

***RESOLUTION NO.: 69—2024-25***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1           The County Executive has requested the following Health and Human Services Department  
2           Table of Organization change, and the same has been made a part of the 2025 County  
3           Executive Budget:

4  
5                    Create: One (1) Full-time Fiscal Specialist – CLTS position (sunset position)  
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7           NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources  
8           Committee recommend 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 Health and Human Services  
11          Department, cost center 2063595 by creating one (1) full-time Fiscal Specialist – CLTS position (sunset  
12          position) effective January 1, 2025 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 STILL FURTHER RESOLVED, that the fiscal change has been included in the  
15          aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the  
16          attached, 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 and the Outagamie County Health  
19          and Human Services Director.

20          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		
<b>Request Details</b>		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	Health and Human Services	
Department Head:	John Rathman	
Cost Center Number:	2063595	
Position Title:	Fiscal Specialist - CLTS	
Sunset Position? (Yes or No)	Yes	
Exempt (Salaried) or Non-Exempt (Hourly):	NE	
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:	
	Hours:	
If Part Time position, how many hours per week will this position be working?		
What other alternatives were considered?		
If deleting a position to add this position; which position(s) will be deleted?		
<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:		
<b>Position Justification</b>		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
<p>The ALTS program continues to add 12-15 new Children's Long Term Support (CLTS) clients each month. A Case Manager carries a caseload of 45 children/families. The Department of Health Services' directive is that no disabled child should wait for services and they will be requesting 2 Case Managers to continue to address our County list of waiting children.</p> <p>With the workload of 2 additional Case managers, the program assistant responsibilities will substantially increase and we will be requesting to add another fiscal specialist to assist with entering authorizations, track and reconcile all the service dollars needed in the program to serve the new participants, complete client specific CLTS plans to set up the children in the medical record system, assign funding sources, assign rates, determine service codes and other tasks associated with each new child added to the program.</p>		
<b>Employee Impacted By This Change (if no one in position - leave blank)</b>		
<b>Fiscal Data</b>		
How will this position be funded (choose from drop-down list)?	Grants	
<b>PROJECTED 2023 EXPENDITURES</b> - Amounts must agree to amounts included in the proposed budget.		
Salary	\$	46,575
Fringe Benefits	\$	33,785
Travel/Training	\$	-
Supplies - IT	\$	330

Supplies - Other	\$	1,079
Purchased Services - IT	\$	2,095
Purchased Services - Other	\$	-
Capital Outlay	\$	-
<b>TOTAL EXPENDITURES</b>	\$	<b>83,864</b>
<b>COST SAVINGS OR INCREASED REVENUES:</b>		
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)		
	\$	(83,864)
	\$	-
<b>TOTAL COST SAVINGS/REVENUES</b>	\$	<b>(83,864)</b>
<b>NET COUNTY COST (Levy/Fund Bal)</b>	\$	<b>-</b>

<b>TO BE COMPLETED BY HUMAN RESOURCES:</b>	
Reviewed by HR	5/7/2024
County Executive Decision (Approved/Denied)	



**Outagamie County**

**Fiscal Specialist (DHHS-Fiscal)**

Job Description Code: 6500-4  
 Established Date: 09/12/2017  
 Last Revised Date: 11/30/2023  
 Effective: 11/30/2023

**Salary Range**

\$22.17 - \$28.93 Hourly

**Bargaining Unit**

N/A

**EEO**

Other

**Occupational Group**

140

**FLSA**

Non-Exempt

**Benefit Code**

General

**Physical Class**

N/A

**Grade**

125

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

**Position Purpose**

Reporting to the Finance Supervisor - Health and Human Services, the Fiscal Specialist performs various long term support fiscal functions including Children's Long Term Support (CLTS) billing, claim reconciliation, HSRS reporting, processes re-certification/6 month review documents, prepares program projections, waiting lists, and unit statistics, etc.

**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.

- Processes annual client specific CLTS re-certification, and 6-month review documents.
- Completes client specific CLTS plans. Includes working with service coordinator

Non-Exempt

**Hepatitis Category**

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to identify services, assigning rates, determining SPCs and service codes, assigning funding sources, entering data in database/TCM, and problem solving with State CLTS staff.

- Provides ongoing support to CLTS Service Coordinators and service providers.
- Facilitates completion of Medicaid and Disability Determination applications for clients of the MH/AODA division.
- Attends morning crisis staffing's.
- Attends weekly MA (Medical Assistance) Third Party Liability Team meetings.
- Processes invoices for client specific services.
- Maintains close working relationship with In-Patient Discharge Planners at hospital and IMD facilities.
- Completes HSRS/HOD State reporting including opening, closing, and updating client specific data both in CORE and in the Waiver module.
- Monthly non-payment TCM (The Clinical Manager) entries.
- Completes client specific, monthly CLTS billing including collection of units of service, determination of hourly and daily rates, and coordination with state and county program personnel.
- Prepares various reports including CLTS projections.
- Reconciles CLTS P-card statements.
- Enters authorizations for CLTS funded services as needed.
- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

**Education/Certifications/Experience Requirements**

- High school graduate with one to two years accounting experience.
- Associate's Degree in Accounting desirable.

**Required or Preferred Skills**

- Ability to operate a variety of office equipment including personal computer, computer terminal, typewriter, calculator, photocopier, telephone, etc.
- Ability to add, subtract, multiply, divide, calculate decimals and percent's.
- May also require ability to make use of descriptive statistics.
- Ability to comprehend and interpret a variety of documents including client files, HSRS reports, CLTS billing summaries, insurance PRA's (Provider Remittance Advice), program activity logs, letters and other correspondence, records, various internal and external reports, policy and procedure manuals, evaluations, logs, statements, etc.
- Ability to prepare a variety of documents including individual service plans, monthly CLTS & BIW claims, journal entries, letters to families, CLTS related forms, unit statistics, cost share worksheets, level of care (LOC), HSRS data entry, etc.
- Ability to use and interpret department specific terminology such as accounting or medical terminology.
- Ability to communicate effectively verbally and in writing, with inter- and intra-departmental staff members, clients, outside agency personnel, service providers, and the general public.

- Ability to lift, carry, push, pull; or otherwise move objects up to 25 pounds, understanding and utilizing proper body mechanics.

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: HUMAN HEALTH SERVICES  
 COST CENTER NUMBER: 2061010, 2062040, 2063005,  
 2064010, 2065010, 2066090, 2067020, ETAL.

DEPARTMENT NAME: HEALTH HUMAN SERVICES

**COST CENTER 2066565**

SUBSTANCE USE PROGRAM ASSESSOR	0	0	2	0	2	0	2	0
SUBSTANCE USE PROGRAM ASSISTANT	0	0	2	0	2	0	2	0
<b>COST CENTER TOTALS</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>
<b>TOTAL MH &amp; SU REGULAR POSITIONS:</b>	<b>76</b>	<b>9</b>	<b>81</b>	<b>7</b>	<b>91</b>	<b>7</b>	<b>93</b>	<b>7</b>

**POSITION COUNT**

<b>REGULAR POSITIONS:</b>	<b>2022</b>		<b>2023</b>		<b>2024</b>		<b>2025</b>	
	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>

**FISCAL**

**COST CENTER 2065010**

FINANCE MANAGER - HHS	1	0	1	0	1	0	1	0
FINANCE SUPERVISOR - HHS	2	0	2	0	2	0	3	0
ACCOUNTANT	3	0	3	0	3	0	2	0
SENIOR ACCOUNT TECHNICIAN	2	0	2	0	2	0	2	0
FISCAL SPECIALIST (SUNSET)	1	0	1	0	1	0	1	0
CONTRACT SPECIALIST	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>

**COST CENTER 2066090**

FINANCE SUPERVISOR - HHS	1	0	1	0	1	0	1	0
SENIOR ACCOUNT TECHNICIAN	1	0	1	0	2	0	2	0
BILLING SPECIALIST	2	0	2	0	2	0	2	0
FISCAL SPECIALIST - MH & SU	0	1	0	1	0	1	0	1
<b>COST CENTER TOTALS</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>

**COST CENTER 2063595**

FISCAL SPECIALIST - CLTS	2	0	3	0	3	0	4	0
<b>COST CENTER TOTALS</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>0</b>

**COST CENTER 2062040**

FISCAL SPECIALIST - CYF	1	0	1	0	1	0	1	0
<b>COST CENTER TOTALS</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

<b>TOTAL FISCAL POSITIONS:</b>	<b>17</b>	<b>1</b>	<b>18</b>	<b>1</b>	<b>19</b>	<b>1</b>	<b>20</b>	<b>1</b>
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