



Dane County Department of Human Services

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JOE PARISI
DANE COUNTY EXECUTIVE

MEMORANDUM

DATE: August 11, 2017

TO: Chair and Members of the Personnel & Finance Committee

FROM: Lynn Green
Director

RE: Clerk Typist I-II Position #2442

County Ordinance 29,52(16) requires the Personnel and Finance Committee, along with the County Executive, to approve filling positions that are vacant longer than 6 months. Clerk Typist I-II position #2442 in the ACS Division has been vacant for longer than 6 months due to the Department's Family Care/IRIS transition planning. For years the CYF Division has been in need in of more clerical support for it's increased staff and responsibilities. This need has become acute, and the Department is requesting that we be allowed to fill Clerk Typist I-II position #2442 to help address some of that need.

What is the nature of the work or what is the essential function of the position?

50% of the workload for this position will be supporting the Juvenile Justice Units and 50% supporting the Substitute Care Unit. The Juvenile Justice Unit handles a high number of cases dealing with juveniles that are currently under a court order. This position will be responsible for copying and scanning Court Disposition Narratives and legal documents into COMPASS. This position will also be responsible for scanning of all court documents and other out of home placement documents and transmit them to Maximus, which must be done one week after placement. Maximus is the agency designated by the State of Wisconsin - DCF to determine eligibility for Title IV-E funding; these claims generate money from the Federal government to states for substitute care and other child and family related services.

The Substitute Care unit supports over 225 foster homes averaging 60 new foster homes licenses per year. The required State application process for Kinship Care and Foster Home Licensing demand significant clerical support as applicants must submit required State paper forms and numerous related documents, all of which must be scanned prior to applications approval.

How has this function been fulfilled during the vacancy?

Existing staff have been attempting to cover these duties, but the Department is at risk of missing required timelines for court documentation, COMPASS, foster home licensing, and Maximus and are not able to keep up with the growing demands of this work. On occasion LTE's have been hired to address the backlog,.

What will be the impact on the departments function and mission if the position remains vacant?

The Department is at risk of missing required timelines for licensing and losing valuable and less costly community based placement resources. We are at risk of missing deadlines to submit paperwork to Maximus, which in turn could have a negative impact on the Federal funding that the State of Wisconsin can receive for substitute care and other child and family related services. A portion of this money comes to Dane County to support our staff costs. In the Juvenile Justice area the Department is at risk of not filing court documentation in a timely way.