

RESOLUTION NO.: 90—2023-24

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 The Outagamie County Criminal Justice Treatment Services (CJTS) Department is
2 requesting approval to delete the Mental Health Treatment Court Coordinator position and
3 the Case Manager position and replace with a Treatment Court Coordinator position, as
4 outlined in the attached position forms.
5

6 On May 9, 2023, the County Board approved transferring the Mental Health Court cost
7 center and the Drug and Alcohol Treatment Court cost center from the Health and Human
8 Services Department to the CJTS Department. Since then, CJTS administration reviewed
9 the job duties of the various positions and have determined some of the job duties need to
10 be restructured. In order to accomplish this, the request is to delete a Mental Health
11 Treatment Court Coordinator position (currently vacant) and a Case Manager position,
12 and add a Treatment Court Coordinator position.
13

14 The requested changes have been included in the 2024 budget, therefore, no budget
15 adjustment is needed at this time.
16

17 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources

18 Committee recommends adoption of the following resolution.
19

20 BE IT RESOLVED, that the Outagamie County Board does approve the deletion of one full-time
21 Mental Health Treatment Court Coordinator position and one full-time Case Manager position and the
22 creation of one full-time Treatment Court Coordinator position effective January 14, 2024 for the Criminal
23 Justice Treatment Services Department, with no budget adjustment required, as noted on the attached
24 Position Deletion Forms, Position Addition Form, Job Description, Table of Organization, and fiscal note,
25 which by reference are made a part hereof, and

26 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of
27 this resolution to the Outagamie County Human Resources Director, the Outagamie County Finance
28 Director, and the Outagamie County Criminal Justice Treatment Services Director.
29

Dated this ____ day of January 2024

Respectfully submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES COMMITTEE

Cathy Spears

Sara MacDonald

Ryan Ferguson

Joe Santonato

John Kostelny

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

POSITION DELETION FORM	
Completion Checklist	
Request Details	
Effective Date of Requested Change:	1/14/2024
Department:	CJTS
Department Head:	Bernie Vetrone
Cost Center Number:	1009105
Position Title:	Mental Health Treatment Court Coordinator
Sunset Position? (Yes or No)	No
Is this position full time or part time? (If more than one position, use the worksheet for Multiples)	<input checked="" type="checkbox"/> Full Time: <input type="checkbox"/> Part Time:
If adding a position to offset this deletion; which position(s) will be added?	Treatment Court Coordinator
Position Justification	
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.	
<p>Earlier in 2023 the Mental Health Court Cost Center and the Drug and Alcohol Treatment Court Cost Center were transferred from HHS to CJTS. When the positions were transferred over to CJTS, CJTS administration reviewed the job duties of the various positions and have determined to restructure some of the job duties. In order to accomplish this the CJTS administration would like to delete a Mental Health Court Coordinator Position (Vacant) and a Case Manager position, and then add a treatment Court Coordinator Position. These changes can be absorbed in the 2023 budget, so there is no budget adjustment needed for 2023. These changes were accounted for in the 2024 budget.</p>	
Employee(s) Impacted By This Change (if no one in position - leave blank)	
<p> </p>	
Fiscal Data	
PROJECTED COST SAVINGS	
Salary	\$ 71,835
Fringe Benefits	\$ 33,600
Travel/Training	\$ -
Supplies	\$ -
Purchased Services	\$ -
Capital Outlay	\$ -
TOTAL COST SAVINGS	\$ 105,435
DECREASED REVENUES BY DELETING THIS POSITION:	
Please list below the decreased revenues pertaining to this position deletion.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
	\$ -
	\$ -
	\$ -
TOTAL REVENUE REDUCTION	\$ -
NET COUNTY COST (Levy/Fund Balance)	\$ 105,435

<i>TO BE COMPLETED BY HUMAN RESOURCES:</i>	
Reviewed by HR	Adam Westbrook
County Executive Decision (Approved/Denied)	Approved

POSITION DELETION FORM		
Completion Checklist		
Request Details		
Effective Date of Requested Change:	1/14/2024	
Department:	CJTS	
Department Head:	Bernie Vetrone	
Cost Center Number:	1009100	
Position Title:	Case Manager	
Sunset Position? (Yes or No)	No	
Is this position full time or part time? (If more than one position, use the worksheet for Multiples)	Full Time:	<input checked="" type="checkbox"/>
	Part Time:	<input type="checkbox"/>
If adding a position to offset this deletion; which position(s) will be added?	Treatment Court Coordinator	
Position Justification		
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.		
Earlier in 2023 the Mental Health Court Cost Center and the Drug and Alcohol Treatment Court Cost Center were transferred from HHS to CJTS. When the positions were transferred over to CJTS, CJTS administration reviewed the job duties of the various positions and have determined to restructure some of the job duties. In order to accomplish this the CJTS administration would like to delete a Mental Health Court Coordinator Position (Vacant) and a Case Manager position, and then add a treatment Court Coordinator Position. These changes can be absorbed in the 2023 budget, so there is no budget adjustment needed for 2023. These changes were accounted for in the 2024 budget.		
Employee(s) Impacted By This Change (if no one in position - leave blank)		
Chelsea Niemuth - Will move from Case Manager to Treatment Court Coordinator.		
Fiscal Data		
PROJECTED COST SAVINGS		
Salary	\$	63,086
Fringe Benefits	\$	32,644
Travel/Training	\$	-
Supplies	\$	-
Purchased Services	\$	-
Capital Outlay	\$	-
TOTAL COST SAVINGS	\$	95,730
DECREASED REVENUES BY DELETING THIS POSITION:		
Please list below the decreased revenues pertaining to this position deletion.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
	\$	-
	\$	-
	\$	-
TOTAL REVENUE REDUCTION	\$	-

NET COUNTY COST (Levy/Fund Balance)	
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TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	Adam Westbrook
County Executive Decision (Approved/Denied)	Approved

POSITION ADDITION FORM	
Completion Checklist	
<ul style="list-style-type: none"> o A visual of your proposed Table of Organization o Job description/class specification for the position request below, highlighting any changes 	
Request Details	
Effective Date of Requested Change:	1/14/2024
Department:	CJTS
Department Head:	Bernie Vetrone
Cost Center Number:	1009105
Position Title:	Treatment Court Coordinator
Sunset Position? (Yes or No)	No
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt
Pay Grade of Position:	3
Estimated Starting Step:	10
Position exists in current the Table of Organization?	Yes
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/>
If Part Time position, how many hours per week will this position be working?	Hours:
What other alternatives were considered?	yes
If deleting a position to add this position; which position(s) will be deleted?	Mental Health Tx Cordinator, Case Manager
(If deleting a position, complete the Position Deletion Form and include the Cost Savings below)	
List any positions in your Table of Organization that have been vacant for 6 months or longer:	
Position Justification	
Briefly summarize why this position is needed, as well as areas of revenue and savings.	
<p>Earlier in 2023 the Mental Health Court Cost Center and the Drug and Alcohol Treatment Court Cost Center were transferred from HHS to CJTS. When the positions were transferred over to CJTS, CJTS administration reviewed the job duties of the various positions and have determined to restructure some of the job duties. In order to accomplish this the CJTS administration would like to delete a Mental Health Court Coordinator Position (Vacant) and a Case Manager position, and then add a treatment Court Coordinator Position. These changes can be absorbed in the 2023 budget, so there is no budget adjustment needed for 2023. These changes were accounted for in the 2024 budget.</p>	
Employee(s) Impacted By This Change (if no one in position - leave blank)	

Chelsea Niemuth - Will go from Case Manager to Treatment Court Coordinator.		
Fiscal Data		
How will this position be funded (choose from drop-down list)?		Levy Only
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	\$	64,958
Fringe Benefits	\$	32,644
Travel/Training	\$	-
Supplies - IT	\$	-
Supplies - Other	\$	-
Purchased Services - IT	\$	-
Purchased Services - Other	\$	-
Capital Outlay	\$	-
TOTAL EXPENDITURES	\$	97,602
COST SAVINGS OR INCREASED REVENUES:		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
Deleted Position (if applicable)		
Mental Health Tx Court Coordinator	\$	(105,435)
Case Manager	\$	(95,730)
TOTAL COST SAVINGS/REVENUES	\$	(201,165)
NET COUNTY COST (Levy/Fund Bal)	\$	(103,563)
PARTIAL YEAR FUNDING - ANNUAL PROJECTION		
If you are requesting a position that will only be funded initially for a part of a year, please complete the following for annual (12 month) position cost:		
Salary	\$	-
Fringe Benefits	\$	-
Other Expenditures	\$	-
TOTAL EXPENDITURES	\$	-
Deleted Position (if applicable)		
Less Increased Revenue/Cost Savings (enter as negative)	\$	-
NET COUNTY COST (Levy/Fund Bal)	\$	-

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	
County Executive Decision (Approved/Denied)	

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Class Spec Details

**Outagamie County****Drug & Alcohol Treatment Court Coordinator**

Job Description Code: 6600-9

Established Date: 09/12/2017

Last Revised Date: 07/13/2023

Effective: 09/07/2023

Salary Range	Position Purpose
\$53,248.00 -	Reporting to the Manager of the Mental Health
\$64,958.00 Annually	& AODA Division and working closely with the court system and community resources, the Drug and Alcohol Treatment Court
Bargaining Unit	Coordinator performs administrative work and plans, organizes, coordinates, and monitors activities of the Outagamie County Drug and Alcohol Treatment Court (DATC). Work involves providing services in office, at clients' homes and in the community and may require work outside of standard hours and occasional travel.
N/A	
EEO	
Other	
Occupational Group	
500	
FLSA	
Exempt	Key Responsibilities
Benefit Code	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.
General	<ul style="list-style-type: none">• Coordinates the activities of the Outagamie County Drug and Alcohol Treatment Court including screenings, referrals, assisting in determining eligibility, leading and coordinating staffing and
Physical Class	
N/A	
Grade	
3	

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Class Spec Details

Employee Group
(General, AS&P, etc.)
Exempt

Blood Borne Pathogen
C

activities, making referrals, providing direct case management and coordinating treatment services.

- Prepares reports for County and DATC as needed.
- Obtains information from clients, family members, and other agencies to assess needs or degree of dysfunction, establishes goals, develops and coordinates individual case plans; and monitors established service plans.
- Conducts face-to-face assessments with individuals in their homes or in the community or other locations.
- Identifies, through case management and/or intake services, individual needs which include medical, psychological, vocational, social, familial and daily living spheres.
- Develops and implements a case management system to ensure compliance with program guidelines, administers urine analysis tests and treatment compliance and progress toward participants' goals.
- Makes psychosocial assessments of clients, family dynamics, environment, medical and psychological history. Completes the Long-Term Functional Screen for individuals seeking services through the Drug and Alcohol Treatment Court as needed.
- Makes home, office and community contacts with clients as required to monitor participant's progress, adjustment, medication compliance and general stability.

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Class Spec Details

- Manages individuals who may have a severe and persistent drug or alcohol disease and co-occurring disorders within a recovery team model with a focus on long term supportive therapy, symptom management, medical management, daily living skills training and community integration, providing ongoing coordination with established outcome based treatment plans.
- Observes and evaluates emotional and physical needs of clients, providing ongoing symptom and medication side effect assessments, and confers with medical staff regarding observations.
- Assists in the development, implementation and monitoring of service plans for individuals.
- Transports and escorts consumers to meetings, services, appointments and other activities as needed.
- Provides protection and advocacy services.
- Refers participants to contracted treatment agencies best suited for their needs. Collaborates with treatment providers to ensure community resources and service needs match desired program outcomes.
- Maintains knowledge of vocational, housing and other community resources.
- Maintains cooperative relationships with treatment agencies, community organizations, probation departments and other agencies represented on the Drug and Alcohol Treatment Court team.

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Class Spec Details

- Documents contacts and services, prepares reports and other written materials and complies with all recordkeeping requirements.
- Maintains accurate records and prepares reports and documentation for court proceedings.
- Maintains readiness to assist colleagues in managing psychiatric and/or medical emergencies experienced by a client.
- Provides support as necessary for individuals and/or family or significant others in individual, conjoint and group formats.
- Provides individuals and family members with information regarding services available from county, state and federal agencies.
- Provides individuals and family members with information regarding services which best meet their needs and desires.
- Provides presentations to the county, various committees, to other agencies and to the general public.
- Stays abreast of current research with treatment courts and organizes and coordinates training for the Drug and Alcohol Treatment Court team.
- Facilitates Drug and Alcohol Treatment Court program processes and operations while being responsible for program efficiency.
- Reviews and prepares grants and other funding applications to support the Drug

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Class Spec Details

and Alcohol Treatment Court.

- Consults with court judge(s) on a wide range of organizational and managerial issues including but not limited to Drug and Alcohol Treatment Court efficiency and internal and external quality assurance.
- Researches the best evidence-based approach in the implementation of treatment services of Drug and Alcohol Treatment Court participants.
- Identifies needs in the service delivery system and participates in program development initiatives.
- Attends Division and other meetings as required.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned or required.
- Provides on-call duties as assigned

Education/Certifications/Experience Requirements

- Required: Bachelor's Degree in behavioral science or a related field, and access to private transportation at all times for work-related duties.
- Preferred: Successful completion of an accredited alcohol and other drug abuse counselor training program, experience providing AODA services, Licensure as a Clinical Substance Abuse Counselor or Clinical Supervisor, 3 years experience

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Class Spec Details

working with individuals with co-existing mental health and substance abuse needs. Appointment will be conditional upon successful completion of criminal and caregiver background checks.

Required or Preferred Skills

- Knowledge of and ability to provide case management and coordination for individuals with alcohol and other drug dependency and dual diagnoses.
- Knowledge, skill and ability to provide crisis intervention service.
- Knowledge of available community resources for the consumer groups.
- Knowledge of and experience in the clinical area of alcohol and other drugs.
- Knowledge of and experience in urine analysis collection and testing.
- Ability to establish and maintain effective working relationships with clients, other employees, representatives from community resource groups, contract agencies and the general public.
- Ability to manage treatment within the continuum of services available for chemically dependent clients with an emphasis on provision of services in the least restrictive setting and objectively evaluate progress towards goals and timetables.
- Ability to work cooperatively in a system-wide program setting.
- Ability to speak effectively in public settings and prepare written reports.

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Class Spec Details

- Ability to work independently.
- Ability to adhere to professional ethics and standards.
- Ability to use and interpret medical, legal and counseling terminology.
- Ability to work the allocated hours of the position.
- Knowledge of and demonstrated ability to conform to goals, policies and procedures of the department as well as the Outagamie County Work Rules and Terms of Employment.
- Ability to operate a variety of office equipment including personal computer, photocopier, calculator and telephone.
- Ability to transport oneself from location to location in an efficient and expedient manner.
- Skill in organization including paperwork, time management and prioritization of crisis demands.
- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of descriptive statistics.
- Ability to comprehend and interpret a variety of documents including client charts, medical, accident, and other reports; psychological evaluations and other assessment reports, school records, professional literature, policy and procedure manuals, diagnostic manuals, etc.

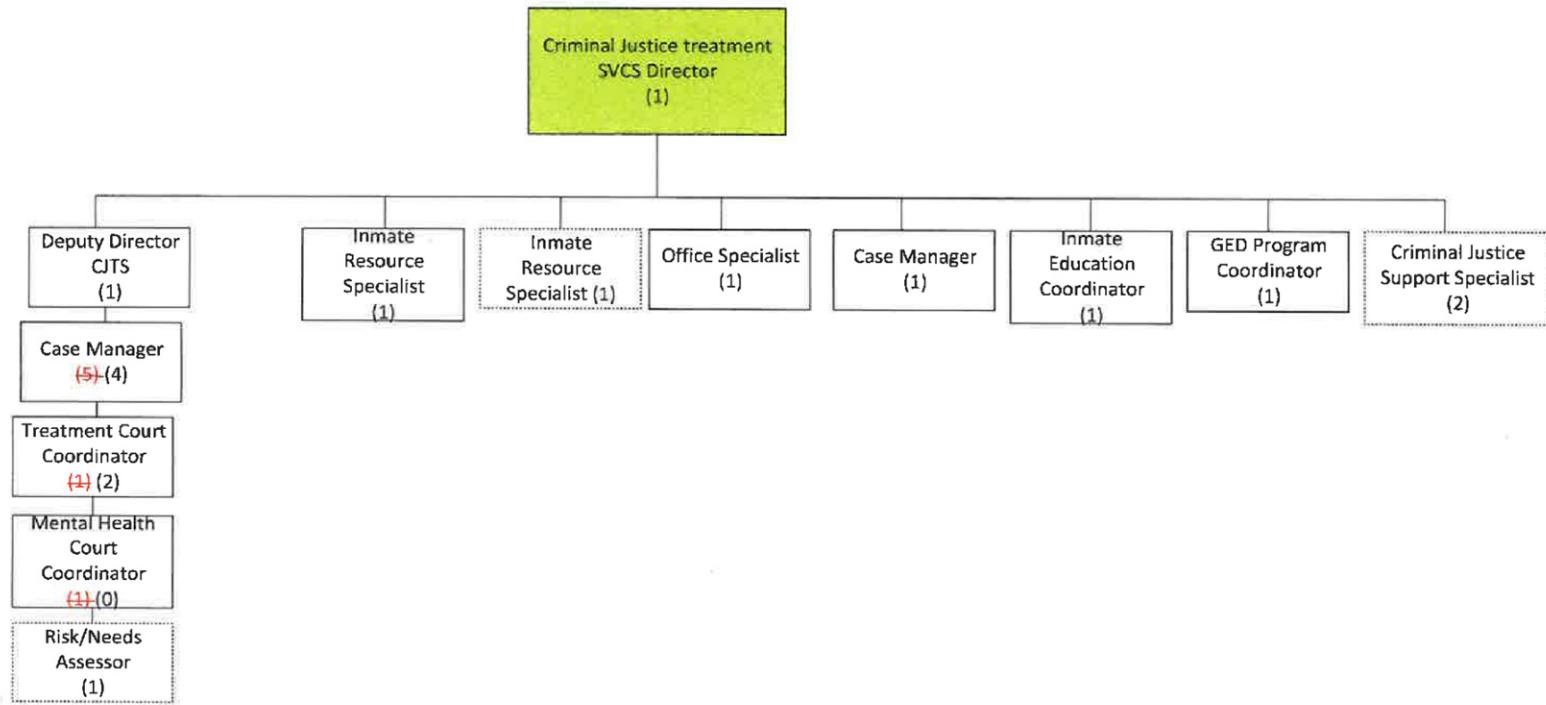
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Class Spec Details

- Ability to prepare a variety of documents including client records, referrals, court reports, intake and assessment records, case notes, individual treatment plans, letters and other correspondence, etc.
- Ability to communicate effectively with clients and family members, community agencies and service providers, psychiatrists, physicians and other medical professionals, attorneys, human services personnel, school personnel and others verbally and in writing.
- Knowledge of the service delivery system.
- Knowledge of drug and alcohol diseases and mental illnesses, dependent on assignment, the effects on individuals and families and the resources available within the community.

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.

FUND: GENERAL 100	COST CENTER NAME: CRIMINAL JUSTICE TREATMENT SVC.							
DEPARTMENT NAME: CRIMINAL JUSTICE TREATMENT SVC.	COST CENTER NUMBER: 1009100							
POSITION COUNT	2020	2021	2022	2023				
REGULAR POSITIONS:								
CASE MANAGER	5 0	5 0	5 0	4 0				
CRIMINAL JUSTICE TREATMENT SVCS DIRECTOR	1 0	1 0	1 0	1 0				
DEPUTY DIRECTOR CJTS	1 0	1 0	1 0	1 0				
DRUG & ALCOHOL TREATMENT COORDINATOR				1 0				
EDUCATION COORDINATOR	1 0	1 0	1 0	1 0				
ELECTRONIC MONITORING SPECIALIST	0 2	0 2	0 2	0 2				
MENTAL HEALTH COURT COORDINATOR				1 0				
OFFICE ASSISTANT	1 0	1 0	1 0	1 0				
OFFENDER RESOURCE SPECIALIST	1 1	1 1	1 1	1 1				
RISK NEEDS ASSESSOR	0 1	0 1	0 1	0 1				
SUPPORT SPECIALIST III	1 0	1 0	1 0	1 0				
SUPPORT SPECIALIST II	0 1	0 1	0 0	0 0				
TOTAL POSITIONS-REGULAR:	<u>11 5</u>	<u>11 5</u>	<u>11 4</u>	<u>12 4</u>				
TOTAL ALL POSITIONS:	<u>11 5</u>	<u>11 5</u>	<u>11 4</u>	<u>13 4</u>				



OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1675), Controller (1674) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. Subject: Criminal Justice Treatment Services (CJTS) Positions Additions/Deletions

2. Description: This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

Earlier in 2023 the Mental Health Court Cost Center and the Drug and Alcohol Treatment Court Cost Center were transferred from HHS to CJTS. When the positions were transferred over to CJTS, CJTS administration reviewed the job duties of the various positions and have determined to restructure some of the job duties. In order to accomplish this the CJTS administration would like to delete a Mental Health Court Coordinator Position (Vacant) and a Case Manager position, and then add a Treatment Court Coordinator Position. These changes can be absorbed in the 2023 budget, so there is no budget adjustment needed for 2023. These changes were accounted for in the 2024 budget.

The attachment includes a full year impact of these position changes.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues

Expenses (Cost)

None – 2024 Budget

3. Is the specific cost or revenue included in the current year's budget? yes () no () partially ()

4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no () n/a ()

5. Is the proposal to accept additional revenues only? yes () no ()

6. Does this request modify/adjust the current year budget?
If no, skip to question 8 below
yes () no ()

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	(DECREASE) AMOUNT
N/A			

Annual and Long-Term Impact

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes () no (x) n/a ()

9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost See attached

Fiscal Note Prepared by: **Bernie Vetrano/Trent Woolfolk**

For Financial Services purposes only							
Reviewed By: 	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below:						
Date: 12/12/23	<table border="1"> <thead> <tr> <th>Detail Expenditures Account Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Detail Expenditures Account Number	Amount				
Detail Expenditures Account Number	Amount						
Comments:							

Attachment

The attachment includes a full year impact of these position changes.

COST CENTER NAME	LINE ITEM	POSITION CHANGE	COST CENTER	INCREASE (DECREASE) AMOUNT
Mental Health Court	Salaries	Deletion of Mental Health Coordinator	1009105.5100	(71,835)
Mental Health Court	Fringe Benefits	Deletion of Mental Health Coordinator	1009105.5200	(33,600)
CJTS	Salaries	Deletion of Case Manager Position	1009100.5100	(63,086)
CJTS	Fringe Benefits	Deletion of Case Manager Position	1009100.5200	(32,644)
Mental Health Court	Salaries	Addition of Treatment Court Coordinator	1009105.5100	64,958
Mental Health Court	Fringe Benefits	Addition of Treatment Court Coordinator	1009105.5200	32,644