

**PIERCE COUNTY**  
**FINANCE AND PERSONNEL COMMITTEE MEETING AGENDA**  
**Monday, January 6, 2020 – 4:00 p.m.**  
**Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI**

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items.	Chair
2.	Consent calendar – Discuss and take action on: 2a) Establish and approve agenda 2b) Approve minutes of Dec. 2 <sup>nd</sup> & 18 <sup>th</sup> , 2019 2c) Treasurer’s report on previous months finance activities and fund balances	Members
3.	Discuss/Take action on Ordinance 19-XX Amend Chapter 172, Section 172-15(B) of the Pierce County Code – Parks and Recreation routes (B) 16 - 20	C. Johnson
4.	Discuss/Take action to approve Children, Youth & Family Lead Initial Assessment Worker position description	R. Schmidt
5.	Committee will convene into closed session pursuant to §19.85(1)(c) WI Stats for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrative Coordinator annual evaluation	Closed Session: AC Annual Evaluation
6.	Committee will return to open session and take action on closed session item, if required	Open session
7.	Future agenda items	Members
8.	Next meeting date: First Monday; Feb. 3 <sup>rd</sup>	Members
9.	Adjourn	Members

Questions regarding this agenda may be directed to Jamie Feuerhelm at 715-273- 6744.  
Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of County Board supervisors may be present

jrf (12/23/19)

**2b.**

**Approve minutes of:**

**12/02/19 *Regular***

**12/18/19 *Special***

**UNAPPROVED MINUTES OF THE  
FINANCE & PERSONNEL COMMITTEE MEETING HELD  
December 2, 2019 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



**County Board Room  
414 W. Main St., ELLSWORTH, WI**

**1) Meeting Convened.**

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Jeff Holst called the meeting to order at 4:00 p.m.

**1a) Those Present.**

A quorum was established acknowledging 7 members present.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Mike Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Dan Reis	District #13		

Absent/Excused:

Also present: Dale Auckland-District #12, Jason Matthys-Administrative Coordinator, Brad Lawrence-Corporation Counsel, Allison Preble-HR Manager, Jerry Forss-Maintenance Supervisor, Julie Brickner-Finance Director, Kathy Fuchs-County Treasurer, Rod Webb- Land Conservation Director, Ron Schmidt-Human Serviced Director.

**1b) Public Comment.**

AC Matthys announced that he had received a letter of resignation from the Veterans Service Officer and the process to refill that position has commenced.

**2a-c) Consent Calendar.**

Motion by J. Kosin / D. Reis to approve the consent calendar including agenda, minutes of 11/4/19 and Treasurer's report as presented; motion carried.

**3) Discuss/take action on Resolution No. 19-XX to Transfer Remaining Jail/Sheriff's Dept. Building Project Fund Balance to Jail Assessment Fund**

J. Brickner explained that there was approximately \$102,374.04 remaining in the Jail/Sheriff Department Building Project Fund and a need to close the fund out as the project was completed. After consulting with the County's auditor and bond counsel, it was recommended to transfer remaining funds back to Jail Assessment Fund. Motion by J. Aubart / J. Kosin to approve the Resolution and the transfer of any remaining funds in the Jail/Sheriff Department Building Project Fund to the Jail Assessment Fund on or before December 31, 2019, and to recommend that the County Board take action on first reading in order to close out prior to the end of the year; motion carried.

**4) Discuss/take action Resolution No. 19-XX to Amend Investment Policy**

K. Fuchs explained the desire of the current Investment Officers (consisting of the County Treasurer, Finance Director, and the County Board Chair) to add the Administrative Coordinator to the group authorized to invest the public funds consistent with the Investment Policy. Motion by B. Schroeder / S. Bjork to approve

amending the policy and Resolution as presented; motion carried.

**5) Discuss/take action on Resolution No. 19-XX to Set General Fund Unassigned Fund Minimum Balance**

J. Brickner explained that the General Fund is the security backup for every other fund of the County to cover deficits. The current minimum balance is 25% of General Fund expenditures, and that this should be amended because 25% would lead to cash flow problems at certain times of the year. Most counties are in the range of 35-40% which is what bond counsel recommends as well, however, many other counties are in high 40s. Motion by D. Reis / M. Kahlow to approve the Resolution and that that the Unassigned General Fund Balance should fall no lower than 40% of General Fund expenditures; motion carried.

**6) Discuss/take action to authorize Land Conservation Dept. to purchase GNSS Network Rover System**

R. Webb explained that to date actual revenue received from USDA NRCS reimbursement for engineering design and installation of conservation practices has exceeded what was budgeted, and that the Land Conservation Department desired to purchase GPS survey equipment to improve conservation practice design and installation efficiencies. Motion by J. Kosin / M. Kahlow to approve and authorize the purchase of GNSS Network Rover System from Leica Geosystems, Inc. for a price of \$14,784; motion carried.

**7) Discuss/take action on Resolution No. 19-XX Transfer of Funds from General Fund for Hail Damaged Roofs & Related Roof Repair**

J. Forss explained that thirty (30) Pierce County campus roof buildings sustained hail damage in late August, 2018 (not including the Solid Waste building), that fifteen (15) of the thirty roofs were less than fifteen years old, and were thus fully covered through the County's insurance. However, the other fifteen (15) roofs were more than fifteen years old, and were not fully covered by insurance and were depreciated accordingly. For the roofs that were not fully covered, in order to have the roofs fully repaired, the County would need to make up the difference in the repair estimate for which approval of the Board is necessary. The total amount of the fifteen roofs not fully covered and depreciated that the County would need to pay for according to contractor's estimates is \$212,403.31. Also, the roof on the Seyforth Building on the Fairgrounds was fully covered by insurance, however, additional roof related issues (condensation and insulation) were present that are not covered by insurance, and since repairs will be made to replace the fully covered shingles damaged by hail, it makes sense to repair the additional roof related issues at the same time. The additional work is estimated to be \$40,155.44. The Building Committee took action to recommend approving the work and recommending that the funds come from the General Fund. Forss explained that all options were on the table including approving none, or some of the proposed roof projects. Forss also explained that for roofs that were funded for full repair, they would then be fully covered by insurance for the next fifteen years. Lengthy discussion took place. Motion by M. Kahlow / D. Reis to approve the Resolution as presented and approve funding from the General Fund in an amount not to exceed \$220,000 to replace campus roofs, and for an amount not to exceed \$42,000 to upgrade the replacement of the Seyforth Building roof; motion carried with J. Holst and J. Aubart opposed.

**8) Discuss/take action to approve WI Dept. of Children & Families 2020 Targeted Safety Services Funds application**

R. Schmidt explained that the Human Services Board discussed and took action to approve a WI Department of Children and Families 2020 Targeted Safety Services Funds application, and directed Human Services Director to make grant application by the deadline, only after county financial and administrative consent as well as consent by the Finance & Personnel Committee. Schmidt explained that the grant requires a 9.89% match amount, however, no additional tax levy is required as the Department has current expenses that meet the match requirement. The match amount for this application is approximately \$4,945 to earn a total grant of \$50,000. Motion by J. Aubart / S. Bjork to approve 2020 Targeted Safety Services Funds application as presented; motion carried.

**9) Informational update regarding Courthouse Annex remodel project**

J. Matthys gave an update on a plan to address and incorporate space needs and security issues within one project. He has consulted with the Maintenance Supervisor, as well as Market and Johnson to formulate a plan to remodel portions of the Annex into usable office space. The plan would move the County Board Room to the lower level Annex into a space that is not only ADA accessible but also provides more square footage. The existing County Board room will serve as a hearing room for the Circuit Court as it is within proximity to the Clerk of Court and is already equipped with a security camera, panic alarm and PA system. The Circuit Court is experiencing more hearings conducted by out of county judges, which puts both court rooms in use at the same time which causes the Court Commissioner to conduct hearings in his office. This concept will also allow the Courthouse to be secured at 5pm each day. The plan would further move the Administrative Coordinator and Operations Data Analyst to the lower level Annex, and the Corporation Counsel Office to the upper level Annex. Market and Johnson anticipates the cost of \$454,029 for the work to be performed in the Annex. This cost does not include furnishings. The Administrative Coordinator has consulted with the Board Chair as well as presented this concept to the Building Committee at its meeting on November 12. The Building Committee did approve the funding of this project to come from the Building Outlay by allocating existing funds from Annex Maintenance/Remodeling in the amount of \$540,457 to fund the project. Market and Johnson will be putting together bid documents and the scope of work. This was an update only rather than an action item, as it falls within the Building Committee's responsibility for which funds are available, however, given that it involves a significant utilization of funds, staff felt it best to allow for any feedback prior to proceeding. J. Holst stated that he thought it was a good use of funds, which makes courthouse safer and brings Administrative Coordinator closer to staff he deals with daily.

**10) Future agenda items**

None identified.

**11) Next Meeting Date**

Next meeting set for Monday, January 6, 2020 at 4:00 p.m. in the County Board Room, Courthouse.

**12) Adjournment**

Meeting adjourned at 4:51 p.m. by motion of B. Schroeder / S. Bjork.

Respectfully submitted by: Brad Lawrence

**UNAPPROVED MINUTES OF THE  
Special FINANCE & PERSONNEL COMMITTEE MEETING HELD  
December 18, 2019 – 5:00 p.m.**

**STATE OF WISCONSIN } County Board Room  
COUNTY OF PIERCE } 414 W. Main St., ELLSWORTH, WI**

**1) Meeting Convened.**

The Pierce County Finance & Personnel Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Jeff Holst called the meeting to order at 5:00 p.m.

**1a) Those Present.**

A quorum was established acknowledging 7 members present.

Members present:

Jon Aubart	District #3	Bill Schroeder	District #14
Mike Kahlow	District #6	Jerry Kosin	District #15
Scott Bjork	District #7	Jeff Holst	District #16
Dan Reis	District #13		

Absent/Excused: None

Also present: Neil Gulbranson- District #11, Jason Matthys-Administrative Coordinator, Brad Lawrence-Corporation Counsel, Allison Preble-HR Manager, Nancy Hove-Sheriff, Steve Albarado-Chief Deputy.

**1b) Public Comment.**

None.

**2) Closed Session.**

Motion by J. Aubart / S. Bjork to go into closed session at 5:03 p.m. pursuant to:

1. §19.85(1)(c) Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and
2. §19.85(1)(f) Wis. Stats. for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where 19.85(1)(b) applies which, if addressed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; and
3. §19.85 (1)(g) Wis. Stats. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved:

For the purpose of considering possible resolution with L.A.W. union and employee of personnel matter and consultation with counsel regarding the same. Motion carried unanimously by roll call vote.

**3) Open Session.**

Committee returned to open session at 5:15 p.m. by motion of J. Aubart / S. Bjork; motion carried unanimously by roll call vote. Motion by J. Aubart / S. Bjork to approve the Settlement Agreement as discussed in closed session; motion carried unanimously by roll call vote.

4) **Future Agenda Items.**

Ordinance to amend ATV Routes.

5) **Next Meeting Date**

Next meeting set for Monday, January 6, 2020 at 4:00 p.m. in the County Board Room, Courthouse.

6) **Adjournment**

Meeting adjourned at 5:17 p.m. by motion of B. Schroeder / S. Bjork.

Respectfully submitted by: Brad Lawrence

**2c.**

**Treasurer's Report  
on previous months finance  
activities & fund balances**



**County of Pierce**  
**11/30/2019**

<u>Assets</u>	<u>Current Year</u>	<u>Previous Year</u>
First National River Falls Checking ( <i>Book Balance</i> )	\$ 18,011.85	\$ 1,098,439.70
Citizens Community Federal Checking ( <i>Book Balance</i> )	\$ 736,114.41	\$ -
BMO Harris Checking ( <i>Book Balance</i> )	\$ 2,638.19	\$ 18,482.40
<b>Total Investments on Hand</b>	<b>\$ 42,148,334.06</b>	<b>\$ 45,986,557.76</b>

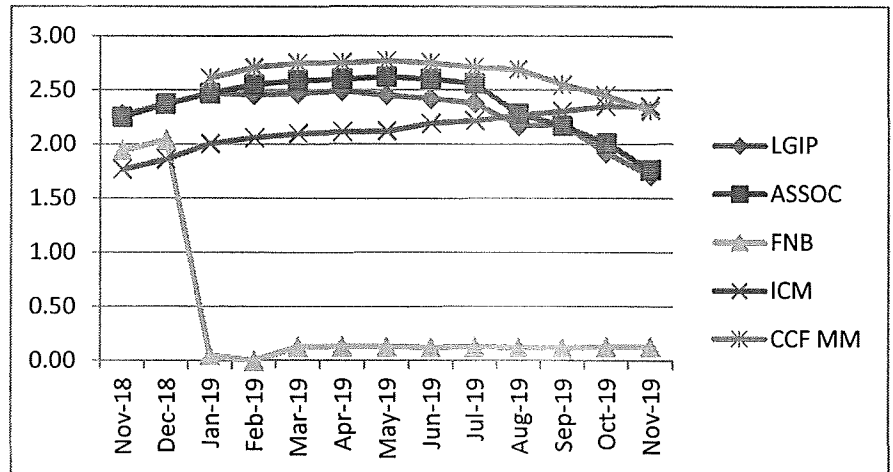
<u>Bank Charges</u>	<u>Current</u>	<u>Year-to-date</u>	<u>Previous Year</u>
	\$4.63	\$536.13	\$6,143.52

<u>Activity Summary</u>	<u>CCF Bank</u>	<u>1st National</u>	<u>Associated</u>	<u>CD's</u>	<u>ICM</u>
<u>LGIP</u>	<u>Money Market</u>	<u>River Falls M</u>	<u>Money Market</u>		
		<u>Market</u>			
Beginning Balance	\$4,050,977.23	\$0.00	\$3,061,588.79	\$350,000.00	\$31,566,832.92
Interest	3,770.89		4,403.65	891.78	20,557.99
Reinvestments					
Deposits	-	860,000.00	-		
Fees & Charges					(3,509.02)
Change in Value					(29,156.23)
Withdrawals	(1,700,000.00)	(500,000.00)		(891.78)	
<b>Ending Balance</b>	<b>\$ 2,354,748.12</b>	<b>\$ 4,822,867.84</b>	<b>\$ -</b>	<b>\$350,000.00</b>	<b>\$ 31,554,725.66</b>

<u>Interest Earned</u>	<u>Current</u>	<u>Year-to-Date</u>	<u>Previous YTD</u>
Local Government Investment Pool - LGIP	\$ 3,770.89	\$ 79,457.86	\$ 146,687.99
First National RF - Money Market	-	43.75	47,500.36
CCF - Money Market	9,088.73	203,670.68	-
Associated Bank - Money Market	4,403.65	87,426.39	91,988.55
Institutional Capital Management - ICM	20,557.99	581,106.10	404,508.55
BMO Harris	-	-	2,551.31
First National River Falls - Checking	3.38	433.57	2,901.58
CCF - Checking	1,106.16	24,155.49	-
American Deposit Management - CD	\$ 863.01	\$ 4,401.44	\$ -
<b>Total</b>	<b>\$ 39,793.81</b>	<b>\$ 980,695.28</b>	<b>\$ 696,138.34</b>

<u>Rates</u>	<u>LGIP</u>	<u>ASSOC</u>	<u>FNB</u>	<u>ICM</u>	<u>CCF MM</u>
Nov-18	2.27	2.25	1.94	1.766	
Dec-18	2.37	2.37	2.04	1.86	
Jan-19	2.47	2.47	0.05	2.006	2.61
Feb-19	2.46	2.55	0.00	2.060	2.71
Mar-19	2.47	2.59	0.13	2.098	2.75
Apr-19	2.49	2.60	0.13	2.113	2.75
May-19	2.45	2.62	0.13	2.119	2.77
Jun-19	2.42	2.60	0.12	2.191	2.75
Jul-19	2.38	2.56	0.13	2.217	2.71
Aug-19	2.17	2.28	0.12	2.266	2.69
Sep-19	2.18	2.17	0.12	2.304	2.55
Oct-19	1.92	2.01	0.13	2.350	2.45
Nov-19	1.71	1.76	0.13	2.350	2.31

**Interest Rate Trends**



## NOVEMBER 2019

**Delinquent Tax Payments Collected - \$79,815.27**

Interest Collected - \$12,390.64

**Total Tax Payments Collected in 2019 - \$17,128,272.01**

**Total Interest Collected in 2019 - \$237,608.13**

<b>UNPAID TAXES AS OF NOVEMBER 30, 2019 (INCLUDES SPECIALS)</b>		
Year	#Parcels	Amount w/o interest
2008	20	\$15,633.79
2009	21	\$16,283.48
2010	31	\$21,330.33
2011	37	\$31,209.39
2012	42	\$36,322.78
2013	52	\$41,510.61
2014	69	\$61,795.25
2015	76	\$87,981.60
2016	111	\$131,830.30
2017	207	\$310,250.44
<b>2018</b>	<b>425</b>	<b>\$637,333.54</b>
<b>TOTAL:</b>		<b>\$1,391,481.51</b>

2016 & 2017 \$35 NSF Charge Added

<b>UNPAID TAXES AS OF NOVEMBER 30, 2018 (INCLUDES SPECIALS)</b>		
Year	#Parcels	Amount w/o interest
2008	26	\$19,234.00
2009	29	\$21,229.38
2010	38	\$28,573.95
2011	45	\$38,906.45
2012	57	\$54,976.85
2013	71	\$68,635.74
2014	93	\$94,412.96
2015	119	\$152,688.04
2016	214	\$296,698.50
<b>2017</b>	<b>408</b>	<b>\$637,098.46</b>
<b>TOTAL:</b>		<b>\$1,412,454.33</b>

<b>UNPAID TAXES AS OF OCTOBER 31, 2019 (INCLUDES SPECIALS)</b>		
Year	#Parcels	Amount w/o interest
2008	20	\$15,633.79
2009	22	\$16,305.65
2010	31	\$21,332.00
2011	37	\$31,209.39
2012	42	\$36,322.78
2013	52	\$41,510.61
2014	69	\$62,634.49
2015	77	\$88,739.70
2016	117	\$138,588.41
2017	218	\$328,361.17
<b>2018</b>	<b>464</b>	<b>\$691,926.20</b>
<b>TOTAL:</b>		<b>\$1,472,564.19</b>

<b>UNPAID TAXES AS OF OCTOBER 31, 2018 (INCLUDES SPECIALS)</b>		
Year	#Parcels	Amount w/o interest
2008	27	\$19,281.12
2009	30	\$21,251.82
2010	39	\$28,599.79
2011	47	\$39,097.11
2012	59	\$55,260.75
2013	72	\$68,842.67
2014	94	\$95,981.33
2015	121	\$153,224.95
2016	218	\$304,851.69
<b>2017</b>	<b>437</b>	<b>\$669,718.58</b>
<b>TOTAL:</b>		<b>\$1,456,109.81</b>

# **3.**

**Discuss/Take action on  
Ordinance 19-XX Amend  
Chapter 172, Section 172-  
15(B) of the Pierce County  
Code – Parks and Recreation  
routes (B) 16 - 20**

**ORDINANCE NO. 19-03**  
**Amend Chapter 172, Section 172-15(B) of the**  
**Pierce County Code – Parks and Recreation**

PIERCE COUNTY BOARD OF SUPERVISORS DOES HEREBY ORDAIN AS FOLLOWS:

**SECTION 1: That Chapter 172, Section 172-15(B) of the Pierce County Code is hereby revised as follows:**

§ 172-15 All-terrain vehicles and routes.

B. Designation of all-terrain vehicle routes. The following routes are designated all-terrain vehicle routes in the County.

- (1) In the Town of El Paso, the portion of County Road N from 650<sup>th</sup> Avenue to County Road G to 425<sup>th</sup> Street.
- (2) In the Town of El Paso, from the intersection of County Road N and G to W4277 County Road G.
- (3) In the Town of Spring Lake, CTH B, from 770<sup>th</sup> Avenue and County Road B, east on County Road B to STH 128 and 770<sup>th</sup> Avenue.
- (4) In the Village of Spring Valley, CTH B, from a point 1800 feet west of the intersection of CTH B and Newman Avenue, to the intersection of CTH B and Newman Avenue, south to the intersection of CTH B and Akers Street, east to the intersection of CTH B and McKay Avenue.
- (5) In the Town of Spring Lake, on County Road P from 50<sup>th</sup> Street south to the north Village of Elmwood village limits.
- (6) In the Village of Elmwood, on County Road P from the north village limits to the south village limits.
- (7) In the Town of Rock Elm, on County Road P from the south Village of Elmwood village limits to 70<sup>th</sup> Street.
- (8) In the Town of Rock Elm, on CTH S from 70<sup>th</sup> Street to 430<sup>th</sup> Avenue/CTH X.
- (9) In the Town of Rock Elm, on CTH HH from CTH CC to 450<sup>th</sup> Avenue.
- (10) In the Town of Trenton, on CTH VV from 230<sup>th</sup> Avenue to 185<sup>th</sup> Avenue.
- (11) In the Town of Ellsworth, on CTH N from 610<sup>th</sup> Street to US Highway 63.
- (12) In the Town of Hartland, on CTH V from 610<sup>th</sup> Street to 620<sup>th</sup> Street.
- (13) In the Town of Union, on CTH S from 130<sup>th</sup> Street to 330<sup>th</sup> Avenue.
- (14) In the Village of Plum City, on CTH S from Birch Avenue to CTH U.
- (15) In the Town of Salem, on CTH A from 270<sup>th</sup> Avenue to 385<sup>th</sup> Street.
- (16) In the Town of Trimble, on CTH O from 480<sup>th</sup> Avenue to US Highway 10.

- (17) In the Town of Rock Elm, on CTH X from CTH S to 30<sup>th</sup> Street.
- (18) In the Town of Hartland, on CTH EE from CTH D to 210<sup>th</sup> Avenue.
- (19) In the Town of Union, on CTH ZZ from CTH Z to 370<sup>th</sup> Avenue.
- (20) In the Town of Union, on CTH Z from 30<sup>th</sup> Street to the Pierce/Pepin County Line.

**SECTION 2: That this Ordinance shall become effective upon its adoption and publication as required by law.**

Dated: January 22, 2019.

\_\_\_\_\_  
Jeffrey A. Holst, Chair  
Pierce County Board of Supervisors

ATTESTED TO BY:

APPROVED AS TO FORM AND LEGALITY BY:

\_\_\_\_\_  
Jamie Feuerhelm, County Clerk

\_\_\_\_\_  
Bradley D. Lawrence, Corp. Counsel

Adopted: \_\_\_\_\_

# **4.**

## **Discuss/Take action to approve Children, Youth & Family Lead Initial Assessment Worker position description**



Jamie Feuerhelm <jamie.feuerhelm@co.pierce.wi.us>

---

## New form response

1 message

---

**Steve Gustafson** <demo@fnsntp.addonsite.com>  
To: "Jamie.feuerhelm" <jamie.feuerhelm@co.pierce.wi.us>

Fri, Dec 20, 2019 at 10:09 AM

Request for F & P Action has received a new response:

**Meeting Date** 2020-01-06

**Agenda Item** Discuss and take action to approve Children, Youth and Family Lead Initial Assessment Worker position description. Lead

**Requesting Agency** Human Services

**Background** At its 12/19/2020 meeting the Human Services board took action to approve a Lead Initial Assessment Worker position description. The position description was reviewed with County Coordinator and HR Manager prior to the Human Services board meeting. The position description is needed due to a promotion in the department. The Lead Initial Assessment worker position description had not been updated since 2015. The update is needed to address market demand for human services workers in Child Protective Services. The substantial change to the position description is a change to the minimum requirements. The new position description changes the minimum requirement of State of WI Social Worker certification. State of WI Social Worker certification will remain a preferred condition in the description. This change will increase the pool of potential applicants for this position. There are also changes to the language of the requirements and the position duties to meet department needs. The description is updated to be uniform and consistent with the other existing CPS Lead Worker position in the department. There is no need for reclassification or wage grade changes to this position. The position description document will be forwarded along with this request for action.

**Staff Recommendation** Discuss and take action to approve Children, Youth and Family CPS Lead Initial Assessment Worker position description.

**Recommended Motion: (Motion by seconded by to approve and authorize)** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Children, Youth and Family CPS Lead Initial Assessment Worker position description.

**Requestor's email address** ronald.schmidt@co.pierce.wi.us

Auto responded by Form Notifications SMTP add-on for Google Forms  
Send mass emails from Sheets: Mail Merge SMTP

**Pierce County  
Position Description**

**Name:**

**Department:** Human Services

**Date:** December 2019

**Pay Grade:** L

**FLSA Status:** Non-Exempt

**Position Title:** CYF Lead Worker – Initial Assessment CPS

**Reports To:** CYF Program Manager

**Program:** Child Protective Services – Initial assessment Case Management

**Hours:** 8:00am – 4:30pm, Monday-Friday, 40 Hours

---

**Purpose of Position:**

Under the direction of the Children, Youth, and Families (CYF) Program Manager this position investigates and makes initial determinations of child maltreatment. Lead worker also provides individuals and families with a wide range of social services designed to overcome personal, family, financial, or health issues. This position maintains a caseload, provides exploratory and diagnostic intake, and performs social services tasks appropriate to the client's issues/concerns/needs. This position coordinates and collaborates with the CYF Unit Program Manager and CYF Unit staff. This position provides initial assessment investigation and child protection case management to families that have encountered abuse and neglect. Primary duties are dependent on agency needs. This position assesses safety, determines access response as needed, provides resources, makes referrals for services, monitors safety plan progress, and may make permanency plans for children in need of protection and services. Work also entails coaching, mentoring and training newly hired staff to competently perform all duties associated with initial assessment child protective services in order to independently provide services to children, youth and families.

**Essential Duties and Responsibilities:**

**To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position; they are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.**

- Provide initial assessment services for child protective services and child welfare including timely completion of required computer and paper documentation.
- Provide CPS Access, CPS assessment and Juvenile Court Intake coverage as needed to support the unit.
- Provides Initial Assessment investigative services in accordance with WI Department of Children and Families, Division of Safety and Permanence, CPS Safety Intervention Standards and WI State Statute Chapter 48.
- Provide services or make referrals in the areas of family counseling, parenting skills, AODA and support services.
- Coordinate with other agency personnel on services for families and children.
- Provide necessary counseling services and locate resources for children in foster care or other alternate care and their natural families to achieve child permanency as soon as possible.
- Monitor and provide services to children placed under supervision of the department and provide required reports to the court, testifying when needed.
- Conduct home visits, office visits, collateral contacts, and consultation with other agencies to ensure provision of services.



- Maintain accurate, meaningful and current case records, reports, and other types of correspondence to ensure quality control for federal/state reimbursement and compliance.

**Leadership and coordination:**

In absence of supervisor or upon supervisor request:

- Screen Access reports, assign work, approve funding (e.g., gift cards, special funds), approve court documents (e.g., TPC paperwork, basis narratives), approve documents sent for release of records requests, approve eWiSACWIS case work
- Consultation: assist staff with prioritizing work, assist with placements and other emergency decision-making, lead screening meetings, lead unit meetings, staff new and current initial assessment cases as needed, attend court hearings as proxy for absent staff.

**Primary administrative duties with or without supervisory presence:**

- Provide coaching, mentoring and training to all new staff regarding basic job duties, eWiSACWIS functions, WI Statutes Chapter 48, and DCF CPS Safety Intervention Standards.
- Coordinate and collaborate with CYF Supervisor and fellow CYF lead workers to manage the operations of the unit.
- Provide supportive and constructive case consultation; assist with documentation and testimony preparation.
- Coach staff through requirements for initial assessment services (e.g., safety, temporary physical custody, on-call CPS response, case transfer process, collaboration with law enforcement, concurrent planning and termination of parental rights, guardianships, and nuances of difficult and complex cases).
- Review cases to ensure timeliness and compliance with state and federal statutes, state standards, administrative rules and agency policy.
- Chair, facilitate, and/or attend meetings (e.g., regional supervisors, board meetings, community groups) to represent the agency as requested.
- Assist supervisor in policy and program development and implementation; and, assist supervisor as a resource to Human Services Board, Director, and/or community.
- Communicate any staff or unit issues to the supervisor.
- Gather the necessary data for grant reports and special projects as assigned.
- Provide emergency on-call (24-hour) supervisory consultation and direction for after hours on-call workers (assigned on a rotating basis).
- Assist in developing coverage calendars (e.g., on-call, Friday coverage) and providing in-service training to staff (e.g., Access, on-call).
- Provide public information activities to other area service agencies, schools, churches, civic groups, and community meetings or events (e.g., mandated reporter training, university presentations).
- Attend staff development activities, training and meetings as assigned.

**Minimum Qualifications:**

Bachelor's Degree in Social Work or related field from an accredited college or university. Must have at least three (3) years of experience as an initial assessment child protection worker; experience must include providing on-the-job coaching, mentoring and training to new initial assessment child protection workers in all aspects of job duties. Must be able to demonstrate significant experience preparing documents for court and in testifying; must be able to demonstrate a strong working knowledge of WI Chapter 48, as well as present and impending danger threats to child safety. Has completed Basic Juvenile Court Intake training and all Wisconsin Child Welfare Foundation Training Courses.

**Preferred Qualifications:**

Social Worker certification by the Wisconsin Department of Safety and Professional Services. \_

Five (5) or more years of experience as an initial assessment Child Protection worker; experience must include providing on-the-job coaching, mentoring and training to new initial assessment child protection social workers in all aspects of job duties.

**Knowledge, Skills, and Abilities:**

Ability to organize and prioritize competing work demands; ability to develop work procedures with minimum supervision; ability to establish and maintain effective working relationships with staff and the general public; ability to prepare and maintain records. Ability to coach, mentor and train new staff in all elements of job duties and tasks required for initial assessment child protection; these include but are not limited to state and federal legal requirements, eWiSACWIS requirements, Wisconsin Department of Children and Families Initial assessment Services Standards, court documentation, and courtroom testimony.

Must be dependable, tactful, and maintain confidentiality. Must possess excellent oral and written communication skills. Must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals; and must be able to compute rates, ratios, and percentages. Must be able to read, write, and understand English, as well as demonstrate competency with state databases and basic computer programs.

**Physical Requirements:**

Over 75 percent of work is done inside. Work is done outside about 25 percent of time. There is also a threat of physical attack or injury from clients in unusual situations. This work requires frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work requires speaking and hearing, repetitive motions, frequently requires standing and reaching with hands and arms; frequently requires sitting, walking, climbing stairs, balancing, stooping, kneeling, crouching or crawling, pushing, pulling and lifting. Work requires close vision, ability to adjust focus, color perception and peripheral vision, vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written computer data, operating standard office equipment and observing general surroundings and activities.

**Special Requirements**

Must be able to pass a background investigation. Must be able to see and hear in order to perform all required duties. Must have a valid driver's license.

**Environmental Ability**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors poses limited risk of injury. Must be emotionally and physically prepared to respond to escalated clients who may threaten physical safety.

Pierce County is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's signature                      Date

\_\_\_\_\_  
Supervisor's signature                      Date

\_\_\_\_\_  
Personnel Department                      Date