

EAU CLAIRE COUNTY
MEETING NOTICE/AMENDED AGENDA

COMMITTEE: Committee on Human Resources
DATE: Friday, May 13, 2016 **TIME:** 2:00 PM
PLACE: Eau Claire County Courthouse, Room 3312
721 Oxford Avenue, Eau Claire, WI

REASON FOR MEETING: REGULAR

1. Call to Order and Certify Compliance with Open Meetings Law
2. Introduction of one new County Board Supervisor to the Committee on Human Resources
3. Election of Chair and Vice Chair
4. Appointment of Committee Clerk
5. Review and approve minutes of the April 8, 2016 meeting.
6. Referral from County Board/Ordinance/File # 16-17/006/ "To Create Chapter 2.95 of the Code: Living Wage" /Report Back to County Board/Discussion-Action
7. Department of Human Services: Consideration and discussion of Resolution 16-17/012 adding two (2.0 FTE) Comprehensive Community Service positions. (CCS Supervisor and Service Facilitator)
8. Human Resources – Per 2.04.440 All members of the Committee on HR shall receive training in equal employment opportunity legal requirements and affirmative action programs
9. Human Resources –Update on Class and Compensation
10. Human Resources – Career Venture Update
11. Adjourn

COPIES TO:

County Clerk J. Loomis
County Administrator K. Schauf
Corporation Counsel K. Zehms
Committee on Human Resources: K. Clark/S. Miller/M. Beckfield/J.Gatlin/M. Conlin

Human Resources Department

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

DATE NOTICE POSTED AND SENT:
PREPARED BY: Jill Mangus, Human Resources Department

PLEASE NOTE: *Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.*

COMMITTEE ON HUMAN RESOURCES

Friday, April 8, 2016, 1:30 p.m., Room 3312

Location: Eau Claire County Courthouse
721 Oxford Avenue, Eau Claire, WI 54703

MINUTES

Members Present: Kathleen Clark, Mark Olson, Mike Conlin, Sue Miller
Member Absent: Mark Beckfield

Staff Present: Kathryn Schauf, Jamie Gower, Amanda Twitchell, Jill Mangus
Other Staff Present: Pat Christenson
Keith Zehms arrived at 1:31 p.m. Josh Pederson arrived at 1:33 p.m.

Chair Kathleen Clark called the meeting to order and certified compliance with Open Meetings Law at 1:30 p.m.

Review and approve minutes of the March 11, 2016 meeting:

Motion Mike Conlin to approve minutes of the March 11, 2016 meeting as written. Motion carried 4 to 0.

Sheriff's Office: Consideration and discussion of Resolution 15-16/154 supporting a change in State law to make County Civilian Correctional Officers Protective Status under the Wisconsin Retirement System.

Motion Sue Miller to approve Resolution 15-16/154 to support a change in State law to make County Civilian Correctional Officers Protective Status under the Wisconsin Retirement System. Motion denied 3 to 1.

Human Resources – Information and Discussion regarding the 2015 Affirmative Action Plan.

The Human Resources Staff requested an extension of the deadline until September 2016. Motion Mike Conlin to extend the deadline to September 2016. Motion carried 4 to 0.

Human Resources – Information and Discussion regarding possible upcoming changes to the FLSA exemption status along with an update on the recommendations of the Classification and Compensation Study Implementation Plan.

General discussion occurred regarding the proposal from the Department of Labor regarding changes to the FLSA exemption status.

Human Resources did not provide any recommendations at this point for Classification and Compensation. The current plan is to continue to review foundational content, continue to partner with McGrath Consulting, and partner with Department Heads to obtain information.

Adjourn.

Kathleen Clark declared the meeting adjourned at 2:39 pm.

Respectfully submitted,

Jill Mangus
Committee Clerk

FACT SHEET

TO FILE NO. 16-17/006

This ordinance creates Chapter 2.95 of the county code, Living Wage.

Last year, the county board implemented a new salary matrix for county employees, based on equity, adequacy, transparency, and social justice. The purpose of this ordinance is to continue this with contractors of Eau Claire County, to ensure that those entities with which the county does business follow the same principles.

The current federal minimum wage is \$7.25/hr., last adjusted in 2009. Minimum wage, however, is not a living wage, that is, it does not provide for the livelihood of a person or a family; it merely establishes a “floor” of payment. A better measure is a “living wage,” that is, a wage which provides a livelihood for persons and families. Any adjustments in minimum wage over time have been far and quickly outpaced by inflation. Thus, persons at this level of income will always fall below the Federal Poverty Level. Any employer paying minimum wage is relying on the availability of public assistance or some other form of support to ensure adequacy of resources. The current minimum wage is below poverty level. This means that the government effectively subsidizes all of those making minimum wage through various forms of public assistance, and employers paying minimum wage rely on that external support, e.g., Walmart counseling its lowest paid employees how they might apply for and receive Food Stamps, Medicaid, etc.

The Federal Poverty Level (FPL) is established annually by the Department of Health and Human Services in order to determine eligibility for a number of public assistance programs. This means that persons whose income is at or below the FPL (or often within 120% of the FPL) will qualify for a number of assistance programs, such as Food Stamps, Medicaid, subsidized health care coverage under the PPACA, etc. The current Federal Poverty Level for a family of four is \$24,300 (*Federal Register*, 1-25-16). The hourly wage (\$24,300 divided by 2080 hours in the work year) is \$11.68/hr.

This ordinance requires that all contractors with Eau Claire County pay their employees at least 110% of the 2016 FPL (\$12.84/hr.), on an hourly basis, beginning January 1, 2017. The wage requirement increases each year by 5% to a maximum of 130% of FPL by 2021. Thus, the wage requirement is annually indexed to inflation and set at 130% of FPL. The fiscal impact of this ordinance will be reviewed by the respective units in the light of 2017 contracts. It is anticipated that the major impact will be felt in the Department of Human Services because non-profit organizations frequently pay minimum wage or just above that wage. The ordinance may also require some minor adjustments to the recently established salary matrix.

Respectfully Submitted,



Nick Smiar
County Board Supervisor, District 15

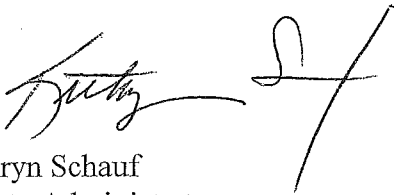
KRZ/yk

**FACT SHEET
TO FILE NO. 16-17/006**

The ordinance creates language that would be inserted into contracts with vendors who provide services on behalf of Eau Claire County.

There will be a minimal investment in time to administer the program. It is uncertain at this time if the overall cost-to-contract for services will increase.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kathryn Schauf', followed by a large, stylized flourish or checkmark.

Kathryn Schauf
County Administrator

2
3 **- TO CREATE CHAPTER 2.95 OF THE CODE: LIVING WAGE -**

4
5 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

6
7 **SECTION 1.** That Chapter 2.95 of the code be created to read:

8
9 Chapter 2.95

10
11 LIVING WAGE

12
13 Sections:

- 14
- 15 2.95.001 Policy.
- 16 2.95.005 Definitions.
- 17 2.95.010 Standards Requirement
- 18 2.95.020 Contracting Requirements.
- 19 2.95.030 Maintenance and Monitoring of Records.
- 20 2.95.040 Severability and Savings.

21
22
23 2.95.001 Policy. It shall be the policy of the County that certain contractors,
24 subcontractors, lessees and recipients of financial assistance doing business with the County
25 shall be subject to the requirements of this chapter. This living wage ordinance shall apply to all
26 contractors, subcontractors, and recipients of financial assistance as defined herein party to an
27 agreement covered under this chapter with any County unit, division, office, department, or sub-
28 unit thereof, and County quasi-public entity including:

- 29 A. A service contract as defined in 2.95.005 A. or an agreement to provide personal
30 care and supportive home care to persons with disabilities or the frail elderly provided by
31 agencies that exclusively contract with the County, involving an amount greater than or equal to
32 \$30,000; and,
- 33 B. A lease agreement involving the County funding or a public asset involving an
34 amount greater than or equal to \$30,000; and
- 35 C. A concession agreement involving an amount greater than or equal to \$30,000;
36 and,
- 37 D. Economic development financial assistance involving an amount of financial
38 assistance from the County greater than or equal to \$1,000,000.

39
40 2.95.005 Definitions. For all agreements covered under this chapter, the following
41 definitions shall apply:

42 A. Service contract means an agreement between the County or related entity and
43 another party that provides a set of services, primarily related to staff services including, but not
44 limited to, housekeeping, security, landscaping, maintenance, clerical services, food services,
45 and other non-professional services, as well as personal care, or supportive home care provided
46 to persons with disabilities or the frail elderly by a preferred provider.

- 47 1. Service contracts do not include:
 - 48 a. Purchase of goods or commodities or its delivery.
 - 49 b. Equipment lease and maintenance.

- c. Professional services contracts.
- d. Contracts with any school district, municipality, or any other governmental unit.
- e. Contracts in which State or Federal funder has a prevailing wage requirement.

B. Concession agreement means an agreement between the County or related entity and another party to allow the organization the exclusive or semi-exclusive right to operate a particular enterprise usually making use of some resource of the County or related entity requiring payment to the County or related entity fees, rent, or percentage of revenues derived from the particular enterprise.

C. Lease means an agreement between the County or related entity as lessor and another party as lessee to provide exclusive use of real property, a particular asset or resource in exchange for rental payments or a fee, and which involves financial assistance consistent with Wis. Stat. ch. 104.001(3). The following leases are exempted:

- 1. Cultural institutions: Leases with institutions including the Friends of Beaver Creek Reserve and any other cultural organization that receives contributions from County.
- 2. Nonprofit: Leases with nonprofit corporations, unless the nonprofit corporation passes through to a for-profit entity an amount greater than or equal to \$1,000,000, in which case the for-profit entity shall be subject to this chapter as a subcontractor as in 2.95.010 A.2.
- 3. Other local units of government: Leases with any school district, municipality or any other governmental or quasigovernmental unit.

D. Economic development financial assistance means any form of assistance, consistent with Wis. Stat. ch. 104.001(3), of an amount greater than or equal to \$1,000,000, provided to a recipient directly by the County in the form of loan rates below those commercially available, loan forgiveness or guarantees, bond financing or forgiveness, sales or leases of land or real property or other assets for an amount below fair market value, or grants of land or real property, or other valuable consideration, or any other assets provided to develop real property, to foster economic development or to create or retain jobs or for other similar purposes which inure to the benefit of the recipient. The following are exempted:

- 1. Nonprofit corporations: Economic development financial assistance provided to nonprofit corporations, unless the nonprofit corporation passes through to a for-profit entity an amount greater than or equal to \$1,000,000, in which case the for-profit entity shall be subject to this chapter as a subcontractor as in 2.95.010 A.2.
- 2. Cultural institutions: Economic development financial assistance to the Friends of Beaver Creek Reserve, any other cultural organization that receives contributions from County.
- 3. Other units of government: Economic development financial assistance provided to any school district, municipality or any other governmental or quasi-governmental unit.

E. Living wage means a minimum hourly wage rate equal to the following percentage levels of the poverty income level set forth annually by the U.S. Department of Health and Human Services for a family of four (4), divided by 2,080 hours:

- 1. 110%, as of January 1, 2017
- 2. 115%, as of January 1, 2018
- 3. 120%, as of January 1, 2019
- 4. 125%, as of January 1, 2020
- 5. 130%, as of January 1, 2021

1
2 F. Contractor means a person or an entity that has a service contract, lease, or
3 concession agreement with the County covered under this chapter.

4 G. Subcontractor means a person or an entity:

5 1. Having an agreement or arrangement with a contractor to furnish a service
6 for the benefit of the County that would be covered under this chapter; or,

7 2. Having an agreement or arrangement with a contractor to operate on a
8 property that is subject to a lease or concession agreement with the County that would be
9 covered under this chapter; or,

10 3. Purchasing or leasing from a recipient of financial assistance; or,
11 managing or operating an enterprise employing people on the premises of property developed or
12 improved as a result of financial assistance.

13 H. Recipient means a person or entity receiving economic development financial
14 assistance as defined in 2.95.005 D. but does not include a person or entity indirectly benefiting
15 from incidental effects of County policies, regulations or ordinances.

16
17 2.95.010 Standards Requirement.

18 A. All employees performing part- or full-time work for a contractor, subcontractor,
19 lessee or recipient of economic development financial assistance covered under this chapter and
20 all direct employees of the County, shall be paid the Living Wage rate defined in 2.95.005 E.,
21 except as provided in paragraph 3. of this section.

22 1. Tipped employees, employees paid on commission, or employees whose
23 compensation consists of more than hourly wages shall be paid an hourly wage, when coupled
24 with the other compensation, that will at least equal the minimum wage rate.

25 2. Contractors and subcontractors as defined in 2.95.005 G. 1. and 2. shall be
26 subject to the requirements of this chapter for the duration of the agreement with the County.
27 Employees of contractors and subcontractors shall be covered under the requirements of this
28 chapter for the hours worked in performance of covered agreements.

29 3. Recipients of economic development financial assistance and
30 subcontractors as defined herein shall be subject to the requirements of this chapter for a period
31 equal to one year for every \$100,000 provided in economic development financial assistance,
32 rounded to the nearest whole year; and employees of such recipients and subcontractors shall be
33 covered under the requirements of this chapter for work performed on the premises of a project
34 benefiting from financial assistance.

35 4. The living wage rate requirement will be updated annually on the last
36 business day of September.

37 B. Excluded employees:

- 38 1. The provisions in this chapter shall exclude:
39 a. Student learners as defined by Wis. Stat. ch. 104.01(7); and,
40 b. Employees of sheltered workshops as defined by Wis. Stat. ch.
41 104.01 (6); and,
42 c. Employees under the age of 18; and,
43 d. Employees not performing work under a County service contract,
44 concession, or lease; and,
45 e. Employees not working in a financially assisted economic
46 development project; and,
47 f. Interns; and,
48 g. Volunteers receiving stipends; and
49 h. Any other category of employee excluded under Wis. Stat. ch. 104.

1 i. Employees of a contractor, subcontractor, concessionaire or
2 recipient of financial assistance otherwise covered under this chapter where the employer
3 otherwise subject to the provisions of this chapter employs no more than 20 employees and
4 where the employer otherwise subject to the provisions of this chapter is not an affiliate or
5 subsidiary of another business entity dominant in its field of operation.

6 j. Employees of a member who receives personal care and supportive
7 home care through a self-directed service program model in the County.

8 2. The requirements of this section may be modified or waived as regards
9 employees who are covered by a collective bargaining agreement between the employer and a
10 bona fide union, where the parties to such collective bargaining agreement expressly specify
11 their intent in the agreement.

12
13 2.95.020 Contracting Requirements.

14 A. Department heads or their designee shall include requirements for compliance
15 with this chapter in:

16 1. Every bid, request for proposal, or request for qualifications for services,
17 leases, concessions or economic development financial assistance covered under this chapter,

18 2. All new service, lease, and concession agreements, and all new
19 agreements involving financial assistance; and,

20 3. All renewals or amendments of agreements for services, leases,
21 concessions, or economic development financial assistance covered under this chapter after the
22 effective date of this ordinance.

23 B. Contractors, subcontractors, and recipients of economic development financial
24 assistance must submit to the department a notarized affidavit certifying that they will comply
25 with the requirements of this chapter prior to contract or subcontract award or receipt of any
26 financial assistance.

27 C. Contractors, subcontractors and recipients of financial assistance shall not use the
28 requirements of this chapter to reduce the wages of employees.

29 D. County reserves the right to inspect and audit any payroll records of any
30 contractor or subcontractor or recipient of financial assistance for which this chapter applies, for
31 any reason and at any time.

32
33 2.95.030 Maintenance and Monitoring of Records. The Purchasing Department will
34 maintain all records required by this chapter. The Purchasing Department will:

35 A. Retain a log of all contracts, noting which contracts are covered by this chapter.

36 B. Retain notarized affidavits from all contractors subject to the provisions of this
37 chapter that they understand and will comply with its provisions.

38 C. Retain a one-page document, filled out annually by all contractors subject to the
39 provisions of this chapter, asserting that they remain in compliance with the provisions of this
40 chapter and providing the required wage range information.

41
42 2.95.040 Severability and Savings. If any provision of this chapter or application thereof
43 is judged invalid, the invalidity shall not affect other provisions or application of the chapter
44 which can be given effect without the invalid provisions or application, and to this end the
45 provisions of this chapter are declared severable.

46
47 2.95.050 Waiver by County Board/Rights of Enforcement. The County recognizes that
48 from time to time it may be in the County's best interest to enter into contracts, leases or other
49 agreements, including agreements involving financial assistance, which have been negotiated,

FACT SHEET

TO FILE NO. 16-17/012

The Department of Human Services is requesting two CCS positions that will be fully funded by the Comprehensive Services Program: CCS Program Supervisor and CCS Services Facilitator. Please view the Department of Human Services Resolution Fact Sheet (To File No. 16-17/012) for more information on this request.

Respectfully submitted,

Jamie K. Gower
Human Resources Director

Fact Sheet to Resolution

Re: Request for Two Positions for the Comprehensive Community Services Program

The Comprehensive Community Services (CCS) Program is a program for individuals of all ages who have a mental illness, substance abuse disorder, or a dual diagnosis and needing care beyond outpatient care, but less than the intensive care provided in an inpatient setting. The individual works with a dedicated team to develop a treatment and recovery plan to meet the individual's unique needs. The goal of this community-based, recovery model approach is to promote better overall health and life satisfaction for the individual **and** reduce the likelihood of higher end services such as institutionalization, hospitalization, or residential care. CCS is a Medicaid reimbursable program.

Eau Claire County became a certified CCS County provider as of April 1st, 2016. Eau Claire is in a certified shared services region with St. Croix County. Effective July 1st 2014, Certified CCS Counties, operating within a certified region, will receive 100% reimbursement of the direct and indirect costs that are approved by the CCS program and Medicaid.

Eau Claire County, in the CCS plan submitted to the State, identified that in the first 6 months of the CCS program operations, the Department could serve 20 adults and 30 youth, from individuals currently being served.

The Department of Human Services is requesting two CCS positions that will be fully funded by the Comprehensive Services Program: CCS Program Supervisor and CCS Services Facilitator.

DETAIL OUTLAY OF POSITION COST AND BUDGET IMPACT

Human Services 2016 Budget for CCS:

Expense: 178,605 (provider/staff wages)

Revenue: 178,605

The requested positions will be additional expense and revenue to the current DHS Budget:

The expense of the positions will be offset 100% by the CCS program revenue

Position Annual Cost (Wages & Benefits):

CCS Supervisor - \$ 100,741.19

CCS Services Facilitator- \$87,243.24

Training and Technology Cost: \$6,000 (\$3,000 per position)

Anticipated Start Date: 7/1/2016

Positions will cost: \$ 99,992.22 (wages/benefits + training/technology) and cost will be offset by the CCS program

**EAU CLAIRE COUNTY
NEW POSITION / AMENDED FTE REQUEST FORM**

Budget Year: **2016**

Return this form to Human Resources no later than 4 p.m. on: **May 6, 2016**

Action Requested:

New Position FTE Amount (example: 1.0 or .725)

Change in FTE Status of Existing Position Requested FTE Change (example: +1.0 or -.73)

Department:

Division (if applicable):

Position Title:

Requested Start Date:

WAGE INFORMATION:

Wage Type:

Current Pay Grade: Step:

Hours per week:

Weeks per year: Gross Pay: **\$51,979.20**

1. Reason for new position or change in FTE for existing position request:

On April 1, 2016 the State of Wisconsin certified Eau Claire County's SAMHSA endorsed, evidence based, Comprehensive Community Services (CCS) program. This is a new program/service for Eau Claire County and one that will enhance services for individuals with mental health and/or substance abuse disorders. The Service Facilitator is the DHS 36 language used to describe the role of the social worker assigned to manage the case. Please note for program integrity purposes and to comply with Comprehensive Community Services administrative code (DHS 36) the service facilitator should not perform any of the court related duties as it poses a conflict between client right to self-determination and foundations of recovery.

2. How does this position fit into the organizational structure of the Department? A draft organizational chart should be provided.

The department is in the process of reviewing and modifying the organizational diagram to better address the mental health and/or substance abuse disorders in the community. This position is critical and essential to the successful operation of the CCS program.

3. FLSA Status: Non-Exempt: Exempt:

4. Hourly or Annual Wage/Pay Grade: Hourly: Annual Salary:

5. What are the major functions of the proposed position?

Service facilitation and case management as the major functions of the position. Service facilitation includes activities that ensure the participant receives: assessment services, service planning, service delivery and supportive activities in an appropriate and timely manner. It also includes ensuring the service plan and services delivery for each member is coordinated, monitored and designed to support the participant in a manner that helps the participant achieve the highest possible level of independent functioning. Services Facilitation includes assisting the member in self-advocacy and helping the participant obtain other necessary services such as medical, dental, legal, financial and housing services.

6. Is this position mandated?

Yes:

No:

7. Position justification (Why is the position needed?):

Per the State Administrative Code the Comprehensive Community Services (DHS 36) requires Service Facilitators. This position is necessary and required to operate the CCS program.

8. Measurement of Job Performance (i.e. clients, caseload, work output, etc.):

The CCS program expands the array of services for individuals with mental health and/or substance abuse disorders to meet individuals needs. Based on the level and intensity of need case load sizes will vary between 1:7 for children and 1:15 for adults. The desired outcome is to improve outcomes of individuals with a mental illness and/or substance abuse. Success can be measured through a reduction of alternate care and deeper end service costs.

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

Yes:

No:

Please explain:

WI 2013-2015 Biennial Budget Act 20 allows for CCS programs to be reimbursed by Medical Assistance at 100% of the actual cost needed to provide the service. DHS 36 requires a high degree of assessment, case planning, monitoring and advocating for services for this position.

10. Is this a new position?

Yes:

No:

If the "Yes" box is checked above, would the creation of this position cause the future elimination of another position?

Yes:

No:

11. Is this work currently being performed by someone else?

Yes:

No:

If the "Yes" box is checked above, by whom?

12. Are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other County department, use of overtime, eliminating unnecessary work, etc?)

Yes:

No:

Please explain:

This is a new program that requires staff to operate. Without this position and program the County continues to run the risk of not treating individuals with substance abuse disorders or mental health conditions until such a time when they require legal intervention (criminal, juvenile or civil) and are at a point in the pathology of the illness where recovery is harder to achieve.

**EAU CLAIRE COUNTY
NEW POSITION / AMENDED FTE REQUEST FORM**

Budget Year: **2016**

Return this form to Human Resources no later than 4 p.m. on: **May 6, 2016**

Action Requested:

New Position FTE Amount (example: 1.0 or .725)

Change in FTE Status of Existing Position Requested FTE Change (example: +1.0 or -.73)

Department:

Division (if applicable):

Position Title:

Requested Start Date:

WAGE INFORMATION:

Wage Type:

Current Pay Grade: Step:

Hours per week:

Weeks per year: Gross Pay: **\$63,793.60**

1. Reason for new position or change in FTE for existing position request:

On April 1, 2016 the State of Wisconsin certified Eau Claire County's SAMHSA endorsed, evidence based, Comprehensive Community Services (CCS) program. This is a new program/ service for Eau Claire County and one that will enhance services for individuals with mental health and/or substance abuse disorders, that is reimbursable through Medicaid.

2. How does this position fit into the organizational structure of the Department? A draft organizational chart should be provided.

The department is in the process of reviewing and modifying the organizational diagram to better address the mental health and/or substance abuse disorders in the community. This position is critical and essential to the successful operation of the CCS program.

3. FLSA Status: Non-Exempt: Exempt:

4. Hourly or Annual Wage/Pay Grade: Hourly: Annual Salary:

5. What are the major functions of the proposed position?

The position will function as the Services Director as required by the CCS program (DHS 36). • Provide leadership, coordination, consultation, supervision and direction around the Comprehensive Community Services Program (DHS 36) • Provides leadership and direction to staff promoting the concept of recovery services

6. Is this position mandated?

Yes:

No:

7. Position justification (Why is the position needed?):

Per the State Administrative Code the Comprehensive Community Services (DHS 36) requires a Service Director. This position will be the lead manager for the CCS program operations.

8. Measurement of Job Performance (i.e. clients, caseload, work output, etc.):

This program was certified for one year, recertification will occur in March 2017, Therefore recertification will be one measurement of success. This program provides services to individuals with mental health and/or substance abuse needs prior to the exacerbation of the illness requiring a greater degree of public resources (eg. group care, institutional care, confinement in jail). It also allows for a host of services currently provided by Eau Claire County Human Services that may be covered through the CCS program vs. reliance on community aids or county tax levy.

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

Yes:

No:

Please explain:

WI 2013-2015 Biennial Budget Act 20 allows for CCS programs to be reimbursed by Medical Assistance at 100% of the actual cost needed to provide the service. DHS 36 requires a high degree supervisory oversight of Department of Human Services Staff, plus the contracted staff providing services and care. This position can not be consolidated with other staff nor is it in Eau Claire County's best interest to outsource this position.

10. Is this a new position?

Yes:

No:

If the "Yes" box is checked above, would the creation of this position cause the future elimination of another position?

Yes:

No:

11. Is this work currently being performed by someone else?

Yes:

No:

If the "Yes" box is checked above, by whom?

12. Are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other County department, use of overtime, eliminating unnecessary work, etc?)

Yes:

No:

Please explain:

This is a new program that requires staff to operate. Without this position and program the County continues to run the risk of not treating individuals with substance abuse disorders or mental health conditions until such a time when they require legal intervention (criminal, juvenile or civil) and are at a point in the pathology of the illness where recovery is harder to achieve.

TOTAL FISCAL IMPACT/FUNDING SOURCES

(attach additional sheets as necessary)

WAGE INFORMATION:

Wage Type: **Hourly**

Pay Grade: **R** Step: **1**

Rate per hour: \$30.67

Hours per week: 40

Weeks per year: 52

Gross Pay:	\$63,793.60
Benefits:	\$36,947.59
Other:	\$3,100.00
TOTAL FISCAL IMPACT:	<u>\$103,841.19</u>

BENEFIT INFORMATION:

FICA	WRS	Insurance
\$4,880.21	4,210.38	27,857.00

	FICA	WRS	Health Insur (Family)	Dental Insurance	Life Insurance
<small>(please "x" if eligible for insurance)</small>					
x Non-Represented/General Employee:	7.65%	6.60%	\$27,757		\$100
Airport:	7.65%	7.00%	\$27,430		\$100
Elected Official:	7.65%	7.75%	\$27,430		\$100
WPPA Non-Supervisory:	7.65%	10.10%	\$27,430	\$2,114	\$100
Civilian:	7.65%	7.00%	\$27,430		\$100

OTHER INFORMATION:

(Other includes, but is not limited to: equipment, office space, vehicle, on-call pay, etc. Please define & break down "other" costs here)

Other Categories:

	Budget
Personal Equipment (tools, uniforms, safety equip)	\$0.00
Mileage & Meals	
Training Expenses (includeing memberships)	\$250.00
Computer Equipment (hardware, software, wiring)	\$2,400.00
Office Furniture & Supplies	\$450.00
Other Operating Expenditures	
Renovation/Relocatio Costs	

FUNDING SOURCES:

	Detailed Name of Source	Amount	Percentage
Federal/State (specify)	Comprehensive Comm. Srvs Program	\$103,841.19	100.00%
County Tax Levy	Tax Levy	\$0.00	0.00%
County Other (specify)			0.00%
Grant (specify)			0.00%
Grant (specify)			0.00%
Grant (specify)			0.00%
Grant (specify)			0.00%
	* \$103,841.19		100.00%

(*must match position total cost from above)

2
3 - **CREATION OF TWO POSITIONS IN THE DEPARTMENT OF HUMAN SERVICES**
4 **FOR THE COMPREHENSIVE COMMUNITY SERVICES PROGRAM-**

5
6 WHEREAS, The Department of Human Services has been working with the State of
7 Wisconsin for the development and implementation of a Comprehensive Community Services (CCS)
8 program; and

9
10 WHEREAS, The CCS program is a joint state/county program wherein the county serves
11 individuals of all ages who require ongoing services for mental illness, a substance abuse disorder, or
12 a dual diagnosis needing services beyond occasional outpatient care but less than intensive care
13 provided in an inpatient setting; and

14
15 WHEREAS, The goal of the CCS program is a community based approach to promote better
16 overall health and life satisfaction for the individual and reduce the likelihood of the need for higher
17 end services such as institutional care or residential care; and

18
19 WHEREAS, The Department of Human Services is requesting the creation of two 1.0 FTE
20 positions: a CCS Program Supervisor and a CCS Service Facilitator, whose services would be
21 dedicated solely to the CCS program; and

22
23 WHEREAS, the fiscal impact based on the 2016 wage schedule for the positions are as
24 follows:

<u>CCS Program Supervisor</u>	<u>CCS Service Facilitator</u>
\$63,793.60 - wages	\$51,979.20 – wages
\$36,947.59 – benefits	\$35,264.04 – benefits
<hr/>	<hr/>
\$103,841.19 – Total	\$87,243.24 - Total

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32 WHEREAS, The CCS Program is a Medicaid reimbursable program and the cost of these
33 two positions if dedicated solely to the CCS Program will be reimbursed through the CCS program.

34
35 NOW THEREFORE BE IT RESOLVED The Eau Claire County Board of Supervisors
36 authorizes the creation of one 1.0 FTE positions with the title of: Comprehensive Community
37 Services Program Supervisor; and, one 1.0 FTE position with the title of: Comprehensive
38 Community Services Program Facilitator, within the Department of Human Services to staff the
39 Comprehensive Community Services (CCS) Program; and,

40
41 BE IT FURTHER RESOLVED that the aforementioned position are approved contingent
42 upon these positions being fully funded through the CCS Program.

43
44
45 Approved/ Denied by a vote of: ___ to ___ on the ___ day of _____ 2016.

46
47
48
49 _____
Colleen Bates, Chair, Human Services Board

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Approved/ Denied by a vote of: ____to____ on the ____day of _____ 2016.

Kathleen Clark, Chair, Human Resources Committee

Approved/Denied by a vote of: ____to____ on the ____ day of _____2016.

Stella Pagonis, Chair, Finance and Budget Committee

Committee On Human Resources

May 13, 2016
HR Updates

Topics

- ▶ Affirmative Action & EEO Training
 - ▶ Class Comp Updates
- 

AA & EEO Training

- ▶ Equal Employment Opportunity
- ▶ Affirmative Action
- ▶ [County Code Title 3.10](#)

Affirmative Action Plan – What is it?

- Eau Claire County's affirmative action plan is a comprehensive plan for ensuring that equal employment opportunities exist for all individuals, minorities, women, and persons with disabilities in all aspects of employment
- Ensures that unlawful discrimination including on the basis of minority status, sex, disability, or other impermissible grounds does not occur in employment or in the delivery of services to members of the public.

Affirmative Action Plan Continued...

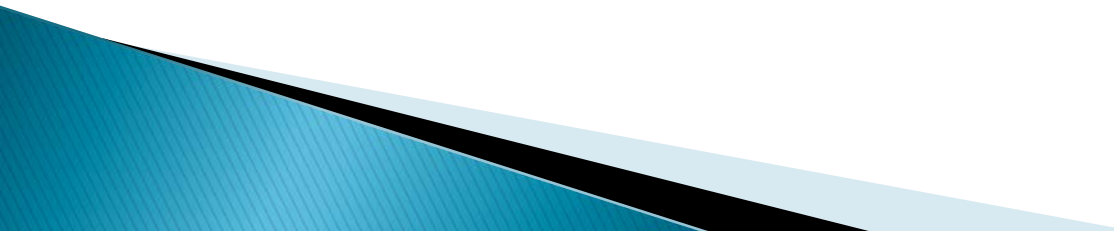
- More specifically, the basic purpose of an affirmative action plan and functioning program are to:
 - (1) identify unlawful discriminatory practices,
 - (2) eliminate such practices,
 - (3) replace them with fair practices,
 - (4) remedy present effects of past discrimination,
 - (5) project attainable goals and timetables, and
 - (6) monitor results.

Where is Eau Claire County's Affirmative Action Plan located?

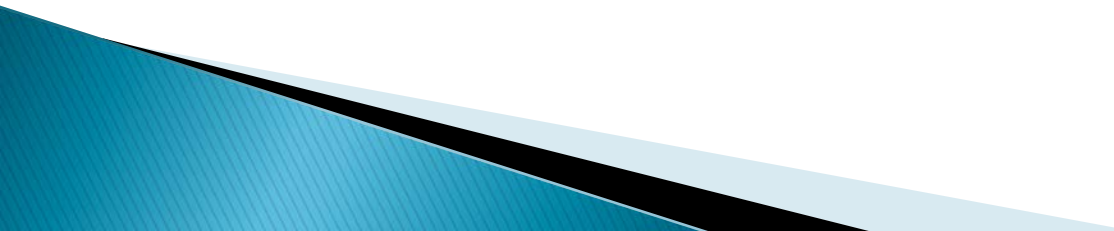
- County Clerks Office

Class Comp Update

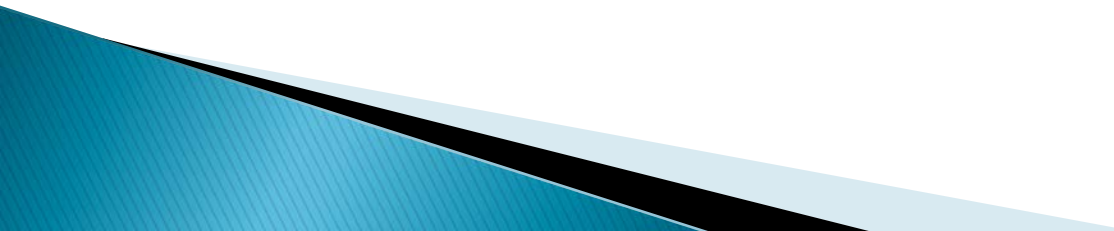
Class Comp Update

- ▶ Class Comp Did ...
 - ▶ Class Comp Did Not ...
 - ▶ Feedback we're receiving
- 

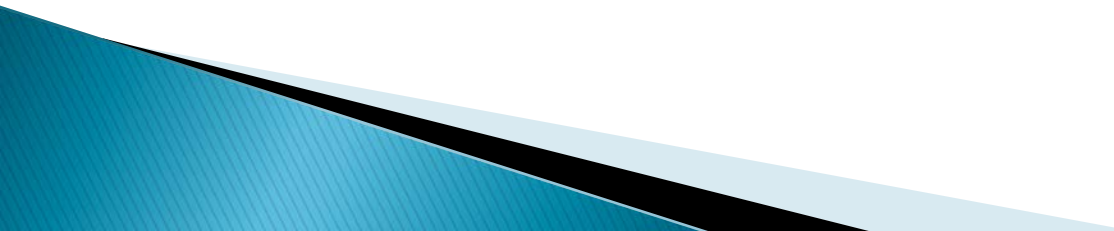
Current State

- ▶ Initial implementation of single pay system completed
 - ▶ Department of Labor (DOL) Exemption Update
 - ▶ Job Descriptions
- 

Next Steps

- ▶ Devise and launch an ongoing communication strategy
 - ▶ Identify a strategic plan to be implemented in phases
- 

Discussion

- ▶ Questions
 - ▶ Comments
 - ▶ Feedback
- 

HR Model



Career Venture 2016

