

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Joyce Lubben
INITIATED BY



Joyce Lubben
DRAFTED BY

Education, Veterans & Aging
Services Committee
SUBMITTED BY

July 21, 2014
DATE DRAFTED

Creation of a .4 Clerical Position for Council on Aging

- 1 **WHEREAS**, the Elderly Nutrition Program administers both congregate and home delivered meal
- 2 programs; and,
- 3
- 4 **WHEREAS**, federal data entry and other recordkeeping requirements have increased significantly over
- 5 the past years; and,
- 6
- 7 **WHEREAS**, additional clerical assistance is needed to accomplish the increasing duties of the Elderly
- 8 Nutrition Program; and,
- 9
- 10 **WHEREAS**, there is sufficient funding available to create a .4 clerical position in the 2014 budget.

11 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
12 this 11 day of September, 2014 does create a .4 clerical position for the Council on Aging
13 and amends the 2014 budget as follows.

<u>Account/Description</u>	<u>Budget at</u>	<u>Increase</u>	<u>Amended</u>
	<u>07/01/2014</u>	<u>(Decrease)</u>	<u>Budget</u>
<u>Title III-C-1 (Congregate Meals)</u>			
<u>Source of Funds</u>			
30-3903-0000-62119	92,907	(2,846)	90,061
Other Contracted Services			
<u>Use of Funds</u>			
30-3903-0000-61100	46,709	2,644	49,353
Regular Wages			
30-3903-0000-61400	3,573	202	3,775
FICA			

14-9A-102

Respectfully submitted,

Education, Veterans & Aging Services Committee

FINANCE COMMITTEE ENDORSEMENT

Rick Richard
Rick Richard, Chair

Reviewed and approved on a vote of

Jeremy Zajac
Jeremy Zajac, Vice Chair

5.0

Absent
Edwin Nash

Mary Mawhinney
Mary Mawhinney, Chair

Norvain Pleasant
Norvain Pleasant


Kathy Schulz
Kathy Schulz

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County Board Staff Committee

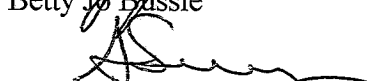

J. Russell Podzilni, Chair

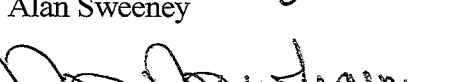

Sandra Kraft, Vice Chair



Eva Arnold


Henry Brill


Betty Jo Bussie


Alan Sweeney

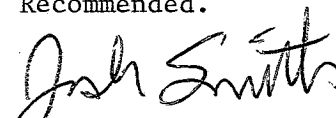

Mary Mawhinney


Louis Peer


Terry Thomas

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith

County Administrator

FISCAL NOTE:

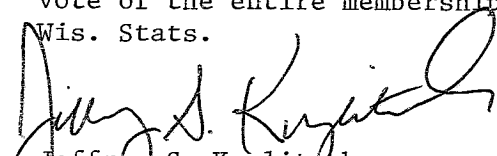
This resolution creates a .4 FTE clerical position for the Council on Aging's Nutrition programs. The position will be funded by grant funds. No County matching funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats. As an amendment to the adopted 2014 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

Executive Summary

The Council on Aging's nutrition program is currently staffed with one full-time program supervisor. Over the past years, this staff member's time has increasingly been spent doing data entry and other record keeping duties that are required by federal and state funding sources. The distinguishing feature of the Nutrition Program Supervisor's position is the responsibility for planning, coordinating, and maintaining all activities of the nutrition program and assuring the senior meal program is administered according to state and federal regulations. It is essential for this position to be more "hands on" within the program for marketing, on-site management, and in-home visits, which would not allow for enough time to handle the increasing clerical duties required within the role. Due to the needs in and out of the office, I would like to add a .4 Clerical Worker to assist with the everyday record keeping requirements.

There is sufficient funding in the budget to cover the cost of this position for this and subsequent years. No county tax levy is required.