

JOINT MEETING of FINANCE and PERSONNEL COMMITTEES (POSITION REVIEW COMMITTEE) MINUTES
Room 213, West Square Building, Baraboo WI

Friday, October 5, 2018

Finance Committee: John Dietz, Tom Kriegl, Kevin Lins and Bill Wenzel

Excused: Kristin White Eagle

Personnel Committee: Shane Gibson, Carl Gruber, Tim McCumber and Pat Rego

Excused: Tommy Bychinski

Others present: Regina Baldwin, Kerry Beghin, Jean Berlin, Susan Blodgett, Sharon Boesl, Alene Bolin, Dan Brattset, Kevin Calkins, Ian Crammond, Laurie Hasenbalg, Tara Hayes, Lynn Horkan, Amy Merwin, Michelle Posewitz, Cathy Warwick, Lisa Wilson and media

The meeting was called to order by Personnel Committee Vice Chair Gibson at 1:00 PM. Certification of open meeting compliance was given. **Motion by Kriegl to nominate Dietz to serve as chair of the joint meeting. Dietz declined the nomination. Motion by Kriegl, second by Dietz to nominate Gibson to serve as chair of the joint meeting. Motion carried.**

Motion by Gruber, second by Kriegl to adopt the agenda. Motion carried.

Public Comment: None

Discussion and consideration of department reclassification requests associated with the compilation of the 2019 budget:
Posewitz noted all documentation and fiscal information on behalf of departments is in Granicus.

Administrative Coordinator:

CJCC Drug Court Case Coordinator 2.0 (Criminal Justice Coordinating Council) – Job descriptions have been rewritten to require Bachelor degree and more responsibility including data collection, strong presence in community and flexibility between multiple CJCC programs. Current staff have the required degrees. **Motion by Rego, second by Lins to approve the CJCC Drug Court Case Coordinator Project (2.0) hourly B24 reclassification to Case Manager (2.0) hourly B25. Motion carried.**

ADRC (Aging and Disability Resource Center):

Aging Program Specialist – Blodgett reviewed the reclassification to supervise grant monitoring and reporting driven by program/grant requirements. Department also needs oversight on programs and ability for Blodgett to delegate. **Motion by Lins, second by Kriegl to approve the Aging Program Specialist hourly B22 reclassification to Aging Program Coordinator hourly B24. Motion carried.**

Building Services:

Building Maintenance Technician – Crammond reviewed responsibilities of multiple facilities. Reclassification will help with increasing workload/projects and assure that facilities are maintained. Position would be cross trained over all areas of responsibilities. **Motion by Rego, second by Kriegl to approve Building Services Maintenance Technician hourly B21 reclassification to Assistant Facilities Director exempt C43. Motion carried.**

Conservation Planning and Zoning (CPZ) – Director, Resource Conservationist, Senior Planner, Assistant Zoning Administrator and Planning and Zoning Support Specialist. Wilson reviewed the various reclassifications. The job descriptions have been reassessed create parity between conservation and planning and zoning. Reclassifications will allow for better coverage and attention to projects. Posewitz reviewed the reclassification history of the director position. **Motion by McCumber, second by Gruber to approve five CPZ reclassifications: Director exempt D61 to exempt D62; Resource Conservationist exempt C42 to Conservation Manager exempt D51; Senior Planner exempt C51 to Planning & Zoning Manager exempt C51; Assistant Zoning Administrator exempt C43 to Land Use/Sanitation Technician hourly C41; and Planning & Zoning Support Specialist hourly B23 to Land Use Technician hourly B24. Motion carried.**

Human Services (HS) -- Program Support Specialist (2.0), Administrative Support (CSP), Administrative Support (Business) and Program Support Specialist Mental Health (4.0). Boesl reviewed the reclassifications, highlighting the cost effectiveness of the positions, the advances in technology for the department and the impact to the public. Previous reclassification of these positions was discussed. **Motion by Lins, second by Rego to approve eight Human Services reclassifications: Program Support Specialist (2.0) hourly B22 to Psychosocial Rehabilitation Worker (2.0) hourly B23; Administrative Support hourly A13 to Program Specialist Community Support Programs hourly B22; Administrative Support hourly A13 to Medical Records Coordinator hourly B23; and Program Support Specialist-Mental Health Technician (4.0) hourly B22 to Psychosocial Rehabilitation Worker (4.0) hourly B23. Motion carried.**

Public Health – Environmental Health Tech, Administrative Support, Program Assistant. Hayes reviewed the reclassifications noting new state requirements and additional job responsibilities. **Motion by Gruber, second by Wenzel to approve three Public Health**

reclassifications: Environmental Health Technician exempt B22 to Sanitarian exempt C41; Administrative Support Reception hourly A12 to hourly A13; and Program Assistant Part-Time hourly A13 to hourly B22. Motion carried.

Discussion and consideration of department new position requests and resolutions associated with the compilation of the 2019 budget:

Administrative Coordinator – Administrative Specialist

Possible Consideration of Resolution Converting Criminal Justice Programs Manager and Criminal Justice Case Manager from Project to Regular Positions.

Bolin reviewed the staffing history of the Criminal Justice Coordination Council (CJCC) and the request to convert positions from project to regular. She noted there has been great support for the program from the community and County Board. No budgetary impact but need resolution to be regular positions. **Motion by Rego, second by Dietz to approve Converting Criminal Justice Programs Manager and Criminal Justice Case Manager from Project to Regular Positions. Motion carried.**

Possible Consideration of Resolution Authorizing the Creation of .50 FTE Administrative Support for Criminal Justice Coordinating Council.

Bolin highlighted the need for additional administrative support in both the Administrative Coordinators office and CJCC. Discussed the grant requirements around evidence based programs. **Motion by Kriegl, second by Rego to approve the Creation of .50 FTE Administrative Support for Criminal Justice Coordinating Council. Motion carried.**

ADRC:

Possible Consideration of Resolution Authorizing the Creation 1.5 FTE, Dining Center Coordinators.

Blodgett reviewed the meal programs and history of the positions. **Motion by Gruber, second by Kriegl to approve the Creation 1.5 FTE, Dining Center Coordinators. Motion carried.**

Building Services:

Possible Consideration of Resolution Authorizing the Creation of .50 FTE, Maintenance Technician.

Crammond noted adding .5 full time equivalent (FTE) would help with the large increase in work orders and preventative maintenance. **Motion by Lins, second by Gruber to approve the Creation of .50 FTE, Maintenance Technician. Motion carried.**

Human Services (HS): Possible Consideration of Resolution Authorizing the Creation of 1.0 FTE, Social Worker (Children & Families Unit).

Possible Consideration of Resolution Authorizing the Creation of 1.0 FTE, Child Protective Services (CPS) Assistant Supervisor.

Possible Consideration of Resolution Authorizing the Creation of 1.0 FTE, Psychotherapist (Children & Families Unit).

Possible Consideration of Resolution Authorizing the Creation of 1.0 FTE, Crisis Intervention Worker.

Brattset commented on HS programming and both mandated and non-mandated services. He talked about caseloads, benchmarks, early intervention, staffing efficiencies and the impact on service provision. He highlighted some of the funding for the new positions and the need for additional state funding. Space needs were discussed. **Motion by Rego, second by Kriegl to approve creation of 1.0 FTE Social Worker (Children & Families Unit), 1.0 FTE Psychotherapist (Children & Families Unit), 1.0 FTE Crisis Intervention Worker, and 1.0 FTE Crisis Intervention Worker. Motion carried.**

Public Health:

Possible Consideration of Resolution Authorizing the Creation of 1.0 FTE, Public Health Nurse.

Possible Consideration of Resolution Authorizing the Creation of 0.77 FTE, Dental Hygienist.

Possible Consideration of Resolution Authorizing the Creation of 0.40 FTE, Public Health Technician.

Possible Consideration of Resolution Authorizing the Creation of 1.0 FTE, Program Specialist.

Hayes reviewed the four requested positions. She highlighted the accreditation of the department and the possible new dental services for elderly population. The Committees discussed the need for the positions and demand versus mandated services.

Motion by Gruber, second by McCumber to approve creation of 1.0 FTE Public Health Nurse, 0.40 FTE Public Health Technician, and 1.0 FTE Program Specialist. Motion carried.

Motion by Dietz, second by Rego to approve creation of 0.77 FTE Dental Hygienist. Motion failed.

Public Comment: None

Motion by Rego, second by Dietz to adjourn the meeting. Motion carried.

Respectfully submitted,



John Dietz
Finance Committee Chair

Pat Rego
Personnel Committee Secretary