

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 12-28-11

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Personnel Committee Recommendation

Requested Meeting Date: 1-3-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Consent Agenda
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Job details

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, County Administrator

RE: Personnel Committee Recommendation for Social Worker

DATE: December 28, 2011

The Personnel Committee met on December 20th and discussed the position listed above, which recently became open due to a resignation. The Personnel Committee is made up of two County Commissioners (Wedel, Niemi), the County Administrator and the Human Resource Manager Bobbie Danielson. Staff has attached the related information that was presented to the Personnel committee.

Based upon the information provided and the presentation the committee made the following recommendations:

Health and Human Service

Social Worker in the Children and Family unit of Social Services 4 – 0 all in favor of filing this position. Staff noted that this position is budgeted for 2012 and that a portion of the funding for this position comes from the Federal and State government. The Committee thoroughly discuss the need for this position and the possible ramifications of not filling this position.

Staff and committee members will be present to discuss these recommendations and to address questions of the County Board.

Child Protection Services Caseload

Caseload that requires the most "up front" training and includes attending several days of state-sponsored child welfare training sessions. "This case load has a high degree of state and federal mandates--- highly regulated by state and federal laws and timelines.

"Every child; every month" -- each foster child must be visited by the placing social worker every month (research-based that children who have a relationship with "their social worker" have better outcomes)

Mandated response time for establishing child safety:

24 hr - 3 days for investigation mode (to see child face-to-face)

5 days for family assessment mode (to see child face-to-face)

Case plan must be completed within 30 days

Structured documentation protocols

- * standardized tools required to be completed and entered into SSIS
- * social worker narratives must be entered timely/properly in order to receive funding
- * reports to court have deadlines and several are written by each worker every month
- * case plan contents must meet state and federal requirements and yet be "family/client friendly"
- * paper file could be viewed by outside professionals... attorneys, advocates, ombudsman
- * documentation likely to become exhibits in court proceedings

Social worker must participate in preparing reports for and testify in court cases. Workers must be skilled in written and verbal communication skills. They must be able to write succinct detailed reports/case plans and provide verbal testimony under cross examination by attorneys both for and against proposals.

Most of the clientele is involuntary and sometimes assistance of law enforcement is needed

There is a high overtime accrual due to the need to meet at the consumer's schedule, at the consumer's home and travel is a necessity for home and placement visits.

This position brings in revenue from:

Child Welfare Targeted Case Management

Family Assessment

Parental Support Outreach Program

Random Moments

Expense adds to the Cost Pool