

ROCK COUNTY, WISCONSIN



Board of Supervisors  
51 South Main Street  
Janesville, WI 53545  
(608)757-5510

**NOTE: Date, Time  
and Location**

**COUNTY BOARD STAFF COMMITTEE  
THURSDAY – MAY 9, 2013 – 5:40 P.M.  
JURY DELIBERATION ROOM – FOURTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order & Approval of Agenda
2. Approval of Minutes – April 23, 2013
3. Citizen Participation, Communications and Announcements
4. Approval of Bills/Transfers/Pre-Approved Encumbrances
5. Resolution
  - 1) Creating a 0.375 FTE Position of Children's Long Term Support (CLTS) Program Manager
6. Claim
7. Adjournment

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION**

**ROCK COUNTY BOARD OF SUPERVISORS**

Charmian Klyve  
**INITIATED BY**

County Board Staff Committee  
Human Services Board  
**SUBMITTED BY**



Phil Boutwell  
**DRAFTED BY**

April 22, 2013  
**DATE DRAFTED**

**Creating a 0.375 FTE Position of Children's Long Term Support (CLTS) Program Manager**

1 **WHEREAS**, the CLTS Program makes Medicaid funding available to serve children who have  
2 substantial limitations due to developmental, emotional and/or physical disabilities; and,  
3

4 **WHEREAS**, at the request of the Wisconsin Department of Health Services, Rock County  
5 consolidated funding and service delivery for the CLTS Program and the ancillary Family Support  
6 funding in the 2013 Human Services Budget; and,  
7

8 **WHEREAS**, the administration of the CLTS Program is time consuming and complex and the  
9 incumbent supervisor presently oversees 12 staff, multiple contracted services, and two other  
10 programs; and,  
11

12 **WHEREAS**, the Human Services Department needs to take advantage of a window of opportunity in  
13 2013 to roll out a new initiative known as Comprehensive Community Services (CCS) Program for  
14 children and families, which is in line with current best practices and funding streams that offset  
15 program expense; and,  
16

17 **WHEREAS**, the Human Services Department wishes to use the skills of the incumbent CLTS  
18 program manager to accomplish the task, but recognizes it needs to bring in additional program  
19 supervision through year end to manage the workload; and,  
20

21 **WHEREAS**, the Human Services Department requests the County Board create a new limited term  
22 employee position through year end that will help manage the existing CLTS program and facilitate  
23 the new CCS initiative.  
24

25 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly  
26 assembled this \_\_\_\_ day of \_\_\_\_\_, 2013, does hereby approve the creation of a new  
27 0.375 FTE CLTS Program Manager at the rate of \$35 per hour through year end effective upon  
28 approval of the County Board.  
29

30 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2013 be amended  
31 as follows:  
32

Account/Description	Budget 4/1/13	Increase (Decrease)	Amended Budget
<u>Source of Funds</u>			
36-3638-0000-64604 Program Expense - CPS	\$3,836,671	(\$18,650)	\$3,818,021
<u>Use of Funds</u>			
36-3697-0000-61108 Seasonal Wages	\$0	\$17,325	\$17,325
36-3697-0000-61400 FICA	\$49,281	\$1,325	\$50,606

**Creating a 0.375 FTE Position of Children's Long Term Support (CLTS) Program Manager**  
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Respectfully submitted,

**Human Services Board**

\_\_\_\_\_  
Brian Knudson, Chair

\_\_\_\_\_  
Sally Jean Weaver-Landers, Vice Chair

\_\_\_\_\_  
William Grah

\_\_\_\_\_  
Ashley Kleven

\_\_\_\_\_  
Terry Fell

\_\_\_\_\_  
Phil Owens

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Shirley Williams

\_\_\_\_\_  
Vacant

**County Board Staff Committee**

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Mary Mawhinney

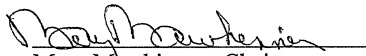
\_\_\_\_\_  
Marilynn Jensen

\_\_\_\_\_  
Louis Peer

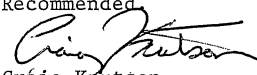
\_\_\_\_\_  
Kurtis L. Yankee

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of  
4-0.

  
Mary Mawhinney, Chair

ADMINISTRATIVE NOTE:

Recommended  
  
Craig Knutson  
County Administrator

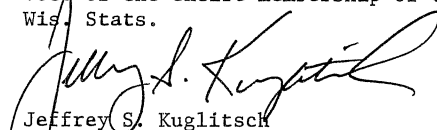
FISCAL NOTE:

This resolution creates a .375 FTE CLTS Program Manager position and funds this position by reducing another line item within the HSD budget.

  
Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats. As an amendment to the adopted 2013 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

  
Jeffrey S. Kuglitsch  
Corporation Counsel

## Executive Summary

The Children's Long Term Support (CLTS) waiver program provides Medicaid funding for children who fall under three separate groups: Developmental Disabilities (DD), Physical Disabilities (PD), and Severe Emotional Disabilities (SED). In 2012, the state pushed to eliminate the bifurcation of the program between the DD Board and the Human Services Board as well as transferred the eligibility determination to a statewide contracted agency. The CLTS funding, the Family Support grant, and the program management were consolidated under the Human Services Board Budget in 2013. The Human Services Department added accounting staff time in its budget to help with the workload, but no additional supervisory support.

In 2013, the CLTS Program Supervisor was given the additional responsibility to manage the Catholic Charities contract that oversees services to approximately 100 children served with DD waivers as well as responsibility to implement the Comprehensive Community Service (CCS) Program. The assignment was in addition to supervising 12 staff and two other program areas. It was an unrealistic expectation and the Department needs additional management resources in the CLTS area if the CCS initiative is to move forward.

The CCS offers a unique opportunity to provide a best practice model similar to the Department's Community Support Program with more favorable state/federal reimbursement for program services and case management. It is an opportunity the County cannot afford to pass up.

The resolution creates a .375 FTE manager position that will share some management responsibilities of the CLTS program. The position is considered a limited term employee that will be funded through year end. The Department has identified a recently retired Dane County employee who possesses the necessary skill set and is willing to take on a challenge through year end.

In 2014, the Human Services Department will be faced with a number of choices based on changes in the state budget that may lead to regionalization and/or consolidation of CLTS and CCS management responsibilities. The Department will select the best option and ensure that it has enough supervisor resources to effectively perform its mission.