

RESOLUTION NO.: 65—2023-24

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 The County Executive has requested the following Department of Health and Human
2 Services Table of Organization change, and the same has been made a part of the 2024
3 County Executive Budget:

4
5 Create: One (1) Full-Time Office Specialist – ADRC Position (sunset position)

6
7 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources
8 Committee recommends adoption of the following resolution.

9 BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith
10 authorize and approve of amending the Table of Organization for the Department of Health and Human
11 Services, cost center 2063100, by creating one (1) full-time Office Specialist – ADRC position (sunset
12 position) effective January 1, 2024, as described in the attached Position Addition Form, Position
13 Description, and Table of Organization, which by reference are made a part hereof, and

14 BE IT FURTHER RESOLVED, that the fiscal change has been included in the aforementioned
15 budget as well as attendant budget expenditures and revenues as are detailed in the attached documents,
16 and

17 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of
18 this resolution to the Outagamie County Human Resources Director, the Outagamie County Health and
19 Human Services Director, and the Outagamie County Finance Director.

20 Dated this ____ day of November 2023

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Respectfully submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES
COMMITTEE

Cathy Spears

Curt Konetzke

Sara MacDonald

Ryan Ferguson

Joe Santonato

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

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:	1/1/2024
Department:	Health and Human Services
Department Head:	John Rathman
Cost Center Number:	2063100
Position Title:	Office Specialist - ADRC
Sunset Position? (Yes or No)	Yes
Exempt (Salaried) or Non-Exempt (Hourly):	Non-Exempt
Pay Grade of Position:	125
Estimated Starting Step:	1
Position exists in current the Table of Organization?	No
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time: 1
	Part Time:
If Part Time position, how many hours per week will this position be working?	Hours:
What other alternatives were considered?	
If deleting a position to add this position; which position(s) will be deleted?	
(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.	
This ADRC Assistant position is currently contracted through Valley Packaging. We would like to bring this position internal to be an Outagamie County ADRC position.	
This role helps our consumers with the Medicaid Application and applying for benefits to be eligible for Long Term Care funding. The Medicaid Application and supporting documentation can be extensive and complicated. This individual uses good customer service skills and organizational skills to assist individuals to apply for a Medicaid benefit in order to receive Long Term Care funding to get their needs met and receive assistance.	
Employee(s) Impacted By This Change (if no one in position - leave blank)	
Fiscal Data	
How will this position be funded (choose from drop-down list)?	Grants

PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	\$	43,450
Fringe Benefits	\$	31,458
Travel/Training	\$	-
Supplies - IT	\$	318
Supplies - Other		
Purchased Services - IT	\$	2,350
Purchased Services - Other	\$	-
Capital Outlay		
TOTAL EXPENDITURES	\$	77,576
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)		
ADRC Grant	\$	(77,576)
	\$	-
TOTAL COST SAVINGS/REVENUES	\$	(77,576)
NET COUNTY COST (Levy/Fund Bal)	\$	-

ADRC Assistant

Position Purpose

Reporting to the Aging and Disability Resource Center (ADRC), the ADRC Assistant provides assistance to the ADRC Staff, Economic Support, and Mental Health divisions in their work with consumers who are applying for public assistance with preparing financial, medical, and other documents related to applications for entitlements and other programs, to ensure that documents are in place and deadlines for applications are met.

Key Responsibilities

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.

- Assists ADRC staff in gathering financial information and documentation for consumers in the application process for economic, employment support programs, and other public assistance programs such as Medical Assistance, Food Share, W2, BadgerCare Plus, etc.
- Assists consumers with completing applications and related documents when needed, either paper or online versions. Assisting consumers includes activities within the office, by phone, by email, and in person at their home.
- Assists potential applicants for private and government benefits and programs to locate and gather verifying data, both financial and non-financial.
- Assists consumers in communicating with agencies during the application process and in the review process in order to enable necessary correspondence and provision of information between consumer and agency, which may include any or all of the following: reading and understanding documents, writing, assisting with translators, and using computer for email and online information.
- Refers consumers to other service providers, private bar for legal representation, employment, and other disability-related counseling and services as necessary.
- Provides information on consumer rights, complaints, grievance and appeal processes.
- Enters consumer data into appropriate databases and inform both ADRC Staff and Economic Support Specialist when information is entered and customer is ready for eligibility determination.

- Compiles required statistical records; assures accurate data entry into mandated computer software.
- Maintains public relations role through public speaking, written press releases, newsletter articles, etc.
- Documents and maintains current consumer activity files for reporting purposes and service outcome effectiveness.
- Maintains consumer confidentiality.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Requires a High School diploma or equivalent.
- Experience working with various publicly funded programs preferred.

Required or Preferred Skills

- Ability to operate a variety of office equipment including computer with printer, typewriter, calculator, photocopier, telephone system with voice mail, and fax machine.
- Ability to research and investigate problems, and advocate on behalf of consumers.
- Ability to add, subtract, multiply, divide, and calculate decimals and percentages.
- Ability to comprehend and interpret applications information and documents including Medicare, Social Security, Medical Assistance, tax forms, bank statements, insurance payment forms, etc.
- Ability to prepare written documents including press releases, consumer files, statistical reports, etc.
- Ability to use and interpret medical and legal terminology, and knowledge of services and resources for persons with disabilities.
- Ability to communicate effectively with service organizations, health care providers, insurance company representatives, the general public, etc. verbally and in writing.

- Ability to listen, communicate and be sensitive to older persons and their needs.
- Ability to work independently and make sound judgments.

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: HEALTH & HUMAN SERVICES 206 COST CENTER NAME: HEALTH & HUMAN SERVICES
 DEPARTMENT NAME: HEALTH & HUMAN SERVICES

POSITION COUNT	2020		2021		2022		2023		<i>2024</i>	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
REGULAR POSITIONS:										
AGING AND LONG TERM SUPPORT										
COST CENTER 2063005										
BENEFIT SPECIALIST *	2	0	2	0	2	0	2	0		
SUPERVISOR: AGING SERVICES *	1	0	1	0	1	0	1	0		
COST CENTER TOTALS	3	0	3	0	3	0	3	0		
COST CENTER 2063100										
<i>Disability Support Specialist</i> SENIOR SUPPORT SPECIALIST *	5	0	5	0	5	0	5	0	1	0
<i>Administrative Specialist</i> COST CENTER TOTALS	5	0	5	0	5	0	5	0	1	0
COST CENTER 2063050										
FOOD TRANSPORTER	0	6	0	6	0	6	0	6		
HUMAN SERVICES SPECIALIST III	0	0	0	0	0	0	0	0		
NUTRITION COORDINATOR	0	1	0	1	0	1	0	1		
SITE MANAGER	0	6	0	6	0	6	0	6		
SUPPORT SPECIALIST III	0	0	0	0	0	0	0	0		
COST CENTER TOTALS	0	13	0	13	0	13	0	13		
COST CENTER 2063060 <i>2063100</i>										
COMMUNITY SUPPORT SPECIALIST *	7	0	7	0	7	0	8	0	9	0
PSYCHIATRIC RN	1	0	1	0	1	0	0	0		
SOCIAL WORK SPECIALIST I - V	1	0	0	0	0	0	0	0		
SOCIAL WORK SPECIALIST I - V *	1	0	1	0	1	0	0	0		
SUPERVISOR: AGING SERVICES UNIT	0	0	1	0	1	0	1	0		
<i>Benefit Specialist</i> COST CENTER TOTALS	10	0	10	0	10	0	9	0		
<small>*ADRC Function CC2063100</small>										