



**MINUTES
LAW ENFORCEMENT COMMITTEE**

Monday, November 6, 2017

1:15 p.m.

2161 University Drive, Marinette, WI
Law Enforcement Center Conference Room

Members Present: Paul Gustafson, Ken Keller, Cheryl Wruk and George Kloppenburg
Excused: Mike Behnke
Others Present: Corporation Counsel Gale Mattison, Chief Deputy James Hansen, Lt. Chris Lesperance, Emergency Management Eric Burmeister, Jail Administrator Robert Majewski, Communications Director Kirsten Bellisle, Child Support Interim Director Sue Hinch, EagleHerald, Peshtigo Times and Secretary Fae Olson

1. Call to order. Roll call.

Ken Keller called the meeting to order at 1:15 p.m. Roll call taken.

2. Approve/Amend Agenda Items.

MOTION (Wruk/Kloppenburg) to approve Agenda as presented. Motion carried.

3. Approve/Amend Minutes of October 9, 2017.

MOTION (Gustafson/Wruk) to approve minutes as written. Motion carried.

4. Public Comment.

None at this time.

5. Child Support Specialist position.

MOTION (Wruk/Kloppenburg) recommendation to Personnel Committee and County Board to eliminate the Child Support Financial Specialist position when the position becomes vacant and the immediate creation of an additional Child Support Specialist position. Motion carried. No negative vote. (Attachment)

6. Dispatch update.

- October call volume.
- Personnel update.
- Training in Stevens Point regarding sex offender registration and sex trafficking.

7. Emergency Management update.

None at this time.

8. Jail Update.

- October inmate population report reviewed.
- Personnel update.
- Jail carpeting/maintenance update.

9. Sheriff's Report.

- Citation/Incident/Accident report.
- Overtime report.

10. Financial Report.

Committee reviewed October 2017 Schedule of Invoices totaling \$104,130.70.

MOTION (Gustafson/Kloppenborg) approval to write off uncollectable accounts: Inmate Reimbursements \$2,300.00. Motion carried. No negative vote.

MOTION (Gustafson/Wruk) approval to write off and turn-over to Finance Department for collections Inmate Reimbursement accounts in the amount of \$17,720.00. Motion carried. No negative vote.

Committee reviewed collections received from Finance Systems Collection Agency: Inmate Reimbursements \$407.71; Finance Department: Inmate Reimbursements \$4,173.25.

11. Future Agenda Items.

None at this time.

12. Next Meeting Date.

Monday, December 11, 2017 at 1:15 p.m.

13. Adjourn.

MOTION (Kloppenborg/Keller) to adjourn at 1:34 p.m. Motion carried. No negative vote.

Respectfully submitted,
Fae Olson, Secretary

Date approved/corrected:



Job Title: Child Support Specialist

Department: Child Support

Position Reports to: Child Support Director

Pay Grade Level: Carlson-Dettmann G

FLSA Status: Non – Exempt

Position Status: Full Time

JOB ANALYSIS

Responsibilities include establishing, enforcing and modifying child support orders as well as establishing paternity for children. Additional duties include case management tasks. Tasks are performed according to guidelines, exercising some discretion.

ESSENTIAL JOB FUNCTIONS

- A. Determine appropriate action to establish and enforce child support orders.
- B. Ensure compliance with applicable state statutes, federal regulations, rights and legal obligations regarding child support and paternity cases.
- C. Prepare required documentation/paperwork through the Kids Information Data System program.
- D. Interview participants, employers and others to obtain necessary information in child support cases.
- E. Request assistance from law enforcement personnel when necessary.
- F. Utilize computerized child support location tools to locate non-custodial parents.
- G. Examine documents and records relating to financial and legal status of involved parties to conduct case management.
- H. Determine and monitor the non-custodial parent's ability to pay child support.
- I. Review and analyze applicable information to make case management decisions.
- J. Mediate negotiations to establish child support, health care coverage and payment on arrearage.
- K. Draft correspondence and legal documents as required for establishing, enforcing and modifying child support.
- L. Compose, prepare and file a variety of legal documents, i.e. affidavits, orders to show cause, stipulations and warrants, etc.
- M. Schedule hearings for court appearances.
- N. Prepare a succinct case summary and assist attorneys at court hearings.
- O. Appear on behalf of agency and testify at court hearings and trials.
- P. Draft court orders following hearings.
- Q. Recommend legal action and assist in the preparation of child support cases.
- R. Identify potential fraud cases and refer if necessary.
- S. Review/modify child support orders.
- T. Maintain knowledge of current child support agency policies and procedures.
- U. Prepare and send Income Withholdings & Suspensions to employers.
- V. Utilize administrative procedures to increase withholding orders, seize bank accounts, revoke driver's licenses or professional licenses and hunting and fishing licenses.
- W. Complete required trainings.
- X. Notarize appropriate legal documents.
- Y. Perform office tasks according to office policies and state and federal regulations.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Utilize a variety of advisory data, legal forms, information and documents to perform case management.
- C. Maintain knowledge of current local, state and federal laws, statutes, rules and regulations that apply.
- D. Work as team player in the absence of or with minimal supervision.
- E. Communicate effectively orally and in writing.
- F. Memorize and retain information over long and short periods of time.
- G. Work efficiently and accurately under time constraints, pressure or emotional strain.

- H. Plan and monitor assigned activities.
- I. Apply procedures and interpret instructions.
- J. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- K. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- L. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- M. Explore and research problems effectively to ensure positive results.
- N. Prioritize multiple tasks and meet scheduled deadlines.
- O. Possess working knowledge of general office procedures and equipment.

QUALIFICATIONS

- A. Requires a high school diploma.
- B. Requires three years of experience in the legal, criminal justice or related field.
- C. Possess and maintain an insurance acceptable driver’s license.
- D. Requires 50% tested proficiency in Microsoft Word 2010.
- E. Requires 50 wpm tested proficiency in Typing.
- F. Requires 4001 CPH tested proficiency in Data Entry – Alphanumeric.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Interaction with abusive, difficult, stressed and mentally ill individuals.
- C. Deal with challenges and criticism on a regular basis.
- D. Work in fast-paced, high-pressure situations.

PHYSICAL DEMANDS

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Work in a confined work space.
- D. Bend, squat, stretch and twist frequently.
- E. Lift and/or carry up to ten pound frequently, occasionally in excess.

ADDITIONAL DUTIES

- A. Assist with the planning, development and implementation of new procedures and services.
- B. Attend related conferences, seminars and meetings as required.
- C. Contact witnesses and prepare files for court hearings when necessary.
- D. Work outside of normal hours when necessary.
- E. Perform additional duties as assigned.
- F. Travel as needed.
- G. Perform receptionist tasks, i.e. answering and routing phone calls and assisting customers at the counter.

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:	01/02	10/02/2017	Updated to new pay scale
Approved:	01/02	Revised:	10/2017
Revised:	11/04	Approved:	10/05/2017
Approved:	12/04		
Revised:	04/09		
Approved:	04/29/2009		
Revised:	04/09		
Approved:	04/30/2009		
Revised:	08/09		
Approved:	08/17/2009		
Revised:	06/25/2013 per 05/31/2013 WIPFLI interview with Department Head		
Approved:	07/16/2013		
Revised:	12/2013		
Approved:	12/19/2013		
Revised:	08/2014 (testing software)		
Approved:	08/21/2014		



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee 11-6-17
 Personnel Committee 11-9-17
 Finance Committee _____
 County Board 11-14-17

Permission to proceed: JJ 11/2/17
 (County Administrator Initials and dates)

Department Completes and submits to Human Resources

Department: Child Support
 Department Head: Sue Hinch
 Supervisor: _____
 Position Title: Child Support Specialist
 Old Position Title: Child Support Financial Specialist
 Hours per Week/Year: 40/2080
 Requested Start Date: Upon Approval
 Account Number(s): 51336000-50111

New Positions:	<input checked="" type="checkbox"/> Permanent
	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
Changes to	<input type="checkbox"/> Hours of Work
Existing:	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Funding taken from: Vecant position savings salaries with fringes (i.e. salaries with or without fringes)

Justification for request: Please attach

Human Resources Completes and submits to Finance

Wage Scale C1
 Pay Rate/Salary: \$ 21.01 - 24.01 - 27.01
 Pay Level: A

Human Resources Initials: JH

Finance Completes and returns to Administration

Cost of Request:

Wages:	\$ _____	Workers Comp:	\$ _____
FICA:	\$ _____	Life Insurance:	\$ _____
Retirement:	\$ _____	Longevity:	\$ _____
Other (explain):	_____		\$ _____

Total Cost: \$ See attached Finance Initials: LM

Finance Committee approval? Yes No

Approval*

Department Head: Suzanne Hinch 11/2/17
 County Administrator: [Signature] 11/2/17

* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.

**2017 - Position Request
Elimination of Child Support Financial Specialist - Creation of Child Support Specialist**

11/5/17-12/31/17	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.80% RETIREMENT	HEALTH & DENTAL	LIFE INS	0.17% WORKER'S COMP	TOTAL
Child Support Financial Specialist (Grade E)	\$ 5,284	\$ 270	\$ 425	\$ 378	\$ 7,583	\$ -	\$ 9	\$(13,948.82)
Child Support Specialist (Grade G)	\$ 5,883	\$ 270	\$ 471	\$ 418	\$ 7,583	\$ -	\$ 10	\$ 14,636
							Total Cost (Savings):	\$ 686.80

Full Year Child Support Financial Specialist	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.80% RETIREMENT	HEALTH & DENTAL	LIFE INS	0.17% WORKER'S COMP	TOTAL
Grade E, Step 1	\$ 36,150	\$ 270	\$ 2,786	\$ 2,477	\$ 7,583	\$ -	\$ 62	\$ 49,328
Grade E, Step 6	\$ 41,309	\$ 270	\$ 3,181	\$ 2,827	\$ 7,583	\$ -	\$ 71	\$ 55,241
Grade E, Step 11	\$ 46,467	\$ 270	\$ 3,575	\$ 3,178	\$ 7,583	\$ -	\$ 79	\$ 61,153

Full Year Child Support Specialist	SALARY	LONGEVITY	7.65% SOCIAL SECURITY	6.80% RETIREMENT	HEALTH & DENTAL	LIFE INS	0.17% WORKER'S COMP	TOTAL	Savings(Cost)
Grade G, Step 1	\$ 43,701	\$ 270	\$ 3,364	\$ 2,990	\$ 7,583	\$ -	\$ 75	\$ 57,983	\$ (8,654)
Grade G, Step 6	\$ 49,941	\$ 270	\$ 3,841	\$ 3,414	\$ 7,583	\$ -	\$ 85	\$ 65,135	\$ (9,894)
Grade G, Step 11	\$ 56,181	\$ 270	\$ 4,318	\$ 3,839	\$ 7,583	\$ -	\$ 96	\$ 72,287	\$ (11,134)

Note 67% of the cost will be reimbursed by the State of Wisconsin.

Justification to eliminate the Financial Specialist Position and create an additional Child Support Specialist Position

The Marinette County Child Support Department handles approximately 3600 child support cases. As of October 13, 2017, the Department had one trained Financial Specialist with no backup; therefore there is no one to enter orders or perform other financial duties if this employee were absent for any reason.

The State of Wisconsin allows an agency of our size with 5-10 full-time employees to have up to three staff with the security access needed to perform financial duties.

REQUEST APPROVAL TO:

- Eliminate the Financial Specialist position.
- Add an additional Child Support Specialist position.
- Train all Child Support Specialists to perform financial duties as needed.
- Assign three Child Support Specialists a lighter caseload and 1/3 of the financial duties.

This cross-training will greatly reduce if not eliminate the possibility of not having an employee who is trained to enter the orders.