

# RICHLAND COUNTY

Finance & Personnel Standing Committee

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April 27, 2022

## NOTICE OF MEETING

Please be advised that the Richland County Finance and Personnel Committee will convene at 1:00 p.m., **Tuesday, May 3<sup>rd</sup>, 2022** in the Richland County Board Room 181 W. Seminary Street and via videoconference and teleconference using the following information:

### **WebEx Videoconference:**

<https://richlandcounty.my.webex.com/richlandcounty.my/j.php?MTID=m293d326a73bb0b231dadd0556bf3f44e>

Meeting number: 2555 317 8779

Password: Richland

**WebEx Teleconference:** WebEx teleconference phone number: 650-479-3208, Access code: 2555 317 8779

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or [barbara.scott@co.richland.wi.us](mailto:barbara.scott@co.richland.wi.us) (email), or Finance & Personnel Committee Chair Shaun Murphy-Lopez at 608-462-3715 (phone/text) or [shaun.murphy@co.richland.wi.us](mailto:shaun.murphy@co.richland.wi.us) (email).

### Agenda:

1. Call to order
2. Proof of notification
3. Agenda approval
4. Previous meeting minutes
5. Public Comment

### Consent Items:

6. Property Tax Deed Sale — parcel #276-2100-0420 to the City pursuant of Wis Stat. 75.69(2).
7. Administrators Office Expenditure Report (Quarterly Review per Rule #14)
8. Clerk's Office Expenditure Report (Quarterly Review per Rule #14)
9. Treasurer's Office Expenditure Report (Quarterly Review per Rule #14)
10. County Board Expenditure Report (Quarterly Review per Rule #14)

*Consent items are procedurally necessary and routine in nature. The committee may take action to approve consent items in one motion. Any committee member may object to a consent vote and request individual items or all items removed from a consent vote.*

### Action Items:

11. Authorization Resolution to borrow 8.5 million for the Emergency Radio/Tower Project
12. Property Tax Deed Sale — parcel #276-2100-0420 to the City for \$1 pursuant of Wis Stat. 75.69(2).
13. Utilization policy for remaining Fund #75 and Fund #92
  - a. Petition from Symons Natatorium Board
  - b. Petition from Fair, Recycling and Park

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14. Discussion and possible action on utilization of ARPA Funds for Ambulance Service Study
15. Approve Bonuses and Recognition of Personnel Who Made Significant Contributions to the Public Health Emergency Response to the Community during the COVID-19 Pandemic
16. Approve the Use of 2021 Health & Human Services Remaining Funds
17. Approve to Eliminate the Early Intervention Special Educator Position and Replace it with a Children's Long-Term Support & Birth to 3 Case Manager Position

### Administrative Reports:

18. Financial Planning
19. Capital Improvement Program
20. Status on Purchasing Cards
21. Discussion and possible action on report items

### Closing:

22. Future agenda items
23. Adjournment

Meeting materials may be found at <https://administrator.co.richland.wi.us/minutes/finance-personnel/>

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Finance and Personnel Standing Committee.

CC: Committee Members, County Board, Department Heads, Richland Observer, WRCO, Valley Sentinel, Courthouse Bulletin Board

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**April 5th, 2022**

The Richland County Finance and Personnel Committee convened on Tuesday, April 5th, 2022, in the County Board room at 181 W. Seminary Street, in person, via videoconference and teleconference.

Committee members present included County Board Supervisors Shaun Murphy-Lopez, Melissa Luck, Linda Gentes, David Turk, Marc Couey & Marty Brewer with Don Seep by Web Ex.

Department heads, staff and public present were Administrator Clinton Langreck, Randy Nelson, Carla Doudna, Jeff Even, Clay Porter, Tom Rislow and Cheryl Dull taking minutes with Barbara Scott, Melanie Walters, Mike Bindl, Josh Elder, Tammy Wheelock, Derek Kalish, Therese Deckert, Sue Curtis, Meghan Rohn, Darin Gudgeon, Aaron Wallace, Tracy Thorsen, Amber Muckler, and WRCO all logged in by WebEx. John Couey was present from MIS running the teleconferencing.

Not present:

1. **Call to Order:** Committee Chair Murphy-Lopez called the meeting to order at 1:00 p.m.
2. **Proof of Notification:** Chair Murphy-Lopez verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO, County department heads, Richland Observer, Valley Sentinel and a copy was posted on the Courthouse Bulletin Board.
3. **Agenda Approval:** Chair Murphy-Lopez stated there is a request to move #19 to #5, with that change he asked for approval of the agenda. Moved by Supervisor Brewer to approve the agenda with that change, second by Supervisor Luck. All voting aye, motion carried.
4. **Previous Meeting Minutes:** Chair Murphy-Lopez stated a correction needs to be made to the March 18<sup>th</sup> minute. They should be corrected to say Supervisor Couey moved to postpone the minute approval to the next meeting, 2<sup>nd</sup> by Murphy-Lopez. Moved by Supervisor Luck to approve the minutes of the March 1<sup>st</sup> & 18<sup>th</sup> meeting with that change, seconded by Supervisor Turk. All voting aye, motion carried.
19. **Resolution for unplanned use of Fund # 75 for a skid steer purchase — Fair:** Administrator Langreck presented the Fair & Recycling department is requesting to approve reallocation up to \$35,000 from Fund 75 for purchase of Skid Steer to share between the Fairgrounds and Building and Grounds Committee. Randy Nelson stated most new skid steers are 5" too wide for the areas they need it to fit in, limiting where they can get into. Supervisor Luck questioned what the original \$35,000 ear marked for. Carla Doudna explained it was earmarked for light and electrical work at the Fairgrounds. Most of that work has been completed and the remainder of the work to be completed will need additional funds so they decided to move that work back to a later date and use that money for a skid steer instead. Carla explained, they currently lease from Simpsons at \$1,000 from the fairgrounds budget yearly and \$1,200 from the courthouse budget. If they get a new skid steer, Randy will do the upkeep out of his budget. Supervisor Luck asked about purchasing the skid steer they have. Randy stated the current skid steer needs a lot of repairs and that the current concern is the lease price may not remain the same after the recent discussion over the lawn mower. Randy stated he has talked to dealers about leasing. One was \$5,000/yr. and another was \$10,000/ yr. Discussion followed about leasing and total costs over several years. The committee would like more information concerning leases. Chair Murphy-Lopez felt that in the future, if departments aren't using the fund 75 money they were originally allocated for a project, maybe those funds should be brought back to be considered for reallocation for other projects. Moved by Supervisor Luck to postpone the skid steer purchase for more information, second by Supervisor Brewer. All voting aye, motion carried.

*Consent items are procedurally necessary and routine in nature. The committee may take action to approve consent items 5-8 in one motion if desired or any committee member may object to a consent vote and request individual items or all items removed from a consent vote.*

Chair Murphy-Lopez reviewed 5-8 items separately.

5. **11-year write-off on unpaid taxes — Treasurer:** Treasurer Even is requesting a vote to approve cancelling of tax certificates that remain unpaid for 11 years. Those include: 26 002-2721-2100 41.18 Gander, Stacy; 69 006-0634-5300 2.12 Owner Unknown; 168 006-4041-0009 4.00 Owner Unknown; 169 006-4621-0000 4.00 Owner Unknown; 408 022-0934-2100 6.15 Owner Unknown; 499 028-1633-2100 2.57 Sylvan Creamery Co.; 550 030-2811-1100 612.21 Nash, Ronald; 571 032-2220-0810 96.05 Koechley,

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Robert; 572 032-2220-0830 47.00 Koechley, Robert; 573 032-2220-0880 28.61 Koechley, Robert; 706 276-2100-0420 4,630.80 Crook, Timothy.

6. **Write-off stale checks — Treasurer:** The Treasurer is requesting to approve cancelling of stale checks that have been outstanding for more than one year as of January 1, 2022, i.e.: checks dated January 1, 2020 – December 31, 2020.

Moved by Supervisor Couey to approve items 5 & 6, seconded by Supervisor Luck. All voting aye, motion carried.

7. **Resolution for planned use of Fund #92 for Sheriff's Dept new car purchase — Sheriff:** Supervisor Brewer questioned if this was a planned expense? Sheriff Porter stated yes it was a planned expense. Moved by Supervisor Brewer to approve the spending of up to \$127,000.00 to purchase and equip new sheriff's vehicles, second by Supervisor Gentes. All voting aye, motion carried.
8. **Resolution for planned use of Fund #75 for Fairgrounds electrical and lighting — Fair:** Supervisor Seep questioned how this was related to the skid steer discussed earlier? Carla explained that when this part of the project is complete, there will be the \$35,000 left over. That portion would be used for the skid steer purchase. Moved by Supervisor Luck to approve allocation of funds from Fund 75 for continued upgrades and repairs for electrical and lights on the fairgrounds in the amount of \$14,585.79. If the Fairgrounds is awarded the \$4000 Compeer Grant, those funds will be used towards that balance only needing to use \$10,585.79 from the Fund 75 account, second by Supervisor Couey. All voting aye, motion carried.

Clint reviewed that the Administrator Section, # 9-18 in this case, is designed in an efforts to maximize use of committee meeting time, empower administration and provide desired oversight and transparency on County business, this Finance and Personnel Agenda has been composed to stream line actions and prioritize focus by presenting items three major sections: 1) consent items – seen as routine, procedurally necessary, and aligning with previous decisions and policy, 2) Administrative Reports – seen as a notification of actions that administration is taking, information that administration is taking, and future solutions that administration is developing for committee consideration, and 3) action items – items that need committee focus, discussion and decision.

9. **Review 2022 employee benefits package and employee questionnaire:** Administrative Assistant Cheryl Dull reviewed the Power Point where she compiled the responses received as a result of the employee survey. Afterwards, Chair Murphy-Lopez ask for comments from the committee. Supervisor Gentes – thinks we need to take a look at the insurance. Supervisor Couey – finds it very disturbing hearing the management concerns. He feels we need to consider exit interviews. Supervisor Brewer – He feels we got a lot of positive results. Supervisor Luck – no comment. Supervisor Seep – There is a lot to cover and it warrants further discussions. But felt it was an excellent survey. Supervisor Turk – be cautious of how you interpret the slides. Chair Murphy-Lopez – found it interesting.
10. **Review comparison data on conversion to Employee Trust Fund Health Insurance Program:** Administrator Langreck presented the proposal with Quartz vs. ETF and the spreadsheet of insurance costs. Tami Hendrickson reviewed Wallace, Cooper and Elliott premiums. The State plan we had prior was the P12 plan. She stated Richland County regularly overuses insurance, meaning they have paid out more than they have received in premiums. She reviewed costs of medical need for the last couple years vs. premiums paid in.

With the state plan you get a choice of insurance plans, dean being cheaper most of the time. If the employee wants to use anything different than Dean, the employee pays the difference. Administrator Langreck added there is a surcharge to buy back into the state plan. He has contacted the state to find out what that surcharge would be. Administrator Langreck also reviewed the list of what needs to be considered to enroll back into the state program. Tami added she felt Wallace, Cooper, and Elliot has provided a great amount of support that isn't offered by the State. Chair Murphy-Lopez requested comments from the Committee. Supervisor Luck – questioned the surcharge and would that eventually even out? Answer: We traditionally over use so it may not even out. Supervisor Seep – Sounds like a significant burden on administration. Tami stated the surcharge would be at least 3 years. We will have to do manual entry for everyone's enrollment if we go with the state program. Supervisor Turk – Any change will be an increase in cost. Maybe we should consider the county paying \$2,000 instead of \$1,000. Chair Murphy-Lopez – No

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comments. Supervisor Gentes – She questioned Doctor changes if we switch. Supervisor Brewer – The larger your group the better your premium. If we are grouped with Richland Center as a whole, he sees no benefit. Wallace, Cooper and Elliott have been very helpful. In talking to other counties, they had a stop gap insurance which limited their insurance increase. Why don't we have that? Sheriff Clay Porter – He stated there is no guarantee there will be a surcharge. He added the Sheriff department did their own survey. No shock, insurance was highest concern or dissatisfaction.

11. **Debt service and impacts with consideration of Radio and Tower Project:** Administrator Langreck updated the committee that the LEJC is approaching their decision point on a radio/tower project. The committee is anticipating to bring a recommendation on vendor and project design concept to the county board within the next few months. The five concept proposals on the table range from costs of \$5.03 million to \$10.97 million in construction and equipment, with a likely proposal for funding coming at a \$7.5 million to \$13 million range. In support of this initiative the Finance and Personnel Standing Committee will be asked to fund the project through bonding. Richland County will have to adopt the resolution by a 3/4th majority vote in order to undertake that borrowing and raise the debt service levy on Richland County properties. Administration will be working with MIS and Sheriff's office to ensure that future impacts associated with operational costs are included into the 5-year financial planning matrix.
12. **Status on Financial Planning:** Administrator Langreck is scheduling department meetings by Thursday to review proposed plans in the 5-year financial planning process. The preliminary plan is intended to be presented to the Finance and Personnel Committee in May.
13. **Status on Capital Planning:** Same as above in #12.
14. **Status on Purchasing Cards:** Administrator Langreck updated the committee that cards are here, locked in the vault until we can get training set up. A DRAFT copy of the policy is attached in the folder as Item 12 Purchasing Card Policy. Admin training is scheduled for Friday, April 8<sup>th</sup>. The Policy will be reviewed with departments at the April 14th department head meeting. The Policy will be brought back for consideration by the Finance and Personnel Committee at its next meeting.
15. **Administrative Guidance on mandatory password updates on county server and AS400:** Administrator Langreck is anticipating giving guidance to departments on requiring a minimum of biannual password changes on all county computers, systems, servers and the AS400 system. This item will be discussed in the next department head meeting and anticipating issuing guidance shortly thereafter.
16. **Report on Supreme Court Decision on Brown County vs. Brown County Tax Payers:** Administrator Langreck presented that the Brown County Taxpayers Association (the "BCTA") had challenged the County's imposition of the sales tax and use of the tax proceeds to fund capital projects as a violation of Wis. Stat. § 77.70, which provides a sales and use tax "may be imposed only for the purpose of directly reducing the property tax levy." According to the BCTA, Brown County's use of the sales tax proceeds to fund capital projects did not "directly" reduce the property tax levy according to the statute's requirement. Brown County argued the statute should be interpreted to provide flexibility to counties in the use of sales tax proceeds such that using, for example, a "pay as you go" method of funding projects, thereby saving over \$47 million in interest costs by avoiding borrowing, is a valid use of the sales tax proceeds. In a 5-2 decision, the Supreme Court agreed with Brown County and upheld the tax, together with the County's use of the proceeds.
17. **Status on Tax Deed Property (Status):** Administrator Langreck presented on Thursday, April 7th Administration will be recommending to the Richland County Property Committee to pursue economic development in collaboration with the City of Richland Center by offering the sale of Tax Deed property parcel #276-2100-0420 to the City for \$1 pursuant of Wis Stat. 75.69(2). The City of Richland Center has budgeted funds for the razing of this property which has been abandoned for years and presents a significant safety hazard to the public due to severe deterioration of the structure. Once razed the City and Economic Development will work towards redevelopment of the property that can potentially result a significant increase in the parcel improvement value and help provide the community with needed housing, as well as increased property tax value.

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- 18. Discussion and possible action on report items:** Supervisor Brewer – Has concerns of our indebtedness but, we do need the tower. He still hopes owners of towers in the county will allow us to use their towers. Supervisor Luck – All proposals include using existing towers. The questions are, is there room on the towers. She would like supervisors to attend the LEJC meetings as a lot of that stuff has been covered. Supervisor Seep – Hoping there may be external funds to help with the tower project. Supervisor Turk – This is a prime example of we waited too long and have now backed ourselves into a corner. Chair Murphy-Lopez – He has watching meeting to get caught up. Is the increase in property tax going to be reasonable? Maybe there are other funding sources we can look into. Supervisor Gentes – Maybe we could implement a sales tax with a sunset to help pay for the tower project. Concerning the Capital plan, committee structures should review them. Concerning emails, she thought they were supposed to be changing to .gov email, which hasn't happened yet. She feels the County attorney can do tax deeds faster than previously completed. Administrator Langreck stated there is petitions at the state level to allow counties more sales tax money for funding. Reference to capital projects, he is still working with dept. heads. Reference to Cyber security, he will defer to MIS to response to that. Jeff Even reviewed what is happening with tax deeds and the process. It is up to the attorney to pursue those and the previous Corp Council had very little interest in doing so. 1<sup>st</sup> step is a Title search. Several Title searches have recently come in but they are low priority with the title companies. Right now, there are several abandoned properties and the owners do not want to be found. Regardless, we still have to follow state statute, including certified letters to the owner. If owners can't be found, letters are returned. With that they get moved to the back burner. If owners can't be found, newspaper publication must be posted and we have to wait the required time frame to run out so that the attorney can take the property. Jeff started several of those processes after taking over as the treasurer, which mean the time frames will be coming up for those so we can proceed with the next step. Supervisor Couey – We can't continue pushing off repairs/maintenance. He feels we will be moving forward in the last few years.
- 20. Priorities and Goals for the Administrator — Committee Chair:** Chair Murphy-Lopez reviewed the goals and employment agreement. Recommended changes were reviewed in closed session and are now being brought forward to review. Moved by Supervisor Seep to approve the priorities and goals for the Administrator for his 3<sup>rd</sup> year, seconded by Supervisor Brewer. All voting aye, motion carried.
- 21. Future agenda items:** None are set due to committee changes.
- 22. Adjournment:** Next meeting will be indefinite due to board restructure. Chair Murphy-Lopez asked for the floor to speak to the committee. He thanked Supervisor Couey for his 'to the point style'. Supervisor Couey is the ying to Supervisor Seeps yang. He thanked Supervisor Turk for his well formulated opinions. He commended Supervisor Gentes for her good questions so we have to explain ourselves for everyone to understand. He commended Supervisor Luck for her courage. He thanked Supervisor Brewer for allowing him to be chair the committee. He commended Administrator Langreck for handling criticism with grace. He thanked MIS, they are very helpful and do an amazing job. He thanked Dept. heads for sitting through meetings and bringing items to the committee for attention. Supervisor Turk thanked Chair Murphy-Lopez for delving into items in detail and leading. Moved by Supervisor Murphy-Lopez to adjourn at 2:44 pm, seconded by Supervisor Luck. All voting aye, motion carried.

Minutes respectfully submitted by  
Cheryl Dull  
Richland County Assistant to the Administrator

## Richland County Finance and Personnel Committee

### Agenda Item Cover

**Agenda Item Name:** *Symons Pool Resurfacing Project*

<b>Department</b>	Symons Rec. Complex	<b>Presented By:</b>	Tracy Gobin
<b>Date of Meeting:</b>		<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open	<b>Authority:</b>	Committee Structure E +O
<b>Date submitted:</b>	25 April 2022	<b>Referred by:</b>	Symons Natatorium Board

**Recommendation and/or action language:** *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Symons Natatorium board made a motion to recommend to the Richland County Finance and Personnel committee to accept the bid for pool resurfacing from Badger Swimpools for \$61,285, including the add in of In-Fill the light niches removed by others.

**Background:** *(preferred one page or less with focus on options and decision points)*

Symons Recreation Complex will be open 35 years this June. The pool still has the original plaster; the plaster is at a point that it needs to be replaced. If not replaced the pool will start to leak. The lowest bid was from Badger Swimming Pools for \$60,800 with add in options of \$820 or \$485. The Symons Natatorium Board choose to have Mark Thomas, Maintenance Supervisor remove the light niches that are no longer in working order and Badger Swimpools to in-fill the light niches. The City of Richland Center has approved paying their half of the project at \$30,642.50 on Tuesday April 19<sup>th</sup> 2022.

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#### Attachments and References:

Minutes from January 10, 2022 Natatorium board meeting	
Bid Document from Badger Swimpools	

#### 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"/>	Other funding Source	Fund 75 \$30,642.50 (City of Richland Center \$30,642.50)	
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

Fund 75 was designated for the Symons re-plastering of the swimming pool and locker room remodel. Since the plastering of the pool came in higher than originally planned at \$50,000.00 the locker remodel project has been put on as a future capital improvement project. The plastering of the swimming pool is essential to operation.

Action results in some reduction s in expenditures:

#### Approval:

*Tracy Gobin*

#### Review:

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Department Head

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Administrator, or Elected Office (if applicable)

## Symons Recreation Complex Natatorium Board Minutes January 10, 2022

The Natatorium Board met in person and virtually via Zoom on January 10, 2022 at 7:00 pm. The following people were in attendance: Chad Cosgrove, Michael Compton, Melony Walters, Tim Gottschall, Marty Brewer, Todd Coppernoll and Susan Fruit. Tracy Gobin was also present.

1. Call to Order- Gottschall called the meeting to order at 7:04pm.
2. Proof of Notification- Proof of Notification was met, per Gobin.
3. Approve Agenda- *Marty Brewer made a motion to approve the agenda. Chad Cosgrove seconded. The motion carried.*
4. Approve Minutes – *Chad Cosgrove made a motion to approve the minutes from the December 13<sup>th</sup>, 2021 meeting. Todd Coppernoll seconded. The motion carried.*
5. Approve Bills for January – Invoices were presented in the amount of \$1,970.04. *Chad Cosgrove made a motion to pay the monthly bills. Marty Brewer seconded the motion. The motion carried.*
6. Budget Overview - Gobin stated revenue was down from November but there was a big increase in COVID numbers. Some attendance numbers are down slightly from November, however with the holidays and the flooring being sealed in the Racquetball Courts and Land Aerobic rooms for a few days that would account for the decrease. There are still some outstanding invoices for 2021, but it looks like Symons Recreation Complex is on target to make budget.
7. American Rescue Plan – Gobin stated that last month it was stated that there were funds available for the American Rescue Plan and to proceed with seeing if there was funding for the impop for keeping the facility sanitize. Symons Recreation Complex has duct work that hasn't been professional cleaned before and was wondering if this was something that could be paid for with the American Rescue Plan. Gobin discussed the four air handler units and how upgrading them would be more efficient but also easier to know how much fresh air is coming into the facility. Looking to see if the American Rescue Plan funding could be used for these capital improvement projects. *Marty Brewer made a motion to pursue using American Rescue funding for cleaning air ducts and replacing the air handler units at Symons Recreation Complex with Administrator Langreck. Chad Cosgrove seconded. The motion carried.*
8. HVAC System – Gobin stated that she would discuss the American Rescue Plan with Administrator Langreck to see how the American Rescue Plan could fund this upgrade.
9. Pool Re-Plastering – August 2022 – Gobin presented the two bids for the re-plastering of the swimming pool. The low bid was Badger Swimming Pools for \$61,285.00. *Marty Brewer made a motion to proceed with the bid from Badger Swimming pools, using the option of in-fill the light niches removed by Mark Thomas, Maintenance Supervisor for \$61,285.00. Chad Cosgrove seconded. The motion carried.*
10. Director's report – Gobin stated the pool usage seems to be up for family swim times, it is really great to see more people. Swimming lessons and racquetball league are starting this month. Next month there is the Symons Triathlon challenge and corn hole/bag toss league. Looking at offering things that we haven't offered before.
11. Future Agenda Items - No items
12. Schedule Next Meeting- February 14, 2022 in person in at the UWP-Richland campus and virtually via Zoom, this date has been tentatively scheduled for February 7, 2022.
13. Adjourn—*Marty Brewer made a motion to adjourn at 7:34pm. Todd Cosgrove seconded. The motion carried.*





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July 14, 2021

Symons Recreation Center  
Ms. Tracy Gobin  
1250 Hwy 14  
Richland Center, WI 53581

Re: Pool resurfacing proposal for the lap pool at the Symons Recreation Center, Richland Center, WI.

Dear Tracy:

We are pleased to provide a proposal for resurfacing the indoor lap pool at the Symons Recreation Center located in Richland Center, WI. We do not include any allowance for architectural or engineering work (not required) and/or for any state/local approvals for work (if required). All work will be completed according to Wisconsin building and swimming pool codes.

We propose to furnish all materials, labor, and equipment necessary to complete the following work:

- Chip and grind as necessary at waterline tile and fittings.
- Clean the surface and prep for plaster
- Apply exposed aggregate pool finish
- Wash the plaster and prepare to fill

**Total: \$ 60,800**

**Alternates:**

- Remove six (6) light niches and in-fill. Add: \$ 820
- In-Fill the light niches removed by others. Add: \$ 485

Note: This proposal does not include: sales tax, structural repair, concrete work, tile work, mechanical work, start-up or draining/filling.

All standard general requirements and administration is included in the costs above. This proposal is valid for 30 days from the above date. Please call our office at 608-643-6440 with any questions or if you wish to proceed. We look forward to working with you and thank you very much.

Sincerely yours,  
BADGER SWIMPOOLS, INC.  
Robert E. Jelinek, P.E.  
[bjelinek@badgerswimpools.com](mailto:bjelinek@badgerswimpools.com)

## Richland County Finance & Personnel Standing Committee

### AGENDA ITEM SUMMARY

**Agenda Item Name:** Approve Bonuses and Recognition of Personnel Who Made Significant Contributions to the Public Health Emergency Response to the Community during the COVID-19 Pandemic.

<b>Department:</b>	Health & Human Services	<b>Presented By:</b>	Tracy Thorsen, Director
<b>Date of Meeting:</b>	May 3, 2022	<b>Action Needed:</b>	Vote//Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	April 27, 2022	<b>Referred by:</b>	HHS Board

**Recommendation and/or action language:** Motion to... Approve expenditure of \$44,500 utilizing the Division of Public Health COVID-19 funding allocation to provide bonuses and commendation plaques for the recognition of 33 personnel who made significant contributions to the public health emergency response to the community during the COVID-19 Pandemic, as well as to formally recognize the contributions of these individuals in a County Board Resolution, and forward the recommendation onto the County Board for approval.

**Background:** On March 17, 2020 a COVID-19 Public Health Emergency Disaster Proclamation was issued by Clinton Langreck, County Administrator. Over the last two years, numerous Richland County personnel put their daily work responsibilities on hold to be reassigned in order to participate in the response to the unprecedented public health emergency providing testing services, disease investigations, vaccine clinics, and other support activities for the community. Some duties required staff to don full personal protective equipment to protect against the risk of contracting the virus while working at testing events and vaccine clinics. Many worked in outdoor inclement weather conditions at the testing sites. Others regularly worked extra hours during evenings and weekends providing disease investigations or performing other needed support activities to assist with the response. Several also participated in the EOC meetings and regularly advised and provided information to community members and organizations to help them keep safe. Thirty-three Richland County personnel have been identified who made these significant contributions during the pandemic.

Now that the pandemic appears to be winding down with significantly fewer daily cases, the Department of Health Services (DHS) is conducting their “*COVID-19: Thank You-Moving Forward Together*” campaign to recognize and thank our Public Health Heroes. **With Richland County’s Emergency Operations Center now stepping down the Incident Command, now is the opportunity for the County to recognize our Local Public Health Heroes who helped our citizens get through this difficult time.**

Health and Human Services proposes to utilize the Division of Public Health COVID-19 funding allocation (as approved by DHS) to provide bonus payments to recognize the thirty-three Richland County personnel who made significant contributions in the public health emergency response to the community. The amounts of the bonus awards would be based on level of involvement over the two-year period as shown in the Proposed Bonus Structure attachment. It is additionally proposed that these individuals be formally recognized by County Board Resolution and presented a plaque commending their contributions.

#### Attachments and References:

DHS-DPH Public Health Emergency Consolidated Contract 47745-2 (\$473,000 Total Allocation)	Proposed Bonus Structure Document
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**Financial Review:** The total amount of bonus awards would be \$43,000 and commendation plaques would be \$1,500; totaling \$44,500. Existing funding is available. The DHS-DPH Public Health Emergency Consolidated Contract allows utilizing allocation funds for workforce needs and to enhance our state’s capacity to respond to COVID-19 now and into the future. Richland County received permission from

## Richland County Finance & Personnel Standing Committee

### AGENDA ITEM SUMMARY


DHS to use funds for this purpose. A number of surrounding counties are also utilizing these funds to support similar personnel recognition efforts for this unprecedented public health response.

(please check one)

X	In adopted budget	Fund Number	Public Health COVID-19 Fund
	Apportionment needed	Requested Fund Number	
	No financial impact		

**Approval:**

**Review:**

  
\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

## PROPOSED BONUS STRUCTURE

CATEGORY	DESCRIPTION	BONUS AMOUNT
TIER 1:	<i>More than <b>500 hours</b> above and beyond regular work time providing COVID emergency / public health response activities to the community</i>	\$ 2,000.00
TIER 2:	<i>Between than <b>100 to 500 hours</b> above and beyond regular work time providing COVID emergency / public health response activities to the community</i>	\$ 1,000.00
TIER 3:	<i>Between than <b>50 to 100 hours</b> above and beyond regular work time providing COVID emergency / public health response activities to the community</i>	\$ 500.00

FIRST NAME	LAST NAME	DEPT/UNIT	PUBLIC HEALTH WORK	TIER	BONUS AMOUNT
Brandie	Anderson	HHS-PH	COVID Community Testing COVID Community Vaccine Clinics Disease Investigation Pubic Information and Infrastructure Support	1	\$ 2,000.00
Amber	Burch	RIC-AMB	COVID Community Testing COVID Community Vaccine Clinics Pubic Information and Infrastructure Support	1	\$ 2,000.00
John	Couey	RICH-MIS	Pubic Information and Infrastructure Support	1	\$ 2,000.00
Becky	Dahl	HHS-PH	COVID Community Vaccine Clinics Disease Investigation	1	\$ 2,000.00
Darin	Gudgeon	RIC-AMB	COVID Community Testing COVID Community Vaccine Clinics Pubic Information and Infrastructure Support	1	\$ 2,000.00
John	Heinen	RIC-AMB	Pubic Information and Infrastructure Support	1	\$ 2,000.00
Rose	Kohout	HHS-PH	COVID Community Testing COVID Community Vaccine Clinics Disease Investigation Pubic Information and Infrastructure Support	1	\$ 2,000.00
Teresa	Landes	HHS-PH	COVID Community Testing COVID Community Vaccine Clinics	1	\$ 2,000.00
Jason	Marshall	RICH-MIS	Pubic Information and Infrastructure Support	1	\$ 2,000.00
Amber	Morris	HHS-ESS	COVID Community Testing COVID Community Vaccine Clinics Disease Investigation	1	\$ 2,000.00
Teri	Richards	HHS-PH	COVID Community Testing COVID Community Vaccine Clinics Disease Investigation	1	\$ 2,000.00
Angie	Rizner	HHS-ADMIN/BUS	COVID Community Vaccine Clinics Pubic Information and Infrastructure Support	1	\$ 2,000.00
Barb	Scott	RICH-MIS	Pubic Information and Infrastructure Support	1	\$ 2,000.00

FIRST NAME	LAST NAME	DEPT/UNIT	PUBLIC HEALTH WORK	TIER	BONUS AMOUNT
Carlene	Shaw	HHS-PH	COVID Community Testing COVID Community Vaccine Clinics Disease Investigation Pubic Information and Infrastructure Support	1	\$ 2,000.00
Jaymie	Bruckner	HHS-ADMIN/BUS	COVID Community Testing COVID Community Vaccine Clinics Pubic Information and Infrastructure Support	2	\$ 1,000.00
Toni	Cabrera	HHS-ESS	COVID Community Testing COVID Community Vaccine Clinics	2	\$ 1,000.00
Deb	Dittmer	HHS-ADMIN/BUS	COVID Community Vaccine Clinics Disease Investigation	2	\$ 1,000.00
Nichole	Gaudette	HHS-ADRC	Disease Investigation	2	\$ 1,000.00
Jaide	Johnson	HHS-PH	Disease Investigation	2	\$ 1,000.00
Veronica	Olson	RICH-PROBATE (former HHS)	COVID Community Vaccine Clinics Disease Investigation Pubic Information and Infrastructure Support	2	\$ 1,000.00
Sarah	Orr	RIC-AMB	COVID Community Vaccine Clinics	2	\$ 1,000.00
Meghan	Rohn	HHS-ADMIN/BUS	COVID Community Testing COVID Community Vaccine Clinics Pubic Information and Infrastructure Support	2	\$ 1,000.00
Cassie	Sanders	HHS-ADRC	COVID Community Testing	2	\$ 1,000.00
Tanya	Webster	HHS-PH	Disease Investigation	2	\$ 1,000.00
Tammy	Wheelock	RICH-ADMIN (former HHS)	COVID Community Testing COVID Community Vaccine Clinics	2	\$ 1,000.00
Kisha	Blake	RIC-AMB	COVID Community Testing COVID Community Vaccine Clinics	3	\$ 500.00
Nicole	Chitwood	HHS-ADMIN/BUS	COVID Community Vaccine Clinics	3	\$ 500.00
Kathy	Dobbs	HHS-ADMIN/BUS	COVID Community Testing COVID Community Vaccine Clinics	3	\$ 500.00
Bradi	Donahoe	HHS-CYS	Disease Investigation	3	\$ 500.00
Kelly	Mormann	HHS-ESS	COVID Community Vaccine Clinics	3	\$ 500.00
Stephanie	Ronnfeldt	HHS-ADMIN/BUS	Pubic Information and Infrastructure Support	3	\$ 500.00
Savanah	Tydrich	HHS-ESS	COVID Community Testing COVID Community Vaccine Clinics	3	\$ 500.00
David	Yardley	RIC-AMB	COVID Community Testing	3	\$ 500.00
					<b>\$ 43,000.00</b>

*This list includes personnel who made significant contributions in the public health emergency response to the community during the COVID-19 Public Health Emergency from 3/17/2020-3/17/2022.*

## RESOLUTION NO. 22-\_\_\_\_\_

A Resolution Approving Bonuses and Recognition of Personnel Who Made Significant Contributions to the Public Health Emergency Response to the Community during the COVID-19 Pandemic.

WHEREAS over the last two years since the COVID-19 Public Health Emergency Disaster Proclamation was issued by the Richland County Administrator, Clinton Langreck, on March 17, 2020, several Richland County personnel put their daily work responsibilities on hold to be reassigned in order to participate in the response to the unprecedented public health emergency providing community testing services, disease investigations, community vaccine clinics, and other vital support activities in response to the pandemic; and

WHEREAS the Health and Human Services Board and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, have recommended to officially recognize and thank our “Public Health Heroes;” and

WHEREAS County Administrator Clinton Langreck has recommended that the County Board approve awarding a one-time bonus pay and formal recognition by County Board Resolution and commemorative plaque to each of the thirty-three personnel who provided this critical response effort; and

WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted to pay a one-time bonus to thirty-three Richland County employees and contracted/leased personnel as follows:

\$2,000.00 to those who provided more than 500 response hours (Tier 1),  
\$1,000.00 to those who provided 100-500 response hours (Tier 2), and  
\$500.00 to those who provided 10-100 response hours (Tier 3), with this payment to be made to employees of the following departments whose positions are listed on attached Exhibit A:

Health & Human Services (HHS-Unit)  
Emergency Management/Ambulance Service (RIC-AMB)  
Management Information Systems (RIC-MIS)  
Probate (RIC-PROBATE)  
County Administration (RIC-ADMIN); and

BE IT FURTHER RESOLVED that the total of up to \$44,500 [\$43,000 in bonuses and \$1,500 in commemorative plaques] shall be paid from the funding under the Department of Health Services Division of Public Health Emergency Consolidated Contract, and

BE IT FURTHER RESOLVED that County Administrator Clinton Langreck is hereby authorized to sign on behalf of the County any documents necessary to carry out this Resolution; and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE COUNTY  
SUPERVISOR MEMBERS OF THE HEALTH  
AND HUMAN SERVICES BOARD

FOR AGAINST

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DRAFT

## Richland County Finance & Personnel Standing Committee

### AGENDA ITEM SUMMARY

**Agenda Item Name:** Approve the Use of 2021 Health & Human Services Remaining Funds

<b>Department:</b>	Health & Human	<b>Presented By:</b>	Tracy Thorsen, Director
<b>Date of Meeting:</b>	May 3, 2022	<b>Action Needed:</b>	Vote//Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	April 27, 2022	<b>Referred by:</b>	HHS Board

**Recommendation and/or action language:** Motion to... Approve the use of remaining funds from the 2021 HHS Budget totaling \$147,347 specifically to address retention and recruitment efforts in the department by providing both retention bonuses to existing staff as well as a sign-on or incentive bonuses in order to recruit for vacant positions, and forward the recommendation onto the County Board for approval.

**Background:** At the April 14, 2022 Health and Human Services Board Meeting, the Board affirmed that remaining funds from the 2021 Health and Human Services Core Budget come from sources that are intended to be utilized to fund human services programs, services, and operations; and therefore should be applied to address the Health and Human Service staffing crisis. With that, the Health and Human Services Board recommended that barring an action by the County Board in 2022 to establish a wage placement progression plan and to address the high employee cost of health insurance, that rather than returning all the remaining funds from the 2021 HHS Core Budget to the County's General Fund, a portion of the funds should be used instead to address retention and recruitment efforts in the department.

Health and Human Services has experienced a major staffing crisis throughout 2021 and continuing into 2022. In 2021 the "Great Resignation" impacted Health and Human Services with the loss of eighteen (18) staff. Losses occurred in every unit except Public Health. Two (2) additional resignations occurred in the first months of 2022. Now Health and Human Services is struggling to recruit for the several vacant positions. Eight (8) positions remain unfilled as of April 27, 2021. These positions are in critical areas including two (2) in the area of child protective services, three (5) in mental health/crisis services, and one (1) agency director.

Being unable to fill these critical positions places significant stress on the remaining staff who must take on the additional workload. Long term stress such as this will predictably lead to burnout and may potentially put the agency at risk of losing more staff or putting those remaining staff at risk of being susceptible to errors in judgement in such critical emergency services as child and adult protection and mental health crisis.

#### Attachments and References:

Final 2021 Budget Report Presented at the March 10, 2022 HHS Board Meeting
Final 2021 Placement Report Presented at the March 10, 2022 HHS Board Meeting

**Financial Review:** Health and Human Services is projecting that there will be approximately \$656,877 remaining in the 2021 Core Budget after all core expenses have been paid. Remaining funds are normally required to be returned to the County's General Fund once the auditors have closed out the year. A significant amount (\$434,347) comes from unanticipated revenue sources intended for funding human services programs, services, and operations. The table below shows a breakdown of these funds.

Recommended Cover Letter— County Administrator Langreck (20 May 2020)



# Richland County Finance & Personnel Standing Committee

## AGENDA ITEM SUMMARY

Sources of 2021 Remaining Funds in HHS Core Budget		Amount
1.	Budget Savings <i>(decreased expenses due to vacancies &amp; increased revenues)</i>	\$ 222,530
2.	Economic Support 2020 Revenue <i>(Remained In 2021 Budget Year)</i>	\$ 123,000
3.	WIMCR Reconciliation	\$ 164,000
4.	Enhanced Medicaid Funds	\$ 29,017
5.	Random Moment Survey Surplus Funds	\$ 22,281
6.	ARPA Rural Provider Relief funds	\$ 96,049
<b>TOTAL</b>		<b>\$ 656,877</b>

Health and Human Services is projecting a 2021 yearend deficit in placements (Funds 44 and 54) of approximately \$204,504.

2021 Yearend Projected Balances	Amount
HHS Core Budget Funds 53, 56, & 59	\$ 656,877
Child Placement Fund 44	\$ (105,047)
Adult Placement Fund 54	\$ (99,457)
<b>TOTAL REMAINING 2021 FUNDS</b>	<b>\$ 452,373</b>

After this deficit is covered by the remaining funds from the Core Budget, Health and Human Services projects a \$452,373 surplus. The request is to utilize funding sources #4 (\$29,017), #5 (\$22,281) and #6 (\$96,049) as noted above which total \$147,347 since these revenue sources are specific to HHS staffing. That would leave a surplus balance of \$305,026 which would be returned to the County's General Fund.

(please check one)

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

**Approval:**

**Review:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Administrator, or Elected Office (if applicable)

## RESOLUTION NO. 22-\_\_\_\_\_

A Resolution Approving the Use of 2021 Health & Human Services Remaining Funds.

WHEREAS the 2021 Health and Human Services Core Budget is projected to close the year with and estimated \$452,373 in remaining funds after the placement expenses have been fully covered; and

Sources of 2021 Remaining Funds in HHS Core Budget	Amount
1. Budget Savings <i>(decreased expenses due to vacancies &amp; increased revenues)</i>	\$ 222,530
2. Economic Support 2020 Revenue <i>(Remained In 2021 Budget Year)</i>	\$ 123,000
3. WIMCR Reconciliation	\$ 164,000
4. Enhanced Medicaid Funds	\$ 29,017
5. Random Moment Survey Surplus Funds	\$ 22,281
6. ARPA Rural Provider Relief funds	\$ 96,049
<b>TOTAL</b>	<b>\$ 656,877</b>
2021 Yearend Projected Deficits in Placement Funds 44 & 54	\$ -204,504
<b>TOTAL</b>	<b>\$ 452,373</b>

WHEREAS the Health and Human Services Board and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, have maintained that remaining funds from the 2021 Health and Human Services Core Budget come from sources that are intended to be utilized to fund human services programs, services, and operations; and

WHEREAS Health and Human Services has experienced a major staffing crisis throughout 2021 and continuing into 2022; and

WHEREAS the Health and Human Services Board and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, have recommended that \$147,347 of these remaining funds from the 2021 Health and Human Services Budget be set aside specifically to address retention and recruitment efforts in the department by providing both retention bonuses to existing staff as well as a sign-on or incentive bonuses in order to recruit for vacant positions; and

WHEREAS County Administrator Clinton Langreck and the Finance & Personnel Standing Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted to utilize \$147,347 of the remaining funds from the 2021 Health and Human Services Budget to provide a retention and recruitment incentive program which shall include both retention bonuses to existing staff as well as a sign-on or incentive bonuses in order to recruit for vacant positions; and

BE IT FURTHER RESOLVED that in order to be eligible for a retention bonus, employees must be on the county payroll as of 05/17/2022 (having not previously submitted a letter of resignation) and the retention bonuses shall be paid on the pay date to be determined by the County Administrator; and

BE IT FURTHER RESOLVED that the HHS Director shall have the discretion to determine, adjust and

terminate recruitment bonuses in order to keep within the approved dollar amount with notification given to the County Administrator and Finance & Personnel Standing Committee; and

BE IT FURTHER RESOLVED that County Administrator Clinton Langreck is hereby authorized to sign on behalf of the County any documents necessary to carry out this Resolution, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION \_\_\_\_\_

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

RESOLUTION OFFERED BY THE COUNTY  
SUPERVISOR MEMBERS OF THE HEALTH  
AND HUMAN SERVICES BOARD

FOR AGAINST

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Richland County Finance & Personnel Standing Committee

### AGENDA ITEM SUMMARY

**Agenda Item Name:** Approve to Eliminate the Early Intervention Special Educator Position and Replace it with a Children's Long-Term Support & Birth to 3 Case Manager Position

<b>Department:</b>	Health & Human Services	<b>Presented By:</b>	Tracy Thorsen, Director
<b>Date of Meeting:</b>	May 3, 2022	<b>Action Needed:</b>	Vote // Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	April 27, 2022	<b>Referred by:</b>	HHS Board

**Recommendation and/or action language:** Motion to... Approve the elimination of the Early Intervention Special Educator position, with the position to be replaced by a Children's Long-Term Support & Birth to 3 Case Manager position, and forward the recommendation onto the County Board for approval.

**Background:** The Early Intervention Special Educator position has been vacant for over three years and has not been filled by a qualified staff, with an Early Childhood Special Educator degree, in over ten years. Through consultation with the Department of Health Services (DHS) Birth to 3 (BT3) and Children's Long-Term Support (CLTS) Program staff, it is recommended that the county consider contracting options to fulfill the need for a Birth to 3 Educator position.

To accommodate the increase in Birth to 3 and Children's Long-Term Support caseload sizes, it would best serve programmatic needs to eliminate the Early Intervention Special Educator position and to replace the position with a Children's Long-Term Support & Birth to 3 Case Manager position.

The current Early Intervention Special Educator position is a non-billable position and is listed as full-time at 35-hours per week. The Children's Long-Term Support & Birth to 3 Case Manager position would be a 40-hour per week position, and would be fully funded through CLTS Case Management/Waiver Funding, Children's Community Options Program Case Management Funding, Birth to 3 Medicaid Case Management Funding, and Comprehensive Community Services Service Facilitation funding. Both the Early Intervention Special Educator position (requested to be eliminated) and the Children's Long-Term Support & Birth to 3 Case Manager position are at Grade H on the existing county pay scale. The creation of another Children's Long-Term Support & Birth to 3 Case Manager position would allow for two positions with this title and job duties to be in the Behavioral Health Unit.

#### **Attachments and References:**

<i>Children's Long-Term Support &amp; Birth to 3 Case Manager Position Description</i>	<i>Early Intervention Special Educator Position Description</i>
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# Richland County Finance & Personnel Standing Committee

## AGENDA ITEM SUMMARY

**Financial Review:** There is no increase to county tax levy. The expense the

	2022 Budgeted Expenses	Projected New Expenses
Total 2022 current salary expenses (minus misc. expenses)	\$163,045.97	\$163,045.97
Total salary expenses of new position (full year)		\$82,726.23
Total Miscellaneous Expenses	\$109,360.00	\$109,360.00
<b>TOTAL YEARLY EXPENSE</b>	<b>\$272,405.97</b>	<b>\$355,132.20</b>

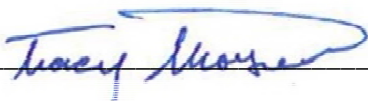
	2022 Budgeted Revenue	Projected New Revenue
Birth to 3	\$84,794.40	\$102,124.62
Children's Long-Term Support and Children's Community Options Programming Case Management	\$67,051.92	\$113,905.83
Comprehensive Community Services	\$31,927.89	\$50,469.99
Tax Levy	\$53,621.00	\$53,621.00
BCA	\$35,010.76	\$35,010.76
<b>TOTAL YEARLY REVENUE</b>	<b>\$272,405.97</b>	<b>\$355,132.20</b>

(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:**

**Review:**

  
 Department Head

\_\_\_\_\_  
 Administrator, or Elected Office (if applicable)

## **RICHLAND COUNTY POSITION DESCRIPTION**

**Position Title:** Early Intervention Special Educator **Department:** Health & Human Services

**Reports to:** Children's Long-Term Support & Birth to 3 Supervisor **Pay Grade:** H

**Date:** September 1, 2019

**Hours Per Week:** 35

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### **PURPOSE OF POSITION**

The position is responsible for providing care management services to children with seen and unseen disabilities. The purpose of the position is to identify child and family outcomes, assess needs, identify and authorize appropriate services, monitor on-going services, connect children and families to other community services, in order to maintain children in the community with their family. This position works under Richland County Health and Human Services Behavioral Health Services Unit.

The Early Intervention Special Educator, as a member of the Integrated Family Services Plan (IFSP) Team, actively participates in relationship based early intervention through the use of evidence-based, natural learning practices to enhance the development of infants and toddlers with developmental delays and disabilities; and to enhance the capacity of families and other care providers to provide ongoing learning opportunities for these children throughout daily activities and routines.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

#### *Programming*

- Evaluation and assessment of children to identify delays in social, emotional, cognitive communication/ language and other areas of development in line with the Wisconsin Birth to Three eligibility criteria;
- Write evaluation/ assessment reports
- Participation in Individual Family Service Plan meetings, IEPs, and transition planning meetings with parents, schools and other professionals;
- Development and implementation of activities, techniques and strategies for children, parents and other care providers utilizing evidence based, natural learning practices;
- Provide other supports and information on community resources as needed;
- Provide service coordination for children if role is blended with Children's Long-Term Support & Birth to 3 Supervisor;

### *Communication with Parents*

- Schedule home, community and joint visits;
- Provide appropriate information of typical development;
- Inform parents of available community resources related to child's development;
- Gather information through effective parent interviewing;
- Plan and arrange for services as needed. Develop a good understanding of the local service providers and their systems of delivery. Collaborate with providers to arrange coordinated client services;
- Complete annual program plans as required for BTT program;
- Provide strategies for home/day care programming using a coaching style of interaction;

### *Communication with Other Professionals*

- Participate in joint home visits with other providers as determined by IFSP;
- Request consultations as needed and provided consultation to other staff upon request;
- Report observations and progress in case notes;
- Work cooperatively with other service providers, physicians, school districts, and community agencies to provide coordinated services to families on caseload;
- Attend clinic visits, visit child care settings, and visit school programs as requested;
- Participate in staff meetings, team meetings and trainings, and be present for in-service trainings as requested;
- Participate as a team member in child find and outreach activities as requested;

### *Office Responsibilities*

- Maintain current, accurate and appropriate documentation of activities with children on caseload;
- Submit timesheet and mileage according to agency policy;
- Submit billing as required;
- Respond to e-mails and phone calls;

### *Other Responsibilities*

- Complete other duties as assigned by the Children's Long-Term Support & Birth to 3 Supervisor and the Behavioral Health Services Manager;
- Follow State, Federal, and Health and Human Services policies, regulations, and protocols;
- Responsible for proper documentation according to policies and procedures;
- Follows Universal Precautions and all other OSHA required Programs and Procedures;
- Other duties as assigned by the County Board, Health and Human Services Board, and state rules and regulations;
- Arrange work schedule as necessary or directed to meet the program and consumer service needs;
- Represents Richland County Health and Human Services to the community at large and maintains good community public relations.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.

- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- Bachelor's degree in Education from an accredited school.
- Licensure under Ch 115, Wisconsin Statutes' and Chapter (808 or 809).
- Intervention/ teaching experiences with infants and toddlers.
- Broad knowledge of general development in infants and toddlers including children with and without developmental delays with expertise in the areas of social, emotional, behavior management and cognition.
- An understanding of the importance of providing a range of services for young children with disabilities and their families.
- Working knowledge of computers, computer programs, typing and data entry.
- Current WI Driver's license and unlimited access to reliable transportation.

### **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **Language ability and Interpersonal Communication**

- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to prepare a variety of documents including client records, social histories, performance evaluations, diagnostic reports, letters, court reports, and financial applications.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data information.
- Ability to classify, compute, tabulate, and categorize data.

#### **Judgment and Situational Reasoning**

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.



- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgment frequently on anything from non-routine to occasionally highly unstable situations, including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgment in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Know when to consult with Children's Services Manager during the intake and ongoing case management process.

### **Physical Requirements**

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger, and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

### **Environmental Adaptability**

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/ or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Richland County is an Equal Opportunities Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Replace eliminated  
position with a 2nd  
position using this title.

## **RICHLAND COUNTY POSITION DESCRIPTION**

**Position Title:** Children's Long-Term Support & Birth to 3 Case Manager      **Department:** Health & Human Services

**Reports to:** Children's Long-Term Support & Birth to 3 Supervisor      **Pay Grade:** Social Worker (Professional) & H

**Date:** September 1, 2019

**Hours Per Week:** 40

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### **PURPOSE OF POSITION**

The position is responsible for providing care management services to children with seen and unseen disabilities. The purpose of the position is to identify child and family outcomes, assess needs, identify and authorize appropriate services, monitor on-going services, connect children and families to other community services, in order to maintain children in the community with their family. This position works within Richland County Health and Human Behavioral Health Services Unit.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.**

#### *Programming Responsibilities*

- Provide care management to children receiving services in the Children's Long-Term Support (CLTS). Comprehensive Community Services (CCS) and Birth to 3 Programs, funding services to include; assessing the child and family needs, listening to families and developing an outcome based service plan, providing ongoing monitoring of needs and services for effectiveness, connecting children and families community resources as appropriate.
- Provide information to families and coordinate referrals to these programs when appropriate.
- Plan and arrange for services as needed. Develop a good understanding of the local service providers and their systems of delivery. Collaborate with providers to arrange coordinated client services.
- Complete annual program plans as required.
- Responsible to provide care management to children in transition from the school system into the adult services program(s).
- Provide information to families with enrolled children regarding other agency services and coordinate referrals to these programs as appropriate.
- Coordinating the performance evaluations and assessments as described in ss. HFS 90.08 and 90.09.

- Facilitating and participating in development, review and evaluation of the IFSP.
- Ensure parent and child rights and procedural safeguards are met.
- Review and maintain case files at a minimum of every six months, assuring all information is in the child's main file.
- Facilitate the completion of necessary paperwork in a timely manner to close out main files when a child transfers out of services.
- Informing parents of the availability of advocacy services/ resources.

#### *Other Responsibilities*

- Participate in 24-hour emergency coverage rotation as directed.
- Provide information to families with children receiving services regarding other agency services and coordinate referrals to these programs as appropriate.
- Participate in staff meetings, team meetings and trainings, and be present for in-service trainings as requested.
- Represents Richland County Health and Human Services to the community at large and maintains good community public relations.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- Bachelor's degree in Social Work or human service related field with State of Wisconsin Social Work certification or ability to obtain social work certification within two years of hire date.
- One year of experience working with persons with developmental disabilities required, two years preferred.
- Prior experience in child protective services or juvenile justice or related field preferred.
- Completion of all child welfare pre-service and core training requirements as specified by Wisconsin DHFS standards.
- Working knowledge of computers, computer programs, typing and data entry.
- Current WI Driver's license and unlimited access to reliable transportation.

## **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **Language ability and Interpersonal Communication**

- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to prepare a variety of documents including client records, social histories, performance evaluations, diagnostic reports, letters, court reports, and financial applications.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data information.
- Ability to classify, compute, tabulate, and categorize data.

### **Judgment and Situational Reasoning**

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgment frequently on anything from non-routine to occasionally highly unstable situations, including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgment in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.
- Know when to consult with Children's Services Manager during the intake and ongoing case management process.

### **Physical Requirements**

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger, and feel. Ability to lift and carry.

- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

#### **Environmental Adaptability**

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/ or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Richland County is an Equal Opportunities Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**RESOLUTION NO. 22-\_\_\_\_\_**

A Resolution Approving to Eliminate the Early Intervention Special Educator Position and Replace it with a Children's Long-Term Support & Birth to 3 Case Manager Position.

WHEREAS the Health and Human Services Board and the Director of the Health and Human Services Department, Ms. Tracy Thorsen, has recommended to eliminate the Early Intervention Special Educator position and replace the position with a Children's Long-Term Support & Birth to 3 Case Manager position to accommodate the increase in Birth to 3 and Children's Long-Term Support caseload sizes, and

WHEREAS the Children's Long-Term Support & Birth to 3 Case Manager position is a billable position and would be fully funded through CLTS Case Management/Waiver Funding, Children's Community Options Program Case Management Funding, Birth to 3 Medicaid Case Management Funding, and Comprehensive Community Services Service Facilitation funding. The Early Intervention Special Educator position is a non-billable position, has not been filled by a qualified staff for over three years, and was not included in the 2022 budget; and

WHEREAS County Administrator Clinton Langreck and the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted to eliminate the Early Intervention Special Educator position and replace it/create an additional Children's Long-Term Support & Birth to 3 Case Manager position (Grade H on the existing county pay scale).

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION OFFERED BY THE COUNTY  
SUPERVISOR MEMBERS OF THE HEALTH  
AND HUMAN SERVICES BOARD

RESOLUTION \_\_\_\_\_

FOR AGAINST

\_\_\_\_\_  
COUNTY CLERK

DATED \_\_\_\_\_

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____