

RESOLUTION # 74-2024

Resolution to create a Human Services Director position

Resolution offered by the Supervisors of the Executive Committee

WHEREAS, Oneida County resolved to end participation in the Tri-County Human Service Center and create the Oneida County Human Services Department beginning January 1, 2025; and

WHEREAS, the newly created department will require the leadership and direction of a Human Services Director; and

WHEREAS, the Oneida County Human Services Department will house 109 full- and part-time employees; and

WHEREAS, the success of the Human Services Department will be depend on strong leadership, knowledge, planning, and budgetary oversight; and

WHEREAS, the newly created Human Services Department results in the elimination of two executive level positions; and

WHEREAS, the Social Services Committee does support and has recommended to the Executive Committee that a Human Services Director position be created; and

WHEREAS, the Executive Committee does agree with the Social Services Committee in the creation of a full-time Human Services Director position.

NOW, THEREFORE, BE IT RESOLVED, by the Oneida County Board of Supervisors that the following changes will occur effective January 1, 2025:

- Human Services Director position is created at Grade Level T of the Exempt wage schedule.
The Social Services Director position is eliminated effective December 31, 2024.

BE IT FURTHER RESOLVED, by the Oneida County Board of Supervisors that by adoption of this resolution it shall be deemed that all associated costs of the position have been accounted for in the Human Services budget and in the fiscal impact statement which is attached hereto and made apart thereof.

Vote Required: Majority = [checked] 2/3 Majority = _____ 3/4 Majority = _____

The County Board has the legal authority to adopt: Yes [checked] No _____ as reviewed by the Corporation Counsel, _____, Date:

8-6-24

Approved for presentation to the County Board by the Executive Committee this 31st day of July, 2024.

Consent Agenda Item: [X] YES _____ NO

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Offered and passage moved by:

William J. Be
Supervisor

Scott Holowski
Supervisor

Steve Johnson
Supervisor

Russ Jones
Supervisor

Jean Davis
Supervisor

Robert Johnson
Supervisor

Supervisor

19 Ayes

0 Nays

2 Absent

0 Abstain

X Adopted

by the County Board of Supervisors this 20th day August, 2024.

____ Defeated

Tracy Hartman
Tracy Hartman, County Clerk

Scott Holowski
Scott Holowski, County Board Chair

Consent Agenda

Supervisors	AYE	NAY	ABS	ABSTAIN
Schultz	X			
Jensen	X			
Fried	X			
Condado	X			
Hanus	X			
Hess	X			
Lopez	X			
Tautges	X			
Schreier	X			
Almekinder	X			
Briggs	X			
Ives	X			
Timmons	X			
Cushing	X			
Showalter			X	
Newman	X			
Sorgel	X			
Oettinger	X			
Harris			X	
Fisher	X			
Holewinski	X			
TOTALS	19		2	
TAGS				

Resolution # 66 – 2024: Offered by the Supervisors of the Executive Committee to Return, Combine and/or Reallocate Oneida County Coronavirus Local Fiscal Recovery Fund (CLFRF) American Rescue Plan Act (ARRPA).

Resolution # 67 – 2024: Offered by the Supervisors of the Land Records Committee to Convey Excess County Lands Part of NO-156-2 and Part of NO-177-1 to Debra A. Hansen.

Resolution # 68 – 2024: Offered by the Supervisors of the Land Records Committee to Convey Excess County Lands Part of LR-388-7 to Gerald L. Younker and Part of LR-388-7 to Gerald L. Younker and Anthony G. Younker.

Resolution # 69 – 2024: Offered by the Supervisors of the Land Records Committee to Convey Excess County Lands Part of PL-264-1 to Ferdinand W. Schneider and Marcia J. Schneider and Part of PL-264-1 to the Town of Pine Lake.

Resolution # 70 – 2024/Rezoning Petition # 05 – 2024: Offered by the Supervisors of the Planning and Development Committee to Rezone Land from District #14 Residential and Retail to District #7 Business B-2 on PINs MI-2135-5, MI-2135-9 and MI-2135-10 in the Town of Minocqua, Oneida County.

Resolution # 71 – 2024/Ordinance Amendment # 01 – 2024: Offered by the Supervisors of the Planning and Development Committee to amend Chapter 9 of the Oneida County Zoning and Shoreland Protection Ordinance, Article 5, Section 9.58 Tourist Rooming House and Article 8, Section 9.82 Enforcement and Penalties.

Resolution # 72 – 2024: Offered by the Supervisors of the Executive Committee to Provide Funding to Pay Fees for Certification of Programs Related to the Transition to the Oneida County Human Service Department and Following the December 31, 2024 Withdrawal of Forest, Oneida, and Vilas Counties from the Tri-County Human Services Board.

Resolution # 73 – 2024: Offered by the Supervisors of the Executive Committee to Create a Full-Time Peer Support Specialist Coordinator Position.

Resolution # 74 – 2024: Offered by the Supervisors of the Executive Committee to Create a Human Services Director Position.

Appointments to Committees, Commissions and other Organizations:
 Appoint Tony Pharo as the representative to the Central Wisconsin Economic Development Fund, Inc.
 Re-Appoint Mark Espeseth to the Veteran's Service Commission with a term to expire in January 2027.
 Re-Appoint James Unger to the ADRC Committee for a 3-year term to expire July 31, 2027.

Social Services Director to Human Services Director

Current Grade S

		FICA	RETIRE	HEALTH	LIFE	WORKERS	
2024 SALARIES	\$ 114,816.00	<u>512001</u>	ERS SHARE	RET	INS.	COMP	TOTAL
			<u>512002</u>	<u>512004</u>	<u>512005</u>	<u>512006</u>	
	\$ 8,783.42		\$ 7,807.49	\$ 21,552.96	\$ 635.04	\$ 149.26	\$ 153,744.17

Reclass Grade T

		FICA	RETIRE	HEALTH	LIFE	WORKERS	
2024 SALARIES	\$ 124,717.00	<u>512001</u>	ERS SHARE	RET	INS.	COMP	TOTAL
			<u>512002</u>	<u>512004</u>	<u>512005</u>	<u>512006</u>	
	\$ 9,540.85		\$ 8,480.76	\$ 21,552.96	\$ 635.04	\$ 162.13	\$ 165,088.74

Additional Yearly Cost \$ 9,901.00 \$ 757.43 \$ 673.27 \$ - \$ - \$ 12.87 \$ 11,344.57

Oneida County Human Service Department Staffing

Current staffing Social Services:	55.6
Current staffing Human Service Center:	56.5
Total	112.10

Human Service Department request: 106.10

6 Positions not included in the proposed Human Service Department

- HSC Executive Director
- HSC Finance Director
- HSC HR and Operations Manager
- HSC Secretary/IT Program Assistant
- HSC Service Facilitator (CCS)
- HSC Intake Coordinator

1 Position will be included with Buildings and Grounds Department

- HSC Facilities Technician

1 new position requested for the Human Service Department

- Deputy Director - will replace Assistant Director title/additional pay

SOCIAL SERVICES COMMITTEE:

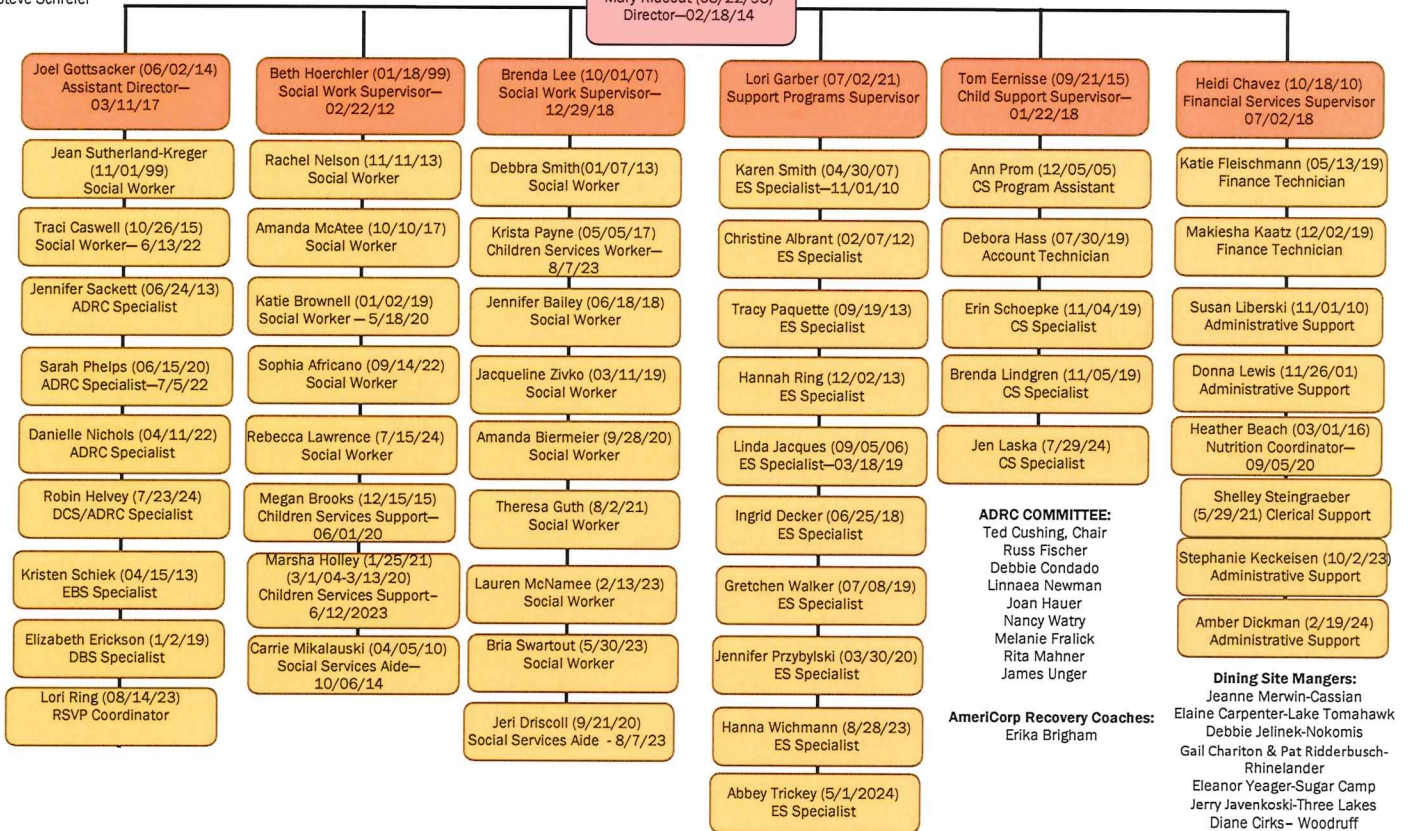
Robb Jensen, Chair
Dan Hess
Ted Cushing
Debbie Condado
Steve Schreier

**ONEIDA COUNTY DEPARTMENT OF
SOCIAL SERVICES & ADRC—Total FTE 55.6**

Mary Rideout (03/22/93)
Director—02/18/14

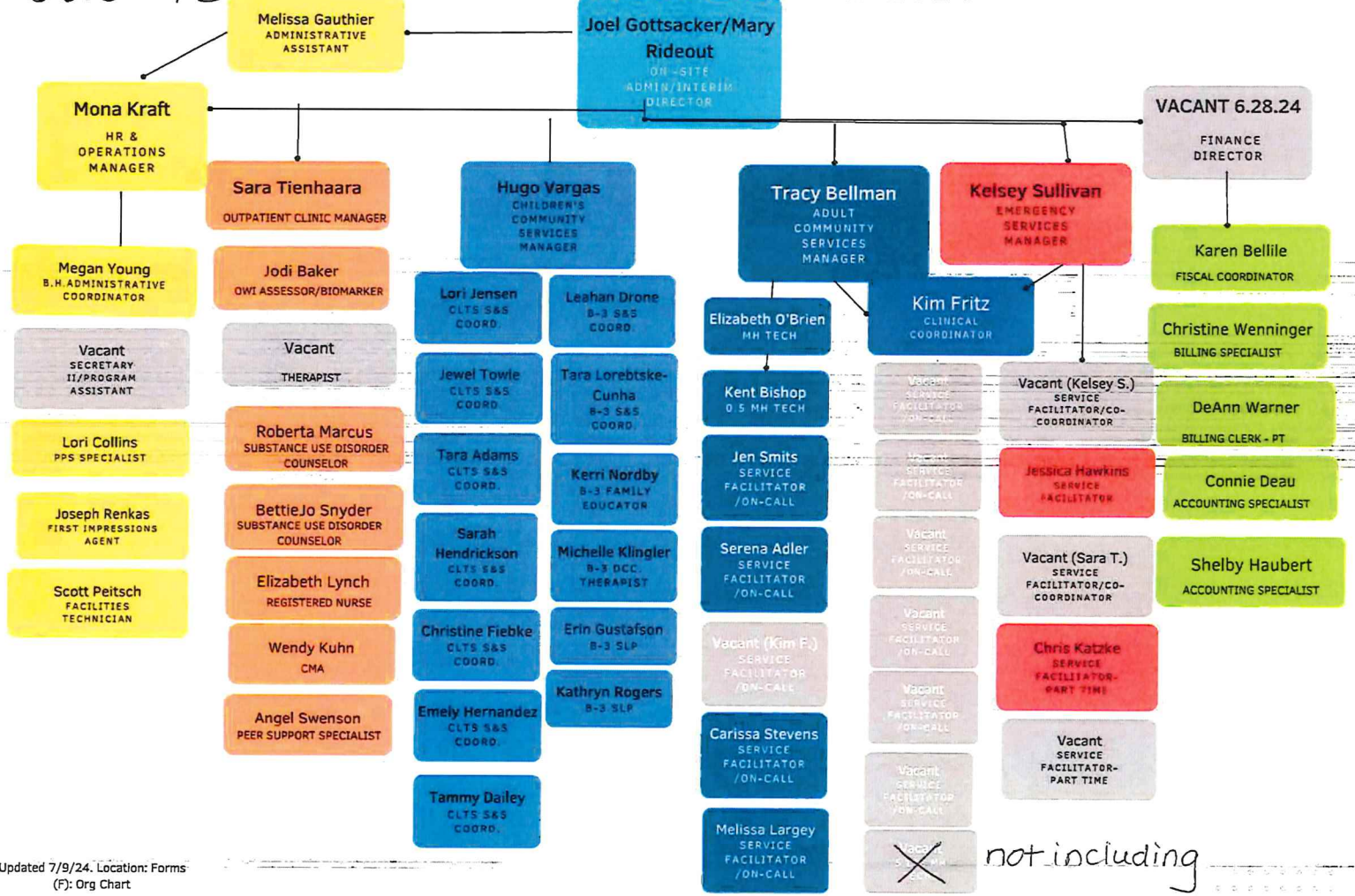
LINE OF SUCCESSION:

Mary Rideout, Director
Joel Gottsacker, Assistant Director
Beth Hoerchler, Social Work Supervisor



THE HUMAN SERVICE CENTER ORGANIZATIONAL CHART 2024

56.5 FTE



Updated 7/9/24. Location: Forms
(F): Org Chart

Oneida County Job Description

Job Title: Human Services Director
Class Title: Human Services Director
Department: Human Services
Reports To: Human Services Board
FLSA Status: Exempt-Exec.
Prepared By: Mary Rideout, Director
Prepared Date: 06/05/2024
Approved By: Lisa Charbarneau
Approved Date: 06/06/2024
Reviewed Date:

SUMMARY Under the direction of the Oneida County Human Services Board, the director provides for the integration and coordination of multiple human services delivery systems. The work requires strong leadership, creative thinking, fiscal management and organizational skills. The director leads and supervises the managers/supervisors of the ADRC, Children's Protective Services, Child Support, Community Programs, Outpatient Clinic, Children's Long Term Support, Birth-to-Three, Emergency Services, Financial Services and other Human Service programs and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Leads the development and implementation of strategic planning for the department. Provides direction and leadership to the department by responding to changing trends in legislative, societal, and community needs.

Researches, monitors, and understands federal and state administrative policies and legislative proposals for their effect on the department's services. Monitors department-wide operations to ensure conformance with applicable federal, state, and local regulations, laws, and rules. In consultation with the Oneida County Human Services Board, determines which services are administered by the department and which are to be contracted to outside entities.

Responsible for financial planning including overseeing the preparation of the department's operating budget, maintenance of fiscal controls, monitoring of expenditures and submission of required reports to the State of Wisconsin, Committees of Jurisdiction and the County Board. Oversees and approves the purchasing, monitoring and evaluation of contracted services in the department.

Cooperates with representatives of various State of Wisconsin Departments in the operation and development of the county human services programs and directs the preparation and submission of required reports to the State of Wisconsin. Represents the County on special state and/or Wisconsin County Human Services Association (WCHSA) committees, projects, and task forces.

Confers with colleagues in other county departments and agencies and in organizations outside of the county to maximize cooperation in areas of joint involvement and to create partnerships among county departments, customers, clients, families, staff and other public agency and private sector resources.

Directs the development of agency-wide communication strategies that support strong communications centered on the agency mission, vision, strategic objectives, initiatives, and system change.

Administers a sound personnel program, determines personnel requirements and is responsible for the appointment of staff. Responsible for establishing and maintaining sound supervisory practices, on-going and periodic evaluations and providing leadership and direction to meet this responsibility.

Any other duty as assigned.

SUPERVISORY RESPONSIBILITIES Directly supervises managers/supervisors in the Human Services Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising the process of interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be knowledgeable of management and business administration principles, practices and techniques as well as pertinent laws, regulations and practices pertaining to human service programs.

EDUCATION and/or EXPERIENCE Master's Degree in the field of Human Services, Public Administration, Business Administration or related field; extensive experience in progressively responsible and relevant positions; or equivalent combination of education and experience required.

LANGUAGE SKILLS Must possess excellent verbal and written communication skills. Able to speak for various groups of people.

MATHEMATICAL SKILLS Good mathematical skills.

REASONING ABILITY Able to evaluate situations and make good independent decisions. Ability to maintain highest level of confidentiality to both clients and staff members.

CERTIFICATES, LICENSES, REGISTRATIONS Valid Wisconsin Driver's License

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. General office work and travel.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. General office work and in-state travel required.