

Agenda - Human Resources Committee
Jefferson County Courthouse
311 S Center Ave, Room 112
Jefferson, WI 53549

Tuesday, June 21, 2016 @ 8:30a.m.

Committee Members: James Braughler, Greg David, Jim Mode, Michael Wineke, Lloyd Zastrow

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Public comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approval of minutes:
 - a. May 4, 2016 minutes
 - b. June 9, 2016 minutes
7. Communications
8. Discussion and possible action to eliminate a full-time Child Protective Services Ongoing Professional I position and create a full-time Intake/OnCall Worker position at Human Services
9. Discussion and possible action establishing non-classified pay rates for 2017
10. Set next meeting date and agenda items
11. Adjournment

Next scheduled meeting: Tuesday, July 19, 2016 at 8:30am

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
June 9, 2016 @ 8:00am
Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Human Resources Committee Vice Chair, Jim Mode, at 8:00 am.
2. Roll Call: Present: Jim Mode, Michael Wineke, and Lloyd Zastrow. Excused: Jim Braughler and Greg David. Others present: Kathi Cauley, Genevieve Coady, Barb Frank, Brian Lamers, Terri Palm, Duane Scott, Jim Schroeder.
3. Certification of compliance with the Open Meetings Law: Confirmed by T. Palm, Human Resources Director.
4. Review of Agenda: Move item 9, reclassification consideration, to after Communications.
5. Citizen Comment: None.
6. Approval of the May 4, 2016 minutes. **Due to lack of quorum on this item, issue considered at next meeting.**
7. Communications: None.
8. Discussion and possible action to implement the reclassification results for the Economic Development Director prior to January 1, per Personnel Ordinance HR0210B, Amendment and Maintenance of the Classification Plan. T. Palm provided an explanation to the ordinance and why this reclassification needs Board approval. G. Coady further provided an explanation of the immediate need to implement the reclassification due to the necessary recruitment. **Motion by J. Mode, second by L. Zastrow, to recommend to County Board the reclassification of the Economic Development Director effective June 26, 2016, prior to the standard January 1 date.** Motion carried 3:0.
9. Discussion and possible action to create a full-time Comprehensive Community Services (CCS) Facilitator/Transition Specialist position at Human Services. K. Cauley provided information on the Project YES Project through the SAMHSA grant and the need to assist youth and young adults with Mental Health Issue, housing issues and substance abuse issues. Further discussed possibility of earning Medicaid revenue, so no county revenue needed. **Motion by M. Wineke, second by L. Zastrow, to recommend to County Board the creation of one full-time CCS/Transition Specialist position at Human Services.** Motion carried 3:0.
10. **Motion by M. Wineke, second by L. Zastrow, to move into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline, serving as the Civil Service Grievance Committee.** Zastrow, Aye; Mode, Aye; Wineke, Aye. Moved into closed session at 8:20am.
Note: Also present: D. Scott, Jail Captain and T. Palm, Human Resources Director
 - a) **Motion by M. Wineke, second by L. Zastrow, to approve the disciplinary action as recommended by the Sheriff.** Motion carried 3:0.
11. **Motion by L. Zastrow, second by J. Mode, to reconvene into open session.** Zastrow, Aye; Mode, Aye; Wineke, Aye. Moved into open session at 8:26am.
12. Review of April, 2016 Human Resources Monthly Financial Report. T. Palm reviewed any line items exceeding 33% and explained that the majority is due to purchases being allocated 100% and no further expenditures are expected in 2016. However, committee was informed that the Position Classification line item will be over due to an unanticipated number of reclassification and new position requests. The Flexible Spending line item is slightly higher than the YTD budget and will be monitored. The Recruitment Related line item is also higher than the YTD budget, due mainly to a significant, unanticipated increase in the cost to complete education checks.
13. Report from Human Resources Director. The Human Resources May 2016 monthly report was included, as well as 4 vacancy requests and 2 emergency help requests. There were no new leave of absence approvals to report. There were 7 new or current employees who received additional steps and/or benefits.
14. Adjournment: **Motion by L. Zastrow, second by J. Mode, to adjourn.** Motion Carried 3:0. Meeting adjourned at 8:40a.m.

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
May 4, 2016 @ 8:00am
Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Human Resources Director, Terri Palm, at 8:00 am.
2. Roll Call: Present: Jim Braugher, Jim Mode, Greg David and Lloyd Zastrow. Absent: Michael Wineke. Others present: Kathi Cauley, Barb Frank, Brian Lamers, Terri Palm, J. Blair Ward, Ben Wehmeier.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Election of Chair. J. Mode nominated and motioned J. Braugher for Chair, second by G. David. Motion carried 4:0. Election of Vice Chair. G. David nominated and motioned for J. Mode for Vice Chair, second by L. Zastrow. Motion carried 4:0. Election of Secretary. J. Mode nominated and motioned G. David for Secretary, second by J. Braugher. Motion carried 4:0.
5. Review of Agenda: Reviewed with no changes.
6. Citizen Comment: None.
7. Approval of the March 15, 2016 minutes. **Motion by G. David, second by J. Mode, to approve the March 15, 2016 minutes as printed.** Motion Carried 3:0 and 1 abstain (L. Zastrow).
8. Communications: Copies of revised draft resolutions provided.
9. Discussion and possible action to create a full-time Comprehensive Community Services (CCS) Facilitator position and create a full-time Behavioral Health Specialist-Psychotherapist (BHS) position at Human Services. K. Cauley provided information on the need of these positions to assist with opiate issues in Jefferson County and the long-term cost of not addressing the issue. **Motion by J. Mode, second by G. David, to recommend to County Board the creation of one full-time CCS position and one full-time BHS position at Human Services.** Motion carried 4:0.
10. Discussion and possible action to eliminate two part-time Group Home Worker positions (one currently vacant) and create one full-time Group Home Worker position at Human Services. K. Cauley gave a brief explanation on the Group Home, operating 24/7, and the services the workers provide. **Motion by L. Zastrow, second by G. David, to recommend to County Board the elimination of two part-time Group Home Workers and the creation of one full-time Group Home Worker at Human Services.** Motion carried 4:0.
11. Discussion and possible action to create one full-time Business Relations and Marketing Manager at Economic Development. B. Wehmeier provided background on the feasibility study, the 5-year capital campaign, and the working relationship with the Watertown Economic

Development Organization (WEDO). The creation of the position is contingent on WEDO approving supporting the transition and contributing \$60,000 for the position in 2016. G. David expressed concern about relying on the success of the 5-year capital campaign but would support the position. **Motion by J. Mode, second by L. Zastrow, to recommend to County Board the creation of one full-time Business Relations and Marketing Manager at Economic Development.** Motion carried 4:0.

12. Discussion and possible action establishing non-classified pay rates for 2017. Information provided on current rates. HR Director plans on gathering input from department heads. No action taken at this time. Item will be addressed at a future meeting.
13. Discussion and assigning future agenda items on Task Force assignments. T. Palm reviewed the items the Task Force requested HR Committee/Departments to, including reviewing Human Resources policy and operations in classification and compensation, Enterprise Resources Planning software technology options, professional development and training opportunities, recruitment and retention strategies and succession planning strategies.
14. Review of March, 2016 Human Resources Monthly Financial Report. T. Palm reviewed any line items exceeding 25% and explained that the majority is due to purchases being allocated 100% and no further expenditures are expected in 2016. However, committee was informed that the Position Classification line item will be over. There is budget for 15 new positions/reclassification and 6 new positions have already been reviewed (including positions being evaluated at time of vacancy). There also were 17 reclassification requests that need review. The typical number of reclassification requests is 8 – 10. This does not include new position requests that may occur with the 2017 budget process.
15. Report from Human Resources Director. The Human Resources March and April, 2016 monthly reports were included, as well as the 14 vacancy requests and 1 emergency help request. There was one Behavioral Health Specialist who achieved licensure and was awarded an additional 3 steps, as well as the hiring of a Circuit Court Commissioner position, who is eligible to move to sept 2 or 3 of the appropriate pay grade based on meeting/exceeding expectations at 6 months. The Circuit Court Commissioner also will receive 40 hours of random hours verses the traditional prorated 40-hours. Also reported were one leave of absence request approved and the status of the reclassification requests.
16. Set the 2016-2017 Human Resources Committee schedule and agenda items for the next meeting. Committee will continue with the third Tuesday of the month. Agenda items to include review of the 2017 non-classified pay rates. **Next Meeting date tentatively scheduled for May 17, 2016 at 8:00am and Tuesday, June 21, 2016.** Note: G. David is not available for the June 21, 2016 meeting.
17. Adjournment: **Motion by J. Mode, second by G. David to adjourn.** Motion Carried 4:0. Meeting adjourned at 8:54a.m.

REQUEST TO FILL A VACATED or NEW POSITION

Position to be filled		Intake/On call Initial Assessment Worker for CPS this would be a new					
Department		Human Services			Hours	40	
Union		Non-Union	✓	Grade & Pay Range	Grade 11, Step 1		
Cost	78,860	Benefits		Yes	✓	No	

Fiscal Note: How is the Position being funded? What business will it be charged to for advertising?

The CPS Ongoing position is funded through the 2016 budget with state, federal, and county dollars. Business unit 250-5080.

Please indicate how many other full-time, part-time (benefited) and part-time (non-benefit) positions are currently allocated to this classification. Please include how many of these are vacant.

We presently have 4 Intake/On Call workers who perform initial assessment duties for child protection reports. Last year we had 586 screened in reports, which equates to 147 per worker. This is by far the highest in the state and must be addressed.

CPS Ongoing workload has decreased; in large part due to the work done at the time of the initial call by our

Why is the position vacant?

The Intake position is vacate because it is new. The CPS Ongoing position, which would be eliminated, is vacant because the incumbent accepted another job in the Department.

What efforts have you made to change the position?
With this action we are changing the position.

What would happen if the position is not filled?

The Intake/On Call initial access workers are already stressed. We will lose workers and they will incur over time. We also not be able to meet the mandated deadlines.

Your recommendation, including anticipated date to fill?

Eliminate the CPS Ongoing position and create the Intake/On Call position at the 6/22 Human Resource Committee. The Human Services Board will learn of if on 6/14. Recruit for the position, pending County Board approval, on 6/23/16.

Department Head Signature

eSigned via SeamlessDocs.com
Kathi Cauley
Key: 7d6f20bc9244a342e5b3438119264453

Administration Approval

RESOLUTION NO. 2016 - _____

Resolution creating a full-time Intake/OnCall Worker position and eliminating a full-time Child Protective Services Ongoing Professional I position at Human Services

Executive Summary

The Intake/OnCall Worker position provides diagnosis, assessment, case planning, treatment, protection and case management services to child and/or adult clients including, but not limited to, persons with developmental disabilities, mentally ill (Emergency Mental Health), chronically mentally ill, alcohol and other drug abusers, criminals, delinquents and status offenders, physically disabled, children in need of protection or services, and the elderly. This position also serves as the access point for interventions and services from Human Services. The Human Services Director is requesting the creation of an Intake/OnCall Worker to specifically function in the Child Protection and Juvenile Justice areas, providing initial screening, treatment and referrals to children and juveniles in crisis.

In addition, the Human Services Director is requesting the elimination of a vacant, full-time Child Protective Services Ongoing Professional I (CPSOP I) position. The newly created Intake/OnCall Worker will provide many of the same services as the CPSOP, but will also provide additional initial assessment duties necessary to support the increasing number of children and juveniles facing emergency situations.

On Tuesday, June 21, 2016, the Human Resources Committee met to discuss the request of the Human Services Director. In consideration of the increasing number of children and juveniles in Jefferson County that are struggling with mental health and other crisis issues and the significant impact it has to the children, family and community, the Human Resources Committee is recommending the creation of a full-time Intake/OnCall Worker position and the elimination of a vacant, full-time CPSOP I position.

WHEREAS, the Executive Summary is hereby incorporated by reference into this resolution, and

WHEREAS, in 2015 there were 586 initial assessments for child protection reports performed by four Intake/OnCall workers, the highest in the state, and

WHEREAS, Child Protective Services Ongoing workload as significantly decreased, largely due to restructuring of work done by Intake/OnCall workers at the time of initial assessments, and

WHEREAS, the Human Services Director is requesting the creation of one full-time Intake/OnCall Worker position and the elimination of one vacant, full-time CPSOP I position to address the needs of these children and juvenile, and

WHEREAS, the Human Resources Committee recommends the creation of one full-time Intake/OnCall Worker position and the elimination of one vacant, full-time CPSOP I position effective immediately upon passage.

NOW, THEREFORE, BE IT RESOLVED that the creation of one full-time Intake/OnCall Worker position and the elimination of one vacant, full-time CPSOP I at Human Services is authorized and the 2016 County Budget setting forth position allocations in the Human Services Department be and is hereby amended.

Fiscal Note: The eliminated CPSOP I position is fully funded in the 2016 budget with \$51,570 in wages and \$26,340 in fringe benefits. The newly created Intake/OnCall Worker position also has an annual cost of \$51,570 in wages and \$26,340 in fringe benefits. Therefore, there is no fiscal impact. As a budget amendment, 20 affirmative votes are required for passage.

Ayes:_____ Noes:_____ Abstain:_____ Absent:_____ Vacant:_____

Requested by Human Resources Committee

07-12-16

Terri M Palm: 06-14-16

REVIEWED: Administrator:_____; Corp. Counsel:_____; Finance Director:_____

PAY RATES (hourly) FOR NON-CLASSIFIED POSITIONS

January 2017 – December 2017

Seasonal Workers: Fair, Highway and Parks (less than 6 months with a complete 6 month break before return)	\$8.75 starting with \$.25/year returning with a maximum at \$9.75
1000-hour Workers	\$10.00 starting with \$.25/year returning with a maximum at \$11.00
Fair week: Laborers and general office	\$8.75 starting with \$.25/year returning with a maximum at \$9.75
Fair week Financial staff	\$11.00 starting with \$.25/year returning with a maximum at \$11.75
Fair week Financial Lead	\$12.00 starting with \$.25/year returning with a maximum at \$13.00
Interns/Co-op students	\$8.75-\$15.00, pending internship level and with Co. Admin approval
Veteran Service Clerk	\$8.75 starting with \$.25/year returning with a maximum at \$9.75
UW Extension Summer 4-H staff	\$11.00
WIC Breastfeeding Peer Counselors	\$13.00 starting with \$.25/year returning with a maximum at \$14.00
ME Investigators, Part-time	\$14.00 starting with \$.25/year returning with a maximum at \$15.00
Emergency Help	varies as determined by County Administrator or designee