

RESOLUTION NO.: 63—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 The County Executive has requested the following Criminal Justice Treatment Services
2 (CJTS) Table of Organization changes, and the same have been made a part of the 2025
3 County Executive Budget:

4
5 Eliminate: One (1) Part-Time Criminal Justice Support Specialist position
6 Create: One (1) Part-Time Case Manager position
7

8 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources
9 Committee recommend adoption of the following resolution.

10 BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith
11 authorize and approve of amending the Table of Organization for the Criminal Justice Treatment Services
12 (CJTS), cost center 1009100, by eliminating one (1) part-time Criminal Justice Support Specialist position
13 and creating one (1) part-time Case Manager position effective January 1, 2025 as described in the
14 attached Position Addition Form, Position Deletion Form, Position Descriptions, and Table of
15 Organization, which by reference are made a part hereof, and

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

19 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of
20 this resolution to the Outagamie County Human Resources Director and the Outagamie County Director
21 of Criminal Justice Treatment Services.

22 Dated this _____ day of November 2024

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Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES
COMMITTEE

Cathy Spears

Sara MacDonald

Ryan Ferguson

John Kostelny

Sarah Weinberg

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	Criminal Justice Treatment Services	
Department Head:	Bernie Vetrone	
Cost Center Number:	1009100	
Position Title:	Case Manager	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt	
Pay Grade of Position:	145	
Estimated Starting Step:	1	
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:	
	Part Time:	x
If Part Time position, how many hours per week will this position be working?	Hours:	22
What other alternatives were considered?	Contract Workers	
If deleting a position to add this position; which position(s) will be deleted?	Criminal Justice Support Specialist	
<i>(If deleting a position, complete the Position Deletion Form and include the Cost Savings below)</i>		
List any positions in your Table of Organization that have been vacant for 6 months or longer:	No	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
<p>In the 2024 budget, as a result of absorbing Drug and Mental Health Court from HHS, CJTS reorganized our Table of Organization. A half-time Mental Health Court Coordinator and a full-time Case Manager position were eliminated and a Treatment Court Coordinator position was added. This resulted in a net savings of \$38,000, which was used to expand services to treatment court clients by \$24,000 and to increase the Contractual Worker line item in Purchased Services by \$14,000. The funds added to the contractual worker line item was used to assist in backfilling the full-time case manager that was eliminated. These Contractual Worker funds will be used to pay for this requested position. No additional funds are being requested.</p>		
Employee Impacted By This Change (if no one in position - leave blank)		
Michelle Plach		
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	\$	33,256
Fringe Benefits	\$	24,560
Travel/Training	\$	-
Supplies - IT		
Supplies - Other	\$	-
Purchased Services - IT		

Purchased Services - Other	\$	-
Capital Outlay	\$	-
TOTAL EXPENDITURES	\$	57,816
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)	\$	(59,889)
	\$	-
TOTAL COST SAVINGS/REVENUES	\$	(59,889)
NET COUNTY COST (Levy/Fund Bal)	\$	(2,072)

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	4/26/2024
County Executive Decision (Approved/Denied)	

POSITION DELETION FORM - 2025 BUDGET	
Request Details	
Effective Date of Requested Change:	Jan. 1, 2025
Department:	Criminal Justice Treatment Services
Department Head:	Bernie Vetrone
Cost Center Number:	1009100
Position Title:	Criminal Justice Support Specialist
Sunset Position? (Yes or No)	N
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time:
	Part Time:
If adding a position to offset this deletion; which position(s) will be added?	
Position Justification	
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.	
This position is mostly responsible for doing home visits for out of county GPS Huber Inmates. Since the pandemic the Sherriff's Department has reduced the number of inmates eligible for Huber. Therefore 2 part-time criminal justice support specialist positions are no longer needed. In its place a case manager position will be added, which can supplement the remaining support position, but also assist with community supervision programs and our treatment courts.	
Employee Impacted By This Change (if no one in position - leave blank)	
Michelle Plach - would move into the case manager position	
Fiscal Data	
PROJECTED COST SAVINGS	
Salary	\$ 26,690
Fringe Benefits	\$ 24,050
Travel/Training	\$ -
Supplies	\$ -
Purchased Services	\$ 9,149
Capital Outlay	\$ -
TOTAL COST SAVINGS	\$ 59,889
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)	\$ 59,889

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	4/26/2024
County Executive Decision (Approved/Denied)	

4/27/24, 5:01 PM

Class Spec Details



Outagamie County

Case Manager (CJTS)

Job Description Code: 2300-1

Established Date: 04/12/2017

Last Revised Date: 12/17/2023

Effective: 12/11/2023

Salary Range

\$60,465.60 -
\$78,873.60 Annually

Bargaining Unit

N/A

EEO

Other

Occupational Group

130

FLSA

Exempt

Benefit Code

General

Physical Class

N/A

Grade

145

Position Purpose

Reporting to the Criminal Justice Treatment Services Director, the Case Manager supervises adult correctional clients who are placed on pre-charge, pretrial and post-conviction community supervision programs.

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.

- Supervises correctional clients placed on the Pre-charge Supervision Program, Pretrial Supervision Program, CJTS Probation, Safe Streets Treatment Options Program and the Young Adult Offender Program.
- Develops and leads self-improvement programs in anger management, cognitive intervention and employability for correctional clients.

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

Exempt

Hepatitis Category

B

Class Spec Details

- Administers risk and needs assessments on correctional clients.
- Appears in court to testify in court review hearings, bond modification hearings and revocation hearings.
- Conducts investigations of program rule violations of community supervision programs.
- Coordinates and monitors child placement exchanges for the Safe Exchange Program.
- Prepares statistical reports, such as the year-end report and quarterly CJTS newsletter, and other documentation as required.
- Attends various training seminars on criminal justice, volunteer management or topics relative to the position.
- Participates in public awareness regarding CJTS and evidence based practices, volunteerism, and local criminal justice issues.
- Maintains regular and predictable attendance, works overtime/extra hours as required.

Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Bachelor's degree in Criminal Justice, Social Work or a related field
- Three to five years criminal justice, social work, or similar experience, or any

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Class Spec Details

combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

- Ability to operate a variety of office equipment including personal computer, typewriter, photocopier, fax machine, and telephone.
- Ability to engage in motivational interviewing with correctional clients.
- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principals of descriptive statistics.
- Ability to comprehend and interpret a variety of documents including client records, attorney and police files, probation reports, alcohol and social evaluations, State files, psychological and other reports, law books, State and other statutes and regulations, general correspondence, etc.
- Ability to use and interpret medical, legal, and counseling terminology.
- Ability to communicate effectively with clients and family members, Judges, court officials, attorneys, Sheriff and other law enforcement personnel, psychologists, social workers, employers, school officials, and others verbally and in writing.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY

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Class Spec Details

WILL PROVIDE REASONABLE
ACCOMMODATIONS TO QUALIFIED
INDIVIDUALS WITH DISABILITIES AND
ENCOURAGES BOTH PROSPECTIVE
EMPLOYEES AND INCUMBENTS TO
DISCUSS POTENTIAL
ACCOMMODATIONS WITH THE
EMPLOYER.

4/27/24, 5:02 PM

Class Spec Details



Outagamie County

Criminal Justice Support Specialist

Job Description Code: 2300-5

Established Date: 05/03/2017

Last Revised Date: 12/17/2023

Effective: 12/04/2023

Salary Range

\$20.73 - \$27.04 Hourly

Bargaining Unit

N/A

EEO

Other

Occupational Group

200

FLSA

Non-Exempt

Benefit Code

General

Physical Class

N/A

Grade

120

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

Position Purpose

The Criminal Justice Support Specialist provides monitoring for adult inmates released to the community on GPS supervision and other correctional clients in alternative programming as well as duties supporting criminal justice case managers.

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.

- Ensures GPS inmates are compliant with the rules of the Outagamie County GPS Program.
- Conduct scheduled and non-scheduled home visits of GPS inmates.
- Assists case managers in the monitoring of pretrial defendants.

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Non-Exempt

Hepatitis Category

B

Class Spec Details

- Conducts preliminary breath tests from GPS inmates and pretrial justice defendants and documents results.
- Records changes to the participants' schedule accordingly.
- Maintain appropriate documentation of inmates activities while on GPS.
- Maintains familiarity and compliance with the rules and regulations of the Outagamie County Jail GPS Program and the CJTS Pretrial Justice Program.
- Provides support and coverage of the reception desk.
- Assists in data entry.

Education/Certifications/Experience Requirements

- High school diploma or GED
- Experience in an office setting or customer service, including handling attention to details accurately and follow-up/thoroughness skills.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

- Experience using computer databases, web based programs and other computer

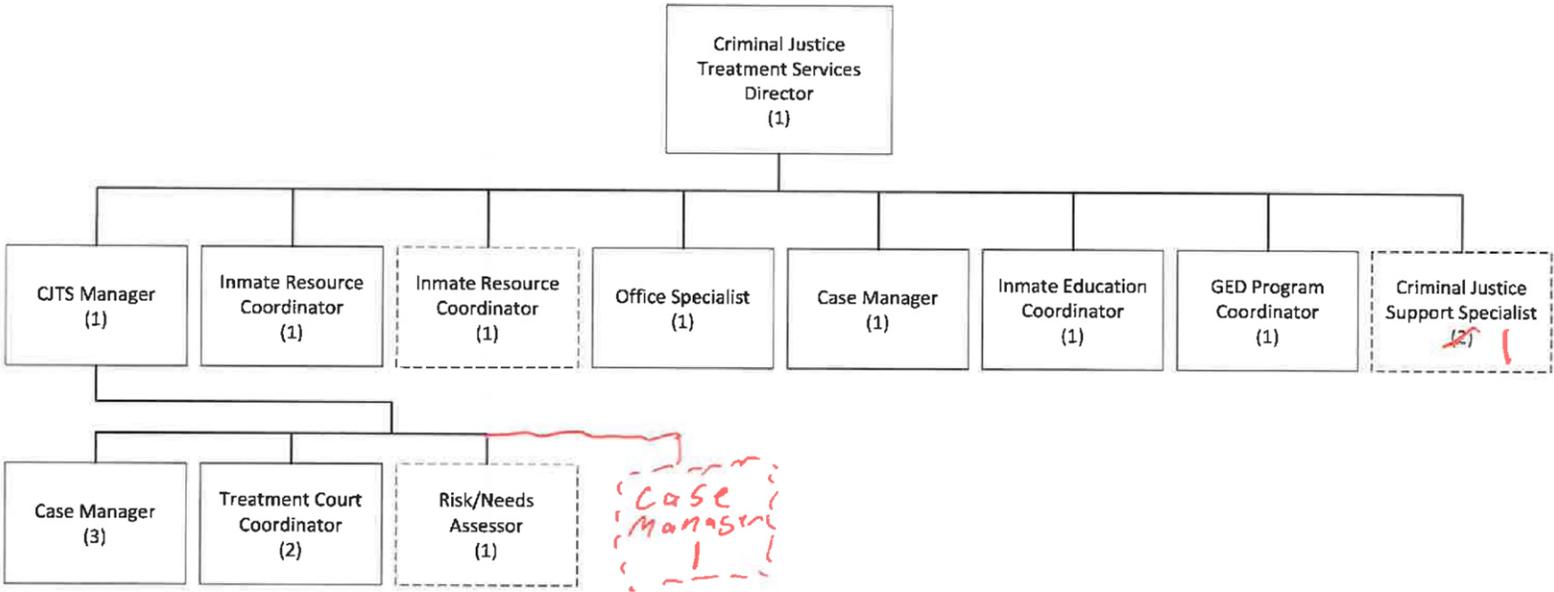
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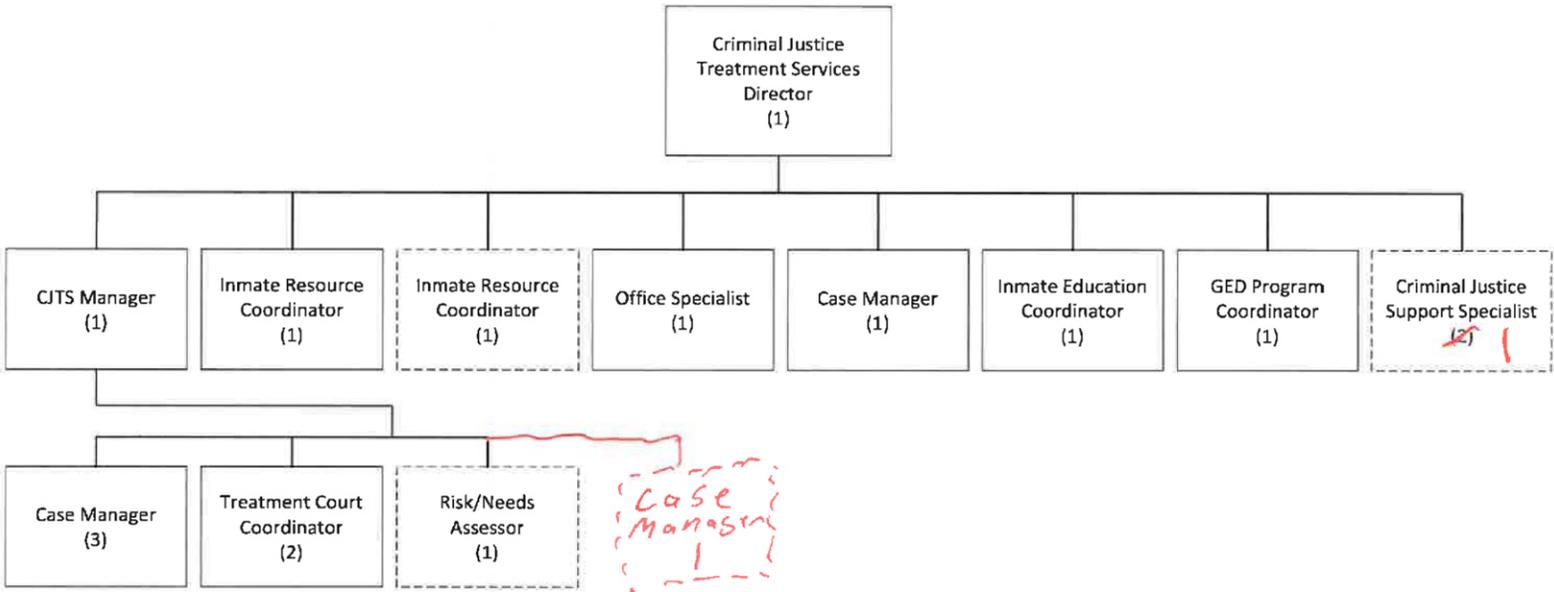
Class Spec Details

software.

- Experience using GPS (global positioning) software is a plus.
- Preference for persons who have worked with the jail inmate population.
- Experience working with persons who are chemically dependent or who have mental illness is helpful.
- Must have flexibility in availability for work which includes weekday, weekend, holiday and evening hours.
- Good interpersonal and verbal skills for dealing appropriately with jail inmates and the public.
- Must be patient, have pleasant disposition and ability to multitask while displaying calm.

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

COST CENTER NUMBER: 1009100, 1009110

<u>POSITION COUNT</u>	<u>2022</u>		<u>2023</u>		<u>2024</u>		<u>2025</u>	
	FT	PT	FT	PT	FT	PT	FT	PT
REGULAR POSITIONS:								
<u>COST CENTER 1009100</u>								
CASE MANAGER	5	0	5	0	4	0	4	1
CJTS DIRECTOR	1	0	1	0	1	0	1	0
CJTS MANAGER	1	0	1	0	1	0	1	0
CRIMINAL JUSTICE SUPPORT SPECIALIST	0	2	0	2	0	2	0	1
GED PROGRAM COORDINATOR	1	0	1	0	1	0	1	0
INMATE EDUCATION COORDINATOR	1	0	1	0	1	0	1	0
INMATE RESOURCE COORDINATOR	1	1	1	1	1	1	1	1
MENTAL HEALTH COURT COORDINATOR	0	0	1	0	1	0	0	0
OFFICE SPECIALIST	1	0	1	0	1	0	1	1
RISK NEEDS ASSESSOR	0	1	0	1	0	1	0	1
COST CENTER TOTALS	11	4	12	4	11	4	10	5
<u>COST CENTER 1009110</u>								
TREATMENT COURT COORDINATOR	1	0	2	0	2	0	2	0
COST CENTER TOTALS	1	0	2	0	2	0	2	0
TOTAL POSITIONS-REGULAR:	12	4	14	4	13	4	12	5
TOTAL ALL POSITIONS:	12	4	14	4	13	4	12	5

FUND: GENERAL 100

COST CENTER NAME: CRIMINAL JUSTICE TREATMENT SVC.

DEPARTMENT NAME: CRIMINAL JUSTICE TREATMENT

COST CENTER NUMBER: 1009100, 1009110

