



# HEALTH AND HUMAN SERVICES COMMITTEE

## MEETING AGENDA

Date & Time of Meeting: **Monday, April 22, 2019 at 4:30 p.m.**

Meeting Location: **Courthouse Assembly Room (B105), 500 Forest Street, Wausau WI**

**Health & Human Services Committee Members:** Matt Bootz, Chair; Tim Buttke, Vice-chair, Bill Miller; Donna Krause, Mary Ann Crosby, Maynard Tremelling, Katie Rosenberg

**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)*

**Health & Human Services Committee Mission Statement:** *Provide leadership for the implementation of the strategic plan, monitoring outcomes, reviewing and recommending to the County Board policies related to health and human services initiatives of Marathon County.*

1. Call Meeting to Order
2. Public Comment (15 minute limit)
3. Approval of the March 25, 2019, Committee meeting minutes.
4. Policy Issues for Discussion and Possible Action:
  - A. Review of [Wisconsin Counties Association summary of the 2019-21 State Biennial Budget](#) and [Wisconsin Counties Association video relative statewide child welfare crisis](#).
    - 1) Committee identification of the two most pressing issues in the budget from the perspective of the Health & Human Services Committee, are they different than those previously proposed by County Administration?
      - a. A proposed \$15 million annual increase in Children and Families Aides allocation
      - b. Proposed acceptance of Medicaid Expansion
  - B. Staff presentation of tentative timeline for completion of a best-practices inventory and gaps analysis, relative to the committee’s goal to adopt a plan that creates a trauma-informed response system for services we provide. ([Strategic Plan Objective 3.3; Strategy E](#))
5. Operational Functions required by Statute, Ordinance, or Resolution:
  - A. Administrator’s request to Abolish 0.625 FTE Sr. Accounting Professional position in the Department of Social Services and to create a 1.0 FTE Accounting Professional.
6. Educational Presentations and Committee Discussion
  - A. Birth to Three – update on potential transition from North Central Health Care to Marathon County Special Education
7. Next Meeting Logistics and Topics:
  - A. Committee members are asked to bring ideas for future discussion
  - B. Next Scheduled Meeting: Monday, May 20, 2019 at 4:00 pm in the Assembly Room
8. Announcements
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 715-261-1500 or e-mail [infomarathon@mail.co.marathon.wi.us](mailto:infomarathon@mail.co.marathon.wi.us) one business day before the meeting.*

**SIGNED** /s/ Matt Bootz  
Presiding Officer or Designee  
NOTICE POSTED AT COURTHOUSE

FAXED TO: Wausau Daily Herald, City Pages, and  
FAXED TO: Other Media Groups  
FAXED BY: \_\_\_\_\_  
FAXED DATE: \_\_\_\_\_  
FAXED TIME: \_\_\_\_\_

BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_



# MARATHON COUNTY HEALTH AND HUMAN SERVICES COMMITTEE MEETING

## MINUTES

Monday, March 25, 2019 – 4:00 p.m.

Employee Resources Conference Room, 500 Forest Street, Wausau WI 54403

| Attendance:            | Present | Absent |
|------------------------|---------|--------|
| Matt Bootz, Chair      |         | X      |
| Tim Buttke, Vice Chair | X       |        |
| Bill Miller            | X       |        |
| Donna Krause           | X       |        |
| Katie Rosenberg        |         | EX     |
| Maynard Tremelling     | X       |        |
| Mary Ann Crosby        | X       |        |

**Also Present:** Lance Leonhard, Vicki Tylka, Joan Theurer, Aaron Ruff, Peter Weinschenk, Craig McEwen, Mary Palmer

**1. Call Meeting to Order**

Vice-Chair Buttke called the meeting to order at 4:00 p.m.

**2. Public Comment:**

None.

**3. Approval of the February 14, 2019, Health & Human Services Committee meeting minutes and the minutes of the February 25, 2019, Joint Meeting with the Public Safety Committee. MOTION BY TREMELLING, SECOND BY CROSBY, TO APPROVE THE FEBRUARY 14, 2019 HEALTH & HUMAN SERVICES COMMITTEE MEETING MINUTES AND FEBRUARY 25, 2019 JOINT MEETING MINUTES WITH PUBLIC SAFETY. MOTION CARRIED.**

**4. Policy Issues for Discussion and Possible Action:**

A. Governor's proposed budget – areas of importance to this committee and plan of action to have program committees examine each and report to this committee. What do we want to know about each issue?

1. A proposed \$15 million annually in Children and Families Aides allocation
2. Proposed acceptance of Medicaid Expansion

**Discussion:**

Executive Committee reviewed the Wisconsin Counties Association (WCA) summary of the Governor's budget. County Administration was given the task to identify the top two priorities for each of the Standing committees. County Administration identified the following:

Proposed Increase in Children and Family Aides Allocation – Last Fall, this committee did weigh in by resolution for an additional \$30 million dollars. The budget proposes an increase of \$15 million, but all counties are pushing for closer to the \$30 million. The proposed revenue increase would be directed to the Department of Social Services.

Medicaid Expansion – If the expansion is accepted, Wisconsin could cover an additional 82,000 people in the state. This proposal would impact the services delivered by the Health Department and North Central Health Care, as well as Social Services.

Committee members express that perhaps the best way to learn about these issues would be to have the respective program committees (Marathon County Social Services Board, Board of Health and North Central Community Services Program Board) look at them and report to Health and Human Services along with a recommendation.

Social Services will provide a refresher on the materials they presented in late 2018, while the Board of Health and North Central Community Services Board to provide information on Medicare expansion. What effect will there be on private insurance and the number of people involved. State Health Groups are very interested in the Medicaid expansion.

**Action:**

No action taken

**Follow through:**

Reports from program committees referenced above.

**5. Operational Functions required by Statute, Ordinance, or Resolution:** None

**6. Educational Presentations and Committee Discussion**

A. What did we learn from the presentation on Adverse Childhood Experiences (ACEs) and how can we develop more informed policies that support our Strategic Plan Objectives?

**Discussion**

The Committee approved going out of order to have this agenda item first.

Aaron Ruff, Health Department, walked the committee through the presentation starting with a video on How Your Brain Works to set the stage for discussion on what the committee learned, which was captured in the chart below:

|                               | Employees   | Community Services   |
|-------------------------------|---|--|
| <b>People</b>                 | <ul style="list-style-type: none"> <li>• Make sure clients have a voice</li> <li>• Explain pieces of programs</li> <li>• Support staff STS which helps them take care of others.</li> <li>• Awareness by staff</li> <li>• When kids show up shackled in court – they need to move their hands</li> <li>• Talk to kids/parents</li> <li>• Change approach</li> <li>• Objective 3.3 in the Strategic Plan</li> <li>• Identify future gaps/next steps</li> </ul> |  |
| <b>Places (Environment)</b>   | <ul style="list-style-type: none"> <li>• Environmental scans</li> </ul>   | <ul style="list-style-type: none"> <li>• Environmental Scans</li> </ul>  |
| <b>Practices (What we do)</b> | <ul style="list-style-type: none"> <li>• Secondary Traumatic Stress (STS) training for employees (DSS)</li> <li>• Do an inventory of what we already do</li> </ul>  | <ul style="list-style-type: none"> <li>• DARE/Resource Officers can influence youth</li> <li>• CIT – Crisis Intervention Team</li> <li>• Commitment and Support for the community</li> </ul> |

|                                      |  |   |
|--------------------------------------|--|---|
| <p><b>Policies (Investments)</b></p> | <ul style="list-style-type: none"> <li>• How do we make sure new policies tie into ACEs or ACEs practices?</li> <li>• Budget – allocate resources for early intervention and prevention mindset.</li> <li>• Focus on return on investment such as Start Right Program</li> </ul> | <ul style="list-style-type: none"> <li>• How do we support quality child care providers? – There is a lack of.</li> </ul> |
|--------------------------------------|--|---|

Consensus emerged that the next step would be for staff to develop a timeline for the completion of a draft report on how Marathon County can create a trauma-informed care response system, which would include an assessment of our current systems. Staff will attempt to develop a timeline by the next committee meeting.

**7. Next Meeting Logistics and Topics:**

- A. Committee members are asked to bring ideas for future discussion
  - More money funneled into child care – presentation to learn more about child care and issues
- B. Next Scheduled Meeting: Monday, April 22, 2019 at 3:00 p.m. at the Courthouse Assembly Room

**8. Announcements: None**

**9. Adjournment**

There being no further business to discuss, **MOTION BY MILLER, SECOND BY CROSBY TO ADJOURN THE HEALTH & HUMAN SERVICES COMMITTEE MEETING. MOTION CARRIED, MEETING ADJOURNED AT 5:32 p.m.**

Minutes Prepared  
 By Mary Palmer  
 on March 27, 2019.

APPENDIX B  
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Social Services \_\_\_\_\_ Date: April 15, 2019 \_\_\_\_\_

Position Requested: Accounting Professional \_\_\_\_\_ FT  PT  FTE \_\_\_\_\_ %  
(If unsure of classification, indicate "To be determined") Number of Positions: One (1) \_\_\_\_\_

Division Position Will Be Assigned To: Financial Services \_\_\_\_\_  
(Indicate NA if not applicable)

Projected Start Date of Position: June 2019 \_\_\_\_\_ 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.

Financial Services provides the resources to support the financial elements necessary to strengthen individuals and families promoting safety and maximize independence to build a strong and healthy 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 current 62.5% part-time Sr. Accounting Professional is resigning effective June 6, 2019. We are requesting to fill the position with a full-time Accounting Professional, as the workload meets the needs for a full-time position. The duties would include, but are not limited to: backup for the Financial Supervisor, professional accountant services, maintaining social services budget, various tasks related to obtaining and maintaining federal and state funding, establishing and overseeing contracts for contracted program services, supporting programmatic financial changes, develop and deliver financial trainings and tasks to support accounts payable, and rate settings.

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

The position will benefit the county with regular full-time work hours consistent with normal business hours providing relevant financial services to social services. The full-time position will be available to deliver financial and professional accounting services along with providing information during normal regular full-time hours improving customer service and to address community needs.

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

The current part-time Sr. Accounting Professional position was previously filled by transitioning a full-

time management team member to a desired part-time financial position. We considered maintaining the part-time Sr. Accounting Professional job classification and chose to request a full-time Accounting Professional to be a comparable position in the market to secure viable candidates and to further improve financial services for customers. Also, we currently have a full-time Accounting Technician opening that may be potentially abolished mid-point or reduced to a part-time Accounting Technician depending on the increased availability of a full-time Accounting Professional.

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

We anticipate that it would be difficult to fill the existing part time position with a qualified candidate, as the requirements include a minimum of a bachelor's degree in accounting, with preference for a CPA. Additionally, the financial services team is struggling to remain current on essential tasks, and a full-time Accounting Professional position qualifications best match the existing priorities. If the full time position is not created, the financial services team will not be able to deliver the same level of support to department management and workload backlog will increase.

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?)

We continually track budgetary needs with available and/or new funding sources, making payments for services while collecting applicable funding. These efforts are those primarily of the Accounting Professional, including identifying opportunities to decrease costs and re-allocate funding.

### 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.

40% of time spent on budget and related tasks  
15% of time spent on contracts and related tasks  
30% of time spent reviewing and approving accounts payable, rate settings, state reports, working on audits, developing and delivering training, ad-hoc financial reports.  
15% of time spent backing up financial supervisor, accounting specialist and accounting technicians, as/when needed

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?

Social Services receives numerous federal and state funding contracts, which contributes to a complex budget process, accounting practices, and overall financial services. The County Finance Department does not have the experience or familiarity with the Social Service contract requirements to provide the level of support requested by management. Social Services financial staff perform separate and discrete functions related to the specific state and federal funding received. County finance partners with us to process payroll as well as assist with audits. The financial tasks completed by the staff at DSS assist the Finance Department on an ongoing basis.

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?

Some of the work is currently being done by a part-time Sr. Accounting Professional who will be resigning effective June 6, 2019. A full-time Accounting Professional will better maintain the existing workload and serve customers by working regular full-time hours during normal business hours.

#### 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.)

Estimated increase of \$48,060\*

\*Potentially may abolish existing Accounting Technician position in its entirety, or in part, so that the annual cost savings of \$67,202 would cover the estimated increase of annual \$48,060.

|                                       |  |               |          |           |           |
|---------------------------------------|--|---------------|----------|-----------|-----------|
| Position                              | SENIOR ACCOUNTING PROFESSIONAL (PCN 26711) |               |          |           |           |
| Department                            | SOCIAL SERVICES DEPT                       |               |          |           |           |
|                                       |  |               |          |           |           |
| Reclassification/Pay Grade Adjustment |  |               |          |           |           |
|                                       |  |               |          |           |           |
| Position                              | Senior Accounting Professional             |               |          |           |           |
| FTE %                                 | 62.50%                                     |               |          |           |           |
| Annual Hours                          | 1300                                       |               |          |           |           |
| Current DBM and Rates                 |  |               |          |           |           |
|                                       |  | Budget Impact | Minimum  | Mid-Point | Maximum   |
| Item                                  | 2019 Rates                                 | \$31.09       | \$29.29  | \$35.26   | \$41.14   |
| DBM C44                               |  | \$40,417      | \$38,077 | \$45,838  | \$53,482  |
| FICA Retirement                       | 6.20%                                      | \$2,506       | \$2,361  | \$2,842   | \$3,316   |
| FICA Medicare Rate                    | 1.45%                                      | \$586         | \$552    | \$665     | \$775     |
| Unemployment Insurance                | 0.15%                                      | \$61          | \$57     | \$69      | \$80      |
| Retirement - Employer                 | 6.55%                                      | \$2,647       | \$2,494  | \$3,002   | \$3,503   |
| Worker's Comp - Clerical              | 1.50%                                      | \$606         | \$571    | \$688     | \$802     |
| Estimated Salary + Benefits (1)       |  | \$46,823      | \$44,112 | \$53,104  | \$61,958  |
|                                       |  |               |          |           |           |
| Position                              | Accounting Professional                    |               |          |           |           |
| FTE %                                 | 100.00%                                    |               |          |           |           |
| Annual Hours                          | 2080                                       |               |          |           |           |
| Proposed DBM and Hourly Rates         |  |               |          |           |           |
|                                       |  |               | Minimum  | Mid-Point | Maximum   |
| Item                                  | 2019 Rates                                 |               | \$27.55  | \$33.06   | \$38.57   |
| DBM C43                               |  |               | \$57,311 | \$68,772  | \$80,233  |
| Health - Family*                      | \$1,723.16                                 |               | \$20,678 | \$20,678  | \$20,678  |
| Dental - Family*                      | \$59.16                                    |               | \$710    | \$710     | \$710     |
| FICA Retirement                       | 6.20%                                      |               | \$3,553  | \$4,264   | \$4,974   |
| FICA Medicare Rate                    | 1.45%                                      |               | \$831    | \$997     | \$1,163   |
| Unemployment Insurance                | 0.15%                                      |               | \$86     | \$103     | \$120     |
| Retirement - Employer                 | 6.70%                                      |               | \$3,840  | \$4,608   | \$5,376   |
| Worker's Comp - Clerical              | 1.50%                                      |               | \$860    | \$1,032   | \$1,203   |
| PEHP                                  | \$22.00                                    |               | \$572    | \$572     | \$572     |
| Estimated Salary + Benefits (1)       |  |               | \$87,869 | \$101,164 | \$114,457 |
|                                       |  |               |          |           |           |
| Estimated Increase                    |  |               | \$43,757 | \$48,060  | \$52,499  |



|                                 |                       |               |          |           |          |
|---------------------------------|-----------------------|---------------|----------|-----------|----------|
| Additional VACANT Position      | Accounting Technician |               |          |           |          |
| FTE %                           | 100.00%               |               |          |           |          |
| Annual Hours                    | 2080                  |               |          |           |          |
| Curent DBM and Rates            |                       |               |          |           |          |
|                                 |                       | Budget Impact | Minimum  | Mid-Point | Maximum  |
| Item                            | 2019 Rates            | \$16.16       | \$16.16  | \$18.99   | \$21.82  |
| DBM B21                         |                       | \$33,613      | \$33,613 | \$39,495  | \$45,377 |
| Health - Family*                | \$1,723.16            | \$20,678      | \$20,678 | \$20,678  | \$20,678 |
| Dental - Family*                | \$59.16               | \$710         | \$710    | \$710     | \$710    |
| FICA Retirement                 | 6.20%                 | \$2,084       | \$2,084  | \$2,449   | \$2,813  |
| FICA Medicare Rate              | 1.45%                 | \$487         | \$487    | \$573     | \$658    |
| Unemployment Insurance          | 0.15%                 | \$50          | \$50     | \$59      | \$68     |
| Retirement - Employer           | 6.70%                 | \$2,252       | \$2,252  | \$2,646   | \$3,040  |
| Worker's Comp - Clerical        | 1.50%                 | \$504         | \$504    | \$592     | \$681    |
| PEHP                            | \$22.00               | \$572         | \$572    | \$572     | \$572    |
| Estimated Salary + Benefits (1) |                       | \$60,378      | \$60,378 | \$67,202  | \$74,025 |

B. Explain specifically how position will be funded.

Amount of County tax levy: \_\_\_\_\_ % of total costs: \_\_\_\_\_

Amount of any outside funding: \_\_\_\_\_ % of total costs: \_\_\_\_\_

Source of outside funding: \_\_\_\_\_

Length of outside funding: \_\_\_\_\_

Likelihood of funding renewal: \_\_\_\_\_

Would this outside funding be used to offset the levy if not used for this position? \_\_\_\_\_

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

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?

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

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

The Social Services Board will review this position request on 4/23/19. The Health and Human Services Committee will review on 4/22/19.

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

\_\_\_\_\_  
Signature of Supervisor/Manager Completing Request

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date