



RACINE COUNTY HUMAN SERVICES DEPARTMENT

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JOINT MEETING OF THE RACINE COUNTY HEALTH AND HUMAN DEVELOPMENT COMMITTEE & HUMAN SERVICES BOARD

Monday, February 12, 2018

Ives Grove Office Complex – Auditorium

14200 Washington Avenue

Sturtevant, WI 53177

5:00 p.m.

The above location is handicap accessible. If you have other special needs please contact the Racine County Human Services Department, 1717 Taylor Avenue, Racine, Wisconsin, (262) 638-6646 or for hearing impaired for TTY, contact 711.

AGENDA

1. Call to Order
2. Chairman Comments/Youth In Governance Statement
3. Public Comment Period Not to Exceed Fifteen (15) Minutes (Each speaker shall be allotted a maximum of three (3) Minutes). The speaker shall speak on any item.
4. Approval of Minutes of January 8, 2018 Joint Meeting Of The Racine County Health And Human Development Committee & Human Services Board – **ACTION**
5. Resolutions Read at Racine County Finance & Human Resources Committee February 7, 2018 (Information Only)
6. Foster Care Recruitments and Outreach Tracking – Kerry Milkie & Dan Chiappetta
7. Budget Priorities Update – Hope Otto
8. Correspondence and Other Business
9. Next Meeting Date – March 12, 2018, 5:00 p.m. – Ives Grove Office Complex, Auditorium
10. Adjournment

Robert N. Miller, Chairman
Health & Human Development Committee

NOTE: If members anticipate needing additional information, please contact Hope Otto or Human Services staff by Monday before noon.

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2018</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

Requestor/Originator: Hope Otto - Human Services

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 2/7/2018 Date of County Board Meeting to be Introduced: 2/13/2018

1st Reading: 1st & 2nd Reading: *

* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: _____

TITLE OF RESOLUTION/ORDINANCE/REPORT:

~~\$312,822~~ ^{\$260,684} within the Health Services 2018 Budget and creation of 1 FTE Non Rep Exempt E060 Mobile Response Supervisor, 2 FTE Non Rep Non Exempt N102 Mobile Response Crisis Worker I and 1 FTE Non Rep Non Exempt N120 Mobile Response Crisis Worker II as of March 5, 2018 and elimination of 3 FTE Contracted Services Staff

SUBJECT MATTER:

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.

The Committee believes that this action furthers the following goals:

- Make Racine County the most accessible county in Wisconsin for business to grow, develop and create family supporting jobs.
- Develop a system that encourages employees, elected officials and citizens to suggest ideas for service enhancement and productivity improvements including a measurement of customer satisfaction.
- Foster an environment where intergovernmental cooperation is encouraged to produce better services and efficiencies.
- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
HEALTH SERVICES						
CONTRACTED SERVICES-CRISIS	5102501.404500	1,400,769	1,400,769	(170,684)	1,230,085	1,230,085
MEDICAID REVENUE-CRISIS	5102501.302100	(700,000)	(700,000)	(90,000)	(790,000)	(790,000)
TOTAL SOURCES				<u>(260,684)</u>		
HEALTH SERVICES						
WAGES-CRISIS	5102501.401000	385,731	385,731	185,847	571,578	571,578
WORKER'S COMP-CRISIS	5102501.402210	1,314	1,314	632	1,946	1,946
SOCIAL SECURITY-CRISIS	5102501.402220	29,586	29,586	14,217	43,803	43,803
RETIREMENT-CRISIS	5102501.402230	32,600	32,600	15,667	48,267	48,267
DISABILITY INSURANCE-CRISIS	5102501.402240	3,856	3,856	1,859	5,715	5,715
GROUP INSURANCE-CRISIS	5102501.402260	69,750	69,750	38,750	108,500	108,500
LIFE INSURANCE-CRISIS	5102501.402270	1,921	1,921	925	2,846	2,846
PUBLIC LIABILITY-CRISIS	5102501.436000	5,785	5,785	2,787	8,572	8,572
TOTAL USES				<u>260,684</u>		
				<u>0</u>		

FINANCE COMMITTEE RECOMMENDATION

After reviewing the Resolution/Ordinance and fiscal information supplied, your Finance Committee recommends FOR--AGAINST adoption.

REASONS

FOR	AGAINST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Hope M. Otto
Human Services Director
1717 Taylor Ave
Racine, WI 53403
262-638-6646
Hope.ottol@racinecounty.com

February 7, 2018

TO: Q.A. Shakoor, II
Chairman, Finance and Human Resources Committee

FROM: Hope Otto
Human Services Director

RE: Mobile Response Crisis Staffing Changes Requested

The Racine County Behavioral Health Services has undergone a thoughtful and comprehensive review and analysis of service delivery and organizational flow. As part of this review, it is recommended that three of the current second shift mobile response positions, which are currently contracted employees, be converted to County full-time positions. The positions will be titled Mobile Response Crisis Worker I (N102) or II (N120), depending on experience level. This action will allow for a reduction in the turnover of staff, which is currently above 75% annually, and allow for the County to begin the process of billing commercial insurances (non Medicaid) for Crisis responses. Additionally, there will be the creation of a Mobile Response Crisis Supervisor position—Exempt 060. This position will supervise the 24-hour Mobile Response operation. It is anticipated that this position will be budget neutral due to increased Medicaid billing.

Hope Otto
Human Services Director

FEBRUARY-7-2018

FISCAL NOTE RESOLUTION NO:

EXHIBIT "B"

Fiscal Year:

2018

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL
Positions created will be effective March 5, 2018						
HEALTH SERVICES						
1.000	Mobile Response Crisis Spvrs.	E060	56,127	20,585		76,712
2.000	Mobile Response Crisis Worker I	N102	82,658	35,426		118,084
1.000	Mobile Response Crisis Worker II	N120	47,062	18,826		65,888
<u>4.000</u>	Total for HEALTH SERVICES		<u>185,847</u>	<u>74,837</u>		<u>260,684</u>

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2018</u>	<input checked="" type="checkbox"/> Resolution Request
		<input type="checkbox"/> Ordinance Request
		<input type="checkbox"/> Report Request

Requestor/Originator: Hope Otto - Human Services and Veterans Services

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 2/7/2018 Date of County Board Meeting to be Introduced: 2/13/2018

1st Reading: 1st & 2nd Reading: *

* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: _____

TITLE OF RESOLUTION/ORDINANCE/REPORT:

Transfer of \$25,796 within the Veterans Services Office 2018 Budget and eliminatin of .5 FTE Non - Rep Exempt E020

Administrative Assistant and creation of .5 FTE Contracted Service Position as of March 5, 2018 and transfer of \$62,418

within the Human Services 2018 budget eliminating 1 FTE Contracted Service Position and creation of 1 FTE Non -Rep

Exempt E020 Business Services Consultants - WFS as of March 5, 2018

SUBJECT MATTER:

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Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.

The Committee believes that this action furthers the following goals:

- Make Racine County the most accessible county in Wisconsin for business to grow, develop and create family supporting jobs.
- Develop a system that encourages employees, elected officials and citizens to suggest ideas for service enhancement and productivity improvements including a measurement of customer satisfaction.
- Foster an environment where intergovernmental cooperation is encouraged to produce better services and efficiencies.
- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.



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Human Services Director
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Racine, WI 53403
262-638-6646
Hope.ottol@racinecounty.com

February 7, 2018

TO: Q.A. Shakoor, II
Chairman, Finance and Human Resources Committee

FROM: Hope Otto
Human Services Director

RE: Veteran's Services/Human Services Staffing Change Requested

Elimination of a vacant .5 FTE Non Rep Exempt E020 Administrative Assistant and creation of .5 FTE Contracted Services Position within the Veterans Service Office 2018 Budget.

In addition, the Workforce Solutions division of Human Services has a Business Services Consultant position budgeted in its contracted services area. We would like to fill this position with a full-time County employee and reduce our contracted services expense accordingly.

Hope Otto
Human Services Director

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
HUMAN SERVICES						
CONTRACTED SERVICES-WFS	4309600.404500	1,173,977	1,173,977	(62,418)	1,111,559	1,111,559
VETERANS SERVICES						
WAGES	15500000.401000	108,790	108,790	(17,481)	91,309	91,309
WORKER'S COMP	15500000.402210	370	370	(61)	309	309
SOCIAL SECURITY	15500000.402220	8,322	8,322	(1,337)	6,985	6,985
RETIREMENT	15500000.402230	9,171	9,171	(1,474)	7,697	7,697
DISABILITY INSURANCE	15500000.402240	1,088	1,088	(175)	913	913
GROUP INSURANCE	15500000.402260	29,063	29,063	(4,919)	24,144	24,144
LIFE INSURANCE	15500000.402270	542	542	(87)	455	455
PUBLIC LIABILITY	15500000.436000	1,631	1,631	(262)	1,369	1,369
TOTAL SOURCES				(88,214)		
HUMAN SERVICES-WORKFORCE SOLS.						
WAGES	4309990.401000	2,764,519	2,764,519	44,027	2,808,546	2,808,546
WORKER'S COMP	4309990.402210	9,586	9,586	154	9,740	9,740
SOCIAL SECURITY	4309990.402220	209,553	209,553	3,369	212,922	212,922
RETIREMENT	4309990.402230	230,932	230,932	3,712	234,644	234,644
DISABILITY INSURANCE	4309990.402240	27,189	27,189	440	27,629	27,629
GROUP INSURANCE	4309990.402260	707,382	707,382	9,837	717,219	717,219
LIFE INSURANCE	4309990.402270	13,540	13,540	219	13,759	13,759
PUBLIC LIABILITY	4309990.436000	41,094	41,094	660	41,754	41,754
VETERANS SERVICES						
CONTRACTED SERVICES	15500000.404500	0	0	25,796	25,796	25,796
TOTAL USES				88,214		
				0		

FINANCE COMMITTEE RECOMMENDATION

After reviewing the Resolution/Ordinance and fiscal information supplied, your Finance Committee recommends FOR--AGAINST adoption.
REASONS

FOR	AGAINST

FEBRUARY-7-2018

FISCAL NOTE RESOLUTION NO:

EXHIBIT "B"

Fiscal Year:

2018

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL
Position transfer will be effective March 5, 2018						
VETERANS SERVICES						
-0.500	Administrative Assistant Contr. Svc. - Admin. Assistant	E020	(17,481)	(8,315)	25,796	(25,796) 25,796
<u>-0.500</u>	Total for VETERANS SERVICES		<u>(17,481)</u>	<u>(8,315)</u>	<u>25,796</u>	<u>0</u>
HUMAN SERVICES						
1.000	Business Service Consultant-WFS Contr. Svc. - Bus. Svc. Consultant	E020	44,028	18,390	(62,418)	62,418 (62,418)
<u>1.000</u>	Total for HUMAN SERVICES		<u>44,028</u>	<u>18,390</u>	<u>(62,418)</u>	<u>0</u>
<u>0.500</u>	GRAND TOTAL		<u>26,547</u>	<u>10,075</u>	<u>(36,622)</u>	<u>0</u>

REQUEST FOR COUNTY BOARD ACTION

YEAR <u>2018</u>	<input checked="" type="checkbox"/>	Resolution Request Ordinance Request Report Request
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Requestor/Originator: Hope Otto - Human Services

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 2/7/2018 Date of County Board Meeting to be Introduced: 2/13/2018

1st Reading: 1st & 2nd Reading: *

* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: _____

TITLE OF RESOLUTION/ORDINANCE/REPORT:

Transfer of \$93,232 within the Human Services 2018 budget and creation of 1 FTE Non - Rep Exempt E080 Community

Impact Mgr.-Higher Exp as of March 5, 2018

SUBJECT MATTER:

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

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- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.



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February 7, 2018

TO: Q.A. Shakoor, II
Chairman, Finance and Human Resources Committee

FROM: Hope Otto
Human Services Director

RE: **Higher Expectations - Community Impact Manager Position**

At the request of County Executive Delagrave, Jeff Neubauer has agreed to assume additional responsibilities in his role as Higher Expectations for Racine County Executive Director to coordinate, oversee, and align all matters workforce development for Racine County, including as it pertains to Foxconn. In order to free his capacity to lead that work, Higher Expectations requires a strong replacement for their Community Impact Manager role to assume some additional Higher Expectations responsibilities that would otherwise be handled by Jeff.

To attract the best candidates for the Community Impact Manager role and allow Jeff to increase his County responsibilities, Higher Expectations requests that Racine County create a new position in the County system for the Community Impact Manager role so that it can participate in the County health care and retirement systems. Higher Expectations - via their fiscal agent, United Way of Racine County - would reimburse the County for the full compensation package related to this role, on a schedule outlined by County administrators.

Hope Otto
Human Services Director

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
HUMAN SERVICES						
UNITED WAY REV. - HIGHER EXPECT.	New Account	0	0	(93,232)	(93,232)	(93,232)
TOTAL SOURCES				<u>(93,232)</u>		
HUMAN SERVICES-OPERATIONS						
WAGES	4410990.401000	921,150	921,150	69,835	990,985	990,985
WORKER'S COMP	4410990.402210	4,197	4,197	238	4,435	4,435
SOCIAL SECURITY	4410990.402220	70,469	70,469	5,343	75,812	75,812
RETIREMENT	4410990.402230	84,181	84,181	5,887	90,068	90,068
DISABILITY INSURANCE	4410990.402240	8,513	8,513	698	9,211	9,211
GROUP INSURANCE	4410990.402260	163,913	163,913	9,836	173,749	173,749
LIFE INSURANCE	4410990.402270	4,585	4,585	348	4,933	4,933
PUBLIC LIABILITY	4410990.436000	13,386	13,386	1,047	14,433	14,433
TOTAL USES				<u>93,232</u>		
				<u><u>0</u></u>		

FINANCE COMMITTEE RECOMMENDATION

After reviewing the Resolution/Ordinance and fiscal information supplied, your Finance Committee recommends FOR--AGAINST adoption.

REASONS

FOR	AGAINST

FEBRUARY-7-2018

FISCAL NOTE RESOLUTION NO:

EXHIBIT "B"

Fiscal Year:

2018

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL
Position created will be effective March 5, 2018						
HUMAN SERVICES - OPERATIONS						
1.000	Community Impact Mgr-Higher Exp.	E080	69,835	23,397		93,232
<u>1.000</u>	Total for HUMAN SERVICES		<u>69,835</u>	<u>23,397</u>		<u>93,232</u>

* Note: Position will be funded by Higher Expectations For Racine County via their fiscal agent, United Way



Community Impact Manager Position Description

Position Overview

The mission of the Community Impact Manager is to successfully manage the daily operations of Higher Expectations for Racine County, provide support to team members, and lead strategic efforts to advance the team's goal of achieving "Proof Point" by 2018. The Community Impact Manager will report to the Executive Director, and will need to effectively oversee the work of the organization by engaging partners, facilitating the work of the partnership and its committees, and managing the team to achieve objectives and complete deliverables.

Essential Duties

Staff Management

- Meet regularly with Stakeholder Engagement and Communication Manager, Post-Secondary Facilitator, and Employer Engagement Program Manager to set timelines, milestones and checkpoints that ensure timely implementation of activities and achievement of outcomes
- Complete annual performance reviews for each team member (listed above) in November of each year
- Meet weekly with Executive Director and Data Director to review team-wide milestones and progress and manage strategic initiatives

Daily Operations

- In coordination with the Executive Director, Data Director, and Stakeholder Engagement and Communication Manager, facilitate grant development, tracking, reporting and correspondence to ensure grant requests align with funder interests with strategic needs and reports are completed on time
- Provide oversight to the Stakeholder Engagement and Communication Manager as she (1) develops and facilitates fundraising and grant proposal processes and (2) manages the structure and engagement of the Higher Expectations Leadership Table
- Facilitate weekly team meetings and manage team action commitments and next steps to ensure follow-through
- Serve as a key point of contact for Higher Expectations team members for matters related to human resources and build a productive team culture
- Manage the Higher Expectations budget, which includes developing a budget in collaboration with the Executive Director by December of each year; submitting monthly expenses to the United Way; and tracking budget reports on a monthly basis
- Support team operations and scheduling as needed

Strategic Planning

- Collaborate with the Executive Director and Data Director in the design, implementation, and ongoing refinement of a strategic plan that moves Higher Expectations to "Proof Point" by 2018 and beyond (a milestone of community progress in the StriveTogether national network)
- Lead team-wide strategic planning, ongoing prioritization decisions, and accountability in implementing that plan
- Serve as a strategic advisor for the Executive Director
- Support Executive Director and the Higher Expectations team with special strategic projects and/or priorities that arise throughout the year (e.g. Supporting partner organizations in designing and implementing continuous improvement strategic plans; serving as a key point of contact for a Race and Equity Steering committee formed by local government, educational, and philanthropic institutions)

Other duties as assigned.



Core Competencies

- **Leadership** – Ability to oversee the work of multiple partners and facilitate their collective work, and to encourage teams to achieve objectives and hold them accountable for their deliverables
- **Communication** - Excellent written and oral communication skills and strong interpersonal skills
- **Facilitation** – Knowledge and demonstrated success in facilitating multi-disciplinary or multi-organizational teams
- **Professionalism** – Demonstrates the ability to build and maintains an effective system of communications and a positive image for the organization
- **Critical Thinking and Problem Solving** – Excellent ability to think strategically and help teams prioritize their work to meet ambitious goals, ability to address and overcome complex issues to achieve desired results
- **Planning & Organizing** – Excellent project management and organizational skills, ability to create processes and systems, manage details and work independently
- **Focus on Equity** – Committed to advancing personal and organizational understanding of disparity and equity in the Racine community and ability to act in strategic ways to address those issues, comfortable reflecting on and engaging others in difficult conversations and strategic actions to address inequities along lines of race and income, among others
- **Adaptability** – Champions change and provides tools to assist team and community partners in accelerating the change management process necessary to implement and sustain their proposed improvements, and ability to adapt in a fast-paced environment as the organization and its roles evolve over time
- **Teamwork & Collaboration** – Demonstrates the ability to develop and cultivate relationships with community stakeholders and professionals in education, business, faith, non-profit, philanthropic, and civic sectors