

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board  
INITIATED BY

Human Services Board  
SUBMITTED BY



Lance Horozewski,  
CYF Division Manager  
DRAFTED BY

May 8, 2017  
DATE DRAFTED

**Authorizing Two Month Double Fill of Two CPS Case Manager Positions**

- 1 **WHEREAS**, the Child Protective Services area of the CYF Division will have 4 case managers leaving
- 2 at the same time; and,
- 3
- 4 **WHEREAS**, two of the case managers are moving to the Behavioral Health Division and taking CCS
- 5 positions; and,
- 6
- 7 **WHEREAS**, the CCS positions cannot be filled until early to middle of July due to the remodel at the
- 8 Job Center; and,
- 9
- 10 **WHEREAS**, due to the unique situation of having two case managers give 60 day notices, and;
- 11
- 12 **WHEREAS**, the Human Services Department requests the County Board allow it to temporarily expand
- 13 the number of budgeted Case Manager positions by authorizing two double fill positions to ensure a
- 14 sufficient level of staffing to manage the workload and ensure child safety; and,
- 15
- 16 **WHEREAS**, the Human Services Department has sufficient funds in the Child Protective Services
- 17 program account due to vacancies to pay for the double fill position.
- 18
- 19 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 20 assembled this 25<sup>th</sup> day of May, 2017 does hereby authorize the temporary double fill of
- 21 two Child Protective Services Case Manager positions, not to exceed two months.

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson  
Brian Knudson, Chair

Sally Jean Weaver-Landers  
Sally Jean Weaver-Landers, Vice Chair

Absent  
Terry Bell

Linda Garrett  
Linda Garrett

Karl Dommershausen  
Karl Dommershausen

Absent  
Ashley Kleven

Kathy Schulz  
Kathy Schulz

Terry Thomas  
Terry Thomas

Shirley Williams  
Shirley Williams

17-5B-295

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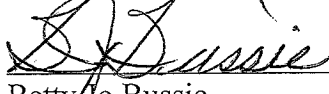
COUNTY BOARD STAFF COMMITTEE

  
J. Russell Podzilni, Chair

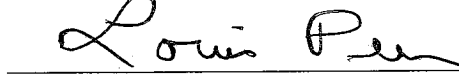
  
Sandra Kraft, Vice Chair

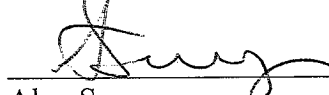
  
Eva Arnold

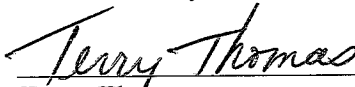
  
Henry Brill

  
Betty Jo Bussie

absent  
Mary Mawhinney


  
Louis Peer

  
Alan Sweeney

  
Terry Thomas


ADMINISTRATIVE NOTE:

Recommended.

  
Josh Smith  
County Administrator


FISCAL NOTE:

This resolution authorizes the temporary double filling of two CPS case manager positions. Funding is available in the 2017 HSD budget for this request due to vacancies.

  
Sherry Oja  
Finance Director

LEGAL NOTE:

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

  
Jeffrey S. Kuglitsch  
Corporation Counsel

### **Executive Summary**

The Child Protective Services area of the CYF Division will have 4 case managers leaving at the same time due to resignations. Two of the case managers are moving to the Behavioral Health Division and taking CCS positions. The CCS positions cannot be filled until early to middle of July due to the remodel at the Job Center. As a result, both case managers gave 60-day notices.

The ability to manage the workload will be challenged because four experienced case managers have submitted resignations and will move on to new jobs in the next three months. This workload cannot be absorbed without bringing in additional staff resources on a temporary basis.

The HSD requests the County Board authorize the double fill of two CPS Case Manager positions for up to two months. In essence, that action will temporary increase the number of authorized Ongoing Case managers from 19 positions to 21 positions. The goal is to recruit and hire CPS workers who can train and gain experience while two of the case managers remain in their positions.

The County Board took a similar action in 2016 when it authorized a double fill of one CPS Ongoing Case Manager because three experienced workers were going on FMLA at the same time.

There is sufficient funding in the personnel budget to cover the double fill without having to amend the 2017 budget.