

Human Resources Committee Agenda – REVISED 3/14/14
Jefferson County Courthouse
311 S Center Ave, Room 112
Jefferson, WI 53549

March 18, 2014 @ 8:30a.m.

Committee Members: James Braughler, Chair; Greg David; Pamela Rogers, Secretary; Jim Schroeder,
and Dick Schultz, Vice-Chair

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. Citizen comments
6. Approval of March 5, 2014 minutes
7. Communications
8. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(f), consideration of an employee's specific medical history as it relates to a leave of absence request
9. Reconvene into open session for consideration and possible action regarding items discussed in closed session and other agenda items
10. Quarterly Retirement recognitions
11. Monthly Financial Report
12. Consideration to increase hours to full-time status for the Dementia Care Specialist
13. **Consideration to create a full-time Community Resource Coordinator – Wraparound position in Human Services**
14. Consideration to restructure functions in the Parks Department and increase the vacant Program Assistant hours to full-time and reduce the full-time Administrative Assistant I position to .6 FTE
15. Discussion of wage progression for Occasional Part-time Breastfeeding Peer Counselors at the Health Department
16. Consideration to amend HR0360, Hours of Work, to increase the Field Training Officer pay for Communication Operators
17. Consideration of wages and benefits for sworn, non-represented staff of Sergeants, Captains, Chief Deputy and Sheriff
18. Set next meeting date and agenda
19. Adjournment

Next scheduled meeting: April 15, 2014 @ 8:30am.

The Committee may discuss and/or take action on any item specifically listed on the agenda

Individuals requiring special accommodations for attendance at the 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
March 5, 2014 @ 8:15am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:15am by Chair, J. Braugler.
2. Present: J. Braugler, J. Schroeder, P. Rogers and G. David. D. Schultz excused. Quorum established. Others Present: B. Wehmeier; T. Palm; P. Ristow; J. Molinaro, S. Jensen, D. Haugom, B. Lamers and P. Milbrath.
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Agenda reviewed with no changes.
5. Citizen Comments. None.
6. Motion by P. Rogers, second by G. David, to approve the February 18, 2014 minutes. Motion carried 4:0.
7. Communications: A copy of the request to create a full time Program Assistant in the Sheriff's Department, which was emailed late on March 4, 2014.
8. Discussion of creating a full-time Program Assistant in the Sheriff's department and elimination of the vacant .4 FTE in Emergency Management and a 19 hour/week position currently occupied in the Sheriff's department. Motion by P. Rogers, second by G. David, to recommend to County Board to create of a full-time Program Assistant position shared between Emergency Management and the Sheriff's department and eliminate the .4 vacant Program Assistant and eliminate a filled 19 hr/week Administrative Assistant II position in the Sheriff's department. Motion carried 4:0.
9. Motion by J. Schroeder, second by G. David, to convene into closed session pursuant to Wisconsin State Statues Section 19.85 (1)(e), consideration of union negotiations and 19.85(1)(f), consideration of an employee's specific medical history as it relates to a leave of absence request. All present responding "Aye", 4:0. Moved into closed session at 8:38am. Note: also present were J. Molinaro, P. Ristow, B. Wehmeier, and T. Palm the entire closed session and S. Jensen for item under 19.85 (1)(f).
10. Motion by P. Rogers, second by G. David, to reconvene into open session. All present responding "Aye", 4:0. Moved into open session at 9:05am.
 - a. No action taken on leave of absence, pending additional information.

11. Motion by J. Schroeder, second by P. Rogers, to recommend ratification of the tentative agreement between the County and The Labor Association of Wisconsin and Local 102, pending ratification from the union. Motion carried 4:0. Note: see attached.
12. Motion by J. Schroeder, second by P. Rogers, to recommend to County Board the same package as proposed for the law enforcement union for the management staff at sheriff's department, pending adoption of the agreement for the union. Motion carried 4:0. Note: see attached.
13. Next meeting set for March 18, 2014 at 8:30am. To include items of medical leave request, reclass language for elected officials, FTO pay for Communication Operators, uniform allowance language, classification of interpreters and other possible positions, possible reclassification of administrative positions in Parks department due to vacancies and consideration of voluntary benefit changes/additions.
14. Motion by P. Rogers, second by G. David, to adjourn. Meeting adjourned at 9:19am.

Human Resources Committee Secretary

Date

Tentative Agreement with Sheriff's Union, Local 102

Length of contract: 3 year contract

Wages:

2014 – 2.5%

2015 – 2.5%

2016 – 3.0%

Wisconsin Retirement Contribution

2014 – 2.0% eff. 7/1/14

2015 – 4.0% eff. 7/1/15

2016 – full eff. 7/1/16

Health Insurance Contribution

The County will contribute as follows:

2014 – 94%

2015 – 94%

2016 – 93%

Cost of contract

2014 - \$170,960.75 (above 2013)

2015 - \$140,329.15 (above 2014)

2016 - \$138,198.20 (above 2015)

****Note: According to Acts 10 and 32 the non-represented (and elected) Sworn staff MUST contribute the same in WRS and Health insurance as the represented Sworn employees. Therefore, if the contract is ratified, the Sergeants, Captains, Chief Deputy and Sheriff will begin contributing to WRS and will also contribute a higher percentage of health insurance in 2016. On the agenda is discussion that would allow a wage adjustment as well. The following is a summary of the cost if the Non-represented received the same wage adjustment as is proposed for deputies/detectives, as well as the same WRS and Health contribution.**

2014 - \$46,070.87 (above 2013)

2015 - \$34,178.07 (above 2014)

2016 - \$33,157.20 (above 2015)

	DEPARTMENT	Job Title	End Date	Start Date		Years	Months
Woolridge, Linda	U/W Extension	Administrative Specialist I	1/2/2014	7/2/1990	23.50	23.00	6.00
Wendorf, Diane	Human Services	Foster Care Coordinator	1/2/2014	5/19/1997	16.60	16.00	7.00
Rohloff, Rhonda	D.A.'s Office	Office Manager	1/3/2014	9/1/1977	36.40	36.00	5.00
Zastrow, Gail	Fair Park	Administrative Specialist I	1/27/2014	7/13/1994	19.60	19.00	7.00
Walton, "Buddy" Lynn	Human Services	Driver	1/3/2014	3/3/1989	24.90	24.00	11.00
Powers, Doreen	Treasurer	Administrative Assistant II/Deputy Tr	1/2/2014	9/8/1992	21.30	21.00	4.00
Dehnert, "Dick" Richard	Highway	Highway Worker	1/3/2014	8/23/1993	20.40	20.00	5.00
Statz, Judith	U/W Extension	Administrative Specialist I	3/3/2014	3/1/1999	15.00	15.00	0.00
					0.00	0.00	0.00

Human Resources
41

Date Ran 3/5/2014
Period 1
Year 2014

Revenues									
Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
451002	PRIVATE PARTY PHOTOCOPY	-	(3.33)	-	(3.33)	3.33	(40.00)	(40.00)	0.00%
451034	BADGE REPLACEMENT FEE	(5.00)	(2.50)	(5.00)	(2.50)	(2.50)	(30.00)	(25.00)	16.67%
451200	RECORDS & REPORTS	-	(4.17)	-	(4.17)	4.17	(50.00)	(50.00)	0.00%
Totals		(5.00)	(10.00)	(5.00)	(10.00)	5.00	(120.00)	(115.00)	4.17%

Expenditures									
Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
511110	SALARY-PERMANENT REGULAR	13,172.70	16,768.42	13,172.70	16,768.42	(3,595.72)	201,221.00	188,048.30	6.55%
511210	WAGES-REGULAR	-	2,195.25	-	2,195.25	(2,195.25)	26,343.00	26,343.00	0.00%
511240	WAGES-TEMPORARY	30.63	-	30.63	-	30.63	-	(30.63)	#DIV/0!
511310	WAGES-SICK LEAVE	3,519.74	-	3,519.74	-	3,519.74	-	(3,519.74)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	31.58	-	31.58	(31.58)	379.00	379.00	0.00%
511340	WAGES-HOLIDAY PAY	661.57	-	661.57	-	661.57	-	(661.57)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	129.36	-	129.36	-	129.36	-	(129.36)	#DIV/0!
512141	SOCIAL SECURITY	1,276.57	1,413.67	1,276.57	1,413.67	(137.10)	16,964.00	15,687.43	7.53%
512142	RETIREMENT (EMPLOYER)	1,223.79	1,329.67	1,223.79	1,329.67	(105.88)	15,956.00	14,732.21	7.67%
512144	HEALTH INSURANCE	4,935.20	5,116.25	4,935.20	5,116.25	(181.05)	61,395.00	56,459.80	8.04%
512145	LIFE INSURANCE	8.95	8.92	8.95	8.92	0.03	107.00	98.05	8.36%
512173	DENTAL INSURANCE	349.87	315.00	349.87	315.00	34.87	3,780.00	3,430.13	9.26%
521218	ARBITRATOR	-	66.67	-	66.67	(66.67)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	2,090.00	2,078.33	2,090.00	2,078.33	11.67	24,940.00	22,850.00	8.38%
521220	CONSULTANT	-	1,125.00	-	1,125.00	(1,125.00)	13,500.00	13,500.00	0.00%
521225	SECTION 125	745.34	400.00	745.34	400.00	345.34	4,800.00	4,054.66	15.53%
521226	ERGONOMICS	-	41.67	-	41.67	(41.67)	500.00	500.00	0.00%
521227	POSITION CLASSIFICATIONS	-	208.33	-	208.33	(208.33)	2,500.00	2,500.00	0.00%
521228	LABOR NEGOTIATIONS	-	833.33	-	833.33	(833.33)	10,000.00	10,000.00	0.00%
521229	RECRUITMENT RELATED	1,575.50	125.00	1,575.50	125.00	1,450.50	1,500.00	(75.50)	105.03%
521296	COMPUTER SUPPORT	3,855.03	331.50	3,855.03	331.50	3,523.53	3,978.00	122.97	96.91%
531303	COMPUTER EQUIPMT & SOFTWA	535.00	350.00	535.00	350.00	185.00	4,200.00	3,665.00	12.74%
531311	POSTAGE & BOX RENT	27.65	29.17	27.65	29.17	(1.52)	350.00	322.35	7.90%
531312	OFFICE SUPPLIES	808.15	110.83	808.15	110.83	697.32	1,330.00	521.85	60.76%
531313	PRINTING & DUPLICATING	45.67	83.33	45.67	83.33	(37.66)	1,000.00	954.33	4.57%
531323	SUBSCRIPT TAX,LAW & OTHER	-	594.58	-	594.58	(594.58)	7,135.00	7,135.00	0.00%
531324	MEMBERSHIP DUES	340.00	62.92	340.00	62.92	277.08	755.00	415.00	45.03%
532325	REGISTRATION	100.00	153.33	100.00	153.33	(53.33)	1,840.00	1,740.00	5.43%
532332	MILEAGE	61.04	80.83	61.04	80.83	(19.79)	970.00	908.96	6.29%

532334	COMMERCIAL TRAVEL	-	66.67	-	66.67	(66.67)	800.00	800.00	0.00%
532335	MEALS	21.09	25.00	21.09	25.00	(3.91)	300.00	278.91	7.03%
532336	LODGING	70.00	153.33	70.00	153.33	(83.33)	1,840.00	1,770.00	3.80%
532339	OTHER TRAVEL & TOLLS	21.00	-	21.00	-	21.00	-	(21.00)	#DIV/0!
532350	TRAINING MATERIALS	796.80	375.00	796.80	375.00	421.80	4,500.00	3,703.20	17.71%
533225	TELEPHONE & FAX	-	25.00	-	25.00	(25.00)	300.00	300.00	0.00%
571004	IP TELEPHONY ALLOCATION	43.17	43.17	43.17	43.17	0.00	518.00	474.83	8.33%
571005	DUPLICATING ALLOCATION	15.92	15.92	15.92	15.92	0.00	191.00	175.08	8.34%
571009	MIS PC GROUP ALLOCATION	480.17	480.17	480.17	480.17	0.00	5,762.00	5,281.83	8.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	220.50	220.50	220.50	220.50	-	2,646.00	2,425.50	8.33%
591519	OTHER INSURANCE	93.36	99.83	93.36	99.83	(6.47)	1,198.00	1,104.64	7.79%

Totals		37,253.77	35,358.17	37,253.77	35,358.17	1,895.60	424,298.00	387,044.23	8.78%
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Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
									#DIV/0!
Totals		-	-	-	-	-	-	-	#DIV/0!

Total Business Unit		37,248.77	35,348.17	37,248.77	35,348.17	1,900.60	424,178.00	386,929.23	8.78%
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NEW POSITION COVER FORM

This is a request for a new position.

Department/Facility: Human Services Department

Subdepartment/Unit: Aging and Disability Resource Division

Proposed Job Title: ADRC Dementia Care Specialist

Requested by: Susan Torum & Kathi Cauley

Please provide a brief summary of the purpose and duties of the new position.

The Dementia Care Specialist program is intended to increase the dementia capability of Wisconsin's ADRCs, create more dementia friendly communities, and increase opportunities for people with dementia to remain in their own homes as long as is appropriate.

Please state the position or person previously responsible for the duties being performed by the new position, and the degree of involvement/responsibility this position will still have.

Susan Konkell was hired as an LTE after Jefferson County received a grant to implement this program in 2013. DHS made a funding commitment beyond the grant period and a JDQ was completed. At that time, the funding was insufficient to cover the costs of a full-time county position and Sue's hours were reduced to 19/week.

What are the consequences if this position is not approved?

The state is redesigning how dementia care services are provided to those afflicted, their families and the community. This position is key to helping people with dementia remain in their homes with dementia capable services. If the position is not filled, people will not have the services and supports that a dementia care specialist provides. There are no equivalent positions with in the county system.

How would this position be funded?

This position will be funded via the ADRC state contract and Federal MA dollars under the 100% time reporting mechanism.



DIVISION OF LONG TERM CARE

1 WEST WILSON STREET
PO BOX 7851
MADISON WI 53707-7851

Telephone: 608-266-0036
FAX: 608-266-2713
TTY: 888-241-9432
dhs.wisconsin.gov

Scott Walker
Governor

Kitty Rhoades
Secretary

State of Wisconsin
Department of Health Services

DATE: February 28, 2014
TO: Aging and Disability Resource Center Directors
FROM: Carrie Molke, Director
Bureau of Aging and Disability Resources
RE: Expansion of the Dementia Care Specialist Program

The Department of Health Services is pleased to announce an expansion of the Aging and Disability Resource Center (ADRC) Dementia Care Specialist program in response to anticipated growth in the elderly population, the numbers of people with Alzheimer's disease and related dementias, and the *Wisconsin Dementia Care System Redesign* plan.

Funding Opportunity for Wisconsin ADRCs

The Division of Long Term Care will award funding for ten additional ADRC Dementia Care Specialist (DCS) programs, using a competitive and reviewed application process. The maximum amount of funding available for a twelve month period per ADRC is \$80,000 (GPR), plus any Federal Medicaid Administrative Funding that results from required 100% time reporting. Funding will be available through calendar year 2015. In 2014, ADRCs receiving a DCS award will receive a pro-rated contract amount based on the date the contract is issued. The Department may seek funding in future budget cycles to make the service available statewide.

Funding for the initial five ADRC DCS program pilots will be continued through calendar year 2015 without the need to re-apply through this application process. Program continuation will be addressed in a separate communication.

Purpose

Expansion of the Dementia Care Specialist program is intended to increase the dementia capability of Wisconsin's ADRCs, create more dementia friendly communities, and increase opportunities for people with dementia to remain in their own homes as long as is appropriate.

- **Dementia Capable ADRCs**

The DCS will provide consultation and technical assistance to ADRC, county/tribal aging unit and adult protective services (APS) staff who interact with people who are experiencing cognitive changes or have been diagnosed with Alzheimer's disease or related dementia. Staff members who provide nutrition services, support and prevention programs, benefits counseling, options counseling, information and assistance as well as other county program staff will benefit from the expertise of the DCS and collaborate in serving individuals and families facing dementia or undiagnosed early cognitive changes.

- **Dementia Friendly Communities**

An important role for the DCS will be to develop referral processes to physicians and health care systems in the area, making them aware of the programs and services that are available to individuals with dementia, the support that is available at the ADRC, and the benefits of early identification and diagnosis. The DCS will also be responsible for developing strategies for engaging the larger community to recognize, communicate with and support people with dementia.

- **Opportunities for People with Dementia to Remain in Their Own Home.**

The DCSs provide a variety of services to help people with dementia stay in their homes longer than might otherwise be possible. They provide education and support for family caregivers; facilitate access to the Alzheimer's Family Caregiver Support Program (AFCSP), the National Family Caregiver Support Program (NFCSP) and other services and supports; and implement evidence-based programs for both family caregivers (Memory Care Connections) and people in early stage dementia (Language Enriched Exercise Plus Socialization [LEEPS]). The DCS is to consult with ADRC, county/tribal aging unit and APS staff members. Additionally, they may make joint home visits and/or meet privately with individuals identified as having positive cognitive screen results and those diagnosed with a dementia. The DCS may assist individuals with positive screens, those diagnosed with dementia and family or informal caregivers with better understanding community resources while supporting them as their options are evaluated. The DCSs are able to provide limited short-term care coordination for individuals or families to address immediate needs.

Lessons Learned during the 2013 DCS Pilot Projects

Based on recommendations and feedback from the pilot ADRC managers and DCS staff members, the following lessons learned have been incorporated into the application process.

- Equal time and effort should be devoted to ADRC, community and individual/caregiver activities. The DCS is to coordinate a phase-in for the three major components of the project: direct support to individuals with dementia and their families; the activities required to develop dementia capable systems within the ADRC; and a dementia friendly community.
- An initial investment of time will be spent in identifying and developing relationships with the agencies, programs and providers that touch the lives of people with dementia.
- Participation in the evidence-based programs will require time to ramp up. Building interest and awareness of the existence of the programs, acceptance by potential participants and referrals from community organizations will take time.
- A full-time position filled by one person without sharing DCS program responsibilities with another or other staff members is required to meet additional activities within the Dementia Care System Redesign Plan. Unusual circumstances might be considered and must be addressed in the application.
- Volunteer recruitment for the LEEPS program is beyond the scope of the DCS position due to time constraints and competing activities. The ADRC, aging office, community volunteer organizations such as RSVP, Interfaith Volunteer Programs, are to recruit volunteers for the LEEPS program; the DCS is to train and support volunteers, monitor participant progress and assure fidelity to the model.

Roles and Responsibilities in the DCS Program Expansion

ADRCs selected for the DCS program expansion will be expected to fulfill the duties described below for both the DCS and the ADRC. Support to be provided by the Department is also described.

Dementia Care Specialist *[for a full description, see the attached position description]*

- Recruit participants and provide the Memory Care Connections (MCCs) intervention program for family caregivers (the New York University Caregiver Intervention).
- Recruit participants and implement the Language Enriched Exercise Plus Socialization (LEEPS) program by providing volunteer training and technical support, enrolling participants, developing individual plans and monitoring the program.
- Provide culturally competent services and supports to individuals, families and community members.
- Develop referral relationships with health and community care providers.
- Provide consultation and education to ADRC, county/tribal aging unit and APS staff.
- Offer person-centered follow-up if cognitive screens are positive.
- Offer limited short-term service coordination for individuals with dementia and their caregivers.
- Provide outreach and awareness about ADRC activities and the DCS program to professionals and the general community. The DCS is not to provide professional education but to refer professionals and providers to community-based educational programs, e.g., technical colleges, Alzheimer's organizations, Division of Quality Assurance.
- Develop and implement strategies that create a dementia friendly community.
- Participate in DCS program evaluation through data collection and periodic reports.
- Maintain fidelity to evidence-based programs and participate in scheduled conference calls and training programs sponsored by the Bureau of Aging and Disability Resources.

Aging and Disability Resource Center

- Recruit and hire a qualified person who is able to fulfill the dementia care specialist duties.
- Support the DCS orientation plan to better integrate the new staff person into the ADRC and county/tribal aging unit.
- Develop processes for smooth transitions for people and families facing dementia or positive cognitive screens when the DCS is to become involved. Examples include: connections with ADRC staff, county/tribal aging unit staff, APS staff and community organizations, especially the dementia support organizations and local dementia networks.
- Review and approve time reporting and assure program data is collected.
- Perform cognitive screening as part of information and assistance and options counseling activities and support data collection for screen results.
- Recruit and support volunteers for the LEEPS intervention; coordinate with existing volunteer programs—this is not the responsibility of the DCS.
- Promote the dementia care specialist program and services via outreach to the general community and health care systems.

- Supervise and evaluate the dementia care specialist, the relationship with other ADRC and county/tribal aging unit staff members and the dementia capability of the ADRC.
- Partner with the Department to provide program oversight for MCC and LEEPS activities and support DCS in required training programs.
- Evaluate or develop referral relationships with local Alzheimer's and dementia service organizations and community groups.
- Evaluate the effectiveness of the project via written and verbal feedback to the Department.

Department of Health Services

- Provide training and support to ADRCs and DCSs in implementation and management of the MCC and LEEPS programs.
- Collaborate with ADRCs and DCSs in program oversight and development of a dementia friendly community.
- Provide training, support and oversight to ADRC staff on cognitive screening.
- Provide ongoing technical assistance on DCS program and activities.
- Assure qualifications of DCS and, if necessary, review and act on requests to waive education and experience requirements.
- Identify and request data elements to be collected through the DCS program.

Application Process

In order to respond to questions about the program or application process a **conference call has been scheduled for Tuesday March 4, 2014, from 1:00 pm to 2:30 pm.** The conference call line is: 877-820-7831, the access code is: 997313.

Applicants must complete the Request for Application that accompanies this letter and submit it electronically to Sharon Beall at Sharon.Beall@Wisconsin.gov **on or before 3:00 p.m. Monday March 31, 2014.** Late and incomplete applications will not be considered.

See the attached Dementia Care Specialist Program 2014 Application Packet for specific details and application requirements.



JEFFERSON COUNTY HUMAN RESOURCES

Courthouse
311 S. Center Ave. - Room 111
JEFFERSON, WISCONSIN 53549
Telephone (920) 674-7102
Fax (920) 675-0068

TERRI PALM KOSTROSKI
Director - Human Resources

ELLEN M. BRAATZ
Benefits Administrator

TONIA MINDEMANN
Human Resources Specialist

TO: Jefferson County Board of Supervisors

FROM: Terri M Palm, Human Resources Director

RE: Increase of Dementia Care Specialist position hours

DATE: March 14, 2014

On February 28, 2014, the State of Wisconsin Department of Health Services announced an expansion of the Aging and Disability Resource Center (ADRC) Dementia Care Specialist program in response to anticipated growth in the elderly population, the number of people with Alzheimer's disease and related dementias, and the *Wisconsin Dementia Care System Redesign* plan. The expansion of the Dementia Care Specialist program is intended to increase the dementia capability of Wisconsin's ADRCs, create more dementia friendly communities, and increase opportunities for people with dementia to remain in their own homes as long as is appropriate. In response to this expansion, Jefferson County's ADRC is receiving an increase to our current Dementia Care Specialist contract to total \$80,000 available for the 12-month (State) calendar year through 2015. This money must be used to support a full-time Dementia Care Specialist.

The Human Resources Committee met on March 18, 2014, to review the request. A motion was made to recommend increasing the current 19 hour/week Dementia Care Specialist position to full-time by a XXX:XXX vote. Furthermore, the Human Services Board met on April 8, 2014 to also review the request and recommended accepting the additional money and increasing the current DCS position to full-time by a XX:XX vote.

RESOLUTION NO. 2014-_____

Resolution increasing the part-time, 19 hour/week Dementia Care Specialist position at Human Services to full-time

WHEREAS, the Human Services Director and Human Services Board requests, and the Human Resources Committee recommends, accepting additional funding from the State of Wisconsin Department of Health Services to increase the 19 hour/week Dementia Care Specialist position to full-time, and

NOW, THEREFORE, BE IT RESOLVED that the 2014 County Budget setting forth position allocations at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon passage.

Fiscal Note: It is anticipated that a full-time position with family health and dental coverage costs \$67,448 annually. The County will receive a pro-rated amount of the \$80,000 based on the date the original contract was issued and funding will continue at least through June 30, 2015. If funding is no longer available to support the position, the position shall be eliminated or reduced in hours, unless additional board action is taken. As a budget amendment, 20 affirmative votes are required.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

04-15-14

Terri M. Palm-Kostroski: 03-14-14

NEW POSITION COVER FORM

This is a request for a new position.

Department/Facility: Human Services Department

Sub department/Unit: Child and Family Division

Proposed Job Title: CRC-Wraparound

Requested by: Brent Ruehlow & Kathi Cauley

Please provide a brief summary of the purpose and duties of the new position.

Please state the position or person previously responsible for the duties being performed by the new position, and the degree of involvement/responsibility this position will still have.

This position is important for youth and families who are in need of coordinated services in the school and community. This position will work closely with youth and families to maintain and access needed community resources. This position will serve youth have had contact with the juvenile justice system and/or who have substance abuse needs.

What are the consequences if this position is not approved?

Juvenile Justice referrals have increased over the last year, paralleling a statewide trend. Many of these youth and families have substance abuse issues. If this position is not approved we will have to decline the additional State allocation and this youth will not be well served.

How would this position be funded?

This position will be via the DHS state contract and Federal MA dollars under the 100% time reporting mechanism.

REQUEST TO FILL A VACATED or NEW POSITION

1. **Position to be filled:** CRS Wraparound Worker
Department/Unit: Human Services
Hours: 40/ Full Time

Union Grade and Pay Range: Grade Level 6 Step 10 \$25.76

Benefits:	Yes
Wages	\$ 53,580
Benefits	26,534
Travel	<u>1560</u>
Total	\$ 81,674

Fiscal Note (how is position funded):

Position is usually funded by: 10%, \$8,167, is covered by waiver; 22%, \$17,968, is covered by Safe & Stable family contract and Case Management; and Tax Levy would cover 68%, \$55,539, of this position. However, we expect \$63,000 allocated from the State Department of Health Services. So, no additional tax levy is needed.

2. **Why is the position vacant?** This is new position.
3. **What efforts have you made to change the position?** This position will be assigned within the CST/Wraparound program to serve youth who have juvenile justice issues and/or referrals.
4. **What would happen if the position is not filled?** Juvenile Justice referrals have increased over the last year, paralleling a statewide trend. Many of these youth and families have substance abuse issues. If this position is not approved we will have to decline the additional State allocation and this youth will not be well served.
5. **Your recommendation, including anticipated date to fill?** Fill by 5/1/14

Submitted by: Kathi Cauley, Director
Human Services Department

Date: March 14, 2014



JEFFERSON COUNTY HUMAN RESOURCES

Courthouse
311 S. Center Ave. - Room 111
JEFFERSON, WISCONSIN 53549
Telephone (920) 674-7102
Fax (920) 675-0068

TERRI PALM KOSTROSKI
Director - Human Resources

ELLEN M. BRAATZ
Benefits Administrator

TONIA MINDEMANN
Human Resources Specialist

TO: Jefferson County Board of Supervisors

FROM: Terri M Palm, Human Resources Director

RE: Creation of a full-time Community Resource Coordinator-Wraparound at Human Services

DATE: March 14, 2014

The Human Services Director, with support of the Human Services Board, are requesting to create a full-time Community Resource Coordinator-Wraparound position that would be assigned within the CST/Wraparound program. The Coordinated Services Team (CST) program is a collaborative approach to respond to individuals with multiple needs in the least restrictive setting. Services are developed by a family team to support community based options for children and families struggling with emotional or behavioral needs. This new position would be assigned to serve youth who have juvenile justice issues and/or referrals, of which many are due to substance abuse and/or mental health issues. In Jefferson County Juvenile Justice referrals have increased over the last year, paralleling a statewide trend. If this position is not approved, Jefferson County will have to decline the additional State allocation (see below) and this youth will not be well-served. Often, by not attending to these individuals early through a CST/Wraparound program, many of these youth will need future, and more expensive, care in other programs provided by the County.

The Wisconsin 2013-2015 biennial budget includes legislation and funding to expand CST initiatives across the State of Wisconsin. Furthermore, Jefferson County is eligible for a CST Initiative Statewide Expansion Grant of up to \$62,123 and it is the intent of the Department of Health Services to fund all acceptable applications from those counties and tribes eligible. The position being recommended has a total possible cost (with benefits) of \$81,674. In addition to the expansion grant, the position would be funded with Waiver and Safe & Stable family contract and Case Management funding and no additional tax-levy would be required.

The Human Resources Committee met on March 18, 2014, to review the request. A motion was made to recommend creating the full-time Community Resource Coordinator-Wraparound position, contingent on receiving the money from the CST expansion grant and passed by a XXX:XXX vote.

RESOLUTION NO. 2014-_____

Resolution creating a full-time Community Resource Coordinator-Wraparound position in Human Services

WHEREAS, the Human Services Director and Human Services Board requests, and the Human Resources Committee recommends, accepting additional funding from Coordinated Services Team Initiative Statewide Expansion Grant and create a full-time Community Resource Coordinator-Wraparound position.

NOW, THEREFORE, BE IT RESOLVED that the 2014 County Budget setting forth position allocations at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon confirmation of the award of the expansion grant.

Fiscal Note: It is anticipated that a full-time position with family health and dental coverage costs \$681,674 annually. This position will be funded 10% (\$8,167) by Waivers, 22% (\$17,968) by Safe & Stable family contract and Case Management and the remaining 68% from the State Department of Health Services in new grant money. Therefore, no additional tax levy is needed for this position. If funding is no longer available to support the position, the position shall be eliminated unless additional board action is taken. As a budget amendment, 20 affirmative votes are required.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

04-15-14

Terri M. Palm-Kostroski: 03-14-14



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TERRI PALM KOSTROSKI
Director - Human Resources

ELLEN M. BRAATZ
Benefits Administrator

TONIA MINDEMANN
Human Resources Specialist

TO: Jefferson County Board of Supervisors

FROM: Terri M Palm, Human Resources Director

RE: Increase of Parks Program Assistant position to full-time and decrease Parks Administrative Assistant II position to part-time

DATE: March 14, 2014

The Parks department office staffing levels are currently one full-time Parks Director, on full-time Administrative Assistant II and one *vacant* .6 (24 hours/week) Program Assistant. The Program Assistant completes a not only assists the Director with daily and scheduled projects, but a variety of unanticipated projects as well. The Program Assistant also performs many duties in absence of the Director such as drafting news releases, researching and drafting applications for grants and assisting in the budget preparation. After several weeks of evaluating how the needs and direction of the Parks Department has changed over the years, the Director is requesting to increase the hours allotted to the Program Assistant, increasing the position from 24 hours to up to 40 hours per week. Also recognizing the financial restrictions that are imposed upon the County, the counter effect of this recommendation is to reduce the full-time Administrative Assistant II position to 24 hours per week, understanding other opportunities for hours may exist as other County departments experience additional needs within their individual departments.

When evaluating the cost of the restructuring of duties, and therefore hours allocated to each position, no additional funds will be required in 2014. A couple of factors contribute to this: 1) the .6 Program Assistant will be vacant for at least 2 months and 2) a new hire will begin at step 1, unless an internal transfer occurs, which is less than the incumbent.

The Human Resources Committee met on March 18, 2014, to review the request. A motion was made a to recommend increasing the current 24 hour/week Parks Program Assistant position to full-time and decrease the hours of the full-time Administrative Assistant II position to 24 hours/week by a XXX:XXX vote.

RESOLUTION NO. 2014-_____

Resolution increasing the .6 FTE Program Assistant position to full-time and decreasing the hours of the full-time Administrative Assistant II position to a .6 FTE in the Parks Department

WHEREAS, the Parks Director and County Administrator request, and the Human Resources Committee recommends, increasing the vacant .6 FTE Program Assistant position to full-time and decreasing the hours of the full-time Administrative Assistant II position to a .6 FTE in the Parks Department.

NOW, THEREFORE, BE IT RESOLVED that the 2014 County Budget setting forth position allocations in the Parks Department be and is hereby amended to reflect the above change, to become effective upon confirmation of a start date of a new Program Assistant.

Fiscal Note: Due to the .6 Program Assistant vacant for two months, as well as hiring a new employee at a lower wage, it is anticipated that no additional funds will be required in 2014 for the reallocation of hours.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

04-15-14

Terri M. Palm-Kostroski: 03-14-14



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TERRI PALM KOSTROSKI
Director - Human Resources

ELLEN M. BRAATZ
Benefits Administrator

TONIA MINDEMANN
Human Resources Specialist

TO: Human Resources Committee

FROM: Benjamin Wehmeier, County Administrator
Terri M Palm, Human Resources Director

RE: Establishing hourly wage for Breastfeeding Peer Counselors at the Health Department

DATE: March 14, 2014

The Health Department Director, Gail Scott, recently requested a review of the wages for the pool of Breastfeeding Peer Counselors. The current wage for this position is \$13.00/hour, and the counselors wages are 100% funded through the Breastfeeding Peer Counselor grant and there is sufficient funds available to provide a wage increase. The \$13.00/hour rate was established when the position was first created in 2010 and has not been adjusted since. Furthermore, there is no progression of steps available to these positions, compared to other seasonal and pool positions that receive \$.25/hour each year for the first four years of employment. Therefore, under HR0265, Part-time Employment, both the County Administrator and HR Director, are in support of Ms. Scott's request and approve adjusting the wages of current staff and treat them as other pool/seasonal staff by providing \$.25/hour for the first four years of service. And, during the 2015 budget process, consideration may be given to adjust the starting wage.

HR0265 PART-TIME EMPLOYMENT

- A. *As defined in HR0110, a normal assigned schedule of hours totaling less than 1900 hours per year or, on a monthly basis, less than 158.33 hours per month shall be considered part-time employment and the actual compensation therefore shall be determined by the relation that the actual number of hours of service bears to 2080 hours. All part-time positions shall be classified and paid within the pay range assigned to the classification, except limited term, seasonal and occasional employment as approved by the County Administrator or Human Resources Director. [am. 3/13/12, ord. 2011-31]*

February 3, 2014

Dear Members of the Human Resources Committee,

Thank you for allowing me to express a concern I have over the compensation currently paid to the 9-1-1 Communications Training Officers.

BACKGROUND

Our current 9-1-1 Communications Training Officers are compensated an additional 0.35/hour while they train new communication officers. This rate is considerably different from the \$2.00/hour that the training officers receive who train our new deputies. Both the 9-1-1 officers and our deputies have very important jobs to perform whether it is on the road or in the 9-1-1 center and they all take on a considerable amount of responsibility and liability in training new officers.

THE TRAINING PROGRAM

Each new 9-1-1 communications officer receives over 560 hours of training before they are able to work on their own and then have to wait one year before they are allowed to work with a part-time communications officer because we want them to have the necessary experience. During their training, the training officer is required to document all the activities the new officer has performed, was shown or was trained on. This important documentation is required so that Jefferson County and the training officer are both protected against any possible liability claims. The training officer is continuously documenting during the shift along with watching and assisting the new 9-1-1 communications officer so that no call is missed and officer safety is maintained. We conduct almost all of our training at the desk where it is real radio traffic, real 9-1-1 calls and real phone calls. All these extra responsibilities are put on the training officer. The training officer is also the person that is held responsible for the complete and accurate training of a new 9-1-1 communications officer. The training officer is also looked at by their peers within the division as being the person with the answers because of their training.

RECOMMENDATION

Using the existing figures, the 9-1-1 communication training officers receive about \$196.00 extra to accept all these responsibilities. This amount was figured using the standard 560 hours of training multiplied by 0.35/hour. By increasing their compensation to match that of a deputies' compensation of \$2.00/hour, it would cost \$1,120.00 (an increase of \$924.00) over the length of training a new 9-1-1 communications officer. The training a new 9-1-1 communications officer receives has increased dramatically over the years and along with that came additional responsibilities of the training officer.

IN CLOSING

The 9-1-1 communications officer is the life-line to everything that takes place in the field. They are responsible for not just the deputies, but other agencies, fire departments, emergency medical services in the Jefferson County. The communications officer is the first contact a person has in their time of need and the one person that everybody else relies on for all their needs.

Thank you for your consideration in this matter,

Todd Lindert
Communications Supervisor

Training Officer Pay Differentials

A question was asked to agencies around Wisconsin asking what they currently pay their communications training officers and patrol training officers while they are training new hires with the results listed below.

The purpose of asking for communications and patrol training pay was to show the differentials (if any) between a training officer in communications and those in patrol.

<u>AGENCY</u>	<u>DISPATCH</u>	<u>PATROL</u>
Lafayette Co SO	None	None
Buffalo Co SO	None	None
Air National Guard	None	None
Wis State Patrol	None	None
Eau Claire PD	None	None
UW Madison	None	None
DOT	None	None
Grant Co SO	None	None
Greendale PD	None	None
Vilas Co SO	None	Unknown
WI Capital Police	None	Unknown
Stoughton PD	None	\$0.50/hour
Ozaukee Co SO	None	1/4 hour pay/hour
Calumet	Unknown	\$.35/hour
Jefferson Co SO	\$.35/hour	\$2.00/hour
Franklin PD	\$.50/hour	Unknown
Eau Claire Co SO	\$.50/hour	Unknown
Middleton PD	\$.50/hour	\$.50/hour
Fond Du Lac Co SO	\$.75/hour	Unknown
Brown Co SO	\$.80/hour	Unknown
Green Lake Co SO	\$1.00/hour	\$1.00/hour
Price Co SO	\$1.00/hour	\$1.00/hour
Elm Grove PD	\$1.00/hour	\$1.00/hour
Price Co SO	\$1.00/hour	\$1.00/hour
Winnebago Co SO	\$1.00/hour	Unknown
Washington Co SO	\$1.00/hour	Unknown
NIU	\$1.00/hour plus 1/2 hour of OT for prep work	Unknown
Wood Co SO	\$1.03/hour	Unknown
Door Co SO	\$1.25/hour	\$1.25/hour
Calumet Co SO	\$1.50/hour	Unknown
Watertown PD	\$1.50/hour	\$1.50/hour
Waukesha Co SO	\$1.50/hour	\$1.50/hour
LaCrosse Co SO	\$2.50/hour	\$2.50/hour
Kenosha Joint Services	\$2.75/hour on days they complete a DOR	Unknown
Walworth Co SO	Proposing stipend for \$2.17/hour	\$2.75/hour
Shawano Co SO	Higher Hourly Rate for lead dispatchers	\$1.00/hour
Sheboygan PD	1 hour of pay/day	Unknown
Oak Creek PD	1/2 hour OT (can choose pay or comp. time)	
Rock Co SO	1 hour OT/day	Unknown
Dodge Co SO	1 hour OT/day	1 hour OT/day
Sheboygan Co SO	1 hour OT/day	1 hour OT/day
Muskego PD	1/2 hour comp. time	Unknown
Racine Co SO	1 hour comp. time	1 hour comp. time
Stevens Point PD	1 hour comp. time	Unknown

*also get \$150/year if training 40+ hours/year

West Bend PD	2 hours comp. time/week	Unknown
Greenfield PD	\$5.00/day	\$10.00/day
Menomonee Falls PD	Extra \$45.00/month for month trng	\$1.00/hour
Hartford PD	\$250.00/year for minimum of five regular shifts ----->	

One important item to keep in mind when looking at training is that training a communications operator has some different and sometimes more unique challenges. A new patrol officer prior to entering the training program at a department has already attended and successfully completed 520 hours of training at a police academy; soon to be 680 hours of academy. During the patrol training program at a department they are applying what they learned at the academy to the real job. For a new communications operator there is no academy, no required training prior to starting in a 9-1-1 communications center. For most of the new communications operators, these people are new with no training or background in communications. This makes the training program different and more demanding on the training officers. Unlike years ago where the 'dispatcher' was simply part of the 'clerical staff', they are a profession that has turned the communications operator into the front line first responder to almost every incident that not every person is necessarily cut out for. The responsibility has increased with the communications training officers to train communication's operators from 'scratch' with no background or academy training. There is very little classroom time and almost all of the training is done live while working at the position. The \$.35/hour our communications training officers receive I feel needs to more accurately reflect the responsibility and time involved with training the new communications operators from 'scratch' to bring them up to the level of being that first point of contact when someone dials 9-1-1 for their emergency. I'm not asking for more than a patrol training officer, but at least bring them up to the same level of compensation for the professionals they are.

Thank you,

Todd Lindert

9-1-1 Communications Supervisor, Jefferson County Sheriff's Office

RESOLUTION NO. 2013- 124

Adjust compensation for law enforcement management

WHEREAS, unionized law enforcement officers were exempted from the provisions of Act 10 applicable to other governmental employees, and

WHEREAS, under current state law, non-unionized law enforcement management are treated the same as those in the applicable bargaining unit as it relates to contribution for retirement and health insurance, and

WHEREAS, ratification of the bargaining unit contract for LAW Local 102 for the years 2014 through 2016 increases the employee's payment for retirement contribution and health insurance, but also includes a pay increase, and

WHEREAS, the Human Resources Committee recommends that the law enforcement management be treated in the same fashion as the deputies in the bargaining unit including pay increases,

NOW, THEREFORE, BE IT RESOLVED that the pay rates for law enforcement management be adjusted in the same amounts as approved for the bargaining unit members.

Fiscal Note: The union contract provides for pay increases of 2.5% in 2014, 2.5% in 2015, and 3% in 2016 with increases in Wisconsin Retirement contribution mid-year in 2014 at 2%, in mid-year in 2015 at 2%, and in mid-year in 2016 for the balance of the employee contribution, and a reduction in the County payment towards health insurance from 94% to 93% for coverage in 2016. Estimated cost of these adjustments is \$46,071 in 2014, a cumulative total of \$126,320 in 2015, and a three year total of \$239,726 through 2016. Adequate funds are in the 2014 budget for insurance increases during 2014. The salary portion of the increase was set aside in the contingent fund which may be transferred by the Finance Committee at the end of the year if necessary at that time.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

03-11-14

Philip Ristow: 03-05-14; 03-06-14