



JEFFERSON COUNTY HUMAN RESOURCES

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TO: Jefferson County Board of Supervisors

FROM: Terri M Palm, Human Resources Director

RE: Creation of a full-time Personal Assistant Case Manager/Family Coordinator position at Human Services

DATE: April 15, 2014

On March 12, 2014, Jefferson County was notified that the Department of Health Services (DHS) was updating the Children's Long Term Support (CLTS) Waiver contract amounts provided to Jefferson County by \$567,480, of which \$254,405 will be continuing funding and \$313,075 will be short-term funding. This is in addition to the current CY2014 contract amount of \$301,616, for a total new CY2014 contract amount of \$869,096. This funding is being allocated to assist counties to reduce the number of children waiting for services and improving community connections and supports for children already receiving services. The funding may be used to include, but is not limited to, strategies such as case manager start-up, capital investments and other administrative costs.

The Children's Long Term Support (CLTS) Medicaid Waiver provides funding for goods and services for children living with their families who need a certain level of care in one of 3 areas of disability: physical disability, developmental disability and severe emotional disability. In addition to the diagnosis, these children must have a significant functional impairment based on their disability. Because of limited funding for CLTS Waivers, eligibility does not guarantee a family will receive services. This means that a child will likely be placed on a waiting list before they are enrolled in the program(s). Families are served on a first-come, first-served basis, although priority for services may be given to families in a crisis situation or families who are bringing a child home from an out-of-home placement. Currently Jefferson County has **104** children on our waiting list for services, compared to 96 children in 2013 and 72 children in 2012. Some of these children have been waiting for over **six** years to receive services!

Once a child is able to come off the waiting list, a Personal Assistant Case Manager/Family Coordinator meets with the family and together develops an individual service plan. All supports available to the family are explored, including formal supports (e.g., medical, social services and educational programs) and informal supports (e.g., friends, family, neighbors and community groups). It is important to have these children start receiving services as soon as possible in order to prevent further crisis to the child and the family.

Utilizing the continuing funding newly available, the Human Services Director, with support of the Human Services Board, is requesting to create a full-time Personal Assistant Case Manager/Family Coordinator position. It would be the goal to use the additional funding to allow, at minimum, 17 additional children to be taken off the waiting list and to start receiving services.

The Human Resources Committee will meet on April 15, 2014, to review the request.

RESOLUTION NO. 2014-_____

Resolution creating a full-time Personal Assistant Case Manager/Family Coordinator position in Human Services

WHEREAS, the Human Services Director and Human Services Board requests, and the Human Resources Committee recommends, accepting additional funding of \$567,480 for the State 2014 calendar year under the Children's Long Term Support (CLTS) Medicaid Waiver contract from the Department of Health Services and creating a full-time, non-exempt, Personal Assistant Case Manager/Family Coordinator position.

NOW, THEREFORE, BE IT RESOLVED that the 2014 County Budget setting forth position allocations and funding at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon passage.

Fiscal Note: The current Children's Long Term Support Waiver Contract is \$301,616 with the total new funding available of \$567,480, for a total of \$869,096. It is anticipated that a full-time position with family health and dental coverage costs \$70,691.50 annually. This position will be funded 10%, (\$7069) by Waivers, 25% (\$17,673) by Safe & Stable family contract and Case Management and the remaining 65% (\$45,949) from the tax-levy. However, there is a \$95,000 tax-levy savings in this area and no additional tax-levy will be required. If funding is no longer available to support the position, the position shall be eliminated unless additional board action is taken. The remaining funding will be used for administrative costs associated with providing services to the children. As a budget amendment, 20 affirmative votes are required.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

04-15-14

Terri M. Palm-Kostroski: 04-04-14; 04-07-14