

**Richland County Health and Human Services
Agenda Item Cover**

Agenda Item Name: Restructuring Administrative Services Unit

Department	HHS	Presented By:	Tracy Thorsen
Date of Meeting:	July 9, 2020	Action Needed:	Informational Review
Disclosure:	Open Session	Authority:	N/A
Date submitted:	June 29, 2020	Referred by:	Health and Human Services Board

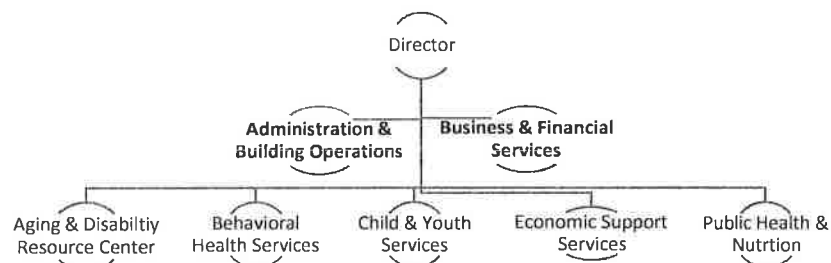
Recommendation and/or action language: Health and Human Services recommends changing the organizational structure of the Administrative Services Unit by creating two separate units.

Administration & Building Operations Unit

- Management of Clerical Support Functions
- Client Record Management
- Provider Contracting Coordination
- Human Resources Functions
- Complaint, Client Rights, & HIPAA Functions
- Building Maintenance and Supply Management Functions
- HHS Board, County Committees, and County Board Liaison Functions

Business & Financial Services Unit

- Management of Accounting Functions
- Management of Billing and Collections
- State Financial Claiming and Cost Reporting Functions
- Coordination and Management of Budget Development
- Revenue and Expense Reporting and Analysis
- Liaison to Offices of the County Clerk, Treasure and Auditor



Although these two new units will have clearly different functions; there will to be inter-unit collaboration

Background: The administrative/building operations and business/finance functions of the Administrative Services Unit have evolved into distinctly separate functions. The Manager of Operations primarily oversees all business and fiscal issues, while the Administrative Supervisor primarily oversees the administrative support and building maintenance issues. There is not a need for these functions to be combined into one unit and it creates an unnecessary layer of management.

Attachments and References:


HHS Organizational Chart	
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Financial Review:


(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	No financial impact		

Approval:


Department Head

Review:


Administrator, or Elected Office (if applicable)

RICHLAND COUNTY HEALTH & HUMAN SERVICES

PROPOSED ORGANIZATIONAL STRUCTURE 7/9/2020

Yellow = Management
Green = Full Time
Purple = Part Time
Blue = Departments/Programs

+ = Southwest WI Workforce Development Board
i = Independent Contractor
~ = Other Agency Employee
Dashed = Dual Supervision
Dotted = Vacancy
> = position has been vacant more than 12 mos.
< = position has been vacant less than 12 mos.

