

**RESOLUTION**

**ROCK COUNTY BOARD OF SUPERVISORS**

Brian Knudson and Katherine Luster  
INITIATED BY



3/1/2024  
DATE DRAFTED

**Reclassification of a Vacant 1.0 FTE Human Services Professional I**

**WHEREAS**, the Human Services Department (HSD) has requested that a vacant 1.0 FTE Human Services Professional I (Support and Service Coordinator) position be reclassified to a 1.0 FTE Lead Worker (Program Specialist) position to better meet the needs of the Children’s Long Term Support (CLTS) program; and,

**WHEREAS**, Rock County’s CLTS program has experienced tremendous growth in recent years, most recently growing from 944 participants in January 2023 to 1,118 participants in January 2024; and,

**WHEREAS**, the number of referrals to the CLTS program has steadily increased over the last three years from 380 in 2021 to 431 in 2022 and 478 in 2023; and,

**WHEREAS**, Program Specialists serve as the “front door” to the CLTS program by reviewing all referrals, determining eligibility for the program, and enrolling new participants; and,

**WHEREAS**, the Wisconsin Department of Health Services (DHS) has established enrollment timelines that require that initial eligibility determinations be made within 45 days from the referral date and enrollment be completed within 90 days from the referral date as tracked on a public dashboard available on the DHS website; and,

**WHEREAS**, Rock County has generally complied with the eligibility determination timeline of 45 days but has struggled to comply with the enrollment timeline of 90 days, with children currently waiting an average of 112 days to be enrolled in the CLTS program; and,

**WHEREAS**, increasing the number of Program Specialists by 1.0 FTE will increase the CLTS program’s capacity in the areas of intake, eligibility and enrollment and decrease the number of days that children wait to be enrolled in the program; and,

**WHEREAS**, this reclassification is cost neutral because the CLTS program can absorb the additional cost of approximately \$1,600 for the remainder of 2024 due to other vacancies and the future cost will be included in the program’s case management rate.

**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this 14th day of March, 2024 does hereby approve the reclassification of a vacant 1.0 FTE Human Services Professional I to a 1.0 FTE Lead Worker within the Rock County Human Service Department’s CLTS program.

FISCAL NOTE:

The additional \$1,600 in cost for 2024 will be funded by vacancies. Going forward, the position will be funded by case management reimbursements.

Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith  
County Administrator

**Committee Action**

Human Services Board

Human Services Committee recommended this resolution for approval by a unanimous voice vote.

County Board Staff Committee

County Board Staff Committee recommended this resolution for approval by a unanimous voice vote.  
Supervisor Towns was absent.