

RESOLUTION NO.: 65—2019-20

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 The Health and Human Services Department is requesting to eliminate one part-time
2 Human Services Specialist III position and create one part-time Nutrition Coordinator
3 position. Creating a part-time Nutrition Coordinator position will allow the Aging and
4 Long Term Support (ALTS) division to assume the duties of the former Human Services
5 Specialist III position, assume the responsibilities of the Registered Dietician (currently
6 contracted but will be discontinued in 2020), and also have the ability to implement new
7 programming and congregate meal-site expansion. These areas of focus are extremely
8 important as congregate meal participation has dropped over the past 5 years, to the point
9 of only serving 1.5% of the population, which is the lowest percentage within the State of
10 Wisconsin. Additionally, the Registered Dietician is a requirement to receive Title III C-
11 1 and C-2 funding.

12
13 The additional cost of the Nutrition Coordinator position in 2019 will be offset in full by
14 savings from the vacant Human Services Specialist III position from July 2019 through
15 year end. The additional costs in 2020 will be covered by savings from the deleted
16 position along with available grant revenues in the Title III C-1 and C-2 meal programs.
17 The net impact for 2019 is budget neutral, not requiring a budget adjustment or any
18 additional county funding. These changes will be incorporated in the proposed 2020
19 budget.

20
21 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources
22 Committee recommend adoption of the following resolution.

23 BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve the request
24 for the elimination of one part-time Health and Human Services Human Services Specialist III position
25 and the creation of one part-time Health and Human Services Aging and Long Term Support Nutrition
26 Coordinator position effective November 4, 2019, with no budget adjustment needed in the 2019
27 Adopted Budget as noted on the attached Position Deletion Form, Position Addition Form, Job
28 Description, Table of Organization and fiscal note which by reference are made a part hereof, and

29 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy
30 of this resolution to the Outagamie County Human Resources Director, the Outagamie County Health
31 and Human Services Director, and the Outagamie County Finance Director.

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Dated this ____ day of September 2019

Respectfully submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES
COMMITTEE

Travis Thyssen

Cathy Spears

Curt Konetzke

Jerry Iverson

Nick Thyssen

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive



POSITION DELETION FORM

Complete this form AND provide a visual of your proposed Table of Organization.

All sections of this form must be completed – if a section does not apply populate with N/A.

This change is being requested: as part of the annual budget process. outside the annual budget process.

(Note: Any requests outside of the annual budget process require a 2/3 vote of the County Board to be approved rather than the majority vote required during the budget.)

- 1. Department Head: **John Rathman**
- 2. Department: **Health and Human Services**
- 3. Cost Center Number: **2063050**
- 4. Position Title: **Human Services Specialist III**
- 5. Number of Positions to Delete: **1**
- 6. Position is: Full Time Part Time Seasonal
- 7. Effective Date: **11/4/2019**
- 8. Explain reason for deletion: **Addition of Duties**
- 9. Are you adding a position to your TO as a result of this deletion? Yes No
If yes, what position are you adding? **Nutrition Coordinator** *(Complete Position Addition Form also)*

REVENUES - lost directly by deleting this position (explain in Question 8)

COST SAVINGS - reductions in expenditures as a result of deleting this position (explain in Question 8)

COST SAVINGS (Reductions in Expenditures)	DESCRIPTION	DOLLAR AMOUNT
	Salary	\$ 19,231
	Fringes	\$ 2,859
	TOTAL SAVINGS	\$ 22,090

NET BUDGETARY IMPACT (see fiscal note)	\$ 0
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Supporting Documents/Communications/Approval Required:

Administrative -

- Visual of proposed Table of Organization
- Completed Fiscal Note from/with Finance (if outside of budget process)

County Board -

- Inform Committee of Jurisdiction and Finance Committee (if outside of budget process)
- Approval to draft Resolution from Leg/Audit/HR Committee and subsequent approval of
- County Board of Supervisors Approval



Department Head Review:	John Rathman	Date: 8/30/2019
Human Resources Review:	Lisa Lux	Date: 9/4/2019

TO BE COMPLETED BY HUMAN RESOURCES:

Request: Approved Denied

Resolution Number: [Click here to enter text.](#)



POSITION ADDITION FORM

Complete this form AND provide a visual of your proposed Table of Organization AND a copy of the job description/class specification for the position request below.

All sections of this form must be completed – if a section does not apply to your change populate with N/A.

This change is being requested: as part of the annual budget process. outside the annual budget process.

(Note: Any requests outside of the annual budget process require a 2/3 vote of the County Board to be approved rather than the majority vote required during the budget.)

1. Department: **Health and Human Services** Department Head: **John Rathman**
2. Cost Center Number: **2063050**
3. Position Title: **Nutrition Coordinator**
4. Employee Group: **AS&P**
5. Does this position already exist in the Table of Organization? Yes No
6. Number of Positions to Add:
Full Time Click to enter #. **Part Time 1**
7. If Part Time position, how many hours per week will this position be working? **30 hours per week**
8. Effective Date: **11/4/2019**
9. What is the pay grade of the position? **Grade 8** Estimated Step? **1**
10. Briefly summarize why this position is needed, as well as areas of revenue and savings.

The Aging and Long-Term Support Division proposes to create a new Nutrition Coordinator position that would assume the former Nutrition Volunteer Coordinator position responsibilities (20 hours/week) plus add new Registered Dietician responsibilities (5 hours/week) plus give us the ability to implement new programming and congregate Mealsite expansion (5 hours/week).

- ~ The Nutrition Program requires a Dietician in order to receive funding.
- ~ Congregate Meal participation has dropped over the last 5 years, going from 19,170 (2015) meals served to 14,931 (2018) meals served. Currently, Outagamie County is serving 1.5% of the population, the lowest in the State; the goal is to serve 9% of the population.
- ~ Our Congregate Meal Program did not spend its full allocation in 2018, leaving \$40,000 of Older American Act dollars on the table.



- We would end the Calumet County contract for a Dietician, at a cost of \$4000.
- This position will help us implement new innovative ideas at Mealsites to try and get increased participation and in turn, grow potential Congregate Mealsite locations to stabilize this Nutrition Program and meet the needs of the frail and isolated elderly population in Outagamie County.

11. What other alternatives were considered?

- Temporary Help Part-Time vs. Full-Time Help from other depts.
- Use of Overtime Process Improvements

12. Are there any positions on your TO that have been vacant for more than 6 months. If yes, please describe. **Yes, there have been 2 vacant Social Worker positions.**

13. Are you deleting a position on your Table of Organization to add this position? If yes, which position is being deleted? **Nutrition Volunteer Coordinator (see Position Deletion Form)**

14. Describe, if any, additional expenditures that are required for this position.

Contact Human Resources, Lisa Lux, ext 1670 for salary/wage information AND contact Financial Services, Brian Massey, ext 1675, or Yvette Mueller, ext, 1674 to work with or to verify budgetary impact of positions. If adding position during annual budget process, amounts must agree to amounts included in the proposed budget. If added outside the annual budget process, work with Financial Services on the budgetary impact and fiscal note.

List items and dollars that will be shown in budget for:

TYPE OF EXPENSE	DOLLAR AMOUNT
Salary	\$ 6,983
Fringe Benefits	\$ 1,040
Travel/Training	\$ 0
Supplies	\$ 0
Purchased Services	\$ 0
Capital Outlay	\$ 0
TOTAL	\$ 8,023

Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget. Explain revenues and savings in question #10.

COST SAVINGS: (Reductions in Expenditures)	
Discontinue Dietician Contract (4,000); C1 (23,562); C2 (45,737)	\$ 73,299

* 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	\$ 42,867
Fringe Benefits	\$ 30,432

NET BUDGETARY IMPACT	\$ 0
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Is any of the funding for this position coming from non-levy or enterprise funding, such as grant funding?
 Yes No

Supporting Documents/Communications/Approval required before request will be submitted to appropriate County Board Committee(s)

Administrative -

- Provide a copy of the updated job description/class spec to HR Director for review
- Market Analysis completed (as determined by HR Director – for brand new or upgraded positions only)
- Completed Fiscal Note from/with Finance (if outside budget process)
- Information Technology Request form completed and submitted with position request.
(Administrative purposes only for submission to finance for budgeting)
- Visual of proposed Table of Organization

County Board -

- Inform Committee of Jurisdiction and Finance Committee (if outside budget process)
- Approval to draft Resolution from Leg/Audit/HR Committee and subsequent approval of
- County Board of Supervisors Approval

Department Head Review:	John Rathman	Date: 8/30/2019
Human Resources Review:	Lisa Lux	Date: 9/3/2018

TO BE COMPLETED BY HUMAN RESOURCES:

Request: Approved Denied

Resolution Number: [Click here to enter text.](#)

NUTRITION PROGRAM COORDINATOR

Key Job Responsibilities

- Assure Nutrition Program menus meet WI Aging Network Policy Manual dietary requirements by reviewing, approving, and performing menu nutritional analysis.
- Ensure meal quality and participant satisfaction by communicating and meeting with food service provider(s), participants and staff. Work with Aging Services Supervisor on Nutrition Program issues/concerns related to meal service operation. Conduct routine Congregate meal site inspections, recommend, and monitor meal service improvements.
- Draft and distribute Nutrition Program educational information i.e., newsletter articles, brochures, participant contribution campaigns, volunteer recruitment, etc. Assure that Nutrition Program Congregate and Home Delivered meal participants receive monthly nutrition education. Provide monthly nutrition education presentations at all Congregate meal sites.
- Promote and engage Nutrition Program staff and volunteers in Congregate meal site social, recreational, and educational activities and programming.
- Conduct bi-annual Nutrition Program staff and volunteer trainings. Assure that Congregate and Home Delivered meal service operation meet State food safety and sanitation requirements. Increase staff and volunteer knowledge about Nutrition Program requirements and quality improvement methods.
- Train Nutrition Program staff in identifying participants at nutritional risk. Provide nutritional counseling to participants at high nutritional risk.
- Recruit, screen, register, train and retain Nutrition Program Congregate and Home Delivered meal service volunteers. Record and maintain administrative accounting of volunteer recruitment activity.
- Draft press releases, provide public presentations, attend exhibit fairs, etc. representing the Outagamie County Nutrition Program.
- Draft, distribute and collate annual Nutrition Program Volunteer Satisfaction surveys.
- Plan and orchestrate annual Volunteer Recognition event. Seek and secure facility, entertainment, keynote speaker, In Kind contributions and distribute county wide invitations. Document Volunteer Recognition budget and activity.

Education/Certifications/Experience Requirements

- Registered Dietitian with a Bachelor's degree in medical dietetics.
- Retain registration with the Commission on Dietetic Registration.
- Retain Serv Safe certification accredited by the American National Standards Institute - Conference for Food Protection.
- 2 year food service and volunteer management experience preferred.
- Experience working with older persons and/or persons with disabilities.
- Any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities for this position.

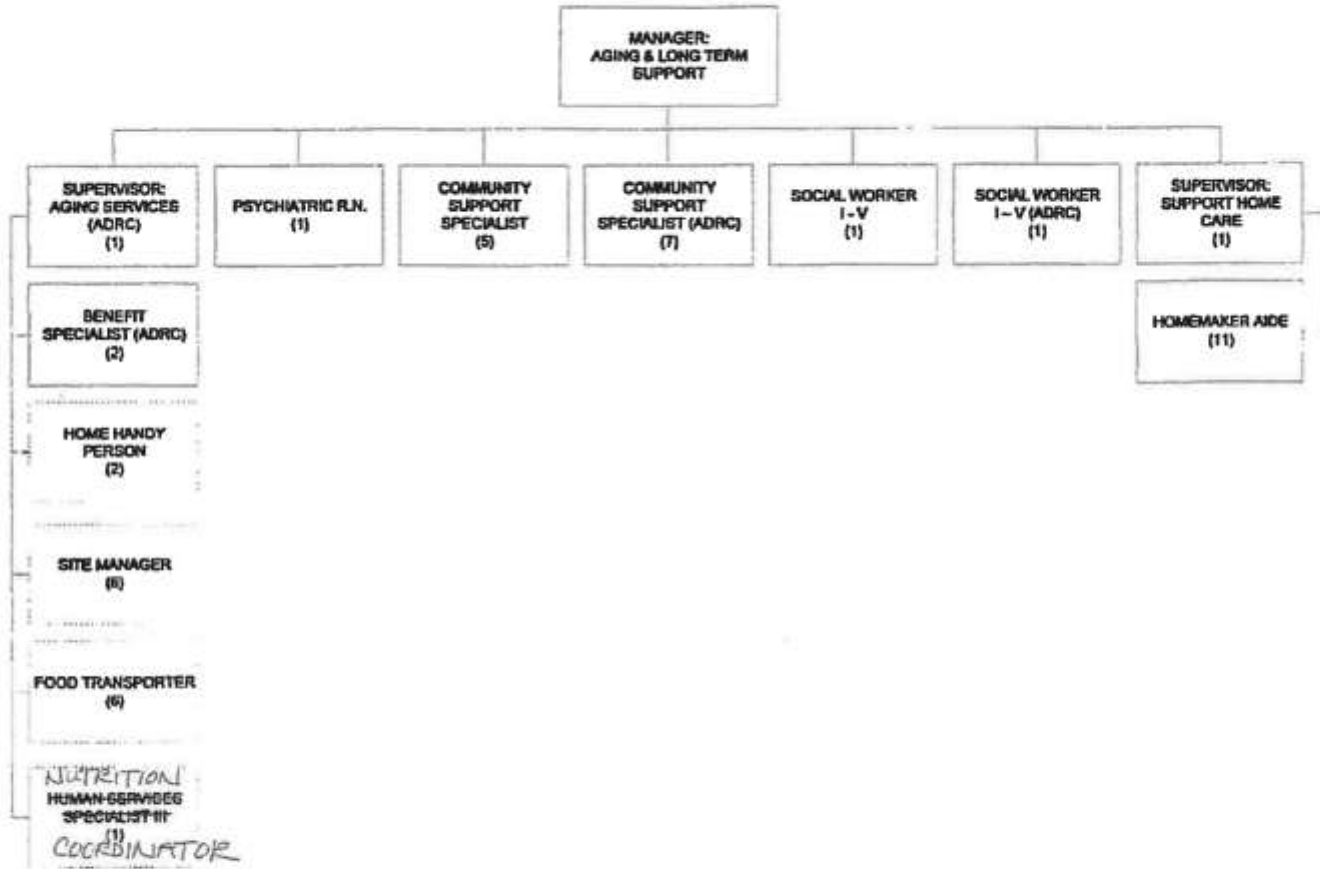
Required or Preferred Skills

- Familiarity and sensitivity to needs of older persons and persons with disabilities.
- Relate and communicate effectively with others, verbally and in writing.
- Work independently and make sound judgements.
- Perform duties in a dependable manner.
- Knowledge of community resources.
- Oversee and work cooperatively with others.
- Follow instructions and be flexible.
- Maintain Nutrition Program confidentiality.

FUND: HEALTH & HUMAN SERVICES 206 COST CENTER NAME: HEALTH & HUMAN SERVICES
 DEPARTMENT NAME: HEALTH & HUMAN SERVICES COST CENTER NUMBER: 2063005, 2063050

POSITION COUNT REGULAR POSITIONS:	2016		2017		2018		2019	
	FT	PT	FT	PT	FT	PT	FT	PT
AGING AND LONG TERM SUPPORT								
<u>COST CENTER 2063005</u>								
BENEFIT SPECIALIST *	2	0	2	0	2	0	2	0
SUPERVISOR: AGING SERVICES *	1	0	1	0	1	0	1	0
COST CENTER TOTALS	3	0	3	0	3	0	3	0
<u>COST CENTER 2063050</u>								
SENIOR SUPPORT SPECIALIST	0	0	0	0	1	0	1	0
SUPPORT SPECIALIST III	0	0	1	0	1	0	1	0
CLERK TYPIST III	1	0	0	0	0	0	0	0
FOOD TRANSPORTER	0	6	0	6	0	6	0	6
HUMAN SERVICES SPECIALIST-III- <i>NUTRITION COORDINATOR</i>	0	1	0	1	0	1	0	1
SITE MANAGER	0	6	0	6	0	6	0	6
COST CENTER TOTALS	1	13	1	13	2	13	2	13

*ADFC Function CC2063100



Adopted 2019

HEALTH AND HUMAN SERVICES
AGING AND LONG TERM SUPPORT

48

OUTAGAMIE COUNTY FISCAL IMPACT STATEMENT

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (1675), Controller (1674) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** Create 1 part time Nutrition Coordinator position and delete one part time Human Services Specialist III position (VACANT) within the Department of Health and Human Services, Aging and Long Term Support – Nutrition – Cost Center

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

The Department of Health and Human Services is requesting permission to:
 Create one part time Nutrition Coordinator position (30 hours, exempt) within the Aging and Long Term Support (ALTS) cost center and delete one part time Human Services Specialist III position (20 hours, non-exempt). Creating a part time Nutrition Coordinator position will allow the ALTS division to assume the duties of the former Human Services Specialist III position responsibilities, assume the responsibilities of the Registered Dietician (currently contracted but will be discontinued in 2020), and also have the ability to implement new programming and congregate meal-site expansion. These areas of focus are extremely important as congregate meal participation has dropped over the past 5 years, to the point of only serving 1.5% of the population, which is the lowest percentage within the State of WI. Additionally, the Registered Dietician is a requirement to receive Title III C-1 and C-2 funding.

The additional cost of the Nutrition Coordinator position in 2019 will be offset in full by savings from the vacant Human Services III position from July 2019 through year end. The additional costs in 2020 will be covered by savings from the deleted position along with available grant revenues in the Title III C1 and C2 meal programs. The net impact for 2019 is budget neutral, not requiring a budget adjustment or any additional County funding (see attachment). These changes will be incorporated in the proposed 2020 budget.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None


- 3. Is the specific cost or revenue included in the current year's budget? yes (X) no () partially ()
- 4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no () n/a (X)
- 5. Is the proposal to accept additional revenues only? yes () no (X)
- 6. Does this request modify/adjust the current year budget? yes () no (X)
 If no, skip to question 8 below.
- 7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
NO BUDGET ADJUSTMENT NEEDED			

Annual and Long-Term Impact

- 8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes () no (X) n/a ()
- 9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost \$73,299
 Annual Revenue \$73,299

Fiscal Note Prepared by: Janet Schmidt

For Financial Services purposes only					
Reviewed By:  Date: <u>9/5/19</u>	if expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <table border="1"> <thead> <tr> <th>Detail Expenditures Account Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Detail Expenditures Account Number	Amount		
Detail Expenditures Account Number	Amount				
Comments:					

Outagamie County Health and Human Services Department
 Fiscal Impact - Nutrition Coordinator
 For the Years 2019 and 2020

Position Addition:	Nutrition Coordinator	
Requested Grade:	E8	
Requested Step:	Step 1	
Weekly Hours:	30 Hours/Week	
Fiscal Impact:		
	<u>2019 Impact</u>	<u>2020 Impact</u>
	<i>Estimated Start Date: 11/04/19</i>	<i>Full Year Estimate</i>
<i>Expenditures:</i>		
Salaries (Nutrition Coordinator)	\$ 6,983	\$ 42,867
Fringe Benefits (Nutrition Coordinator)	1,040	30,432
Salaries (Human Svs Spec. III)*	(11,102)	(19,231)
Fringe Benefits (Human Svs Spec III)*	(849)	(2,859)
	-	-
Total Expenditures:	(3,928)	51,209
<i>Anticipated Revenues/Savings:</i>		
Discontinue Dietician Contract	-	4,000
Title III C1 Revenue (Nutrition Coord.)	2,728	23,562
Title III C2 Revenue (Nutrition Coord.)	5,295	45,737
Title III C1 Revenue (HS Spec. III)*	(4,063)	(7,510)
Title III C2 Revenue (HS Spec. III)*	(7,888)	(14,580)
Total Revenues: **	(3,928)	51,209
Net Budgetary Impact:	\$ -	\$ -

* Human Services Specialist III vacated position 7/11/2019

** Revenue savings will be used to offset funding eligible service expense.