

Resolution 02 -08

Resolution to Adopt 2008 Child Support Agency Staffing Plan (Full Staff) and 2008 Budgetary Adjustment

WHEREAS, the Polk County Board of Supervisors adopted Resolution 100-07 in recognition of a surplus in the amount of \$17, 814 to the 2008 budget of the Polk County Child Support Agency as caused by the Amendment to the CY 2007 State to Polk County Child Support Contract; and

WHEREAS Resolution 100-07 postponed adoption of the 2008 Staffing Plan of the Corporation Counsel/Child Support Agency and authorized the continuance of the 2007 Staffing Plan until the usage of the surplus has been determined; and

WHEREAS Resolution 100-07 has directed the Corporation Counsel/Child Support Director to forward to the Polk County Board of Supervisors a resolution addressing usage of the surplus.

WHEREAS, since passage of the 2008 county budget and Resolution 100-07, Polk County has received the 2008 indirect cost reimbursement report from Maximus, Polk County's indirect cost accountant, that shows that the indirect cost reimbursements in 2008 to the county's child support program will be the amount of \$63,600, an increase from the budgetary projection of \$62,000; and

WHEREAS, it is in the interest of Polk County to have allocated the surplus, the amount of \$19,414, toward personnel costs of the county's child support program so as to continue the levels of efficiency and performance historically attained in the Polk County Child Support Agency.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors adopts the 2008 Staffing Plan of the Corporation Counsel/Child Support Agency (Full Staff), as attached hereto and incorporated herein.

BE IT FURTHER RESOLVED, in consideration of the adoption of the 2008 Staffing Plan of the Corporation Counsel/Child Support Agency, the Polk County Board of Supervisors adopts the cash flow statement attached to said staffing plan ~~and authorizes that there be budgetary adjustments of revenue/reimbursements and expenditures consistent with said cash flow statement.~~

~~BE IT FURTHER RESOLVED that the County Clerk cause to be published the changes to the 2008 budget as authorized herein.~~

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Staffing Synopsis

Total FTE: 8.03

Corporation Counsel/ Child Support Director	.60
Assistant Corporation Counsel	.33
Administrative Assistant	.35
Legal Secretary	.75
Child Support Specialists (5)	5.0
Financial Specialist	1.0

Personnel Expenditures

\$ 487, 250

Budgetary Analysis

Total Revenues/Reimbursements \$530,145
Overall Expenditures \$530,700

Surplus/(Shortfall)

(2,997.00)
~~(555)~~

Funding Sources:

Federal and State Child Support Funding
County Levy Dollars

Personnel Committee Advised: December 27, 2007

Personnel Committee Recommendation: Passage

Finance Committee Advised: January 9, 2008

Finance Committee Recommendation: _____

Effective Date: Upon Passage

Approved as to form: Jeffrey B. Fuge
Jeffrey B. Fuge, Corporation Counsel

Dated Submitted to County Board: January 15, 2008

County Board Action: _____

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Budgetary Adjustment

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Submitted By:

Russell E. Curran

Patricia M. Schmidt

Dwana P. Bremer

Attachments:

2008 Child Support Staffing Plan (Full Staff) and Personnel Budget Spreadsheet

2008 Projected Cash Flow Current Staff

Temporary Leave Calculation

Resolution 100-07 and excerpt of minutes to November 13, 2007 meeting of the Polk
County Board of Supervisors.

POLK COUNTY STAFFING ANALYSIS 2008
Corporation Counsel-Child Support Agency
(Full Staff)

DEPARTMENT: Corporation Counsel

DIVISION OR UNIT: Child Support Agency

PROGRAM OR SERVICE DESCRIPTION AND STATUTORY CITATION IF MANDATED: The Corporation Counsel is the umbrella county department to the State of Wisconsin/Polk County child support contract. The Child Support Agency applies and carries out defined County, State and Federal laws, policies, and procedures in: a) establishment of paternity; b) location of absent parents; c) determination of parents' legal obligations; d) collection and distribution of child support; e) review existing orders and subsequent modifications, if appropriate; f) initiation and enforcement of child, medical, kinship and foster care support orders; g) enter all court orders for family/child support on KIDS system.

MANDATED PROGRAM: Title IV-D of the Social Security Act; Title 45 Federal Code of Regulation, Section 300 et. seq.; Wisconsin Statute Sections 49.22 and 59.53(5) and (6).

SERVICES PROVIDED: See above.

TARGET GROUP, ELIGIBILITY, AND NUMBER OF CITIZENS SERVED: Any parent who is separated or divorced and applies for services or who is on state benefits or a caretaker of a child who applies for services or receives state benefits and any referrals from other states. Governmental entities, such as Polk County's foster care program, that pay for or provide for the out-of-home placement of children and which are entitled by court-order to parental contribution for out-of-home placement and services. Approximately 8,000 people are being served by the Polk County Child Support Agency.

**STAFFING WITH
FTE COST ALLCATION**

Corporation Counsel/	
Child Support Director	.60
Assistant Corporation Counsel	.33
Administrative Assistant	.35
Legal Secretary	.75
Child Support Specialists (5)	5.0
Financial Specialist	1.0

Total FTE: 8.03

OVERALL BUDGET:

FY2008	\$530,700.00
FY 2007	\$487,999.32
FY 2006	\$506,942.00
FY 2005	\$453,767.42
FY 2004:	\$449,717.00

PERSONNEL BUDGET:

FY 2008	\$487,250.00
FY 2007	*\$364,572.85
FY 2006	\$453,975.00
FY 2005	\$450,041.46
FY 2004:	\$410,567.00

**FUNDING SOURCES
(% BY SOURCE)**

See Attached Cash Flow Projections
Total Revenue from Non-County Sources
\$530,145

99.89% Federal and State funds, including performance funds and indirect cost reimbursements from the federal and state governments.

County Levy Dollars for 2008 Program Year
\$555

**CURRENT AND/OR
FUTURE POLICY ISSUES:**

1. Child Support Program Funding Solidified to support a fully staffed agency consistent with the 2007 Staffing Plan.
 - a. State General Purpose Revenues Released to Polk County in the amount of \$22, 997 for contract year 2008. The general purpose revenues

bring to the county child support program an additional \$44,642 through the Title IV-D federal financial participation program (Additional 2008 Revenues - \$67,639).

- b. Indirect Cost Reimbursements increase to \$63,600 based upon confirmation received from Polk County's cost accountant, Maximus. (Budgetary Projection was \$62,000).
- c. Pursuant to the 2007 State/County Child Support Contract, the County placed into reserve for expenditure in the 2008 contract year the sum of \$24,301, resulting in an increase of federal participation reimbursements in the amount of \$16,039. (Polk County Resolution 100-07).

The agency has engaged in work sessions that focus on developing a plan that will increase revenues/reimbursements, or, in the alternative, decrease expenditures. It is the goal of this plan to have the county child support program revenues/reimbursements meet expenditures. Full funding with a net of no county monies may be achieved by either increasing revenues/reimbursements in the amount of \$555.00 or decreasing expenditures \$1,665.00. (The 1:3 ratio among revenue/reimbursements to expenditures recognizes the Title IV-D federal financial participation methodology.)

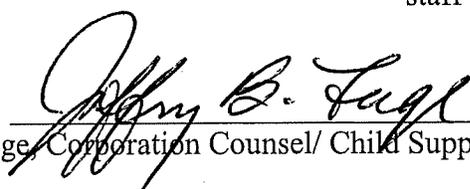
The agency has contemplated implementation of the plan, including the concept of a temporary leave without pay (accrual of benefits). Because the Friday following Thanksgiving is typically a slow court day, the one day temporary lay off without pay (accrual of benefits only) is a viable option, provided that the agency coordinate with the judicial branch. A one-

day temporary leave without pay would result in a decrease of expenditures of \$1660.45.

2. Growth of the Child Support Program and Increased Legal Needs of Polk County: Child Support Supervisor/ Child Support Lead Worker

The work demands upon the county's child support program are anticipated to increase as a result of additional mandated child support related programs. For example, in September 2007, the State of Wisconsin Bureau of Child Support will implement another program: – the establishment of medical support orders. This new program is due to federal mandates that create another performance measure that becomes effective on October 1, 2008. This and similar growth place added constraints on the time allocation of the Office of the Corporation Counsel, which has experienced an increase demand for the provision of legal services for the county that are unrelated to the child support program. To address the continuing demands on workflow and the increased need for the provision of legal services, the Child Support Agency has engaged in work sessions to study personnel positions and program operations of the agency. It is anticipated that the agency will bring forward a reorganizational plan affecting both the areas of personnel positions and program organization in the course of 2009 staff and budget planning.

Prepared by:


Jeffrey B. Fuge, Corporation Counsel/ Child Support Agency Director

Attachments: 2008 Personnel Budget Spreadsheet
2008 Projected Cash Flow Sheet at Current Staff
Calculations for Temporary Leave without Pay

2008 Budget

DEPARTMENT:

CHILD SUPPORT & CORPORATION COUNSEL
12/31/2008

EMPLOYEE NAME	TITLE	GLA FOUR:	CONT LONG	NEW	LONG	RATE	STEP	REG	OT	OT	TOTAL	SOC	RETIRE-	RETIRE	LIFE	DISAB	CHIL	CSA	CORP	CORP	TOTALS	
			GLA FOUR:	NEW	LONG	RATE	STEP	PAY	HRS	PAY	PAY	SEC	MENT	BUY OUT	INS	INS	SUPPORT	PERCENT	PERCENT	COUNSEL		
Admin Assist	011	2080	21.49					37,416.02	0.00	0.00	44,698.20	3,419.49	4,738.12	849.28	6.48	77.76	0.00	20,680.33	35%	65%	38,406.32	59,096.65
Ch Sup Specialist	011	1850	18.15	.04				37,416.02	0.00	0.00	37,416.02	2,862.33	3,966.10	710.90	12.53	150.36	140.31	58,875.61	100%		10,621.37	58,875.61
Secretary-CS	011	1850	15.77	.00				30,750.14	0.00	0.00	30,750.14	2,352.39	3,258.51	584.25	10.09	121.06	115.31	31,864.11	75%	25%		42,485.48
CH S Financial Si	011	1850	18.80	.04				36,348.00	0.00	0.00	36,348.00	2,780.82	3,852.89	690.61	2.45	28.41	136.31	57,467.43	100%			57,467.43
Ch Sup Specialist	011	1850	18.15	.04				37,416.02	0.00	0.00	37,416.02	2,862.33	3,966.10	710.90	20.30	243.00	140.31	50,642.05	100%			50,642.05
Ch Sup Specialist	011	1850	18.15	.04				37,474.52	0.00	0.00	37,474.52	2,866.80	3,972.30	712.02	3.02	36.24	140.53	58,832.00	100%			58,832.00
Ch Sup Specialist	011	1850	18.15	.07				37,552.52	0.00	0.00	37,552.52	2,872.77	3,980.57	713.50	20.30	243.60	140.82	58,133.37	100%			58,133.37
Ch Sup Specialist	011	1850	18.15	.04				37,416.02	0.00	0.00	37,416.02	2,862.33	3,966.10	710.90	3.02	36.24	140.31	58,761.49	100%			58,761.49
Ch Sup Specialist	011	1850	18.15	.04				44,698.20	0.00	0.00	44,698.20	3,419.49	4,738.12	849.28	6.48	77.76	0.00	396,258.39			49,027.69	445,284.09
Assist Corp Coun	009	2080	25.85					53,976.00	0.00	0.00	53,976.00	4,128.16	5,721.46	1,025.54	3.60	43.20	0.00	25,913.24	33%	87%	52,611.73	78,524.96
Corp Counsel	001	2080	37.81					78,644.80	0.00	0.00	78,644.80	6,016.33	8,336.35	1,484.25	7.99	95.88	0.00	64,930.32	80%	40%	43,286.88	108,217.21
Corp Counsel/Child Support Subtotal								177,320.00	0.00	0.00	177,320.00	33,024.53	45,759.48	8,202.17	88.78	1,077.37	953.90	487,098.96			144,926.30	632,026.26

2008 Projected Cash Flow Current Staff

Revenue/Program Income:

Application Fees *	700
Lab Fee Recovery *	4,925
Process Service Fee Recovery *	2,155
Vital Records Fee Recovery *	160
Other Fee Recovery *	60
Performance Incentives	35,440
State GPR	22,997
Federal 66% Match on GPR	44,642
MSL Incentives	14,618
FFP Reimbursements 66% **	316,547
Indirect Cost Reimbursement @ 66% FFP	63,600
	<hr/>
REVENUE	505,844
<u>Add Carry-over amt from 2007</u>	24,301
TOTAL REVENUE	<hr/> 530,145
 <u>IV-D Expenditures</u>	
Personnel Expenses	487,250
Operating Expenses	43,450
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TOTAL IV-D EXPENDITURES	530,700

Surplus / (Shortfall)	(555)
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**** Federal Reimbursement Calculation:**

IV-D Expenditures	530,700
Program Income *	8,000
Performance Incentives	35,440
NIVD Non-Qualifying & Qualifying	7,643
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Expenditures Eligible for FFP Match	479,617
Federal Match %	0.66
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FFP Reimbursements at 66%	316,547

Corporation Counsel/Child Support Agency Calculation - 1 day worth of wages

	<u>1 work day of wages only</u>
Admin Assist	\$171.92
Ch Sup Specialist	\$143.93
Secretary-CS	\$118.28
CH S Financial Spec	\$139.80
Ch Sup Specialist	\$143.93
Ch Sup Specialist	\$144.15
Ch Sup Specialist	\$144.45
Ch Sup Specialist	\$143.93
Assist Corp Coun	\$207.60
Corp Counsel	\$302.48
TOTAL	Entire Office \$1,660.45

	<u>1 work day of wages only</u>
Admin Assist	
Ch Sup Specialist	\$143.93
Secretary-CS	\$118.28
CH S Financial Spec	\$139.80
Ch Sup Specialist	\$143.93
Ch Sup Specialist	\$144.15
Ch Sup Specialist	\$144.45
Ch Sup Specialist	\$143.93
Assist Corp Coun	
Corp Counsel	
TOTAL	Union Empl Only \$978.45