

EAU CLAIRE COUNTY
MEETING NOTICE/AGENDA

COMMITTEE: Committee on Human Resources
DATE: Friday, April 14, 2017 **TIME:** 1:30 PM
PLACE: Eau Claire County Courthouse, Room 1273
721 Oxford Avenue, Eau Claire, WI

REASON FOR MEETING: REGULAR

1. Call to Order and Certify Compliance with Open Meetings Law
2. Public Comment
3. Review and approve minutes of the March 9, 2017 meeting
4. Department of Human Services: Consideration/Discussion/Action of Resolution 17-18/005 to create three (3.0 FTE) CCS Service Facilitators, one (1.0 FTE) Mental Health Professional, and two (2.0 FTE) CCS AODA Case Managers.
5. Human Resources: Information/Discussion – Budget/Performance Measures
6. Adjourn

Future Committee on Human Resources Meetings

Where: Room 1273

Time: 1:30p-3:30p

Dates:

- April 14, 2017
- May 5, 2017
- June 9, 2017

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

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

Thursday, March 9, 2017 1:30 p.m., Room 1273

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

MINUTES

Members Present: Kathleen Clark, Sue Miller, Mark Beckfield, Judith Gatlin, Mike Conlin
Staff Present: Jamie Gower, Amanda Twitchell
Other Staff Present: Kathryn Schauf

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

No public comment.

Review and approve minutes of the February 3, 2017 and February 27, 2017 meetings:

Motion Mark Beckfield to approve minutes of the February 3, 2017 and February 27, 2017 meetings as written. Motion carried 4 to 0.

Human Resources: Information/Consideration/Discussion/Action – updates to the existing Eau Claire County policy –

a. Policy 425 – PTO (Resolution 16-17/070)

Supervisor Mike Conlin arrived at 1:36 p.m.

Motion Sue Miller to approve the proposed changes to Policy 425 Paid Time Off (PTO) with amended payout option 1. Motion carried 5 to 0.

Human Resources: Information/ /Discussion – Total Rewards Strategy

Discussion only. No action taken.

Adjourn

Meeting adjourned at 2:27 p.m.

Respectfully submitted,

Amanda Twitchell
Acting Committee Clerk

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: April 14, 2017	X	Information-Discussion		
Agenda Item No. 4		Direction to Staff		
Department: Human Services	X	Approval-Denial		
1. Subject: Department of Human Services: Consideration/Discussion/Action of Resolution 17-18/005 to create three (3.0 FTE) CCS Service Facilitators, one (1.0 FTE) Mental Health Professional, and two (2.0 FTE) CCS AODA Case Managers.		Requires Recommendation to:		
	X	County Board		
		Other:		
		Form:		Ordinance
			X	Resolution 17-18/005
Bargaining Unit Involved:				Report
Prepared by: J. Mangus		Other Action:		
Reviewed by: J. Gower				

The Department of Human Services is requesting to create three (3.0 FTE) CCS Service Facilitators, one (1.0 FTE) Mental Health Professional, and two (2.0 FTE) CCS AODA Case Managers.

April 1, 2016, Eau Claire County Human Services was certified for the Comprehensive Community Services Program (CCS). The CCS program enhances the provision of mental health and substance abuse services for the community. The CCS program is rapidly developing and growing to meet the unmet needs of the community. This program does not allow for a waitlist and the CCS program requires these positions. Without the new positions, Human Services is not able to fully operate the program and will not be in compliance with their certification to operate the program and continue to receive the Medicaid program reimbursement.

These staffing additions will cost \$492,806 and is fully funded by the Comprehensive Community Services Medicaid grant and will have a zero impact on the tax levy.

The Committee is asked to approve the department requests and make a recommendation to the County Board.

Name	Salary	FICA	WRS Employer	Health Insurance	Life Insurance	Other	Position Total	Cost Three (3.0) FTE CCS Service Facilitators
		7.65%	6.80%					
CCS Service Facilitator (Range N) Step 1	\$ 52,499	\$ 4,016	\$ 3,570	\$ 20,222	\$ 20	\$ 1,200	\$ 81,527	\$244,582.00
Name	Salary	FICA	WRS Employer	Health Insurance	Life Insurance	Other	Position Total	Cost One (1.0) FTE Mental Health Professional
		7.65%	6.80%					
Mental Health Professional (Range O) Step 1	\$ 55,682	\$ 4,260	\$ 3,786	\$ 20,222	\$ 20	\$ 1,200	\$ 85,170	\$85,170.00
Name	Salary	FICA	WRS Employer	Health Insurance	Life Insurance	Other	Position Total	Cost Two (2.0) FTE AODA Case Managers
		7.65%	6.80%					
AODA Case Manager (Range N) Step 1	\$ 52,499	\$ 4,016	\$ 3,570	\$ 20,222	\$ 20	\$ 1,200	\$ 81,527	\$163,054.67
Total Non-Levy Cost (6.0 FTE Request)								\$492,806.67

**EAU CLAIRE COUNTY
NEW POSITION / AMENDED FTE REQUEST FORM
Budget Year: 2017**

Return this form to Human Resources no later than 4 p.m. on: _____

Action Requested:

New Position FTE Amount (example: 1.0 or .725) 3

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

Department: Human Services

Division (if applicable): Behavioral Health

Position Title: CCS Service Facilitator

Requested Start Date:

WAGE INFORMATION:

Wage Type: Hourly

Current Pay Grade: N Step: 3

Hours per week: 40

Weeks per year: 52 Gross Pay: \$54,641.60

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

April 1 2016 Eau Claire County Human Services was certified for the Comprehensive Community Services Program (CCS). The CCS program enhances the provision of mental health and substance abuse services for the community. We currently have 9.5 service Facilitator's operating in the CCS program. The CCS program is rapidly developing and growing to meet the unmet needs of the community. This position request is to respond to the continued development of the infrastructure for the program. This program does not allow for a waitlist.

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

This position currently exists in the organizational structure.

3. FLSA Status: Non-Exempt: Exempt:

4. Hourly or Annual Wage/Pay Grade: Hourly: \$26.27 Annual Salary: \$54,641.60

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

Service facilitation and case management are the major functions of the position, for this recovery model program. 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 service delivery for each participant is coordinated, monitored and designed to support the participant in a manner that helps the participant achieve the highest possible level of independent functioning. Service facilitation includes assisting the member in self advocacy and helping the participant obtain other necessary, individualized services, to assist with their recovery and self-sufficiency.

6. Is this position mandated?

Yes:

No:

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

The Human Services Department is responsible to provide and connect individuals for behavioral health (mental health and substance abuse), services. Per the State Administrative Code, the Comprehensive Community Services Program (DHS36) requires the position of Service Facilitator.

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 disorders to meet individual 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 disorder. Success can be measured through a reduction of alternate care numbers and costs, hospitalizations, and deeper end service costs.

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

Yes:

No:

Please explain:

W12013-2015 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. DHS36 requires a high degree of assessment, case planning, monitoring and advocating for services.

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:

The CCS program requires this position. Without this new position(s) we are not able to fully operate the program and will not be in compliance with our certification to operate the program and receive the Medicaid program reimbursement.

TOTAL FISCAL IMPACT/FUNDING SOURCES

(attach additional sheets as necessary)

WAGE INFORMATION:

Wage Type: Hourly

Pay Grade: N Step: 3

Rate per hour: \$26.27

Hours per week: 40

Weeks per year: 52

Gross Pay:	\$54,641.60
Benefits:	\$28,217.71
Other:	\$1,200.00
TOTAL FISCAL IMPACT:	\$84,059.31

BENEFIT INFORMATION:

FICA WRS Insurance
 \$4,180.08 3715.629 20322

		FICA	WRS	Health Insur (Family)	Dental Insurance	Life Insurance
<u>(please "x" if eligible for insurance)</u>						
<input checked="" type="checkbox"/>	Non-Represented/General Employee:	7.65%	6.80%	\$20,222		\$100
<input type="checkbox"/>	Airport:	7.65%	6.80%	\$20,222		\$100
<input type="checkbox"/>	Elected Official:	7.65%	6.80%	\$20,222		\$100
<input type="checkbox"/>	WPPA Non-Supervisory:	7.65%	12.80%	\$20,222	\$2,114	\$100
<input type="checkbox"/>	Civilian:	7.65%	6.80%	\$20,222		\$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)	
Mileage & Meals	
Training Expenses (including memberships)	
Computer Equipment (hardware, software, wiring)	\$600.00
Office Furniture & Supplies	\$600.00
Other Operating Expenditures	
Renovation/Relocatio Costs	

FUNDING SOURCES:

	Detailed Name of Source	Amount	Percentage
Federal/State (specify)	CCS	\$84,059.37	100.00%
County Tax Levy	Tax Levy		0.00%
County Other (specify)			0.00%
Grant (specify)			0.00%
Grant (specify)			0.00%
Grant (specify)			0.00%
Grant (specify)			0.00%
	* \$84,059.37		100.00%

(*must match position total cost from above)

EAU CLAIRE COUNTY
NEW POSITION / AMENDED FTE REQUEST FORM

Budget Year: 2017

Return this form to Human Resources no later than 4 p.m. on: _____

Action Requested:

New Position

1 FTE Amount (example: 1.0 or .725)

Change in FTE Status of Existing Position

Requested FTE Change (example: +1.0 or -.73)

Department: Human Services

Division (if applicable): Behavioral Health

Position Title: Mental Health Professional

Requested Start Date: 1-Jun-17

WAGE INFORMATION:

Wage Type: Hourly

Current Pay Grade: 0

Step: 3

Hours per week: 40

Weeks per year: 52

Gross Pay: \$57,928.00

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

April 1 2016 Eau Claire County Human Services was certified for the Comprehensive Community Services Program (CCS). The CCS program enhances the provision of mental health and substance abuse services for the community. We currently have 1 Mental Health Professional position for the CCS program. The CCS program is rapidly developing and growing to meet the unmet needs of the community. This position request is to respond to the continued development of the infrastructure for the program. This program does not allow for a waitlist.

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

Position is currently part of the Organizational Structure

3. FLSA Status: Non-Exempt:

Exempt: x

4. Hourly or Annual Wage/Pay Grade: Hourly: \$27.85

Annual Salary: \$57,928.00

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

The Mental Health Professional position is a required position for the CCS program. The position's main function is to provide the clinical mental health oversight and consultation for the care coordination of each case. Each participant must have a mental health professional as part of their CCS Team.

6. Is this position mandated?

Yes:

No:

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

The Human Services Department is responsible to provide and connect individuals for behavioral health (mental health and substance abuse), services. Per the State Administrative Code, the Comprehensive Community Services Program (DHS36) requires the position of Mental Health Professional.

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 disorders to meet individual needs. The desired outcome is to improve outcomes of individuals with a mental illness and/or substance abuse disorder. Success can be measured through a reduction of alternate care numbers and costs, hospitalizations, and deeper end service costs.

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

Yes:

No:

Please explain:

W12013-2015 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. DHS36 requires a high degree of assessment, case planning, monitoring and advocating for services.

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:

The CCS program requires this position. Without this new position we are not able to fully operate the program and will not be in compliance with our certification to operate the program and receive the Medicaid program reimbursement.

TOTAL FISCAL IMPACT/FUNDING SOURCES

(attach additional sheets as necessary)

WAGE INFORMATION:

Wage Type: Hourly

Pay Grade: N Step: 3

Rate per hour: \$27.85

Hours per week: 40

Weeks per year: 52

Gross Pay:	\$57,928.00
Benefits:	\$28,692.60
Other:	\$1,200.00
TOTAL FISCAL IMPACT:	<u>\$87,820.60</u>

BENEFIT INFORMATION:

FICA	WRS	Insurance
\$4,431.49	3939.104	20322

<u>(please "x" if eligible for Insurance)</u>		FICA	WRS	Health Insur (Family)	Dental Insurance	Life Insurance
X	Non-Represented/General Employee:	7.65%	6.80%	\$20,222		\$100
	Airport:	7.65%	6.80%	\$20,222		\$100
	Elected Official:	7.65%	6.80%	\$20,222		\$100
	WPPA Non-Supervisory:	7.65%	12.80%	\$20,222	\$2,114	\$100
	Civilian:	7.65%	6.80%	\$20,222		\$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:

Personal Equipment (tools, uniforms, safety equip)	
Mileage & Meals	
Training Expenses (including memberships)	
Computer Equipment (hardware, software, wiring)	\$600.00
Office Furniture & Supplies	\$600.00
Other Operating Expenditures	
Renovation/Relocatio Costs	

FUNDING SOURCES:

Detailed Name of Source	Amount	Percentage
Federal/State (specify) CCS	\$87,820.60	100.00%
County Tax Levy Tax Levy		0.00%
County Other (specify)		0.00%
Grant (specify)		0.00%
Grant (specify)		0.00%
Grant (specify)		0.00%
Grant (specify)		0.00%
* <u>\$87,820.60</u>		100.00%

(*must match position total cost from above)

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

Budget Year: 2017

Return this form to Human Resources no later than 4 p.m. on: _____

Action Requested:

New Position

2 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:

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

April 1 2016 Eau Claire County Human Services was certified for the Comprehensive Community Services Program (CCS). The CCS program enhances the provision of mental health and substance abuse services for the community. We currently have .5 AODA Case Management in the CCS program. The CCS program is rapidly developing and growing to meet the unmet needs of the community. This position request is to respond to the continued development of the infrastructure for the program. This program does not allow for a waitlist.

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

This position currently exists in the organizational structure.

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?

An AODA case management position is a required position for the CCS program. The position's main function is to provide the clinical AODA oversight and consultation for the care coordination of each case. Each participant, who has AODA diagnosis, must have an substance abuse clinician as part of their CCS Team.

6. Is this position mandated?

Yes:

No:

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

The Human Services Department is responsible to provide and connect individuals for behavioral health (mental health and substance abuse), services. Per the State Administrative Code, the Comprehensive Community Services Program (DHS36) requires the position of Service Facilitator.

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 disorders to meet individual needs. The desired outcome is to improve outcomes of individuals with a mental illness and /or substance abuse disorder. Success can be measured through a reduction of alternate care numbers and costs, hospitalizations, and deeper end service costs.

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No:

Please explain:

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

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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:

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TOTAL FISCAL IMPACT/FUNDING SOURCES

(attach additional sheets as necessary)

WAGE INFORMATION:

Wage Type: Hourly

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Hours per week: 40

Weeks per year: 52

Gross Pay:	\$54,641.60
Benefits:	\$28,217.71
Other:	\$1,200.00
TOTAL FISCAL IMPACT:	<u>\$84,059.31</u>

BENEFIT INFORMATION:

FICA	WRS	Insurance
\$4,180.08	3715.629	20322

(please "x" if eligible for insurance)		FICA	WRS	Health Insur (Family)	Dental Insurance	Life Insurance
X	Non-Represented/General Employee:	7.65%	6.80%	\$20,222		\$100
	Airport:	7.65%	6.80%	\$20,222		\$100
	Elected Official:	7.65%	6.80%	\$20,222		\$100
	WPPA Non-Supervisory:	7.65%	12.80%	\$20,222	\$2,114	\$100
	Civilian:	7.65%	6.80%	\$20,222		\$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)	
Mileage & Meals	
Training Expenses (including memberships)	
Computer Equipment (hardware, software, wiring)	\$600.00
Office Furniture & Supplies	\$600.00
Other Operating Expenditures	
Renovation/Relocatio Costs	

FUNDING SOURCES:

Detailed Name of Source	Amount	Percentage
Federal/State (specify) CCS	\$84,059.31	100.00%
County Tax Levy Tax Levy		0.00%
County Other (specify)		0.00%
Grant (specify)		0.00%
Grant (specify)		0.00%
Grant (specify)		0.00%
Grant (specify)		0.00%
* <u>\$84,059.31</u>		100.00%

(*must match position total cost from above)

REPORT TO THE COMMITTEE ON HUMAN RESOURCES

Action Required

Meeting Date: April 14, 2017	X	Information-Discussion	
Agenda Item No. 5		Direction to Staff	
Department: Human Resources		Approval-Denial	
Subject: Budget/Performance Management		Requires Recommendation to:	
		County Board	
		Other:	
		Form:	Ordinance
Bargaining Unit Involved:		Resolution	
Prepared by: J. Mangus		Report	
Reviewed by: J. Gower		Other Action:	

An update and information will be provided related to the department's budget and performance measures.