and other correspondence for action plans
- Conducts billing analysis to ensure high collection and low error rates
- Assists administrative staff in making client appointments, checking in clients, taking payments and dealing with cancellations and no-shows
- Assist with bank deposits and accounts receivable functions
- Assists with implementing billing policies, practices, procedures and controls
- Helps in identifying and preventing financial risks and fraud
- Other duties and needed and assigned

SKILLS AND ABILITIES:

- Skill in the use of general office equipment, including but not limited to, Computer terminal, calculator, copy machine, and fax machine
- Solid understanding of insurance principles, terminology and regulations that affect healthcare billing and coding
- Adherence to HIPAA regulations, medical law, and ethics
- Knowledge of ICD-10 coding
- Understanding of Medicare, Medicaid, and other government insurance programs
- Comprehensive skills in client and insurance billing, invoicing, and insurance claim processing
- Solid verbal and written communication skills with ability to communicate professionally with clients and others
- Critical thinking skills and ability to research and resolve financial problems
- Detail oriented and ability to prioritize work
- Performs job duties with actions that display critical thinking, responsibility, maturity, diplomacy and attention to detail.
- Shows respect to others opinions and considers other options.

QUALIFICATIONS:

EDUCATION: Billing/data entry experience desirable. Prefer minimum of an Associate's Degree in accounting or related field.

EXPERIENCE / JOB KNOWLEDGE: Two or more years of accounting experience. Must present a positive and professional image to the public/co-workers and have excellent customer relation skills. Must have basic everyday living skills, basic computer skills and knowledge of computer software, the ability to follow complex oral and written directions, good knowledge of office terminology, procedures and equipment of business, arithmetic and English, ability to type at a reasonable rate of speed, and have specific knowledge of clerical and accounting practices.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent hearing, using near vision, sitting and using low fingering (writing). Approximately 10% of time is spent walking, standing, feeling, talking, using far vision, low lifting, low handling, and keyboarding. In unusual situations it is necessary to stoop, kneel, crouch, balance, bend or twist, reaching, medium lifting, and medium carrying.

ENVIRONMENTAL DEMANDS: Nearly 100% of the work done by this position is inside.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

September 14, 2016

RESOLUTION NUMBER ___ - 2016

RELATING TO CREATING A PROGRAM AIDE POSITION

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of September, 2016 does resolve as follows:

WHEREAS, Fox River Industries is a unit of Green Lake County Department of Health & Human Services,

WHEREAS, Fox River Industries is a current provider of Adult Day Services funded through IRIS/Family Care and Supported Employment Services funded through DVR,

WHEREAS, Fox River Industries currently has 15 additional DVR funded consumers on its waiting list to cover 65% of this cost,

WHEREAS, Fox River Industries will have an additional 1:1 IRIS consumer funded through Family Care requesting services to cover 35% of this cost,

WHEREAS, Demand for Supported Employment services will continue to grow as recent legislation guides graduating students away from center-based employment and into community employment

WHEREAS, this additional position will be fully funded through additional Family Care and DVR revenues

NOW, THEREFORE, BE IT RESOLVED, that the Green Lake County Board of Supervisors authorizes the creation of an additional Program Aide position within the Department of Health & Human Services at Fox River Industries. See attached Fiscal Note. This position will be fully funded by the combined increased revenues from IRIS/Family Care and DVR. If this funding goes away, this position will be deleted if no other funds are available to cover the cost of this position.

Roll Call on Resolution No. ___ - 16 Submitted by Health & Human Services Board

With the recommendation to Approve/Disapprove

Aye___, Nay___, Absent___, Abstain___.

Passed and Adopted/Rejected this 20th day of September, 2016

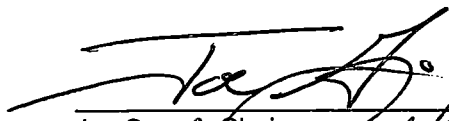
County Board Chairman

ATTEST: County Clerk
Approved as to Form

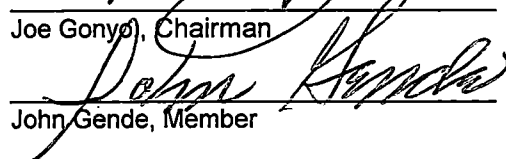
Corporation Counsel

Nick Toney, Vice Chairman

Brian Floeter, Member

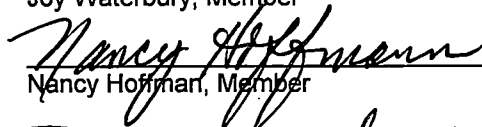


Joe Gonyop, Chairman



John Gende, Member

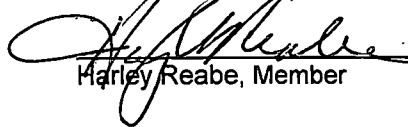
Joy Waterbury, Member



Nancy Hoffmann, Member



Richard Trochinski, Member



Harley Reabe, Member

Vacant, Member

9/6/2016

FISCAL NOTE - PERSONNEL COSTS

2016 Wage

DEPARTMENT:		DEPARTMENT OF HEALTH & HUMAN COMMITTEE: HUMAN SERVICES						ACCOUNT #:			
POSITION TITLE	NAME	RATE	HOURS	WAGE	FICA	RET-C	RET-E	H&A INS	L-INS	TOTAL	
HSFRI	Program Aide	*Vacant	14.61	1,820.00	26,590.20	2,034.15	0.00	0.00	20,846.50	25.00	49,495.85

Approximately 36% of the \$49,496.85 (\$17,712) will be generated from additional Family Care revenues from a new 1:1 IRIS consumer. The remaining 64% (\$31,783) will be generated from additional DVR revenues from additional Supported Employment services.

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: PROGRAM AIDE

DEPARTMENT: HEALTH & HUMAN SERVICES/FOX RIVER INDUSTRIES

LOCATION: FOX RIVER INDUSTRIES

SUPERVISOR: FOX RIVER INDUSTRIES UNIT MANAGER

SUMMARY:

This position will work up to full time. Flexible hours will be assumed. Provides client educational training, supervision and ongoing support in a variety of program areas, as needed, to individuals who are chronically mentally ill or have varying degrees of physical and developmental disabilities. The areas of instruction may be community-based services, community job sites, prevocational, and/or daily living skills.

DUTIES AND RESPONSIBILITIES:

- About 70% of time is spent providing training and supervision to clients of Green Lake County Human Services Department in the areas of community based services, daily living skills, day services, work activities, prevocational, and supported employment settings.
- Approximately 15% of the time may be driving a morning and afternoon van/bus route.
- Providing clients with assistance for toileting and hygienic needs consumes about 5% of time. This includes transferring clients in and out of wheelchairs and/or other special equipment.
- 5% of time is utilized maintaining records and charting associated with client behaviors, goals, time studies and objectives.
- 5% of time is spent in unit staff meetings, training, information sharing, and special projects.

SKILLS AND ABILITIES:

- Computer skills, Microsoft Word, Excel, Access, and e-mail
- Skill in the use of a typewriter, calculator, copy machine, computer terminal, fax machine, technical equipment, camera, measuring devices, and automobile. Various types of client lifting/ transferring equipment is used (wheelchair, prone stander, and lifts on vehicles). Hand tools: hammers, wrenches, screwdrivers, shovels, brooms, etc. Food preparation equipment: ovens, food warmers, dishwashers, and mixers, etc. Pallet jack and stopwatch may be required. Hearing and eye protection are required. Gloves are used.
- Must be CPR and first aid certified or certifiable (training will be provided).
- Must have CNA license or be willing/able to acquire one in first 90 days of employment.

- Must have forklift safety certificate or be willing/able to acquire one in the first 90 days of employment.
- Basic everyday living skills are necessary for this position.
- Ability to understand and follow directions, and to read, write, add, and subtract.

QUALIFICATIONS:

EDUCATION: High school diploma or equivalent and a current valid Wisconsin driver's license are necessary.

EXPERIENCE / JOB KNOWLEDGE: Experience and/or training in working with the developmentally disabled population is preferred.

WORKING CONDITIONS:

PHYSICAL DEMANDS: 75% of the time requires talking, hearing, and far and near vision. About 50% of the time is spent standing with a lesser amount (25%) used in walking and low fingering (writing). Approximately 10% of the time is spent sitting, grappling (physically subduing a client), bending/twisting (to transfer clients), and reaching. Included in this 10% of time is lifting people weighing 100 lbs. or more, carrying them and involves a high degree of pushing (wheelchair). In unusual situations, stopping, kneeling, crouching, running, swimming, climbing, and pushing/pulling objects weighing 50-80 lbs

ENVIRONMENTAL DEMANDS: Over 75% of time is spent inside a building. 10% of time, more or less, is spent outside supporting clients where temperatures fluctuate between hot and cold, wet and humid conditions. An additional 10% of time is used in providing personal care to clients involving exposure to blood and body fluids; and the possibility of physical attack or injury from a client can occur. In unusual situations, the aide is exposed to high noise levels, odors, dust, and poor ventilation due to workshop activities, and community based job sites.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients, also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

February 2015

RESOLUTION NUMBER - 2016

Relating to Adoption of Green Lake County Performance Management Policy and base wage increase for 2017

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of September 2016, does resolve as follows:

WHEREAS, Green Lake County Board of Supervisors has adopted a Compensation Structure and Salary Ranges for all non-represented employees; and

WHEREAS, the Personnel Committee has consulted with RISE, Leadership to create, train and implement criteria for a Merit Pay system hereinafter, "The Green Lake County Performance Management: Criteria for Merit Pay Policy", which is attached hereto;

WHEREAS, the Personnel Committee has reviewed benchmarks for a base wage increase in 2017 and recommends an increase for non-represented employees in the merit section of the Compensation Structure of 3%;

WHEREAS, employees in the step section of the salary wage range will receive increases in accordance with the Compensation Structure.

NOW THEREFORE BE IT RESOLVED that the Green Lake County Board of Supervisors adopts the Green Lake County Performance Management; Criteria for Merit Pay Policy and base wage increase for those in the merit section of the wage range for 2017 of 3%.

BE IT FURTHER RESOLVED that base wage and merit pay increases will take effect on January 1, 2017.

Fiscal Note: \$246,264.39

Roll Call on Resolution No. 2016

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 20th day of September 2016.

Joe Gonyo, Chair

Paul Schwandt, Vice Chair

County Board Chairman

Robert Lyon

ATTEST: County Clerk
Approve as to Form:

Robert Schweder

Corporation Counsel

Sue Wendt