



# ***GREEN LAKE COUNTY***

*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 12/30/15**

**Amended\* Post Date:**

**The following documents are included in the packet for the Joint Personnel Committee and Judicial/Law Emergency Management Committee on January 5, 2016:**

- 1) Agenda
- 2) Memorandum from Corporation Counsel
- 3) Cover letter regarding Child Support cost scenarios
- 4) Child Support cost scenarios



# GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM  
County Clerk

Office: 920-294-4005  
FAX: 920-294-4009

## *Joint Personnel Committee and Judicial/Law Enforcement and Emergency Management Committee Meeting Notice*

*Date: January 5, 2016 Time: 5:45 PM  
Green Lake County Government Center,  
County Board Room, 571 County Rd A, Green Lake WI*

### AGENDA

#### **Personnel Committee Members**

*Joe Gonyo,  
Chairman  
Sue Wendt, Vice-  
Chair  
Harley Reabe  
Maureen Schweder  
Paul Schwandt*

#### **Judicial Law Committee Members**

*Gene Thom,  
Chairman  
Sue Wendt, Vice-  
Chair  
Debra Schubert  
Michael Starshak*

*Margaret R.  
Bostelmann,  
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approve Agenda
5. Evaluate Child Support Agency Structure
6. Possible Recommendation to County Board regarding change of Child Support Structure
7. Appoint Interim Child Support Department Head
8. Committee Discussion
  - Future Meeting. Dates:
  - Future Agenda items for action & discussion
9. Adjourn

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Margaret R. Bostelmann

**Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.**



**GREEN LAKE COUNTY**  
**OFFICE OF CORPORATION COUNSEL**

*Dawn N. Klockow*  
*Corporation Counsel*

*Office: 920-294-4067*  
*FAX: 920-294-4069*

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**MEMORANDUM**

TO: Personnel Committee Members  
Judicial/Law Enforcement Committee Members

CC: Marge Bostelmann, Administrative Coordinator

FROM: Dawn N. Klockow

DATE: December 23, 2015

RE: Child Support Department - Structure

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Honorable Members of the Green Lake County Personnel and Judicial/Law Enforcement Committee,

The Green Lake County Administrative Policy Manual, Section IV, C. 2, states that when there is a vacancy for a Department Head, “the Administrative Coordinator must present their findings relative to the position review along with a recommendation relative to the vacant position, to the governing committee. The governing committee, with the assistance of The Administrative Coordinator, will prepare a recommendation to the Personnel Committee relative to the vacant Department Head position. The Personnel Committee will, in turn, determine whether the vacancy will be filled or modified, subject to any minimum staffing requirements.”

As of January 1, 2016, the position of Child Support Administrator will be vacant due to Terri Stellmacher’s retirement. The Judicial/Law Enforcement Committee recommended to the Personnel Committee that the position be filled without changes. The Administrative Coordinator recommended to the Judicial/Law Enforcement committee that the position be reviewed based on a comment by our consultant, Deb Pagel from Schenk, who prepared an organizational review of the County. Ms. Pagel mentioned to Marge Bostelmann that the Child Support Department may be a department to review if positions were open due to a vacant position.

I thought it would be helpful for you to know the Wisconsin statutes that deal with a county child support agency. Wis. Stat. §59.53(5) requires:

1. A county board contract with the Wisconsin Department of Children and Families to implement and administer the child and spousal support and establishment of paternity and the medical support liability programs provided for by Title IV of the federal social security act; and,
2. The board may designate by resolution any office, officer, board, department or agency, except for the clerk of circuit court, as the county child support agency.

Wis. Stat. §59.53(6) requires a county to either employ or contract with an attorney(s) to provide support enforcement. The county can assign the support enforcement duties to any attorney employed by it. The Green Lake County Corporation Counsel contracts with the State to provide the legal services necessary to implement the child support programs.

The requirement under Wis. Stat. §59.53(5) to designate any office, officer, department or agency as the child support agency is consistent with the county's home rule power to organize itself into various departments as it sees fit, except that there must be a child support agency. Whether the child support agency is a stand-alone department or a subsidiary of an existing department is up to the County Board.



**GREEN LAKE COUNTY**  
**OFFICE OF THE COUNTY CLERK**

*Margaret R. Bostelmann, WCPM*  
*County Clerk*

*Office: 920-294-4005*  
*FAX: 920-294-4009*

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December 30, 2015

Judicial Law Enforcement and Emergency Management Committee  
Personnel Committee

RE: Child Support cost scenarios

I have provided cost comparisons of five different scenarios:

Page One outlines the child support as a standalone; the first scenario is the current status and costs with the current employees, including Terri Stellmacher.

The second scenario would be the cost if a new department head is hired and the third scenario would be the cost of one of the current Specialist II employees moved up to department heads and a specialist I is hired.

Page two outlines the child support department combined with another department.

The first combines child support with corporation counsel and the second combines child support with economic support.

**BUDGET SCENARIOS**

**DEPT: CHILD SUPPORT**

**Page 1**

<b>POSITION TITLE</b>	<b>Wage Class</b>	<b>RATE</b>	<b>HOURS</b>	<b>WAGES</b>	<b>FICA RET-Employer</b>	<b>H-INS</b>	<b>L-INS</b>	<b>TOTAL</b>	
<b>Current Structure</b>									
Ch Spt Admin.	Pay Group 9	31.71	2080	65,956.80	5,045.70	4,353.15		75,355.64	
Ch Spt Specialist II	Pay Group 13	21.10	2080	43,888.00	3,357.43	2,896.61		50,142.04	
Ch Spt Specialist II	Pay Group 13	20.62	2080	42,889.60	3,281.05	2,830.71		49,001.37	
Receptionist	Pay Group 13	18.65	520	9,698.00	741.90	640.07		11,079.97	
Overtime Child Spt				1,000.00	76.50	66.00		1,142.50	
<b>TOTAL</b>				<b>163,432.40</b>	<b>12,502.58</b>	<b>10,786.54</b>	<b>0.00</b>	<b>0.00</b>	<b>186,721.52</b>

**New department head hired  
Child Support Agency stays as stand alone department either reporting to  
Committee, Administrator/Admin Coordinator or HHS Director**

<b>POSITION TITLE</b>	<b>Wage Class</b>	<b>RATE</b>	<b>HOURS</b>	<b>WAGES</b>	<b>FICA RET-Employer</b>	<b>H-INS</b>	<b>L-INS</b>	<b>TOTAL</b>	
Ch Spt Admin.	Pay Group 9	23.62	2080	49,129.60	3,758.41	3,242.55		56,130.57	
Ch Spt Specialist II	Pay Group 13	21.10	2080	43,888.00	3,357.43	2,896.61		50,142.04	
Ch Spt Specialist I	Pay Group 13	20.62	2080	42,889.60	3,281.05	2,830.71		49,001.37	
Receptionist	Pay Group 13	18.65	520	9,698.00	741.90	640.07		11,079.97	
Overtime Child Spt				1,000.00	76.50	66.00		1,142.50	
<b>TOTAL</b>				<b>146,605.20</b>	<b>11,215.30</b>	<b>9,675.94</b>	<b>0.00</b>	<b>0.00</b>	<b>167,496.44</b>
Cost Savings				<b>16,827.20</b>	<b>1,287.28</b>	<b>1,110.60</b>	<b>0.00</b>	<b>0.00</b>	<b>19,225.08</b>

**Specialist II moves up to department head with new specialist I hires  
Child Support Agency stays as stand alone department either reporting to  
Committee, Administrator/Admin Coordinator or HHS Director**

<b>POSITION TITLE</b>	<b>Wage Class</b>	<b>RATE</b>	<b>HOURS</b>	<b>WAGES</b>	<b>FICA RET-Employer</b>	<b>H-INS</b>	<b>L-INS</b>	<b>TOTAL</b>	
Ch Spt Admin.	Pay Group 9	23.62	2080	49,129.60	3,758.41	3,242.55		56,130.57	
Ch Spt Specialist II	Pay Group 13	21.10	2080	43,888.00	3,357.43	2,896.61		50,142.04	
Ch Spt Specialist I	Pay Group 14	16.43	2080	34,174.40	2,614.34	2,255.51		39,044.25	
Receptionist	Pay Group 13	18.65	520	9,698.00	741.90	640.07		11,079.97	
Overtime Child Spt				1,000.00	76.50	66.00		1,142.50	
<b>TOTAL</b>				<b>137,890.00</b>	<b>10,548.59</b>	<b>9,100.74</b>	<b>0.00</b>	<b>0.00</b>	<b>157,539.33</b>
Cost Savings				<b>25,542.40</b>	<b>1,953.99</b>	<b>1,685.80</b>	<b>0.00</b>	<b>0.00</b>	<b>29,182.19</b>

**Combined with Corporation Counsel Department****Create lead worker, Specialist II moves up, specialist I hired. Receptionis position remains**

POSITION TITLE	Wage Class	RATE	HOURS	WAGES	FICA	RET-Employer	H-INS	L-INS	TOTAL
Lead Worker	Pay Group 11 *	21.56	2080	44,844.80	3,430.63	2,959.76			51,235.18
Ch Spt Specialist II	Pay Group 13	21.10	2080	43,888.00	3,357.43	2,896.61			50,142.04
Ch Spt Specialist I	Pay Group 14	16.43	2080	34,174.40	2,614.34	2,255.51			39,044.25
Receptionist	Pay Group 13	18.65	520	9,698.00	741.90	640.07			11,079.97
Overtime Child Spt				1,000.00	76.50	66.00			1,142.50
<b>TOTAL</b>				<b>133,605.20</b>	<b>10,220.80</b>	<b>8,817.94</b>	<b>0.00</b>	<b>0.00</b>	<b>152,643.94</b>
* Group 11 starting pay is \$20.43. \$21.56 is step three.									
Cost Savings				29,827.20	2,281.78	1,968.60	0.00	0.00	34,077.58

**Combined with Economic Support Unit****Create lead worker, Specialist II moves up, specialist I hired. Receptionis removed.**

POSITION TITLE	Wage Class	RATE	HOURS	WAGES	FICA	RET-Employer	H-INS	L-INS	TOTAL
Lead Worker	Pay Group 11 *	21.56	2080	44,844.80	3,430.63	2,959.76			51,235.18
Ch Spt Specialist II	Pay Group 13	21.10	2080	43,888.00	3,357.43	2,896.61			50,142.04
Ch Spt Specialist I	Pay Group 14	16.43	2080	34,174.40	2,614.34	2,255.51			39,044.25
Receptionist		0.00	520	0.00	0.00	0.00			0.00
Overtime Child Spt				1,000.00	76.50	66.00			1,142.50
<b>TOTAL</b>				<b>123,907.20</b>	<b>9,478.90</b>	<b>8,177.88</b>	<b>0.00</b>	<b>0.00</b>	<b>141,563.98</b>
* Group 11 starting pay is \$20.43. \$21.56 is step three.									
Cost Savings				39,525.20	3,023.68	2,608.66	0.00	0.00	45,157.54

The receptionis position being removed from Child Suport would be a savings to Child Support  
However, the cost would move to Corporation Counsel