

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Katherine Luster
INITIATED BY

Human Services Board
SUBMITTED BY



Greg Winkler
DRAFTED BY

June 13, 2017
DATE DRAFTED

Creating a 0.4 FTE Administrative Assistant for Treatment Court

1 **WHEREAS**, the Human Services Department is changing operations to contract for drug testing in
2 treatment courts and other programs in order to meet industry best practice standards for drug testing;
3 and,
4

5 **WHEREAS**, staffing needs for drug testing will be met by the contracted agency resulting in the
6 elimination of 1.2 FTE HSD Psychiatric Technician positions and the need for pool staff currently
7 fulfilling this role; and,
8

9 **WHEREAS**, the Department has adjusted current Administrative Assistant assignments to cover most of
10 the reception needs but additional front desk coverage will be needed when the Psychiatric Technician
11 positions are phased out; and,
12

13 **WHEREAS**, the Department requests that a 0.4 FTE Administrative Assistant position be created to
14 support the Treatment Court program; and,
15

16 **WHEREAS**, this change is cost-neutral as the Department is able to offset this expense with cost savings
17 from the reduction of staff and billing revenue related to the contracted provider.
18

19 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
20 assembled this 13th day of JULY, 2017 does hereby add the 0.4 FTE Administrative
21 Assistant position based on the recommendation of the Human Services Director and authorize the
22 Human Services Department to fill the position.

Creating a 0.4 FTE Administrative Assistant for Treatment Court


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Respectfully submitted,

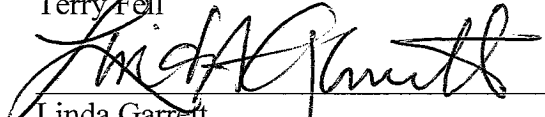
HUMAN SERVICES BOARD

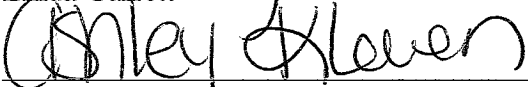

Brian Knudson, Chair

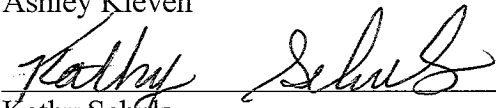

Sally Jean Weaver-Landers, Vice Chair


Karl Dommershausen

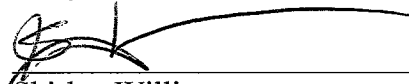

Terry Fell


Linda Garrett


Ashley Kleven


Kathy Schulz


Terry Thomas


Shirley Williams

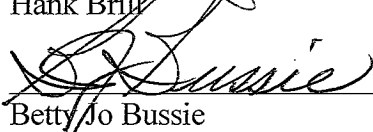
COUNTY BOARD STAFF COMMITTEE

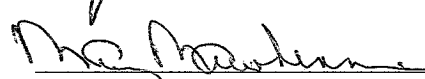

J. Russell Podzilni, Chair

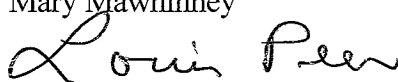
Absent
Sandra Kraft, Vice Chair

Absent
Eva Arnold

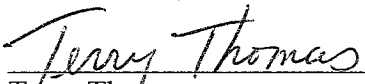

Hank Brill


Betty Jo Bussie


Mary Mawhinney


Louis Peer

Absent
Alan Sweeney


Terry Thomas

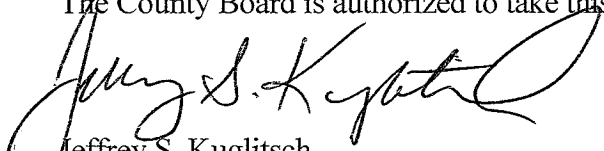
FISCAL NOTE:

This resolution creates a .4 FTE Administrative Assistant position. This position will be funded by program revenue and the elimination of Psych Tech hours.


Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to Sec. 59.22(2), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

Creating a 0.4 FTE Administrative Assistant for Treatment Court

Executive Summary

This resolution authorizes the addition of a 0.4 FTE AA to the Treatment Court program. This addition provides necessary reception coverage as clients and visitors enter the Treatment Court suite.

This coverage has been provided by Psych Techs who have done drug testing. These positions have shifted to an outside agency as the result of a recent decision to contract this service to a specialized agency.

HSD has adjusted assignments of current AAs to provide coverage while continuing to maintain the schedules of current AA employees. The additional 16 hours per week are necessary to cover the office's business hours.

This is cost-neutral as it was included in the financial projections related to the recent drug testing contract.