



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 08/05/2022

Amended* Post Date:

The following documents are included in the packet for the Personnel Packet on August 11, 2022:

- 1) *Amended Agenda
- 2) Minutes from 07/14/22
- 3) *Resolution to Create a Crisis Therapist Position in the Health & Human Services Behavioral Health Unit
- 4) *Related to Eliminating the Children & Family Services Case Manager Position and Creating and Additional Intensive In-Home Clinical Therapist Position in the Health & Human Services Children & Family Unit



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Personnel Committee Meeting Notice

Date: Thursday, August 11, 2022 Time: 4:00 PM
Green Lake County Government Center, County Board Room
571 County Rd A, Green Lake WI

Amended** AGENDA

Committee Members

Dave Abendroth,
Chair
Luke Dretske, Vice-
Chair
Nita Krenz
Robert Schweder
Sue Wendt

Elizabeth Otto,
Secretary

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access may be compromised. If there is a quorum attending in person, the meeting will proceed as scheduled.

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 07/14/2022
5. Public Comment (3 minute limit)
6. Update on Pay for Performance Changes
7. ~~*New Positions~~
 - ~~*HR Coordinator II~~
 - ~~*HR Coordinator III~~
8. **Resolutions
 - **Resolution to Create a Crisis Therapist Position in the Health & Human Services Behavioral Health Unit
 - **Related to Eliminating the Children & Family Services Case Manager Position and Creating and Additional Intensive In-Home Clinical Therapist Position in the Health & Human Services Children & Family Unit
9. Telecommuting Exception Report
10. Discussion Regarding Telecommuting Policy
11. Committee Discussion
 - Future Meeting Dates: September 8, 2022 @ 4:00 PM
 - Future Agenda items for action & discussion
12. Adjourn

*Stricken from the agenda

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link:

Topic: Personnel Meeting
Time: Aug 11, 2022 04:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/88357666880?pwd=UkoxWXc2e0FhYTFQOVd4a0R2WUNvUT09>

Meeting ID: 883 5766 6880
Passcode: 817309

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should notify the County Office, 294-4005, not later than 3 days before date of the meeting.

Find your local number: <https://us06web.zoom.us/j/kphYg2KH6>

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571 County Road A, Green Lake, WI 54941 www.greenlakecountywi.gov

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

PERSONNEL COMMITTEE MEETING
July 14, 2022

The regular meeting of the Personnel Committee was called to order by Chair Abendroth at 4:00 PM on Thursday, July 14, 2022 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The meeting was held both in person and via Zoom. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Dave Abendroth
 Luke Dretske
 Nita Krenz
 Bob Schweder
 Sue Wendt

Other County Employees Present: Liz Otto, County Clerk; Dawn Klockow, Corporation Counsel (Zoom); Jason Jerome, HHS Director; Mark Podoll, Sheriff; Matt Vandekolk, Chief Deputy; Cathy Schmit, County Administrator; Carleen Rhode, HR Coordinator

MINUTES OF 06/09/2022

Motion/second (Schweder/Krenz) to approve the minutes of the 06/09/2022 meeting as presented with no corrections or changes. Motion carried with no negative vote.

PUBLIC COMMENT – none

UPDATE ON PAY FOR PERFORMANCE CHANGES

Chief Deputy Matt Vandekolk gave an outline of the process so far and presented approximate figures to incorporate changes to the current system which would include the CIPU, merit pay, and longevity. County Administrator Cathy Schmit also spoke stating that some of the changes can be made now including timing changes and longevity increases to include 15+ years. She also suggested a 6 month probationary period for new employees with a set increase after successful completion of that time. She stated these changes could be made and remain under the \$300,000 cap set forth in the recent resolution. Schmit pointed out some of the problems associated with the merit piece as outlined by Vandekolk. The committee directed them to meet again and fine tune the numbers and bring this back to them in August for further review.

TELECOMMUTING EXCEPTION REPORT

County Administrator Cathy Schmit stated there were no exceptions to report.

DISCUSSION REGARDING TELECOMMUTING POLICY

Discussion held on telecommuting request approvals for County Administrator and Corporation Counsel. Supervisor Dretske requested that Department Heads go through their job descriptions and provide a list of employees that are able to telecommute. County Administrator Cathy Schmit stated she will work with Department Heads and go through the wage scale to provide a list of employees that can work remotely. She will also provide a list of employees that are currently telecommuting in her monthly exception report.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – Next meeting date set for August 11, 2022 @ 4:00 PM

Future agenda items:

ADJOURNMENT

Chair Abendroth adjourned the meeting at 4:53 PM.

Submitted by,

Liz Otto
County Clerk

DRAFT

Pay For Performance Process Proposal Option

- Continue utilizing the Halogen Software and Process as we have.
- To address concerns expressed by Chief Deputy Vande Kolk, propose the following modifications to the current process timeline:
 - Kick off process in September rather than December; concluding the evaluation and compensation process in time for pay rate changes to be effective the first full pay period in January; avoiding backpay.
 - Continue longevity increases at 3 years, 5 years, 10 years; but also add a longevity benefit at 15, 20, 25+ years as well.
 - Implement a 6 month probationary period for new hires that were not able to participate in the normal evaluation process; thus allowing a pay increase at 6 months with the successful completion of the probationary period.

Benefit in comparison to alternate proposal:

- Consistent with the current process, causing less angst and confusion among staff.
- Much easier and less confusing for staff and stakeholders to understand.
- Dramatically reduced risk for calculation errors vs. the proposed manual calculation process.
- Compensation increases are calculated by and retained within an online system vs. manual Excel file record.
- Compensation calculation via Excel spreadsheet is rife for potential of numerous and/or ongoing human errors as it is manual 3-part calculation for approx. 200 employees. Who's going to do that? Who would want the responsibility for that?
- Having evaluations and compensation updates processed and retained via a computerized system vs. a manual spreadsheet allows for continuity through staffing changes via cross training and software provider support resources. What happens if the person doing the manual spreadsheet gets hit by a bus or leaves County employment?
- The current system allows for an arms-length relationship regarding the wage adjustments between the supervisor/staff, avoiding the possibility of the compensation adjustment affecting their working relationship.
- Allows for future input from new Administrator prior to next review cycle.
- Most of all, this process addresses the vast majority of expressed concerns (timing, confusing) while **staying within the allocated \$300,000 budget amount** while achieving the goal of rewarding employees for excellent work performance and recognizes longevity.

GREEN LAKE COUNTY

2022

Pay Group		Job Title	Dept.
		* indicates EXEMPT position √ indicates ELIGIBLE to Telecommute	
1	√	* County Administrator	ADM
2	√	* Corporation Counsel	CORP
3	√	* Health and Human Services Director	HHS
4	√	* Highway Commissioner	HWY
5		* Chief Deputy	LE
	√	* IT Technical Director	IT
6	√	* Land Use Planning and Zoning Director	ZON
7	√	* ADRC Director	HHS
	√	* Aging/LTC Manager	HHS
	√	* Behavioral Health Manager	HHS
	√	* Lead Therapist/Program Manager	HHS
	√	* Children and Family Services Unit Manager	HHS
	√	* Health Officer/Unit Manager	HHS
	√	* Economic Support Services/Child Support Manager	HHS
	√	* Financial/Business Manager	HHS
	√	* Fox River Industries Manager	FRI
		* Corrections Administrator	LE
	√	* County Conservationist Director	LC
	√	* Emergency Management Director	EMS
		* Highway Superintendent	HWY
		* Highway Fleet & Warehouse Superintendent	HWY
	√	* Maintenance Supervisor	MAINT
8	√	* CLTS/CC Coordinator	HHS
	√	* Dual Diagnosis Clin. Therap.Mental Hlth/Substance Abuse	HHS
	√	* Intensive In-Home Clinical Therapist	HHS
	√	* Deputy Public Health Officer	HHS

GREEN LAKE COUNTY

2022

Pay Group		Job Title	Dept.
		* indicates EXEMPT position	
9		Maintenance Technician	MAINT
	√	* GIS Specialist	ZON
	√	Soil Conservationist III	LC
	√	* Outpatient Psychiatric Clinic Nurse	HHS
	√	* Public Health Nurse RN	HHS
		Sergeant of Corrections	LE
		Sergeant of Communications	LE
	√	* Veterans Service Officer	VSO
10	√	* IT Support Specialist	IT
	√	* Register in Probate	CCP
	√	Soil Conservationist II	LC
	√	Birth to 3 Services/CCOP Coord/CLTS Co-Coord	HHS
	√	Children & Family Unit Lead Worker	HHS
11	√	ADRC Resource Specialist	HHS
	√	Disability Benefits Specialist	HHS
	√	Adult Protective Services Worker	HHS
	√	Child Protection Intake Worker	HHS
	√	CST Coordinator	HHS
	√	* CSP Professional Crisis Worker	HHS
	√	Mental Health Case Manager	HHS
	√	Alternate Care Coordinator	HHS
	√	CCS Service Facilitator	HHS
	√	CLTS Service Facilitator	HHS
	√	Code Enforcement Officer	ZON
	√	Community Response Social Worker	HHS
	√	Elderly Benefit Specialist	HHS
		* Executive Administrative Assistant	Various
	√	Juvenile Court Dispositional Social Worker	HHS
	√	Juvenile Court Intake Social Worker	HHS
	√	Nutrition Volunteer Coordinator	HHS
	√	* Production Supervisor	FRI
	√	* Adult Services Coordinator	FRI
	√	Soil Conservationist I	LC
	√	Substance Use Case Manager	HHS

GREEN LAKE COUNTY

2022

Pay Group	Job Title	Dept.
* indicates EXEMPT position		
12	* Financial Manager	ADM
	* Clerk of Court Chief Deputy	COC
	* Real Property Lister/Deputy Treasurer	TRE
	Communications Officer	LE
	Corrections Officer	LE
	General Laborer	HWY
	Sign Man	HWY
	Mechanic II	HWY
	* Paralegal/Office Manager	DA
	Electronic Health Records Admin/Financial Assistant	HHS
	* Financial Assistant	HWY
13	Billing Specialist	HHS
	Economic Support Unit Lead Worker	HHS
	Administrative Assistant	Various
	Sheriff's Office/Corrections Clerk	LE
	Court Records Clerk	COC
	Court Services Deputy	LE
	* Deputy County Clerk	CC
	* Deputy Register of Deeds	ROD
	* Judicial Assist/Assist Reg of Probate	CCP
	* Legal Assistant/Administrative Assistant	CORP
	* Legal Clerk	DA
	Program Specialist	UWEX
	* Fair Coordinator	UWEX
	Secretary/ Bookkeeper II	FRI
	* Victim/Witness Coordinator	DA
	* HR Coordinator	ADM

GREEN LAKE COUNTY

2022

Pay Group		Job Title	Dept.
		* indicates EXEMPT position	
14	√	Economic Support Worker	ES
	√	Public Health Program Specialist	HHS
		Maintenance Repairperson	MAINT
	√	Child Support Specialist	CS
	√	Data Entry/ Reception Lead	HHS
15		Court Services Officer	LE
	*	Deputy Veteran Service Officer	VSO
	*	Deputy County Clerk - PT	CC
	*	Deputy Treasurer - PT	TRE
		Lead Bus Driver	FRI
16		Community Integration Production Aide	FRI
		Community Residential Service Aide	HHS
		Master Control Aide-Part Time	LE
		Material Handler/Bus Driver	FRI
		Program Aide	FRI
		Program Aide (Direct Support Professional)	FRI
	√	Data Entry Specialist/Insurance Representative	HHS
	√	I & A / Receptionist	HHS
		Recidivism Reduction Aide	LE
√	Secretary I - PT	HHS	
17		Maintenance Custodian	MAINT
18		OPEN	
19	*	Meal Site Manager - Part Time	HHS
20		OPEN	
21		OPEN	

RESOLUTION NUMBER -2022

RESOLUTION TO CREATE A CRISIS THERAPIST POSITION IN THE HEALTH & HUMAN SERVICES BEHAVIORAL HEALTH UNIT.

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 18th day of October 2022, does resolve as follows:

- 1 **WHEREAS**, as part of the 2023 budget process Health & Human Services conducted
- 2 an agency wide position analysis study; and
- 3 Majority vote is needed to pass.

Approved by Personnel Committee

Disapproved by Personnel Committee

Approved by Finance Committee

Disapproved by Finance Committee

Roll Call on Ordinance No. -2022

Submitted by Health and Human Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 18th day of October, 2022.

Joe Gonyo, Chair

Harley Reabe, Vice-chair

County Board Chairman

Brian Floeter

ATTEST: County Clerk
Approve as to Form:

Joanne Guden

Corporation Counsel

Nancy Hoffmann

Joy Waterbury

Christine Schapfel

Katie Helsel-Thiem

Richard Trochinski

4 **WHEREAS**, this study concluded that our Behavioral Health Unit (“BHU”) contacts and
 5 appointments have increased over a multi-year period creating long waitlists for Mental
 6 Health and AODA services, and;

7 **WHEREAS**, crisis contacts both daytime and afterhours have continued to increase
 8 further straining our local Metal Health resources, and;

9 **WHEREAS**, clinicians’ caseloads within BHU continue to be at or near maximum
 10 capacity, and;

11 **WHEREAS**, the crisis therapist position will have the flexibility to serve the individuals
 12 experiencing acute crisis or are high risk, and;

13 **WHEREAS**, to better serve our residents we are proposing the creation of a Crisis
 14 Therapist position to our 2023 annual budget; and

15 **WHEREAS**, the Crisis Therapist position will be mostly funded through billing for
 16 services rendered;

17 **NOW THEREFORE BE IT RESOLVED** that a Crisis Therapist position in the Health &
 18 Human Services Behavioral Health Unit be created and included in the 2023 budget.
 19 (See attached job description)

20 **BE IT FURTHER RESOLVED** that this position be placed in Pay Group 8 of the Green
 21 Lake County wage plan. This position will be eliminated if the caseload or funding
 22 decreases to the point where can no longer be funded.

23 **FISCAL NOTE:**

Fiscal Note for 2023 Budget

	Wage	Annual Wage	Retirement	Social Security	Health Insurance	HSA	Total Fringe	Wage & Fringe
Crisis Therapist	\$ 32.94	\$ 68,515.20	\$ 4,624.78	\$ 5,241.41	\$ 17,990.00	\$3,000.00	\$ 30,856.19	\$ 99,371.39
								\$ 99,371.39

Offsetting Revenues	
Crisis Grant Funding	\$ 19,874.28
Crisis Revenue	\$ 49,685.69
CCS Revenue	\$ 14,905.71
TCM Revenue	\$ 14,905.71
TOTAL	\$ 99,371.39

RESOLUTION NUMBER -2022

**RELATED TO ELIMINATING THE CHILDREN & FAMILY SERVICES CASE
MANAGER POSITION AND CREATING AN ADDITIONAL INTENSIVE IN-HOME
CLINICAL THERAPIST POSITION IN THE HEALTH & HUMAN SERVICES
CHILDREN & FAMILY SERVICES UNIT..**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 18th day of October 2022, does resolve as follows:

- 1 **WHEREAS**, as part of the 2023 budget process Health & Humans Services conducted
- 2 an agency wide position analysis study; and
- 3 Majority vote is needed to pass.

Approved by Personnel Committee Disapproved by Personnel Committee
 Approved by Finance Committee Disapproved by Finance Committee

Roll Call on Ordinance No. -2022

Submitted by Health and Human
Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 18TH
day of October, 2022.

Joe Gonyo, Chair

Harley Reabe, Vice-chair

County Board Chairman

Brian Floeter

ATTEST: County Clerk
Approve as to Form:

Joanne Guden

Corporation Counsel

Nancy Hoffmann

Joy Waterbury

Christine Schapfel

Katie Helsel-Thiem

Richard Trochinski

4 **WHEREAS**, this analysis concluded that our Departments Mental Health Contacts
5 continue to increase; and

6 **WHEREAS**, case manager and clinician caseloads continue to increase; and

7 **WHEREAS**, the credentialing required to fill the Intensive In-Home Clinical Therapist
8 position allows the position to provide both case management and mental health
9 services in the community setting; and,

10 **WHEREAS**, this credentialing also allows the County to be reimbursed at a higher rate
11 for these services; and,

12 **WHEREAS**, several evidence based models have shown the effectiveness of Intensive
13 In-Home Wrap around services, and

14 **WHEREAS**, the Intensive-In-Home Clinical Therapist position will be mostly funded
15 through billing for services rendered; and

16 **WHEREAS**, the HHS Director has met with the County Administrator to discuss the
17 attached job description for Intensive In-Home Clinical Therapist position which has
18 been approved by the County Administrator.

19 **NOW, THEREFORE, BE IT RESOLVED**, that the Green Lake County Board of
20 Supervisors does hereby approve modification to the HHS Children & Family Services
21 Unit team model by:

22 a) - eliminating one (1) Children & Family Services Case Manager position; and;

23 b) - creating one (1) additional Intensive In-Home Therapist Position.

24 **BE IT FURTHER RESOLVED**, that the additional In-Home Clinical Therapist position in
25 the Health & Human Services Children & Family Services Unit be created and included
26 in the 2023 budget. (See attached job description)

27 **BE IT FURTHER RESOLVED** that this position be placed in Pay Group 8 of the Green
28 Lake County wage plan.

29 **BE IT FURTHER RESOLVED** that the individual currently holding the Children & Family
30 Services Case Manager position shall fill the Intensive In-Home Clinical Therapist
31 position as that person has been satisfactorily performing the duties of the new position.

32 FISCAL NOTE:

2022								
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	HSA	Total Fringe	Wage & Fringe
C&F Case Manager	\$ 29.44	\$ 61,235.20	\$ 4,133.38	\$ 4,684.49	\$ 17,990.00	\$3,000.00	\$29,807.87	\$ 91,043.07
								\$ 91,043.07
Budgeted 2023								
	Wage	Annual Wage	Retirement	Social Security	Health Insurance	HSA	Total Fringe	Wage & Fringe
Intensive In-home Therapist	\$ 31.55	\$ 65,624.00	\$ 4,429.62	\$ 5,020.24	\$ 17,990.00	\$3,000.00	\$30,439.86	\$ 96,063.86
								\$ 96,063.86
		Offsetting Revenues						
		BCA Grant Funding	\$ 33,622.35					
		CCS Revenues	\$ 48,031.93					
		TCM Revenues	\$ 14,409.58					
		TOTAL	\$ 96,063.86					