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- 2
- 3
- 4
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- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23

LADIES AND GENTLEMEN:

The County Executive has requested the following position, and the same has been included in the 2018 COUNTY EXECUTIVE BUDGET:

NOW THEREFORE, the undersigned members of the Legislative/Audit & Human Resources Committee recommend adoption of the following resolution.

BE IT FURTHER RESOLVED, that the aforementioned budget is hereby confirmed to include the new position(s) and the attendant budget expenditures and revenues as are detailed in the attached, and

Dated this _____ day of November 2017

Respectfully Submitted,

**LEGISLATIVE/AUDIT &
HUMAN RESOURCES COMMITTEE**

Travis Thyssen

Cathy Spears

Shane Griesbach

Patrick Meyer

John Foss

Duly and officially adopted by the County Board on:_____

Signed:

Board Chairperson

County Clerk

Approved: _____

Vetoed:_____

Signed:

County Executive



Organizational Change Request

Every effort should be made to complete these requests during the annual budget process. Exceptions will be considered outside the budget process when appropriate and necessary

This form contains four separate parts. Title Changes require only Part I and Part II to be completed. Forms should be thoroughly completed and submitted to the Human Resources Director. If you have questions when completing this form, please contact the Human Resources Director at 832-1670 or lisa.lux@outagamie.org.

PART I: GENERAL INFORMATION

Change(s) being Requested: Add New Position to TO

Effective Date of Change: 1/1/2018

Department: DHHS- CYF

Department Head: Rosemary Davis

Cost Center: 2062040

Employee Group: Professionals

Justification for Change:

(Include: key benefits of adding position, impact of not adding position, amount of overtime currently being worked, backlog situation, etc... Avoid generalities and provide specific data points.)

The Family Find Model focuses on the single factor that contributes to positive outcomes for children- a meaningful lifelong connection to family. The core belief is that every child has a family and they can be found if we try. Family Find utilizes strategies on case mining, internet searches, connectedness mapping, mobility mapping and blended perspective meetings to locate connections for children. This is a shift in thinking for staff, with the first goal as developing family relationships for children, and the end goal as a stable and permanent placement. Research has shown that children have better outcomes and experience less trauma when placed with family.

Through the development of a Family Find Facilitator position at Outagamie County, the Family Find Model will be practiced as it was intended, showing positive outcomes for children. Without this position, social workers have been unable to work the model as it has been intended.

Benefits of Adding Family Find Facilitator Position for Families

- Increase the number of relative placements. Increased from 26% in 2014 to 43% in 2015.
- Grow connections for children. Grew from 42 to 428 connections after 6 months of implementation in 2015.
- Reduce the length of time children are placed.
- Increase in the number of children achieving legal permanence.
- Reduce placement disruptions and re-entry to foster care.
- Prevent foster care placements through engagement of extended family.
- Identification of family supports to:
 - Enhance safety planning



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- Increase the use of in-home safety plans, resulting in less overall placements.

Benefits of Adding Family Find Facilitator Position for Workers

- Position will assist the social workers in keeping to the fidelity of the Family Find Model.
- Position will serve as in-house trainer and peer coach to workers about Family Find.
- Progress and data will be tracked consistently.

Potential cost savings for county (Outcomes):

- If family find prevents even one child from entering a residential treatment center (cost over \$100,000 year), the savings impact will offset the cost of a family find facilitator.
- Decrease the out of home care budget by 20%.
- Reduce the cost per child in out of home care.
- Position will serve two divisions, YFS and CYF to improve family connections for children placed out of home.

Impact of Not Having Position (what we have found without a FF Facilitator)

- The fidelity of the Family Find Model was not being used by workers due to workload demands/caseload sizes.
- Family Find was not being sustained.
- Family Find meetings were not happening.
- Peer coaching among workers was no longer happening.
- We were not identifying family members for children beyond minimum requirements.
 - Data collection forms were not completed and each worker reported information differently.
 - Overall connections for children stopped increasing.
- Data lacked and was in need of revamping.
- There continued to be a strong demand to increase efforts with Family Find with the continued rise in out of home placements, however workers were unable to manage the work required of the Family Find Model.

Overtime worked and backlog situation

- County currently contracting for 1 part-time position through end of 2017. (Cost \$22,000)
- Family Find Facilitator was hired in April 2017 and found the following:
 - 16 Children with a high need for Family Find (Family Find Facilitator now assisting).
 - 34 Children in need of Family Find (on waitlist for Family Find Facilitator assistance).
 - 39 Children being considered for needing Family Find, but not currently on waitlist.
 - 37 Children are already placed with family and stable.
 - 28 Children not appropriate for Family Find Model at this time.
- 9 Workers have not had any Family Find Training and need to be trained.
- 2 Workers have requested a refresher training in Family Find.
- Several other workers would benefit from onsite support and assistance, as they have not been using the model consistently.



Organizational Change Request

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Other Alternatives Considered:

- ☒ Temporary Help ☒ Part-Time vs. Full-Time ☐ Help from other depts.
☐ Use of Overtime ☐ Process Improvements

Fiscal Impact of Change:

- ☐ Cost Neutral ☐ Cost Reduction ☒ Cost Increase

FTE Headcount Impact of Change*:

- ☐ Headcount Neutral ☐ Headcount Reduction ☒ Headcount Increase

(*note: any change in FTE count or substantial fiscal impact requires approval by Committee of Jurisdiction, Finance Committee, Leg/Audit/HR Committee, and Board of Supervisors.)

PART II: CHANGE DETAILS - Complete the appropriate section below for the type of change being requested.

POSITION ADDITION (i.e. addition of entirely new position or one or more of the existing position)

Position Title: Social Worker I,II,III,IV,V (Family Find Facilitator Duties)

Type of Addition: Add completely new position ☒ Add to existing position in TO

How many? 1 full time or equivalent (2 part-time)

Position is: ☒ Full Time: ☐ Part Time:

Additional Communications/Approval Required:

- ☒ Provide updated Job Description to HR
- ☒ Comprehensive Position Questionnaire and Market Analysis completed (as determined by HR Director – for brand new or upgraded positions only)
- ☒ Inform Committee of Jurisdiction
- ☒ Approval from Leg/Audit/HR Committee
- ☒ Board of Supervisors Approval

PART III: CURRENT AND FUTURE ORG VISUAL

Attach a copy of your current Table of Organization and proposed Table of Organization for any change(s) indicated in this document.

PART IV: FINANCIAL DATA - List the total expenditures, revenues and savings pertaining to this request.

ANNUAL CURRENT EXPENDITURES EXPENDITURES

Salary	\$	<input type="text"/>
Fringe Benefits	\$	<input type="text"/>
Travel/Training	\$	<input type="text"/>
Supplies	\$	<input type="text"/>
Purchased	\$	<input type="text"/>
Capital Outlay	\$	<input type="text"/>

ANNUAL PROPOSED

Salary	\$	<input type="text"/>
Fringe Benefits	\$	<input type="text"/>
Travel/Training	\$	<input type="text"/>
Supplies	\$	<input type="text"/>
Purchased	\$	<input type="text"/>
Capital Outlay	\$	<input type="text"/>

**POSITION DESCRIPTION**

- OR any combination of education and experience that provides equivalent knowledge, skills, and abilities
- Transportation is required.

REQUIRED OR PREFERRED SKILLS

- Knowledge of and ability to apply social work principles and methods, including having a basic knowledge of human development, neurodevelopmental science, developmental psychopathology, treatment planning, and how to work with vulnerable populations.
- Maintain objectivity and positive outlook while dealing with negative situations using tact and diplomacy while maintaining professionalism.
- Maintain accurate and complete records keeping up with agency documentation policies and maintaining confidentiality.
- Work independently making sound timely decisions and having the skill to determine when supervision is necessary.
- Manage time effectively keeping organized and prioritizing tasks in a manner that keeps up with all of the paperwork demands. This includes being punctual, reliable and dependable keeping with the Agencies work hours.
- Manage conflict through the use of motivational interviewing techniques, conflict resolution techniques and to promote open and transparent communication.
- Knowledge of and ability to use computer software and equipment including Outlook, The Clinical Manager, e-Wisacwis, copy machine, fax and dictation.
- Comply with all safety regulations including having a driver's license and installing car seats.
- Communicate in English and understand and follow written and oral instructions. This includes having excellent writing skills.

ADDITIONAL NOTES *(physical requirements, secondary language requirements, etc.)*

Ability to lift, carry, push, pull, or otherwise move objects up to 20 pounds, understanding and utilizing proper body mechanics. Must have a valid driver's license in State of Wisconsin and documentation of car insurance. May be required to work overtime/extra work hours as required and to perform other duties not normally assigned as required by supervisor/manager. Responds to Agencies/Divisions Emergency/Disaster Plan.

REVIEWED BY:	<input type="checkbox"/> Janet Gatiem <input checked="" type="checkbox"/> Cindy Golden	DATE: 1/11/2017
APPROVED BY: (Manager/Dept Head)	Rosemary Davis, Director	DATE: Click here to enter a date.
LAST UPDATED BY:	Melissa Blom	DATE: 1/9/2017
EXEMPT POSITION: May be eligible for compensatory time after:		
<input checked="" type="checkbox"/> 40 Hours <input type="checkbox"/> 45 Hours (Grade 12 and above) <input type="checkbox"/> Not Applicable		
POST OFFER PRE-EMPLOYMENT EXAM REQUIRED: No		
DRUG TEST REQUIRED: <input type="checkbox"/>		
TYLER-MUNIS POSITION NUMBER: Click here to enter text.		

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

**POSITION DESCRIPTION**

POSITION TITLE	Social Workers I - V	POSITION CLASSIFICATION	<input checked="" type="checkbox"/> Exempt/Salaried <input type="checkbox"/> Non-Exempt/Hourly
DEPARTMENT	DHHS	EMPLOYEE GROUP	Professionals
REPORTS TO POSITION	Supervisor	DIRECT REPORT POSITIONS	None
SALARY GRADE	1-5	POSITION TYPE	Regular
TYPICAL WORKWEEK	<input checked="" type="checkbox"/> 40 Hours Minimum <input type="checkbox"/> 37.5 Hours Minimum <input type="checkbox"/> Click here to enter text.	BLOOD BOURNE PATHOGENS	<input type="checkbox"/> A <input type="checkbox"/> B <input checked="" type="checkbox"/> C

POSITION PURPOSE Social Workers I-V provide professional social work services to individuals and families, helping them overcome personal, family, health, and economic problems.

KEY RESPONSIBILITIES The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assess reports to determine validity of the report and legal basis for involvement, observing and interviewing family members, and collateral contacts.
- Determines, through interviews, assessments, home visits, investigations, etc., the range of services needed by individuals, families, explaining the services and discussing the client's rights and responsibilities.
- Recommends services from other resources, arranging for appointments and establishing connections with those providers to meet the clients' needs.
- Provides counseling and protective support services for clients who are in at risk situations.
- Maintains case histories, and completes appropriate paperwork according to department policy while maintaining client confidentiality by following HIPPA and Agency Confidentiality policies.
- Provides court related services including preparing and writing court reports, court conditions, testimony, and other related paperwork.
- Assisting clients in developing inner strengths and maximizing informal supports and resources.
- Foster client's growth by interpreting attitudes and patterns of behavior; explaining and identifying new options and being strength based in the exchange.
- Monitors case plans and provides feedback to clients and other interested parties on follow-up actions required
- Provides on-call services as assigned.

EDUCATION/CERTIFICATIONS/WORK EXPERIENCE REQUIREMENTS

- Social Workers I-V must have a valid State of Wisconsin Social Worker Certification within 6 months of hire.
- Any position requiring On-Call or Intake Duties under Chapters 48 or 938 must also have a State of Wisconsin Juvenile Intake Certification within 6 months of hire.
- The Social Worker Classification will be as follows: Social Worker I BSW Degree; Social Worker II: BSW Degree, six months experience and 108 hours of staff development activities; Social Worker III BSW Degree, three years of experience, 2 graduate courses, 180 hours staff development activities; Social Worker IV: Master's Degree in Social Work; Social Worker V: Master's Degree in Social Work, one year experience.
- Complete the Child and Adolescent Needs and Strengths (CANS) certification and all recertification requirements.
- Complete Forensic Interviewing training and keep up to date with all updates.



Organizational Change Request

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TOTAL \$ TOTAL \$

REVENUES

Description:

	\$ <input type="text"/>
	\$ <input type="text"/>
TOTAL \$ <input type="text"/>	

COST SAVINGS

Description:

	\$ <input type="text"/>
	\$ <input type="text"/>
TOTAL \$ <input type="text"/>	

- * If you are requesting a position that will only be funded initially for a part of a year, please complete the Annual Salary and Annual Fringe Benefits Cost using the annual cost based on the start date of the change.

NOTE: If any changes are made in the above budget, please contact Human Resources Department, Lisa Lux, ext. 1670, and Financial Services, Brian Massey, ext. 1675 or Julie Beauchamp, ext. 1674. It is extremely important that the information contained here match the figures shown in the budget.

Reviewed By:	<input type="checkbox"/>	Date: Click here to enter a date.
Department Head:	<input type="checkbox"/>	Date: Click here to enter a date.
HR Director:	<input type="checkbox"/>	Date: Click here to enter a date.
County Executive:	<input type="checkbox"/>	Date: Click here to enter a date.

REQUEST:

☐ Approved ☐ Denied

DEPARTMENT OF HEALTH & HUMAN SERVICES
NEW POSITION REQUEST - SUMMARY OF EXPENDITURES

Position Title: Social Worker (Family Find Facilitator)
Unit: Children Youth and Families
Cost Center:

	Amount Requested
Salary	\$ 50,224
1st position	\$ 50,224
2nd Position	

*Place this total on the Salary line on the New Position Request

Fringe Benefits	\$23,605
1st position	\$23,605
2nd Position	

*Place this total on the Fringe Benefits line on the New Position Request

Travel / Training	Quantity	Unit Cost	Total
Mileage	1	500	\$ 500
Meals/Lodging/Other			\$ -
Training and Seminars	1	1325	\$ 1,325
Total Travel / Training			\$ 1,825

*Place this total on the Travel/Training line on the New Position Request

Supplies	Quantity	Unit Cost	Total
Office Supplies	\$ 1	250	\$ 250
Capital Outlay	Supply Total		\$ 250

Office Equipment - Items costing less than \$1,500

Item	Quantity	Unit Cost	Total
Desk	1	\$ 675	\$ 675
Desk chair	1	\$ 354	\$ 354
Side chairs with arms (ordered in pairs)	1	\$ 422	\$ 422
Side chair without arms (ordered in pairs)		\$ 427	\$ -
Bookcase - 4 shelf	1	\$ 200	\$ 200
Bookcase - 6 shelf		\$ 400	\$ -
File cabinet - 2 drawer, locking, letter size		\$ 300	\$ -
File cabinet - 4 drawer, locking, letter size		\$ 400	\$ -
Computer workstation - 36"		\$ 400	\$ -
Computer workstation - 48"		\$ 500	\$ -
Computer workstation - 60"		\$ 500	\$ -
Drawer unit for computer workstation		\$ 350	\$ -
Keyboard adjustable tray	1	\$ 175	\$ 175
Calculator with printout		\$ 100	\$ -
			\$ -
Office Equipment Total			\$ 1,826

Total for Supplies and office Equipment **\$ 2,076**

*Place this total on the Supplies line on the New Position Request

Purchased Services**IT Equipment**

	Quantity	Unit Cost	Total
Computer, monitor, keyboard, mouse		\$ 1,200.00	\$ -
Laptop - full size		\$ 1,650.00	\$ -
Laptop - small form factor	\$ 1	\$ 1,550.00	\$ 1,550.00
Docking station for laptop	\$ 1	\$ 200.00	\$ 200.00
WYSE terminal, monitor			\$ -
Monitor	\$ 1	\$ 145.00	\$ 145.00
Monitor		\$ 145.00	\$ -
Dual monitor stand		\$ 150.00	\$ -
Scanner		\$ 2,000.00	\$ -
Laser Printer (allowed only for certain positions)		\$ 300.00	\$ -
Telephone	\$ 1	\$ 100.00	\$ 100.00
Additional Software	\$ 1	\$ 200.00	\$ 200.00

Office Equipment

Headset	\$ 1	\$ 275.00	\$ 275.00
Cell phone (<250 mins/mo = \$200; > 250 mins/mo = \$730)	\$ 1	\$ 200.00	\$ 200.00
Mobile hot spot or air card		\$ 730.00	\$ -
Dues & subscriptions			0

Total Purchased Services	\$ 2,670.00
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*Place this total on the Supplies line on the New Position Request

Capital Outlay - List items costing more than \$1,500

Item	Quantity	Unit Cost	Total
			\$ -
			\$ -
Total**			\$ -

**Place this total on the Capital Outlay line on
the New Position Request

Grand Total	\$ 80,400
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Position will be funded as follows:

Reduction to Purchase of Services Mental Health Contracted AODA - Levy	\$80,400
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