



MINUTES

Personnel and Veterans Service

March 11, 2016
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Ken Casper, Melissa Christiansen, Nick Lakari and Joe Policello
MEMBERS EXCUSED: Supervisor Ken Keller
OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, Human Resources Director Jennifer Holtger, Corporation Counsel Gale Mattison, County Administrator Shawn Hennessee, HHSD Director Robin Elsner, County Board Chair Vilas Schroeder, Supervisor Kathy Just, Veterans Service Office Bill Kowalski, Eagle Herald and Peshtigo Times

1. Call to order

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

2. Agenda

Motion (Casper/Policello) to approve agenda as amended. Motion carried.

3. Public Comment

None

4. Minutes

Motion (Christiansen/Casper) to approve minutes of February 12, 2016. Motion carried.

5. Creation of two (2) Full-time After-Hours Crisis Workers Positions

Motion (Christiansen/Policello) to recommend County Board approve creation of two (2) Full-time After-Hours Crisis Workers positions and one (1) ¼ After-Hours Crisis Worker position effective immediately, pending HHSD Committee approval. Motion carried. Exhibit A

6. Amendment 54 – Marinette County Personnel Policies and Procedures Manual Section 1.27 Excused Absences (a) Vacations

Motion (Policello/Casper) to recommend County Board approve Amendment 54 – Marinette County Personnel Policies and Procedures Manual Section 1.27 Excused Absences (a) Vacations. Motion carried. Exhibit B

7. Extended Leave of Absence for Courthouse Employee

Motion (Casper/Christiansen) to approve extended leave of absence for a courthouse hourly employee until March 16, 2016. Motion carried.

8. Human Resources Director's Report

Exhibit C

9. Schedule of Paid Invoices

Committee reviewed February Schedule of Paid Invoices.

10. Future Agenda Items

None

11. Veterans Service Officer Report

Review of 2014 program statistics and 2015 program updates, M&M DAV Van Transportation Program, training, presentations and performance appraisal, etc.

12. Closed Session

Motion (Policello/Christiansen) to enter closed session at 11:00 a.m. per Wisconsin Statute 19.85 (1) (e) 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: WPPA negotiations

Roll Call Vote - All supervisors present voting yes. Motion carried.

Present: Committee members, Corporation Counsel, and Human Resources Director

13. Open Session

Motion (Policello/Christiansen) to enter open session at 11:26 a.m. per Wisconsin Statute 19.85 (2). Motion carried.

Motion (Policello/Christiansen) recommend County Board approve WPPA collective bargaining agreement as presented with possible non substantive language changes. Motion carried.

14. Adjournment

Motion (Casper/Policello) to adjourn at 11:32 a.m. Motion carried.

Next meeting date:

BobbieJean Borkowski
Deputy County Clerk

Date approved/corrected

MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee 3-16-16
 Personnel Committee 3-11-16
 Finance Committee 3-21-16 NA
 County Board 3-29-16

Permission to proceed: SH
 (County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Health & Human Services
 Department Head: Robin Elsner
 Supervisor: Robert Valentine
 Position Title: After-Hours Crisis Worker-2, 1-1/4 After-Hours Crisis Worker
 Old Position Title: New positions
 Hours per Week/Year: 40/10 1/4 Crisis Worker
 Requested Start Date: April 2016
 Account Number(s): 205-62-54317-111-85%
205-54-54502-111-15%
 Funding taken from: 205-62-54311-111/205-62-54317-111/205-54-54502-111 (i.e. salaries with or without fringes)

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

Justification for request: **Please attach**

Human Resources Completes and submits to Finance

02/23/16 - received in HR
03/03/16 - JD + pay approved

Wage Scale NC
 Pay Rate/Salary: \$ 35,394 - 44,243 - 53,091
 Pay Level: B

Human Resources Initials: KA

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: PK 3/3/2016

Finance Committee approval? Yes No

Approval*

Department Head: *Robin Elsner*
 County Administrator: *[Signature]*

1-29-16
1-1

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

received
 KL 1-29-16

**Marinette County Health & Human Services
Fiscal Impact - 2.25 FTE Crisis On Call Workers
Using 2016 Budget Figures**

Staff	111 2014 WAGES	151 S.S.	6.60% 152 RET	154 H&D	2.76/1000 155 LIFE	.17% or 2% 159 W/C	Total Benefits	Total S&B
1 FTE - Level 13 Start	\$ 35,394.00	\$ 2,707.64	\$ 2,336.00	\$ 28,474.39		\$ 707.88	\$ 34,225.92	\$ 69,619.92
1 FTE - Level 13 Start	\$ 35,394.00	\$ 2,707.64	\$ 2,336.00	\$ 28,474.39		\$ 707.88	\$ 34,225.92	\$ 69,619.92
.25 FTE - Level 13 Start	\$ 8,848.50	\$ 676.91	\$ -	\$ -		\$ 176.97	\$ 853.88	\$ 9,702.38
								\$ 148,942.21

Total Estimated Fiscal Impact:

Position Costs	\$ (148,942.21)
Increased Billable Revenue	\$ 85,000.00
Recoup Stipends	\$ 58,576.00
Eliminate Nurse	\$ 89,600.00
Eliminate Hotel Costs	\$ 5,637.00
	\$ 89,870.79

Justification for After Hours Crisis Workers

At the end of 2013, county administration mandated after hours on call for all behavioral health and child and family professional staff to cover crisis from 4:30PM to 8AM, Monday to Friday, and 24 hours per day on Saturday and Sundays, including holidays. Professional staff were provided with a monetary stipend, in addition to their salaries for covering after hours on call. The behavioral health staff received a stipend of \$2005.00 annually and the child and family staff received a stipend of \$2591.00 annually. The difference in payment pertained to the number of staff and days each worker carried the after-hours crisis telephone throughout the year. There are currently 26 staff receiving the stipend and 43 staff that carry the after-hours on call telephone.

Currently, the after-hours Mental Health and Child & Family crisis program personnel costs are attributed to staff salaries. The stipend amount paid to staff originally mandated to carry the after-hours crisis phone amounts to \$58,576.00. Staff that were hired after the original staff were mandated to carry the after-hours crisis telephone complete these duties as part of their current job responsibilities. In addition, there are associated costs of hotel and travel averaged over 2 years at \$5,637.00 that staff incur related having to be within 30 minutes of the hospital to respond to after hours on call requests. The lost revenue pertaining to having after hours crisis responsibilities amounts to approximately \$85,000.00 annually, as staff adjust their on call hours with their daytime schedule and cancel client appointments, as it is difficult to deliver services when staff are sleep deprived. The Child & Family Unit staff do not bill for services, but they also incur lost daytime productivity as completing work duties when sleep deprived affects their overall work effectiveness and in turn places additional responsibilities on co-workers when they are out of the office, due to after hours on call responsibilities.

The Health and Human Services Department is proposing to create two full time after hours crisis worker positions and one quarter time crisis worker position as backup to fulfill after hours crisis duties from 4:30PM to 8AM, Monday through Friday, Saturday and Sunday 8AM to 8AM for 24 hours, including holidays. These positions will fulfill after hours crisis duties for Mental Health and Child and Family consumers. The cost for the 2 after-hours crisis positions and the quarter time backup position will be realized by eliminating one Psychiatric Nurse position, currently assigned to the Community Support Program, reducing the mandated staff salary stipend and eliminating program costs. The after-hours on call duties will be removed from all job descriptions of staff working in the Mental Health area and the Child and Family Unit.

The overall savings from eliminating the Psychiatric Nurse position, reducing staff salary stipends and eliminating the travel and hotel costs amounts to a total revenue and cost reduction of \$153, 813.00 annually. The overall cost for creating the 2 full time after-hours crisis worker positions and the quarter time backup position amounts to \$148,942.00 annually. The total overall realized savings to the department with staff productivity increasing and cost reductions would amount to approximately \$89,870.00 annually. The department proposes that the positions are filled immediately upon approval. The department would like to hire the new staff by April 2016 and give new crisis staff 2 months to

complete training in the Mental Health area and the Child and Family Unit, and shadow current on call staff to increase proficiency. The current 43 on call staff would be relieved of this responsibility by July 1, 2016. The staff currently receiving the stipend would have their salaries decreased by half of the current stipend amount on July 1, 2016 and the remaining half of the stipend amount of January 1, 2017. All current job descriptions would have the after-hour on call duty removed as an ongoing duty from the job descriptions.

The department believes that by creating the new after-hours system cost savings will be realized, staff proficiency and productivity will increase by relieving current staff from this job duty, and a system of continuity will be realized by having 2 full time and one quarter time staff to fulfill after-hours crisis responsibilities.



Job Title: After Hours Crisis Worker

Department: Health & Human Services

Position Reports to: Community Services Supervisor

Pay Grade Level: 13

FLSA Status: 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

03/03/2016 Position pending Committee/County Board approvals.

Kari LaCount

From: Robin Elsner
Sent: Monday, February 22, 2016 12:02 PM
To: Shawn Hennessee
Cc: Gale Mattison; Jennifer Holtger; Kari LaCount
Subject: After Hours On Call

Shawn,

I have had meeting with the Child & Family staff and Mental Health staff regarding my after hours on call proposal. I provided a deadline of Friday February 19, 2016, to respond to my email related to staff retaining on call as an option to retain the extra pay received for taking call at the beginning of 2014. I had one mental health worker that indicated that they wanted to exercise the option to continue taking call. The other 25 staff provided no indication that they wanted to exercise the option to remain in the on call system.

I would like to proceed with my proposal of creating 2 full time and one .25 after hours on call positions. I have the revenue to move forward. The first scheduled committee meeting would be the Personnel Committee on March 11. The HHSD Committee moved the meeting to March 16, which would be the second scheduled committee meeting. The final meeting would be County Board. Please advise on the department moving forward. Thanks,

Robin



AMENDMENT 54
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.27 EXCUSED ABSENCES

The Policies & Procedures Manual shall be amended to read as follows:

1.27 Excused Absences

(a) **Vacations. [Amendment 25, Adopted 12/20/2011] [Amendment 40, Adopted 03/25/2014]**

...

- (9) Employees are expected to use earned vacation within the year earned. ~~Salary employees may carry over up to ten days per year. Hourly employees may carry over up to five days with approval of the Department Head and County Administrator. Days shall be converted to hours based on the work schedule of each employee. Effective immediately, employees may carry over 150% of yearly vacation eligibility. At no time may an employee vacation bank exceed 150% of the vacation eligibility. The County Administrator shall have the discretion to approve a greater amount for either salary or hourly employees under extreme circumstances.~~
[Amendment 44; Adopted 10/28/2014]

Approved by Personnel Committee:

Approved by County Board:



MARINETTE COUNTY
HUMAN RESOURCES DEPARTMENT
Personnel Agenda Report

Personnel Committee Date: March 11, 2016

WORKER'S COMPENSATION

Description of Injury Report Type
Scraped L forehead, jammed finger Report Only

Total Number of Claims this Month: 1 0 - Medical, 1 - Report Only, 0 - Lost Time
2016 YTD Lost Time: 0
Pending YTD Lost Time: 0
Updates/Additional Comments:

DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES

Monthly Trainings

February Chainsaw Safety

EXITING EMPLOYMENT

Resignations ---
Retirements ---
Layoffs ---
Dismissals ---

NEW HIRES

Date of Hire Job Title Department

POSTINGS

Date Closed Job Title Department
03/07/2016 Parks Supervisor Forestry & Parks
03/07/2016 Facilities Director Maintenance

JOB DESCRIPTIONS

- All applicable HHS positions requiring data entry/recording client contacts verbiage into new computer programs/software.
Accountant - Finance, pending change status from County Administrator
Forestry & Parks Administrator, pending change status from County Administrator



Safety and Buildings Division
P.O. Box 2658
Madison, Wisconsin 53701-2658
<http://dsps.wi.gov/sb/SB-DivForms.html>

Summary of Work-Related Injuries and Illnesses

Year 2015

Per SPS 332.10, all Wisconsin public employers must complete and submit this summary form, or the equivalent OSHA 300A form, by March 1 of each year even if no work-related injuries or illnesses occurred during the year. Review your "Log of Work-Related Injuries and Illnesses" to verify that the information you provide is complete and accurate. Using the log, count the individual entries you made in each category. Then, write the totals below, making sure you've added the entries from each page of the log. If you had no cases, write "0". Please Print all answers.

Number of Cases

Total number of deaths:	Total number of cases with days away from work:	Total number of cases with job transfer or restriction:	Total number of other recordable cases:
0	3	6	5

Number of Days

Total number of days of job transfer or restriction:	Total number of days away from work:
134	33

Injury and Illness Types

Total number of: (1) Injuries 14	(4) Poisonings
(2) Skin disorders	(5) Hearing losses
(3) Respiratory conditions	(6) All other illnesses

Establishment Information

Establishment name: Marinette County
FEIN number: 39-6005718
Street address: 1926 Hall Avenue
Marinette, WI 54143

County: Marinette

Employment Information

DSPS
Average Number of Employees: 305
Total hours worked by employees last year: 610,302.91

OSHA
Average Number of Employees: 396
Total hours worked by employees last year: 610,302.91

Contact Information

Employer Contact Name: Jennifer Holtger
Title: Human Resources Director
Telephone Number: 715.732.7417
Date: 01/26/2016
Work E-mail Address: humanresources@marinettecounty.com

Return this summary by March 1 of each calendar year to: Industry Services Division at the address above
or email DspsSbHealthandSafetyTech@wi.gov or fax to 608-283-7419