

**AGENDA**

**JEFFERSON COUNTY BOARD MEETING**

**TUESDAY      OCTOBER 24, 2017      7:00 p.m.**

**Jefferson County Courthouse  
311 S. Center Avenue, Room 205  
Jefferson, WI 53549**

1. **CALL TO ORDER**
2. **ROLL CALL BY COUNTY CLERK**
3. **PLEDGE OF ALLEGIANCE**
4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW**
5. **APPROVAL OF THE AGENDA**
6. **COMMUNICATIONS**
  - a. Public Hearing Notice – Southern Housing Region (Page 1)
7. **PUBLIC COMMENT**
8. **PUBLIC HEARING ON THE 2018 RECOMMENDED BUDGET** (Public Comment on Budget items)
- COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
9. **HUMAN RESOURCES COMMITTEE**
  - a. Resolution – Creating two full-time Juvenile Justice Worker positions and eliminating two full-time Community Outreach Worker positions at Human Services (Page 2-3)
  - b. Resolution – Creating two full-time Enforcement Specialists I/II positions and eliminating two vacant, full-time Legal Assistant positions in the Child Support Agency (Page 4-5)
10. **PUBLIC COMMENT** (General)
11. **ANNOUNCEMENTS**
12. **ADJOURN**

**NEXT COUNTY BOARD MEETING  
November 14, 2017 – 7:00 P.M. – RM 205**

PUBLIC HEARING NOTICE

**Item 6a**

Southern Housing Region  
Columbia County  
112 East Edgewater Street, Portage, Wisconsin  
November 9, 2017  
10:30 a.m.

The Southern Housing Region, comprised of the following counties: Columbia, Dodge, Jefferson, Kenosha, Ozaukee, Racine, Rock, Sauk, Walworth & Washington, will conduct a public hearing regarding:

The proposed application for the 2016 - 2017 Community Development Block Grant (CDBG) Small Cities Housing Program funds. The public is invited to attend to learn about the CDBG program, to help identify additional local housing and community development needs, and to comment on the activities proposed to be included in the CDBG application.

The agenda for the public hearing is:

1. Identification of total potential funds.
2. Eligible CDBG activities:
  - a. Economic Development
  - b. Public Facilities
  - c. Housing
    - (1) Rehabilitation
    - (2) Homebuyer Assistance
    - (3) Special Housing Projects
3. Presentation of identified housing and community development needs.
4. Identification of housing and community development needs by public.
5. Presentation of activities proposed for CDBG application, including potential residential displacement.
6. Citizen input regarding proposed and other CDBG activities.

Residents of the Southern Housing Region are encouraged to attend, especially residents with low to moderate incomes.

The meeting room is handicapped accessible. Persons needing additional accessibility accommodations should contact the Columbia County RLF/Housing Office at 608-742-9645.

PUBLIC HEARING NOTICE

Southern Housing Region  
Columbia County  
112 East Edgewater Street, Portage, Wisconsin  
November 9, 2017  
10:45 a.m.

The Southern Housing Region, comprised of the following counties: Columbia, Dodge, Jefferson, Kenosha, Ozaukee, Racine, Rock, Sauk, Walworth & Washington, will conduct a public hearing regarding:

The current 2014 - 2015 Community Development Block Grant (CDBG) Housing Program. The public is invited to respond to activities under the current CDBG Program. All comments from the public will be reviewed.

The agenda for the public hearing is:

1. Review the current CDBG program activities:
  - a. Program Progress
  - b. Program Goals
  - c. Questions/Suggestions

Residents of the Southern Housing Region are encouraged to attend, especially residents with low to moderate incomes.

The meeting room is handicapped accessible. Persons needing additional accessibility accommodations should contact the Columbia County RLF/Housing Office at 608-742-9645.

RESOLUTION NO. 2017-\_\_\_\_\_

**Creating two full-time Juvenile Justice Worker positions and eliminating two full-time Community Outreach Worker positions at Human Services**

Executive Summary

The Jefferson County Human Services Department (JCHSD) recently applied for and received the Youth Justice Innovation Grant for \$250,000. JCHSD was awarded one of only two grants in the State and has developed precise objectives and goals, an overview of utilization of the funds and a plan for sustainability of the resulting new programs. Through the Youth Justice Innovation Grant, JCHSD will enhance and roll out a well thought-out, robust, family case management framework to address mental health and AODA needs in a proven fashion. The goal of this project is to offer a new Youth Justice program that joins Functional Family Case Management with a fully integrated family incentive program, while offering a service array that addresses the underlying issues that have led families to the youth justice program in the first place. This new program will be individualized and unique to each family and will be offered to all families involved in youth justice at JCHSD. There are several outcomes that are expected from this project, including increasing youth and family participation in a family-centered system of care; reducing opposition between youth and their families and instead working together toward shared and individual goals; increasing the number of youth who reside in a family setting and thereby decreasing the number of out-of-home placements and length of time in out-of-home placements; and, increasing parenting capacities and overall family satisfaction and functioning.

The Youth Justice Innovation Grant will also be utilized in several ways to support the project, including payment for contracted providers, purchasing of a risk assessment tool, training and new technology for eight Juvenile Justice Case Managers and updated meeting spaces and incentives for the youth and family members. One other major enhancement that the grant will provide is the addition of two full-time Juvenile Justice Worker positions with the elimination of two full-time Community Outreach Workers currently in the Juvenile Justice Program. The two new Juvenile Justice Worker positions will take on the roles of Family Case Managers and the County will be able to sustain these new positions, as these positions will bill Medicaid for the Target Case Management that is provided. Currently, Community Outreach Workers do not perform this task and therefore, do not have the ability to bill or recoup any costs. As a condition of the grant, Jefferson County Human Services Department must begin providing services prior to the end of the current fiscal year.

The Human Services Director has requested that JCHSD accept the \$250,000 Youth Justice Innovation Grant and with this, to eliminate two full-time Community Outreach Worker positions and create two full-time Juvenile Justice Worker positions. On October 17, 2017, the Human Resources Committee reviewed the request from the Human Services Director and is recommending acceptance of the Youth Justice Innovation Grant, as well as the elimination of two full-time Community Outreach Worker positions and creation of two full-time Juvenile Justice Worker positions, to be effective immediately upon passage of the resolution.

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WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, many of the youth that are in the juvenile justice system of Jefferson County have been diagnosed with mental health disorders. Several of these youth have also incurred trauma, which can lead to emotion dysregulation, alcohol and/or drug use, poor impulse control, poor social skills and antisocial behaviors, and

WHEREAS, there continues to be a rise in youth with mental health diagnoses and youth with multiple diagnoses, such as mental health and AODA which has a direct correlation with the increase in out-of-home placements, including a notable increase in Temporary Physical Custody placements in either detention or shelter care, and

WHEREAS, funding is available through the Youth Justice Innovation Grant for two full-time Juvenile Justice Worker positions, with the elimination of two full-time Community Outreach Worker positions, and

WHEREAS, to meet this need for Jefferson County youth and their families, the Human Services Director and Human Services Board request, and the Human Resources Committee recommends, acceptance of the \$250,000 Youth Justice Innovation Grant, as well as the elimination of two full-time Community Outreach Worker positions and creation of two full-time Juvenile Justice Worker positions at the Human Services Department.

NOW, THEREFORE, BE IT RESOLVED that the 2017 County Budget setting forth position allocations and funding at the Human Services Department be and is hereby amended to eliminate two full-time Community Outreach Worker positions and create two full-time Juvenile Justice Worker positions at the Human Services Department, to become effective upon passage.




*Fiscal Note: The two Juvenile Justice Worker positions are fully funded through 2017 by the Youth Justice Innovation Grant and the elimination of two full-time Community Outreach Worker positions; therefore, no tax-levy is required for these positions. This resolution will result in a \$25,000 increase in both revenue and expenditures to cover the cost of salary, benefits, and other overhead for the remainder of 2017. The 2018 budget presented to the Board on October 11, 2017, incorporates the remaining \$225,000 program changes described above. This is a budget amendment. County Board approval requires a two-thirds majority vote of the entire membership of the County Board (20 votes of the 30 member County Board).*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by Human Resources Committee

10-24-17

Terri M. Palm: 10-10-17; J. Blair Ward: 10-13-17

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

**RESOLUTION NO. 2017-\_\_\_\_\_**

**Creating two full-time Enforcement Specialists I/II positions and eliminating two vacant, full-time Legal Assistant positions in the Child Support Agency**

Executive Summary

Since 2015, the Jefferson County Child Support Agency (CSA) transitioned from filing paper pleadings and documents with the court to scanning and e-filing pleadings and documents with the court. This mandated change to e-filing has resulted in an adjustment of workflow and a modification of job functions within the CSA, including eliminating the essential function of processing paper documents from the Legal Assistant job duties. This also has resulted in reassigning the remaining functions of the Legal Assistant positions to the Enforcement Specialist I/II positions and allowing one enforcement specialist to be assigned to a case from start to finish. This change will improve customer service by providing consistent supervision and follow up on Child Support Cases as well as processing cases faster and more proficiently.

As part of the 2018 budget process, and in preparation for this reorganizational plan, the Child Support Director requested the elimination of two full-time Legal Assistant positions and the creation of two full-time Enforcement Specialist I/II positions in June 2018. However, due to the recent vacancy of both Legal Assistant positions, the Child Support Director is requesting this change to occur immediately, as it would be imprudent to hire two Legal Assistants only to eliminate the positions and/or reassign the employees to Enforcement Specialist positions in seven months.

On October 17, 2017, the Human Resources Committee reviewed the request from the Child Support Director, and is supporting the request and recommending the elimination of two vacant, full-time Legal Assistant positions and the creation of two full-time Enforcement Specialist I/II positions in the Child Support Agency, to be effective immediately upon passage of this resolution.

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WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, the Child Support Agency is now scanning and e-filing all pleadings and documents verses paper-filing the pleadings, and

WHEREAS, the e-filing process has significantly changed the workflow process and essential job duties of certain positions, and

WHEREAS, as a LEAN process change that allows the Child Support Agency to better meet the needs of customers and the court system, the Child Support Director requests, and the Human Resources Committee recommends, the elimination of two vacant, full-time Legal Assistant positions and the creation of two full-time Enforcement Specialist I/II positions in the Child Support Agency.

NOW, THEREFORE, BE IT RESOLVED that the 2017 County Budget setting forth position allocations and funding at the Child Support Agency be and is hereby amended to eliminate two vacant, full-time Legal Assistant positions and create two full-time Enforcement Specialist I/II positions at the Child Support Agency, to become effective upon passage.

*Fiscal Note: All positions within the Child Support Agency are 2/3 federally funded through 2017 and 2018. The total annual cost due to the elimination of the two Legal Assistant positions and the creation of the two Enforcement Specialist I/II positions for 2018 is \$6,844, requiring an increase of Federal funding in the amount of \$4,517 and an increase of tax-levy in the amount of \$2,280. The total annual cost for the remainder of 2017 is \$1,140 requiring an increase of Federal funding in the amount of \$753 and an increase of tax-levy funding in the amount of \$387. This is a budget amendment. County Board approval requires a two-thirds majority vote of the entire membership of the County Board (20 votes of the 30 member County Board).*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by Human Resources Committee

10-24-17

Terri M. Palm: 10-10-17; J. Blair Ward: 10-16-17

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 