



Dane County Department of Human Services

Director – John Schlueter
Children, Youth, and Families Division – Dr. Martha Stacker

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MEMORANDUM

DATE: July 15th, 2026

TO: Chair and Members of Personnel and Finance Committee

FROM: Nancy Ortegon-Johnson
CYF Staff Development Manager

SUBJECT: 1.0 FTE Social Worker Position I-II #1265 (ORG 6054) This position has been vacant longer than 6 months

County Ordinance 29.52 (15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that have been vacant for more than 6 months. The Dane County Department of Human Services (DCDHS) Children, Youth, and Families (CYF) Division has a 1.0 FTE Social Worker Position #1265 in the Child Protective Services Ongoing Unit.

The Freeze Appeal for this position has been approved by John Schlueter, Director of the Dane County Department of Human Services, and by Shelby Slaven, Director of Administration. Please see the attachment.

The Department of Human Services, CYF Division, requests approval to fill position #1265, which has been vacant for more than 6 months.

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

Social Worker #1265. This position provides mandated ongoing case management and focuses on safety, permanence, and well-being for children and their families served under Wisconsin Statute Chapter 48. Practice expectations set by the Standards ensure that families statewide receive consistent, effective, and

responsive interventions that support the change process. The goal of Child Protective Services (CPS) is to ensure that services are provided to children and families and that children remain safe and protected in their homes.

How has this function been fulfilled without these positions?

These functions have been fulfilled by other Social Workers.

What will be the impact on the Department's Function and Mission if this position remains vacant?

There are currently 3 additional vacancies in the Children, Youth, and Families Division-CPS Ongoing units, which could significantly increase caseloads for current Social Workers in CPS Ongoing, leading to burnout and additional vacancies.