



MARATHON COUNTY
HUMAN RESOURCES, FINANCE AND PROPERTY
COMMITTEE AGENDA

Date & Time of Meeting: **Wednesday, August 9, 2023 at 3:00pm**

Meeting Location: **Courthouse Assembly Room, Courthouse, 500 Forest Street, Wausau WI 54403**

Committee Members: John Robinson, Chair; Alyson Leahy, Vice-Chair; Kurt Gibbs, Gayle Marshall, Kody Hart, Ann Lemmer, Yee Leng Xiong

Marathon County Mission Statement: Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly or in cooperation with other public and private partners provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12-20-05)

Committee Mission Statement: Provide leadership for the implementation of the County Strategic Plan, monitor outcomes, review, and recommend to the County Board policies related to human resources initiatives, finance and property of the County. Persons wishing to attend the meeting by phone may call into the **telephone conference beginning five (5) minutes prior to the start time indicated above using the following number:**

Phone#: 1-408-418-9388 Access Code: 146 235 4571

When you enter the telephone conference, **PLEASE PUT YOUR PHONE ON MUTE!**

The meeting will also be broadcast on Public Access or at <https://tinyurl.com/MarathonCountyBoard>

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Public Comment (15 Minutes)** (Any person who wishes to address the committee during the "Public Comment" portion of the meetings, must provide his or her name, address, and the topic he or she wishes to present to the Marathon County Clerk, or chair of the committee, no later than five minutes before the start of the meeting. All comments must be germane to a topic within the jurisdiction of the committee.)
4. **Approval of the July 18, 2023 Human Resources, Finance and Property Committee Meeting Minutes**
5. **Policy Issues Discussion and Potential Committee Determination**
 - A. Continued Discussion regarding 2024 Annual Budget and policy recommendations from the committee
 1. Review Mandatory / Discretionary Program document
 2. Review of Rates and Fees document
 3. Review of 5-Year Departmental Expense / Levy document
6. **Operational Functions Required by Statute, Ordinance, Resolution, or Policy**
 - A. Discussion and Possible Action by HRFC
 1. Approval of July 2023 Claims and Questioned Costs
 - B. Discussion and Possible Action by HRFC to Forward to County Board for Consideration
 1. Updates To Marathon County Tax Delinquent Property Ordinances, Ch 3 of Marathon County General Code
 2. Resolution Unencumbering Unused ARPA Funds
 3. Resolution Approving 2024 Capital Improvement Program Projects
 4. Resolution Approving Land Exchange to Establish Dells of the Eau Claire Property Line
 5. Resolution Approving Funding for Ice Arena Feasibility Study for Concept Planning
 6. Consideration of Request for Additional Social Services CLTS/CCS Related Positions and Budget Amendment
7. **Educational Presentations and Committee Discussion**
 - A. Review Efforts Pursuant to 2.04(4)(f)(17) Marathon County Code to Promote Cultural Competence in County Employment Policies and in the Design and Delivery of County Programs and Services
 - B. Property Management Policy on Sale / Disposition of Excess County Property
 - C. Workday Implementation Update
 - D. Update on Ongoing Budget Development Process
8. **Next Meeting Date & Time, Announcements and Future Agenda Items**
 - A. Committee members are asked to bring ideas for future discussion.
 - B. Next meeting: Tuesday, August 22, 2023 at 3:00pm
9. **Adjournment**

*Any Person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 261.1500 or email countyclerk@co.marathon.wi.us one business day before the meeting.

SIGNED s/s John Robinson
 Presiding Officer or Designee

EMAILED TO: Wausau Daily Herald, City Pages, and other Media Groups
 EMAILED BY: _____
 DATE & TIME: _____

NOTICE POSTED AT THE COURTHOUSE
 BY: _____
 DATE & TIME: _____



MARATHON COUNTY HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE AGENDA WITH MINUTES

Date & Time of Meeting: **Tuesday, July 18, 2023 at 3:00pm**

Meeting Location: **Courthouse Assembly Room, Courthouse, 500 Forest Street, Wausau WI 54403**

John Robinson	Present
Alyson Leahy	Present
Kurt Gibbs	Present
Gayle Marshall	Present
Kody Hart	Present
Ann Lemmer	Present
Yee Leng Xiong	Absent

Staff Present: Lance Leonhard, Kim Trueblood, Kristi Palmer, Dejan Adzic, Chris Holman, Ryan Weber, Tim Burkholder, Chad Billeb

Others Present: Ben Walljasper – Enterprise Fleet Management, Supervisor Baker (WebEx)

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Public Comment** - None
4. **Approval of the July 12, 2023 Human Resources, Finance and Property Committee Meeting Minutes –**
Motion by Leahy, Second by Gibbs to approve the minutes as presented. Motion carried on a voice vote unanimously.
5. **Policy Issues Discussion and Potential Committee Determination**
 - A. Continued Discussion regarding 2024 Annual Budget and policy recommendations from the committee
 1. Review Mandatory / Discretionary Program document – Discussion of facility energy audit. This needs to be done system wide to establish a baseline. Committee consensus was for administration to develop a proposal to evaluate facilities and practices.
 2. Review of Rates and Fees document – Supervisor Marshall asked about the possibility of examining fees to see how they relate to potential upcoming large capital expenditures and potentially setting aside a portion of that revenue for projects. Department heads and finance will begin working on those projections.
 3. Review of 5-Year Departmental Expense / Levy – this item has been a struggle for quite some time and primarily affects Parks, Highway, and Sheriff's Departments. Additional discussion under 6B2 relative to smaller vehicles. The rolling stock policy needs to be updated relative to the procurement policy. Administration will look at this for each of the departments and bring forward a recommendation, as there are many older specialized vehicles that need to be replaced. The Health Dept and Social Services Dept are already working to gather data relative to their IRS reimbursements.
 4. Capital Improvement Plan: Rolling Stock Funding Levels
6. **Operational Functions Required by Statute, Ordinance, Resolution, or Policy**
 - A. Discussion and Possible Action by HRFC
 - B. Discussion and Possible Action by HRFC to Forward to County Board for Consideration
 1. ARPA Reconciliation of Funds – Administrator Leonhard went through the current situation with the allocation of ARPA funds. Unallocated funds now stand at **4.489 million dollars in addition to re-allocating the broadband dollars of 10, to total about 14 million.** Request made to share the spreadsheet with committee members. Motion by Gibbs, Second by Lemmer to re-allocate the dollars based on the Administrator's spreadsheet. Motion carried on a voice vote unanimously.
 2. Sheriff's Office Transition to Enterprise Fleet Management from Current Rolling Stock Model – Deputy Administrator Holman introduced the topic and why the Sheriff's Department is looking at moving to a managed fleet. Captain Weber and Administrator Leonhard also spoke to this proposal and potentially expanding it to other departments. Additional discussion was had and questions were asked and answered. Administration will be working with appropriate departments to bring forward recommendations for future discussion and potential action.
 3. Update 2024 Budget Assumptions – Chair Robinson clarified that these items are the historic practice of the county board when it comes to looking at budget assumptions. The utilities were added in this year. Additional discussion about the WRS numbers. These assumptions give

guidance to the administrator going forward as a baseline. Departments under the purview of the committee will look at fees for additional revenue potential. Health insurance assumption is based on

remaining fully insured. Additional discussion was had and questions asked and answered. No need for action as there were no changes since the assumptions were adopted last week.

4. **Motion to go into Closed Session (roll call vote suggested), pursuant to Wis. Stat. s. 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to wit: review of appraisals for, and discussion of strategy regarding the potential purchase of private property adjacent to county-owned properties.**

Motion by Gibbs, Second by Lemmer to go into closed session. Motion carried on a roll call vote unanimously. Closed session began at 4:00 p.m.

5. Motion to return to open session (roll call vote not required) – Motion by Marshal, Second by Lemmer to return to open session. Motion carried on a voice vote unanimously. Return to open session at 4:11 p.m.
6. Discussion and possible action resulting from closed session discussion
 - a. Amend the Budget to Fund Acquisition of Properties Located Adjacent to County-Owned Properties – Motion by Gibbs, Second by Hart to approve the resolution and forward to the County Board. Motion carried on a voice vote unanimously.

7. **Educational Presentations and Committee Discussion**

- A. Property Management Policy on Sale / Disposition of Excess County Property – This has been part of the work plan in the past, but has not been acted on and needs to be revisited. The county has a wide variety of excess properties and a process needs to be developed for disposing of those. The committee needs to discuss the factors that need to be considered as this process moves forward. Administrator Leonhard stated that economic development potential is something that needs to be considered with each parcel. Additional discussion was had regarding other things to consider.

8. **Next Meeting Date & Time, Announcements and Future Agenda Items**

- A. Committee members are asked to bring ideas for future discussion – ARPA resolution update, HR policy update, Workday update, North Central healthcare update. Members encouraged to listen to the shared revenue discussion with Andy Phillips tomorrow.
- B. Next meeting: Wednesday, August 9 at 3:00pm

9. **Adjournment** – Motion by Hart, Second by Lemmer to adjourn. Motion carried on a voice vote unanimously. Meeting adjourned at 4:30 p.m.

Minutes prepared by Kim Trueblood, County Clerk

Ordinance O-_____-23

UPDATES TO MARATHON COUNTY TAX DELINQUENT PROPERTY ORDINANCES, CHAPTER 3 OF MARATHON COUNTY GENERAL CODE

WHEREAS, Marathon County General Code of Ordinances Sections 3.20, 3.21, and 3.23 address Marathon County’s processes and procedures related to the handling of tax delinquent properties within Marathon County; and

WHEREAS, Chapter 75 of the Wisconsin Statutes sets forth the methods by which a county in Wisconsin may enforce its collection of tax liens on property within the county. To date, Marathon County has utilized the tax deed process to take possession of properties with delinquent property taxes that meet the requirements for tax deed actions under Chapter 75. Previously in this term, the County Board elected to adopt the in rem foreclosure process as an additional method by which the County may enforce tax liens; and

WHEREAS, in *Tyler v. Hennepin County*, 143 S.Ct. 1369 (2023), the United States Supreme Court provided guidance relative to the taking and sale of tax delinquent properties by political subdivisions. Particularly, the Supreme Court held that when a county sells a tax delinquent property for a value that exceeds the former owner’s tax debt, the transaction constitutes a classic taking under the Fifth Amendment’s Takings Clause, and the former owner is entitled to just compensation relative to the surplus realized by the county; and

WHEREAS, in light of the County Board’s action electing to add the in rem process for use on applicable tax delinquent properties, and following the decision in *Tyler*, the Human Resources, Finance and Property Committee directed staff to review and propose revisions to portions of Chapter 3 of the Marathon County Code of Ordinances that may need to be updated or modified; and

WHEREAS, on August 9, 2023, the Human Resources, Finance and Property Committee recommended that the County Board of Supervisors adopt the attached revisions to Sections 3.20, 3.21, and 3.23 of the Marathon County General Code.

NOW THEREFORE BE IT RESOLVED, that the County Board of Supervisors of the County of Marathon does ordain as follows:

To adopt the attached revisions to Sections 3.20, 3.21, and 3.23 of the Marathon County General Code.

BE IT FURTHER RESOLVED that this ordinance shall take effect upon passage and publication as required by law.

Respectfully submitted this 22nd day of August, 2023.

Fiscal Note: These changes do not make an appropriation; increase or decrease an existing appropriation; increase or decrease a fiscal liability; however, the changes as to fees related to acquisition of tax delinquent properties may create anticipated revenue.

HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE

Sec. 3.20. Sale of tax delinquent land.

(1) ~~County Board Delegation Policy and Statutory Authorization. The Marathon County Board of Supervisors intends properties within Marathon County with delinquent property taxes to be returned current and to the county property tax rolls as soon as practicable. To this end, the County Board adopts the use of Chapter 75 of the Wisconsin Statutes, including the use of the in rem foreclosure process as outlined in Wis. Stat. § 75.521, to be utilized for this purpose.~~

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~~The County Board does hereby delegate to the County Clerk or designee (hereunder for this section County Clerk is fully understood to include the designee) the power to manage and sell all tax deeded lands pursuant to policy guidelines established by the committee of jurisdiction. The Finance and Property Committee, or its successor committee, shall be the committee of jurisdiction. The committee shall be assisted by both the County Clerk's office and the County Treasurer's office.~~

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(2) ~~Committee of Jurisdiction.~~ The Human Resources, Finance and Property Committee shall determine all policies to be followed with respect to the acquisition, management and/or sale of tax ~~deeded delinquent~~ property, pursuant to Ch. 75, Wis. Stats., and ordinance criteria set forth herein. In this section, the term "appraised value" means the value of tax ~~deeded delinquent~~ property determined at the discretion of the Human Resources, Finance and Property Committee. In the absence of an alternative amount as determined by the Human Resources, Finance and Property Committee, "appraised value" shall be defined as 50% of the assessed value of the property for the purpose of sale of tax delinquent land under this section.

(3) ~~Authority of County Clerk. The County Board delegates to the County Clerk or his or her designee (hereunder for this section County Clerk is fully understood to include the designee) the power to manage and sell all tax delinquent lands acquired by Marathon County, pursuant to policy guidelines established by the committee of jurisdiction.~~ The County Clerk shall have the responsibility to carry out all duties delegated to that office by the Wisconsin Statutes and, in addition, shall do the following after acquisition of tax delinquent property by Marathon County:

(a) Notify other county departments that Marathon County has acquired tax ~~deeded delinquent~~ property in the event those departments determine that said property falls within county program needs.

(b) Retain professional assistance necessary in order to carry out the sale of tax ~~deeded delinquent~~ property. Such professionals ~~shall may~~ include, but not be limited to, surplus property auction servicers, licensed appraisers, real estate brokers, real estate salesman and others as may be needed for overall management and possible sale of ~~these acquired tax delinquent~~ properties. An annual budget shall be established in the County Clerk's office for such expenses.

~~(c)@~~ Have the discretion to permit and/or authorize reasonable maintenance, access and/or use of acquired tax ~~deeded delinquent~~ property pending sale.

(d) All vacant and unimproved tax delinquent lands acquired by ~~tax deed~~ the County shall be deemed open to reasonable recreational use unless posted by the County Clerk under the authority granted above.

(4) ~~Preference to Interactions with Former Owner after County Acquisition to Repurchase.~~

~~(a) No Preference to Former Owner. Preference will be~~ There shall be no preference given to the former owner of the property or his or her heirs ~~in accordance with the authority granted in § 75.35(3), Wis. Stats., or its successor statute, in the following manner and subject to the general policy guidelines set forth herein for purchase of tax delinquent properties acquired by the County.~~

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~~(ab)~~ If ~~the~~ land is occupied upon acquisition by the County, it shall be the general policy, because of liability concerns, to commence immediate legal action to evict any occupant of such lands. An exception to this policy may be granted by the Human Resources, Finance and Property Committee due to mitigating or extenuating circumstances or in the interest of justice and fairness. In the event such an

exception is granted, the Human Resources, Finance and Property Committee shall require the occupant to execute a lease with the County for a term specified by the Committee.

- (b) Regardless of whether the property is or is not homestead property, the former owner or his or her heir(s) shall have the preferential right to repurchase the property up until 60 days from the date of approval by the Finance and Property Committee of the acquisition of the property by tax deed. There shall be no extensions of this preference.
- (c) The cost of the repurchase shall be as set forth in §§ 75.35 and 75.36(3), Wis. Stats., or its successor statute, including costs of acquisition and maintenance permitted by law. The requirements of § 75.69, Wis. Stats., shall be waived. Any sale to a former owner shall be by quitclaim deed with the sale including no warranties by Marathon County as to the real property or any personal property located thereon. The cost of repurchase must include the amount of delinquent taxes owed to Marathon County as to the property prior to acquisition by the County, including any interest imposed under Wis. Stat. § 74.47, in addition to the amount of any liens or judgments on the property that were extinguished by the transfer of the property to the County.

(5) *Retention of ownership by County.*

- (a) Within 30 days of the notification by County Clerk, as provided above, any county department that determines that the acquired tax ~~deeded~~ delinquent property meets their program needs shall notify the County Administrator of the need for said property. Such notification shall include, shall notify the County Clerk of the following:

- 1. That the department has interest in acquiring the property; and
- 2. Whether funds are available to be may be transferred from the department budget or other special funds to pay for all or part of the purchase price; and/or

Upon receipt of such a notification, the County Administrator shall request that the Human Resources, Finance and Property Committee review the department's request to retain the property for departmental use. Such a request may be approved by a majority vote of the Human Resources, Finance and Property Committee.

- 2. The department requests a transfer from the contingency fund to cover all or part of the purchase price.

- (b) The cost for the department to purchase the tax ~~deeded~~ delinquent property shall be set by the Human Resources, Finance and Property Committee. Proceeds of any such sale shall be, is as follows:

- 1. Homestead property. Because former owners are entitled to net proceeds, the cost of purchase of homestead property to the department shall be the appraised value as determined by the Finance and Property Committee. The proceeds shall be distributed in accordance with Wis. Stat. § 75.36(3) and subsection (6)(e) below.

- 2. Non-homestead property. Because former owners are not entitled to proceeds, the cost for purchase of non-homestead property to the department shall be the cost of back taxes without interest or penalties, the cost of special assessments and charges plus the costs of acquisition and maintenance as permitted by law.

(6) *Public Sale.*

- (a) In the event that acquired tax ~~deeded~~ delinquent property is not ~~repurchased by the owner or~~ retained by a county department, the County Clerk may sell tax ~~deeded~~ delinquent lands at public sale by advertising the sale and the appraised value of such property, as set forth in subsection (2) of this section or as determined by the Human Resources, Finance and Property Committee, using a Class 3 notice, pursuant to § 75.69, Wis. Stats., or its successor statute. This public sale shall be conducted by

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utilizing a surplus auction service or website as selected by the County Clerk with the minimum bid being set as 50% of the property's assessed value (the "appraised value" of the property). Sale through such an auction shall be to the highest bidder as long as the accepted bid is equal to or greater than the appraised value of the property. The County Clerk may determine that a bid other than the highest bid is the bid most advantageous to the County, and the Clerk may accept the bid most advantageous to the county that bid as long as it is in accordance with §§ 75.35 and 75.69, Wis. Stats., is greater than the appraised value of the property, and the acceptance is consistent with the and the following guidelines. When determining what bid is considered the most advantageous to the County, the following criteria shall be followed:

1. The dollar amounts of the various bids.
2. The future use to which the property would be put, which shall include a consideration of the applicable sanitary and zoning codes, cost of providing services and road access and potential revenue from assessments.
3. Whether by accepting one bid, the property will/will not be subject to real estate taxes.
4. What is the best method of proceeding so as to protect the public health, safety, recreation and welfare of citizens and visitors alike to the County.

Acceptance by the County Clerk of a bid other than the highest bid submitted at auction must first be approved by the Human Resources, Finance and Property Committee.

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- (b) Property not sold on the first attempt. In the event no bid is received in an amount equal to or above the appraised value of the property on the first attempted sale:

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1. The County Clerk is authorized to relist with an auction service or website and sell the property for an amount equal to or above the appraised value within two years of the date of the last advertisement without readvertising.
2. The Human Resources, Finance and Property Committee may direct the County Clerk to readvertise the sale of such property by publication of a Class 1 notice, for an amount less than the property's appraised value and may accept the bid most advantageous to the County as set forth above.

- (c) A ~~ten percent~~ deposit may be required to of the bid must accompany all sealed bids. Unsuccessful bidders' deposits will be refunded in accordance with the terms and conditions set forth by any surplus auction service provider.

- (~~c~~) The successful bidder has 45-30 days from the date written notice is sent by certified mail to pay the ~~balance of the bid~~ entire bid amount. Upon payment of the balance plus recording fees, a quit claim deed indicating the sale of the property is "as is" with no warranties will be issued by the County Clerk to the bidder. If the bidder does not pay the balance within 45-30 days, he or she will forfeit ~~the ten percent~~ any deposit and the property will be relisted for sale.

- (e) Proceeds from public sale shall be distributed in accordance with § 75.36(2m), (3) and (4), Wis. Stats., or their successor statutes, including any costs of acquisition, maintenance or sale permitted by law.

- (f) This section shall not apply to the exchange of property or to the withdrawal and sale of county forest lands or the sale or exchange of land to or between municipalities or to the state.

- (7) Notice to Municipality where property is located. No tax delinquent real property shall be sold by the County Clerk under paragraph (6), unless notice of such sale is mailed to the clerk of the municipality in which the real estate is located at least six weeks prior to the publication of the first legal notice. Land may be retained by the County under paragraph (5) without prior notice to the municipality.

(8) *Sale of tax delinquent property to municipality.* Any municipality, upon prior authorization and approval by its governing board and the County Board, may sign an agreement on terms of the sale of tax delinquent land and the agreement will then be operative between the county and the municipality. The county may agree to sell tax delinquent property at private sale to a municipality under the following terms:

(a) ~~The County recoups~~ Unpaid general property taxes, special assessments, special charges, and special taxes levied against the property including interest and penalties, ~~or~~

~~(b) The "appraised value" of the property, whichever is less.~~

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(9) *Homestead property.*

(a) Upon acquisition of ~~tax delinquent property by Marathon County, the County Treasurer shall notify the former owner, if the former owner had used the property as the former owner's homestead at any time during the five years preceding the County's acquisition, the County Treasurer shall notify the former owner,~~ by registered mail or certified mail sent to the former owner's mailing address on the tax bill, that the former owner may be entitled to a share of the proceeds of a future sale.

~~(b) If the former owner does not request, in writing, payment within 60 days after receipt of notice, the former owner forfeits all claims to the proceeds.~~

~~(c) If the former owner timely requests payment, the County shall send the former owner net proceeds as set forth in subsection (6)(e), above, and also withhold any delinquent taxes, interest and penalties owed by the former owner to the county with regard to other property. Upon sale of tax delinquent property, the County Treasurer shall send to the former owner the remaining net proceeds of the sale of the property as defined in Wis. Stat. § 75.36(3), if any such proceeds exist, minus any delinquent taxes, interest, and penalties owed by the former owner to the county in regard to other property and minus the actual costs of the sale as specified under Wis. Stat. § 75.36(3)(a) plus all amounts disbursed under Wis. Stat. §§ 75.36(3)(b) and (bm) and plus the amount of property taxes that would have been owed on the property for the year in which the sale occurs if the county had not acquired the property.~~

~~(b) If the former owner cannot be located within 5 years following the mailing of the notice under this subsection, the former owner forfeits the right to the remaining equity in the property.~~

~~© Notwithstanding any other provision of this section, the County may not retain funds acquired from the sale of tax delinquent property in excess of the amount of past due taxes owed, interest, penalties, the amount of property taxes that would have accrued for the year in which the sale occurs, and costs associated with collecting those taxes.~~

(10) ~~Outstanding special assessments.~~ A taxing jurisdiction with which outstanding special assessments have not been settled in full, or otherwise, may purchase tax ~~deeded delinquent~~ property from the County in accordance with § 75.35(2)(f), Wis. Stats., or its successor statute.

(O-20-91; O-18-10; O-10-14)

Sec. 3.21. Delinquent property taxes.

- (1) Pursuant to the authority granted by § 74.47(2), Wis. Stats., there is hereby imposed a penalty of 0.5 percent per month or fraction of a delinquent month, in addition to the interest provided for in § 74.47(1), Wis. Stats., on all real estate taxes, special assessments, special charges, special taxes and personal property taxes included in tax rolls that are currently delinquent or may become delinquent.
- (2) Interest and penalty will be distributed in accordance with § 74.47(3), Wis. Stats.

(3) Pursuant to Wis. Stat. § 75.36(3)(a)1, the reasonable estimate of the average foreclosure costs, record-keeping costs, legal costs, advertising costs, and title insurance costs associated with tax delinquent properties shall be set at \$150.00 per property.

(O-29-89)

Sec. 3.23. Environmental site assessment.

- (1) *Definitions:* Whenever any of the following terms are used in this section, such terms shall be deemed and construed to have the meaning ascribed to them as follows:
- (a) *Environmental professional* means a person possessing the combination of certification, licensing, education and/or experience necessary to conduct a Phase I Environmental Assessment consistent with the "All Appropriate Inquiry" standard established by the Environmental Protection Agency and meeting the professional qualifications established by the Wisconsin Department of Natural Resources under NR 712 of the Wisconsin Administrative Code or its successor code provision.
 - (b) *Environmental Transaction Screen* must be conducted by a natural resource or health professional and result in completion of an Environmental Transaction Screen Questionnaire, observing site conditions of the property with direction provided by the questionnaire, and, to the extent reasonably ascertainable, conducting limited research regarding certain governmental records and standard historical sources.
 - (c) *Phase I Environmental Site Assessment (ESA)* must be conducted by an environmental professional and meet the federal requirements associated with the "All Appropriate Inquiry" standard delineated in 40 CFR Part 312 or its successor code provision and result in a report which identifies potential for environmental contamination liabilities. The analysis typically addresses both the underlying land as well as physical improvements to the property; however, techniques applied in a Phase I ESA never include actual collection of physical samples or chemical analyses of any kind. Scrutiny of the land and improvements includes examination of potential soil contamination, groundwater quality, surface water quality and sometimes issues related to hazardous substance uptake by biota.
 - (d) *Phase II Environmental Site Assessment (ESA)* must be conducted by an environmental professional and is an "intrusive" investigation which collects original samples of soil, groundwater or building materials to analyze for various contaminants of concern. This investigation is normally undertaken when a Phase I ESA identifies recognized environmental conditions. The most frequent substances tested are petroleum hydrocarbons, heavy metals, pesticides, solvents, asbestos and mold.
 - (e) *Natural resource or health professional* means a person possessing the combination of certification or licensing, education and/or experience necessary to conduct "All Appropriate Inquiry" by accurately completing an Environmental Transaction Screen Questionnaire.
- (2) *Scope:* All interest in real property to be acquired by the County by purchase, trade, ~~tax deed~~, or any other method, with the exception of tax delinquent property acquired pursuant to any method, including those outlined in Wis. Stat. Chapter 75, shall be subject to this ~~ordinance~~ section.
- (3) *Intent:* Hazardous and solid wastes and hazardous substances are major concerns in the acquisition and ownership of real property. Federal and State laws and regulations impose severe restrictions and liability upon owners of real property containing hazardous or solid wastes or hazardous substances regardless of the conditions of the real property when originally purchased. There are a number of ways for the county to limit its liability including through the local government liability exemption under § 292.11(9)(e) of the Wisconsin Statutes and the bona fide purchaser protection under 40 CFR Part 312 of the Federal Code and Section 101(20)(D) of Comprehensive Environmental Response, Compensation and Liability Act. This section is intended to create a process by which the County and its agencies are diligent in evaluating a property

regarding the environmental condition, including the presence of hazardous or soil wastes or hazardous substances, prior to making a final decision whether to acquire the real property.

- (4) *Procedures:* Prior to the acquisition or the execution of any contract or document obligating the County to acquire any real property, ~~including tax delinquent property,~~ in the name of Marathon County, or one of its related entities, the following procedure shall be followed:
- (a) Any County agency or entity, other than the Highway Department and the Central Wisconsin Airport, shall obtain an Environmental Transaction Screen of the real property to be conducted by a natural resource or health professional and consistent with the requirements outlined in 40 CFR Part 312 or its successor code section.
 - (b) In the event it reasonably appears, based on the Environmental Transaction Screen, that minimal risk of hazardous or solid waste or hazardous substances are present, the natural resource or health professional shall prepare a report recommending approval of acquisition addressed to the referring department or entity.
 - (c) In the event the results of the Environmental Transaction Screen are inconclusive or indicate that a greater than minimal risk exists that hazardous substances are present, and the department elects to continue the acquisition process, the department shall obtain a Phase I Site Assessment to be conducted by an environmental professional. The environmental professional shall prepare a report recommending whether there is a reasonable basis to believe hazardous or solid waste or hazardous substances may exist on or beneath the surface of the real property.
 - (d) In the event the Phase I Site Assessment identifies recognized environmental conditions, and the department elects to continue the acquisition process, the department shall obtain a Phase II Site Assessment of the real property to be conducted by an environmental professional. The environmental professional shall prepare a report regarding the environmental condition of the real property.
 - (e) All county departments and entities shall cooperate fully with natural resources, health or environmental professionals conducting assessments under this ~~ordinance section~~.
 - (f) Copies of all reports generated pursuant to this procedure shall be provided to the referring department or entity and the Marathon County Risk Manager's Office. The original shall be filed with the Marathon County Clerk.
 - (g) The cost for any of the screens or assessments required above shall be paid by the department seeking acquisition of the real property.
 - (h) The Highway Department and the Central Wisconsin Airport are authorized to conduct Phase I and II Environmental Site Assessments according to the processes described by associated State and Federal agencies.
- (5) *Persons conducting Environmental Screens/Assessments.*
- (a) ~~Due to the number of initial Environmental Transaction Screens occurring pursuant to the procedure set forth above, and due to the need for consistency, t~~he natural resource or health professional conducting the Environmental Transaction Screen ~~shall~~ may be an employee of Marathon County or another political subdivision of the State of Wisconsin providing services to Marathon County pursuant to an agreement under § 66.0301, Wis. Stats.; or if such employee is unavailable or unable to conduct the assessment in a timely manner, the environmental professional may be a private contractor.
 - (b) Due to the higher level of training, education, licensure, and experience required, an environmental professional conducting a Phase I or Phase II Site Assessment may be an employee of Marathon County or another political subdivision of the State of Wisconsin providing services to Marathon County under an agreement pursuant to § 66.0301, Wis. Stats.; or if such employee is unavailable or unable to

conduct the assessment in a timely manner, the environmental professional may be a private contractor.

- (6) *Remediation*: In the event an Environmental Assessment discloses the presence of hazardous or solid waste or hazardous substances, said report may include a cost for additional investigation and remedial action as may be required by the Environmental Protection Agency and/or the Wisconsin Department of Natural Resources.
- (7) *Acquisitions Approved*: Final approval of real property acquisition shall proceed as follows:
- (a) Real property which is not identified as containing hazardous or solid waste or hazardous substances may be approved for acquisition by the county board or another subunit of the county legally authorized to acquire real property.
 - (b) Real property which is identified as containing hazardous or solid waste or hazardous substances shall be subject to the following:
 - 1. The department or entity seeking acquisition shall confer with the risk manager and county administrator (or their designees) to evaluate the risks and benefits of acquisition.
 - 2. The department or entity seeking acquisition shall generate a written report setting forth risks and benefits of acquisition as well as efforts of the department or entity in meeting the "All Appropriate Inquiry" standard and an explanation of any liability protection available to the county.
 - 3. The acquisition may then be approved by the county board or another subunit of the county legally authorized to acquire real property.
- (8) *Acquisitions Contingent/Voidable*. All acquisitions of real property, with the exception of tax delinquent property, shall be made contingent upon compliance with this section. Any acquisition of real property made by the county, or its departments or entities which is not in substantial compliance with this section, shall be voidable.

RESOLUTION UNENCUMBERING UNUSED ARPA FUNDS

WHEREAS, Marathon County is the recipient of funds through the American Rescue Plan Act (ARPA). Marathon County is authorized to expend ARPA funds pursuant to rules promulgated by the United States Department of the Treasury and Section 602(c)(1)(A) of the Social Security Act as amended; and

WHEREAS, the Marathon County Board of Supervisors has previously authorized the encumbrance of the following ARPA funds:

Project	Encumbered Amount
PTO Balance Liability Reduction	\$500,000.00
Uniquely Wisconsin Tourism Campaign	\$60,000.00
Lease – Community Partners Campus	\$42,900.00
Courtroom and Jail A/V Enhancements	\$630,000.00
Local Match for Airport SCASD Grant	\$195,000.00
Broadband Expansion	\$1,157,010.00
Regional Forensic Science Center	\$2,000,000.00
NCHC Addition and Remodel	\$3,115,101.00
Highway Department – 4-year Transportation Plan enhancements	\$10,337,879.00
Dancy Tower Replacement	\$371,860.00
Marathon Park Water System Replacement Design	\$74,400.00
DA Office 1.0 LTE Victim Witness Specialist for 2 years	\$90,064.00
Utility Inflation	\$404,200.00
Marathon Park Water System Replacement	\$950,000.00
Jail Kitchen	\$64,205.00
East Gate Hall Boiler Replacement	\$179,300.00
NCHC Funding to offset operational losses	\$1,850,000.00

WHEREAS, of the above-listed encumbered funds, the following amounts have not been utilized for the projects identified, and the funds remain encumbered at this time:

Project	Encumbered Amount	Actual Cost	Amount to Reallocate
PTO Balance Liability Reduction	\$500,000.00	\$159,837.00	\$340,163.00
Uniquely Wisconsin Tourism Campaign	\$60,000.00	\$50,000.00	\$10,000.00
Broadband Expansion	\$1,157,010.00	\$1,087,010.00	\$70,000.00
Highway Department – 4-year Transportation Plan enhancements	\$10,337,879.00	\$10,337,879.00	\$10,337,879.00

WHEREAS, on August 9, 2023, the Human Resources, Finance and Property Committee voted to recommend to the Marathon County Board of Supervisors that these unused funds, totaling \$10,758,042.00, be unencumbered to reflect the actual allocation of ARPA funds to date by Marathon County and that this amount be returned to the County’s ARPA fund balance for reallocation for other uses.

NOW, THEREFORE, BE IT RESOLVED that the Marathon County Board of Supervisors hereby unencumbers the following unused ARPA funds and authorizes these funds to be returned to the County's ARPA fund balance for reallocation for other uses:

Project	Amount to Unencumber and Return to ARPA Fund Balance
PTO Balance Liability Reduction	\$340,163.00
Uniquely Wisconsin Tourism Campaign	\$10,000.00
Broadband Expansion	\$70,000.00
Highway Department – 4-year Transportation Plan enhancements	\$10,337,879.00
TOTAL	\$10,758,042.00

BE IT FURTHER RESOLVED that the Marathon County Board of Supervisors authorizes amendment of the 2023 budget to reflect the allocation of ARPA funds as outlined herein.

Respectfully submitted this 22nd day of August, 2023.

HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE

Fiscal Note: None. This resolution would serve to increase the County's ARPA fund balance by \$10,758,042.00, with the funding allocated to the listed projects decreased by the listed amounts to be unencumbered.

Legal Note: As an amendment to the adopted 2023 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to § 65.90(5)(a), Wis. Stats.

Resolution # R-____-23

RESOLUTION APPROVING 2024 CAPITAL IMPROVEMENT PROGRAM PROJECTS

WHEREAS, the Human Resources and Finance and Property Committee of the Board of Supervisors of Marathon County has received and reviewed the 2024 Capital Improvement Program Projects list; and

WHEREAS, the Capital Improvement Program Projects list is a non-binding tool of the budget development process that provides guidance to Administration relative to how to build projects into the 2024 budget. This list may be amended based upon available funding and actions by the Human Resources, Finance and Property Committee and the Marathon County Board of Supervisors; and,

WHEREAS, a final Capital Improvement Program Projects list and accompanying funding for such projects will be proposed and adopted as a part of the 2024 budget; and

WHEREAS, the Human Resources and Finance and Property Committee of the Board of Supervisors of Marathon County recommends approval of the 2024 Capital Improvement Program Projects list.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Marathon does hereby resolve to approve the 2024 Capital Improvement Program Projects list.

Dated this 22nd day of August, 2023.

HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE

/s/ John Robinson, Chair

/s/ Kody Hart

/s/ Alyson Leahy, Vice Chair

/s/ Ann Lemmer

/s/ Kurt Gibbs

/s/ Yee Leng Xiong

/s/ Gayle Marshall

Fiscal Impact: This reflects the proposed 2024 capital improvement program projects and does not commit funds. Funding for program projects will be voted on and approved as a part of the 2024 budget. However, this resolution provides policy direction to Administration as to the Board's prioritization of capital improvement projects to guide the Administrator's 2024 budget construction.

2024 Preliminary CIP Project List

DEPARTMENT	PROJECT TYPE (N, E, M, R, RS) See note.	PROJECT (Description)	ESTIMATED CIP AMOUNT
FCM	R	Recurring: County Facility Parking Lot Fund (\$50,000).	\$50,000
Highway (HWY)	R	Recurring: Bituminous Surfacing. Repalce and Rehabilitate County Bridges and Culverts. Replace and Rehabilitate Federally Funded Bridges and Culverts. Culverts/Bridges Aid.	TBD
CCIT	R	Recurring: PC Replacement (\$166,000), Recurring Server and Network Small Capital (\$101,000), Recurring Video Small Capital (\$40,000), Recurring Phone Small Capital (\$40,000).	\$347,000
Parks, Recreation, and Forestry (PRF)	R	Recurring: Playground Replacement - Continue Annual Playground Replacement Until the Playgrounds are New and Meeting Code.	\$150,000
Parks, Recreation, and Forestry (PRF)	R	Recurring: Restroom Replacement - Continue Replacing the Restrooms that are Failing.	\$75,000
Central Wisconsin Airport CWA)	N	Tower Modernization and Rehabilitation (\$608,000)	See Project Description
Solid Waste (SW)	N	Gas Well Installation (\$300,000)	See Project Description
Solid Waste (SW)	M	Phase A Closure Area B (\$5,280,491)	See Project Description
Solid Waste (SW)	N	Landfill Compactor (\$800,000 Refurbished, \$1,200,00 New)	See Project Description
FCM	N	New Regional Forensic Science Center. Schematic Design & Fundraising Ongoing (\$14,800,000)	See Project Description
HWY	RS	Recurring: Existing Vehicles & Equipment	\$957,600
Parks, Recreation, and Forestry	RS	Recurring: Existing Vehicles	\$173,460
Sheriff's Office	RS	Recurring: Existing Vehicles + Enterprise Lease Year 1 (\$	\$333,696
FCM/CPZ	RS	Recurring: Lease Vehicles for FCM/CPZ.	Lease Discussions In Progress
Emergency Management	RS	Replace Existing (Combine Two Vehicles Into One) Exploring Lease Options (\$70,000)	Lease Discussions In Progress
Medical Examiner	RS	Replace Existing Vehicles Exploring Lease Options (\$395,000)	Lease Discussions In Progress
CCIT	N	Workday Enhancements (Complex Reporting & Further Implementation)	\$80,000
CCIT	E	Move Critical IT Hub Off River Drive	\$233,000

2024 Preliminary CIP Project List

CCIT	E	Update Jail Cameras (West Side)	\$50,000
CCIT	N	City-County Asset Management Software (Workday Integration)	\$150,000
CCIT	N	Assembly Room Microphones	\$99,000
CCIT	N	Contract Management Software	\$75,000
CCIT	N	Fiber Optics - Bug Tussel	\$274,000
		SUBTOTAL: \$961,000	
FCM	N	Exterior Signage 1100 Lakeview Campus 2400 Marshall Campus (85% MC, 15% NCHC)	\$261,855
FCM	E	1100 Lakeview Drive Construction	\$4,936,742
FCM	E	Replace Chillers at Library – end of life	\$2,832,224
FCM	E	Replace pavement of the parking lot on the east side of courthouse where the sheriffs dept parks	\$67,870
FCM	E	Cast Iron Sanitary and Plumbing At Point of Failure. Construction Cost Estimate by October 1	Firm \$700,000
		SUBTOTAL: \$8,798,691	
Highway (HWY)	E	CTH J - STP Resurfacing - STH153 to STH29	\$957,567
Highway (HWY)	E	CTH T - STP Resurfacing - South County Line to STH97	\$217,820
Highway (HWY)	E	CTH C - STP Resurfacing - CTH J to CTH I.	\$441,840
Highway (HWY)	E	CTH C - STP Bridge - Plover River Bridge.	\$260,918
Highway (HWY)	R	Design - Engineering Design for STP Projects. Design RFPs ongoing (2-year)	\$275,000
Highway (HWY)	E	CTH O - Bridge Replacement	\$359,535
Highway (HWY)	E	CTH L - Bridge Replacement	\$135,015
Highway (HWY)	E	CTH J - Culvert Replacement	\$350,000

2024 Preliminary CIP Project List

Highway (HWY)	E	CTH U - Culvert Extension	\$40,000
Highway (HWY)	E	Abbotsford Parking Lot- Subgrade drainage issues, Drain Tile This Year, Pave Next Spring	\$105,000
Highway (HWY)	R	Annual County Paving - Paving and Overlays of County Highways, Approximately 30 Miles.	\$2,983,815
		SUBTOTAL: \$6,126,510	
Highway (HWY)	VERIFY	Annual Maintenance - General Maintenance, Shoulder, Crack Filling, Painting, Patching, Signing	\$3,361,638
Conservation, Planning and Zoning (CPZ)	N	Hydro-Seeder (Shared Use w/Highway)	\$85,000
Parks, Recreation, and Forestry (PRF)	N	Eastgate Hall Floor - New Flooring (\$137,034), Lighting & Electrical (\$24,380), New Acoustic Ceiling Tile (\$53,619), Windows (\$78,292), and Siding (\$60,000) + Labor, Materials, Dumpster, Etc.	\$394,575
Parks, Recreation, and Forestry (PRF)	M	DEC-Dells of Eau Claire Dump Station - This line carves out the mandatory project from the line below	\$135,000
Parks, Recreation, and Forestry (PRF)	N/M	DEC Add Bathroom/showers/Camper Cabins/ Dump Station (M) at DEC Campground (\$535,300 Difference)	\$670,300
Parks, Recreation, and Forestry (PRF)	N	BEP Add Bathroom/Shower Facilities to Big Eau Pleine Campgrounds	\$468,100
Parks, Recreation, and Forestry (PRF)	E/M	Replace Failing Bathroom Facility at Cherokee Park (Existing Facility is Block Construction)	\$81,400
Parks, Recreation, and Forestry (PRF)	E/M	Replace Septic System at Nine Mile Forest Recreation Area	\$273,720
Parks, Recreation, and Forestry (PRF)	N	Marathon Junction/Family Area Planning & Architectural Study (Westside Master Plan)	\$120,000
		SUBTOTAL: \$2,143,095	
UWSP-Stevens Point (Wausau)	E	Central Plant Boiler Replacement OPTION A (\$372,000) - Replacing 1967 Boiler/Controls	TBD
UWSP-Stevens Point (Wausau)	E	Central Plant Boiler Replacement OPTION B (\$885,500) Replacing 1967 Boiler, Integrate Controls, Remove Fuel Oil, Consolidate Equipment	TBD
Sheriff's Department (SHF)	N	Public Safety Training and Response Center at Packer Drive and 72nd Ave Final Construction Cost Estimate Due by Oct 1	\$1,650,000
2024 ESTIMATED - TOTAL CIP AMOUNT REQUESTED			\$25,212,690

RESOLUTION APPROVING LAND EXCHANGE TO ESTABLISH DELLS OF EAU CLAIRE PROPERTY LINE

WHEREAS, Wis. Stat. § 59.52(6)(a) authorizes the Marathon County Board of Supervisors to acquire real property for public use or public purpose of any nature, and Wis. Stat. § 59.52(6)(c) permits the Marathon County Board of Supervisors to sell or convey county property on such terms that the board approves; and

WHEREAS, Mr. Tim Micke, owner of property adjacent to the Dells of Eau Claire County Park, has contacted Marathon County to clarify and establish the property line between his property and the park property prior to establishing timber management boundaries for management of his property. Wausau and Marathon County Parks, Recreation and Forestry staff worked with the Marathon County Surveyor to verify the boundary lines of the Dells of Eau Claire County Park; during this verification process, a survey conducted relative to these boundary lines illustrated that the privy site that serves the Dells of Eau Claire County Park campground is encroaching on Mr. Micke's property, while Mr. Micke completed brush removal on what was determined to be county-owned property; and

WHEREAS, options to correct these issues were presented to the Marathon County Park Commission on August 1, 2023. These options included adjustment of the property boundary to the new survey lines and removal of the existing privy, authorizing an exchange of property with Mr. Micke to convey title to the land on which the privy is located to the County and to convey title to the land upon which brush removal was completed to Mr. Micke, a purchase by the County of the land upon which the privy is located without a land swap and conveyance of a five or ten year easement to the County for the land upon which the privy is located allowing time for the privy to be moved; and

WHEREAS, on August 1, 2023, the Park Commission recommended that the County pursue a land exchange whereby Marathon County would convey .547 acres of county property to Mr. Micke (detail A in the attached map of survey) and Mr. Micke would convey .084 acres of his property to the County (detail B in the attached map of survey). This land exchange would clarify property boundaries and permit continued operation of the Dells of Eau Claire Campground; and

WHEREAS, on August 1, 2023, the Environmental Resources Committee recommended that the County pursue a land exchange whereby Marathon County would convey .547 acres of county property to Mr. Micke (detail A in the attached map of survey) and Mr. Micke would convey .084 acres of his property to the County (detail B in the attached map of survey); and

WHEREAS, on August 9, 2023, the Human Resources, Finance and Property Committee recommended that the County pursue a land exchange whereby Marathon County would convey .547 acres of county property to Mr. Micke (detail A in the attached map of survey) and Mr. Micke would convey .084 acres of his property to the County (detail B in the attached map of survey).

NOW, THEREFORE, BE IT RESOLVED that the Marathon County Board of Supervisors authorizes the Parks, Recreation and Forestry Director and Corporation Counsel, along with appropriate County staff, to complete a land exchange via Quit Claim Deed with Tim Micke via Micke Family Trust 12/7/12, Timothy A Micke, Trustee and Sandra D Micke, Trustee, whereby Marathon County would convey .547 acres of county property to Mr. Micke (detail A in the attached map of survey) and Mr. Micke would convey .084 acres of his property to the County (detail B in the attached map of survey). Said land exchange shall be contingent upon Corporation Counsel and Mr. Micke negotiating a hold harmless agreement relative to actions of trespass relative to the land as it existed prior to the land exchange.

BE IT FURTHER RESOLVED that proper county officials are authorized to execute documents necessary to finalize the exchange of properties identified in this Resolution, and the County Board of Supervisors directs county staff to complete the transaction identified herein.

Respectfully submitted this 22nd day of August, 2023.

PARKS COMMISSION

_____	_____
_____	_____
_____	_____

ENVIRONMENTAL RESOURCES COMMITTEE

_____	_____
_____	_____
_____	_____

HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE

_____	_____
_____	_____
_____	_____

Fiscal Note: None. This resolution, and the resulting transactions, do not make an appropriation; increase or decrease an existing appropriation; increase or decrease a fiscal liability; or create, increase, or decrease any anticipated revenue.

Legal Note: This resolution requires a simple majority vote of the County Board.

EXHIBIT MAP DELLS OF THE FAU CLAIRE COUNTY PARK

Township 29 North, Range 10 East, Section 7, Town of Plover, Marathon County, Wisconsin

SW 1/4 - FRAC NW 1/4

UNPLATTED LANDS
OWNED BY OTHERS

SEE DETAIL B

SE - NW

DEED V257-P552

DEED V238-P640

WEST 1/4 CORNER
SECTION 7
IB 1.25"

N89° 17' 49"E

EAST-WEST CENTER QUARTER LINE

SOUTH LINE FOLLOWS ANCIENT DOWN BARB WIRE FENCE

SEE DETAIL A

PROJECTED INTERSECTION
OF ANCIENT DOWN FENCES

1441.22'

CALCULATED
CENTER-WEST
1/16 CORNER

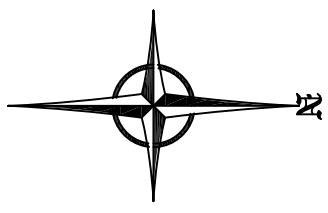
N89° 17' 49"E
1417.90'

N89° 20' 37"W

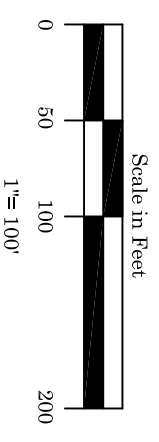
NE - SW

**DETAIL B
PARCEL 2**

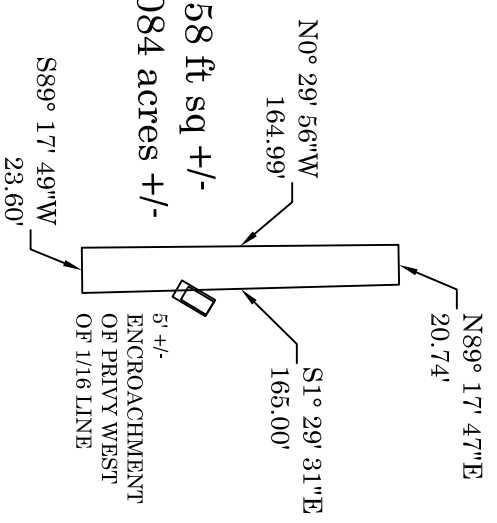
**DETAIL A
PARCEL 1**
23845 ft sq +/-
0.547 acres +/-



Bearings referenced to the Marathon County
Coordinate System (WCCS) in NAD 83 (2011) with
the South line of the Fractional Northwest 1/4
measured to bear N89°17'49"E.



3658 ft sq +/-
0.084 acres +/-



NW 1/4 - FRAC SW 1/4

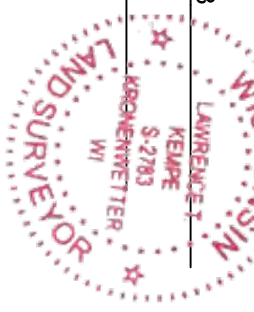
UNPLATTED LANDS
OWNED BY
MARATHON COUNTY

SURVEYOR'S CERTIFICATE:

I, Lawrence T. Kempe, PLS S-2783, do hereby certify to the best of my knowledge and belief, that at the direction of Tom Lovlien, Marathon County Forest Administrator, I have surveyed and mapped the lands described hereon. I further certify that said survey and map thereof made are a correct and accurate representation of the exterior boundaries of said land and the I have fully complied with the provisions of Wisconsin Administrative Code A-E7 in surveying and mapping said lands.

Dated this 6th day of July, 2023

Lawrence T. Kempe
Marathon County Survey Technician
WI PLS S-2783



Jamie Polley

From: Timothy Micke <micke1961@live.com>
Sent: Tuesday, July 25, 2023 10:57 AM
To: Jamie Polley
Cc: timothyamicke@gmail.com; Dave Decker; Andrew Sims; Tom Lovlien; Jodi Luebbe
Subject: [EXTERNAL] Re: Dells/Micke Property Boundary

Hi Jamie,
Yes. It is fine to use the information in this email thread for the committee packet. I will be at the meeting as well.
Sincerely,
Tim

On Jul 25, 2023, at 9:59 AM, Jamie Polley <Jamie.Polley@co.marathon.wi.us> wrote:

Hi Tim,
Thank you so much for this detailed response. We will proceed as we had planned with the request for the land exchange. I wanted to make sure all options were reviewed so that the Committee can see what is available and understand the preferred option. Do you mind if I include the below email in the agenda packet?

Thank you,

Jamie Polley
Parks, Recreation & Forestry Director

<image001.jpg>

212 River Drive, Suite 2
Wausau, WI 54403
(715)261-1554 Office
(715)261-4163 Fax
Jamie.polley@co.marathon.wi.us
www.co.marathon.wi.us/parks.asp

From: Timothy Micke <micke1961@live.com>
Sent: Monday, July 24, 2023 8:18 PM
To: Jamie Polley <Jamie.Polley@co.marathon.wi.us>
Cc: timothyamicke@gmail.com; Dave Decker <Dave.Decker@co.marathon.wi.us>; Andrew Sims <Andrew.Sims@co.marathon.wi.us>; Tom Lovlien <Tom.Lovlien@co.marathon.wi.us>; Jodi Luebbe <Jodi.Luebbe@co.marathon.wi.us>
Subject: [EXTERNAL] Re: Dells/Micke Property Boundary

Hi Jamie,
The best option for us remains #2. Looking at the 80-90 year history after the 40 was sold to to the county in 1936 by the owners of the land we now own, the fence lines that are currently set and what we re-established is the obvious solution to the property boundary we have in common. In the 30 years we have owned our land, there has been no question to the boundaries in question so we would like to

make that official with a quit claim deed. The 1/2 acre in our favor has been managed with the rest of our 40 to the north not to the 40 to the south. In turn, we agree that your egress with the pit toilet would be best accommodated by a quit claim deed so that you can claim full ownership of your part of the boundary dispute. I have researched the topic of adverse possession and feel that it would be mutually beneficial for option #2 for both parties and feel that current statute supports this reasoning. We have spent parts of two years following the current fence lines with the clearing of brush and trees to establish this current fence-line property boundary. No county efforts have been provided other than surveying work which we brought to the county's attention. Understandably the original survey of 1853 established the boundaries that we and previous owners felt were accurate and we wish to continue to honor those properly boundaries. What we have described is the best option for now and future. Option #2. Understandably, the survey of 1853, was the best that could be done at that time. Since then, the fence lines have not be questioned for over 80 years. Therefore, making the quit claim deeds for option #2 makes the most sense, historically and ethically.

Sincerely,
Tim and Sandy Micke

Thank you for the info on the future meeting date, we will attend.

On Jul 24, 2023, at 12:32 PM, Jamie Polley <Jamie.Polley@co.marathon.wi.us> wrote:

Hello Mr. Micke,
Thank you very much for working with us on the property lines of the Dells of Eau Claire Park. We will be taking this to the Park Commission on Tuesday August 1 at 10:00am. The location of the meeting will be 900 Pardee St Wausau, WI 54401. We will email you the meeting packet as well.

Previously Tom had sent you three options we were seeking your feedback on. Since that email one additional option that has come up for you to consider. It would be you granting the County a 5 or 10 year easement for the 0.084 acres to allow time for the Privy to be moved. Once moved the new property boundary would be restored. Having this additional option do you still prefer the land swap? If you could get back to me by this week Wednesday that would be greatly appreciated.

Thank you,

Jamie Polley
Parks, Recreation & Forestry Director

<image001.jpg>

212 River Drive, Suite 2
Wausau, WI 54403
(715)261-1554 Office
(715)261-4163 Fax
Jamie.polley@co.marathon.wi.us
www.co.marathon.wi.us/parks.asp

From: Tom Lovlien <Tom.Lovlien@co.marathon.wi.us>
Sent: Friday, July 14, 2023 10:23 AM

To: Jamie Polley <Jamie.Polley@co.marathon.wi.us>
Cc: Dave Decker <Dave.Decker@co.marathon.wi.us>; Andrew Sims <Andrew.Sims@co.marathon.wi.us>
Subject: Dells/Micke Property Boundary

Jamie,

Mr. Micke called this morning, and his preferred option would be #2 below, quit claim back and forth the .547 acres for the .084 acres following the exhibit map attached. He asked this be added to the Parks Commission agenda and he be notified of the date, time, and location of the meeting so he could attend for the discussion and to answer any questions.

I said that I'd forward his request on to you and that someone would get back to him next week. If I can help further, please let me know. Thanks, Tom.

From: Timothy Micke <micke1961@live.com>
Sent: Saturday, July 8, 2023 7:43 PM
To: Tom Lovlien <Tom.Lovlien@co.marathon.wi.us>; timothymicke@gmail.com
Cc: Dave Decker <Dave.Decker@co.marathon.wi.us>; Jamie Polley <Jamie.Polley@co.marathon.wi.us>
Subject: [EXTERNAL] Re: Dells/Micke Property Boundary

Tom,
Thanks for your prompt work with the county surveyor on this project. My wife and I will take a couple of days to discuss options to find a mutual beneficial outcome for us and the county. This discovery initiated by us has been quite a learning experience. We note the August 1 future meeting and will be in contact with you next week after we return from camping. Again, your assistance has been greatly appreciated.
Sincerely,
Tim & Sandy Micke

cc: Dave Decker, Jamie Polly

=====

Timothy A. Micke

236841 Eau Claire River Rd

Aniwa, WI 54408

715-449-9790

micke1961@live.com

From: Tom Lovlien <Tom.Lovlien@co.marathon.wi.us>
Sent: Thursday, July 6, 2023 4:25 PM
To: micke1961@live.com <micke1961@live.com>; timothyamicke@gmail.com <timothyamicke@gmail.com>
Cc: Dave Decker <Dave.Decker@co.marathon.wi.us>; Jamie Polley <Jamie.Polley@co.marathon.wi.us>
Subject: Dells/Micke Property Boundary

Hi Tim,

Attached is an exhibit map of the work the County Surveyor has completed. I spoke with Director Polley, and she confirmed that any decisions on land will require Park Commission action. The next meeting will be August 1. After your review of the map please give me a call so we can discuss the potential options outlined below to remedy the situation. The pit toilet was installed in 1996 and could be nearing the end of its useful life that could help determine what is decided.

Options include:

1. Removal of the pit toilet and adjust the property boundary to the new survey.
2. Quit claim deed of the property Detail "A" (.547 acres) to you and then quit claim property Detail "B" (.084 acres) to County.
3. County purchase of the .084 acres (Detail "B") that has the pit toilet. (Would you consider this?)

The Park Commission will ultimately make the final decision and we need to be prepared to have all the options laid out for them for them. Thanks again for meeting with me yesterday. Please let me know if you have questions. I look forward to hearing from you. Thanks, Tom.

Thomas Lovlien
Marathon County Forest Administrator

<image001.jpg>

212 River Drive, Suite 2
Wausau, WI 54403
(715)261-1584 Office
(715)261-1565 Fax
Tom.lovlien@co.marathon.wi.us

=====

Resolution # R-___-23

RESOLUTION APPROVING FUNDING FOR ICE ARENA FEASIBILITY STUDY FOR CONCEPT PLANNING

WHEREAS, Marathon County is the recipient of funds through the American Rescue Plan Act (ARPA). Marathon County is authorized to expend ARPA funds pursuant to rules promulgated by the United States Department of the Treasury and Section 602(c)(1)(A) of the Social Security Act as amended; and

WHEREAS, the Parks, Recreation, and Forestry Department published a request for proposals relative to architectural studies for a new ice arena in Marathon Park. The successful responsive proposal provided a proposal for a study with a total cost of \$32,500.00; and

WHEREAS, the costs of the architectural study are proposed to be funded as follows:

- \$12,000.00 from ARPA funds
- \$10,500.00 from existing Parks Department funds
- \$5,000.00 from Wausau Youth Hockey
- \$5,000.00 from Wausau School District; and

WHEREAS, on August 1, 2023, the Environmental Resources Committee reviewed the request and recommended approval of the use of ARPA funds in the amount of \$12,000.00 and a corresponding budget amendment to allow for the proposed appropriation to occur; and

WHEREAS, on August 9, 2023, the Human Resources and Finance and Property Committee reviewed the request and recommended approval of the use of ARPA funds in the amount of \$12,000.00 and a corresponding budget amendment to allow for the proposed appropriation to occur.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Marathon does hereby resolve to amend the 2023 budget as follows:

Transfer from:	Grants Fund ARPA Funds GR-000105 Federal Grant RC_43300
Transfer to:	Grants Fund GR-000105 ARPA Grant CIP County Parks CC_55301 SC_58224 Parks Facilities
Amount:	\$12,000.00
Re:	Ice Arena Architectural Study

Dated this 22nd day of August, 2023.

ENVIRONMENTAL RESOURCES COMMITTEE

/s/ Jacob Langenhahn, Chair

/s/ Mike Ritter

/s/ Allen Drabek, Vice Chair

/s/ Andrew Venzke

/s/ Rick Seefeldt

/s/ Tony Sherfinski

/s/ David Overbeck

/s/ Kim Ungerer

/s/ Rodney Roskopf

/s/ Marilyn Bhend

HUMAN RESOURCES AND FINANCE AND PROPERTY COMMITTEE

/s/ John Robinson, Chair

/s/ Kody Hart

/s/ Alyson Leahy, Vice Chair

/s/ Ann Lemmer

/s/ Kurt Gibbs

/s/ Yee Leng Xiong

/s/ Gayle Marshall

Fiscal Impact: This resolution would transfer \$12,000.00 in ARPA funds to be utilized for a portion of the Ice Arena architectural study.

Legal Note: The County Board is authorized to take this action pursuant to §§ 59.01 and 59.51, Wis. Stats. As an amendment to the adopted 2022 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to § 65.90(5)(a), Wis. Stats.

A RESOLUTION ADDING ADDITIONAL SOCIAL SERVICES CLTS/CCS RELATED POSITIONS AND BUDGET AMENDMENT

WHEREAS, the mission of the Marathon County Department of Social Services is to strengthen individuals and families by coordinating and providing resources that promote safety and maximize independence to build a strong and health community; and

WHEREAS, the Children’s Long-Term Support (CLTS) program provides Medicaid-funded services for children who have substantial limitations in their daily activities and need support and services to remain safety in their home and community. The CLTS program is a voluntary program that can help pay for supplies, services, and support above and beyond what private health insurance or Medicaid covers and is funded by the federal and state governments. In Marathon County, the CLTS program is vital to the support of families; without this assistance, many families would be unable to care for their child or children safely; and

WHEREAS, Comprehensive Community Services (CCS) is a voluntary, community-based program under Chapter DHS 36 of the Wisconsin Administrative Code that provides psychosocial rehabilitation services to clients who have needs for ongoing, high- or low-intensity services resulting from mental health disorders. CCS services are designed to assist clients to achieve independent functioning, stability, and independence; and

WHEREAS, as of May 2023, Marathon County Department of Social Services has 16 social workers, 1 clinical case manager, and 1 supervisory position within its CLTS/CCS team. The Department currently services 79 CCS youth and 384 CLTS youth, and CLTS/CCS social workers are carrying a case load averaging 33 families per worker. Marathon County Department of Social Services desires a case load blend to average 30 cases per worker; and

WHEREAS, historically, CLTS has experienced a waitlist to determine eligibility. Through the state budget, the Department of Health Services has been awarded funds to eliminate the waiting list for children eligible for CLTS programming. DHS is further charged with monitoring Marathon County’s compliance with achieving continuous enrollment for the CLTS program; and

WHEREAS, as of May 2023, Marathon County has a wait list of 78 children for assessment of their service eligibility. CLTS enrollment is projected to increase by 141% from 2019 to the end of 2023. In order to maintain compliance with DHS requirements, achieve continuous enrollment for CLTS programming, and establish appropriate case load levels to ensure prompt and adequate service provision, the Marathon County Department of Social Services has requested the following positions:

- 6.0 FTE CLTS Social Worker positions
- 1.0 FTE Social Work Supervisor – CLTS
- 1.0 FTE CLTS Accounting Specialist

The estimated costs associated with these positions is \$847,710.00. These positions would be fully funded by federal and state revenues generated from CCS and CLTS case management services and will require no additional tax levy funding if the positions are filled in a way to ensure that each position is 100% funded by case management revenues; and

WHEREAS, on August 2, 2023, the Health and Human Services Committee voted to recommend creation of these positions to the Marathon County Board of Supervisors; and

WHEREAS, on August 10, 2021, the Human Resources, Finance and Property Committee voted to recommend creation of these positions to the Marathon County Board of Supervisor, contingent

upon the positions being filled in such a way that funding for each position is fully provided by non-levy sources, including case management revenues, and that each position does not require any tax levy support.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Marathon approve the creation of the following positions:

1. Establish 6.0 CLTS Social Worker positions
2. Establish 1.0 Social Work Supervisor position
3. Establish 1.0 Accounting Specialist position

NOW, THEREFORE, BE IT FURTHER RESOLVED, that these positions are created contingent upon the positions being filled in such a way that funding for each position is fully provided by non-tax levy sources and that the positions remain 100% non-tax levy funded. The County Board of Supervisors specifically directs that these positions be filled in a manner that ensures the positions are fully funded by non-levy sources.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the 2023 budget be amended to create these positions within the Department of Social Services budget with no associated tax levy funding.

Dated this 22nd day of August, 2023.

Fiscal Impact: The estimated total costs of these positions is \$847,710.00. This resolution requires that the funding for these positions be 100% non-tax levy funding. These positions may not be funded with tax levy.

Legal Note: This resolution amends the 2023 budget and, accordingly, requires a 2/3 majority vote of the County Board of Supervisors.

HEALTH AND HUMAN SERVICES COMMITTEE

_____	_____
_____	_____
_____	_____

HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE

_____	_____
_____	_____
_____	_____

May 16, 2023

Ms. Jamie Polley

Parks, Recreation & Forestry Director
212 River Drive, Suite 2
Wausau, WI 54403

Via Email: jamie.polley@co.marathon.wi.us

RE: Proposal for providing a feasibility study for concept planning of a new ice arena in Wausau

Dear Jamie:

It was a pleasure talking to you a few weeks back about the possibility of a new ice arena in Wausau. As mentioned during our conversation JLG recommends a study be performed to understand the needs of the community, project scope, and budget. JLG Architects is pleased to submit the following proposal for providing a comprehensive study consisting of; stakeholder engagement meetings, program development, concept planning, and cost estimating for development of an ice arena project.

Scope of Services

JLG Architects will provide the following services:

1. JLG Our team will gather input from the city, county, and key staff. In conjunction with project representatives, we will also develop a stakeholder and community engagement process including opportunities for in-person feedback. You know your community better than anyone else. While we can offer insights that come from our experience with other communities, we have found that reaching out to community leaders and organizations—and asking for their help in making sure all are heard—is the most effective way to engage all voices. There is not a one-size-fits-all approach; each community is unique and, in consultation with you, we will address how best to gather and respond to all voices. This may include any number of engagement methods such as a public open house, small group meetings or one-on-one interviews—or a new approach suggested by a community leader, but as yet undefined.
2. JLG Architects will develop a written facilities building program based on information collected during leadership, staff, stakeholder, and community input meetings. This program outlines recommended facility components—to meet current and future program needs—and their associated, specific space needs and square footage requirements. This is the basis for concept plan development.
3. JLG will provide conceptual facility and site planning options, based upon information gathered from the engagement process and programming phase. Conceptual planning will illustrate potential approaches—creating options for the ice arena and site planning ideas—and provide additional information for development of project cost estimates.

JLG Architects will deliver the following:

- Stakeholder engagement process and notes.
- Program summary that lists individual spaces and their square-footage requirements
- Concept floor plan, and sections of the ice arena. The floor plan will show room layouts, sizes, and have overall dimensions.
- Concept architectural site plan.
- 2 computer renderings: 1 interior and 2 exterior.
- Cost estimate of ice arena and typical site improvement budget.

Compensation

JLG Architects proposes the following fee, inclusive of the scope of services listed above:

Stakeholder Engagement	\$8,500
Programming	\$2,500
Concept Floor Plans and Sections	\$11,000
Renderings	\$7,000
Cost estimating	\$2,000
Fee	\$31,000
Reimbursable Expenses (estimated)	\$1,500
Total with estimated expenses	\$32,500*

Note: If the study becomes a project and JLG Architects is selected as the group to provide professional services, we will credit the project \$20,000 on the first invoice for professional services.

Reimbursable Expenses

The above reimbursable expense fee includes the following: printing, postage, mileage, hotel, car rental, postage, courier service, and printing associated with project development and design.

Schedule

JLG Architects is ready to start work on this project. Once the contract is signed JLG will consult with the client team to develop a mutually agreed upon schedule.

Acceptance

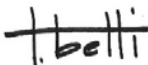
JLG Architects proposes this letter form of agreement as the basis for the contract. This Fee Proposal is accepted by the undersigned.

Signature

Date:

We very much appreciate the opportunity to be involved with this exciting project.

Sincerely,



Thomas J Betti, AIA, NCARB
Senior Principal Architect

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Department of Social Services

Date: 05/26/2021

Position Requested: CLTS / CCS Social Worker
(If unsure of classification, indicate "To be determined")

FT PT FTE _____%

Number of Positions: 6

Division Position Will Be Assigned To: Children's Support Services
(Indicate NA if not applicable)

Projected Start Date of Position: 09/01/2023 through 2024

Priority Number of This Position: _____

If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

A. Is this position request compatible with the County's mission statement?

Yes, it supports the health and safety of children and families.

B. What is your department's mission statement and how does position support this mission and/or department strategic plan?

Mission Statement: We strengthen individuals and families by coordinating and providing resources that promote safety and maximize independence to build a strong and healthy community.

The Children's Long-Term Support (CLTS) program provides Medicaid funded services for children who have substantial limitations in their daily activities and need support and services to remain safely in their home and community. A child's eligibility is based on his or her functional limitations, which includes a physical, developmental, or emotional limitation that restricts a child's ability to carry out daily living activities, such as dressing, eating, communicating or mobility. The CLTS program is a voluntary program, funded by the federal and state government. The CLTS program can help pay for supplies, services, and support above and beyond what private health insurance or Medicaid covers. CLTS services and support are implemented based upon the goals and outcomes that the child and family identify with their social worker. Examples of services and supports that the CLTS program can fund include home modifications such as a fence for safety or wheelchair ramp, caregiving services such as respite or supportive home care, and adaptive aids such as a service animal or an adaptive bicycle.

In Marathon County, the CLTS program is vital to the support of families, many of which without the assistance would be unable to provide for the care of their children safely.

C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data**. If more than one position of the same classification is being requested, also justify the number requested.

The Children's Long-Term Support (CLTS) Waiver Program provides funding and support for families who have children with disabilities, who are Medicaid eligible, so they can care for their children at home and participate in their communities. The Program is funded by the federal and state government but administered at the county level, so families typically work directly with their county to apply for and receive CLTS services. MCDSS holds the contract with DHS for this program. The CLTS program provides services to families including case management, respite care, adaptive aids, medical supplies, and therapeutic resources that are not covered by other funding sources. In Marathon County, the CLTS program is vital to the support of families, many of which without assistance would be unable to provide for the care of their children safely. CCS works to stabilize and address mental health and substance use concerns and is meant to help with recovery; MCDSS is a contracted provider for CCS services, with North Central Health Care holding the license.

As of May 2023, Marathon County Social Services has 16 social workers, 1 clinical case manager (required for CCS oversight and can oversee up to 100 cases) and 1 supervisory position within the CLTS/CCS team. MCDSS is currently serving 79

CCS youth and 384 CLTS youth. Youth receiving CCS services within MCDSS are dually eligible and enrolled in the CLTS program if served by MCDSS; some youth only enrolled in the CLTS program are eligible for CCS, however, are not enrolled due to eligible CCS therapy provider shortages. Marathon County CLTS/CCS Social Workers are carrying a case load an average of 33 families each currently. There is not an evidence-based case load recommendation for this service, however we know that to deliver the level of service expected in Marathon County, reasonable caseloads must be maintained. Marathon County desires for the CLTS/CCS case load blend to be an average of 30 cases per worker.

Historically, CLTS has experienced a waitlist to determine eligibility. In January 2021, the Wisconsin Department of Health Services (DHS) implemented state-level budget and enrollment administration for the CLTS program, which promotes statewide consistency in access, enrollment, and service planning by funding services at the state level for all enrollments. State-level budgeting ensures waiver program service funding for all enrollments. Through the state budget, DHS has been awarded funds to eliminate the waiting list for children eligible for the CLTS program. DHS will monitor Marathon County's compliance with achieving continuous enrollment for the CLTS program.

In June of 2022, Marathon County had eliminated our waitlist however, Marathon County is not unlike other counties in that due to the increase in referrals and the current workforce status, that a waitlist was started in Marathon County beginning 1/6/2023. The wait list as of May 2023 has 78 children waiting to be assessed to determine their service eligibility. All children referred must be assessed and most children referred to this program are eligible for services, requiring a social worker from MCDSS to be assigned for ongoing case management. Referrals are steady to the CLTS program, growing the waitlist daily. The following are the number of referrals each month in 2023: January = 22, February =12, March= 15, April =17, and May =16.

From 2019 to the end of 2023, the CLTS enrollment is projected to increase by 285 clients, which is a 141% increase. With the projected increase and the waitlist numbers in Marathon County currently, we are requesting 6 additional CLTS positions to serve the children on the waiting list (78 children as of May) , ensure continuous enrollment in services for the 81 referrals currently being assessed for services (typically about 95% are eligible, totaling 77 cases of which in our current caseload mix, 20% are dually eligible CCS/CLTS, work to regularly maintain a no-waitlist status and assist in balancing the current over case load sizes of current staff. Supporting additional staff to the CLTS/CCS team in Marathon County will allow us to reduce wait times to access long term support services for children; this is important because it can have a significant impact on the wellbeing of children and families. Children with disabilities or special health care needs require ongoing support and services to help them thrive and achieve their full potential. However, when there are long wait times to access these services, it can cause unnecessary stress and anxiety on families, delay interventions, and result in a negative impact on a child's development. Families may also resort to seeking services from providers who do not specialize in caring for children with special needs, which can also be detrimental to a child's health and wellbeing. Additionally, when children do not receive the appropriate services and support timely, they may require more extensive interventions later. Reducing wait times and reducing caseloads allows faster access to long term and mental health support services for children with special healthcare needs. This is crucial for promoting positive outcomes for children and their families.

- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?

The increased position hours will benefit children with disabilities, and their families, by providing case management services, which will assist the families in accessing supports and services to support their children remaining in their home and community. Services include, but are not limited to respite care, supportive home care, adaptive aids, daily living skills training and therapeutic services. These positions will greatly assist in eliminating the waitlist for these extremely necessary services and allow MCDSS to be in compliance with DHS requirements of eliminating the waitlist and maintaining a continuous enrollment status.

- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position?

Elimination of the waiting list and maintaining a continuous enrollment status is required by DHS. Case management is a required and essential service, which needs to be provided by a specialized case manager/social worker. Contracting out the case management function is not in the county's best interest due to cost and the decreased opportunity for service collaboration for children and families who have higher needs that the county must provide for such as Child Protective Services (CPS) and Youth Justice (YJ).

- F. What will be the effect if the proposed position is not created?

Marathon County will not be in compliance with the directive of the Department of Health Services.

Children with disabilities and their families may not have access to supports and services to assist the child with remaining safely in their home and community, or children may not be able to transition to a community setting from a high-cost/restrictive placement.

- F. What criteria will you use to monitor the effectiveness and performance of the position? (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

In CLTS, we monitor the safety of children compared to abuse/neglect reports and strive to eliminate out of home care for this population. DHS implemented a state-level budget for all CLTS enrollments.

III. SPECIFIC DUTIES OF NEW POSITION

- A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.

The specific duties will be providing ongoing case management services to children with disabilities.



5404 Social Worker
CLTS 2023.docx

- B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?

The CLTS program partners with agencies such as the ADRC of Central Wisconsin, the Health Department, and Birth to Three, and others for complimentary services. CLTS is a separate and discreet program for children. Therefore, there are no other county departments that can meet this need.

- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

The CLTS case management is provided by DSS and will continue. The current staff capacity is not sufficient to maintain a no-waitlist/continuous enrollment status.

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.)

The total estimated position cost (see attached worksheet) for one social worker at mid-point is \$104,924 annually based on 2023 rates. Also note that the current estimate is higher than the actual cost is likely to be, as social workers are not generally hired at the control point wage, which was utilized for this estimate, and this also assumes family benefit coverage, when single coverage may apply. Included in the costs are anticipated mileage and training of \$4,000. Startup costs for the position can be funded through the CLTS administrative allocation, Children's CCOP risk reserve and Department of Health Services funded basic county allocation. The total estimated for six positions, at mid-point, is \$629,544.

This proposed position is funded by Children's Long-Term Support (CLTS) & Children's Community Options Program (CCOP) through the Wisconsin Department of Health Services and by the Comprehensive Community Services contract through North Central Health Care. Staff submit billable time for authorized services through Medicaid. 65% of client related work and billing is the minimal expectation for these positions and is sufficient to claim the revenue (both direct and admin) to support our positions. This expectation has always been met.

- B. Explain specifically how position will be funded.

Amount of County tax levy: \$0 % of total costs: 0%

Amount of any outside funding: \$629,544. % of total costs: 100%

Source of outside funding: Billable Case Management and DHS Allocation

Length of outside funding: Continuing

Likelihood of funding renewal: High

Would this outside funding be used to offset the levy if not used for this position? No

- C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

Yes, a portion of agency management, support and overhead will be allocated to this funding source as well to assist in drawing down additional revenues. Child Protective Services and Youth Justice expenditures are likely to decrease as CLTS supports children returning to the community from higher level placements.

- D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive

services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

Yes, the CLTS program assists children in remaining in their homes and in our community instead of being placed in high-cost out-of-home placements outside of our community. The county is financially responsible for the cost of out-of-home placements ordered by the court.

E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

No.

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

The Social Services Board will review the position at their June meeting.

NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.

Amber Pax/Christa Jensen

Signature of Supervisor/Manager Completing Request

Date

Department Head Signature

Date

**SOCIAL WORKER
CHILDREN'S LONG TERM SUPPORT PROGRAM
NEW POSITION COST**

Item	2023 Rates	Market
Salary		\$65,749
Health - Family	\$2,032.61	\$24,391
Dental - Family	\$69.16	\$830
FICA Retirement Rate	6.20%	\$4,076
FICA Medicare Rate	1.45%	\$953
Unemployment Insurance	0.10%	\$66
Retirement - Employer	6.50%	\$4,274
Worker's Comp - Clerical	0.06%	\$39
PEHP	\$21	\$546
Total Estimated Cost		\$100,924
Staff Travel and Training Costs		
		\$4,000
Total Costs		\$104,924
Revenues - CLTS Case Management*	\$ 78,693	\$104,924
Revenues - CCS Case Management*	\$ 26,231	
Tax Levy		\$0

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Department of Social Services

Date: 05/26/2021

Position Requested: CLTS / CCS Social Worker
(If unsure of classification, indicate "To be determined")

FT PT FTE _____ %
Number of Positions: 6

Division Position Will Be Assigned To: Children's Support Services
(Indicate NA if not applicable)

Projected Start Date of Position: 09/01/2023 through 2024

Priority Number of This Position: _____
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

A. Is this position request compatible with the County's mission statement?

Yes, it supports the health and safety of children and families.

B. What is your department's mission statement and how does position support this mission and/or department strategic plan?

Mission Statement: We strengthen individuals and families by coordinating and providing resources that promote safety and maximize independence to build a strong and healthy community.

The Children's Long-Term Support (CLTS) program provides Medicaid funded services for children who have substantial limitations in their daily activities and need support and services to remain safely in their home and community. A child's eligibility is based on his or her functional limitations, which includes a physical, developmental, or emotional limitation that restricts a child's ability to carry out daily living activities, such as dressing, eating, communicating or mobility. The CLTS program is a voluntary program, funded by the federal and state government. The CLTS program can help pay for supplies, services, and support above and beyond what private health insurance or Medicaid covers. CLTS services and support are implemented based upon the goals and outcomes that the child and family identify with their social worker. Examples of services and supports that the CLTS program can fund include home modifications such as a fence for safety or wheelchair ramp, caregiving services such as respite or supportive home care, and adaptive aids such as a service animal or an adaptive bicycle.

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- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?

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Elimination of the waiting list and maintaining a continuous enrollment status is required by DHS. Case management is a required and essential service, which needs to be provided by a specialized case manager/social worker. Contracting out the case management function is not in the county's best interest due to cost and the decreased opportunity for service collaboration for children and families who have higher needs that the county must provide for such as Child Protective Services (CPS) and Youth Justice (YJ).

- F. What will be the effect if the proposed position is not created?

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- F. What criteria will you use to monitor the effectiveness and performance of the position? (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

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III. SPECIFIC DUTIES OF NEW POSITION

- A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.

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5404 Social Worker
CLTS 2023.docx

- B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?

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- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

The CLTS case management is provided by DSS and will continue. The current staff capacity is not sufficient to maintain a no-waitlist/continuous enrollment status.

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.)

The total estimated position cost (see attached worksheet) for one social worker at mid-point is \$104,924 annually based on 2023 rates. Also note that the current estimate is higher than the actual cost is likely to be, as social workers are not generally hired at the control point wage, which was utilized for this estimate, and this also assumes family benefit coverage, when single coverage may apply. Included in the costs are anticipated mileage and training of \$4,000. Startup costs for the position can be funded through the CLTS administrative allocation, Children's CCOP risk reserve and Department of Health Services funded basic county allocation. The total estimated for six positions, at mid-point, is \$629,544.

This proposed position is funded by Children's Long-Term Support (CLTS) & Children's Community Options Program (CCOP) through the Wisconsin Department of Health Services and by the Comprehensive Community Services contract through North Central Health Care. Staff submit billable time for authorized services through Medicaid. 65% of client related work and billing is the minimal expectation for these positions and is sufficient to claim the revenue (both direct and admin) to support our positions. This expectation has always been met.

- B. Explain specifically how position will be funded.

Amount of County tax levy: \$0 % of total costs: 0%

Amount of any outside funding: \$629,544. % of total costs: 100%

Source of outside funding: Billable Case Management and DHS Allocation

Length of outside funding: Continuing

Likelihood of funding renewal: High

Would this outside funding be used to offset the levy if not used for this position? No

- C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

Yes, a portion of agency management, support and overhead will be allocated to this funding source as well to assist in drawing down additional revenues. Child Protective Services and Youth Justice expenditures are likely to decrease as CLTS supports children returning to the community from higher level placements.

- D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive

services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

Yes, the CLTS program assists children in remaining in their homes and in our community instead of being placed in high-cost out-of-home placements outside of our community. The county is financially responsible for the cost of out-of-home placements ordered by the court.

E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

No.

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

The Social Services Board will review the position at their June meeting.

NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.

Amber Pax/Christa Jensen

Signature of Supervisor/Manager Completing Request

Date

Department Head Signature

Date

Children's Long Term Support /Comprehensive Community Services

Social Worker

CLTS = 50% / CCS = 50%

For Calendar Year 2021

100% FTE

Item	2021 Proposed Rates	Mid-Point
Salary		\$65,116
Health - Family	\$1,963	\$23,556
Dental - Family	\$62	\$744
FICA Retirement Rate	6.20%	\$4,037
FICA Medicare Rate	1.45%	\$944
Unemployment Insurance	0.10%	\$65
Retirement - Employer	6.75%	\$4,395
Worker's Comp - SW Municipal	0.98%	\$638
PEHP	\$21	\$546
Total Estimated Cost		\$99,495
One SW Position Requested		\$99,495
Staff Travel and Training Costs		\$4,000
Total Costs - One SW Position		\$103,495
Revenues - CLTS Case Management	\$ 51,390	\$86,158
Revenues - CCS Case Management*	\$ 34,768	
Expenses in Excess of Revenues		\$17,337
Excess Expense to be Covered By CLTS Admin Allocation, BCA, or CCOP		\$17,337
Tax Levy		\$0

*If employee possesses a Master's Degree, the Case Management Revenue can be increased; 10% fee for billing assessed by NCHC for CCS billing

Annual Estimated Revenues after Year One = \$129,236

APPENDIX A
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Department of Social Services

Date: March 5, 2018

Position Requested: Social Work Supervisor - CLTS
(If unsure of classification, indicate "To be determined")

FT PT FTE _____%
Number of Positions: 1 FTE

Division Position Will Be Assigned To: Social Work
(Indicate NA if not applicable)

Projected Start Date of Position: 8/1/2023

Priority Number of This Position: _____

If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

A. Is this position request compatible with the County's mission statement?

This position oversees social workers in the area of child welfare, Children's Long Team Support Services, which supports the health and safety of children and families.

B. What is your department's mission statement and how does position support this mission and/or department strategic plan?

Mission Statement: We strengthen individuals and families by coordinating and providing resources that promote safety and maximize independence to build a strong and healthy community.

The Children's Long-Term Support (CLTS) program provides Medicaid funded services for children who have substantial limitations in their daily activities and need support and services to remain safely in their home and community. A child's eligibility is based on his or her functional limitations, which includes a physical, developmental, or emotional limitation that restricts a child's ability to carry out daily living activities, such as dressing, eating, communicating or mobility. The CLTS program is a voluntary program, funded by the federal and state government. The CLTS program can help pay for supplies, services, and support above and beyond what private health insurance or Medicaid covers. CLTS services and support are implemented based upon the goals and outcomes that the child and family identify with their social worker. Examples of services and supports that the CLTS program can fund include home modifications such as a fence for safety or wheelchair ramp, caregiving services such as respite or supportive home care, and adaptive aids such as a service animal or an adaptive bicycle.

In Marathon County, the CLTS program is vital to the support of families, many of which without the assistance would be unable to provide for the care of their children safely. This specifically fits with one of the goals within Social Services 2023 strategic plan of "Exploration of opportunities to serve high acuity youth in the community".

C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data.** If more than one position of the same classification is being requested, also justify the number requested.

The Children’s Long-Term Support (CLTS) Waiver Program provides funding and support for families who have children with disabilities, who are Medicaid eligible, so they can care for their children at home and participate in their communities. The Program is funded by the federal and state government but administered at the county level, so families typically work directly with their county to apply for and receive CLTS services. MCDSS holds the contract with DHS for this program. The CLTS program provides services to families including case management, respite care, adaptive aids, medical supplies, and therapeutic resources that are not covered by other funding sources. In Marathon County, the CLTS program is vital to the support of families, many of which without assistance would be unable to provide for the care of their children safely. CCS works to stabilize and address mental health and substance use concerns and is meant to help with recovery; MCDSS is a contracted provider for CCS services, with North Central Health Care holding the license.

As of May 2023, Marathon County Social Services has 16 social workers, 1 clinical case manager (required for CCS oversight and can oversee up to 100 cases) and 1 supervisory position within the CLTS/CCS team. MCDSS is currently serving 79 CCS youth and 384 CLTS youth. Youth receiving CCS services within MCDSS are dually eligible and enrolled in the CLTS program if served by MCDSS; some youth only enrolled in the CLTS program are eligible for CCS, however, are not enrolled due to eligible CCS therapy provider shortages. Marathon County CLTS/CCS Social Workers are carrying a case load of an average of 33 families each currently. There is not an evidence-based case load recommendation for this service, however we know that to deliver the level of service expected in Marathon County, reasonable caseloads must be maintained. Marathon County desires for the CLTS/CCS case load blend to be an average of 30 cases per worker.

Historically, CLTS has experienced a waitlist to determine eligibility. In January 2021, the Wisconsin Department of Health Services (DHS) implemented state-level budget and enrollment administration for the CLTS program, which promotes statewide consistency in access, enrollment, and service planning by funding services at the state level for all enrollments. State-level budgeting ensures waiver program service funding for all enrollments. Through the state budget, DHS has been awarded funds to eliminate the waiting list for children eligible for the CLTS program. DHS will monitor Marathon County’s compliance with achieving continuous enrollment for the CLTS program.

In June of 2022, Marathon County had eliminated our waitlist however, Marathon County is not unlike other counties in that due to the increase in referrals and the current workforce status, a waitlist was started in Marathon County beginning 1/6/2023. The wait list as of May 2023 had 78 children waiting to be assessed to determine their service eligibility. All children referred must be assessed and most children referred to this program are eligible for services, requiring a social worker from MCDSS to be assigned for ongoing case management. Referrals are steady to the CLTS program, growing the waitlist daily. The following are the number of referrals each month in 2023: January = 22, February =12, March= 15, April =17, and May = 16.

From 2019 to the end of 2023, the CLTS enrollment is projected to increase by 285 clients, which is a 141% increase. With the projected increase and the waitlist numbers in Marathon County currently, we are requesting 6 additional CLTS positions to serve the children on the waiting list (78 children as of May) , ensure continuous enrollment in services for the 81 referrals currently being assessed for services (typically about 95% are eligible, totaling 77 cases of which in our current caseload mix, 20% are dually eligible CCS/CLTS, work to regularly maintain a no-waitlist status and assist in balancing the current over case load sizes of current staff. Additionally, we request 1 additional CLTS Supervisor to support the team of 22 staff members, allowing both supervisors to oversee 11 staff members each. A 1:11 ratio will allow for a significant increase in an ability to provide individualized attention, safety, and overall program effectiveness for children requiring long-term support. This ratio is also consistent with the ratio in the other sectors of child welfare, which is still above the national standards, but far mor solid than our current state.

- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?

Children's long-term support programs play a crucial role in providing comprehensive care and support for individuals with special needs or disabilities. These programs offer a range of services as previously indicated, including therapy, education, socialization, and daily living support. The supervisor-to-staff ratio in such programs influences the quality of care and positively impacts the overall effectiveness of children's long-term support programs. With more supervisors available, the program can distribute responsibilities

more effectively, allowing for better coordination, collaboration, and resource allocation. This leads to improved program outcomes, streamlined operations, and enhanced service delivery. Supervisors play a crucial role in training, mentoring and guiding staff members. A 1:10 ratio allows supervisors to dedicate more time to staff development, fostering a skilled and motivated workforce, as well as to an increased ability to foster collaboration with families and stakeholders.

Indicate any alternatives to creating this position that were considered and why you still chose to request the position?

An evaluation was completed through time studies and consultation with the CLTS supervisor and lead worker. The study showed the amount of time required between the multitude of tasks of a supervisor and the requirements of clinical supervision was insufficient. In addition, with the additional staff positions requested to support the increase in workload, the rational for the supervisor to staff ratio is indicated above.

E. What will be the effect if the proposed position is not created?

Investing in an appropriate supervisor-to-staff ratio will ultimately yield significant benefits for the children, families, and the program, enabling a higher quality of care and better long-term outcomes for the children in these programs. This program enables children with disabilities and their families to have access to support and services to assist the child with remaining safely in their home and community, reducing the need for high cost/restrictive placements.

F. What criteria will you use to monitor the effectiveness and performance of the position. (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

In CLTS, we monitor the safety of children compared to abuse/neglect reports and strive to eliminate out of home care for this population. DHS implemented a state-level budget for all CLTS enrollments. With more supervisors available, the program can distribute responsibilities more effectively, allowing for better coordination, collaboration, and resource allocation. This leads to improved program outcomes, streamlined operations, and enhanced service delivery. Staff performance will consistently be at or above 65% billable time, additional contracts for service will be initiated and created, staff will have balanced caseloads and an ability to offer more direct service, high needs youth cases will receive complex case reviews in partnership with NCHC and an overall wraparound approach will be delivered to customers.

III. SPECIFIC DUTIES OF NEW POSITION

A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.

See attached position description.



5406 Social Work
Supervisor CLTS.doc

B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?

The CLTS program partners with agencies such as the ADRC of Central Wisconsin, the Health Department, and Birth to Three, and others for complimentary services. CLTS is a separate and discreet program for children. Therefore, there are no other county departments that can meet this need. Other DSS supervisors and management are at capacity and these CLTS positions require specialized training and knowledge.

- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

Currently, there is 1 supervisor and 16 social workers; the lead position is vacant. There is a request for an additional 6 social worker positions to support ensuring a manageable caseload for current staff and ensuring compliance with DHS requirements to eliminate the caseload and provide continuous enrollment to the program. The current ratio is unmanageable, wherein excessive hours being worked because of the imbalance and the dedication to their work. The supervisory position is needed to create a balanced ratio, now and particularly with the addition of six new staff members and thus over 100 new cases.

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.)



2023 DSS CLTS Social
Work Supervisor.xlsx

- B. Explain specifically how position will be funded.

An additional revenue source has been evaluated for offsetting clinical supervision time.

Amount of County tax levy: 0 % of total costs: 0%

Amount of any outside funding: 131,056 % of total costs: 100%

Source of outside funding: Comprehensive Community Services funding (state and federal)

Length of outside funding: Indefinite

Likelihood of funding renewal: Strong

Would this outside funding be used to offset the levy if not used for this position? Yes, or re-invested in other needed supports in social work.

*The projected levy amount is assuming a hire at mid-point which is higher than current practice.

- C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

Yes, a portion of agency management, support and overhead will be allocated to this funding source as well to assist in drawing down additional revenues. Child Protective Services and Youth Justice expenditures are likely to decrease as CLTS supports children returning to the community from higher level placements.

- D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

Yes, the CLTS program assists children in remaining in their homes and in our community instead of being placed in high-cost out-of-home placements outside of our community. The county is financially responsible for the cost of out-of-home placements ordered by the court.

E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

No. Based on the number of staff, complexity of the program, and time studies conducted, two supervisors and one lead is the recommendation to ensure appropriate oversight of the program and ensure compliance with DHS requirements. There is no cost to be offset due to the funding nature of this program.

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.

Christa Jensen
Signature of Supervisor/Manager Completing Request

Date

Department Head Signature

Date

Attachment 1

Social Services Manager
(Social Work Supervisor)
Payroll Occ Code: 5406
DBM Rating: C52
FLSA: Exempt
Reports to: Social Services Director

Position Summary:

This is a professional management position supervising Social Workers in the Child Protective Services Access and Initial Assessment Unit. Employee will interpret and implement state, county and agency policies and procedures and advocate for needed programming. Will also provide organizational leadership in collaboration with the management team. Work is performed under the direction of the Child Welfare Manager.

Examples of Work Performed:

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides organizational leadership and partners with management team to implement strategies for continuous improvement of agency service delivery system.
- Participates in agency management and supervisory meetings; develops collaborative work plans with management team to lead organizational change.
- Supervises professional Social Workers in the performance of case management for a Social Services unit; prioritizes and assigns cases; reviews files; assists in making difficult decisions and assessments.
- Interviews and selects new professional social work staff; provides training and instruction; plans, coordinates, assigns, and reviews work activities and outcomes; acts on problems and concerns; maintains standards; approves leave; evaluates performance and recommends transfers, promotions, discipline, discharges, and reclassifications.
- Administers and monitors assigned unit; advocates for needed programming; develops, implements and monitors program policies and procedures; interprets, implements, monitors and ensures unit compliance with all applicable state, local and agency policies and procedures; reviews and processes release of information requests.
- Assesses staff safety issues and implements plans to address job-related risks.
- Acts as agency liaison with other community service agencies and groups; collaborates with law enforcement agencies to develop interagency agreements. Attends multi-disciplinary and multi-agency team meetings; serves as a consultant to community agencies; participates in community agency committee meetings.
- Reviews and develops responses to issues, inquiries and problems related to unit operations and services; receives, mediates and resolves client/customer complaints and concerns; assists Social Workers in dealing with difficult clients or situations.
- Acts as part of the DSS management emergency response system for the County. May develop and implement emergency response system team plan for assigned unit.
- Writes grant applications and oversees and monitors grants; assists in preparing unit budget; monitors unit expenditures.

Attachment 1 (Continued)

- Develops, updates and monitors contracts for the purchase of services; coordinates services with contracted agencies including quality improvement plans.
- May consult with and collaborate with Corporation Counsel on court proceedings and goals.
- Conducts in-service programs and presentations for staff. Invites and coordinates community professionals to present in-service programs. Manages unit training budget and approves training requests. Reads and reviews professional literature and communicates necessary information to appropriate staff.
- Prepares a variety of reports, statistics, and correspondence including unit statistics, technical study reports, program/services waiting lists, court reports, monthly unit statistical reports, letters to clients and annual report.
- Maintains regular and predictable attendance. Works extra hours as required.
- Performs other related functions as required.

Knowledge, Skills, and Abilities:

- Strong leadership and organizational development skills; ability to improve organizational performance and lead positive organizational change.
- Strong project management skills and the ability to oversee large projects. Ability to manage multiple high-priority projects simultaneously.
- Ability to successfully interact and maintain effective working relationships with other staff, partner agencies, and state staff employees.
- Ability to represent the organization's work and mission to the public; interact with community partners to effectively accomplish goals.
- Skill in supervising staff, organizing and directing unit operations, and providing coaching, feedback, and support in developing others.
- Strong collaboration skills with the ability to gain cooperation from staff at all levels.
- Commitment to leading a learning organization.
- Ability to be open minded and receptive to different points of view.
- Ability to be a team player and know how to work with people throughout the organization to implement changes and build a more effective organization.
- Ability to communicate effectively both orally and in writing.
- Knowledge of the organization's work and functions of state and local government, including financial relationships, with particular understanding of the implications of program decisions on County tax levy.
- Knowledge of laws, regulations, and practices pertaining to federal and state economic support programs.
- Ability to interpret and apply agency directives and policies in accordance with federal, state, and local laws, rules, and regulations.

Qualifications:

Related master's degree preferred, minimum of a bachelor's degree from an approved college or university in Social Work or closely related field plus 5 years of experience with a minimum of one year working in a child welfare agency; OR equivalent combination of closely related education and experience required. Previous human services supervisory or lead experience required. Skill needed in using a computer for entering data and running reports.

Attachment 1 (Continued)

Necessary Special Qualifications: Possession of a driver's license and a driving record that meets County standards or ability to obtain reliable transportation as needed. Also required is current certification as a Social Worker by the State of Wisconsin Examining Board of Social Workers, Marriage and Family Therapists, and Professional Counselors.

Selection Procedure:

Selection of the successful candidate may be made by assessment of experience and education, criminal record check, oral interview; review of references, written Management assessment, and other appropriate job-related selection procedures. All applicants will be notified as to the status of their application.

Compensation:

Salary Range (C52): Minimum \$65,702 - Midpoint \$78,843 - Maximum \$91,983

Attachment 2

**SOCIAL WORK SUPERVISOR
CHILDREN'S LONG TERM SUPPORT PROGRAM
NEW POSITION COST**

Item	2023 Rates	Market
Salary		\$88,608
Health - Family	\$2,032.61	\$24,391
Dental - Family	\$69.16	\$830
FICA Retirement Rate	6.20%	\$5,494
FICA Medicare Rate	1.45%	\$1,285
Unemployment Insurance	0.10%	\$89
Retirement - Employer	6.50%	\$5,760
Worker's Comp - Clerical	0.06%	\$53
PEHP	\$21	\$546
Total Estimated Cost		\$127,056
Staff Travel and Training Costs		
		\$4,000
Total Costs		
		\$131,056
Revenues - CLTS Case Management*	\$98,292	\$131,056
Revenues - CCS Case Management*	\$32,764	
Tax Levy		\$0

APPENDIX A
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Department of Social Services

Date: March 5, 2018

Position Requested: Social Work Supervisor - CLTS
(If unsure of classification, indicate "To be determined")

FT PT FTE _____%
Number of Positions: 1 FTE

Division Position Will Be Assigned To: Social Work
(Indicate NA if not applicable)

Projected Start Date of Position: 8/1/2023

Priority Number of This Position: _____

If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

A. Is this position request compatible with the County's mission statement?

This position oversees social workers in the area of child welfare, Children's Long Team Support Services, which supports the health and safety of children and families.

B. What is your department's mission statement and how does position support this mission and/or department strategic plan?

Mission Statement: We strengthen individuals and families by coordinating and providing resources that promote safety and maximize independence to build a strong and healthy community.

The Children's Long-Term Support (CLTS) program provides Medicaid funded services for children who have substantial limitations in their daily activities and need support and services to remain safely in their home and community. A child's eligibility is based on his or her functional limitations, which includes a physical, developmental, or emotional limitation that restricts a child's ability to carry out daily living activities, such as dressing, eating, communicating or mobility. The CLTS program is a voluntary program, funded by the federal and state government. The CLTS program can help pay for supplies, services, and support above and beyond what private health insurance or Medicaid covers. CLTS services and support are implemented based upon the goals and outcomes that the child and family identify with their social worker. Examples of services and supports that the CLTS program can fund include home modifications such as a fence for safety or wheelchair ramp, caregiving services such as respite or supportive home care, and adaptive aids such as a service animal or an adaptive bicycle.

In Marathon County, the CLTS program is vital to the support of families, many of which without the assistance would be unable to provide for the care of their children safely. This specifically fits with one of the goals within Social Services 2023 strategic plan of "Exploration of opportunities to serve high acuity youth in the community".

C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data.** If more than one position of the same classification is being requested, also justify the number requested.

The Children's Long-Term Support (CLTS) Waiver Program provides funding and support for families who have children with disabilities, who are Medicaid eligible, so they can care for their children at home and participate in their communities. The Program is funded by the federal and state government but administered at the county level, so families typically work directly with their county to apply for and receive CLTS services. MCDSS holds the contract with DHS for this program. The CLTS program provides services to families including case management, respite care, adaptive aids, medical supplies, and therapeutic resources that are not covered by other funding sources. In Marathon County, the CLTS program is vital to the support of families, many of which without assistance would be unable to provide for the care of their children safely. CCS works to stabilize and address mental health and substance use concerns and is meant to help with recovery; MCDSS is a contracted provider for CCS services, with North Central Health Care holding the license.

As of May 2023, Marathon County Social Services has 16 social workers, 1 clinical case manager (required for CCS oversight and can oversee up to 100 cases) and 1 supervisory position within the CLTS/CCS team. MCDSS is currently serving 79 CCS youth and 384 CLTS youth. Youth receiving CCS services within MCDSS are dually eligible and enrolled in the CLTS program if served by MCDSS; some youth only enrolled in the CLTS program are eligible for CCS, however, are not enrolled due to eligible CCS therapy provider shortages. Marathon County CLTS/CCS Social Workers are carrying a case load of an average of 33 families each currently. There is not an evidence-based case load recommendation for this service, however we know that to deliver the level of service expected in Marathon County, reasonable caseloads must be maintained. Marathon County desires for the CLTS/CCS case load blend to be an average of 30 cases per worker.

Historically, CLTS has experienced a waitlist to determine eligibility. In January 2021, the Wisconsin Department of Health Services (DHS) implemented state-level budget and enrollment administration for the CLTS program, which promotes statewide consistency in access, enrollment, and service planning by funding services at the state level for all enrollments. State-level budgeting ensures waiver program service funding for all enrollments. Through the state budget, DHS has been awarded funds to eliminate the waiting list for children eligible for the CLTS program. DHS will monitor Marathon County's compliance with achieving continuous enrollment for the CLTS program.

In June of 2022, Marathon County had eliminated our waitlist however, Marathon County is not unlike other counties in that due to the increase in referrals and the current workforce status, a waitlist was started in Marathon County beginning 1/6/2023. The wait list as of May 2023 had 78 children waiting to be assessed to determine their service eligibility. All children referred must be assessed and most children referred to this program are eligible for services, requiring a social worker from MCDSS to be assigned for ongoing case management. Referrals are steady to the CLTS program, growing the waitlist daily. The following are the number of referrals each month in 2023: January = 22, February =12, March= 15, April =17, and May = 16.

From 2019 to the end of 2023, the CLTS enrollment is projected to increase by 285 clients, which is a 141% increase. With the projected increase and the waitlist numbers in Marathon County currently, we are requesting 6 additional CLTS positions to serve the children on the waiting list (78 children as of May) , ensure continuous enrollment in services for the 81 referrals currently being assessed for services (typically about 95% are eligible, totaling 77 cases of which in our current caseload mix, 20% are dually eligible CCS/CLTS, work to regularly maintain a no-waitlist status and assist in balancing the current over case load sizes of current staff. Additionally, we request 1 additional CLTS Supervisor to support the team of 22 staff members, allowing both supervisors to oversee 11 staff members each. A 1:11 ratio will allow for a significant increase in an ability to provide individualized attention, safety, and overall program effectiveness for children requiring long-term support. This ratio is also consistent with the ratio in the other sectors of child welfare, which is still above the national standards, but far more solid than our current state.

- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?

Children's long-term support programs play a crucial role in providing comprehensive care and support for individuals with special needs or disabilities. These programs offer a range of services as previously indicated, including therapy, education, socialization, and daily living support. The supervisor-to-staff ratio in such programs influences the quality of care and positively impacts the overall effectiveness of children's long-term support programs. With more supervisors available, the program can distribute responsibilities

more effectively, allowing for better coordination, collaboration, and resource allocation. This leads to improved program outcomes, streamlined operations, and enhanced service delivery. Supervisors play a crucial role in training, mentoring and guiding staff members. A 1:10 ratio allows supervisors to dedicate more time to staff development, fostering a skilled and motivated workforce, as well as to an increased ability to foster collaboration with families and stakeholders.

Indicate any alternatives to creating this position that were considered and why you still chose to request the position?

An evaluation was completed through time studies and consultation with the CLTS supervisor and lead worker. The study showed the amount of time required between the multitude of tasks of a supervisor and the requirements of clinical supervision was insufficient. In addition, with the additional staff positions requested to support the increase in workload, the rational for the supervisor to staff ratio is indicated above.

E. What will be the effect if the proposed position is not created?

Investing in an appropriate supervisor-to-staff ratio will ultimately yield significant benefits for the children, families, and the program, enabling a higher quality of care and better long-term outcomes for the children in these programs. This program enables children with disabilities and their families to have access to support and services to assist the child with remaining safely in their home and community, reducing the need for high cost/restrictive placements.

F. What criteria will you use to monitor the effectiveness and performance of the position. (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

In CLTS, we monitor the safety of children compared to abuse/neglect reports and strive to eliminate out of home care for this population. DHS implemented a state-level budget for all CLTS enrollments. With more supervisors available, the program can distribute responsibilities more effectively, allowing for better coordination, collaboration, and resource allocation. This leads to improved program outcomes, streamlined operations, and enhanced service delivery. Staff performance will consistently be at or above 65% billable time, additional contracts for service will be initiated and created, staff will have balanced caseloads and an ability to offer more direct service, high needs youth cases will receive complex case reviews in partnership with NCHC and an overall wraparound approach will be delivered to customers.

III. SPECIFIC DUTIES OF NEW POSITION

A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.

See attached position description.



5406 Social Work
Supervisor CLTS.doc

B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?

The CLTS program partners with agencies such as the ADRC of Central Wisconsin, the Health Department, and Birth to Three, and others for complimentary services. CLTS is a separate and discreet program for children. Therefore, there are no other county departments that can meet this need. Other DSS supervisors and management are at capacity and these CLTS positions require specialized training and knowledge.

- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

Currently, there is 1 supervisor and 16 social workers; the lead position is vacant. There is a request for an additional 6 social worker positions to support ensuring a manageable caseload for current staff and ensuring compliance with DHS requirements to eliminate the caseload and provide continuous enrollment to the program. The current ratio is unmanageable, wherein excessive hours being worked because of the imbalance and the dedication to their work. The supervisory position is needed to create a balanced ratio, now and particularly with the addition of six new staff members and thus over 100 new cases.

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.)



2023 DSS CLTS Social Work Supervisor.xlsx

- B. Explain specifically how position will be funded.

An additional revenue source has been evaluated for offsetting clinical supervision time.

Amount of County tax levy: 0 % of total costs: 0%

Amount of any outside funding: 131,056 % of total costs: 100%

Source of outside funding: Comprehensive Community Services funding (state and federal)

Length of outside funding: Indefinite

Likelihood of funding renewal: Strong

Would this outside funding be used to offset the levy if not used for this position? Yes, or re-invested in other needed supports in social work.

*The projected levy amount is assuming a hire at mid-point which is higher than current practice.

- C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

Yes, a portion of agency management, support and overhead will be allocated to this funding source as well to assist in drawing down additional revenues. Child Protective Services and Youth Justice expenditures are likely to decrease as CLTS supports children returning to the community from higher level placements.

- D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

Yes, the CLTS program assists children in remaining in their homes and in our community instead of being placed in high-cost out-of-home placements outside of our community. The county is financially responsible for the cost of out-of- home placements ordered by the court.

E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

No. Based on the number of staff, complexity of the program, and time studies conducted, two supervisors and one lead is the recommendation to ensure appropriate oversight of the program and ensure compliance with DHS requirements. There is no cost to be offset due to the funding nature of this program.

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.

Christa Jensen
Signature of Supervisor/Manager Completing Request

Date

Department Head Signature

Date

Attachment 1

Social Services Manager
(Social Work Supervisor)
Payroll Occ Code: 5406
DBM Rating: C52
FLSA: Exempt
Reports to: Social Services Director

Position Summary:

This is a professional management position supervising Social Workers in the Child Protective Services Access and Initial Assessment Unit. Employee will interpret and implement state, county and agency policies and procedures and advocate for needed programming. Will also provide organizational leadership in collaboration with the management team. Work is performed under the direction of the Child Welfare Manager.

Examples of Work Performed:

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides organizational leadership and partners with management team to implement strategies for continuous improvement of agency service delivery system.
- Participates in agency management and supervisory meetings; develops collaborative work plans with management team to lead organizational change.
- Supervises professional Social Workers in the performance of case management for a Social Services unit; prioritizes and assigns cases; reviews files; assists in making difficult decisions and assessments.
- Interviews and selects new professional social work staff; provides training and instruction; plans, coordinates, assigns, and reviews work activities and outcomes; acts on problems and concerns; maintains standards; approves leave; evaluates performance and recommends transfers, promotions, discipline, discharges, and reclassifications.
- Administers and monitors assigned unit; advocates for needed programming; develops, implements and monitors program policies and procedures; interprets, implements, monitors and ensures unit compliance with all applicable state, local and agency policies and procedures; reviews and processes release of information requests.
- Assesses staff safety issues and implements plans to address job-related risks.
- Acts as agency liaison with other community service agencies and groups; collaborates with law enforcement agencies to develop interagency agreements. Attends multi-disciplinary and multi-agency team meetings; serves as a consultant to community agencies; participates in community agency committee meetings.
- Reviews and develops responses to issues, inquiries and problems related to unit operations and services; receives, mediates and resolves client/customer complaints and concerns; assists Social Workers in dealing with difficult clients or situations.
- Acts as part of the DSS management emergency response system for the County. May develop and implement emergency response system team plan for assigned unit.
- Writes grant applications and oversees and monitors grants; assists in preparing unit budget; monitors unit expenditures.

Attachment 1 (Continued)

- Develops, updates and monitors contracts for the purchase of services; coordinates services with contracted agencies including quality improvement plans.
- May consult with and collaborate with Corporation Counsel on court proceedings and goals.
- Conducts in-service programs and presentations for staff. Invites and coordinates community professionals to present in-service programs. Manages unit training budget and approves training requests. Reads and reviews professional literature and communicates necessary information to appropriate staff.
- Prepares a variety of reports, statistics, and correspondence including unit statistics, technical study reports, program/services waiting lists, court reports, monthly unit statistical reports, letters to clients and annual report.
- Maintains regular and predictable attendance. Works extra hours as required.
- Performs other related functions as required.

Knowledge, Skills, and Abilities:

- Strong leadership and organizational development skills; ability to improve organizational performance and lead positive organizational change.
- Strong project management skills and the ability to oversee large projects. Ability to manage multiple high-priority projects simultaneously.
- Ability to successfully interact and maintain effective working relationships with other staff, partner agencies, and state staff employees.
- Ability to represent the organization's work and mission to the public; interact with community partners to effectively accomplish goals.
- Skill in supervising staff, organizing and directing unit operations, and providing coaching, feedback, and support in developing others.
- Strong collaboration skills with the ability to gain cooperation from staff at all levels.
- Commitment to leading a learning organization.
- Ability to be open minded and receptive to different points of view.
- Ability to be a team player and know how to work with people throughout the organization to implement changes and build a more effective organization.
- Ability to communicate effectively both orally and in writing.
- Knowledge of the organization's work and functions of state and local government, including financial relationships, with particular understanding of the implications of program decisions on County tax levy.
- Knowledge of laws, regulations, and practices pertaining to federal and state economic support programs.
- Ability to interpret and apply agency directives and policies in accordance with federal, state, and local laws, rules, and regulations.

Qualifications:

Related master's degree preferred, minimum of a bachelor's degree from an approved college or university in Social Work or closely related field plus 5 years of experience with a minimum of one year working in a child welfare agency; OR equivalent combination of closely related education and experience required. Previous human services supervisory or lead experience required. Skill needed in using a computer for entering data and running reports.

Attachment 1 (Continued)

Necessary Special Qualifications: Possession of a driver's license and a driving record that meets County standards or ability to obtain reliable transportation as needed. Also required is current certification as a Social Worker by the State of Wisconsin Examining Board of Social Workers, Marriage and Family Therapists, and Professional Counselors.

Selection Procedure:

Selection of the successful candidate may be made by assessment of experience and education, criminal record check, oral interview; review of references, written Management assessment, and other appropriate job-related selection procedures. All applicants will be notified as to the status of their application.

Compensation:

Salary Range (C52): Minimum \$65,702 - Midpoint \$78,843 - Maximum \$91,983

Attachment 2

Social Service Manager - C52				
Social Service Department				
FTE = 1.0 (Social Worker Supervisor)				
2019 BUDGET PLANNING - NEW POSITION COST				
Item	2018 Rates	Minimum	Mid-Point	Maximum
DBM C52		\$65,702	\$78,843	\$91,983
Health - Family*	1616.73	\$19,401	\$19,401	\$19,401
Dental - Family*	58.57	\$703	\$703	\$703
FICA Retirement Rate	6.20%	\$4,074	\$4,888	\$5,703
FICA Medicare Rate	1.45%	\$953	\$1,143	\$1,334
Unemployment Insurance	0.15%	\$99	\$118	\$138
Retirement - Employer*	6.70%	\$4,402	\$5,282	\$6,163
Worker's Comp - Clerical	0.19%	\$125	\$150	\$175
PEHP	\$22	\$572	\$572	\$572
Total Estimated Cost		\$96,031	\$111,100	\$126,172

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Department of Social Services

Date: 05/26/2021

Position Requested: CLTS Accounting Specialist FT PT FTE _____ %
(If unsure of classification, indicate "To be determined") Number of Positions: 1

Division Position Will Be Assigned To: Administrative
(Indicate NA if not applicable)

Projected Start Date of Position: 09/01/2023

Priority Number of This Position: _____
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

A. Is this position request compatible with the County's mission statement?

Yes, it supports the health and safety of children and families.

B. What is your department's mission statement and how does position support this mission and/or department strategic plan?

Mission Statement: We strengthen individuals and families by coordinating and providing resources that promote safety and maximize independence to build a strong and healthy community.

The Children's Long Term Support (CLTS) program provides Medicaid funded services for children who have substantial limitations in their daily activities and need support and services to remain safely in their home and community. A child's eligibility is based on his or her functional limitations, which includes a physical, developmental or emotional limitation that restricts a child's ability to carry out daily living activities, such as dressing, eating, communicating or mobility. The CLTS program is a voluntary program, funded by the federal and state government. The CLTS program can help pay for supplies, services and supports above and beyond what private health insurance or Medicaid covers. CLTS services and supports are implemented based upon the goals and outcomes that the child and family identify with their social worker. Examples of services and supports that the CLTS program can fund include: home modifications such as a fence for safety or wheel chair ramp, caregiving services such as respite or supportive home care, and adaptive aids such as a service animal or an adaptive bicycle.

In Marathon County, the CLTS program is vital to the support of families, many of which without assistance would be unable to provide for the care of their children safely.

This position provides administrative support to the social workers by entering service authorizations into our client management software and uploading those service authorizations to the Third Party Administrator. This position also places orders for products identified by the families and social workers and completes the billing process for these items. The accounting specialist also completes the case management billing process, which includes the remediation of any denied claims. Case management billing is the mechanism through which Marathon County obtains reimbursement for the services provided by social workers through the CLTS program.

C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data.** If more than one position of the same classification is being requested, also justify the number requested.

From 2019 to the end of 2023, the CLTS enrollment is projected to increase by 285 clients, which is a 141% increase. During that same time period, the amount of available administrative hours per year only increased by 26%. In 2019, administrative staff had an average of 16 hours per client per year. This is projected to drop to 8 hours per client per year in 2023 if no new administrative position is added.

Adding one FTE for CLTS administrative support in 2023 would increase the available administrative hours per client to 12 and would only be a decrease of 6% from 2019. With anticipated gains in efficiency from the implementation of new electronic claims submissions and payments, this would be an acceptable number of hours per client that should allow tasks to remain current once the new staff is fully trained.

Effects of understaffing:

The decrease in the number of hours per client available for CLTS administrative tasks has led to the need to offer overtime so that essential tasks such as service authorization entry and orders for goods and equipment remain timely. Additionally, there is a significant backlog on the processing of claims to the TPA for goods, equipment, and foster care. As of 1/31/23, the unpaid and unbilled amounts for 2022 are as follows:

Unpaid CLTS Miscellaneous Claims @ 12/31/22	\$155,560.98
Unbilled 2022 Miscellaneous Claims @ 12/31/22	\$170,729.00
Unbilled 2022 Foster Care Claims @ 12/31/22	\$140,114.79
Total outstanding claims	\$466,404.77

We are unable to efficiently determine the dollar amount of the outstanding 2022 CLTS case management claims. The only report available in the client management system for this includes prior year claims data that is no longer accurate but is included in the total. The process to remove these old claims from the system is time consuming and has not been prioritized. The data cannot effectively be exported to Excel at this time. Individual 2022 claims in the system are accurate and can be identified, but the process of adding them up manually would be labor intensive and not an appropriate use of staff time now. As client enrollment grows, we will face significant challenges in remaining current on the most basic and essential tasks such as service authorization entry and purchasing goods and equipment. Clients cannot receive services until the provider receives the authorization, and goods and equipment cannot be received unless they are ordered by the CLTS administrative staff.

- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?

The additional position will benefit children with disabilities, and their families, by providing support to the staff that provide case management services. This will assist the families in receiving timely supports and services to support their children remaining in their home and community. Services include, but are not limited to respite care, supportive home care, adaptive aids, daily living skills training and therapeutic services.

- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position?

The alternatives to creating this position would be:

- The current CLTS accounting specialists consistently working overtime
- The current accounting specialist that is split .5 FTE to CLTS and .5 FTE to other accounting tasks being reallocated 100% to CLTS
- The Accounting Analyst, the Accountant, or the Fiscal Supervisor taking on some of the CLTS tasks

We chose to request this position because we feel that consistently working overtime will lead to staff burnout and/or turnover and would not be sustainable long-term. If the current .5 FTE allocated to CLTS is allocated fully to CLTS the bench strengths of the current financial team will be severely limited, which could cause delays in payment processing to out of home care and contracted providers. The other accounting staff named above do not have excess workload capacity. If those staff have to take on CLTS tasks then some of their current tasks will not be completed timely or at all. We feel this would also lead to staff burnout and turnover.

- F. What will be the effect if the proposed position is not created?
 Products and services for clients will be delayed. Billing will not occur timely, which creates the possibility that the County will not recoup 100% of the costs of the CLTS program. This could lead to county tax levy being needed to support the program, when the intent of the program is that it be 100% funded by DHS.

- G. What criteria will you use to monitor the effectiveness and performance of the position? (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)
- Services on Individual Service Plans (ISPs) will be entered into the system timely
 - Product orders will be placed timely so that families receive the items within the timeframe acceptable to them
 - Billings will be processed within 15 days of the end of the previous month
 - Denied claims will be remediated within 10 days
 - No county tax levy and minimal DHS Basic County Allocation will be used to fund the program

H. SPECIFIC DUTIES OF NEW POSITION

List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.

The Accounting Specialists assigned to work for the CLTS program perform the following tasks:

- Enter all service authorizations into the client management system based on information provided by the CLTS social workers
- Create and manage the upload of the service authorization file to the Third Party Administrator
- Issue service authorizations to providers
- Process new enrollments and disenrollments in the client management system
- Enter new providers into the client management system
- Maintain service codes and billing rates in the client management system
- Place orders on behalf of clients for goods and equipment
- Create monthly case management claims and submit to the TPA
- Create monthly claims for items purchased directly by MCDSS for clients and submit to the TPA
- Enter and reconcile all claim payments received from the TPA
- Remediate denied claims
- Attend weekly Multi-County Group meetings for the client management system
- Attend monthly CLTS meetings through DHS
- Create monthly case management report for CLTS/CCOP/CCS staff so that management can monitor social worker productivity

These tasks are all 100% allocable to the CLTS program. We do not have a basis for calculating the percentage of time each individual task takes.

- I. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?

We are not aware of another County department that has staff with the capacity and capability to meet our needs. It is possible that North Central Health Care could use the expertise of this position, as they also administer CLTS programs.

- J. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

We currently have 2.5 FTE's doing this work. As outlined above, the program has grown significantly and the current staffing level is no longer sufficient to effectively manage the increased workload.

III. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.)

The total estimated position cost (see attached worksheet) for one CLTS Accounting Specialist at market is \$87,110 annually- based on 2023 costs. Also note that the current estimate is higher than the actual cost is likely to be, as staff are not generally hired at the market wage, which was utilized for this estimate, and this also assumes family benefit coverage, when single coverage may apply. Startup costs for the position can be funded through the CLTS administrative allocation and Department of Health Services funded basic county allocation.

This proposed position is funded by Children’s Long-Term Support (CLTS) & Children’s Community Options Program (CCOP) through the Wisconsin Department of Health Services. The cost of administrative staff is built into the CLTS case management rate. The expenses are recouped through social workers submitting billable time for authorized services through Medicaid. 65% of client related work and billing is the minimal expectation for the social work positions and is sufficient to claim the revenue (both direct and admin) to support our positions. This expectation has always been met.

- B. Explain specifically how position will be funded.

Amount of County tax levy: \$0 % of total costs: 0%

Amount of any outside funding: \$87,110 % of total costs: 100%

Source of outside funding: Billable Case Management and DHS Allocation

Length of outside funding: Continuing

Likelihood of funding renewal: High

Would this outside funding be used to offset the levy if not used for this position? No

- C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

The proposed position will allow the County to fully recoup all expenses related to the CLTS and CCOP programs by providing the workload capacity to process billings and remediate denied claims in a timely manner.

- D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

Yes, the CLTS program assists children in remaining in their homes and in our community instead of being placed in high-cost out-of-home placements outside of our community. The county is financially responsible for the cost of out-of- home placements ordered by the court.

- E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

No.

IV. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

The Social Services Board will review the position at their June meeting.

NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.

Signature of Supervisor/Manager Completing Request

Date

Christa Jensen

5/26/2023

Department Head Signature

Date

**ACCOUNTING SPECIALIST
CHILDREN'S LONG TERM SUPPORT PROGRAM
NEW POSITION COST**

Item	2023 Monthly Rates	Market
Salary		\$53,664
Health - Family	\$2,032.61	\$24,391
Dental - Family	\$69.16	\$830
FICA Retirement Rate	6.20%	\$3,327
FICA Medicare Rate	1.45%	\$778
Unemployment Insurance	0.10%	\$54
Retirement - Employer	6.50%	\$3,488
Worker's Comp - Clerical	0.06%	\$32
PEHP	\$21	\$546
Total Estimated Cost		\$87,110
Revenues - CLTS Case Management*		\$87,110
Tax Levy		\$0

* The costs for financial administrative costs are built into the CLTS case management rate



Workday (ERP) Implementation Update

August 9, 2023



A Helpful Analogy...

Building Your Own House

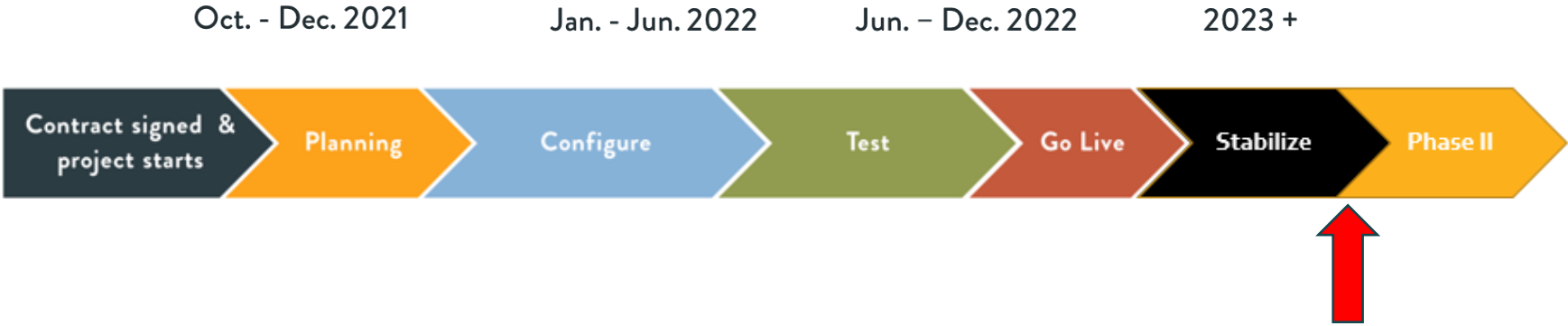


We have moved a lot of our stuff in, but there are several interior finishes left to complete, testing and balancing of key systems, landscaping, etc.





Workday Project Timeline



We Are Here

Stabilization & Phase II



Stabilization

Monitor, Evaluate & Improve

Completion of data loads not possible before go-live

- Finance

Issue Management

- Continued support and enhancements through CVS
 - Unexpected errors and behavior
 - Unintended consequence
 - Adjustments to original configuration

Change Management

- New processes and terminology
- Workflows and monitoring of inboxes
- Additional training and/or job guides
- Additional features

Routine Maintenance

- Twice a year updates to Workday – 2023R1 & R2 releases
- Additional Training



Phase 2

Mar 2023 →
Dec 2023



- Adaptive Planning – Budgeting process
 - Workforce Planning & Revenue/Operating Expense Models
- Prism Analytics – Data hub to access old Cayenta data from Workday
- Procurement Cards
- Fall Benefit Enrollment
- Reporting
- Capital Asset and Project Tracking
- Review IntelliTime vs Workday for Sheriff
- Optimization



Phase 3

Jan 2024 →
June 2024



- End of Year
- Learning Module
- Adaptive Budgeting
 - CIP Model
- Amazon Integration
- Continued Optimization





Budget

The project is still on target through the stabilization and Phase 2 in 2023.





Many Improvements

- Less manual work and fewer forms (i.e., eliminating paper forms) streamline workflow and processes.
- Built in documentation of employment transactions.
- More transparency and consistency for staff and processes, which helps current employees and with staff turnover. Actions are taken in one place with one process.
 - Tasks are easily delegated if needed and many tasks can be completed on the mobile app if staff is on vacation or away from their desk/working remotely.
- Better security, which is increasingly important each year as cyber threats and attacks evolve.
- Staff are more directly involved with their payroll options, many of which can be customized.

Future Phases



- We will continue to modify and adjust our processes as Workday's regular updates come out.
- We continue to learn from the Workday Community, which is a platform for collaboration, networking, and learning with fellow Workday users.
- We will continue to augment the system with additional enhancements and adjust content. User feedback and needs help to guide the steps we take.

Questions?



City of WAUSAU
MARATHON County

Transform your
workday.

Workday software: combining financial, payroll, and human resources systems