



## MINUTES

### Personnel and Veterans Service

April 12, 2018

9:30 a.m.

Jury Assembly Room

Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Mark Anderson, Mike Behnke, Robert Holley, Ken Keller, and Joe Policello

MEMBERS EXCUSED:

OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, Human Resources Director Jennifer Holtger, County Administrator John Lefebvre, HHSD Director Robin Elsner, and Peshtigo Times

#### 1. Call to order

Chair Joe Policello called the meeting to order at 9:30 a.m.

#### 2. Agenda

Motion (Behnke/Holley) to approve agenda. Motion carried.

#### 3. Public Comment - None

#### 4. Minutes

Motion (Keller/Anderson) to approve minutes of March 8, 2018. Motion carried.

#### 5. Increase for After Hours Crisis Worker

Motion (Behnke/Anderson) to recommend County Board approve increase in hours of the quarter time After Hours Crisis Worker to fulltime effective April 23<sup>rd</sup> 2018 to provide mental health case management for a County Mental Health Court at an additional anticipated annual cost of \$48,944.30 for salaries and fringes with no posting and no probation. Motion carried. Exhibit A

#### 6. Human Resources Director's Report

Exhibit B

#### 6. Schedule of Paid Invoices

Committee reviewed March Schedule of Paid Invoices totaling \$1,761.83.

**7. Future Agenda Items**

- Leave of absence request pro category

**8. Adjournment**

Motion (Behnke/Holley) to adjourn at 10:16 a.m. Motion carried.

Next meeting date: Thursday, May17, 2018 Administrative meeting at 9:00 a.m.

BobbieJean Borkowski  
Deputy County Clerk

Date approved/corrected:



# MARINETTE COUNTY POSITION REQUEST FORM

### Administration Completes and returns to the Department

Applicable dates:

Governing Committee 4/11/2018  
 Personnel Committee 4/12/2018  
 Finance Committee 4/9/2018  
 County Board 4/17/2018

Permission to proceed: \_\_\_\_\_

(County Administrator initials and dates)

### Department Completes and submits to Human Resources

Department: Health and Human Services  
 Department Head: Robin Elsner  
 Supervisor: Melissa Freeman  
 Position Title: After Hours Crisis Worker -  
 Old Position Title: PT After Hours Crisis Worker  
 Hours per Week/Year: 40  
 Effective Date: 4 / 17 / 18  
 Account Number(s): 54317000-50111  
54317000-50114  
 Funding taken from: 54317000-50115 (i.e. salaries with or without fringes)

New Positions:  Permanent  
 Seasonal  
 Project  
 LTE  
 Addition of Current Position  
 Eliminate/Create

(check all that apply)

Changes to Existing:  Hours of Work KL  
 Title Change  
 Location Change

Justification for request: Please attach

### Human Resources Completes and submits to Finance

Wage Scale MC  
 Pay Rate/Salary: \$ 21.01 - 24.01 - 27.01  
 Pay Level: A

Human Resources Initials: KG

### Finance Completes and returns to Administration

Cost of Request:  
 Wages: \$ \_\_\_\_\_ Workers Comp: \$ \_\_\_\_\_  
 FICA: \$ \_\_\_\_\_ Life Insurance: \$ \_\_\_\_\_  
 Retirement: \$ \_\_\_\_\_ Longevity: \$ \_\_\_\_\_  
 Other (explain): \_\_\_\_\_ \$ \_\_\_\_\_  
 Total Cost: \$ 48,944.30 SEE ATTACHED

Finance Initials: PK 4/2/2018

### Approval\*

Department Head:  4/2/18  
 County Administrator:  4/2/18

\* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.  
Rev 7/16/2012

**Marinette County Health & Human Services  
 Fiscal Impact - Mental Health Court  
 Using 2018 Budget Figures**

Staff	FTE	Hours	Per Hour	111		6.70%		155		Total Benefits	Total S&B
				SALARY	S.S.	RET	H&D	LIFE	W/C		
Full Time Crisis Worker(TR)	1.00	2,080.00	\$ 21.61	\$ 44,948.80	\$ 3,438.58	\$ 3,011.57	\$ 8,898.96	\$ 69.00	\$ 898.98	\$ 16,317.09	\$ 61,265.89
25% Crisis Worker(TR) Already Budgeted	-0.25	(520.00)	\$ 21.61	\$ (11,237.20)	\$ (859.65)				\$ (224.74)	\$ (1,084.39)	\$ (12,321.59)
	0.75	1,560		\$ 33,711.60	\$ 2,578.94	\$ 3,011.57	\$ 8,898.96	\$ 69.00	\$ 674.23	\$ 15,232.70	\$ 48,944.30

Assumptions:  
 Current PT Crisis Worker - Grade G, Step 1  
 Single Health & Dental

	2018
Single/Single	\$ 8,898.96
Family/Family	\$ 26,759.16
Emp/Sp	\$ 19,278.00
Emp/Ch	\$ 15,365.04



## **Job Title: After Hours Crisis Worker**

**Department:** Health & Human Services  
**Position Reports to:** Community Services Supervisor  
**Pay Grade Level:** Carlson-Dettmann G  
**FLSA Status:** Non-Exempt  
**Position Status:** Full & Part Time

### **JOB ANALYSIS**

Provide a full range of crisis intervention services for mental health, AODA and Child Welfare consumers by telephone, on-site or face-to-face during non-business hours. Additional duties include case management, coordination and linkage and follow-up for all consumers that require crisis intervention services.

### **ESSENTIAL JOB FUNCTIONS**

- A. Provide crisis intervention services for Child Welfare and Behavioral Health consumers via telephone consultations, on-site assessments and face-to-face contact.
- B. Work collaboratively and professionally with community systems including law enforcement, hospitals, service providers, Crossroads Group Home and the Anthony House.
- C. Respond promptly and efficiently to all behavioral health and child welfare calls in a respectful manner and engage consumers positively as a public relations representative of Marinette County Health & Human Services Department.
- D. Provide mental health crisis services, AODA crisis services, juvenile court crisis services and child protective services including information, consultation, intervention, assessment and placements following agency crisis policies and procedures.
- E. Provide access related functions (information, referral and consultation) including: adult protective services referrals, community resources/service information, jail consultation and energy services.
- F. Provide follow-up crisis related services as identified at the end of the shift to the Clinical Services Supervisor and the Child & Family Services Manager; relay any crisis related information to applicable Health & Human Services personnel
- G. Maintain records of client contact including mental health/AODA assessments, crisis paperwork, admission paperwork for crisis diversion, access reports, temporary placement criteria, and case coordination as necessary and meet the procedural requirements of each shift worked in a timely manner.
- H. Serve as liaison with the Corporation Counsel in facilitating chapter 51 commitments and chapter 55 protective placements.
- I. Demonstrate recognition of current social and political issues that influence the nature of mental health, AODA, and child welfare in the community.
- J. Maintain all certification and training standards; attend trainings as directed by management staff.
- K. Provide backup coverage needs with minimal notice for emergency absences of the scheduled crisis worker and for planned absences or time away from work.
- L. Assume an active role and involvement as a member of the crisis team including: scheduling and providing back-up coverage and flexibility when necessary (variations based on full time and part time positions), actively contributing at unit meetings upon manager request.
- M. Maintain positive and professional relationship with all units through collaboration and consultation as necessary.

### **REQUIRED ABILITIES**

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- C. Communicate orally and in writing effectively.
- D. Present information to management, small groups and individuals.
- E. Respond to inquiries, complaints or questions from a group or individual setting.
- F. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- G. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- H. Possess excellent public relation skills.
- I. Apply excellent trouble shooting skills.
- J. Respond effectively to the most sensitive inquires or complaints.
- K. Add, subtract, divide and multiply.

- L. Memorize and retain information over long and short periods of time.
- M. Perform effectively under tight time frames and demanding schedules.
- N. Plan and monitor assigned activities.
- O. Work as team player in the absence of or with minimal supervision.
- P. Manage unexpected changes within job duties.
- Q. Work independently and exercise sound professional judgment.

**QUALIFICATIONS**

- A. Requires a Bachelor's degree from an accredited school in the social work or related field.
- B. Requires six months of experience in the mental health or child welfare field.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27.

**ENVIRONMENTAL CONDITIONS OF THE WORKPLACE**

- A. Work indoors in a controlled environment.
- B. Work outdoors exposed to changing weather conditions.
- C. Work in client homes and the community as needed.
- D. Interact with abusive and/or difficult individuals occasionally.
- E. May be exposed to body fluids and communicable diseases.

**PHYSICAL DEMANDS**

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Lift and/or carry up to ten pounds frequently, occasionally lifting in excess.

**ADDITIONAL DUTIES**

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.
- C. Travel as needed.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.**

**MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.**

Prepared: 02/2016  
 Approved: 03/03/2016

03/29/2016 Position approved by County Board.

08/08/2017 Updated to Carlson-Dettmann Pay Study

## Justification for Mental Health Court

The Criminal Justice Coordinating Committee supports the development of a Mental Health Court program to address individuals in the criminal justice system that have failed community mental health treatment or have not been engaged in treatment, and end up in jail. Once these individuals are placed in jail, minimal or no active mental health treatment is provided to these individuals. These individuals tend to be repeat offenders since their mental health needs are not addressed when they are in the community. The development of a Mental Health Court program would address mental health treatment for these individuals under a court order to ensure medication compliance and treatment follow through.

The Marinette County Treatment Drug Court program has been successful in reducing jail census for the county. The development of a Mental Health Court program would be designed similar to the drug court program and order individuals to follow through with treatment. Individuals with mental health needs in jail increase jail liability and quite often there is a need to segregate these individuals from the general population which causes operational issues within the jail. The goal of the Mental Health Court program is to stabilize this population in the community to reduce the potential for these individuals to be disruptive in the community, subsequently leading to arrest, jail time and court appearances. The development of a Mental Health Court Program would further keep the jail census at a manageable level and not require the county to build an additional jail pod to house inmates.

The Mental Health Court program would identify individuals in jail through assessment for consideration in the program. A licensed mental health professional would provide diagnosis and begin treatment in the jail before the individual is released. A referral would be made to the District Attorney for legal consideration and then staffed by the Mental Health Court program for admission. Treatment would begin in the jail setting to ensure continuity of care upon discharge from jail.

The development of the Mental Health Court program would require mental health treatment programming to be increased in the jail, a mental health case manager to coordinate activities of the Mental Health Court program and a psychiatrist through tele-health to provide medications and psychiatric care when individuals are placed in the community. To accomplish this, the jail would contract for an additional 8 hours per week of mental health programming at a cost of \$20,128.00. The Marinette County Health and Human Services Department would increase the current quarter time crisis worker position to full time equivalent position to provide mental health case management for the Mental Health Court program at an additional cost of \$48,944.30 including salary/fringes. The tele-health psychiatrist time required to support the program is 9 hours per month at an additional cost of \$18,900.00.

The Health and Human Services Department and other community mental health providers would assist the Mental Health Court program to provide treatment to participants admitted to the program. The jail has identified 11 individuals that would be eligible for the Mental Health Court program at onset. Based on the resources being proposed it is estimated that the maximum number of participants may be limited to around twenty.

Creation of a Mental Health Court is not a new concept for Wisconsin Counties. A number of Counties have established very successful Mental Health Court Programs.

**Justification for the position:** The Health and Human Services Department is requesting to increase the hours of the part-time After Hours Crisis Worker to 40 hours per week making the position full-time. A full-time position would allow the department to reduce overtime costs to cover the after-hours crisis program and provide additional case management time to cover case management for the Mental Health Court. The tax levy impact for the position is \$48,944.30. Tax levy savings could be realized through additional revenue generated in the crisis program and reducing jail bed days by serving individuals through the Mental Health Court Program.



MARINETTE COUNTY
HUMAN RESOURCES DEPARTMENT
Personnel Agenda Report

Personnel Committee Date: April 12, 2018

WORKER'S COMPENSATION

Table with 2 columns: Description of Injury, Report Type. Rows include Sore L Shoulder, Bite to R middle finger, Chemical exposure, Contusion L elbow, Contusion R hip, nauseous, Sore lower stomach.

Total Number of Claims this Month: 6 1 - Medical, 5 - Report Only, 0 - Lost Time
2018 YTD Lost Time: 0
Pending YTD Lost Time: 0
Updates/Additional Comments:

DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES

Monthly Trainings

April Traffic Control & Work Zone Safety

Chainsaw Certification: 04/19 6:45 am Crivitz Highway Shop Through FISTA
For applicable Highway, Maintenance, Land Information & Health & Human Services employees

EXITING EMPLOYMENT (permanent employees)

Table with 2 columns: Category, Count. Rows: Resignations (5), Retirements (1), Layoffs (---), Dismissals (1).

NEW HIRES

Table with 3 columns: Date of Hire, Job Title, Department. Rows include Administrative Assistant, Parks Caretaker, LTE Care Worker, Library Assistant, etc.

POSTINGS

Table with 3 columns: Date Closed, Job Title, Department. Rows include Bridgetender, Dispatcher, Economic Support Worker, AODA Counselor, etc.

JOB DESCRIPTIONS

- All applicable HHS positions requiring data entry/recording client contacts verbiage into new computer programs/software.
Updating all job descriptions to Carlson-Dettmann Wage Scale and addressing Exemption status' on affected positions.