



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 08/06/19

Amended* Post Date: 08/07/19

The following documents are included in the packet for the Personnel Committee on August 8, 2019:

- 1) ***Amended Agenda**
- 2) Minutes from 6/13/19
- 3) Resolution Relating to Creating a Part-time Alternate Care Coordinator Position in the Health & Human Services Children and Family Services
- 4) Resolution Relating to Eliminating the Teacher Position and Creating a Community Integration Planner Position in Fox River Industries (FRI)
- 5) ***Resolution Relating to Reclassification of Financial Manager Position(s) in the County Wage Plan**



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

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

Personnel Committee Meeting Notice

***Date: Thursday, August 8, 2019 Time: 6:00 PM
Green Lake County Government Center, County Board Room
571 County Rd A, Green Lake WI***

Amended AGENDA*

Committee Members

*Joe Gonyo
Robert Lyon
Robert Schweder
Curt Talma
Sue Wendt*

*Elizabeth Otto,
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 06/13/19
5. Update on Health Insurance Options
6. Resolutions/Ordinances
 - Resolution Relating to Creating a Part-time Alternate Care Coordinator Position in the Health & Human Services Children & Family Services
 - Resolution Relating to Eliminating the Teacher Position and Creating a Community Integration Planner Position in Fox River Industries (FRI)
 - *Relating to Reclassification of Financial Manager Positions (s) on the County Wage Plan
7. Committee Discussion
 - Future Meeting Dates: September 12, 2019 at 6:00 PM
 - Future Agenda items for action & discussion
8. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

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.

PERSONNEL COMMITTEE MEETING
June 13, 2019

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, June 13, 2019 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Joe Gonyo
Bob Schweder
Sue Wendt

Absent: Robert Lyon
Curt Talma

Other County Employees Present: Liz Otto, County Clerk; Nicole Geschke, HR Coordinator; Dawn Klockow, Corporation Counsel; Harley Reabe, County Board Chair

MINUTES

Motion/second (Schweder/Wendt) to approve the minutes of the April 18, 2019 meeting with no additions or corrections. All ayes. Motion carried.

UPDATE ON HEALTH INSURANCE OPTIONS

County Clerk Liz Otto stated that all required materials have been sent to and received by Employee Trust Funds to process the quote for the Wisconsin Public Employers Group Health Plan. Discussion held.

RESOLUTIONS/ORDINANCES

- **Establishing 2020 Annual Budgeted Allocation for Pay for Performance**

Nicole Geschke, HR Coordinator, explained the 2.25% overall increase request for 2020 based on the CPI-U determined by the Wisconsin Department of Revenue on January 1, 2019. Discussion held.

Motion/second (Wendt/Schweder) to approve the resolution and forward to County Board for final approval. All ayes. Motion carried.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – Next meeting date set for July 11, 2019 at 6:00 PM.

Future agenda items:

ADJOURNMENT

Chair Gonyo adjourned the meeting at 6:12 PM.

Submitted by,



Liz Otto
County Clerk

RESOLUTION NUMBER -2019

RELATING TO CREATING A PART-TIME ALTERNATE CARE COORDINATOR POSITION IN THE HEALTH AND HUMAN SERVICES CHILDREN AND FAMILIES (C&F) UNIT

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of August, 2019, does resolve as follows:

- 1 WHEREAS, in going through the 2020 budget process the Human Services Director
2 and Children & Family Unit Manager reviewed caseloads and all outsider provider
3 contracts;
4 WHEREAS, most of the proposed duties for the Part-Time Alternative Care Coordinator
5 Position are shared between Internal Child Protection staff and outside provider
6 contracts;
7 Majority vote is needed to pass.
8 [] approved [] disapproved by Personnel Committee

Roll Call on Resolution No. -2019

Submitted by Health & Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 20th day of August, 2019.

Joe Gonyo, Chair

Brian Floeter

/s/Joanne Guden

Joanne Guden

County Board Chairman

Nancy Hoffman

ATTEST: County Clerk Approve as to Form:

/s/Harley Reabe

Harley Reabe

Corporation Counsel

/s/Joy Waterbury

Joy Waterbury

/s/Charlie Wielgosh

Charlie Wielgosh

/s/ Richard Trochinski

Richard Trochinski

9 **WHEREAS**, Case demands and caseloads for on-going child protection workers
 10 continue to rise and this part-time position will assume some of the added duties that
 11 current on-going case managers are providing;

12 **WHEREAS**, County Boards, including Green Lake County, have passed resolutions
 13 asking for increased funds to address the crisis in the Child Welfare system which
 14 caused the Governor and Legislature to increase funding to the Counties Basic
 15 Community Aides in the 2020/21 biennial budget;

16 **WHEREAS**, the increased funding allocated to Green Lake County will be sufficient to
 17 cover the new position.

18 **NOW THEREFORE BE IT RESOLVED** that the Part-Time Alternative Care Coordinator
 19 Position in C&F be created effective January 1, 2020. (See attached job descriptions.)

20 **BE IT FURTHER RESOLVED**, that if the funding for this position is eliminated by the
 21 State, the position shall be eliminated upon funds being depleted.

22 Fiscal Note:

8/20/2019		FISCAL NOTE - PERSONNEL COSTS								
DEPARTMENT:		DEPARTMENT OF HEALTH & HUMAN S			COMMITTEE: HUMAN SERVICES			ACCOUNT #:		
POSITION TITLE	NAME	RATE	HOURS	WAGE	FICA	RET-C	HEALTH INS	L-INS	TOTAL	
HSC&F	Part-Time Alternate Care Coordinator	Vacant	24.68	1,200.00	29,616.00	0.00	0.00	0.00	0.00	29,616.00
This position will be fully funded through an increase in Basic County Allocations money granted to Counties in the 2020/21 Bienial Budget.										

REQUEST FOR PART TIME ALTERNATE CARE SOCIAL WORKER

Presently the duties of the position are split between the Unit Manager, an on-going Child Protective Services Social Worker and contracted outside providers.

Studies have found a strong relationship between the number of opioid hospitalizations and the number of children entering out of home care.

It is estimated in the next five to ten years, Wisconsin will continue to see a statewide growth in meth use.

Caseloads in the State and Green Lake County due to the epidemic have caused an increase to caseloads and costs to serve these families including out of home care.

Caseload documentation requirements continue to increase.

Green Lake County has few local resources such as foster homes in which to place our children. The present staff who have a caseload of children in service, must also find homes (either local or other counties), find appropriate relatives for care and are required to license these homes within required timelines.

WCSHA and the State of Wisconsin – Department of Children & Families has been examining the Child Protective Services caseloads and determined per caseload standards published by the Child Welfare League of America (CWLA) that the counties caseloads are too high and they are experiencing high turnover.

The Governor and Legislature have recognized this in the present budget.

Green Lake County DHHS would like to address this issue by creating the part-time position to relieve the on-going social worker as well as the Unit Manager of these duties. The on-going worker was historically assigned the Kinship Care Caseload. When requirements for licensing relatives were implemented by the State, the Unit Manager took over the voluntary Kinship Care and Subsidized Guardianship caseloads in an effort to help with workload management.

In the present structure, our agency has only two (2) on going Child Protective Services workers to address the caseload. Given that one worker has the additional duties of foster care licensing, that means the agency has only a 1.5 equivalent of on-going Child Protective Services staff.

This is not within the recommended standards for Child Protective Services. The caseload size is recommended to be **1 Supervisor to 5** workers. This is without carrying a caseload. Green Lake County DHHS present structure is **1 to 9**. The Unit Manager is presently overseeing six (6) Kinship Care home with a total of eight (8) children and is in the process of certifying a new applicant. The Unit Manager also is overseeing four (4) subsidized guardianship cases. On-going Services the ratio is recommended to be 1 worker to **10 family cases, with only 15 children**. The present worker has a caseload of eight (8) **families which includes eighteen (18) children and one (1) unborn child** – due to UCHIPS. These are both in home and out of home cases. The worker also has on the caseload **three (3)** locally licensed foster homes with only bed availability for 3 children. Additionally she is responsible for the oversight of **three (3)** child specific relative homes that have been licensed as well as **three (3) relative homes** in the licensing process. The other on-going worker has a present caseload of **10 family cases which is comprised of seventeen (17) children** both in and out of home. The caseload also has **one (1)** unborn child subject to UCHIPS and **two (2)** Unborn children who are subject to further CHIPS action upon birth.

RESOLUTION NUMBER -2019

RESOLUTION RELATING TO ELIMINATING THE TEACHER POSITION AND CREATING A COMMUNITY INTEGRATION PLANNER POSITION IN FOX RIVER INDUSTRIES (FRI)

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 20th day of August 2019, does resolve as follows:

- 1 **WHEREAS**, County Administration currently has a position designated as Teacher; and,
- 2 **WHEREAS**, in August 2019 the employee currently in this position is retiring; and,
- 3 **WHEREAS**, the Health and Human Service Director and FRI Manager took this
- 4 opportunity to update the job description so it better represents the current and future
- 5 role of the position;
- 6 Fiscal note is attached.
- 7 Majority vote is needed to pass.

Roll Call on Resolution No. -2019

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 19th day of August 2019.

Joe Gonyo, Chair

Robert Lyon

County Board Chairman

Robert Schweder

ATTEST: County Clerk
Approve as to Form:

Curt Talma

Corporation Counsel

Sue Wendt

8 **NOW THEREFORE BE IT RESOLVED** that the Teacher position in FRI shall be
 9 eliminated and a Community Integration Planner position created effective August 10th,
 10 2019. (See attached job descriptions.)

11 **BE IT FURTHER RESOLVED** that effective August 10th, 2019 the Community
 12 Integration Planner position in FRI be designated on the comparable Pay Group 13 on
 13 the Green Lake County Wage Plan. (See attached)

14 **FISCAL NOTE:**

GREEN LAKE COUNTY									
Update 7-1-19 2019			1-1-2019 CPI-U		1.0225				
Pay Group	Job Title	Dept.	Minimum	Annual Midpoint	Maximum	Minimum	Hourly Midpoint	Maximum	
* indicates EXEMPT position									
Current									
11	Teacher	FRI	\$46,681	\$58,351	\$70,022	\$22.44	\$28.05	\$33.66	
Proposed									
13	Community Integration Planner	FRI	\$40,374	\$50,468	\$60,562	\$19.41	\$24.26	\$29.12	

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: TEACHER

DEPARTMENT: HEALTH & HUMAN SERVICES/FOX RIVER INDUSTRIES

LOCATION: FOX RIVER INDUSTRIES

SUPERVISOR: FOX RIVER INDUSTRIES UNIT MANAGER

SUMMARY:

This position is full-time at 35 hours a week. Flexible hours will be assumed. Plans, develops, and teaches a variety of educational activities designed to enhance independence, community involvement, and overall the quality of life for intellectually/developmentally/physically disabled adults, as well as individuals suffering from mental illness.

DUTIES AND RESPONSIBILITIES:

Approximately 70% of time:

- Training for activities for daily living which may include, but not limited to, academic skills, interpersonal relationships, human sexuality, health and safety, personal hygiene, diet and exercise. This would be in coordination with the client case managers and their individual case plan.

Approximately 10% of time:

- Writing, monitoring, recording specific goals in relationship to individual client programs which are updated in clients' Fox River Industries file on a quarterly basis.

Approximately 5% of time:

- Planning leisure activities, which may occur during the weekday or on weekends.

Approximately 5% of time:

- Attending staffings, serving as client government advisor, serving on Health and Safety committees, assisting future client needs, providing specific job training to workshop and/or community based clients.

Approximately 10% of time:

- Developing and implementing curriculums for Community Based Prevocational Program and teach these classes as requested per Family Care guidelines

SKILLS AND ABILITIES:

- Working knowledge of the following software programs: Microsoft Word, Excel, Access, Power Point, Peachtree Accounting (Sage), Windows, Explorer, and Outlook.
- The ability to provide first aid and CPR when supervising client activities (training will be provided).
- Skill in the use of general office equipment including but not limited to: Calculator, copy machine, computer terminal, fax machine, automobile, first aid equipment.

- Excellent oral and written communication skills.
- Strong organizational, supervisory, and teaching skills.

QUALIFICATIONS:

EDUCATION: Bachelor's degree in education, human services or related fields.

EXPERIENCE / JOB KNOWLEDGE: The ability to provide first aid and CPR (training will be provided). Basic everyday living skills are necessary for this position, as well as, the ability to understand and follow directions. Background knowledge in behavior management techniques and working with people who have developmental disabilities

WORKING CONDITIONS:

PHYSICAL DEMANDS: 75% of the time requires standing, walking, and hearing. About 50% is reaching, feeling body movements during therapy sessions, talking, far vision, near vision, and handling adaptive equipment. Approximately 25% of the time pushing/pulling objects weighing less than 10 pounds. Approximately 10% is sitting, stooping, bending/twisting, lifting objects and people from 10 to 80 pounds, carrying objects 10 to 40 pounds, and using the fingers to manipulate small parts such as typewriter keys or small components.

In unusual situations are kneeling, crouching, crawling, running, swimming, climbing with arms and legs, balancing various apparatus, lifting heavy people weighing 100+ lbs., carrying objects and people from 50 to over 100 lbs., pushing/pulling material or people in wheelchairs ranging from 25 to 100 lbs., and handling levels and wheels to operate trucks and buses.

ENVIRONMENTAL DEMANDS: Over 75% of the time is spent inside a heated and air conditioned building. Present in unusual situations are shifts of extreme hot or cold temperatures, working outdoors in wet and humid conditions, enduring noise levels of 90 decibels, sustaining vibrations while riding buses, working with hazardous mechanical or electrical equipment, handling hazardous chemicals that may cause burns, climbing to hazardous heights, risking physical attack from clients, avoiding fast moving vehicles, such as fork lifts. Working under atmospheric conditions such as fumes, gases, odors, and poor ventilation.

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.

Updated: December 1998, January 2013, October 2018

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: COMMUNITY INTEGRATION PLANNER

DEPARTMENT: HEALTH & HUMAN SERVICES/FOX RIVER INDUSTRIES

LOCATION: FOX RIVER INDUSTRIES

SUPERVISOR: FOX RIVER INDUSTRIES UNIT MANAGER, SERVICES COORDINATOR

SUMMARY:

This position is full-time at 35 hours a week. Flexible hours will be assumed. Works cooperatively with members of the Inter-disciplinary Team (IDT), assisting in the design and implementation of community based Prevocational and Day Services programming as participant needs dictate. Plans, develops, and teaches a variety of educational activities designed to enhance independence, community involvement, and overall quality of life for intellectually/developmentally/physically disabled adults, as well as individuals suffering from mental illness.

DUTIES AND RESPONSIBILITIES:

Approximately 70% of time:

- In coordination with the Services Coordinator, provides training activities for daily living, leisure, and employment skills which may include, but are not limited to, academic skills, interpersonal relationships, human sexuality, health and safety skills, personal hygiene, and diet/exercise.

Approximately 10% of time:

- Works closely with Services Coordinator to ensure specific goals for individual client programs are accurately monitored and documented on a timely basis.
- Provide one-to-one supervision for consumers presenting behavioral challenges.

Approximately 5% of time:

- Attends staff meetings, assists future client needs, and provides specific job training to workshop and/or community based clients.

Approximately 15% of time:

- Assists in the development and implementation of curriculums for Community Based Prevocational and Adult Day Services Programming.
- Works closely with local business and civic leaders to promote community involvement opportunities for the consumers we serve.
- Provides personal cares, including toileting, grooming, transfers, assistance with eating, etc. to consumers as needed.

SKILLS AND ABILITIES:

- Working knowledge of the following software programs: Microsoft Word, Excel, Access, Power Point, Peachtree Accounting (Sage), Windows, Explorer, and Outlook.
- The ability to provide first aid and CPR when supervising client activities (training will be provided).
- Skill in the use of general office equipment including but not limited to: Calculator, copy machine, computer terminal, fax machine, automobile, first aid equipment.
- Excellent oral and written communication skills.
- Strong organizational, supervisory, and teaching skills.

QUALIFICATIONS:

EDUCATION: Bachelor's degree in education, human services or related fields, or two years' experience working in Human Services and/or Management. Knowledge of person-centered planning preferred.

EXPERIENCE / JOB KNOWLEDGE: Strong team building/leadership skills are essential, as well as the ability to work productively with minimal supervision. Background knowledge in behavior management techniques and working with people who have developmental disabilities.

WORKING CONDITIONS:

PHYSICAL DEMANDS: 75% of the time requires standing, walking, and hearing. About 50% is reaching, feeling body movements during therapy sessions, talking, far vision, near vision, and handling adaptive equipment. Approximately 25% of the time pushing/pulling objects weighing less than 10 pounds. Approximately 10% is sitting, stooping, bending/twisting, lifting objects and people from 10 to 80 pounds, carrying objects 10 to 40 pounds, and using the fingers to manipulate small parts such as keyboards or small components. In unusual situations are kneeling, crouching, crawling, running, swimming, climbing with arms and legs, balancing various apparatus, lifting heavy people weighing 100+ lbs., carrying objects and people from 50 to over 100 lbs., pushing/pulling material or people in wheelchairs ranging from 25 to 100 lbs., and handling levers and wheels to operate trucks and buses.

ENVIRONMENTAL DEMANDS: Over 75% of the time is spent inside a heated and air conditioned building. Present in unusual situations are shifts of extreme hot or cold temperatures, working outdoors in wet and humid conditions, enduring noise levels of exceeding 90 decibels with proper ear equipment, sustaining vibrations while riding buses, working with hazardous mechanical or electrical equipment, handling hazardous chemicals that may cause burns, climbing to hazardous heights, risking physical attack from clients, avoiding fast moving vehicles, such as fork lifts. Working under atmospheric conditions such as fumes, gases, odors, and poor ventilation.

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.

Updated: December 1998, January 2013, October 2018, June 2019

RESOLUTION NUMBER -2019

**RELATING TO RECLASSIFICATION OF FINANCIAL MANAGER POSITION(S)
ON COUNTY WAGE PLAN**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of August, 2019, does resolve as follows:

- 1 **WHEREAS**, County Administration (ADM) and the Department of Health and Human
- 2 Services (HHS) each currently have positions designated as Financial Manager; and,
- 3 **WHEREAS**, over the past few years the duties and responsibilities for these positions
- 4 has vastly changed and intensified; and,
- 5 Fiscal note attached.
- 6 Majority vote is needed to pass.

Roll Call on Resolution No. -2019

Submitted by Personnel Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 20th
day of August, 2019.

Joe Gonyo, Chair

Robert Lyon

County Board Chairman

Robert Schweder

ATTEST: County Clerk
Approve as to Form:

Curt Talma

Corporation Counsel

Sue Wendt

7 **WHEREAS**, the Finance Manager - ADM's duties are split between Administration and
8 the Highway Department; and,

9 **WHEREAS**, countywide government budgeting, accounting, financial disbursements
10 and reporting, fraud prevention and detection, financial policy development and
11 enforcement, audit preparation and reporting has continued to become more
12 complicated and more critical, and the Financial Manager is responsible for
13 performance and/or oversight of these duties, training and more; and

14 **WHEREAS**, Green Lake County has made substantial investment of time and dollars in
15 staff orientation, training, cross-training, staff development, interdepartmental
16 knowledge transfer, professional bonds and constituent relationships; and

17 **WHEREAS**, the current labor environment with low unemployment and high worker
18 demand increases exponentially the difficulty in attracting and retaining highly qualified
19 and highly skilled staff, particularly those actively recruited by outside agencies; and

20 **WHEREAS**, effective January 1, 2019 two (2) county personnel positions were
21 eliminated generating an annual levy cost reduction in the amount of \$41,028; an
22 amount more than sufficient to cover any fiscal impact related to these position
23 reclassifications.

24 **NOW THEREFORE BE IT RESOLVED** that effective September 1, 2019 the Financial
25 Manager positions in the Administration (ADM) and Health and Human Services (HHS)
26 departments be designated in the comparable Pay Group 11 from Pay Group 12 on the
27 Green Lake County Wage Plan.

28 **BE IT FURTHER RESOLVED** that the rate of pay for Financial manager positions
29 would remain the same until the 2020 Budget goes into effect, then reflecting their
30 wages be placed at the same percentage rate of the previous pay group 12 effective
31 January 1, 2020.

FISCAL NOTE:

GREEN LAKE COUNTY

Pay Group	2019 Wage Plan As of 7/1/2019			Current Rate	Hourly					
	Job Title	Dept.			80% Minimum	88%	90%	95%	100% Midpoint	120% Maximum
11					\$22.44	\$24.69	\$25.25	\$26.65	\$28.05	\$33.66
	** Proposed Wage Classification (9-1-2019)	Financial Manager	ADM	84%	\$ 23.48					
		Financial Manager	HHS	82%	\$ 22.96					
	Proposed Wage Classification (1-1-2020)	Financial Manager	ADM	92%			\$ 25.81			
		Financial Manager	HHS	90%			\$ 25.25			
12					\$20.41	\$22.45	\$22.97	\$24.24	\$25.52	\$30.62
		Financial Manager	ADM	92%			\$ 23.48			
		Financial Manager	HHS	90%			\$ 22.96			

** Should this resolution be adopted, affected staff wage rates will remain the same through 2019 being 84% and 82% (respectively) of the new Pay Group 11 until 1-1-2020 when the revised pay rate would go into effect per the 2020 Annual Adopted Budget.