

MILWAUKEE COUNTY
CIVIL SERVICE COMMISSION MEETING
Thursday, April 9, 2015, 2:08 p.m.
Courthouse Room 306

Minutes

ROLL CALL:

Present: Mary Ellen Powers, Janet Cleary, and Erbert Johnson.

OLD BUSINESS:

None.

NEW BUSINESS:

1. The Secretary to the Civil Service Commission requests the approval of the Civil Service Commission minutes from February 12, 2015.

Recommendation of the Department of Human Resources: Approve.

ACTION: Janet Cleary made a motion to approve the minutes as provided; it was seconded by Erbert Johnson.

Ayes – 3: Janet Cleary, Mary Ellen Powers, and Erbert Johnson.

Noes – 0

2. The Secretary to the Civil Service Commission forwards the approved minutes of the Milwaukee County Personnel Review Board of February 3, February 17, March 3, and March 17, 2015.

Recommendation of the Department of Human Resources: Receive & Place on File

ACTION: So ordered.

3. From the Department of Corporation Counsel, requesting revisions to Civil Service Hearing Procedures provision as to the time limit when written charges have to be file with the Commission after the employee is suspending pending a hearing.

Appearances: Molly Zilling, Assistant Corporation Counsel.

Recommendation of the Department of Human Resources: Revise to 3 days

ACTION: Janet Cleary made a motion to temporarily lay the item over until item 4 is completed; it was seconded by Erbert Johnson.

Ayes – 3: Janet Cleary, Mary Ellen Powers, and Erbert Johnson.

Noes – 0

Following item 4, the Commission addressed this request as follows:

ACTION: Erbert Johnson made a motion to replace the word "immediately" with "three business days;" it was seconded by Janet Cleary.

Ayes – 3: Janet Cleary, Maria Monteagudo, and Erbert Johnson.

Noes – 0

To Convene in Closed Session for Consideration of item 4

ACTION: Janet Cleary made a motion to convene into closed session Per Section 19.85(1)(b) of the Wisconsin Statutes; it was seconded by Erbert Johnson.

Ayes – 3: Janet Cleary, Mary Ellen Powers, and Erbert Johnson.

Noes – 0

During Closed session, Maria Monteagudo arrived at 2:37 p.m., and Mary Ellen Powers left at 4:01 p.m.

To Reconvene Into Open Session

ACTION: Janet Cleary made a motion to reconvene into open session; it was seconded by Maria Monteagudo.

Ayes – 3: Janet Cleary, Maria Monteagudo, Erbert Johnson.

Noes – 0

Upon reconvening in open session, the Commission took the following actions on item 4.

4. From the Civil Service Hearing Examiners submitting recommendations relating to employee suspensions and/or discharges.

- a. **Amanda Barnes, CNA, BHD
Hearing Examiner – Omar Mallick
Written Charges for Discharge, dated February 26, 2015, amended March 4, 2015**

ACTION: Janet Cleary made a motion to sustain the charges for discharge; it was seconded by Erbert Johnson.

Ayes – 3: Janet Cleary, Maria Monteagudo, Erbert Johnson.

Noes – 0

- b. **Patricia Hundley, Unit Clerk, BHD
Hearing Examiner – Omar Mallick
Written Charges for Discharge, dated March 13, 2015**

ACTION: Erbert Johnson made a motion to lay the matter until additional information is obtained by counsel; it was seconded by Janet Cleary.

Ayes – 3: Janet Cleary, Maria Monteagudo, Erbert Johnson.

Noes – 0

- c. Sharon McGee, Nursing Assistant I, BHD
Hearing Examiner – Omar Mallick
Written Charges for Discharge, dated March 13, 2015

ACTION: Janet Cleary made a motion to sustain the charges for discharge; it was seconded by Erbert Johnson.

Ayes – 3: Janet Cleary, Maria Monteagudo, Erbert Johnson.

Noes – 0

- d. Gail Thomas, Nursing Assistant I, BHD
Hearing Examiner – Omar Mallick
Written Charges for Discharge, dated November 11, 2014

ACTION: Erbert Johnson made a motion to lay the matter until additional information is obtained by counsel; it was seconded by Janet Cleary.

Ayes – 3: Janet Cleary, Maria Monteagudo, Erbert Johnson.

Noes – 0

Meeting Adjournment

ACTION: Janet Cleary made a motion to adjourn the meeting; it was seconded by Erbert Johnson.

Ayes – 3: Janet Cleary, Maria Monteagudo, Erbert Johnson.

Noes – 0

Meeting adjourned at 4:15 pm.

Approved by:

Rick Ceschin
Secretary to the Civil Service Commission

RC:rmj
C: Personnel Review Board

Milwaukee County Personnel Review Board
Meeting Minutes – March 31, 2015

I. Roll Call

Board President Daniel T. Dennehy called to order the regular meeting of the Personnel Review Board at 9:00 a.m. on Tuesday, March 31, 2015, in Room 203-R of the Milwaukee County Courthouse.

The following Board Members were present: Mr. Dennehy, Ms. Mary K. Bruno, and Mr. Carlos Pastrana. Ms. Susan A. Lueger and Ms. Melissa Soberalski were excused

II. Approval of the Minutes of the March 17, 2015 Meeting

Ms. Bruno moved, Mr. Pastrana seconded, and the Board, by vote of 3-0, approved the minutes of the March 17, 2015 meeting.

III. Communications and/or comments from the public, if any

None.

IV. Correspondence

None.

Ms. Rebecca M. Janz, PRB/Ethics Board Administrator, stated for the record that today would be the last Board meeting with Ms. Charmaine Gee, Administrative Assistant, because she accepted a new position in the Milwaukee County Housing Division. Mr. Dennehy requested a motion to commend Ms. Charmaine Gee, Administrative Assistant, for her talents and efforts. He noted her hard work and knowledge were much appreciated by the Board and wished her the best of luck in her new position. Ms. Bruno moved that the Board commend Ms. Gee for her outstanding service, being an exceptional member of the team, and going above and beyond to provide the Board with excellent, quality service. Mr. Pastrana seconded, and the Board, by unanimous vote (3-0), approved the commendation.

V. First Appearances

A. DISCHARGE

**DONNELL WILSON, Airport Maintenance Worker Assistant, DOT
Case #2-4201, dated 3/12/2015**

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that the charges against Donnell Wilson are withdrawn by the appointing authority. The Department plans to amend and refile the charges at a later date. The Board accepted the withdrawal of the charges and closed this case.

**GILLION SIMPSON, IT Manager – Applications, IMSD
Case #2-4171, dated 12/17/2014**

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that Gillion Simpson's previously submitted resignation is effective, and the appointing authority is formally withdrawing the charges against her. Attorney Kuglitsch requested a letter from the Board reflecting this action. The Board accepted the resignation, agreed to send correspondence to the parties regarding the actions of the appointing authority, and closed this case.

B. SUSPENSION

**JEFFREY KIHSLINGER, Deputy Sheriff, SHERIFF
Case #1-4197, dated 02/26/2015 for 30 days**

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that Jeffrey Kihslinger submitted a signed waiver of his right to a hearing and accepted his suspension. Charmaine Gee, Administrative Assistant, confirmed that the Board received Mr. Kihslinger's waiver. Ms. Bruno moved, Mr. Pastrana seconded, and the Board, by unanimous vote (3-0), accepted the waiver and closed this case.

VI. Hearings

A. DISCHARGE

**DONNA FLEES, Paralegal, FAMILY CARE
Case #2-4184, dated 2/05/2015**

The Board heard the report of Staff Representative David Eisner, AFSCME District Council 48, that Donna Flees retained the union to represent her on Friday and she is requesting the Board adjourn her case to allow the union time to prepare Ms. Flees' case. Attorney Paul Kuglitsch, Assistant Corporation Counsel, had no objection. Ms. Bruno moved, Mr. Pastrana seconded, and the Board, by unanimous vote (3-0) adjourned Ms. Flees' hearing to April 14, 2015.

**HAROLD WOOSYPITI, Airport Maintenance Worker, DOT
Case #2-4180, dated 1/22/2015**

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that Harold Woosypiti had resigned effective yesterday. Ms. Charmaine Gee, Administrative Assistant, stated the Board had received the resignation. The Board acknowledged Mr. Woosypiti's resignation and closed this case.

B. SUSPENSION

**CAROL LASKA, Correction Officer, HOC
Case #1-4188, dated 2/17/2015 for 5 days**

The Board heard the report of Staff Representative David Eisner, AFSCME District Council 48, that Carol Laska submitted a waiver of her right to a hearing and accepted her suspension. Attorney Paul Kuglitsch, Assistant Corporation Counsel,

confirmed that the appointing authority received the waiver. Ms. Bruno moved, Mr. Pastrana seconded, and the Board, by unanimous vote (3-0) accepted the waiver and closed this case.

VII. Adjournment

Mr. Pastrana moved, Ms. Bruno seconded, and the Board, by unanimous vote (3-0), adjourned the meeting at 9:13 a.m.

Minutes submitted by: Rebecca M. Janz, PRB/Ethics Board Administrator

Milwaukee County Personnel Review Board
Meeting Minutes – April 14, 2015

I. Roll Call

Board President Daniel T. Dennehy called to order the regular meeting of the Personnel Review Board at 9:00 a.m. on Tuesday, April 14, 2015, in Room 203-R of the Milwaukee County Courthouse.

The following Board Members were present: Mr. Dennehy, Ms. Mary K. Bruno, Ms. Susan A. Lueger, Ms. Melissa Soberalski, and Mr. Carlos Pastrana.

II. Approval of the Minutes of the March 31, 2015 Meeting

Mr. Pastrana moved, Ms. Soberalski seconded, and the Board, by vote of 5-0, approved the minutes of the March 31, 2015 meeting.

III. Communications and/or comments from the public, if any

None.

IV. Correspondence

Ms. Rebecca M. Janz, PRB/Ethics Board Administrator, reported that all briefs were in regarding whether the Board had jurisdiction of the grievance appeal filed by Douglas Felde, Case No. 4-4192. The matter is scheduled for an update at the April 28, 2015, meeting.

V. First Appearances

A. GRIEVANCE

JASON JAHN, Technical Architect, IMSD
Case #4-4208

Jason Jahn, appeared personally and represented himself. Attorney Paul Kuglitsch, Assistant Corporation Counsel, argued that the Board does not have jurisdiction of Mr. Jahn's grievance appeal because Mr. Jahn's grievance concerns steps in a in the wage schedule, not the wage schedule itself.

The Board set the following briefing schedule on the issue of whether the Board has jurisdiction of the appeal:

- Corporation Counsel's brief on behalf of the appointing authority is due May 5, 2015.
- Jason Jahn's response brief is due May 29, 2015.
- Corporation Counsel's reply brief is due June 5, 2015.

The Board will have an update on the matter at its June 9, 2015 meeting.

B. DISCHARGE**JUTTA HOLT, Clerical Assistant II, SHERIFF****Case #2-4204, dated 04/02/2015**

The Board heard the request of Mr. David Eisner, District Council 48, AFSCME, to continue the matter of Jutta Holt for hearing certain on May 26, 2015. Mr. Eisner stated that the continuation is made with the knowledge and consent of Jutta Holt, who was present, that she waived her right to a hearing within 21 days, pursuant to Chapters 63.10 and 63.12, Wis. Stats., and Ms. Holt authorized District Council 48, AFSCME to represent her before the Board in all matters regarding the instant charges. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (5-0), continued the matter for hearing date certain on May 26, 2015.

FRED WILLIAMS, Correction Officer I, SHERIFF**Case #2-4206, dated 04/02/2015 for IA #15-022****Case #2-4207, dated 04/02/2015 for IA #15-045**

The Board heard the report of Mr. David Eisner, District Council 48, AFSCME, to continue the matter of Fred Williams for hearing certain on June 9, 2015. Mr. Eisner stated that the continuation is made with the knowledge and consent of Fred Williams, who was present, that he waived his right to a hearing within 21 days, pursuant to Chapters 63.10 and 63.12, Wis. Stats., and authorized District Council 48, AFSCME to represent him before the Board in all matters regarding the instant charges. Ms. Bruno moved, Mr. Pastrana seconded, and the Board, by unanimous vote (5-0), continued the matter for hearing date certain on June 9, 2015.

C. SUSPENSION**QUIVON DILLION, Correction Officer I, SHERIFF****Case #1-4202, dated 04/02/2015 for IA #15-017 for 30 days**

The Board heard the request of Mr. David Eisner, District Council 48, AFSCME, to continue this matter and Case #1-4193 for joint hearing certain on May 26, 2015. Mr. Eisner stated that the continuation is made with the knowledge and consent of Quivon Dillon, who was present, that he waived his right to a hearing within 21 days, pursuant to Chapters 63.10 and 63.12, Wis. Stats., and authorized District Council 48, AFSCME, to represent him before the Board in all matters regarding the instant charges. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (5-0), continued the matter for hearing date certain on May 26, 2015.

KENDRA GILL, Fiscal Specialist, SHERIFF**Case #1-4203, dated 02/26/2015 for IA #14-274 for 15 days**

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that Kendra Gill submitted a signed waiver of her right to a hearing and accepted his suspension. Julie Straseske, Clerical Assistant, confirmed that the Board received Ms. Gill's waiver. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (5-0), accepted the waiver and closed this case.

DECORIE SMITH, Correction Officer I, SHERIFF**Case #1-4205, dated 02/26/2015 for IA #15-003 for 10 days**

The Board heard the report of Attorney Paul Kuglitsch, Assistant Corporation Counsel, that Decorie Smith submitted a signed waiver of her right to a hearing and accepted his suspension. Julie Straseske, Clerical Assistant, confirmed that the Board received Ms. Smith's waiver. Ms. Lueger moved, Mr. Pastrana seconded, and the Board, by unanimous vote (5-0), accepted the waiver and closed this case.

VI. Hearings**A. DISCHARGE****DONNA FLEES, Paralegal, FAMILY CARE****Case #2-4184, dated 2/05/2015**

The Board heard the report of Attorney Molly Zillig, Assistant Corporation Counsel, that Corporation Counsel was discussing a settlement with District Council 48, AFSCME, regarding the matter of Donna Flees. Attorney Zillig requested that the matter of Donna Flees be rescheduled for hearing certain awaiting results of the settlement discussion. Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (5-0), rescheduled the matter for hearing date certain on April 28, 2015.

B. SUSPENSION**QUIVON DILLION, Correction Officer I, SHERIFF****Case #1-4193, dated 02/26/2015, for IA #14-298 for 25 days***Rescheduled for May 26, 2015. See Item V.C. above.***VICTORIA MIKULA, Deputy Sheriff, SHERIFF****Case #1-4161, dated 10/30/2014, for IA #14-132 for 10 days**

At 2:43 p.m., Ms. Lueger moved, Mr. Pastrana seconded, and the Board voted 5-0 to go into closed session to deliberate the Victoria Mikula and Troy Moore-Spicer matters. At 3:11 p.m., the Board reconvened in open session.

Ms. Bruno moved, Ms. Lueger seconded, and the Board, by unanimous vote (5-0) found the evidence was sufficient to sustain violations of Civil Service Rule VII, Section 4(1), paragraphs (l), (t), and (u), and upheld the 10-day suspension

TROY MOORE-SPICER, Correction Officer I, SHERIFF**Case #1-4198, dated 02/26/2015 for IA #15-007 for 10 days****Case #1-4199, dated 02/26/2015 for IA #15-008 for 20 days**

At 2:43 p.m., Ms. Lueger moved, Mr. Pastrana seconded, and the Board voted 5-0 to go into closed session to deliberate the Victoria Mikula and Troy Moore-Spicer matters. At 3:11 p.m., the Board reconvened in open session.

Ms. Bruno moved, Ms. Soberalski seconded, and the Board, by unanimous vote (5-0) found the evidence was sufficient to sustain violations of Civil Service Rule VII,

Section 4(1), paragraphs (l) and (q) and upheld the 10-day suspension; however, the Board reduced the 20-day suspension to a 15-day suspension in light of the large number of overtime hours for which Mr. Moore Spicer volunteered. The Board recommends that Mr. Moore Spicer and his supervisors ensure that he does not volunteer for more hours than he can physically do.

VII. Adjournment

Mr. Pastrana moved, Ms. Lueger seconded, and the Board, by unanimous vote (5-0), adjourned the meeting at 3:12 p.m.

Minutes submitted by: Rebecca M. Janz, PRB/Ethics Board Administrator

County Executive
Chris Abele

Managed Care Organization
Director, Maria Ledger

MCO Board

Chief Clinical Officer

Chief Operating Officer

Assistant Director

Contract Administrator
Contract Specialist Quality Surveyor (1)
Contract Services Coordinator (6)
Contract Specialist (1)

Chief Financial Officer

Associate Director of Clinical Compliance

Quality Management
Quality Manager
Quality Improvement Coordinator (2)
Human Services Worker – Behavioral Health Specialist
LTC Functional Screener
RN Long Term Care Functional Screener
Dementia Care Specialist

Clinical Services
Medial Director –
Clinical Program Coordinator
Medicare Specialist
Rehab Services Supervisor
Nutrition Program Coordinator

Operations (Enrollment and Eligibility/Care Management)
Family Care Operations Manager
Program Coordinator – Enrollment & Eligibility
Quality Assurance Coordinator – Enrollment & Eligibility
Fiscal Analyst
Health Care Plan Specialists 2 (3)
Internal Team
Unit Supervisor – LTS Tina Anderson
Placement Team - RN 2 (5)
IDT RN2 (2)
IDT Human Service Worker (4)

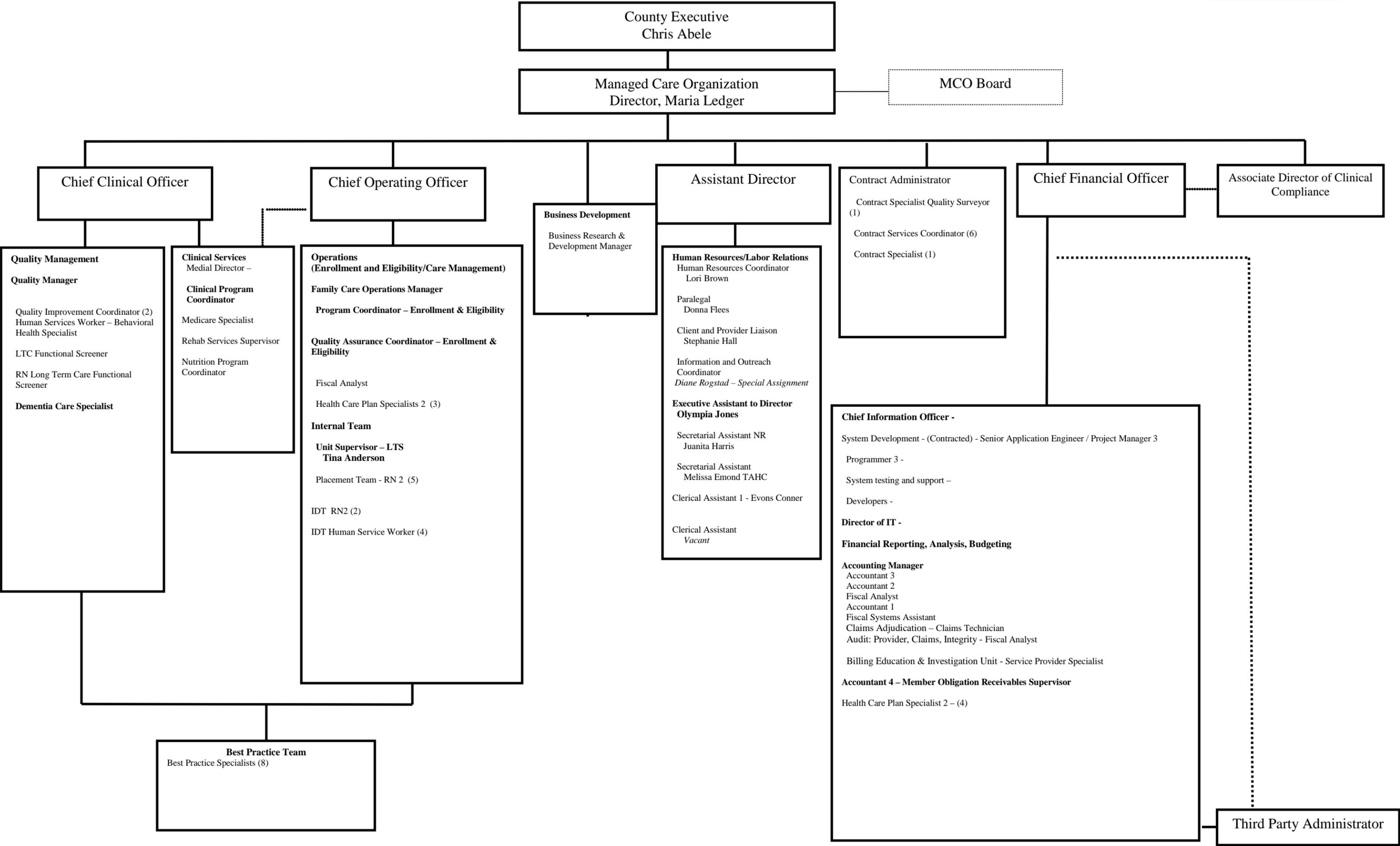
Business Development
Business Research & Development Manager

Human Resources/Labor Relations
Human Resources Coordinator
Lori Brown
Paralegal
Donna Flees
Client and Provider Liaison
Stephanie Hall
Information and Outreach Coordinator
Diane Rogstad – Special Assignment
Executive Assistant to Director Olympia Jones
Secretarial Assistant NR
Juanita Harris
Secretarial Assistant
Melissa Emond TAHC
Clerical Assistant 1 - Evons Conner
Clerical Assistant
Vacant

Chief Information Officer -
System Development - (Contracted) - Senior Application Engineer / Project Manager 3
Programmer 3 -
System testing and support –
Developers -
Director of IT -
Financial Reporting, Analysis, Budgeting
Accounting Manager
Accountant 3
Accountant 2
Fiscal Analyst
Accountant 1
Fiscal Systems Assistant
Claims Adjudication – Claims Technician
Audit: Provider, Claims, Integrity - Fiscal Analyst
Billing Education & Investigation Unit - Service Provider Specialist
Accountant 4 – Member Obligation Receivables Supervisor
Health Care Plan Specialist 2 – (4)

Best Practice Team
Best Practice Specialists (8)

Third Party Administrator





MILWAUKEE COUNTY JOB DESCRIPTION

Job Title: Contract Administrator

Department: Family Care

FLSA Status: Exempt

Pay Range: 901E

Revision Date: 1/27/2015

Job Summary: The principal purpose of the Contract Administrator position is to coordinate all facets of contracting and provider relations for the Department of Family Care, a managed care organization (MCO), for a provider network that operates in eight counties with more than 1,100 service providers and service expenditures of approximately \$287 million.

Essential Duties and Responsibilities:

- Oversight provider relations, recruitment and maintenance of providers to include:
 - A strong quality provider network with sufficient capacity;
 - Ensure provider network is in compliance with the MCO's contract;
 - Ensure contracting department is responsive and meets established MCO business time lines to provider inquiries, complaints and employee background checks;
 - Initiate changes to MCO Enterprise Resource Planning (ERP) system to meet the ongoing changes/needs of the MCO's provider network and business operations;
 - Ensure all provider files meet audit and regulatory requirements (DHS, OCI and Metastar) regarding documentation and correspondence. Each contract will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules and compliance requirements (e.g., insurance declaration page, etc.); and
 - Develop and mentor staff on the proper protocols, policies, procedures to ensure contract execution and compliance in accordance with MCO policy.
- Draft all RFPs' for professional service contracts and execute contracts with selected vendors.
- Under the guidance of Senior Management, collaborate on the MCO's behalf with the Wisconsin Family Care Association (WFCA) and the Wisconsin Department of Health Services (DHS) to draft contract language for the upcoming year that governs all activities of the MCO.
- Periodically monitor and assess provider network capacity to ensure enrolled members with Intellectual developmental and physical disabilities as well as mental health diagnosis and/or behavioral challenges are met. Provide quarterly report of network capacity availability and needs to senior management and key operational departments.
- Develop service delivery models to meet the network capacity needs and changing needs of the MCO's enrolled members.
- Coordinate regular meetings and trainings with contracted providers to receive updates and trainings on new regulations, policies and procedures of the MCO, DHS and Office of Commissioner of Insurance (OCI).
- Collaborate with Marketing and operations to develop annual conference for MCO's provider network to include presentation topics and speakers.
- Ensure the coordinating efforts of the MCO's internal quality team (Best Practice team) and Care Management Units (CMUs) lead to appropriate authorization of services to the MCO's more than 8,200 members.
- Serve as department's liaison with other county departments to get the necessary approvals of professional service contracts.
- Other duties as assigned.

Minimum Education & Years of Experience Required: Bachelor's Degree in Business Administration, Management. A graduate degree in Business or Law is desirable. Minimum of three (3) years' experience working in health care, preferably in contracting. Minimum of three (3) three years' long-term care required. Preferred years of experience are three (3) to five (5) years. Three (3) to five (5) years in contract negotiation and provider network management. Minimum of three (3) years supervisory experience, preferably supervising professional staff.

License/Certification: Valid Wisconsin Driver's License.

Required Skills and Abilities:

- Exchange of information with internal and/or external contacts that requires a high degree of persuasion and authority in securing an understanding and cooperation.
- Maintain sensitive or confidential information.
- Explain and gather information, answer queries, or provide assistance to internal and/or external contacts and maintaining the relationships whom can have a significant impact on the success of the organization.
- Persuade, conform or recommend course of action with internal and/or external contacts.
- Ability to effectively read, analyze and interpret business manuals, technical procedures and government regulations.
- Speak effectively before both internal and/or external groups on complex and sometimes controversial topics.
- Read, analyze, and interpret safety rules, operating/maintenance instructions and procedure manuals, scientific/technical journals and procedures, government regulations, financial and legal documents.
- Makes decisions of responsibility and final recommendations, which may result in the formulation of strategic plans of action to achieve the broad objectives for the organization; involves long-range future planning including scope, direction and goals.
- Extremely organized, ability to handle multiple assignments and meet deadlines.
- Knowledge of all related computer and software applications, such as word processing and spreadsheets.

Supervisory/Managerial Responsibility: Scheduling, supervision and evaluation of work; recommends personnel actions (hiring, termination and/or pay changes).

Physical Demands: Standing, Walking/Running, Sitting, Reaching, Climbing, Driving, Bending/Kneeling, Hearing, Talking, Visual, Typing, Writing.
Lifting/Carrying up to 05 lbs., Pushing/Pulling up to 05 lbs.

Non-Physical Demands: Analysis/Reasoning, Communication/Interpretation, Math/Mental Computation, Reading, Sustained Mental Activity (i.e., auditing, problem solving, grant writing and composing reports, etc.).

Environmental Demands: Working Independently, Task Changes, Tedious/Exacting Work, High Volume Public Contact.

Work Schedule: Routine shifts hours. Infrequent overtime, weekend, or shift rotation.

Demands/Deadlines: Intermittent or cyclical work pressures with occasional exposure to high stress work environments.



DEPARTMENT OF FAMILY CARE

Milwaukee County

MARIA LEDGER, Director
 Maria.Ledger@milwaukeecounty.com

Phone: (414) 287-7600
 FAX: (414) 287-7704
 TTY: (414) 287-7601
 Toll Free: (877) 489-3814

**Milwaukee County
 Family Care
 Governing Board**

Maria Rodriguez
 Chairperson

E. B. Coleman

Joe Entwisle

Jeanne Fehr

Gwendolyn Jackson

Supervisor Willie Johnson, Jr.

Jung Kwak

Joanne Lipo Zovic

Paula K. Lorant

Mary McClintock

Supervisor Peggy A. Romo West

Mary Sawicki

Date April 30, 2015

To: Milwaukee County Civil Service Commission

From: Maria Ledger, Director, Department of Family Care 

Subject: Request to Transfer a Position from the Classified
 Service to the Unclassified Service – Contracts
 Administrator

Request

The Department of Family Care requests that the position of Contracts Administrator be changed to an unclassified service position.

Background/ Analysis

The Contracts Administrator for the Department of Family Care is a high level executive with primary responsibility for assisting the Department Director and Chief Financial Officer in planning and establishing the Provider network of 1,600+ contracted entities providing services amounting to over \$280,000,000 for over 8,400 members in eight (8) counties in Southeastern Wisconsin. The position serves as a member of the Department Senior Administrative staff.

The major objectives of this position are to:

1. Develop network capacity in behavioral health AND acute and primary health care.
2. Develop new models of service delivery and recruit and sustain providers to operate these new models.
3. Insure the MCO has an adequate provider network in place for existing members and new members who enroll.
4. Supervise the activities of eight (8) Contract Services Coordinators Specialists

The position exists because the Milwaukee County Department of Family Care relies on its 1,600+ plus contracted vendors providing high quality services to vulnerable members of the MCO. The MCO cannot function without an adequate provider network and cannot meet the changing needs of the long-term and acute/primary care population without expanding and working with new entities. These functions are

the responsibility of the Contract Administrator.

This position reports to the Department Director who in turn reports to the County Executive. For many years, this position was in the classified service however turnover has been high as is the demand for professionals who possess this level of expertise.

A review of the duties and responsibilities for the position identified above indicates that the position qualifies for inclusion in the unclassified service as specified in Wisconsin State Statutes 63.03 (3)(a). I have attached a copy of the position description for the position in addition to the organizational chart for your reference.

Thank you for your consideration of this request. I will be available to answer any questions you may have.