

RESOLUTION NO.: 72—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 changes, and the same have been made a part of the 2025 County
3 Executive Budget:

4
5 Eliminate: One (1) Full-time Accountant Position
6 Create: One (1) Full-time Finance Supervisor (DHHS Fiscal)
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 Health and Human Services
12 Department, cost center 2065010 by eliminating one (1) full-time Accountant position and creating One
13 (1) full-time Finance Supervisor (DHHS Fiscal) position effective January 1, 2025 as described in the
14 attached Position Addition Form, Position Deletion Form, Position Description, 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 Health
21 and Human Services Director.

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		
Completion Checklist		
<ul style="list-style-type: none"> o A visual of your proposed Table of Organization o Job description for the position requested below, highlighting any changes from current JD o Completed McGrath Consulting Position Questionnaire (if position is not currently on wage schedule) 		
Request Details		
Effective Date of Requested Change:	1/1/2025	
Department:	Health and Human Services	
Department Head:	John Rathman	
Cost Center Number:	2065010	
Position Title:	Finance Supervisor (DHHS Fiscal)	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt	
Pay Grade of Position:	155	
Estimated Starting Step:	6	
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?	Accountant	
<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:		
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
<p>This position would replace one of our current accountant positions that has currently been serving as a pilot Budget Finance Supervisor for the department for the past year-and-half. Assembling the annual Health and Human Services Budget is now an eleven-month process and involves extensive preparation, analysis, and leadership to help guide our division managers through this intensive annual process. This additional supervisor position will help reduce the workload of the Fiscal Manager and allow the department to perform routine budget projections throughout the calendar year. This position would be fully funded by current county tax levy used to fund an accountant position and from additional mental health billing and grant revenues.</p>		
Employee Impacted By This Change (if no one in position - leave blank)		

Fiscal Data	
How will this position be funded (choose from drop-down list)?	
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ 81,048
Fringe Benefits	\$ 39,053
Travel/Training	\$ -
Supplies - IT	\$ -
Supplies - Other	\$ -
Purchased Services - IT	\$ -
Purchased Services - Other	\$ -
Capital Outlay	\$ -
TOTAL EXPENDITURES	\$ 120,101
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)	\$ (117,811)
	\$ -
	\$ -
TOTAL COST SAVINGS/REVENUES	\$ (117,811)
NET COUNTY COST (Levy/Fund Bal)	\$ 2,290
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)	

POSITION DELETION FORM - 2025 BUDGET		
Completion Checklist		
Request Details		
Effective Date of Requested Change:	1/1/2025	
Department:	Health and Human Services	
Department Head:	John Rathman	
Cost Center Number:	2065010	
Position Title:	Accountant	
Sunset Position? (Yes or No)	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 adding a position to offset this deletion; which position(s) will be added?	Finance Supervisor (DHHS Fiscal)	
Position Justification		
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.		
<p>By adding the Supervisor: Accounting Systems position we will be able to delete an accountant position. The addition of the Supervisor is vitally needed in order to organize and manage our annual budget process that now takes 10 months out of every year to complete. The Supervisor will also help us achieve the long standing goal of completing monthly fiscal projections for our managers.</p>		
Employee Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		
PROJECTED COST SAVINGS		
Salary	\$	79,004
Fringe Benefits	\$	38,807
Travel/Training	\$	-
Supplies	\$	-
Purchased Services	\$	-
Capital Outlay	\$	-
TOTAL COST SAVINGS	\$	117,811
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)	\$	117,811

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



**Outagamie County
Finance Supervisor (DHHS-
Fiscal)**

Job Description Code	6500-1	Established Date	04/05/2017
Last Revised Date	12/17/2023	Effective	12/15/2023
Salary Range	\$69,222.40 - \$90,313.60 Annually	Bargaining Unit	N/A
EEO	Other	Occupational Group	120
FLSA	Exempt	Benefit Code	General
Physical Class	N/A	Grade	155
Employee Group (General, AS&P, etc.)	Exempt	Hepatitis Category	C

Position Purpose

The Finance Supervisor (DHHS-Fiscal), provides day-to-day supervision of the activities of the fiscal staff, reviews fiscal operations and systems to ensure efficient and accurate operation, and performs various accounting functions.

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 and directs the activities of the fiscal unit accounts receivable or accounts payable staff, monitoring the overall workload of individual fiscal unit staff to insure timely completion of tasks.
- Ensures the preparation of fiscal reports to the County, State and Federal governments.
- Regularly reviews existing procedures and reporting systems to ensure appropriateness and efficiency and assists with the development of fiscal

procedures for new programs.

- Performs fiscal monitoring of department programs, including expenditures and revenues, data collection, monthly reports and reimbursements.
- Performs monthly and annual accounting functions including financial projections, program staff productivity reports, and department and program budgets.
- Assists management staff in fiscal decisions, providing and analyzing data, recommending methods and adjusting projections as needed.
- Provides support and leadership to program management staff including the development of fiscal procedures for new programs and procedural reviews as appropriate.
- Prepares documents and schedules for the single audit, working with auditors as required.
- Reviews and approves payment vouchers, time sheets, reports, and purchased service payrolls for the department.
- Maintains regular and predictable attendance, works overtime/extra hours as required.

Education/Certifications/Experience Requirements

- Bachelor's Degree in Accounting.
- Three to five years accounting experience.
- Supervisory experience in accounting in a health and human services setting preferred.
- For the AR Team Supervisor - experience with Medicaid, Medicare, and other third party billing preferred.
- Proficient in Excel and Word required.
- Or, any combination of education and experience that provides equivalent knowledge, skills and abilities.

Required or Preferred Skills

- Assign, supervise, and review work done by others.
- Evaluate employees, prepare employee performance evaluations and make recommendations regarding the selection, discipline, and discharge of employees.

- Ability to read, analyze, interpret, and apply procedures and governmental policies/regulations.
- Communicate effectively with Health and Human Services and other department personnel, County board, State personnel, contract agency personnel, private, County and other auditors, and others verbally and in writing.
- Knowledge of and ability to apply generally accepted accounting principles and procedures.
- Knowledge of internal control procedures and concepts.
- Strong analytical and problem solving skills.
- Good planning and organizational skills.
- Operate a variety of office equipment including personal computer, calculator, photocopier and telephone.

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
COST CENTER TOTALS	0	0	4	0	4	0	4	0
TOTAL MH & SU REGULAR POSITIONS:	76	9	81	7	91	7	93	7

POSITION COUNT

REGULAR POSITIONS:	2022		2023		2024		2025	
	FT	PT	FT	PT	FT	PT	FT	PT

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
COST CENTER TOTALS	10	0	10	0	10	0	10	0

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
COST CENTER TOTALS	4	1	4	1	5	1	5	1

COST CENTER 2063595

FISCAL SPECIALIST - CLTS	2	0	3	0	3	0	4	0
COST CENTER TOTALS	2	0	3	0	3	0	4	0

COST CENTER 2062040

FISCAL SPECIALIST - CYF	1	0	1	0	1	0	1	0
COST CENTER TOTALS	1	0	1	0	1	0	1	0

TOTAL FISCAL POSITIONS:

	17	1	18	1	19	1	20	1
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